Transfer of materials

Objective and scope

The aim of this document is to establish a cross-organizational process to manage the movements of materials/ articles within the warehouses of the same hotel.

This procedure applies to all centers for all BU´s working with SAP MM system.

Sumario

1   Operative

Hotel staff structure

The Hotel Director will be the person in charge to assign the person responsible to request the movements of materials, depending of the structure of the hotel (storekeeper, housekeeper, etc.)

General policy of material transfer

Only countable materials can be transferred between the warehouses and only the ones which previously have been received.

1.1 Request
Responsible: Hotel User

Hotels with General Warehouse:

If any user from any warehouse needs that the General Warehouse supplies him with materials that the General Warehouse has in its stock, the user can request a transfer of these materials through SAP in the transaction:*/CCSHT/IM_ASSISTANT–TMSforMM -"Inventory Management Assistant",* selecting the option Stock Transfer Request. The requester will be able to see the materials that are available in the General Warehouse and their quantities.
Once the requisition is send, the General Warehouse will check the number of units of each requested item.

Furthermore, the General Warehouse can do the transfer in one step without previous request.

Materials movements

Hotels without General Warehouse, the transfers between different warehouses will be performed in one step without requiring a previous request in SAP.

1.2 Fill in the quantities delivered
Responsible: General Storage Responsible

Once the request is received, the storekeeper must physically check the quantities requested and verify if there is enough stock available for the quantity requested of the transfer.
There are the following situations:

- o If the item exists and there is enough stock the requested quantity will be send to the requester warehouse.

- o If the quantities requested are greater than the available stock, the storekeeper of the General Warehouse modifies the quantities in the request and sends to the requester warehouse the available units. If it is necessary the storekeeper places an order for the missing quantity.

- o If the material does not exist in the General Warehouse, no transfer could have been requested before.
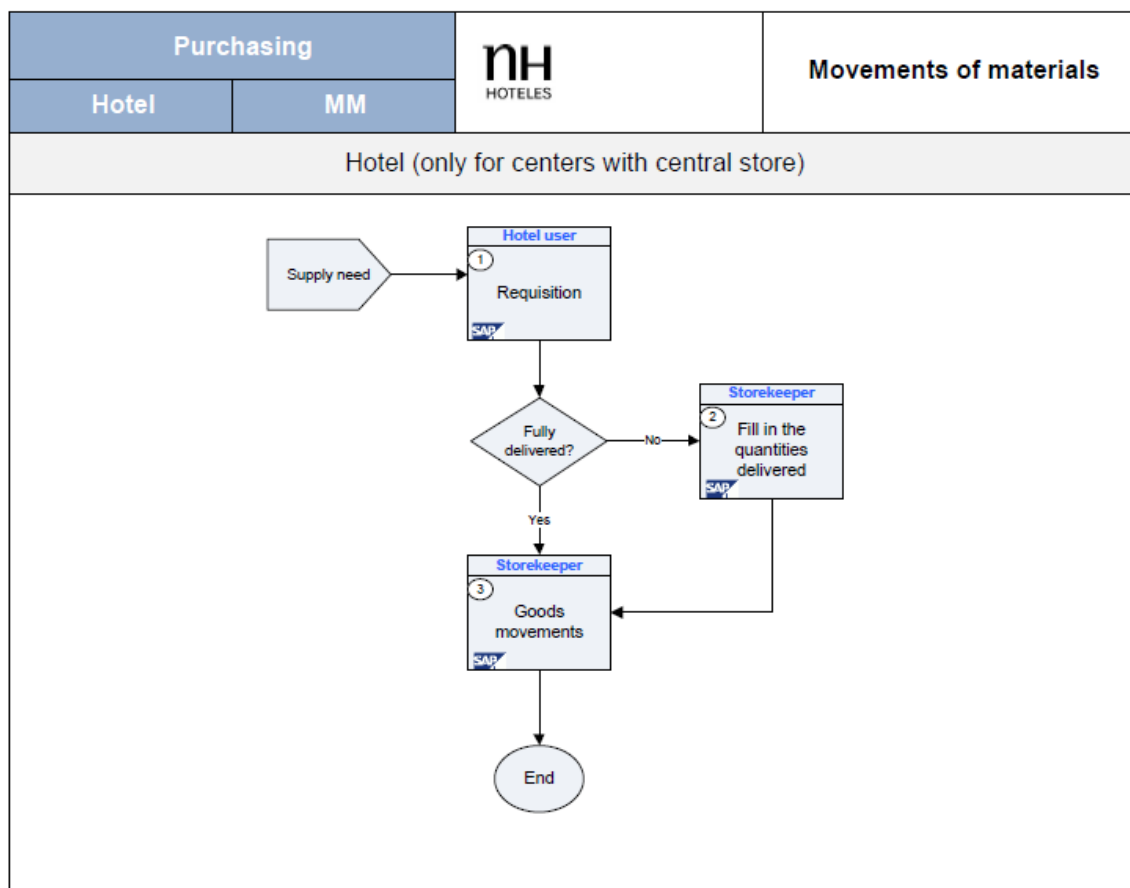
2   Related documents

NH_ SAP_ FINAL USERS_OPERATIONS_HANDBOOK_EN

3   Templates and files

N/A

Materials movements

CORPORATE ORGANIZATION DEPARTMENT

4   Flowchart

Purchasing		NH HOTELES	Movements of materials
Hotel	MM		

Hotel (only for centers with central store)

5   Procedure validation

Version	Corporate Area	Approved by:		Date Approval
2	Procurement **(Process Owner)**	Procurement Manager SVP Procurement	Claudia Crespos Salvador Serra	June 2014
	Operation	F&B Operation Manager / Thomas Bartz		
	Human Resources	SVP HR		
	IA (Internal Audit)	SVP IA		
	Management Committee			Steering minutes

Materials movements