



Version 3 - September 2024

## WEEKEND PASS HOTEL PROCESS

### General Information

The Weekend Pass is a subscription program on invitation only that will be offered to certain customers in our Call Center (CRO Phone Number: +34 911080742; CRO E-mail Address [weekendpass@nh-hotels.com](mailto:weekendpass@nh-hotels.com))

Customers can buy the weekend pass which entitles them to book, during a 12-month period, any weekend in any of our properties within Spain.

There are 2 different categories within the Weekend Pass subscription:

- **NH Weekend Pass:** Only valid for NH Hotels Brand.
- **NH Collection Weekend Pass:** Valid for both NH and NH Collection 4-star properties.

### Terms & Conditions

- The validity of the Weekend Pass is 12 months from the date of purchasing the program.
- Membership is strictly individual, name owner of the Weekend Pass needs to match the name of the customer checking in.
- Member can only book for stay dates within the next 14 days.
- Reservations will be allowed only when hotel forecast occupancy is below 90%.

- Weekend Pass is valid for 2 nights during weekends meaning Friday, Saturday, and Sunday night. The product is designed for stays up to 2 pax at the entry level room type with breakfast included.
- A child (under the age of 12) can be added at the extra cost of 65€ per night including breakfast. This can only be booked through the dedicated phone number in the CRO Call Center. Subject to availability.
- A 3rd night can be booked for a fee (30% discount on Public Flexible rate). Subject to availability.
- Upgrade to the next room category is possible for 25€ per night in NH branded hotels and 65€ per night in NH Collection branded hotels. This can only be booked through the dedicated phone number in the CRO Call Center. Subject to availability.
- Stays are not allowed in member's province of residence. 30% discount on Public flexible rate will be applied per weekend in province of residence. This can only be booked through the dedicated phone number in the CRO Call Center. Subject to availability.
- Maximum of 3 weekend reservations per province. Additional weekends can be booked for a fee (30% discount on Public Flexible rate). This can only be booked through the dedicated phone number in the CRO Call Center. Subject to availability
- Rooms cannot be cancelled until 7 days prior to arrival. A fee of 99€ will be charged for late cancelation or No show. In case of lack of payment subscription will be suspended.
- Multiple bookings for the same stay date at different locations or in the same location are not permitted. Minor Hotels Europe & Americas reserves the right to cancel your bookings should this occur.
- The program is not combinable with other programs such as NH DISCOVERY, GHA DISCOVERY or NH PRO. Stays booked under the Weekend Pass Program are not eligible to earn or redeem DISCOVERY Dollars (D\$) with their stays.
- Only applicable to the participating NH and NH Collection 4-stars properties on the territory of Spain.
  - Excluded hotels are: NH La Avanzada, NH Bilbao Deusto, NH Córdoba Califa, NH Gran Hotel Casino de Extremadura, NH Collection A Coruña Finisterre, NH Collection Barcelona Gran Hotel Calderón, NH Collection Madrid Palacio de Tepa, NH Collection Madrid Paseo del Prado, NH Collection Madrid Suecia y NH Collection Santiago de Compostela.
- Bookings can be made through the dedicated landing pages or the dedicated CRO phone number +34 911080742.
  - <https://www.nh-hotels.com/es/ofertas/weekend-pass>, where only NH branded hotels are available, for owners of the NH Weekend Pass.
  - <https://www.nh-hotels.com/es/ofertas/weekend-pass-collection>, where both NH branded hotels and NH Collection branded hotels are available, for owners of the NH Collection Weekend Pass.
- The BASIC STAY (Weekend Pass) will be always collected in advance in HQ. The other additional supplements must be prepaid to the hotel using Pay By Link. The CRO will send the hotel PBL to the customer during the reservation process.
- City taxes are not included in the weekend pass and must be paid upon check-in/ check-out at the hotel.
- Any extra spend of the customer at the hotel will need to be paid upon check-out at the hotel.

## Cancellations and No Show Process

If the client cancels or in case of no show, **there is a cost of 99€ VAT included**. This cost does not vary depending on whether the client has taken extras or extra nights

**If the collection is not received in 3 days, the hotel will inform back the CRO to block the corresponding Weekend Pass.**

**Cancellations** can only be made through the dedicated CRO number: (+34 911080742). If the client cancels and the RCLX fees should be applied, the CRO will send the PBL of the hotel to the customer. After collecting the money, the hotel will invoice this amount to the guest.

**In case of no show**, the hotel will inform the CRO via e-mail indicating No Show + Weekend Pass number + Reservation number, the e-mail address is: [weekendpass@nh-hotels.com](mailto:weekendpass@nh-hotels.com). The CRO will contact the customer and if NSHO fees should be applied, they will send the PBL of the hotel. After collecting the money, the hotel will invoice this amount to the guest.

## Front – Office Process

### Reservations made through the dedicated landing page

Reservations will arrive under **Contract NHWEB** and with **rate code NH\_SUB**.

The voucher number will be informed in the voucher field, for example, WEEKEND12345 or WEEKENDCL12345 depending on the type of Weekend Pass bought by the guest.

The holder of the folios must be always the guest and owner of the Weekend Pass.

These reservations include 2 nights for 2 persons in BB in a basic room (STD in NH and SUP in NHC).

The total amount corresponding to the stay is included in the Weekend Pass depends on the brand of the hotel (NH or NH Collection):

NH branded properties	NH Collection branded properties
150€ VAT included (75€/ night) distributed as follows: <ul style="list-style-type: none"><li>15,36€ VAT included (7,68€/ night) for the Room and the Breakfast.</li><li>134,64€ VAT (67,32€/ night) included in the service code WKPASS - Weekend Pass.</li></ul>	210€ VAT included (105€/ night) distributed as follows: <ul style="list-style-type: none"><li>30,74€ VAT included (15,37€/ night) for the Room and the Breakfast.</li><li>179,26€ VAT included (89,63€/ night) in the service code WKPASS - Weekend Pass.</li></ul>

City tax and extra charges must be paid by the customer at the hotel.

**ESMD.ALCOR. Individual Res. - Test Weekend Pass**

ESMD.ALCOR NH Alcorcón \*\*\*\* Reservation 135557412 Client: 1000 DIRECT, GUEST

Arrival: 28.06.2024 Friday RoomType: Standard Double Queen ☒ Show Subtypes  
Nights: 2 Guests: AD 2 JU 0 CH 0 BB 0 Currency: EUR  
Depart.: 30.06.2024 Sunday Room:  No move

Meal Plan:   
First service:   
Last service:

General Data \*Billing Information \*Additional data \*Prices and Commissions \*Conditions Deposits Routing charges Fixed charges Loaned items \*Preferences

Contact person: Test Weekend Pass  
Phone: 34 6700XXXXX  
E-Mail: test@gmail.com  
Voucher: WEEKEND56017  
Reservation type:   
Registrat. date: 26.06.2024 Language: EN English  
CUT-OFF date:

Observaciones  
GENERAL Only 250 characters

O..	Code	Guest Name	Program	Fidelización	Type	Loyalty card	Meal Plan	PAX Type	Meal plan...	Gender
1		Test Weekend Pass					BB	Adult		Unknown
2							BB	Adult		Unknown

**ESMD.ALCOR. Individual Res. - Test Weekend Pass**

ESMD.ALCOR NH Alcorcón \*\*\*\* Reservation 135557412 Client: 1000 DIRECT, GUEST Amount: 150.00 EUR

Arrival: 28.06.2024 Friday RoomType: Standard Double Queen ☒ Show Subtypes  
Nights: 2 Guests: AD 2 JU 0 CH 0 BB 0 Currency: EUR  
Depart.: 30.06.2024 Sunday Room:  No move

Meal Plan: BB  
First service:   
Last service: BKFS

General Data \*Billing Information \*Additional data \*Prices and Commissions \*Conditions Deposits Routing charges Fixed charges Loaned items \*Preferences Actions Notices for Reception Guarantees

Unexpected check-out Billing  
Reservation dates  
Actual dates

Central Reservation Office  
CRS Nº:   
CRS: 2000001019 NH WEB

Contract: NEWEB 1 NH WEB - PUBLIC RATES  
Rate: NH\_SUB Weekend Pass

Expense code: CXL\_7D\_1N Cancellation 7 days - 1 night

ESMD.ALCOR. Modify items of all folios

Folio 1

Folio 2

Folio 3

Folio 4

All folios

Current date

Charges until today

Reservation

135557412

Status

Confirmed

Arrival

28.06.2024

Departur

30.06.2024

Upgrade

Room

Man Client

DIRECT, GUEST

Voucher

WEEKEND56017

Man guest

Test Weekend Pass

Type

STDDBLQ

Standard Double Queen

GST

AD 2

JU 0

CH 0

BB 0

FOLIOS:

F1

150,00

EUR

Main Guest

F2

0,00

EUR

Main Guest

Num. pre-autoriz.

0

(tax incl.)

F3

0,00

EUR

Main Guest

F4

0,00

EUR

Main Guest

Importe pendiente

0,00

<



## Reservations made through the CRO Call Center

Reservations will arrive with **Main Client 2201078553 - NH SUBSCRIPTION PROGRAM** and under **Contract NHSUB**. The applied rate will depend on the concepts booked by the customer.

The charges of the stay will be in the Folio 2 of the reservation and the holder must be always the guest. and owner of the Weekend Pass.

The voucher number will be informed in the voucher field, for example, WEEKEND12345 or WEEKENDCL12345 depending on the type of Weekend Pass bought by the guest.

**For all cases, CRO agent should leave a clear comment on the hotel PBL links for upgrades, child or extra reservations already sent to the guest and payables to the hotel.**

### • Rate code NH\_SUB

Reservation includes 2 nights for 2 persons in a basic room (STD in NH and SUP in NHC).

The total amount corresponding to the stay is included in the Weekend Pass depends on the brand of the hotel (NH or NH Collection):

NH branded properties	NH Collection branded properties
150€ VAT included (75€/ night) distributed as follows: <ul style="list-style-type: none"> <li>15,36€ VAT included (7,68€/ night) for the Room and the Breakfast.</li> <li>134,64€ VAT (67,32€/ night) included in the service code WKPASS - Weekend Pass.</li> </ul>	210€ VAT included (105€/ night) distributed as follows: <ul style="list-style-type: none"> <li>30,74€ VAT included (15,37€/ night) for the Room and the Breakfast.</li> <li>179,26€ VAT included (89,63€/ night) in the service code WKPASS - Weekend Pass.</li> </ul>

City tax and extra charges must be paid by the customer at the hotel.

**ESCR.CREAL. Individual Res. - Test Weekend Pass**

Reservation 136844632 Client: 2201078553 NH SUBSCRIPTION PROGRAM Amount: 150,03 EUR

Arrival: 04.08.2024 Sunday RoomType: Standard Double Guests: AD 2 JU 0 CH 0 BB 0 Depart.: 06.08.2024 Tuesday

Meal Plan: BB First service: Last service: BRFS

General Data \*Billing Information \*Additional data \*Prices and Commissions \*Conditions Deposits Routing charges Fixed charges Loaned items Preferences Actions Notices for Reception Guarantees

Unexpected check-out Billing: Reservation dates Actual dates

Central Reservation Office: CRS Nº CRS:

Contract: NH\_SUB 1 NH SUBSCRIPTION PROGRAM Rate: NH\_SUB002 Weekend Pass Extra Allotment: Expense code: CXL\_7D\_1N Cancellation 7 days - 1 night

**ESCR.CREAL. Modify items of all folios**

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation: 136844632 Status: Tentative Arrival: 04.08.2024 Departure: 06.08.2024

Main Client: NH SUBSCRIPTION PROGRAM Main guest: Test Weekend Pass Voucher: WEEKEND56017 Type: STDDBL Standard Double

Upgrade Room: GST AD 2 JU 0 CH 0 BB 0

FOLIOS: #1 0,00 EUR Main Guest #2 150,03 EUR Main Guest #3 0,00 EUR Main Guest #4 0,00 EUR Main Guest

Arrangement code

Rev	Status	Revenue date	Folio	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Billing amount LC	Service date	Source	Guest Name	Client %	CRS Percen	Commi.Am.	CRS Commis
04.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024	Test Weekend Pass	0,00	0,00	0,00				
04.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024	Test Weekend Pass	0,00	0,00	0,00				
04.08.2024	2	ROOM	Habitación	1	3,35	0,00	3,35	3,69	04.08.2024	Test Weekend Pass	0,00	0,00	0,00				
04.08.2024	2	WKPASS	Weekend Pass	1	55,64	0,00	55,64	67,32	04.08.2024	Test Weekend Pass	0,00	0,00	0,00				
05.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	05.08.2024	Test Weekend Pass	0,00	0,00	0,00				
05.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	05.08.2024	Test Weekend Pass	0,00	0,00	0,00				
05.08.2024	2	ROOM	Habitación	1	3,35	0,00	3,35	3,69	05.08.2024	Test Weekend Pass	0,00	0,00	0,00				
05.08.2024	2	WKPASS	Weekend Pass	1	55,64	0,00	55,64	67,32	05.08.2024	Test Weekend Pass	0,00	0,00	0,00				
								150,02									

• **Rate code NH\_SUB002 - Room Upgrade**

Reservation includes 2 nights for 2 persons in BB in an one step superior room.

NH branded properties	NH Collection branded properties
<b>The price of the BASIC STAY is included in the Weekend Pass.</b>	
<p>150€ VAT included (75€/ night) distributed as follows:</p> <ul style="list-style-type: none"> <li>15,36€ VAT included (7,68€/ night) for the Room and the Breakfast.</li> <li>134,64€ VAT (67,32€/ night) included in the service code WKPASS - Weekend Pass.</li> </ul>	<p>210€ VAT included (105€/ night) distributed as follows:</p> <ul style="list-style-type: none"> <li>30,74€ VAT included (15,37€/ night) for the Room and the Breakfast.</li> <li>179,26€ VAT included (89,63€/ night) in the service code WKPASS - Weekend Pass.</li> </ul>
<p><b>The Room Upgrade (25€/ night for NH branded properties and 65€/ night for NH Collection branded properties) should have been prepaid to the hotel using PBL.</b></p> <p><b>The CRO will send the hotel PBL to the customer during the reservation process.</b></p>	
<ul style="list-style-type: none"> <li>50€ VAT included (25€/ night) for the Room Upgrade.</li> </ul>	<ul style="list-style-type: none"> <li>130€ VAT included (65€/ night) for the Room Upgrade.</li> </ul>

City tax and extra charges must be paid by the customer at the hotel.

**ESCR.CREAL. Individual Res. - Test Weekend Pass**

Reservation 136844632 Client: 2201078553 NH SUBSCRIPTION PROGRAM Amount 200,01 EUR

Arrival: 04.08.2024 Sunday RoomType: Superior Double Meal Plan: BB  
 Nights: 2 Guests: AD 2 JU 0 CH 0 BB 0 Currency: EUR First service: Last service: GDPR MOTO

Depart: 06.08.2024 Tuesday

General Data \*Billing Information \*Additional data \*Prices and Commissions Conditions Deposits Routing charges Fixed charges Loaned items Preferences Actions Notices for Reception Guarantees Guest no...

Unexpected check-out Billing Central Reservation Office  
 Reservation dates Actual dates CRS NP CRS: Payment cond.

Contract: NH\_STUB 1 NH SUBSCRIPTION PROGRAM  
 Rate: NH\_SUB002 Weekend Pass Extra  
 Allotment: CXL\_7D\_IN Cancellation 7 days - 1 night  
 Expense code: CXL\_7D\_IN

**ESCR.CREAL. Modify items of all folios**

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation 136844632 Status Tentative Arrival 04.08.2024 Departur 06.08.2024 Upgrade Room  
 Main Client NH SUBSCRIPTION PROGRAM Voucher WEEKEND56017 GST AD 2 JU 0 CH 0 BB 0  
 Main guest Test Weekend Pass Type SUPDBL Superior Double

FOLIOS: F1 0,00 EUR Main Guest F2 200,01 EUR Man Guest Num. pre-autoriz. 0  
 (tax incl.) F3 0,00 EUR Main Guest F4 0,00 EUR Man Guest Importe pendiente 0,00

EP	Status	Revenue date	Folio	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Billing amount LC	Service date	Sourc.	Guest Name	Client %	CRS	Percen	Commi.Am.
04.08.2024	2	BB	1	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024	Test Weekend Pass	0,00	0,00	0,00			
04.08.2024	2	BB	1	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024	Test Weekend Pass	0,00	0,00	0,00			
04.08.2024	2	ROOM	1	Habitación	1	26,07	0,00	26,07	28,68	04.08.2024	Test Weekend Pass	0,00	0,00	0,00			
04.08.2024	2	WKPASS	1	Weekend Pass	1	55,64	0,00	55,64	67,32	04.08.2024	Test Weekend Pass	0,00	0,00	0,00			
05.08.2024	2	BB	1	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	05.08.2024	Test Weekend Pass	0,00	0,00	0,00			
05.08.2024	2	BB	1	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	05.08.2024	Test Weekend Pass	0,00	0,00	0,00			
05.08.2024	2	ROOM	1	Habitación	1	26,07	0,00	26,07	28,68	05.08.2024	Test Weekend Pass	0,00	0,00	0,00			
05.08.2024	2	WKPASS	1	Weekend Pass	1	55,64	0,00	55,64	67,32	05.08.2024	Test Weekend Pass	0,00	0,00	0,00			
									<b>200,00</b>								

• **Rate code NH\_SUB002 – Added Child**

Reservation includes 2 nights for 2 persons and 1 child in BB.

NH branded properties	NH Collection branded properties
<b>The price of the BASIC STAY is included in the Weekend Pass.</b>	
<p>150€ VAT included (75€/ night) distributed as follows:</p> <ul style="list-style-type: none"> <li>15,36€ VAT included (7,68€/ night) for the Room and the Breakfast.</li> <li>134,64€ VAT (67,32€/ night) included in the service code WKPASS - Weekend Pass.</li> </ul>	<p>210€ VAT included (105€/ night) distributed as follows:</p> <ul style="list-style-type: none"> <li>30,74€ VAT included (15,37€/ night) for the Room and the Breakfast.</li> <li>179,26€ VAT included (89,63€/ night) in the service code WKPASS - Weekend Pass.</li> </ul>
<p><b>The value of the Added Child is 65€/ night (per room VAT included) both, for NH branded properties and NH Collection branded properties. This value includes the upgrade to a larger room, if necessary, an extra bed for the child and breakfast for the child. This amount should have been prepaid to the hotel using PBL. The CRO will send the hotel PBL to the customer during the reservation process.</b></p>	
<ul style="list-style-type: none"> <li>130€ VAT included (65€/ night) for the Added Child.</li> </ul>	<ul style="list-style-type: none"> <li>130€ VAT included (65€/ night) for the Added Child.</li> </ul>

City tax and extra charges must be paid by the customer at the hotel.

**ESCR.CREAL. Individual Res. - Test Weekend Pass**

Reservation: 13684632 Client: 2201078553 NH SUBSCRIPTION PROGRAM Amount: 280,00

Arrival: 04.08.2024 Sunday Nights: 2 Depart: 06.08.2024 Tuesday

RoomType: Superior Double Guests: AD 2 JU 0 CH 1 BB 0

Meal Plan: BB

Contract: NH\_SUB 1 NH SUBSCRIPTION PROGRAM

Rate: NH\_SUB002 Weekend Pass Extra

Expense code: CXL\_7D\_1N Cancellation 7 days - 1 night

**ESCR.CREAL. Modify items of all folios**

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation: 13684632 Status: Tentative Arrival: 04.08.2024 Departur: 06.08.2024

Main Client: NH SUBSCRIPTION PROGRAM Voucher: WEEKEND56017

Main guest: Test Weekend Pass Type: SUPDBL Superior Double

Upgrade Room: GST AD 2 JU 0 CH 1 BB 0

FOLIOS: F1 0,00 EUR F2 280,00 EUR F3 0,00 EUR F4 0,00 EUR

Status	Revenue date	Folio	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Billing amount LC	Service date	Source	Guest Name	Client %	CRS	Percent	Comm. Am.	CRS G
	04.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	04.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	04.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	04.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	04.08.2024	2	ROOM	Habitación	1	60,62	0,00	60,62	66,68	04.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	04.08.2024	2	WKPASS	Weekend Pass	1	55,64	0,00	55,64	67,32	04.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	05.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	05.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	05.08.2024	2	BB	Alojamiento y desayuno	1	1,82	0,00	1,82	2,00	05.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	05.08.2024	2	ROOM	Habitación	1	60,62	0,00	60,62	66,68	05.08.2024		Test Weekend Pass	0,00	0,00		0,00	
	05.08.2024	2	WKPASS	Weekend Pass	1	55,64	0,00	55,64	67,32	05.08.2024		Test Weekend Pass	0,00	0,00		0,00	
									280,00								

- **Rate code NHSUB\_BAR30% – Extra night or if the customer wants to book in his/her own province or for bookings from 4th stay in the same province.**

This rate will be used always in a separate reservation also for an extra night because 2 rates cannot be combined in one booking.

For example, the following reservation includes 1 extra night for 2 persons in BB. The price of this additional night should have been prepaid to the hotel using PBL. The CRO will send the hotel PBL to the customer during the reservation process.

City tax and extra charges must be paid by the customer at the hotel.

## Invoicing and Control Process

There are 4 different parts with different management in this type of reservations:

1. **The amount corresponding to the BASIC STAY should be invoiced to the guest but using the payment method WEEKEND – WEEKENDPASS.**

NH branded properties	NH Collection branded properties
<ul style="list-style-type: none"> <li>• 15,36€ VAT included (7,68€/ night) for the Room and the Breakfast.</li> </ul>	<ul style="list-style-type: none"> <li>• 30,74€ VAT included (15,37€/ night) for the Room and the Breakfast.</li> </ul>

- The holder of the invoice must be always the guest and owner of the Weekend Pass.
- The Weekend Pass number (available in the Voucher field of the reservation should be included in the field Remarks of the till movement to be available in the TMS reports for control purposes.



- As part of the daily cash control tasks, WEEKENDPASS payment method is already included in must be checked in the cash counting of each shift change of the Front Office department.

OTHERS PAYMENT METHODS RECONCILIATION		
Payment Method	Total TMS	Does it comply with the MHE&A procedures?
BAD DUE	5,00 €	
INVITATION	0,00 €	
WEEKENDPASS	15,36 €	
Others - change description	0,00 €	

- Using the TMS report /CCSHT/R\_FC\_SI\_01 – Cash movements, selecting the Front Office Till, Payment Method WEEKENDPASS and the date.

**Till Movements (Single identifier)**

ESMD.ALCOR NH Alcorcón \*\*\*\*

Base currency: EUR to

Base amount: to

Operation's currency: to

Amount: to

Reservation identifier: to

Movement's type: to

Operation type: to

User: to

Till Identifier: RECEPTION to

Client No.: to

Payment method's code: WEEKEND to

Device Id: to

Invoice number: to

Balance date: 26.06.2024 to

Actual operations' date: to

Folio: to

Operation's order number: to

Card number: to

Gateway client reference: to

**Till Movements**

User E00000088163  
Hotel date 27.06.24 / 18:16

Hotel date	Order ...	Description	Op.Folk	amount(t)	Curre.	Mov. date	Move.time	Invoice number	Reservation No.	Pay.method	Title Holder's name	Cur.	Date	Remarks
26.06.2024	25	Invoice payment	8	1	15,36 €	26.06.2024	12:38:15	5311013277	135557412	WEEKEND	000001000 DIRECT, GUE	EUR	26.06.2024	WEEKEND56017
				1	15,36 €									

- The charges corresponding to the service code WKPASS - Weekend Pass should be moved to a dedicated Day Guest Billing and invoiced monthly to Minor Hotels Europe & Americas HQ.

NH branded properties	NH Collection branded properties
<ul style="list-style-type: none"> <li>134,64€ VAT (67,32€/ night) included in the service code WKPASS - Weekend Pass.</li> </ul>	<ul style="list-style-type: none"> <li>179,26€ VAT included (89,63€/ night) in the service code WKPASS - Weekend Pass.</li> </ul>

**ESMD.ALCOR. Modify items of all folios**

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation: 137406154 Status: Confirmed Arrival: 09.08.2024 Departure: 11.08.2024

Main Client: NH SUBSCRIPTION PROGRAM Voucher: Upgrade Room: AD 2 JU 0 CH 0 BB 0

Main guest: PILAR JARILLO Type: STDDBL Standard Double

FOLIOS: F1 0,00 EUR Main Guest F2 150,03 EUR Main Guest F3 0,00 EUR Main Guest F4 0,00 EUR Main Guest

(tax ind.) F3 0,00 EUR Main Guest

Arrangement code

Status	Prod. date	Folio Concept	Descr.	Quantity	Price	Disc.(net)	Amount	CRS.Cm.Bse	Comm.A	LC amount	Loan date	Sour.	Guest	Rs. origin
09.08.2024	2 BB	Alojamiento y d.		1	1,82	0,00	1,82	1,82	0,00	2,00	09.08.2024	PILAR JARILLO		
09.08.2024	2 BB	Alojamiento y d.		1	1,82	0,00	1,82	1,82	0,00	2,00	09.08.2024	PILAR JARILLO		
09.08.2024	2 ROOM	Habitación		1	3,35	0,00	3,35	3,35	0,00	3,69	09.08.2024	PILAR JARILLO		
09.08.2024	2 WKPASS	Weekend Pass		1	55,64	0,00	55,64	55,64	0,00	67,32	09.08.2024	PILAR JARILLO		
10.08.2024	2 BB	Alojamiento y d.		1	1,82	0,00	1,82	1,82	0,00	2,00	10.08.2024	PILAR JARILLO		
10.08.2024	2 BB	Alojamiento y d.		1	1,82	0,00	1,82	1,82	0,00	2,00	10.08.2024	PILAR JARILLO		
10.08.2024	2 ROOM	Habitación		1	3,35	0,00	3,35	3,35	0,00	3,69	10.08.2024	PILAR JARILLO		
10.08.2024	2 WKPASS	Weekend Pass		1	55,64	0,00	55,64	55,64	0,00	67,32	10.08.2024	PILAR JARILLO		
							125,26							

Cancel charg. Move charges To folio 1 To folio 2 To folio 3 To folio 4 To other resv. To header To event

Amount Billed: 0,00 Credit with tax: 0,00 Cash no tax: 0,00 Cash with tax: 0,00 Total no tax: 0,00 Total with tax: 0,00

Amount Pending: 0,00 Credit with tax: 0,00 Cash no tax: 125,26 Cash with tax: 150,03 Total no tax: 125,26 Total with tax: 150,03

- Go to the TMS transaction /CCSHT/FC\_FMAN – Day-guest billing and create a DGB as shown:

**ESCR.CREAL. New day-guest invoice**

Modify open account Display closed account

ESCR.CREAL NH Ciudad Real \*\*\*\*

Day-guest invoice

Client 9900009039 ES01CS CORPORATE Internal Customer 9900009039

Branch of main c.

☐ Tax included ('X' = Yes)

Currency EUR

Payment type 2 Credit Payment type 2 - Credit

Invoice format IND

Statistics

Country Spain

Region 28

Market Segment

Market subsegment

Source of business DI Source of Business DI - IC-DISTRIBUTION

Channel

Travel Reason WKN Travel Reason WKN - IC-WEEKEND

Client inform.

Receiver

Branch of rec c.

Holder

Payer

- We recommend using WEEKEND PASS HQ in the field Voucher to help to identify the DGB.

**ESCR.CREAL. Process folio 1**

Reservation 109367458 Status Check in Arrival 10.11.2022 Departur 04.09.2026

Main Client ES01CS CORPORATE Voucher WEEKEND PASS HQ

FOLIOS: F1 0,00 EUR ES01CS CORPORATE-9900009039 0,00

(tax incl.) 0,00 0,00

- The DGB should be invoiced monthly by the 20th or following working day.

Please, remember that in hotels included in the legal company Minor Hotels Europe & Americas, S.A. TMS will create an internal charge without VAT.

- The supplements booked by CRO (room upgrade, added child, extra night, or extra reservation) should be prepaid to the hotel before arrival. The CRO will send the hotel PBL to the customer during the reservation process and the hotel should register the prepayment as usual after collection.

NH branded properties	NH Collection branded properties
<ul style="list-style-type: none"> <li>50€ VAT included (25€/ night) for the Room Upgrade.</li> </ul>	<ul style="list-style-type: none"> <li>130€ VAT included (65€/ night) for the Room Upgrade.</li> </ul>
<ul style="list-style-type: none"> <li>130€ VAT included (65€/ night) for the Added Child.</li> </ul>	
<ul style="list-style-type: none"> <li>NHSUB_BAR30% for extra reservations.</li> </ul>	

- City tax and other extra charges and consumptions in the hotel should be paid directly by the guest with cash or credit card.

Check the [Weekend Pass Hotel Guide](#) for a summary of the reservation, prices and invoicing process.