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HOTELS



NEW TRANSACTION IN SAP MM FOR REQUESTING VENDORS (ZMM_VENDOR_REQ)

Following the continuous improvement on the **Master Data Management** area, a new transaction **ZMM_VENDOR_REQ** for requesting vendors has been added to SAP in order to ease vendor requesting process. Please find below main changes :

a) From **11.03.2020 onwards**, upcoming requests will be done through this new transaction, **ZMM_VENDOR_REQ**

- Please be aware that ZMM_VENDOR_REQ fully replaces former transaction /CCSHT/MM_PROVE_REQU. This old transaction won't be able anymore in your SAP Menu. All, pending and managed requests, will be visible in the new transaction.

b) Main changes on new transaction

- **New “Business area” field:** Even though you will start creating the request in the same manner as usual, when filling the form you also have to fill in the Business Area in which you want to request the vendor :
- **Reason Request field** has been enhanced with a drop-down list with possible reasons for setting up the vendor . There are 9 possible reasons. Apart from select the Reason Request, a brief explanation will be mandatory to be filled .

Business area

The screenshot displays the 'Vendor Requests' SAP transaction interface. On the left, a list of fields for vendor data is visible, including City, Region, Language, Telephone, Fax, Email, Dirección mail 2, VAT Reg. No., Icod., IBAN, Bank country, Bank account, Bank Reference, Date of birth, Sex, and Business area. The 'Reason Request' field is highlighted, and a dropdown menu is open, showing a list of 9 reasons for vendor creation. The reasons are: 1. OPEX vendor extension, 2. CAPEX vendor extension, 3. There isn't nominated vendor for this, 4. Vendor authorized by F&B manager, 5. Vendor authorized by Area manager, 6. Vendor changes its Tax number, 7. Canary consignee, 8. Commissions out of QNYX, and 9. Replicate OPEX/CAPEX to CAPEX/OPEX vendor. The dropdown menu also includes a text box for 'Explain of reason for vendor creation' and a list of icons. The background shows the 'Vendor Requests' form with fields for City (LAS VENTAS DE RETAMOSA), Region (45), and Language (English).

Possible Request Reason:

1.- OPEX vendor extension : When you have to extend an OPEX vendor to your purchasing organization/company code.

2.- CAPEX vendor extension : When you have to extend a CAPEX vendor to your purchasing organization/company code.

3.- There isn't nominated vendor for this : When there is no nominated vendor for the good/service that you need. It applies for both Opex and Capex. As established in process for new vendors, to attach the bank account back up is mandatory (see point #c).

4.- Vendor authorized by F&B manager : Request exceptionally approved by F&B manager. It is mandatory to attach a written approval from BU F&B manager. As established in process for new vendors, to attach the bank account back up is mandatory (see point #c). See NOTE BELOW.

5.- Vendor authorized by Area manager : Request exceptionally approved by each Area Manager. It is mandatory to attach a written approval from OPS Regional Director. As established in process for new vendors, to attach the bank account back up is mandatory (see point #c). See NOTE BELOW*.

6.- Vendor changes Tax number : When the vendor informs a change of Tax number. Within the explanation you have to inform which is the vendor SAP number that has to be replaced. As established in process for new vendors, to attach the bank account back up is mandatory (see point #c).

7.- Canary islands consignee : (This only applies to Canary islands). When Canary islands request a new vendor for goods import, it will be mandatory to inform the vendor consignee within the explanation. In case the vendor is services instead of goods, reason #3 will apply.

8.- Commissions out of ONYX : When there is a commission vendor authorized as Out of ONYX exception. As established in process for new vendors, to attach the bank account back up is mandatory (see point #c).

9.- Replicate OPEX/CAPEX to CAPEX/OPEX vendor: When you have to request a CAPEX vendor that already exists as OPEX or the other way around (OPEX to CAPEX). It is mandatory to inform about the already existing vendor SAP number.

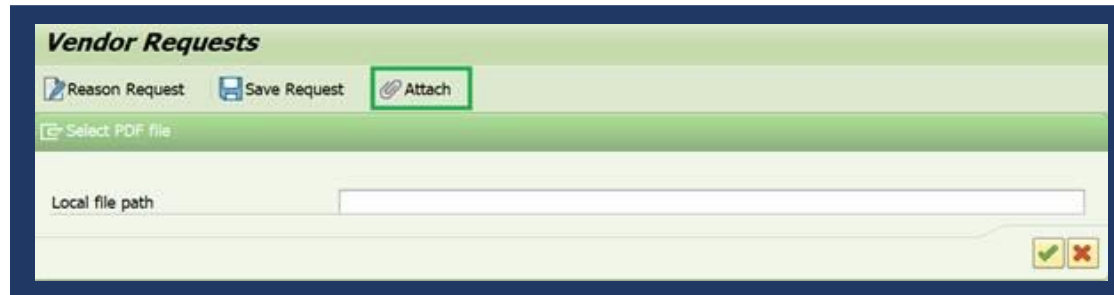
*For any Italian vendor applicable for an Italian plant/hotel, it is mandatory to enter in the request reason if the vendor has any special fiscal program (*Regime forfettario*).

***NOTE:** For those special cases in which even having nominated vendors, your operation justifies the need of a new no nominated vendor, please use reasons 4 or 5 and make sure that you attach a written approval from the applicable approver as per following list:

Exceptions approvers list

BU	REGION	AREA	ACCEPTED USER TO APPROVE EXCEPTIONS
BUAME	Conosur	F&B	SILVINA VERONICA CORBALAN
BUAME	Conosur	Basics and standards	PAMELA CORDOVA
BUAME	Conosur	IT	Mª ANGELS SALAYET
BUAME	Conosur	Maintenance	ROBERTO DI IORIO
BUAME	Conosur	HR	CARLA LORENA GIRACA
BUAME	Mexico	F&B	JAVIER VIVANCO UGALDE
BUAME	Mexico	Basics and standards	PAMELA CORDOVA
BUAME	Mexico	IT	Mª ANGELS SALAYET
BUAME	Mexico	Maintenance	BRYAN FIGUEROA
BUAME	Mexico	HR	DAVID ROBERTO BETANCOURT HERNANDEZ
BUAME	Colombia/Ecuador	F&B	CARLOS EDUARDO BOLAÑOS
BUAME	Colombia/Ecuador	Basics and standards	PAMELA CORDOVA
BUAME	Colombia/Ecuador	IT	Mª ANGELS SALAYET
BUAME	Colombia/Ecuador	Maintenance	DIEGO FRANCO
BUAME	Colombia/Ecuador	HR	ANA ELVIRA JACQUIN JÁNICA
BUSE	Spain, France, Portugal, Andorra	F&B	SEGUNDO LOPEZ
BUSE	Spain, France, Portugal, Andorra	Basics and standards	CESAR PEREZ
BUSE	Spain, France, Portugal, Andorra	IT	Mª ANGELS SALAYET
BUSE	Spain, France, Portugal, Andorra	Maintenance	MANUEL MARIA GOMEZ GAMARRA
BUSE	Spain, France, Portugal, Andorra	HR	DIEGO G. VINUESA / SONIA CARMONA (for any Outsourcing related to room area)
BUSE	Italy	F&B	CARLOS ORACIO NOVAES
BUSE	Italy	Basics and standards	CESAR PEREZ
BUSE	Italy	IT	Mª ANGELS SALAYET
BUSE	Italy	Maintenance	MANUEL MARIA GOMEZ GAMARRA
BUSE	Italy	HR	DIEGO G. VINUESA / SONIA CARMONA (for any Outsourcing related to room area)
BUNE	BUNE	F&B	MICHEL KNOESTER
BUNE	BUNE	Basics and standards	MICHELLE AARTS
BUNE	BUNE	IT	Mª ANGELS SALAYET
BUNE	BUNE	Maintenance	RONNY WIESE (CE) / PATRICK MINNAARD (BLX)
BUNE	BUNE	HR	PETER VAN PUTTEN / TILLY HUURNINK (for any Outsourcing related to room area)

c) Attachments: Another enhancement is that you can now attach files. From 11.03.2020 onwards, any mandatory backup/approval documentation (reasons #3 to #8 above) must be attached through this functionality.



Only .pdf documents will be allowed. Only one file can be attached, so in case you have more than one (e.g. bank document + OK from Regional OPS), you have to merge them in just one. In case you save a request without attachment, you can still modify the request and attach the document while the request is not treated yet.

To avoid duplicates, no more attachments must be send to
VendorModification@digitalsharedservices.com.

Any document for a vendor request received in that inbox will be directly disregarded from 11.03.2020.

Please remember that for really urgent exceptions, you can contact the corresponding “escalator” listed below who will verify if your approval must be handled as urgent, and if so, will escalate it.

BU	AREA	ACCEPTED USER TO SEND URGENCIES
BUAME		
Conosur	F&B	Silvina Corbalán
	Others & Capex	Roberto Di Ioirio
Mexico	F&B	David Saavedra
	Operations	David Saavedra
Colombia/Ecuador	F&B	Carlos Bolaños
	Operations	Juan Carlos Sanabria
BUSE		
All BUSE	Room division	Sonia Carmona
All BUSE	Marketing	Beatriz del Mazo
All BUSE	Commercial	Gloria Ruigomez
Spain, France, Portugal, Andorra	F&B	Alba García
Italy	F&B	Mario Lomenzo
Spain, France, Portugal, Andorra	Maintenance*	María Isabel Redondo Pérez
Italy	Maintenance*	Vincenzo Bruno
BUNE		
ALL BUNE	F&B	Pepijn Savenije
ALL BUNE	Operations	Ralph Meyer

***In the particular case of Maintenance & Engineering urgent requests (BUSE):**

1.- Deliver request through SAP AND

2.- Sending the request via email to the corresponding Regional Maintenance Director who will filter the reality of the emergency.

3.- If it really is an emergency, the Regional Director of Maintenance will request the urgent processing via mail to the person in charge of sending the urgent requests to MDM, according to the country (see table of responsible).

THANKS!

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