



BUSINESS PROCESSES

F&B VENDORS
PURCHASE / DISTRIBUTION CONTRACTS

Purpose of the process

The approval of the new Law 16/2021, of December 14th, which modifies Law 12/2013, of August 2nd, on measures to improve the functioning of the food chain has established, among other aspects, the need that there is a written contract formalized by the parties that regulates the contractual relationship regarding the distribution and/or provision of agricultural products, food or beverages.

Main Steps

- 1.- This procedure is established to cover **Non-Nominated suppliers who supply Food and Beverages** to NH hotels, and who are negotiate and contracted directly from the hotel.
- 2.- The hotel will be responsible for the supplier formalizing the contract.
- 3.- The hotel must attach the contract signed by the supplier in the request to create a supplier in SAP.

Where?

This document is based in the process that is available in the Business Processes section of our Digital Knowledge Workplace in the following link:

<https://nhorganization.nh-hotels.com/content/fb-vendors-purchase-distribution-contract-process>



Contract template: Particular conditions distribution F&B new suppliers

The contract template for Non-Nominated F&B suppliers/distributors is available to users in the Digital Knowledge Workplace (NH Business Processes Portal) in PDF format and with the fields that the supplier must cover in an editable format (Supplier data including a field at the end for the name and signature).

CONTRATO RELATIVO A LA PROVISIÓN O DISTRIBUCIÓN DE PRODUCTOS AGRÍCOLAS, ALIMENTARIOS Y BEBIDAS

En , a de de 20.....

En cumplimiento de lo previsto en la Ley 16/2021, de 14 de diciembre, por la que se modifica la Ley 12/2013, de 2 de agosto, de medidas para mejorar el funcionamiento de la cadena alimentaria, las partes: **NH HOTELES ESPAÑA S.A.**, con NIF número A-58511882, como comprador ("NH") y, con NIF número, como proveedor-distribuidor de productos agrícolas, alimentarios y/o bebidas (el "**Proveedor**"), en adelante denominados conjuntamente como las "**Partes**", suscriben y hacen constar en el presente documento los siguientes pactos aplicables a su relación comercial (en adelante, el "**Contrato**").

This document is available in the Business Processes section of our Digital Knowledge Workplace in the following link: <https://nhorganization.nh-hotels.com/content/contrato-condiciones-particulares-distribucion-fb>



Procedure for creating new F&B Suppliers in SAP.

At the time a purchase need arises (for food and beverages) and once it has been verified that there is no nominate alternative neither the supplier has been created in SAP for another Purchasing Organization:

1.- Send contract to F&B New supplier.

- Previously to the creation request, the NH user must send the contract model (Downloading the editable model available on the intranet, see previous slide) to the supplier so that it can be completed and signed.
- The supplier will return the signed contract and with all the data fulfilled to the NH user.

2.- Attach the contract signed by the supplier in the Vendor Creation Request.

With the contract already completed and signed by the supplier, the NH user will make the request to create the supplier in SAP following the usual procedures and it will also be mandatory to attach the contract signed by the supplier.

3.- Vendor Extension Request.

In the case of extension of vendors already created in SAP from one Purchasing Organization to another, it will not be necessary to attach the contract to the request.

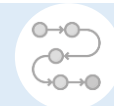


Approval or rejection of the request by the Master Data Management Team.

The Master Data Management Team will reject any request to create a **non-nominated Food and Beverage supplier** if the NH user does not attach the contract previously completed and signed by the supplier to the request.

Archive of Purchase / Distribution contracts.

If the vendor creation request is approved, the Master Data Management Team will be responsible for keeping these contracts in the SharePoint enabled for it.



THANKS!

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