

New SAP MM transaction: Vendor request

Agenda

- ▶ What's new
- ▶ Transaction Vendor request
- ▶ Transaction Vendor request Monitor
- ▶ Next steps



What's new?

Effective December 1st 2025, the supplier request steps will change.

Process improvements include:

- ▶ The approval workflow will be integrated into SAP and will be visible to users.
- ▶ Access to a DUN & BRADSTREET database will be provided to facilitate searches.
- ▶ Vendor request will be no rejected (except Coperama), in case missing or wrong info the request will be returned to the requestor to be corrected

Transaction Vendor request

Effective December 1st 2025, the supplier request process will change and will be carried out through the same transaction but it will change. Once you execute ZMM_VENDOR_REQ. The screen you will see is:

BP Vendor - Search and Create

Field	Value
BP Name	
Tax Id	
DUNS Number	
Country	
Street Name	
Postal Code	
City	
Region	
Hotel	ESMD.EUROB
Bus. Area	0094
SAP centre code	ES10NH COLLECTION EUROBUILDING

SAP D&B

Once filled these three mandatory data click in search so the system will return the vendors available with this data, if the result of the search has too much results, you can adjust the search filling the rest of the data in this order: City, Region, BP name, Postal Code, Street name

Transaction Vendor request

Case 1: Vendor appears in tab SAP and in green

BP Vendor - Search and Create

Request to MDM

BP Name	<input type="text"/>	Street Name	<input type="text"/>
Tax Id	B29155884	Postal Code	<input type="text"/>
DUNS Number	<input checked="" type="checkbox"/> <input type="text"/>	City	<input type="text"/>
Country	ES <input type="button" value="Search"/>	Region	<input type="text"/>

Hotel: ESMD,EUROB Bus. Area ES10NH COLLECTION EUROBUILDING

SAP (1) D&B (1)

S.	Status	Supplier	Group Name 1	Tax Number 1	VAT Registration No.	DUNS No.	C/R	City	Postal Co
		82514	SV01 AUTOBUSES PACO PEPE	B29155884	ESB29155884		ES	MALAGA	29004

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Request to MDM

BP Name

☒

Tax Id

B41008418

DUNS Number

☒

Country

ES

Search

Street Name

Postal Code

City

Region

Hotel: ESMD.EUROB

Bus. Area

0094

ES10NH COLLECTION EUROBUILDING

SAP

D&B (1)

Create Vendor

S.	Status	OOB	Supplier	Group Name 1	Tax Number 1	DUNS No.	C/R	City	Postal Code	Rg	Street
	00			INGENIERIA SANITARIA SL	B41008418	768669496	ES	SEVILLA	41004		AVENIDA

Case 2: Vendor appears in tab SAP with a yellow triangle

BP Vendor - Search and Create

Request to MDM

BP Name ☒

Tax Id

DUNS Number ☒

Country

Search

Street Name

Postal Code

City

Region

Hotel: [ESMD.EUROB](#) Bus. Area ES10NH COLLECTION EUROBUILDING

SAP (1) D&B (1)

S.	Status	Supplier	Group Name 1	Tax Number 1	VAT Registration No.	DUNS No.	C/R	City	Postal Co
		44914	SV01 RIEGO Y FONTANERIA PACO RECOR	B14543250	ESB14543250		ES	LA CARLOTA (CORDOBA)	14100

Extend Vendor

Transaction Vendor request

Case 1: Vendor appears in TAB SAP and in green

BP Vendor - Search and Create

Request to MDM

BP Name

Tax Id

B29155884

DUNS Number

☒

Country

ES

Search

Street Name

Postal Code

City

Region

Hotel: [ESMD.EUROB](#)

Bus. Area

0094

ES10NH COLLECTION EUROBUILDING

SAP (1)

D&B (1)

S.	Status...	Supplier	Group Name 1	Tax Number 1	VAT Registration No.	DUNS No.	C/R	City	Postal Co
		82514	AUTOBUSES PACO PEPE	B29155884	ESB29155884		ES	MALAGA	29004

In this case the vendor is available for the company code and purchase organization of the Business area filled. No action is needed.

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

BP Vendor - Search and Create

Request to MDM

BP Name

☒

Tax Id

B14543250

DUNS Number

☒

Country

ES

Search

Street Name

Postal Code

City

Region

Hotel: ESMD.EUROB

Bus. Area

0094

ES10NH COLLECTION EUROBUILDING

SAP (1)

D&B (1)

Extend Vendor

S.	Status...	Supplier	Group Name 1	Tax Number 1	VAT Registration No.	DUNS No.	C/R	City	Postal Coc
		 44914	SV01 RIEGO Y FONTANERIA PACO RECORT	B14543250	ESB14543250		ES	LA CARLOTA (CORDOBA)	14100

Vendor is available in SAP but no extended for your BA. So, you need to request the extension of the vendor.

Select the vendor you want to extend and click in the button 

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

Once you click Extend Vendor, you will be directed to a screen displaying the supplier's preloaded data in SAP. You will need to navigate through the various tabs to complete the missing information required for the extension. Let us proceed tab by tab.

Tab: Header data

In this tab, you will see the data currently stored in the system for this supplier. Only the payment terms will be editable, and you must complete the Reason Request field, explaining why this supplier is required.

TIP 1: As it is an extension always select reason request 07

Reasons for Vendor creation Request (1) 8 Entries	
Restrictions	
Reason req	Description
01	There isn't nominated vendor for this
02	Vendor authorized by F&B manager
03	Vendor authorized by OPS manager
04	Vendor changes its Tax number
05	Canary consignee
06	Commissions out of ONYX
07	Vendor extension
08	Request Coperama

TIP 2: To make easier the processing of your request, be as explicit as possible when describing the need for this supplier.

SBC Vendor request

Vend. Req. 0

Name

Bus. Area ES10NH COLLECTION EUROBUILDING

Header data

Bank Data

Purchasing Data

Fiscal Data

Terms of Payment XB90 Confirming Kyriba 90 Days - Due on 20th

CAPEX Payt Terms XB4M

Credit Memo Pyt Term PB00 0 days-Confirming Kyriba (Vendor)

Industry A001

Req. Ind. type A

Request type LO

Pay priority L

Vendor Type Partner Type

SV01

Flow F2

PO based OPEX (Logistic_supplier)

Tax Number 1 B92119932

VAT Reg. No. ESB92119932

Reason request

Reason comments

Financial Email paco.gamero@hotmail.com

Credit note email

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

Tab: Bank Data

It will appear the bank details of the vendor already existing in SAP, if you need to add an extra bank account, please fill the data and click in the clip to attach the needed document. See how to do it in the next slide.

If not needed go to the next tab.

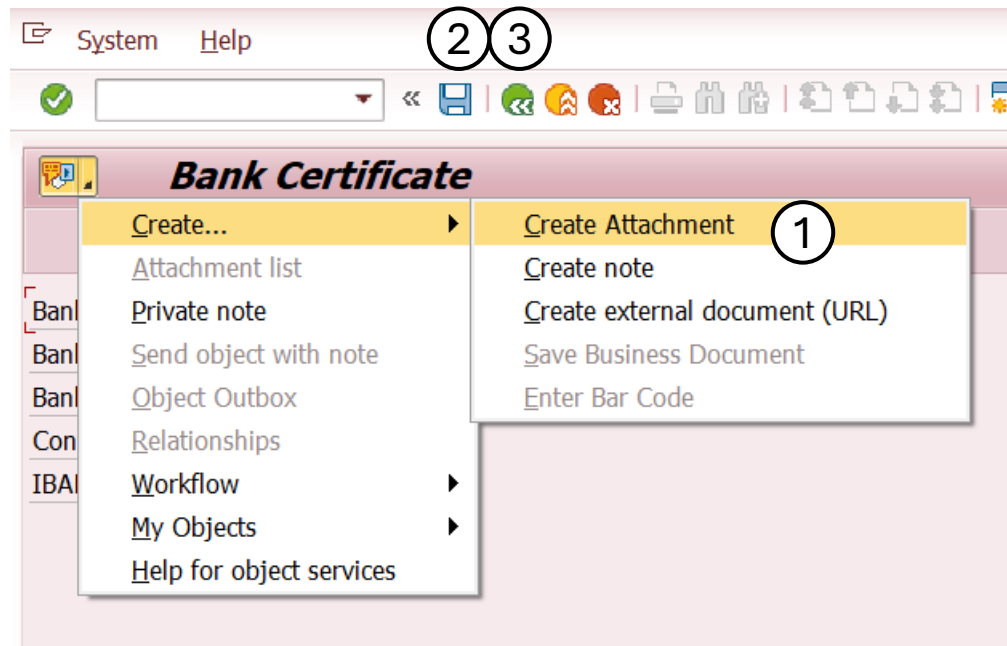
[illegible]

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

Tab: Bank Data. Attaching the documents

Once you click the paperclip icon, a new window will appear. In this window, click the yellow square, in the menu select Create... and select Create Attachment (Step 1) and select the file you need to attach from your computer. After attaching the file: Click Save (Step 2) then click Back (Step 3).



TIP: The attachment must be a PDF document and it must be saved locally on your computer. Documents stored in the cloud may cause an error to appear

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

Tab: Purchasing Data

This tab will only appear in case you have selected an industry code A or X

In this tab, you have to fulfill two concepts:

- ▶ The currency the vendor will use to invoice you
- ▶ The mail where the vendor want to receive the Purchase orders

TIP: Double check the purchasing mail is the correct one, if not the vendor will not receive the PO number that is mandatory to process the invoice

SBC Vendor request

Vend. Req.0

Name

Bus. AreaES10NH COLLECTION EUROBUILDING

Header data

Bank Data

Purchasing Data

Fiscal Data

Order currency

Purchasing email

Nominated vendor

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

Tab: Fiscal Data

In this tab, you will have to fill the mandatory fiscal data if it is needed by legal requirements of the vendor or the country.

If not needed leave it in blank

If you have doubts, ask your BU tax team.

SBC Vendor request

Vend. Req. 0 Name
Bus. Area ES10NH COLLECTION EUROBUILDING

Header data Bank Data Purchasing Data **Fiscal Data**

Recon.acct 40000000 TRADE CREDITORS
Methods B CONFIRMING KYRIBA

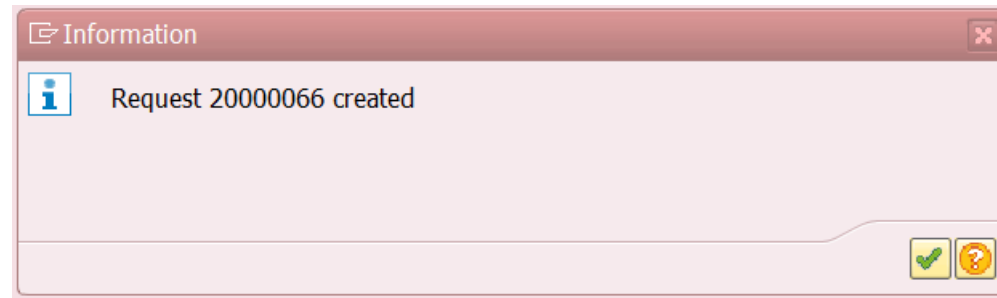
Clerk Abbrev. 01 Activity Code
main economic act. Distr. Type

WTax Type	Name	WTax Code	Subject	Recipien
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Transaction Vendor request

Case 2: Vendor appears in tab SAP with a yellow triangle

Once you have completed and reviewed the necessary data for the extension, click the Save button. Your extension request will be created, and the system will provide you with a request number as confirmation.



Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

BP Vendor - Search and Create

Request to MDM

BP Name

☐

Tax Id

B41008418

DUNS Number

☐

Country

ES

Search

Street Name

Postal Code

City

Region

Hotel: ESMD.EUROB

Bus. Area0094ES10NH COLLECTION EUROBUILDING

SAP

D&B (1)

Create Vendor

S.	Status	OOB	Supplier	Group Name 1	Tax Number 1	DUNS No.	C/R	City	Postal Code	Rg	Street
<input type="checkbox"/>	∞∞			INGENIERIA SANITARIA SL	B41008418	768669496	ES	SEVILLA	41004		AVENIDA

Vendor is not available in SAP so you need to request the creation of the vendor.

Select the vendor you want to extend and click in the button

Create Vendor

Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Once you click Create Vendor, you will be directed to a screen with several tabs. You will need to navigate through the various tabs to complete the missing information required for the creation. Let us proceed tab by tab.

Tab: Header data

In this tab, you will have to fullfill all the required data:

TIP 1: As it is a creation NEVER select reason request 07

TIP 2: If you are not a Coperama member NEVER select reason request 08

Reasons for Vendor creation Request (1) 8 Entries	
Restrictions	
Reason req	Description
01	There isn't nominated vendor for this
02	Vendor authorized by F&B manager
03	Vendor authorized by OPS manager
04	Vendor changes its Tax number
05	Canary consignee
06	Commissions out of ONYX
07	Vendor extension
08	Request Coperama

SBC Vendor request

Vend. Req.0

NameJUAN RUBERT SL

Bus. AreaES10NH COLLECTION EUROBUILDING

Header data

Bank Data

Fiscal Data

Terms of PaymentXB90Confirming Kyriba 90 Days - Due on 20th

CAPEX Payt TermsXB4M

Credit Memo Pyt TermPB000 days-Confirming Kyriba (Vendor)

Industry

Req. Ind. type

Request type

Pay priority

Vendor Type

Partner Type

FlowF1Non PO based (Financial_supplier)

Tax Number 1

VAT Reg. No.

Reason request

Reason comments

Financial Email

Credit note email

Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Tab: FI /MM

- ▶ Payment terms: will be the standard ones for the company code of your BA. If needed it can be changed but you will need to attach the financial director (the same way as you attached the bank account documents)
- ▶ Industry: This will determine the kind of vendor (FI, MM or FI&MM) you can only select the A, B or X types
- ▶ Vendor Type: Select if the vendor is Capex, Mixed or Opex
- ▶ Tax number
- ▶ VAT Reg no
- ▶ Reason request: select the reason why do you need the vendor
- ▶ Reason comments: To make easier the processing of your request, be as explicit as possible when describing the need for this supplier.
- ▶ Financial email: mail where the vendor wants to receive the financial information, communications, payment advices
- ▶ Credit note mail: mail where the vendor will receive the credit memo request if it is the same of the financial mail, please fulfill with this data

Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Tab: Bank Data

You will need to complete the bank data information. For accounts with an IBAN, only this field is required. Once the information has been entered, click the paperclip icon to attach the supporting documentation. For instructions on how to do this, go to the next slide

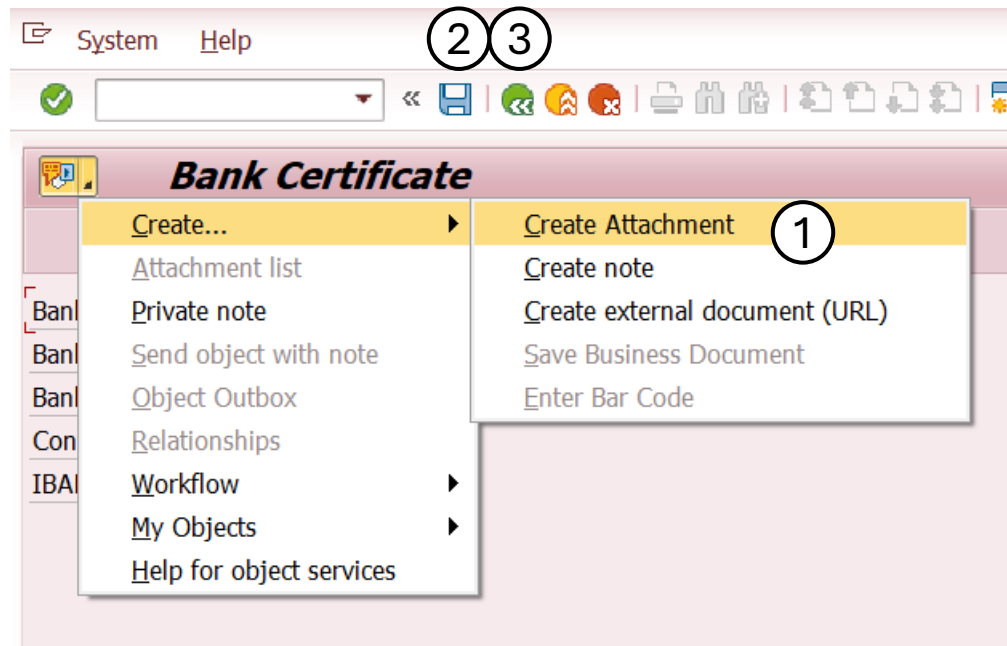
[illegible]

Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Tab: Bank Data. Attaching the documents

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TIP: The attachment must be a PDF document and it must be saved locally on your computer. Documents stored in the cloud may cause an error to appear

Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Tab: Purchasing Data

This tab will only appear in case you have selected an industry code A or X

In this tab, you have to fulfill two concepts:

- ▶ The currency the vendor will use to invoice you
- ▶ The mail where the vendor want to receive the Purchase orders

TIP: Double check the purchasing mail is the correct one, if not the vendor will not receive the PO number that is mandatory to process the invoice

SBC Vendor request

Vend. Req. 0

Name

Bus. Area ES10NH COLLECTION EUROBUILDING

Header data

Bank Data

Purchasing Data

Fiscal Data

Order currency

Purchasing email

Nominated vendor

Transaction Vendor request

Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Tab: Fiscal Data

In this tab, you will have to fill the mandatory fiscal data if it is needed by legal requirements of the vendor or the country.

If not needed leave it in blank

If you have doubts, ask your BU tax team.

SBC Vendor request

Vend. Req. 0 Name
Bus. Area ES10NH COLLECTION EUROBUILDING

Header data Bank Data Purchasing Data **Fiscal Data**

Recon.acct 40000000 TRADE CREDITORS
Methods B CONFIRMING KYRIBA

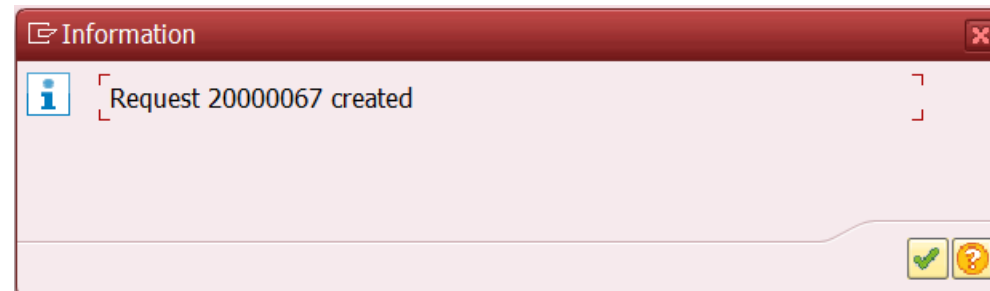
Clerk Abbrev. 01 Activity Code
main economic act. Distr. Type

WTax Type	Name	WTax Code	Subject	Recipien
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Transaction Vendor request

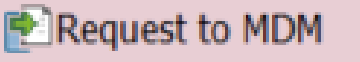
Case 3: Vendor does not appear in tab SAP but appears in D&B tab

Once you have completed and reviewed the necessary data for the creation, click the Save button. Your request will be created, and the system will provide you with a request number as confirmation.

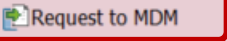


Transaction Vendor request


Vendor does not appear in the search

In the exceptional case that the supplier does not appear in the search, try refining the search by including all possible fields and confirming the details provided with the supplier. If despite that the supplier still does not appear in the search, you may request MDM to review this supplier by using the button 



BP Vendor - Search and Create

 Request to MDM

BP Name	<input checked="" type="checkbox"/>		Street Name	<input type="text"/>
Tax Id		0123456	Postal Code	<input type="text"/>
DUNS Number	<input checked="" type="checkbox"/>		City	<input type="text"/>
Country		ES	Region	<input type="text"/>

 Search

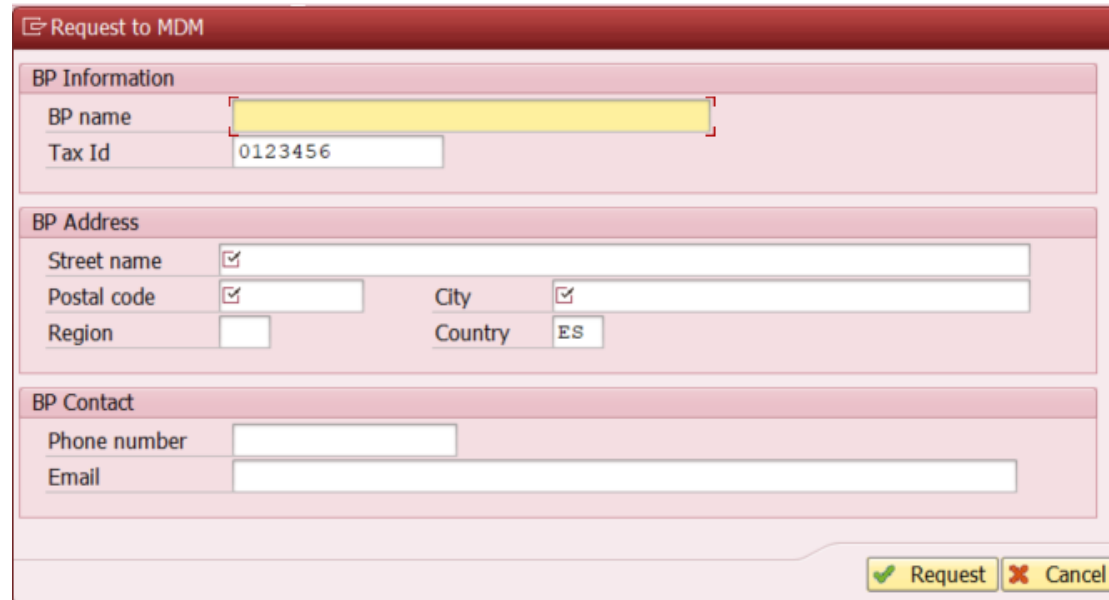
Hotel: [ESMD.EUROB](#) Bus. Area ES10NH COLLECTION EUROBUILDING

 SAP  D&B

Transaction Vendor request

Vendor does not appear in the search

A new window will pop up and you have to fill all the data in the screen and click in the button

A screenshot of a "Request to MDM" dialog box. The dialog has a red title bar and a light pink background. It contains three sections: "BP Information", "BP Address", and "BP Contact".
- "BP Information" section: "BP name" field is highlighted in yellow; "Tax Id" field contains "0123456".
- "BP Address" section: "Street name" field has a checkmark icon; "Postal code" field has a checkmark icon; "City" field has a checkmark icon; "Region" field is empty; "Country" field contains "ES".
- "BP Contact" section: "Phone number" field is empty; "Email" field is empty.
At the bottom right, there are two buttons: "Request" (yellow with a green checkmark) and "Cancel" (yellow with a red X).

Transaction Vendor request monitor: ZEY_VENDOR_REQ

To check the status of your request you have to access to the transaction: ZEY_VENDOR_REQ


In the filter screen you can filter by several fields as shown below










TIP 1: Filter by Business Area (SAP center code) to see your hotel request.

TIP 2: TEAM: Select All to see the step where is your request

TIP 3: STATUS: Select the In progress and completed box

Vendor Request Monitor



Requestor	<input type="text"/>	to	<input type="text"/>	
Request number	<input type="text"/>	to	<input type="text"/>	
Request date	<input type="text"/>	to	<input type="text"/>	
Hotel	<input type="text"/>	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
BP	<input type="text"/>	to	<input type="text"/>	
DUNS Number	<input type="text"/>	to	<input type="text"/>	
Reason request	<input type="text"/>	to	<input type="text"/>	

Team

- ☐ Requestor
- ☐ Coperama
- ☐ MDM BPO
- ☐ Taxes
- ☐ MDM HQ
- ☒ All

Status

- ☒ In progress
- ☐ Completed
- ☐ Cancelled

Transaction Vendor request monitor: ZEY_VENDOR_REQ

Once filtered this is the result of the report. You can see in which status it is your request and when is the last step managed

Monitor Vendor Requests

Vend. Req.	Req. date	Req. type	Team	Name 1	Team	Vendor Rq.	Requestor	Reqs Stat	Reason req	Hotel	Hotel short description	Bus.	Reason Rejection
20000138	19.11.2025	2	1		Coperama	E00000082258	FERNANDO DEL TORO LENDINES	New		7 ESCA.GIBRA	NH Campo de Gibraltar	0300	
20000152	21.11.2025	2	1		Coperama	E00000202417	PAUL COENRAAD WAASDORP	New		7 NLNH.WAMST	nhow Amsterdam RAI	0491	
20000119	18.11.2025	1	3	MR CAFE SAS	Taxes	E00000225662	ANDREA GARCIA GONZALEZ	In progress		1 COBO.BOHEM	Avani Royal Zona T Bogota	5686	
20000121	18.11.2025	1	3	FONTANERIA Y ELECTRICIDAD SACV	Taxes	E00000225662	ANDREA GARCIA GONZALEZ	In progress		1 MXDF.MECIT	NH Collection Mexico City Reforma	0074	
20000120	18.11.2025	1	3	Aguacates Peña, S.P.R de R.L.	Taxes	E00000225662	ANDREA GARCIA GONZALEZ	In progress		1 MXDF.MECIT	NH Collection Mexico City Reforma	0074	
20000122	18.11.2025	1	5	Promotora Musical, S.A. de C.V	Requestor	E00000225662	ANDREA GARCIA GONZALEZ	In progress		1 MXDF.MECIT	NH Collection Mexico City Reforma	0074	
20000133	19.11.2025	1	5	PRO LAUNDRY S.A.	Requestor	E00000225662	ANDREA GARCIA GONZALEZ	In progress		1 ARXX.PANOR	NH Panorama	0163	
20000156	24.11.2025	1	1	PREFABRICADOS DE YESOS SA	Coperama	TESTMM000001	MM TEST	New		1 ESMD.EUROB	NH Collection Eurobuilding	0094	
20000157	24.11.2025	1	1	CAVA DEL MERCADO SOCIEDAD ANON	Coperama	E00000225662	ANDREA GARCIA GONZALEZ	New		8 ESMD.EUROB	NH Collection Eurobuilding	0094	
20000158	24.11.2025	1	1	MERCADO DEL DULCE SL	Coperama	E00000225662	ANDREA GARCIA GONZALEZ	New		8 ESMD.EUROB	NH Collection Eurobuilding	0094	
20000159	24.11.2025	1	1	LABORAL TEXTIL S.C.	Coperama	E00000225662	ANDREA GARCIA GONZALEZ	New		8 ESMD.EUROB	NH Collection Eurobuilding	0094	
20000169	25.11.2025	1	5	EXPLORACIONES EMPRESARIALES SL	Requestor	XEYOUN000146	JORDI HERNANDEZ VILLORO	New		3 ESBA.CONST	NH Collection Constanza	0327	
20000176	25.11.2025	1	5	MARMERAKI SL	Requestor	E00000225662	ANDREA GARCIA GONZALEZ	New		8 ESMD.EUROB	NH Collection Eurobuilding	0094	
20000180	25.11.2025	2	5	CASA DE NOVIAS GALERIA Y EVENTOS SA	Requestor	XEYOUN000146	JORDI HERNANDEZ VILLORO	New		7 COBO.PAVIL	NH Royal Pavillon	5679	
20000189	26.11.2025	1	5	GRUPO DOSCE SOCIEDAD LIMITADA.	Requestor	XEYOUN000146	JORDI HERNANDEZ VILLORO	In progress		3 ESBA.CONST	NH Collection Constanza	0327	Industry is incorrect, it sho
20000155	24.11.2025	1	5	CADENAZZI SRL	Requestor	E00000252061	ERIK DONI	In progress		1 ITMI.TOURI	NH Collection Milano Touring	0745	
20000145	20.11.2025	2	5		Requestor	E00000082258	FERNANDO DEL TORO LENDINES	In progress		7 PT11.LILIS	Tivoli Avenida Liberdade Lisboa Hot.	0887	
20000154	24.11.2025	2	5		Requestor	E00000252061	ERIK DONI	In progress		7 ITMI.TOURI	NH Collection Milano Touring	0745	
20000105	17.11.2025	1	5	LAS FLORES SA	Requestor	E00000225662	ANDREA GARCIA GONZALEZ	New		1 ESMD.EUROB	NH Collection Eurobuilding	0094	
20000106	18.11.2025	1	5	Paul Service	Requestor	E00000202417	PAUL COENRAAD WAASDORP	In progress		1 NLNH.SCHIP	NH Schiphol Airport	0217	Wrong Industry code

Request
number

Vendor
name

Team
involved

Status

Reversion
reason

Only in the case Coperama rejects you will have to create a new request, so it is important the reason request to avoid wrong rejections form Coperama

If your request is returned by one of the teams the request will return to the requestor. The requestor has to enter in this transaction and click in the vendor request number to amend what it was not correct, save it and the process will start.

Next steps

- ▶ Last vendor and material request in SAP: November 24th 9:00 a.m. CET
- ▶ No access to vendor and material request transaction between November 24th and December 1st. Plan in advance all your request
- ▶ New transaction available December 1st



MINOR
HOTELS

Thank You

MINORHOTELS.COM