

TMS_Invoicing Groupon

The invoice should be made out in the name of the Guest staying at the Hotel (duly associated with the appropriate customer code: party ID)

NB:

The invoice must never be made out to Groupon!

1 Create the reservation

The following fields should be filled in when making the booking:

Main Client and Payer > 1018975152 Groupon INTERNAC TRAVEL GMBH

In the “Voucher” field, input the number that appears under “**Reservation**” in the booking confirmation received with all the booking details.

2 In-house management

Once the Guest has been registered with his/her party ID, you must:

- Inform the Guest of his/her condition as Holder in order to issue the invoice in his/her name

- Verify that the top of the page itemising the charges to be invoiced and payable by Groupon are featured as a credit

R...	Folio	Payment method	Payt Terms	Tax incl.	Responsible Folio	Format Identif.	Holder	Name	Branch	Fis.clas	Reas...
1		On-desk payment			Main Guest	IND	16073063	RUTH LARA PERALTA			
2		Credit	C000		Main client	IND	1018975152	GROUPON INTERNACIONAL TRAVEL GMBH	0001664609		
3		On-desk payment			Main Guest	IND	16073063	RUTH LARA PERALTA			
4		On-desk payment			Main Guest	IND	16073063	RUTH LARA PERALTA			

3 Billing

Having done all of the above, you are ready to issue the invoice in the name of the Guest and the debit will be recorded in the account associated with Groupon Internacional Travel GMBH (1018975152)

If you wish to verify that the invoice has been issued correctly, you can consult the following transactions from the day after the invoice has been issued (i.e., subsequent to performance of the Night Audit):

- /CCSHT/AGING_CLI – Customer Aging – in order to verify that the Guest account presents no outstanding balance
- FBL5N – Customer Line Items – in order to verify that the Groupon account (1018975152) shows a line featuring the number of the invoice issued