



nh | HOTEL GROUP PART OF MINOR
HOTELS



INVOICE LAYOUT FOR CENTRAL EUROPE & BENELUX

ORGANIZATION
JUNE 2016

There are special invoice layouts in TMS which allow us to hide the fiscal address maintaining the postal one to accomplish with a customer request

During the check out process a guest requests the invoice in the name of his/her company. If the customer asks you to hide the fiscal data of the invoice and that only the address of the Branch is shown, it is possible to choose a particular invoice format in the Folios maintenance.

DEBE.FRIED. Individual Res. -

DEBE.FRIED NH COLLECTION BERLIN FRI Reservation Client: 1003 REWARDS, NH Amount: 1,230.60 EUR

Arrival: 02.10.2018 Tuesday RoomType: Superior Double ☐ Show Subtypes Meal Plan: BB RF

Nights: 4 Guests: AD 2 JU 0 CH 0 BB 0 Currency: EUR First service: ONLINE

Depart.: 06.10.2018 Saturday Room: 119 ☐ No move Last service: BKFS GDPR

MOTO

General Data *Billing Information *Additional data *Statistics Deposits Guarantees Routing charges Fixed charges *Actions Loaned items *Notices for Reception Mess...

Contact person: Phone: 773740596 E-Mail: Voucher: Reservation type: Registrat. date: 02.10.2018 Language: ES Spanish CUT-OFF date: Remarks: Main Main remarks only 250 characters

O.	Code	Guest Name	Program	Fidelización	Type	Loyalty card	Meal Plan	PAX T...	Meal pla...	Gender	VIP	Voucher	Arrival date	Departure...	Re
1			NH_EMPLOYEE				BB	Adult		Female			02.10.2018	06.10.2018	
2							BB	Adult		Unknown			02.10.2018	06.10.2018	

CHECKIN Guest: ☐ Walk-in ☒ Check in 02.10.2018 16:13 Created E00000089... 02.10.2018 16:13 Credit pending to Bill 0.00

Gr: 0 ☐ Transferred ☐ Check out 00:00 Modif.: E000000893 02.10.2018 16:13 Cash pending to Bill 1,230.60

Specific NF.XXX Formats have been created maintaining the current formats in Central Europe & Benelux Hotels, so that you can choose the standard format identifier or the NF one.

Folios header

DEBE.FRIED NH COLLECTION BERLIN FRIEDRICHSTRASSE COLLECTION

R...	Folio	Payment method	Payt Terms	Tax incl.	Responsible Folio	Format identif.	Holder	Name	Branch	Fis.clas	Reas
	1	On-desk payment		✓	Main Guest	NF.DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			
	2	On-desk payment		✓	Main Guest	DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			
	3	On-desk payment		✓	Main Guest	DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			
	4	On-desk payment		✓	Main Guest	DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			

Folio 1 Folio 2

Available in Central Europe Hotels

Format identifier (Invoice, charge)

Hotel: DEBE.FRIED

Format	Description
AGENCY	TRAVEL AGENCY
DAILY	Daily charges
IND	INDIVIDUAL
NF.AGENCY	NF TRAVEL AGENCY
NF.DAILY	NF Daily charges
NF.IND	NF INDIVIDUAL

Available in Benelux Hotels

Format identifier (Invoice, charge)

Hotel: NLNH.AMSCE

Format	Description
AGENCY	TRAVEL AGENCY
DAILY	Daily charges
IND	INDIVIDUAL
NF.AGENCY	NF TRAVEL AGENCY
NF.DAILY	NF Daily charges
NF.IND	NF INDIVIDUAL
NF.SUMMARY	NF Summary
SUMMARY	Summary

Make sure the client does not exist before creating a new one!

To change the folios' holder you have to search for the company as well as the Branch

DEBE.FRIED NH COLLECTION BERLIN FRI Reservation 55779057 Client: 1003 REWARDS, NH Amount 1,230,60 EUR

Arrival: 02.10.2018 Tuesday RoomType: Superior Double ☐ Show Subtypes Meal Plan BB RF BRAC.

Nights: 4 Guests: AD 2 JU 0 CH 0 BB 0 Currency EUR First service: ? ONLINE

Folios header

DEBE.FRIED NH COLLECTION BERLIN FRIEDRICHSTRASSE COLLECTION

R...	Folio	Payment method	Payt Terms	Tax incl.	Responsible Folio	Format identif.	Holder	Name	Branch	Fis.clas	Reas
1	On-desk payment			<input checked="" type="checkbox"/>	Main Guest	NF.DAILY	2000002157				
2	On-desk payment			<input checked="" type="checkbox"/>	Main Guest	DAILY	16073273				
3	On-desk payment			<input checked="" type="checkbox"/>	Main Guest	DAILY	16073273				
4	On-desk payment			<input checked="" type="checkbox"/>	Main Guest	DAILY	16073273				

Folio 1 Folio 2

Folio 3 Folio 4

Select client branch

Branch 2

1.- Search for the Customer number to change the invoice holder. Remember if more than one Branch exists also you need to choose the correct Branch (2)

Restrict Value Range (1) 6 Entries found

Guests TAs TAs per Branch Companies Companies per Branch All the clients Hotels External hotels

Customer	Name 1	Name 2	Street	City	PostalCode	Cty	Telephone 1	Tax Number 1	Tax Number 5	Removed	OnlyBra
2000002157	SIEMENS AG		GLEIWITZER STRASSE 555	NUREMBERG	90475	DE		129274202		<input type="checkbox"/>	
2002810019	SIEMENS AG OESTERREICH		SIEMENSSTRASSE 90	WIEN	A-1210	AT	4351707	14715405		<input type="checkbox"/>	
2003650914	SIEMENS AG		. GUBELSTRASSE 22	ZUG	6300	CH	41417242424	CHE191993514		<input type="checkbox"/>	
2003678103	SIEMENS AG		OTTO-HAHN-RING 6	MUENCHEN	81739	DE	4989636	8154176		<input type="checkbox"/>	
2028785786	SIEMENS ENERGY AG		FREYESLEBENSSTRASSE 1	ERLANGEN	91058	DE	4991311882235	NO VAT		<input type="checkbox"/>	
2200520091	SIEMENS AG		SNONNENDAMM 51	BERLIN	13629	DE		NO VAT		<input type="checkbox"/>	

2.- Select the Branch required by the customers to be shown in the invoice. Use the search criteria, Street name , City , etc. These will be the unique address shown in the invoice

Select Branch Client (1) 475 Entries found

Restrictions

Customer	Branch	Name 1	Street	PostalCode	City	Cty	Telephone 1
2000002157	0000676195	SIEMENS AG	VOGELWEIHERSTRASSE	90441	NUERNBERG	DE	49911433
2000002157	0000676594	SIEMENS AG	REGENSBURGER STRASSE	94036	PASSAU	DE	4985198971
2000002157	0000676597	SIEMENS AG	SCHUHSTRASSE	91050	ERLANGEN	DE	4991317
2000002157	0000676609	SIEMENS AG	SIEMENSSTRASSE	93055	REGENSBURG	DE	49941790
2000002157	0000676611	SIEMENS AG	NUERNBERGER STRASSE	91052	ERLANGEN	DE	4991317
2000002157	0000676616	SIEMENS AG	WETTERKREUZ	91058	ERLANGEN-TENNELOHE	DE	4991316901
2000002157	0000676618	SIEMENS AG	FREYESLEBENSSTRASSE	91058	ERLANGEN	DE	49913118
2000002157	0000676621	SIEMENS AG	SELIGENSTAEDETER STRASSE	63791	KARLSTEIN	DE	496188780
2000002157	0000676623	SIEMENS AG	PAUL-GOSSEN-STRASSE	91052	ERLANGEN	DE	4991317
2000002157	0000676630	SIEMENS AG	HUMBOLDTSTRASSE	90450	NUERNBERG	DE	49911433

Save the changes to be effective.

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Folios header

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R...	Folio	Payment method	Payt Terms	Tax incl.	Responsible Folio	Format identif.	Holder	Name	Branch	Fis.clas	Reas
	1	On-desk payment		<input checked="" type="checkbox"/>	Main Guest	NF.DAILY	2000002157	SIEMENS AG	0000676195		<input type="checkbox"/>
	2	On-desk payment		<input checked="" type="checkbox"/>	Main Guest	DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			
	3	On-desk payment		<input checked="" type="checkbox"/>	Main Guest	DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			
	4	On-desk payment		<input checked="" type="checkbox"/>	Main Guest	DAILY	16073273	RILO PONTORIERO, ROCIO BELEN			

Folio 1 Folio 2

Folio 3 Folio 4

0,00
80,60

Display of the invoice with the selected format



THANKS!

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