BU SPAIN

Air Europa Crew – NH Valencia Las Artes

Party ID	2000037246
Branch ID	4084267
Rate code	CRE_NEG008

Invoice address: : Carretera Arenal a Llucmajor, km. 21,5 Polígono Industrial San Noguera, 07620 Llucmajor (Mallorca)

VAT number: A07129430
Payment conditions: 30 days after bill receiving

Air europa Crew – NH Collection Palacio de Avilés

Party ID	2000037246
Branch ID	4084267
Rate code	CRE_NEG011

Invoice address: Carretera Arenal a Llucmajor, km. 21,5
Polígono Industrial San Noguera, 07620 Llucmajor
(Mallorca)

VAT number: A07129430
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

Air France – NH Podium Barcelona

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 fifth day of the following month, at the latest.

Air France
To the attention of Station Manager
Terminal 1 – Aeropuerto del Prat
Prat de Llobregat Barcelona - Spain

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 Alicante

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG011

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Atlántico

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

Air Nostrum Crew – NH Collection Constanza

Party ID 2000075857

Branch ID 198332

Rate code CRE_NEG014

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Collection Villa de Bilbao

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG006

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Collection Aránzazu

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG006

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Ciudad de Almería

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG014

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Iruña Park

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG002

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Herencia Rioja

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG007

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Málaga

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG018

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Collection Palacio de Avilés

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG003

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Collection Sevilla

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG013

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

VAT number: A96302724
Payment conditions: 60 days after bill receiving

Air Nostrum Crew – NH Collection Vigo

Party ID	2000075857
Branch ID	198332
Rate code	CRE_NEG009

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**
NHC Eurobuilding	13729630
HH Presidente	(MPID) 28171325
NH Lisboa Liberdade	12008130

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 recieve an e-mail when it is payed

Iberia Crew – NH Collection Vigo

Party ID	2000045557
Branch ID	108133
Rate code	CRE_NEG014

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

Iberia Express Crew – NH Principado

Party ID	2022330635
Branch ID	1821141
Rate code	CRE_NEG008

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

VAT number: A86312691
Payment conditions: 30 days after bill receiving

Iberia Express Crew – NH Collection Santiago

IBERIA EXPRESS

Party ID	2022330635
Branch ID	1821141
Rate code	CRE_NEG016

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

VAT number: A86312691
Payment conditions: 30 days after bill receiving

Iberia Express Crew – NH Imperial Playa

Party ID	2022330635
Branch ID	1821141
Rate code	CRE_NEG015

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

VAT number: A86312691
Payment conditions: 30 days after bill receiving

Iberia Express Crew – NH Collection Sevilla

Party ID	2022330635
Branch ID	1821141
Rate code	CRE_NEG018

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

KLM Crew – NH Collection Madrid Colón

Party ID	2017182377
Branch ID	0001590098
Rate code	CRE_NEG011

Invoice address:

KLM-SSC
c/o 43208 SE
1088 BUDAPEST
RAKOCZI ut 1-3
HUNGARY

Per e-mail to:

Invoices.fssc@klm.com

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
- <u>PAYMENT 60 days after receiving the invoice</u>

Lufthansa Lineas Aereas Alemanas – Crew Rate (NH Collection Abascal)

Party ID	2020039187
Branch ID	0001717731
Rate code	CRE_NEG015

Invoice address:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Invoice send to:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Lufthansa Lineas Aereas Alemanas – Crew Rate (NH Valencia)

Party ID	2020039187
Branch ID	0001717731
Rate code	CRE_NEG008

Invoice address:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Invoice send to:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Lufthansa Lineas Aereas Alemanas – Crew Rate (NH Collection Constanza)

Party ID	2020039187
Branch ID	0001717731
Rate code	CRE_NEG013

Invoice address:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Invoice send to:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Lufthansa Lineas Aereas Alemanas – Crew Rate (Hesperia Bilbao)

Party ID	2020039187
Branch ID	0001717731
Rate code	CRE_NEG003

Invoice address:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

Invoice send to:

Lufthansa Lineas Aereas Alemanas
Avenida de Burgos 8 BIS
28036 Madrid

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

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

Please use the correct rate code for your hotel

Hotel	Rate Code
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
- PAYMENT 45 days after receiving the invoice

Please use the correct rate code for your hotel

Hotel	Rate Code
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 60 days after receiving the invoice
- VAT NL009451687B01

LATAM Crew– NH Eurobuilding

LATAM AIRLINES GROUP SA

Party ID: 2018019154

Branch ID: 1616517

Rate Code: CRE_NEG013

Invoice address: Capitan Haya 28.
Madrid. España

VAT number: W5121001A

Payment conditions: 30 days

Invoice send to: Isabel Garcia - isabel.garcia@lan.com

LATAM Crew – NH Barajas
TAM LINEAS AEREAS SA SUCURSAL EN ES

Party ID:	2016896300
Branch ID:	1616517
Rate Code:	CRE_NEG007
Invoice address:	Capitan Haya 1. Piso 7. CP 28020. Madrid. España
VAT number:	W5081096I

Payment conditions: 30 days

Invoice send to: Lara de Juana - lara.dejuana@lan.com

Easyjet Crew (NH Cornella, NH Sant Boi, NH La Avanzada, NH Center)

Party ID	2015702984
Intermediary	none

Rate code	LAY_NEG001,LAY_NEG002,LAY_NEG003

Invoice address:

PurchaseLedger.Invoices@easyJet.com

Easyjet Layovers

Party ID	2015702984
Intermediary	CAPITA TRAVEL AND EVENTS – 2200029996

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