



## TMS4H\_Crews Reservations and Billing procedure

IT & Organization

This manual collects all the information related to Crews reservation procedures and Billing procedures

The sales segment *Crews reservations* is generating a huge volume of discrepancies, since hotels do not issue the invoices according to the requirements of the companies.

Depending on the company, a weekly or monthly invoice is required.

### The main requirements of each Airline are:

The name of Parties and their respective address

The invoicing period

The date on which the payment must be made

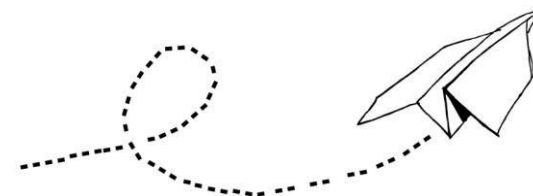
The name of the service

The quantities, unit and total prices ~~ex Taxes~~

VAT number and applicable rate (and/or taxes) The

bank account number of the hotel

The currency



**Tip!**

Attach always a rooming list to the invoice with all the details (name, check in / check out date)

Hereby you can access to all the crews information perBU:

➤ [TMS4H Crews Information\\_BU Benelux](#)



➤ [TMS4H Crews Information\\_BU CE](#)



➤ [TMS 4H Crews Information\\_BU Italy](#)



➤ [TMS4H Crews Information\\_BU Las Américas](#)



➤ [TMS4H Crews Information\\_BU Spain](#)



➤ [TMS4H Crews Information\\_Colombia](#)



➤ [TMS4H Crews Information\\_Mexico](#)



It is highly recommended to use in TMS4M the Group Family reservations for Crews reservations, click here for further information:



➤ [TMS4M Groups Family Management](#)

In case of any doubt, please contact the Airlines responsible in your BU:

BranchAccountHandlerName	BU	CountryAH
GAYPARA, MEVR. CAROLIENE C. CAROLIENE	BENELUX	BELGIUM
GEIS, HERRINGO	HEADQUARTERS	HEADQUARTERS
PELZ, HERRCHRISTIAN	OE	GERMANY
Cocco, Armando	ITALY	ITALY
AMADO, Srta. CARLA	SOUTH AMERICA	ARGENTINA
SANCHEZ-JAUREGUI ALPAÑES, CARMEN	SPAIN	SPAIN
KORTEKAAS, MEVROUW KELLY K. KELLY	BENELUX	THE NETHERLANDS

# THANKS!

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