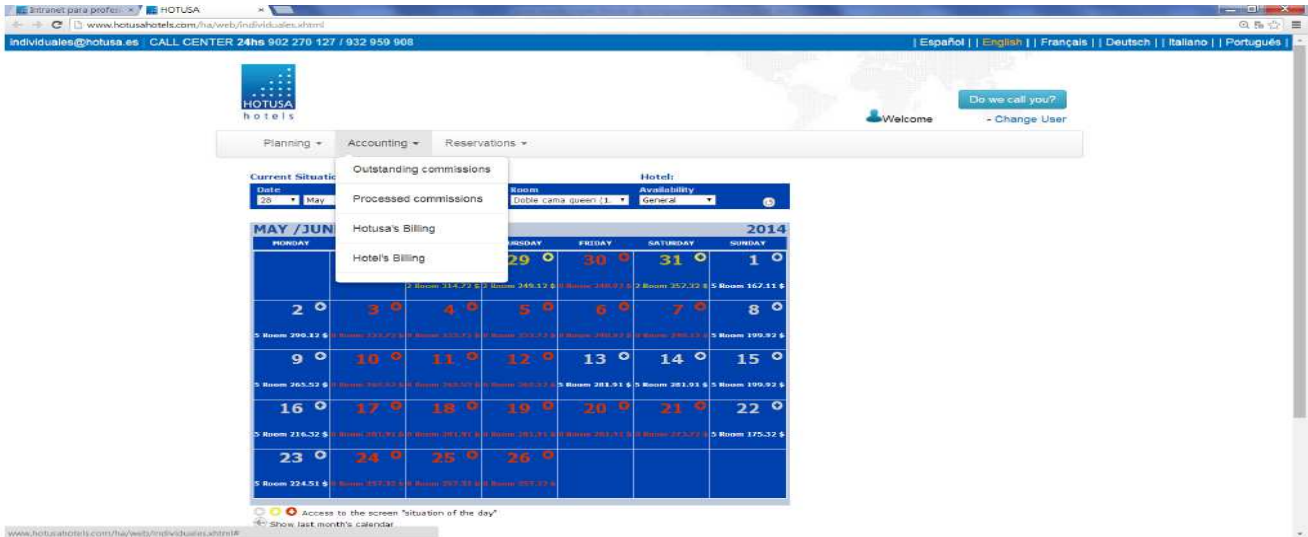


# WWW.HOTUSAHOTELS.COM

## HOTUSA'S NEW BILLING PORTAL

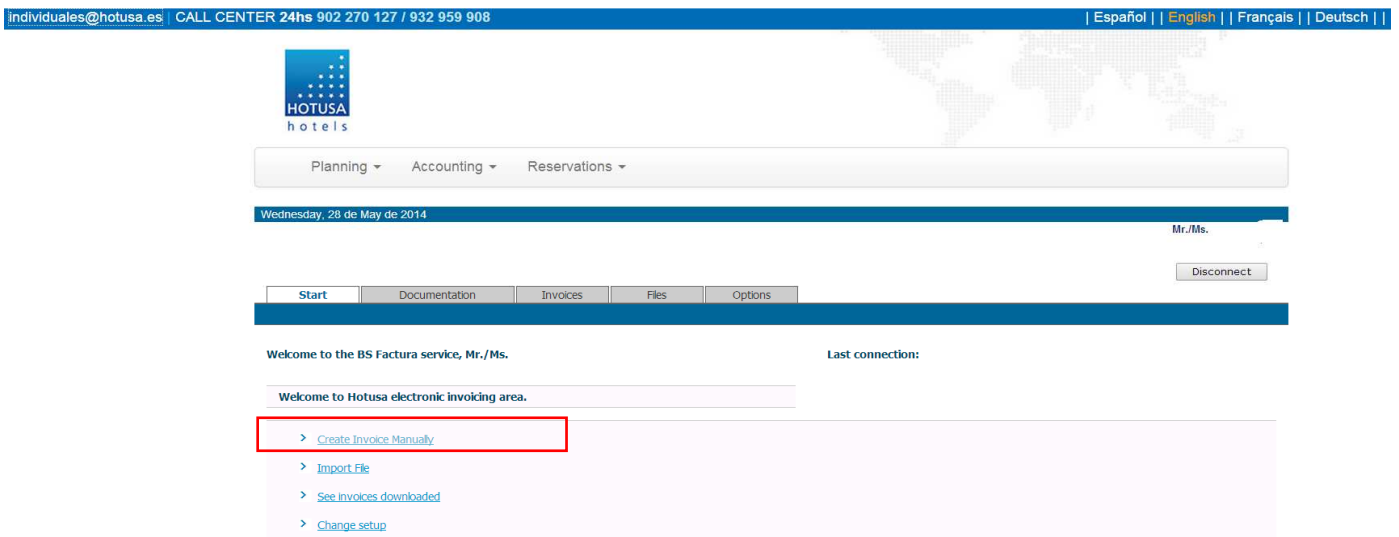
- Log in with your passwords
- Go to The **Accounting Menu** and choose option: **Hotels's Billing**



The portal show different tabs:

### 1- START

Acces to the invoicing area . Just go to [Create invoice Manually](#)



Insert Hotusa's Booking Reference Number and automatically the system will show: *the booking, the client name, and the dates.*

Then the hotel just need to fill up the rest of the information to create its invoice: *invoice number, date of invoice, services, rates, and % tax.* With all its information introduced, by clicking on "*Add services*" the invoice would be created.

Once the hotels is finished introducing and adding all services, by clicking on “send invoice” the invoice would be sent to Hotusa

Intranet para profes... x HOTUSA  
www.hotusahotels.com/ha/web/facturacionEmission.xhtml

Create Invoice Manually | Issued | Pending signature | Business Rules rejected

**Reservation selection**  
The required fields are marked with an \*

Issuer Business name/tax Code \*  
Hotusa Reference \* 19524404 Search

External Tracking No. \_\_\_\_\_  
Please confirm and/or correct if you have an agency voucher

Invoice Date \* 28/05/2014

Invoice type \* Original Invoice

Bill number \* \_\_\_\_\_

Issuer Business \_\_\_\_\_  
Holder Tax Code/Business name \_\_\_\_\_  
Payer Tax Code/Business name \_\_\_\_\_  
Currency \* EUR

**Services Details**

Service Description \* \_\_\_\_\_  
Client Name \* \_\_\_\_\_  
Room \* \_\_\_\_\_  
Check-in Date \_\_\_\_\_  
Ending Services Date \_\_\_\_\_  
Number of nights \_\_\_\_\_  
Price \* \_\_\_\_\_ Amount w/out taxes \_\_\_\_\_  
Tax type \* VAT  
% Tax \* \_\_\_\_\_ %

Items Gross amount Modify Delete

Add service

**Invoice Total Amount**

Total gross amount 0.00 Total taxes quota 0.00 Total Invoice: (Base + VAT) 0.00  
Total Commission 0.00 Taxes 0.00 Total Comisiones 0.00 TOTAL PAYABLE 0.00

Send invoice Clear data

© hotusa accommodation & destination services, 2014  
Effectively manage your inquiries and requests through ticketing application available on our Supplier Extranet.

## 2- DOCUMENTATION

In this section you will find useful information that will help you to optimize the portal, including the User's guide

## 3 INVOICES

Allows to view and manage the invoices incorporated by the hotel into the portal :

Issued: allows to view the invoices issued by the hotel and signed by the platform

Pending signature : allows to view all invoices in process to be issued

Rejected: Displays the list of invoices that are rejected

## 4 FILES MANAGEMENT

Enables uploading a file with a list of invoices to be introduced into the system. To use this option please get in contact with Hotusa in order to inform us about your PMS

## 5 OPTIONS

Allows the user to configure different parameters.

The Basic requirements for navigation:

Windows 2000 / Me / XP

Internet Explorer 5 or superior