Purchasing process in NH Hotel Group
Are you working correctly?

1

If you need to work with a new vendor or material: Before performing a purchase or hiring a service, the supplier and material must be created in SAP.

⚠ Not complying with this mandatory task never will be considered an emergency

2

The purchase order has to be done in SAP always **before** receiving the product or service since the supplier requires the NH order number in his invoice.

⚠ Not complying with this mandatory task never will be considered an emergency

3

After the relevant checks the goods or services reception **must be registered in SAP.**

⚠ Not complying with this mandatory task affects to the hotel accountancy and the accuracy of the P&L

4

The user must enter the delivery notes **every day and at most 24h** after the goods are received or the services are performed.

⚠ Not complying with this mandatory task can generate Packing Slip Missing incidences in SAP

5

Check daily your GR assistant in order to identify PO's pending to be received so you can ensure no packing slip has been lost.

⚠ Not complying with this mandatory task can generate Packing Slip Missing incidences in SAP

6

No invoice can be posted **without receiving** the PO, neither can be paid with a pending invoice incident in SAP, please **check daily** your SAP MM Workflow.

⚠ Not complying with this mandatory task can generate delay in payments to vendors