



BU ITALY

Air France Crew – NH Touring Milano

Party ID 2002872333
VAT 42049517800014

The Air France logo, featuring the word "AIRFRANCE" in a bold, blue, sans-serif font, followed by a red stylized chevron or wing symbol.

Société Air France S.A.
Via Sandegna, 40
00187 Roma
P.IMA: 01055861007

Send compulsory to:

Air France.
To the attention of the Station Manager
Aeroporto Milan-Linate
20090 SEGRATE

Air France Crew – NH Firenze



Party ID 2002872333
VAT 42049517800014

The monthly invoice must be issued in two copies 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 05th day of the following month, at the latest.

Société Air France S.A.
Italie – ROMAB
TSA 10011
78317 MAUREPAS CEDEX
France
P.IVA 01055861007 C.F. 02418530586

And sent by mail to following address :
Société Air France S.A.
TSA 10011
78317 MAUREPAS CEDEX
France
If document sent in .pdf format : mail.finance.ita@airfrance.fr

Invoices should at least have the following informaton

The invoice must contain 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 Lingotto Congress



Party ID 2000075857
Branch ID 198332
Rate code CRE_NEG004

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 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 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

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

Hotel**Branch ID**

NH Venice Conference Centre

24219841

NHC Palazzo Cinquecento

(MPID) 2028171325

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

Iberia Crew – NH Laguna Palace

Party ID 2000045557
Branch ID 108133
Rate code CRE_NEG031



Invoice address: Calle Martínez Villergas 49, 28027
(Madrid)

VAT number: A28017648

Payment conditions: 30 days after bill receiving

Iberia Crew – NH Collection Giustiniano

Party ID 2000045557
Branch ID 108133
Rate code CRE_NEG004



Invoice address: Calle Martínez Villergas 49, 28027
(Madrid)

VAT number: A28017648

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

KLM Crew – NH Villa Carpegna

Party ID 2005444590
Branch ID 0004401129
Rate code CRE_NEG006



Invoice address:

KLM-SSC
c/o 56001 IT
1088 BUDAPEST
RAKOCZI ut 1-3
HUNGARY

Per e-mail to:

Invoices.fssc@klm.com

VAT NR

PAYMENT AFTER 60 DAYS of receiving the invoice

KLM Cityhopper Crew – NH Firenze

Party ID 2003996695
Branch ID 0000702534
Rate code CRE_NEG016



Invoice address:

KLM Cityhopper B.V.
SPL/AP Accounts Payable
P.O. Box 7711
1117 ZL SCHIPHOL
THE NETHERLANDS

Per e-mail to:

ap.registration@klm.com

VAT NR: NL002745938.B01

PAYMENT AFTER 60 DAYS of receiving the invoice

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



Procedura: Fatturazione Alitalia_Accordo Layover 2016
Riprotezione passeggeri Alitalia per il 2016

(double click to open Alitalia PDF)

Lufthansa Linee Aeree Germaniche – Crew Rate (NH Laguna Palaca)

Party ID 2010387562
Branch ID 0001191795
Rate code CRE_NEG010



Lufthansa

Invoice address:

Lufthansa Linee Aeree Germaniche
Via Imbonati 18
20159 Milano

Invoice send to:

Lufthansa Linee Aeree Germaniche
Via Imbonati 18
20159 Milano

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

Vueling Crew – NH Anglo American

Party ID 2028166011
Branch ID 2041224
Rate code CRE_NEG041



Invoice address: Via Barberini 47, 00187 Roma (Italia)

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

Easyjet Crew (NH Ambassador, NH Pisa, NH Palermo, NH Parco Regli Aragonesi,
)

Party ID 2015702984

Intermediary none



Invoice address:

PurchaseLedger.Invoices@easyJet.com

Easyjet Layovers



Party ID 2015702984
Intermediary CAPITA TRAVEL AND EVENTS – 2996
RATE CODE LAY_NEG007/LAY_NEG008/LAY_NEG009

Invoice address:

Capita Travel and Events

1 Blackbrook Park Avenue, Taunton, TA1 2PF

Tel: +44 (0) 1823 623 730

Payment Arrangements Crew

Airline's own billing arrangements, where applicable all invoices must be accompanied by a vendor number and a unique and traceable invoice number.

Payment timeframe :

Payment shall be remitted within sixty (60) Business Days of receipt of such invoice.

Payment method : Bank transfer

Invoicing frequency : Once a month