

HOW TO ACCESS?



- Executing transaction ZEY_ME_PROFORMA - Proforma ME (RESERVATIONS > Information systems > Events)
- Clicking on the «Templates» button within Booking File and Event Management transactions
- New button next to the «Remarks» field in the «General Information» tab of the Booking File **PROFORM**

SELECTION CRITERIA

Reserv / Event / B.File

☒ Creation for B.File-All reserv ➤ Includes the charges of all the reservations in the MB, grouped by hotel.
☐ Creation for Event+Conv/Group ➤ Shows charges included in the Event and in the Groups.
☐ Creation for Event ➤ Charges included in the Event reservation.
☐ Creation for Convention/Groups ➤ Charges of the Group reservation.

Hotel

Hierarchy Visualization Hotels Hierarchy Hotel Selection

Hotel

Fields will be active only when selected reservations are Events, Groups or both.

Reservation Filter

Booking File ID to

Event to

Reservation to

Start date Booking File to

This filter will depend on the type of reservation identified before and the search help will be available in accordance.

Print Parameters

Template ➤ Selection of defined template.

Printing format ➤ PRF-AGENCY / PRF-DAILY / PRF-IND

Language ➤ Blank = language of the Main Client.

☒ Billing Remarks ➤ Text typed in this field.
☐ Remarks(250 char) ➤ Observations written here.

Flag checked:

- ☐ Hide Tax Total Summary ➤ VAT breakdown, taxes and proforma number are hidden. ➔ Must be mandatorily checked in some countries due to local legislation!
- ☒ Show Special Taxes ➤ The amount of the city tax is displayed.
- ☐ Show Deducted Commission ➤ Will show the deduction when there is a discounted commission.
- ☒ Show Summary ➤ Summary of services by nature (same as in quotation and contract).
- ☐ Show Function Room description ➤ Shows the name of the room. Unchecked, it will show the generic concept.
- ☐ Show Event Package Detail ➤ Includes the DDR breakdown.

SELECT THE RESERVATION LINES TO BE TREATED

Once reservations are selected, you will be able to choose between the clients informed in the reservation (Main Client, Company, CRS, Holder, Payer and Organizer) to issue the document:

- The “*Identifier*” field informs the type of client.
- In the fields “Main customer” and “Branch” the main client is selected.

There is a control field to view the situation of the reservations included in the selection:

Meetings: Proforma

Hotel	Reserv.	Booking File ID	Arrival date	Reserv. De	Main Custo	Name 1	Main C Identifier	Descript.	Customer	Name 1 Branch	Event code	Vers	Start date	End date	Reservation group name	Booking G.
ESBA.CON	55758617	MB0001429221	22.07.2019	24.07.2019	10000615	VIAJES EL COR					EV009117	1			PROFORMA MB	
ESBA.POD	55758620	MB0001429221	22.07.2019	24.07.2019	10000615	VIAJES EL COR					EV009117	1			PROFORMA MB	
ESMD.PAR	55758675	MB0001429218	15.05.2019	16.05.2019	10000615	VIAJES EL COR					EV009117	1			PROFORMA MB SENC	
ESMD.PRI	55758678	MB0001429218	15.05.2019	16.05.2019	10000615	VIAJES EL COR					EV009117	1			PROFORMA MB SENC	

- Green: All reservations contain charges to be billed (TENTA/CONFI status).
- Red: Some of the reservations contain billed charges or they are not in status that generate them. When you click on the icon, a pop-up will open with the details of the reservations included in the document and its situation according to the previous logic.

Hotel	Reservation	Reservation Typ	Shared	Relate	Chain Roo	Description	External r	Arrival date	Departure	Guest/Main client	A	J	C	B	Status
ESBA.CON	0055758619	Events				PROFORMA MB MQ0000003070		22.07.2019	24.07.2019	VIAJES EL CORTE INGLES S	0	0	0	0	Tentative
ESBA.PODIU	0055758622	Events				MQ0000003070		22.07.2019	24.07.2019	VIAJES EL CORTE INGLES S	0	0	0	0	Tentative
ESBA.PODIU	0055758620	Conference Group head				MQ0000003070		22.07.2019	24.07.2019	VIAJES EL CORTE INGLES S	0	0	0	0	Tentative
ESBA.CONST	0055758618	Group line				Superior Double MQ0000003070		22.07.2019	24.07.2019	VIAJES EL CORTE INGLES S	1	0	0	0	Tentative
ESBA.PODIU	0055758621	Group line				Superior Double MQ0000003070		22.07.2019	24.07.2019	VIAJES EL CORTE INGLES S	1	0	0	0	Tentative

ISSUE OF THE DOCUMENT

- To issue the proforma, select the lines and click on the “*Templates*” icon.
- Once the parameters to be displayed have been selected, a Word document will be created.
- A record will be created in the “*Delivery Control*” of each reservation.
- The proforma numbers reported can be reprinted by the transaction **ZEY_PROFORMA_REPRINT - Proforma Reprint**

DOCUMENT
PREVIEW:

Result of previously applied filters

HEADER:

Fiscal data of the selected Branch

PROFORMA

COMPANY NAME

Mr. SMITH
ADDRESS
29007, MALAGA
Spain
Tel: 44000123456
Email: info@info.com

Dear Mr./Mrs.,

Thank you very much for choosing the NH Hotel Group for your stay.

We are pleased to send you the proforma with all the services contracted. Please check all services, rates and dates are correctly stated

We are looking forward to making your event a success.

Yours Sincerely,

MB INFORMATION:

Reference Number	MB0001413861	Group Dates	23.07.2018 / 23.07.2018
Voucher		Persons / Room	/000
		Currency	EUR

*AU: Adulte/ JIE: Juniora/CM: Children/BB: Baby

NH Malaga - Proforma: 9802648308				
Date	Item	Net	Vat	Total
23.07.2018	1 x Alcazaba	165.00	34.65	199.65
23.07.2018	20 x Company Menu 6	510.00	51.00	561.00
Tax		Net	Vat	Total
IVA 10.00%		510.00	51.00	561.00
IVA 21.00%		165.00	34.65	199.65
Total		675.00	85.65	760.65

This document is not an Invoice as defined in article 6 of the Regulation by which the billing obligations are regulated, approved by Royal Decree 1618/2012, of November 30. Therefore, this document is not valid for the deduction of the tax. Once your prepayment has been received, you will receive an invoice according to the requirements of art.8 of the Regulation that regulates the billing obligations, approved by Royal Decree 1618/2012, of November 30, which will entitle you to deduct the tax.

(Legal texts available for countries where they are necessary)

NH MEETINGS
inspire. create. enjoy.

Both received and requested prepayments are displayed:

Prepayments							
Hotel	Amount Requested	Requested Date	Dead line	Amount Received	Amount pending	Currency	Remarks
NH Malaga	50,00	23.07.2018	22.07.2018	50,00	0,00	EUR	PRE-PAYMENT 4009000007
NH Malaga	150,00	23.07.2018	22.07.2018	0,00	150,00	EUR	
Total	200,00			50,00	150,00		

Summary of services by nature:

Proforma			
23.07.2018 - 23.07.2018	Price excl. VAT	VAT	Total Price incl. VAT
NH Malaga			
Function Rooms	165,00	34,65	199,65
F&B	510,00	51,00	561,00
Total	675,00	85,65	760,65

Services & Payments Summary:

Services & Payments Summary			
	Net	Vat	Total
NH Malaga	675.00	85.65	760.65
Total Pending NH Malaga			760.65
Total Pending			760.65

Observations added when generating the document:

Remarks
TEST PROFORMA

NH MÁLAGA, NH HOTELES ESPAÑA, S.A.
BBVA
IBAN: ES7001822341710018505498
SWIFT: BBVAESMMXXX

NH Collection Gran Hotel Calderón		
Date	Item	Total
03.07.2019	60 x Unterkunft und Frühstück	11833.14
03.07.2019	100 x Parking	1100.00
03.07.2019	2 x Function Room Rent	2756.80
03.07.2019	1 x Flip Chart, Leinwand, Beamer	181.50
04.07.2019	100 x Parking	1100.00
04.07.2019	2 x Function Room Rent	2756.80
04.07.2019	1 x Flip Chart, Leinwand, Beamer	181.50
Tax		
Total		19913.74

(No VAT breakdown or proforma number is shown)

NH | HOTEL GROUP
part of MINORNH
HOTELSNH COLLECTION
HOTELSnhow
HOTELSTIVOLI
HOTELS & RESORTSANASTASIA
HOTELSAVANI
HOTELSELEGANTIA
HOTELSBAKS
HOTELSNH | HOTEL GROUP
part of MINORNH
HOTELSNH COLLECTION
HOTELSnhow
HOTELSTIVOLI
HOTELS & RESORTSANASTASIA
HOTELSAVANI
HOTELSELEGANTIA
HOTELSBAKS
HOTELS