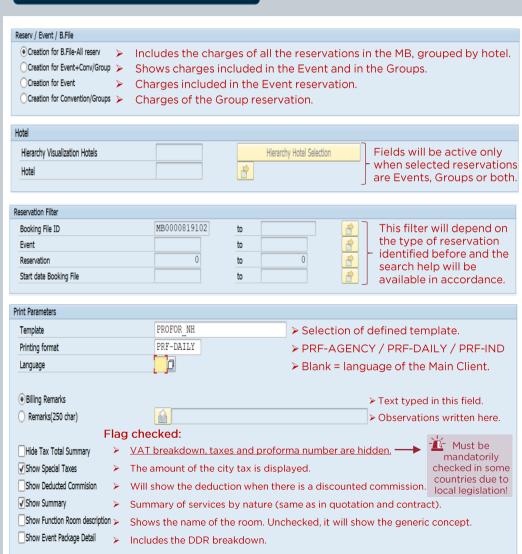
TMSforMeetings: PROFORMA





- 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

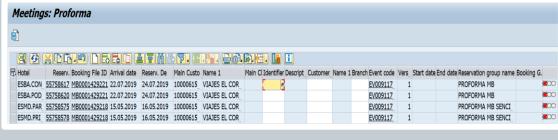


SELECT THE RESERVATION LINES TO BE TREATED

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:



- 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.



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

11H MEETINGS inspire. create. enjoy.

HEADER:

Fiscal data of the selected Branch

Example of proforma with the flag "Hide Tax Total Summary" checked:

NH Collection G	Fran 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	2758.80
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	2758.80
04.07.2019	1 x Flip Chart, Leinwand, Beamer	181.50
	Tax	Total
	Total	19913.74

Delees Document stent wine Nechmung im Sinne erig 51, 1, 144 USIG dar. Le sergot such aus diesem Document daner was Anspruch auf Vorstenerbzug gemäß § 15 USIG. Rach Eingemig hiere Zahlung enhaltnis eine zur Universtenzbung mach § 10 USIG Derreichtigende Rechnung gemäß §§ 14, 144 USIG. This document das not an invoice as defined by Art. 14, 148 USIG Germ Wahe Added Tax Art. This document does not therefore invojc epidolity for the decidence of input faz pursuant to Art. 15 USIG Germ Upon receipt of your payment youwill receive an invoice which entities you to deduct input tax pursuant to Art. 15 USIG in

(No VAT breakdown or proforma number is shown)

PROFORMA

COMPANY NAME

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

Dear Mr Alre

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

We are pleased to send you the proforms 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	: Adultal JR: JumoralCH: Children(BB: Babie

NH Malaga - Proforma: 9802548308				
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 fax. 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 1619/2012, of November 30, which will entitle you to deduct the fax.

(Legal texts available for countries where they are necessary)

ELGROUP THE THEOLECTION THOSE TIVOLI ANNIABIA AVANI (ASSAIR)

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Both received and requested prepayments are displayed:

Prepayments								
Hatel	Amount Requested	Requested Date	Dead line	Amount Received	Amount pending	Currency		Remarks
NH Málaga	50,00	23.07.2018	22.07.2018	50,00	0,00	EUR	PRE-PAYMENT	4009000007
NH Málaga	150,00	23.07.2018	22.07.2018	0,00	150,00	EUR		
Total	200,00			60,00	160,00			

Summary of services by nature:

Proforma			
23.07.2018 - 23.07.2018	Price exci. VAT	VAT	Total Price Incl. VAT
NH Málaga			
Function Rooms	165,00	34,65	199,65
F&B	510,00	51,00	561,00
Total	876,00	35,85	780,86

Services & Payments Summary:

Services & Payments Summary			
	Net	Vat	Total
NH Malaga	675.00	85.65	760.65
Total Pending NH Malaga			780.86
Total Pending			760.66

Observations added when generating the document:

Remarks
TEST PROFORMA

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















