

Process: Master Data Management

Subprocess: Vendor Creation and approval Request

Process Owner: SVP Accounting & Financial Reporting

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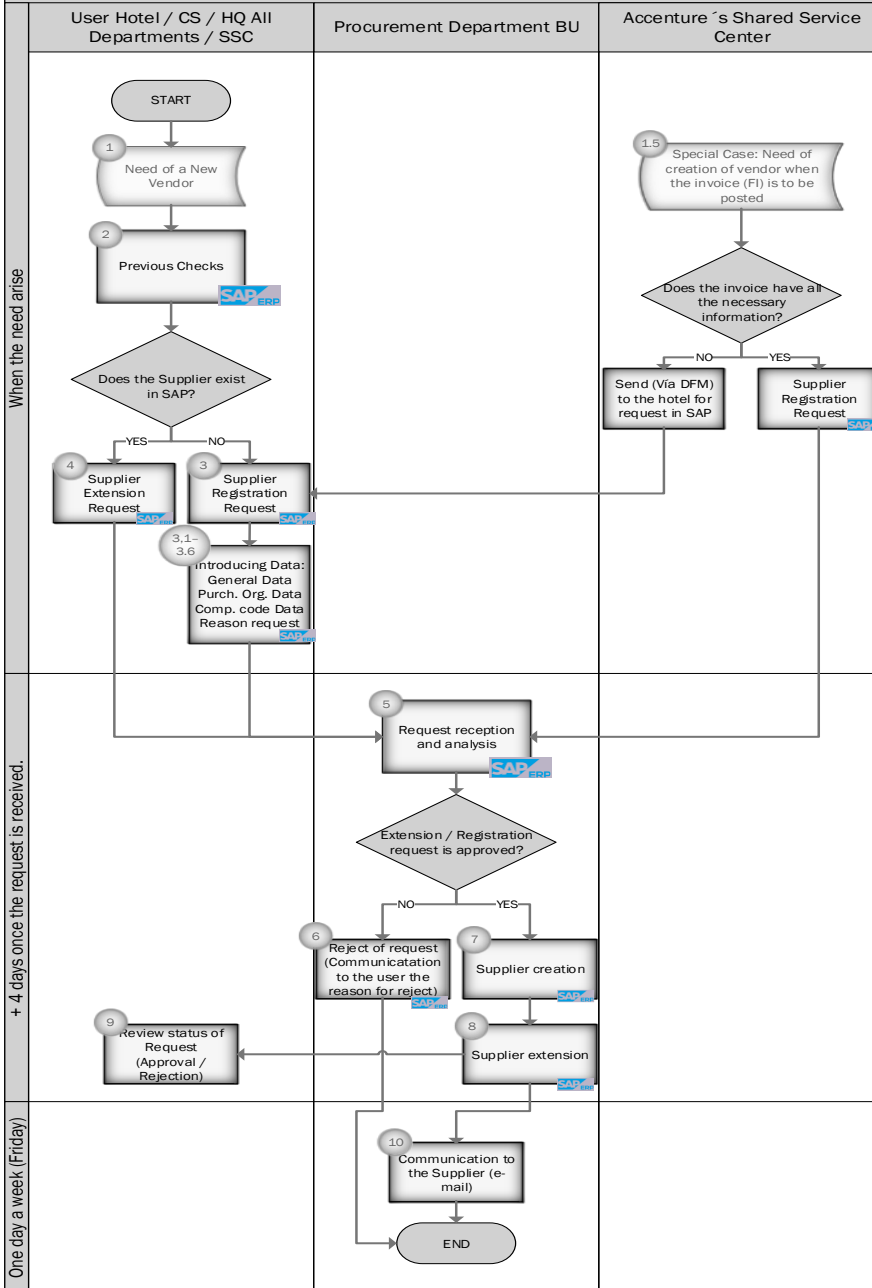
Process: Master Data Management

Subprocess: Vendor Creation and approval Request


Process Owner: SVP Accounting & Financial Reporting

Proces Leader: SVP Accounting & Financial Reporting

## Vendor Creation and Approval Request



Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Application or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and measured on a time.
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
	Notifications	External/Internal Notifications.

<div> <div>  <div>Corporate IT &amp; Organization Department</div> </div> </div>						
Process: Master Data Management						
Subprocess: Vendor Creation and approval Request						
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Order	Task	Task Description	When	Responsible	Frecuency	Tools
0	Need to contract a good or service	At the time the new need arises the User, must first verify if there are any nominated suppliers available that may cover the need. As long as there is a nominated option for the supply of equal or similar goods or services, the purchase order must be placed to the nominated supplier. In the case of lack of knowledge of nominated suppliers for a certain good or service, the requesting department must contact the Procurement Department. (NH Hotel Group Procurement Policy).	When the need arises	Purchasing Department / User Hotel / CS / HQ All Departments	N/A	<a href="#">NH Hotel Group Procurement Policy</a>
0.1	External parties involved in procurement process	According to the intermediation level of the Procurement Department, suppliers can be classified into: - <u>Approved or Nominated Suppliers</u> : Generally, suppliers with local, national or international scope, with whom specific conditions on product, service, price or any other specific requirements by NH Hotel Group, have been agreed through a tendering and awarding process conducted by the Procurement Department (See Bidding Suppliers Selection Process). - <u>Authorized Suppliers</u> : Suppliers authorized to deal with any entity within NH Hotel Group, without the involvement of the Procurement Department in the contracting process, due to the delegation of this function following the Contracting Delegation Limits described in the NH Hotel Group Procurement Policy. <b>In this process will be treated only the creation and approval request of Authorized Suppliers.</b>	When the need arises	Purchasing Department / User Hotel / CS / HQ All Departments	N/A	<a href="#">NH Hotel Group Procurement Policy</a>
1	Need of a new vendor	<u>If arises the need of work with a new vendor</u> : Before performing a purchase or hiring a service, the supplier must be created in SAP, thus the user has to apply for registration of the supplier in the system prior to that purchase or hiring, without exception. The user will request to the vendor all necessary data, for his register in the system, using the "Supplier Data Request" template. The supplier must return this form duly completed.	When the need arises	User Hotel / CS / HQ All Departments	N/A	Template "Supplier Data Request"
1.1	Need of a new vendor. <b>Only for hotels in Colombia, Chile and Ecuador</b>	<b>Only for hotels in Colombia, Chile and Ecuador</b> : Before performing a purchase or hiring a service and before requesting the registration of the supplier in SAP, the user will ask the provider to fill in the <b>Registration form for Suppliers and Co-Owners Update</b> , accessing the link <a href="https://goo.gl/DnYJL9">https://goo.gl/DnYJL9</a> Once the supplier has completed the form, the user can start the process of creating the supplier in SAP.	When the need arises	User Hotel / CS / HQ All Departments	N/A	<a href="#">Registration form for Suppliers and Co-Owners Update</a>
1- AI	Internal Control PTP.01.c01	The initial request to create the supplier is performed by the SSC or Hotel / other internal Departments (for both FI and MM) but it can not be used or an order can not be entered in the system till Procurement Department validates it activating the vendor.	N/A	BU Vendor Master data Responsible	Execution: Ad-hoc	Evidence: a. Supplier/vendor supporting documentation communicated by the hotel/BU/SSC (invoice, proposal, email, etc.) b. Excel sheet with the detail of the user who approved the new vendor/modification (must be procurement employee)
1.2	Management of Vendor Accounts groups in SAP: SH01, SH05 and SH06	The users of Hotel/CS/HQ All departments will manage the accounts groups: - SH01 (Trade Creditors) - SH05 (Rents Trade creditors) - SH06 (Capex Trade creditors) through the transaction SAP: <b>"/CCSHT/MM_PROVE_REQU"</b> .	When the user enter the request	User Hotel / CS / HQ All Departments	When the user enter the request	Transaction SAP: <b>"/CCSHT/MM_PROVE_REQU"</b>

1.3	Management of Vendor Accounts groups in SAP: SH02	<p>SH02 (Employee trade creditors):</p> <p><u>Automatic Creation:</u> For those employees who settle their travel expenses through the TRIP the vendor is automatically created in SAP when the employee creates his first travel expenses report through the TRIP transaction.</p> <p><u>Manual Creation:</u> For those employees who settle their travel expenses through an Excel sheet. When the SSC receives the document, if the employee is not created as a vendor, the SSC should request to the responsible for personnel administration of the BU, the creating of the employee as vendor in SAP.</p> <p>BU Personnel Administration: will be responsible to maintain the bank account.</p> <p>BU Administration &amp; Treasury: will be responsible to maintain payment method and/or payment terms.</p>	When the employee creates his first travel expenses report through TRIP transaction / When SSC receives document and the employee is not created as Vendor.	Employee / SSC / Responsible for Personnel Administration of the BU.	N/A	"TRIP" Transaction / "ZVENDOR_CREATE" Transaction.
1.4	Management of Vendor Accounts groups in SAP: SH12	<p>SH12 (WPS Vendors):</p> <p>Automatically created as part of the integration process between NH and ONYX. The information of new suppliers will come via interface with the file of proforma invoices.</p>	N/A	N/A	N/A	Onyx Commissions management
1.5	Management of Vendor Accounts groups in SAP: SH03, SH04, SH07, and SH09	<p>The rest of vendor account groups:</p> <ul style="list-style-type: none"> <li>- <u>SH03 (Group Company vendors - Branch) and SH09 (Group company vendors - Centre):</u> Administration must record a ticket in NH Service Desk (JIRA) including all the necessary data (Fiscal data + Bank account) then it will be created in SAP by IT department. To maintain the correct vendor bank account in the system, Treasury Department has to send the template "Change Supplier Data" to the Master Data Manager. Master Data Manager will deactivate or add the vendor bank account in the system.</li> <li>- <u>SH04 (Other taxes trades creditors):</u> will be requested by Local Administration or SSC (the creation has to be confirmed by Local Administration).</li> <li>- <u>SH07 (Board Members Trade creditors):</u> is requested by Administration and created by Procurement</li> </ul>	When the user enter the request	Administration Department/ Treasury Department/ IT Department/ Master Data Manager	When the user enter the request	<p>Transaction SAP: "/CCSHT/MM_PROVE_REQU" Transaction SAP: XK01</p> <p><a href="#">SAP-MM Change supplier data</a></p>
1.6	Special case: Need of creation of vendor when the invoice (FI) is to be posted.	<p>If the need to create or extend a new supplier is detected when the invoice (FI) is to be posted, SSC-Administration AP will be responsible for requesting registration in the system:</p> <ul style="list-style-type: none"> <li>• <u>If the invoice has all the necessary information</u>, the SSC-Administration AP will request the supplier registration in SAP, indicating PG00 as payment terms. The Master Data Manager is responsible for reviewing and modifying the payment terms that corresponds to that company, and for reviewing and modifying, if necessary, the priority of payment and the supplier's branch.</li> <li>• <u>If the invoice does not contain any of the mandatory fields</u> such as the supplier's NIF/VAT, bank account or e-mail address, the SSC-Administration AP will not be able to make the request. In that case, a notification (via DFM) will be sent to the corresponding Hotel Manager (based on the Business Area to which the supplier is billing) with a copy of the invoice, so that the request is performed in SAP from the hotel. Once the supplier is registered, the Hotel Manager must confirm via e-mail to the SSC so they can post the invoice.</li> </ul>	When the user enter the request	Accenture Shared Services Center / Hotel Manager	When the user enter the request	DFM / Transaction SAP: "/CCSHT/MM_PROVE_REQU"
1.6.a	Special case: Need of creation of vendor when the invoice (FI) is to be posted. <b>Only Hotels in Colombia</b>	<p>a.- If the SSC detects a document from a supplier that exists in the system, but is not correctly extended for the Purchasing Organization or Society, it will request the extension of the supplier in SAP.</p> <p>b.- If the SSC detects a document from a supplier that does NOT exist in the system, it will send the invoice from DFM to the hotel so that the latter can initiate the procedure for requesting a supplier in SAP.</p>	When the user enter the request	Accenture Shared Services Center / Hotel Manager	When the user enter the request	DFM / Transaction SAP: "/CCSHT/MM_PROVE_REQU"
2	Previous check	<p>Before requesting the creation of a new supplier, the user must ensure that the supplier does not already exist in the system. This will be verified using the "XK03 - Display Vendor" transaction to ensure there is no supplier with the same tax ID/VAT number.</p> <p>1.- If the supplier does not exist in SAP, the user must follow the tasks 3 (3.1 to 3.6.)</p> <p>2.- If the supplier already exists in SAP, but not in the Company/Purchasing Organization to which the user's centre belongs, see task 4.</p> <p>3.- If the supplier already exists in SAP and in the company and Purchasing Organization to which the user's centre belongs, see task 4.1.</p>	When the user enter the request	User Hotel / CS / HQ All Departments	When the user enter the request	Transaction SAP: XK03
3	Supplier registration request in SAP	For request a new supplier registration, the user will access to the SAP transaction: "/CCSHT/MM_PROVE_REQU". The user will introduce the "purchase organization" and "company code" data and will go to the next screen where are displayed all the requests and its status.	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"

3-1	Introducing data in the request.	Once the user uses the "Create" option, the system will display the first screen (Request Data). We must consider the Style Manual of SAP at the time of filling this data.	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"  <a href="#">SAP Style Manual</a>
3-2	Introducing data: Request Data (First screen)	In the first screen, the user will introduce the following data (mandatory fields): Purchase organization, Company code, Account group, Tax number and Country. Also will introduce Physical person (No mandatory) if the vendor is not a company. In those countries with NIF/VAT <u>validation rule in SAP</u> , the system detects if the supplier is registered or not through the automatic validation of NIF/VAT. ( <b>See sheet Tasks Tax ID Number SAP Validation in this document</b> ): If the supplier exists in SAP see tasks 4 and 4.1. If the supplier does not exist in SAP, no information will be shown when the tax identification number is entered, and all the fields must be duly completed as explained in the following tasks 3.3 to 3.6. It is mandatory to send a copy, to the Master Data Manager of the BU, of an official document (as for example an invoice) with the letterhead and signature of the supplier, showing his NIF/VAT number (Except for suppliers extensions requests).	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
3-3	Introducing data: General Data (Second screen)	In this block, the user will introduce the following data: Name of vendor, Search term, Address, Postal code, City, Vendor's region, Vendor's language (mandatory fields), Telephone, Fax (No mandatory fields), e-mail (Administrative email for payments and Credit Memo requests. mandatory field) and VAT number (Only for UE Countries). <u>Industry Code</u> : Group A for suppliers that must include the PO number in their invoices, Group B for Suppliers that do not need to include the PO number in their invoices. This field is mandatory (See <a href="#">Annex 1</a> ). <u>IBAN / Bank details</u> : The user has to introduce the following data: IBAN, Bank country, Bank key, Bank Account, Account key and Bank reference. It is mandatory to send a copy of a bank certificate or a document with the letterhead and signature of the supplier, showing his or her full account number, preferably in the IBAN format, to the Master Data Manager of the BU indicating the request number (Except for suppliers extensions). (See <a href="#">Annex 2</a> ). If the supplier is a Physical Person, the user has to introduce the Date of birth, Place of birth and Sex.	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
3-3a	<b>Mandatory Task:</b> Introducing Data: Name of vendor: Physical Persons.	<b>Mandatory:</b> In the case of suppliers who are Physical Persons, the format of the name of the supplier to be entered into the system must comply with the following sequence: <b>LAST NAME 1 LAST NAME 2 NAME (including compound names).</b> *LAST NAME 2: Only for those countries where this is applicable, as for example in Spain. It must be entered in the Name 1 field as far as possible. In case the space in this field is not enough, the Name 2 field can also be used. <b>Applies to all Physical persons vendors, regardless of their country of origin.</b>	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
3-4	Introducing data: Purchasing Organization Data (Second screen)	In this block the user will indicate the Currency with which the vendor works and a E-mail address for sending the Purchase order (Mandatory Fields).	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
3-5	Introducing Data: Company Code Data: <b>Payment Terms</b> (Second screen)	In this block, the user will introduce the Payment terms, the Credit memo terms (mandatory fields) and the Payment priority. Each centre must find its form of payment and credit memo, assigned by Treasury in the document " <i>Payment Terms by BU</i> " (See <a href="#">Annex 3</a> for differents types of payment). The fields Activity code and Distribution type, applies only for suppliers requested for the companies in Argentina. <b>Previously to the vendor approval request, if it is necessary to create a vendor with payment terms different from those assigned by Treasury, the user must follow the instructions indicated in Annex 3.</b>	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"  <a href="#">SAP-MM_Payment terms by BU</a>
3-6	Introducing data: Reason Request	The user must indicate in detail the reason for requesting the supplier's registration, justifying why not use one of the nominated suppliers that already exist in the system. In addition, it must indicate the estimated annual purchasing amount and whether it is a vendor for everyday purchases (regular use) or for a one-time purchase (temporary use).	When the user enter the request	User Hotel / CS / HQ All Departments / SSC	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"

4	Supplier extension request in SAP	If the supplier already exists in SAP, but not in the Company/Purchasing Organization to which the user's centre belongs, all the supplier's data will be automatically displayed when the tax identification number is entered. So the supplier can be extended to the centre. The user only has to indicate the order e-mail, the specific payment condition of the requesting company and purchasing organization and the reason request: the user must indicate in detail the reason for requesting the supplier's extension (See Task 3.6)	When the user enter the request	User Hotel / CS / HQ All Departments	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
4.1	The supplier already exists in SAP	If the supplier already exists in SAP and in the company and Purchasing Organization to which the user's centre belongs, the system will display a message when the tax identification number is entered, indicating that the supplier already exists. None of the requests will be saved. No additional steps are required, the vendor is already available.	When the user enter the request	User Hotel / CS / HQ All Departments	When the user enter the request	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
5	Request reception and analysis	The Procurement to Pay department in each BU will be responsible for reviewing and analysing the request for registration/extension of suppliers for centres in their BU, regardless of where the request is from and the nationality of the supplier. Once the request has been received, it will be verified that the necessary information is included and correctly completed, and after analysing the request, the Master Data Manager will decide whether or not to approve the request.	+ 4 working days once the request is received.	Master Data Manager BU (MDM)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
5.1	Request reception and analysis. <b>Only for Hotels in Colombia, Chile and Ecuador</b>	<b>Only for hotels in Colombia, Chile and Ecuador:</b> Once the request is received, the maximum treatment period is 4 days: - 2 days for the Tax Department to validate the tax information of the supplier. - 2 days for the Master Data Manager (MDM) to decide whether to approve the request or not.	+ 4 working days once the request is received.	Tax Department (F&A) / Master Data Manager BU (MDM)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
6	Reject of request	If the supplier request is incomplete, contains errors, is missing important details, or meets any of the reasons for rejection listed below (Task 6.1), the Master Data Manager will reject the request, indicating the reason for the rejection. This action will be done through the free field "Reason for rejection". This field must always include the circumstance for which the request has not been accepted and has been refused.	+ 4 working days once the request is received.	Master Data Manager BU (MDM)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
6.1	Reasons for reject of requests	The criteria for rejection of a supplier registration or extension request are: • Any request that arrives to the Master Data Manager made outside of the SAP circuit. • If there is an approved vendor with the same product or service requested. • The request does not meet the criteria in the "SAP Style Manual". • The specified payment terms is different from the established and the Treasury Department does not e-mail the authorization to the Master Data Manager • A copy of the bank certificate or a document with the supplier's logo and signature stating its full account number is not sent to the Master Data Manager. • Incorrect e-mail address or NH domain. • Wrong branch. • Company and/or purchasing organization is incorrect.	+ 4 working days once the request is received.	Master Data Manager BU (MDM)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
7	Creation of the supplier	Once the request has been accepted by the Master Data Manager, the requested supplier will be shown in the application screen as approved. SAP will automatically assign a supplier number and the supplier will now be available for use in the system by the requesting centre once the Master Data Manager has created the contract in the system. If the supplier is MM, once created will require the user to request the corresponding materials according to the procedure <a href="#">Material Creation and Approval Request</a> .	+ 4 working days once the request is received.	Master Data Manager BU (MDM)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
8	Extending the supplier to another organisation	Once requested, the Master Data Manager will verify the current situation of the centre and approve the request if it considers that the centre in question needs to make transactions with this supplier. The supplier extensions are not differentiated in any way by the supplier's country of origin; they all receive the same treatment. If this is not the case, the request will be denied and he or she will be notified that the request has been rejected.	+ 4 working days once the request is received.	Master Data Manager BU (MDM)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
9	Review status of requests (Approval / Rejection)	The user must periodically review the status of requests (Approval / Rejection) in transaction "/CCSHT/MM_PROVE_REQU", since no notification of approval or rejection will be sent to the user; Will only be reflected in SAP.	+ 4 working days once the request is received.	User Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
10	Communication to new vendors	Once a week, the Master Data Manager from each BU will send to approved suppliers (created or extended) an email welcome. In this communication is sent to the supplier the Invoice instructions, the Supplier guide list of NH and the NH Code of conduct.	One day a week (Friday)	Master Data Manager BU (MDM)	Weekly	Email

11	Changes in Supplier data.	<a href="#">Vendors Master Data Maintenance</a>	When the need arises	Master Data Manager / User Hotel / CS / HQ All Departments	N/A	<a href="#">Vendors Master Data Maintenance</a>
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Process: Master Data Management

Subprocess: Vendor Creation and approval Request - Tax ID Number Validation

Process Owner: SVP Accounting & Financial Reporting

Process Leader: SVP Accounting & Financial Reporting

Order	Task	Task Description	When	Responsible	Frequency	Tools
1	Countries with validation rules in Tax ID Number in SAP	For countries with validation rule in Tax ID Number field, SAP validates the length and/or algorithm of this data so, for these countries, the user has to fill these fields correctly. See Countries with validation rule in the “ <i>SAP-MM_Vendor Request guide</i> ” file.	N/A	Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
						<a href="#">SAP-MM_Vendor Request Guide</a>
2	Countries without validation rules in Tax ID Number in SAP	For countries that do not have a validation rule in the system, the tax ID number field must be completed according to the following guidelines:	N/A	Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
2.1	Countries without validation rules in Tax ID Number in SAP. The supplier has Tax ID Number.	If the supplier has Tax ID Number, the user must fill the field "Tax N" with this data.	N/A	Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
2.2	Countries without validation rules in Tax ID Number in SAP. The supplier does not have Tax ID Number but has VAT.	If the supplier does not have tax ID number but has EU Tax ID number (VAT) the user must fill the field "Tax N" with this data. <b><u>It should always be previously verified that the supplier does not already exist.</u></b>	N/A	Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
2.3	Countries without validation rules in Tax ID Number in SAP. The supplier does not have Tax ID Number nor VAT.	If a supplier confirms that he/she does not have the Tax ID Number nor EU tax ID number, the following validation rule must be entered: ISO country code (2 letters, Column B of the file) + the first three letters of the supplier's name plus the last three letters of the name. Example: Name of supplier = BARRET FIREARMS MANUFACTURING in USA .The tax ID number field should be completed as follows: USBARING If the length of the supplier name is less than six letters, it must be completed with zeros between the country code and the supplier name. *Exception: for suppliers from Germany, the validation rule should be ISO country code (2 letters, Column B of the file) + 3 zero "ooo" + the first 3 letters of the beginning of the name of the supplier plus the last 3 letters of the name.	N/A	Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
3	EU Tax ID Number. (VAT Reg. No)	The EU tax ID number is required in countries within the UE and is a mandatory field in SAP. It is important to fill this in following the indications in column O of the “ <i>SAP-MM_Vendor Request guide</i> ” file. If the field has no indication, it must be completed following this rule: ISO country code (2 letters, Column B of the file) + the first three letters of the supplier's name plus the last three letters of the name. Example: Name of supplier = BARRET FIREARMS MANUFACTURING in USA .The tax ID number field should be completed as follows: USBARING If the length of the supplier name is less than six letters, it must be completed with zeros between the country code and the supplier name. *Exception: for suppliers from Germany, the validation rule should be ISO country code (2 letters, Column B of the file) + 3 zero "ooo" + the first 3 letters of the beginning of the name of the supplier plus the last 3 letters of the name.	N/A	Hotel / CS / HQ All Departments	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
						<a href="#">SAP-MM_Vendor Request Guide</a>



<b>nh   HOTEL GROUP</b> <div>Corporate IT &amp; Organization Department</div>	
<b>Process:</b> Master Data Management	
<b>Subprocess:</b> Vendor Creation and approval Request	
<b>Process Owner:</b> SVP Accounting & Financial Reporting	<b>Process Leader:</b> SVP Accounting & Financial Reporting
Annex 1 - Supplier Industry Code	

When completing the Industry code of the requested supplier, it is very important to select the exact industry key to which the new supplier will belong; those in group A are managed by MM and those in group B belong to FI. All requests that do not belong to groups A or B will be refused.

**Group A. Suppliers that must include the SAP order number in their invoice.** These suppliers are associated to Accounts Group SH01.

Indus. 	Description
A001	Food & Beverages
A002	Equipment
A003	Marketing
A004	Maintenance
A005	Logistic Platform
A006	Non-Food Products
A007	Services
A008	Information&Technol.
A012	CAPEX

**Group B. Suppliers that do not need to include the SAP order number in their invoices, direct invoicing (exceptions).**

Indus. 	Description
B001	Condominium Expenses
B002	Utilities
B003	Rappels & Comissions
B004	Insurances
B005	Fin.Expenses&Loc.Tax
B006	Trav.Expens&Inv.Expe
B007	Rents (Hotel, Park.)
B008	ISO Sales & Expenses
B009	Other Personal Expen
B010	Intercompany Charges
B011	Leasings & Rentings
B013	Wifi services
B014	Courier and Post Ser
B015	Training Cost
B016	Fuel Cost for cars
B017	Money Transport
B018	Litigation Expenses
B050	WPS
B099	FI Vendors

If a supplier provides services or sells products that can be considered OPEX and CAPEX, the supplier must be created twice, once as a supplier in the SH01 (Opex) group and the Industry key to which he or she belongs, and another as a supplier in the SH06 (Capex) group and Industry key A012.

If the supplier provides products or services that may be considered OPEX and also issues packaging invoice (FI) then it must be created as supplier SH01, with Industry code X099.

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## Annex 2 - IBAN / Bank Details

To register new suppliers or change a bank account for existing suppliers, it is mandatory to send a copy of a bank certificate or a document with the letterhead and signature of the supplier, showing his or her full account number, preferably in the IBAN format. A simple e-mail in which the supplier indicates the number of his or her bank account will not be considered valid under any circumstances. This documentation must be sent to the Master Data Manager of the BU indicating the number of the corresponding SAP request in the case of registrations, or with the *“Supplier Data Request”* in the case of a change of details.

If when entering the IBAN (bank details) or account number the system shows an error message indicating that no such bank or branch exists, and it is verified that it has been entered correctly, Corporate Treasury (treasury@nh-hotels.com) must be informed. Please include in the email the following information;

1. Bank name
2. Country
3. Bank key
4. Swift (11 characters)
5. IBAN (not mandatory, but might be useful in some cases)

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## Annex 3 - Form of Payment

Each centre must find its form of payment assigned by Treasury in the annex "Payment Terms by BU".

To indicate another payment term (before making the vendor approval request in SAP) it will first be necessary to request approval, justifying the reason, to the following approvers:

- **For requests from hotel users or SSCC Business Unit:** Financial Director of each BU (BU Southern Europe, BU Northern Europe, BU America).
- **For requests from HQ users:** Corporate Finance SVP.

BU	Approver
BUNE	Paul Spee
BUSE	Enrique Mata
BUAM	Edgardo Bianco
HQ	Diego Larrea

The responsible of approving the change in the payment terms, will have to give his approval in writing via email.

Subsequently, the requesting user must attach the approval email (in PDF Format) in the vendor request in SAP.

Below is a list of the different types of payment available, and their description:

- Transfer Kyriba (A): Electronic payments are payments that are made directly to the supplier from the bank account via the Kyriba system.
- Confirming Kyriba (B): Guaranteed payment for the supplier through a discount line. The bank acts as an intermediary between the supplier and the Company.
- Cheque (C): This is a voucher associated to a bank account and is sent to the supplier so he or she can collect the money. This payment method can only be used with permission from the Finance Department.
- Direct debit (D): This is done by carrying out an order given by the user to the bank. The supplier in question is authorised to collect the amounts.
- Netting (E): The supplier is also a customer, and the invoice he/she issues to NH is discounted from the total debt NH has contracted with him or her.
- Promissory note Kyriba (F): Document that contains an undertaking to pay a second person a certain sum of money in a specified period of time.
- Transfer (G): Electronic payments are payments that are made directly to the supplier from the bank account.
- Confirming (H): Guaranteed payment for the supplier through a discount line. The bank acts as an intermediary between the supplier and the Company.
- Promissory note (I): Document that contains an undertaking to pay a second person a certain sum of money in a specified period of time.