

**Process:** Master Data Management

**Subprocess:** Vendors Master Data Maintenance

**Process Owner:** SVP Administration

**Process Leader:** SVP Administration

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<b>Document version</b>	

## NH Approvals

Name	Function	Date	Comments
SVP Administration	Process Owner		
SVP Administration	Process Leader		

## Modification History

Document Version	Date	Modified by	Comments
Versión 0.1	15.02.2017		
Versión 0.2	21.03.2017		
Versión 0.3	12.02.2019		

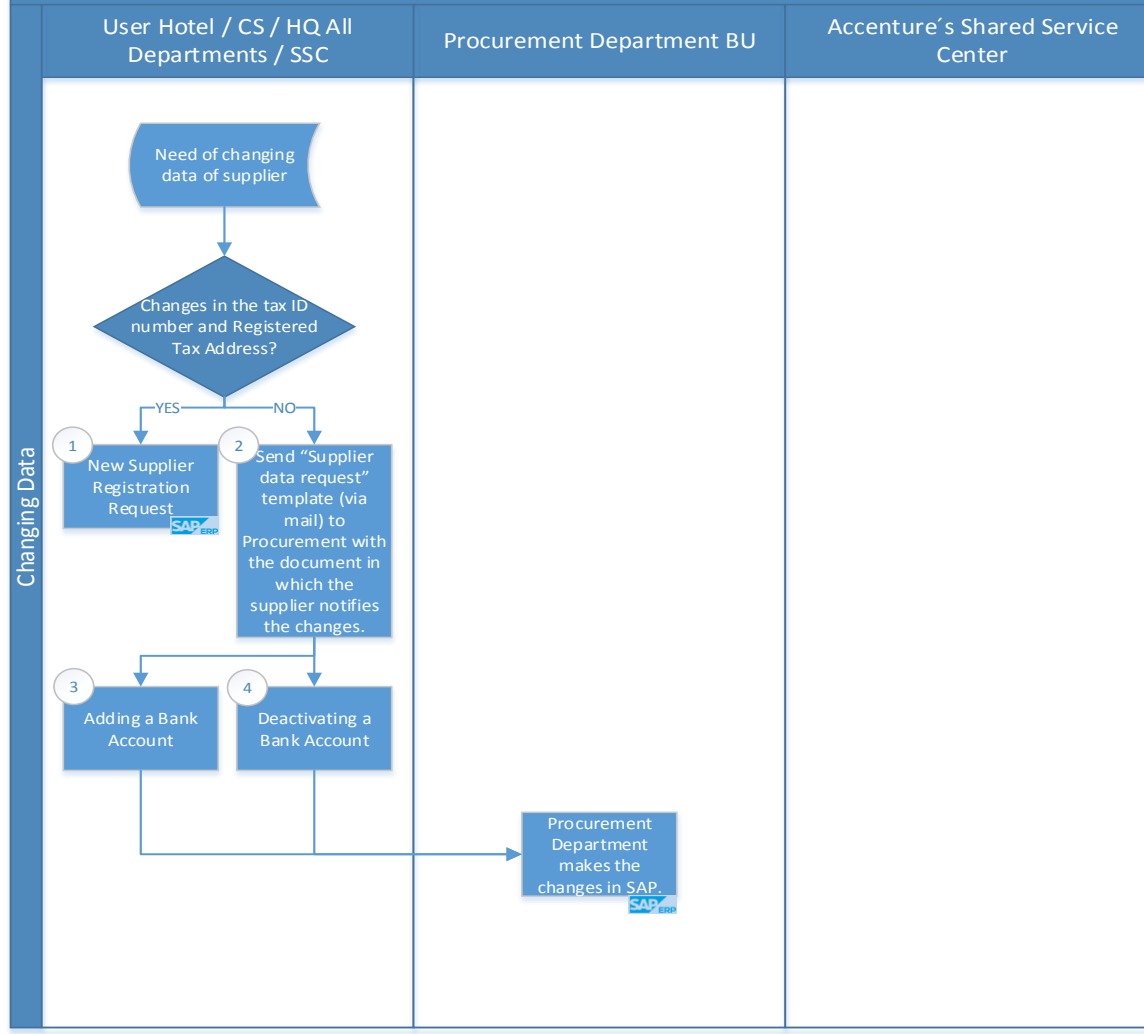
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## Vendors Master Data Maintenance



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> <div> <div>NH</div> <div>HOTEL GROUP</div> </div> </div> <div>Corporate IT &amp; Organization Department</div> </div> </div>						
Process: Master Data Management						
Subprocess: Vendors Master Data Maintenance						
Process Owner: SVP Administration			Process Leader: SVP Administration			
Order	Task	Task Description	When	Responsible	Frequency	Tools ☐
0	Vendor Creation and Approval Request	<a href="#">Vendor Creation and Approval Request</a>	When the need arises	Procure To Pay Department / User Hotel / CS / HQ All Departments	N/A	<a href="#">Vendor Creation and Approval Request</a>
0.1	Data Maintenance Ownership by Vendor Group	<p>NH Hotel Group Vendor Master Data, is split in the following vendor groups and related data maintenance ownership:</p> <p><b>Vendor Master Data Group (BU Procurement Department)</b></p> <p>SH01 (Trade Creditors)</p> <p>SH05 (Rents Trade creditors)</p> <p>SH06 (Capex Trade creditors)</p> <p><b>BU Personnel Administration</b></p> <p>SH02 (Employee trade creditors)</p> <p><b>BU Administration &amp; Treasury</b></p> <p>SH03 (Group Company vendors - Branchers).</p> <p>SH04 (Other taxes trades creditors).</p> <p>SH07 (Board Members Trade creditors).</p> <p>SH09 (Group company vendors - Central).</p>	When the need arises	MDM - Procure To Pay Department / BU Personnel Administration / BU Administration & Finance	N/A	<a href="#">Vendor Creation and Approval Request</a>
1	Changing Data. Tax ID Number and registered Tax Address.	In the case of changing the tax ID number and Registered Tax Address, this will require requesting the creation of a new supplier in SAP, and the name and SAP code of the supplier which it is to replace must be indicated in the "Reason for Request" field. The MDM must update both vendors registers in SAP as invoicing parties so that both of them can invoice in the name of the other one.	When the need arises	User Hotel / CS / HQ All Departments / SSC / MDM - Procure To Pay Department	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"
2	Changing data. General Data	When a supplier asks to make a change in any of his or her details (Except Tax ID number and registered Tax Address), the user must fill in the form "Supplier Data request" and send it to the Purchasing department so it can make the changes in SAP. It is mandatory to send the document in which the supplier notifies this change by e-mail to the Purchasing department by way of justification.	When the need arises	User Hotel / CS / HQ All Departments / SSC / MDM - Procure To Pay Department	N/A	Template "Supplier Data Request" / Transaction SAP: "/CCSHT/MM_PROVE_REQU"
2.1	Withholding taxes update and deactivation	A withholding tax can never be deleted from the vendor master data, regardless of who requests it. In case that a withholding tax must be deactivated it must be done by unchecking the "Liable" flag in the vendors master data. No deletion is allowed.	When the need arises	MDM - Procure To Pay Department / Administration Department BU	N/A	N/A
3	Changing Data. Adding a Bank Account	<p>If the change requested is the addition of a bank account the person responsible for the supplier master will add the account to the supplier, and it will be the responsibility of the CSC to choose the correct account when posting the invoice according to the Bank Accounts' Matrix.</p> <p>The Master Data Manager can add as many bank accounts as may be requested by the supplier to the user or to the CSC via e-mail:</p> <ol style="list-style-type: none"> <li>1.- The requester has to attach in the mail, a copy of the bank certificate, or a document with the letterhead and signature of the supplier showing the full number of the account, and preferably in the IBAN format.</li> <li>2.- If the request comes from the vendor, needs to be checked if the e-mail domain matches with which we have informed in the vendor master data.</li> <li>3.- If the request comes from NH internally it must include the original e-mail from the vendor fulfilling the previous requirement.</li> <li>4.- For those cases coming from DFM, will be enough the invoice included by the SSC.</li> </ol> <p><b>No one request will be accepted without these requirements.</b></p>	When the need arises	User Hotel / CS / HQ All Departments / SSC / MDM - Procure To Pay Department	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU" / Bank Accounts' Matrix
3- AI	Internal Audit Control PTP.01.co6	Additionally SSC reviews that the bank account recorded in the master data matches with the bank account recorded in the vendor invoice, in case there is a difference, SSC contacts the vendor for clarification.	N/A	SSC - AP	Execution: Ad-hoc	Evidence: BANK ACCOUNT DISCREPANCIES TRACK Select 4 vendors and upload the mail send and the mail received
4	Changing Data. Deactivating a Bank Account	<p>The process of changing a bank account will be:</p> <ol style="list-style-type: none"> <li>1. Local Purchasing Department will receive from SSC, from the supplier directly or from the hotel the message that a bank account is not to be used anymore, so should be deactivated in the VMD.</li> <li>2. Local Purchasing Department should make sure that a supplier with a payment method that requires a bank account, there is at least 1 (active) available in the VMD or add a new one if not. If they have checked this they can deactivate the bank account.</li> <li>3. Local Purchasing Department have to inform (as soon as possible) local Business Administration (AP/Treasury) about the deactivating.</li> <li>4. Local Business Administration (AP/Treasury) has to check if there are open documents present and if yes, change in every document the bank account to the correct one (change the Partner Bank Type). They have to do this as soon as possible to avoid problems with the payment.</li> </ol>	When the need arises	User Hotel / CS / HQ All Departments / SSC / MDM - Procure To Pay Department / BU Administration (AP/Treasury)	N/A	Transaction SAP: "/CCSHT/MM_PROVE_REQU"