



# A fully automated invoice reconciliation and settlement solution for corporate bill-backs

## Overview

hotelNett simplifies the complex process of corporate bill-back bookings. The solution streamlines the booking process and automates invoicing and settlement between corporate customer, agent and hotel.

Invoice	Booking ID	Guest	Client	Check In	Check Out	
5413	JONES, T, MR	ABC Limited	06/07/2010	07/07/2010	ABC Hotel	
5414	SMITH, S, MR	ABC Limited	08/07/2010	09/07/2010	ABC Hotel	
5548	NGUYEN, T, MR	ABC Limited	17/08/2010	18/08/2010	ABC Hotel	
5588	BROWN, C, MRS	ABC Limited	17/08/2010	18/08/2010	ABC Hotel	
5606	BLACK, W, MR	ABC Limited	23/08/2010	25/08/2010	ABC Hotel	
5607	WHITE, M, MRS	ABC Limited	22/08/2010	27/08/2010	ABC Hotel	

## Key Features

- Lowers costs and improves hotel & agent productivity
- Seamlessly integrates into agents/GDS booking flows
- Automatically communicates bill-back authorisation and approved inclusions to the hotel at time of booking with reminders prior to guest arrival
- Ensures invoice delivery and reconciliation to the agent - No more invoices getting lost, enabling faster and more timely payments to hotels
- Easy to use web portal - No additional software or hardware required

### hotelNett Details

hotelNett Booking ID: 5368  
GDS PNR: MP33TI

Authorised  
Invoice approved for payment on 02 Jul 2010.  
Settlement file sent on 07 Jul 2010 at 09:15 with status of sent.

### Agency

Agency: ABC Travel  
Agency PCC: 7BH  
Branch Name: Manchester Hotel Centre  
Branch Code:  
Branch Phone Number: 44-20-3353-0000

### Hotel

Hotel: ABC Hotel  
Hotel City: London  
Hotel Chain: ABC Hotels and Resorts  
HARP ID: 907  
GDS Hotel ID: 3852

### Booking

Guest: SMITH, S, MR  
Company: ABC Limited  
Check In Date: 30/06/2010  
Check Out Date: 01/07/2010  
Number of Nights: 1  
Room Type: Side  
Guest Information  
Cancellation Policy: Cancellation policy : before 14:00 hours

### Servicing Instructions

No servicing instructions have been entered for this booking.

### Allowances & Charges

All amounts in GBP

Maximum Allowances			
Room allowance (This rate includes VAT)			119.00
Breakfast			
Final Amounts	Excl. VAT	VAT	Incl. VAT
Total room rate	101.28	17.72	119.00
Breakfast	0.00	0.00	0.00
<b>Total</b>	<b>101.28</b>	<b>17.72</b>	<b>119.00</b>

- Real time online reporting enabling hotels and agents to review the latest information including access to bill-back booking data
- Supports environmental initiatives by removing paper invoices and associated costs

Hotel can see full details of the bill-back at any time

**Easy invoice submission & reconciliation:**

- There are multiple methods for submitting invoices through hotelNett. Hotels either:
  - Upload a copy of the invoice via the hotelNett portal
  - Email, fax or batch fax multiple invoices at the same time

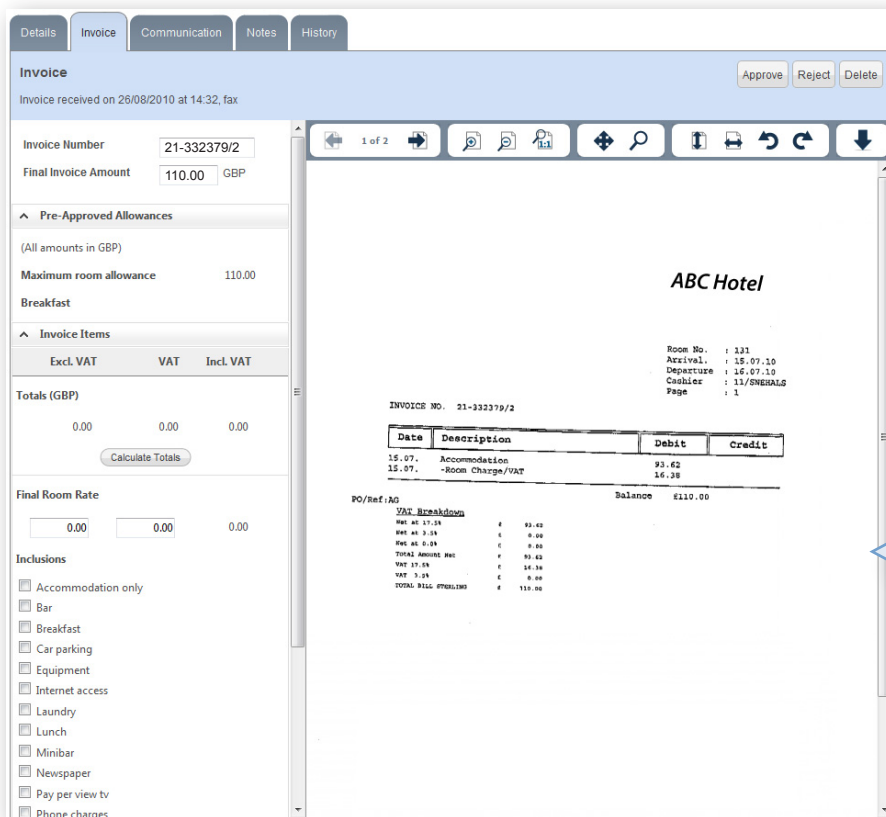
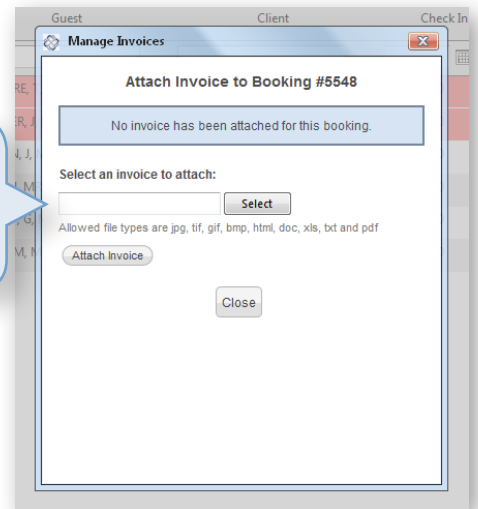
**Lowers costs & improves productivity:**

- It will take hotels and agents less time to process and query invoices
- Paperless solution reducing stationary, postage and administration costs

**Improved Information:**

- Complete 24/7 access to online reporting
- Hotels can check bill-back bookings and inclusions before, during or after guest stay
- Records a copy of the uploaded hotel invoice for agent payment and onward corporate settlement
- Hotels can specify and update their key contact point for bill-back bookings, queries and invoice payments

After checkout, hotel uploads, faxes or emails invoice



Agents then have uploaded invoice available online