

<div> <div>  <div> <div>HOTEL GROUP</div> <div>MINOR</div> <div>by NH</div> </div> </div> <div>TEMPORARY HOTEL CLOSING : Procurement and inventory related Tasks</div> </div>				
Order	Task	Task Description	When	Responsible
0	MANDATORY TASK: Minimizing Volume an Frequency of Purchases	The hotels must control the volume and frequency of purchases and in case a purchase is necessary, it should be checked first with the nearby hotels if they are in stock via the Regional Operations Director.	Before hotel closing date	Hotel purchases responsible / Hotel Manager
1	MANDATORY TASK: Management of purchase orders pending of goods receipt	<p>MANDATORY TASK: Before starting the tasks of the last hotel accounting closure, the users responsible for the hotel's purchases should make sure that:</p> <p>1.- All goods and services are correctly registered with a purchase order and their corresponding goods receipt in the system, <u>including those last minute services directly related to the closing of the hotel (transport of goods or documents, destruction of documents, etc.)</u>.</p> <p>2.- There are no goods delivered or services rendered at the hotel pending reception in the system. In the case of detecting orders that do not correspond to purchases in force, these orders must be checked and, if needed, eliminated (Enter "0" as quantity and check "Final Delivery" box for this materials and generate the goods receipt).</p> <p>3.- Check and solve the pending invoices incidences in the SAP MM Workflow.</p>	Before hotel closing date	Hotel purchases responsible / Hotel Manager
2	PRE-CLOSING: Other administrative and operational tasks	The following tasks detail other administrative and operational actions, related to Procurement To Pay area, to be carried out by the different Departments of the company, once the temporary closing date is formally known, and with the objective of performing all actions related with Procurement to Pay processes .	Before hotel closing date	Hotel purchases responsible / Hotel Manager / F&A Department BU/ Operations Department BU / Procurement to Pay Administration/ Coperama / SSTT Department BU
2.1	PRE-CLOSING: Other administrative and operational tasks: <u>Communication with no-nominated suppliers</u>	1.- Communicate in writing to the local suppliers the temporary closing date of the hotel. 2.- Cancel/suspend services contracts if applicable (cleaning glasses, flowers, press ...) with local suppliers from the closing date of the hotel.	Before hotel closing date	Hotel Purchases Responsible / Hotel Manager
2.2	PRE-CLOSING: Other administrative and operational tasks: <u>Communication with nominated suppliers</u>	1.- Communicate in writing to the nominated suppliers the temporary closing date of the hotel. 2.- Cancel/suspend services contracts if applicable (Pay TV, laundry, press subscriptions ...) from nominated suppliers from the temporary closing date of the hotel.	Before hotel closing date	Coperama
2.3	PRE-CLOSING: Other administrative and operational tasks: <u>Maintenance contracts</u>	Verify suspension or modification of maintenance contracts if apply and inform the hotels to apply these changes in SAP.	Before hotel closing date	Maintenance and Engineering Department BU
2.4	MANDATORY TASK: Review Purchase orders pending to goods receipt	MANDATORY TASK: Once these tasks (2.1-2.3) are completed, it is important to review the purchase orders with lines pending to receipt and, if necessary, close them as indicated in task 1.	Before hotel closing date	Hotel purchases responsible / Hotel Manager
3	Minimizing stocks	The hotel must minimize the perishable stocks before the hotel closes verifying the material type and the expiring date. In order to proceed with this task, the hotel has to evaluate the following possibilities:	Before hotel closing date	Hotel purchases responsible / Hotel Manager / Operations Department BU
3.1	Returning goods to supplier	The hotel must contact with the supplier in order to verify the possibility of returning the perishable goods to get the corresponding credit note to be accounted. The goods returned must be entered in SAP.	Before hotel closing date	Hotel purchases responsible / Hotel Manager
3.2	Transferring the remaining stocks to another hotel	For those stocks that can not be returned to the vendor, The Hotel Manager, together with BU Operations Department must assess the possibility of transferring the remaining perishable stocks to another hotel, based on the expiration date and the estimated duration of the temporary closure of the hotel . The General Manager must evaluate which are the closest hotels and the transportation cost of the stocks from one hotel to the other.	Before hotel closing date	Hotel purchases responsible / Hotel Manager / Operations Department BU
3.3	Donating perishable stocks to Charity Associations	<p>If previous tasks are not possible to carry out, The Hotel Manager must evaluate the possibility to donate the remaining perishable stocks to Charity Associations or Hospitals following the document TIPS TO MANAGE FOOD DONATION (https://nhorganization.nh-hotels.com/content/tips-manage-food-donation)</p> <p>In this case, Corporate Affairs Area will manage the collection and delivery. To do this, hotels must send an inventory of the products to donate to: g.goena@nh-hotels.com me.ruiz@nh-hotels.com Corporate Affairs Area will contact the hotel to organize the collection and make the delivery to the Charity Associations or Hospitals.</p>	Before hotel closing date	Hotel Manager / BU Operations Department / Corporate Affairs Area
3.4	Donating perishable stocks to Hotel Employees	As last option valuate the possibility to donate the remaining perishable stocks to Hotel Employees under the Hotel manager Criteria following the document TIPS TO MANAGE FOOD DONATION (https://nhorganization.nh-hotels.com/content/tips-manage-food-donation)	Before hotel closing date	Hotel Manager
3.5	Logistic with stocks in point of sales	All the stock that will remain in the hotel in minibar, bars, trolleys... and whose expiration date is greater than the closing period, must be stored in warehouses, never should be in point of sales or inside minibars.	Before hotel closing date	Hotel Manager / Heads of department
4	MANDATORY TASK: Pre - Inventory tasks	<p>MANDATORY TASK: Before issuing the physical inventory document, the hotel purchasing responsible should ensure that all movements of the month have been recorded, verifying that:</p> <p>1.- All the purchase orders have been registered into the system for all purchases of inventory material received.</p> <p>2.- There are no transfers between warehouses pending to be processed.</p> <p>3.- The stocks of the general warehouse (if the hotel has general warehouse) are those reflected in the system.</p> <p>The Purchasing Responsible / Hotel Management / Supply Chain Administration and BU F&A Department should make sure that a stock count has been made at all SAP warehouses for that hotel and that final stocks are correctly recorded and accounted for.</p>	Before hotel closing date	Hotel Purchases responsible / Hotel Manager / F&A Department BU / Procurement to Pay Administration
5	Inventory Process	Once previous tasks has been finished, the purchasing hotel responsible has to make a complete inventory process as established in the Inventory procedure. The Hotel purchases responsible will carry out the inventory process in the system leaving the transferred final stocks (related with tasks 3.2-3.4) of the closing hotel with value: 0 (zero).	Before hotel closing date	Hotel purchases responsible / Hotel Manager
6	Delegating tasks	Depending of the structure defined to be on duty by each BU, and only if this person has knowledge of SAP MM, it is highly recommended that they manage the MM invoice incident Workflows. If in doubt, this person should consult with S&T MM.	During the period of temporary closure	Responsible On Duty
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