



**BU Benelux**

## Air France Crew – NH Kensington London



Party ID            2002872333

VAT                 42049517800014

The invoice will be send twice a month to Air France.

One invoice for period 1st to 15th of the month and one invoice for period 16th to 30th or 31st of the month.

Each invoice must be issued in 1 (one) copy drafted in English

Each invoice together with the original accommodation vouchers or purchase order issued by the appropriate local Air France authority must be sent to Air France's station manager or the latter's representative at the address mentioned hereunder, on the fifth (5<sup>th</sup>) day of the following month, at the latest, at the address hereunder mentioned

Air France

Room 6104, North East Offices

Terminal 4

London Heathrow Airport – TW6 3FB

United Kingdom

## Air France Crew – NH Lyon Airport



Party ID            2002872333  
VAT                 42049517800014

La facture mensuelle doit être émise en double exemplaire, rédigée en français et conformément aux dispositions de l'article 441.3 du Code de commerce français.

Chaque facture accompagnée des bons d'hébergement ou du bon de commande émis par l'autorité locale d'Air France, est adressée à l'adresse indiquée ci-dessous, au plus tard le 15 du mois suivant.

**Air France - DBBL  
C/O RECALL  
TSA 10002  
78317 MAUREPAS Cedex**

Et une copie par mail envoyée à Mme LAKKIS Marie-Thérèse : [mtlakkis@airfrance.fr](mailto:mtlakkis@airfrance.fr)

## **Invoices should at least have the following information**

**The invoice must contains the following compulsory mentions :**

- **The Agreement number**
- The name of Parties and their respective addresses
- The invoicing period
- The date on which the payment must be made
- The name of Services
- The quantities, unit and total prices excluding taxes associated with the VAT applicable rate (and/or taxes)
- Payment is made within 30 days end of month after receipt of the invoice

## Air Nostrum Crew – NH Lyon Airport

Party ID        2000075857  
Branch ID       198332  
Rate code       CRE\_NEG050



Invoice address: Avenida Comarcas del País Valenciano nº 2, Quart de Poblet  
(Valencia), 46930

VAT number: A96302724

Payment conditions: 60 days after bill receiving

## **Invoices should at least have the following information**

- The name of Parties and their respective addresses
- 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 bankaccount number of the hotel
- The currency

**All hotels can use below billing information**

Party ID        28171325



**Invoice address:**

American Airlines, Inc.  
ATTN: Accounts Payable  
PO BOX 619914  
Mail Drop 2650  
DFW Airport, Texas 75261

**Per e-mail to:**

[vendor.maintenance@aa.com](mailto:vendor.maintenance@aa.com)

Please make sure your vendor number is on  
the invoice and stated in Mail Subject

## An invoice should contain at least the following information

- Check-in date
- Check-out date
- Names of the crew members
- Number of rooms per day
- Vendor Number



Within American Airlines, the Hotel has the possibility to sign into the system:

### Ipayables

The System allows the Hotel to upload invoices, get the current status of the invoice and receive an e-mail when it is paid



## Cargolux Airlines International SA Crew – NH Luxembourg

Party ID        2008299167  
Branch ID  
Rate code      CREW\_NEG019



### Contact Accounting:

Attn: Antonio Zanetti / Manager Accounts  
Payable  
Luxembourg Aiport  
L-2990 Sandweiler  
LUXEMBOURG

Tel: 00352 4211 3414  
Fax: 00352 4211 3104  
[antonio.zanetti@cargolux.com](mailto:antonio.zanetti@cargolux.com)

Invoice per e-mail to:

[Invoices@cargolux.com](mailto:Invoices@cargolux.com)

## Cargolux Italia Crew – NH Luxembourg

Party ID        2016712896  
Branch ID  
Rate code      CRE\_Neg019



### Contact Accounting:

Cargolux Italia  
Attn: Francoise Mathis / SR Manager General  
Accounting  
Luxembourg Airport  
L-2990 Sandweiler  
LUXEMBOURG

Tel: 00352 4211 3463  
Fax: 00352 4211 3918  
[francoise.mathis@cargolux.com](mailto:francoise.mathis@cargolux.com)

Invoice per e-mail to:

[c8invoices@cargolux.com](mailto:c8invoices@cargolux.com)

## **Invoices should include the following information**

- Weekly Invoices
- Occupants names
- Room rates
- Dates of occupancy
- No-shows listed together with occupants name
- Applicable taxes as separate items
- Other charges as separate items

**HOP! Crew**

LYON AIRPORT

Party ID 1100014090

Intermediary **API - Accommodation Plus International –**  
18147322

The logo for HOP! is displayed in red. It features the word "HOP!" in a bold, sans-serif font, with a red exclamation mark.

Invoice address:

HOP! - CREW  
Service Comptabilité Fournisseurs  
Aéroport – CS27925  
29679 Morlaix Cedex  
FRANCE

Contact: MrBruno Bovar – Directeur Comptabilité et  
Financement

Per e-mail to:

[ComptaFrsHOPMXN@hop.fr](mailto:ComptaFrsHOPMXN@hop.fr)

## HOP! Layovers

LYON AIRPORT

Party ID 1100014091

Intermediary **API - Accommodation Plus International –**  
18147322

The logo for HOP! is displayed in a bold, red, sans-serif font. The word "HOP!" is followed by an exclamation mark. The logo is set against a light gray rectangular background.

Invoice address:

HOP!  
Service Comptabilité Fournisseurs  
Aéroport Nantes Atlantique  
44345 BOUGUENNAIS CEDEX  
FRANCE

Contact: MrBruno Bovar – Directeur Comptabilité et  
Financement

Per e-mail to:

[ComptaFrsHOP@hop.fr](mailto:ComptaFrsHOP@hop.fr)

## **Payment Arrangements**

**Airline's own billing arrangements, where applicable** (all invoices must be accompanied by the requisite supporting documentation (rooming lists, reservation faxes,)).

**Payment timeframe :**

**Select 30 days from date on which invoice is received**

**Payment method :** Bank transfer

Invoicing frequency : Every 2 weeks send by post

An invoice by delivery of service : room allocations, meals

Unless otherwise provided, invoices shall be issued by each Hotel, and shall be payable by bank transfer at the latest thirty (30) days after the date on which the invoice is received.

## Iberia Express Crew – NH Schipol Airport Amsterdam

Party ID        2022330635  
Branch ID      1821141  
Rate code      CRE\_NEG043



Invoice address: Calle Alcañiz 23, Planta 1ª 28042  
(Madrid)

VAT number: A86312691

Payment conditions: 30 days after bill receiving

## **Invoices should at least have the following informaton**

- The name of Parties and their respective addresses
- The invoicing period
- The date on which the payment must be made
- The name of the Service
- The quantaties, unit and total prices ex Taxes
- VAT number and applicable rate (and/or taxes)
- The bankaccount number of the hotel
- The currency



## Lufthansa Cityline – Crew Rate (NH Luxembourg)

Party ID        2002763090  
Branch ID      0000364637  
Rate code      CRE\_NEG022



### Invoice address:

Lufthansa CityLine GmbH  
Südallee 15  
85356 München

Invoice send to: [LHAG.Kreditoren2@icat.dlh.de](mailto:LHAG.Kreditoren2@icat.dlh.de)

Lufthansa Global Business Services  
CLH Scanning  
ul. Puskarska 7i  
30-644 Kraków  
Poland

## Lufthansa Cityline – Crew Rate (NH Nice)

Party ID        2002763090  
Branch ID      0000364637  
Rate code      No contract loaded!



Invoice address:

Lufthansa CityLine GmbH  
Südallee 15  
85356 München

Invoice send to: [LHAG.Kreditoren2@icat.dlh.de](mailto:LHAG.Kreditoren2@icat.dlh.de)

Lufthansa Global Business Services  
CLH Scanning  
ul. Puskarska 7i  
30-644 Kraków  
Poland

## **Invoices should at least have the following informaton**

- The name of Parties and their respective addresses
- The invoicing period
- The date on which the payment must be made
- The name of the Service
- The quantaties, unit and total prices ex Taxes
- VAT number and applicable rate (and/or taxes)
- The bankaccount number of the hotel
- The currency

## All hotels can use below billing information

Party ID 2010939838

Branch ID 0001222907



### Invoice address:

Scandinavian Airlines System  
Denmark – Norway - Sweden  
FE5800  
838 77 Frösön  
Sweden

### Mandatory reference:

Ref. 26140 / Mette O. Nielsen, CPHOJ-I

### Per e-mail to:

[fe5800invoice@sas.se](mailto:fe5800invoice@sas.se)

**Please sent invoice per e-mail only!**  
**Includng the mandatory reference!**

## **Please use the correct rate code for your hotel**

<b>Hotel</b>	<b>Rate Code</b>
NH Amsterdam Centre	CRE_NEG004
NH Schiphol Airport	CRE_NEG017
NH Collection Brussels Centre	CRE_NEG016
NH Imperial Playa	CRE_NEG012

## **An invoice should contain at least the following information**

- Reference: Ref. 26140 / Mette O. Nielsen, CPHOJ-I
- All applicable taxes specified
- Number of rooms used
- Applicable month
- Dated & submitted last day of the month
- VAT number and applicable rate
  
- Due for payment is 45 days after receipt by SAS
- VAT: NL 002964697B01

**Please use the correct rate code for your hotel**



<b>Hotel</b>	<b>Rate Code</b>
NH Groningen	CRE_NEG008
NH Conference Centre Koningshof	CRE_NEG005
NH Schiphol Airport	CRE_NEG031
NH Atlanta Rotterdam	CRE_NEG012
NH Stefanie	CRE_NEG003
NH Lyon Airport	CRE_NEG028
NH Munchen Airport	CRE_NEG036
NH Munchen Messe	CRE_NEG007
NH Barcelona Stadium	CRE_NEG006
NH Las Artes	CRE_NEG005
Hesperia Ciutat de Mallorca	CRE_NEG005

## **An invoice should contain at least the following information**

- Check-in date
  - Check-out date
  - Names of the crew members
  - Number of rooms per day
  - Vendor Number
- 
- Payment within 60 days after receiving the invoice
  - VAT NL009451687B01

## Vueling Crew – NH Schipol Airport Amsterdam

Party ID        2020039314  
Branch ID      1717736  
Rate code      CRE\_NEG040



Invoice address: Plaza Pla de L' Estany – Pq. De  
negocios Mas Blau II  
El Prat de Llobregat  
Barcelona, 08820

VAT number: A63422141

Payment conditions: 60 days after bill receiving



## Vueling Crew – NH Brussels City Centre

Party ID        2020039314  
Branch ID       1717736  
Rate code       CRE\_NEG013



Invoice address: Plaza Pla de L' Estany – Pq. De  
negocios Mas Blau II  
El Prat de Llobregat  
Barcelona, 08820

VAT number: A63422141

Payment conditions: 60 days after bill receiving

## **Invoices should at least have the following informaton**

- The name of Parties and their respective addresses
- The invoicing period
- The date on which the payment must be made
- The name of the Service
- The quantaties, unit and total prices ex Taxes
- VAT number and applicable rate (and/or taxes)
- The bankaccount number of the hotel
- The currency