



Best practices process: Vendor and Articles request

Corporate IT & Organization

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Recommendations for the users implicated in vendor and articles request

- ✓ Think about the need to request the article/ vendor. Check if there is an **approved** alternative.
- ✓ Obey the limits established in the **Procurement Policy**.
- ✓ Remember to start the **procurement process** before performing the po and before the vendor provides the service.
- ✓ Check that in SAP the **article/vendor** is not **created** in order to avoid duplication.
- ✓ Ask the vendor for all necessary information and use the template request of data for the vendor.
- ✓ Check **daily** the status of your open vendor/articles requests to speed up the process
- ✓ Follow the **SAP Style Manual** in the creation of articles /vendors
 - Always use uppercase
 - Do not enter blanks for telephone numbers
 - Avoid the using of "." "—" "" in the fields of tax ID.
 - The termination of societies is mandatory (SA, SL ...)
 - Avoid using abbreviations (whenever possible)



Recommendations for the users implicated in vendor and articles request

- ✓ Always request vendor/articles throughout **SAP** otherwise it will not be processed.
- ✓ Always ask the supplier for the **bank certificate** when processing the vendor request.
- ✓ Request authorization to the Treasury Department in case you change the **standard payment terms** set for your center. Remember to send it by e-mail to the Procurement Department.
- ✓ Check **the category tree** available on the intranet.
- ✓ Fill correctly the **estimated amount of purchasing**, this is very useful for the Procurement Department.
- ✓ Daily check the SAP **workplace** to verify if you have open incidences.
- ✓ If you have any doubts, please ask the departments involved in the process:
 - Organization.
 - Procurement.
 - Administration.



THANKS!

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