

Mobile Guest Service Purchase Order Instructions

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OBJECTIVE AND SCOPE

The aim of these instructions is the correct the creation, and reception in SAP of purchase orders for the MOBAIL GUEST SERVICE (Stay APP, vendor in SAP 68796) to be correctly posted in Hotel P&L and avoid invoicing incidences.

PRICES FOR 2024

In 2024 the prices to be applied are as follows:

- Hotels with MOBILE GUESTS SERVICE (Stay) already implemented.
 - Monthly prices: € 1.00 per room and month
- Initial implementation price (for hotels where it is already working does not apply).
 - €220.82 This cost is paid only once and at the time of implementation.
 - Monthly prices after implementation: € 1.00 per room and month

PURCHASE ORDER EXECUTION

We will make **FOUR PURCHASE ORDERS** (from now on PO) per year/hotel (one per quarter), and once the PO is made and approved (if necessary) we will make the GR at **the beginning of each quarter**, so the invoice from the vendor can be matched correctly and avoid invoicing incidences.

All POs must be made against warehouse 9995. This warehouse is created for all hotels, in the exceptional case that it is not created please request its creation via JIRA in the following category: SAP MM (Materials Management) -->System Functionality Configuration

Please see below the different scenarios we can have and how to create the corresponding PO.

Scenario 1: The hotel with Mobile Guest Service already implemented:

The hotel must create four POs with one line with the price applied (SAP Material 04131393), the quantity to introduce is the number of rooms multiplied by 3 (as we will make one PO per quarter).

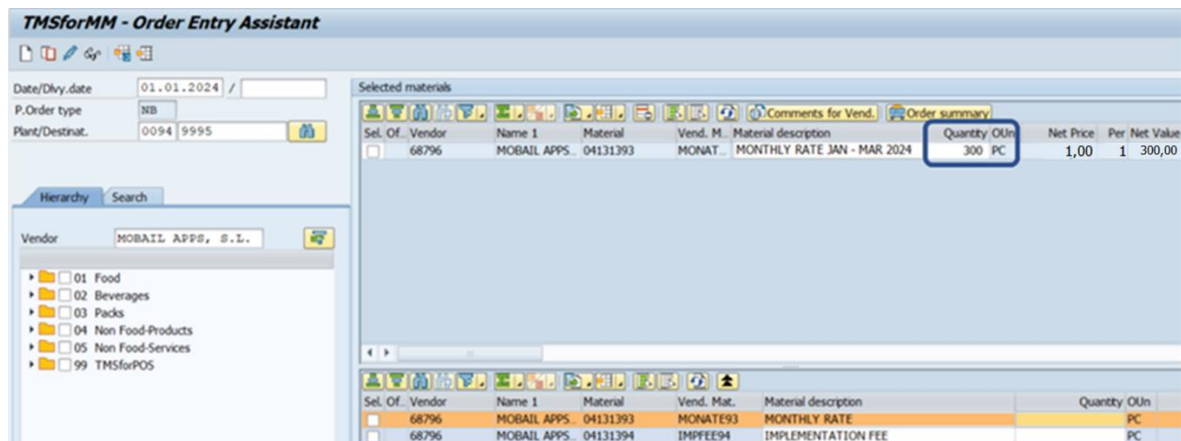
The description of the item must be changed as follows to indicate the quarter that corresponds to this PO e.g.

MONTHLY RATE JAN - MAR 2024

MONTHLY RATE APR - JUN 2024

etc.

See the example below for PO for the first quarter for a hotel of 100 rooms



Scenario 2: The hotel is going to make the implementation along 2024:

In this case, the hotel must follow two steps:

Step 1: Implementation PO:

We will make the implementation PO with two lines:

- One line for the implementation fee with the price to be applied (SAP material 04131394). Quantity 1
- One line with the service fee (SAP Material 04131393), quantity to introduce is the number of rooms multiplied by the number of months till the end of the quarter. The description of the item must be changed as follows to indicate the quarter that corresponds to this PO e.g.: MONTHLY RATE FEB - MAR 2024

See the example below for a hotel with 100 rooms for the PO implemented in February 2024

Sel. Of.	Vendor	Name 1	Material	Vend. M.	Material description	Quantity	OUn	Net Price	Per	Net Value
	68796	MOBAIL APPS	04131393	MONAT	MONTHLY RATE FEB - MAR 2024	200	PC	1,00	1	200,00
	68796	MOBAIL APPS	04131394	IMPFEES	IMPLEMENTATION FEE	1	PC	220,82	1	220,82

Step 2. Regular PO

After the implementation PO we must create as many POs as in scenario 1 for the quarters pending till the end of the year after the implementation quarter in the example above, we will have to make 3 POs for the second, third and fourth quarters. If the implementation is made in the second quarter, we will make one Implementation PO and afterwards 2 regular PO for the 3rd and 4th quarters and so on. See Scenario 1 instructions.

HOTEL CLOSURE

In the event of hotel closure, the service fee won't be charged (only during the closing period). To cancel this service, please, e-mail the supplier STAY (including CC your Quality Department) detailing the closing period and the open date.

The closing month and the opening month will be charged as established in the following criteria: If a hotel is closed for the first fifteen (15) days of a month, this month shall not count for billing purposes. However, if a hotel is open for the first fifteen (15) days of a month, but closed for the remaining days, this month shall count for billing purposes as a full month.

RELATED DOCUMENTS

[OPEX Purchase Order Management Process](#)