

HSM AMERICAS

BIRCHSTREET OVERVIEW

Hilton

SUPPLY
MANAGEMENT



CONRAD
HOTELS & RESORTS™

canopy
BY HILTON



CURIO
A COLLECTION BY HILTON™



TAPESTRY
COLLECTION
BY HILTON™



Web-based proprietary e-Procurement system

- Ability to create shared Favorites Lists
- Shop from a supplier's catalog
- View product images
- Local supplier creation (SOTF)
- Electronic PO approval
- Receiving functionality
- Extensive reporting capabilities
- ✓ Above-property reporting
- ✓ Property-level reporting
- Super user access
- Allows for multiple users with various user rights and/or multi-property access
- Additional modules available – Inventory, Accounts Payable, Recipe Management

PURCHASE ORDER
Hilton Supply Management - Southwest
Hilton Hotels

PO NUMBER : 00000000000006 Search: New
Required Delivery Date : 01/07/2009 PO Submit Date:
Source Document :
HUM PO No.:
PO Type: Standard
Purchase type : General

Supplier: Office Depot Purchout
100 N. First Street
Suite 200
Burbank, CA, 91502, US
Area:
Title:
Phone:
Fax: (561) 438-2814
Email:
DEA:

Bill To: Hilton Supply Management - Southwest
2901 N. Central Ave., Ste 1160
Phoenix, AZ, 85012, US
Area: Finance

Ship To: Hilton Supply Management - Southwest
2901 N. Central Ave., Ste 1160
Phoenix, AZ, 85012, US
Area: Regional Director

Birch Street - Windows Internet Explorer
https://www05.birchstreetsystems.com/4/default.jsp

File Edit View Favorites Tools Help

OnQ Insider Home Birch Street

Hilton powered by **Birchstreet**

Welcome Heather Lacey 422: Hilton Supply Management - Southwest

Search All Catalogs Products GO In Box New: 4 Total: 6 Shopping Cart Lines: 2 Total: \$4,420.66

Catalogs Order Guide Cart PO In Box

Order guide list *Front Office Amenities

Create PO Add to PO Add to cart Create OG Delete OG Rename OG Print / View Copy Item
Remove Item Update Clear all qty Change Supp Edit Item Import OG OG Template Create Items

Purple-Non catalog item / Red-Discontinued

Item history Price history

Page 1 of 1 / Rows 1-4 of 4 found

All	Item #	Prod / Supplier	Pack/Size	UOM	Min order qty	Order Qty	Price	Extension
☐	1061215 More Product Info	Bolla Merlot Alliance Beverage Dist.	12/750ml	CS	0.00	2	\$84.00	\$168.00
☐	1028517 More Product Info	Banfi Poggio Alle Mura Alliance Beverage Dist.	6/750ml	CS	0.00	2	\$359.94	\$719.88
☐	1061211 More Product Info	Bolla Merlot Alliance Beverage Dist.	6/1.5L	CS	0.00	0	\$82.11	\$82.11
☐	1	Birthday Bouquet Purchased on the 10/10/2009	1/1ea	EA		1	\$32.00	\$32.00

Favorites Lists

- User created Favorites Lists/Order Guides
- Unlimited quantity of lists allowed
- Lists can contain catalog items and non-catalog items with multiple suppliers
- Ability to create a private or shared Favorites List

Catalogs **Order Guide**

Select Entry

- Select Entry
- *
- * French Bread
- * cuis sol
- *ACME
- *ACME-pjt
- *American Hotel
- *BACCHUS
- *BAGEL BAGEL
- *Bakery de France
- *Butcher- MASTER GUIDE
- *ButcherGuide 2012
- *CANADA DRY Potomac
- *CAPITAL EAGLE INC

Catalogs **Order Guide** **Cart** **PO** **In Box**

*Keany Produce

Purple=Non catalog item / Red=Discontinued

First Previous Next Last Search Refresh Adv Search

Page 1 of 1 / Rows 1-335 of 335 found

All	Item #	Prod / Supplier	Pack/ Size	Order UOM	Min qty	Order Qty	Price	Extension	GL Account	Dept	Category
☐	01040 More Product Info	APPLES GOLD DELICIOUS - 100/113 CT Keany Produce Company	100/100/113 CT	CS	1.00	0	\$34.3500	\$34.35			Fruits
☐	01035 More Product Info	APPLES GOLD DELICIOUS - 88 CT Keany Produce Company	1/88 CT	CS	1.00	0	\$33.5200	\$33.52			Fruits
☐	01080 More Product Info	APPLES RED DELICIOUS - 100/113 CT Keany Produce Company	100/100/113 CT	CS	1.00	0	\$29.5200	\$29.52			Fruits
☐	01075 More Product Info	APPLES RED DELICIOUS - 88 CT Keany Produce Company	42/88 CT	CS	1.00	0	\$26.5100	\$26.51			Fruits
☐	20011 More Product Info	ARRUGULA CLEANED - 4 LBS Keany Produce Company	1/4 LBS	CS	1.00	0	\$12.2900	\$12.29			Salad Greens
☐	01150 More Product Info	ASPARAGUS STANDARD - 11 LBS Keany Produce Company	11/11 LBS	CS	1.00	0	\$29.8200	\$29.82			Produce-Vegetables
☐	01154 More Product Info	ASPIRATION/BROCCOLINI - 18 CT Keany Produce Company	18/18 CT	CS	1.00	0	\$24.1400	\$24.14			Produce-Vegetables
☐	01165 More Product Info	AVOCADO HASS - DBL 48 CT Keany Produce Company	48/DBL 48 CT	CS	1.00	0	\$46.0600	\$46.06			Produce-Vegetables
☐	02020 More Product Info	BANANAS BRK/ON TURN (3/4 COLO - 40 LBS Keany Produce Company	100/40 LBS	CS	1.00	1	\$20.3500	\$20.35			Fruits
☐	02032 More Product Info	BANANAS RIPE (6 COLOR) - 40 LBS Keany Produce Company	100/40 LBS	CS	1.00	0	\$20.3500	\$20.35			Fruits

Catalog/Punchout Shopping

- Catalog items maintained by supplier
- View images and product detail
- Contracted items identified
- Purchase directly from a supplier's site and create PO in BirchStreet

Item #	Product Name/ Supplier
2425-BK-BE More Product Info	Brass Birdcage Luggage Cart, Carpet: Black, Bu wheels, Brass skirt and two push bars. Forbes Industries
2425-BK-BK More Product Info	Brass Birdcage Luggage Cart, Carpet: Black, Bu wheels, Brass skirt and two push bars. Forbes Industries
2425-BK-BN More Product Info	Brass Birdcage Luggage Cart, Carpet: Black, Bu pneumatic wheels, Brass skirt and two push bar Forbes Industries
2425-BK-GY More Product Info	Brass Birdcage Luggage Cart, Carpet: Black, Bu wheels, Brass skirt and two push bars. Forbes Industries
2425-BL-BE More Product Info	Brass Birdcage Luggage Cart, Carpet: Blue, Bur wheels, Brass skirt and two push bars. Forbes Industries

More Product Info - Internet Explorer provided by Hilton Worldwide

https://www10.birchstreetsystems.com/4/ProductPopUp.jsp?CatalogCode=&SupplierComp=1357&CatalogID=

File Edit View Favorites Tools Help

X Convert Select

Close

Brass Birdcage Luggage Cart, Carpet: Black, Bumper
wheels, Brass skirt and two push bars.

Item #	2425-BK-BE
Product Name	Brass Birdcage Luggage Cart, Carpet: Black, Bumper pneumatic wheels, Brass skirt and two push bars.
Supplier	Forbes Industries Hilton Supply Management
Lead Time (Days)	28 to 42
UOM	EA
Case Pack	1
Will Break Case	No
FOB	Manufacturer Facility
Dimension	
Min Order Qty	1
Manufacturer	Forbes Industries
Mfg Part Number	2425-BK-BE
Brand Name	Forbes Industries
Model	
Product origin	USA
Size	78 x 24 x 43
Portion Size	
Commodity	
Quantity Break	
Tax exempt	No
Description	Birdcage Luggage Cart in 2" diam pneumatic wheels in brass plated h solid Brass skirt, full wrap-around b
Stock status	
Grade	

Catalogs Order Guide Cart PO In Box

Create non-catalog items

Catalog name
HSM Master

CAWLEY

Chef Works
hospitality & chef clothing

CINTAS
THE UNIFORM PEOPLE

don Edward Don & Company

GRAINGER

supply.com

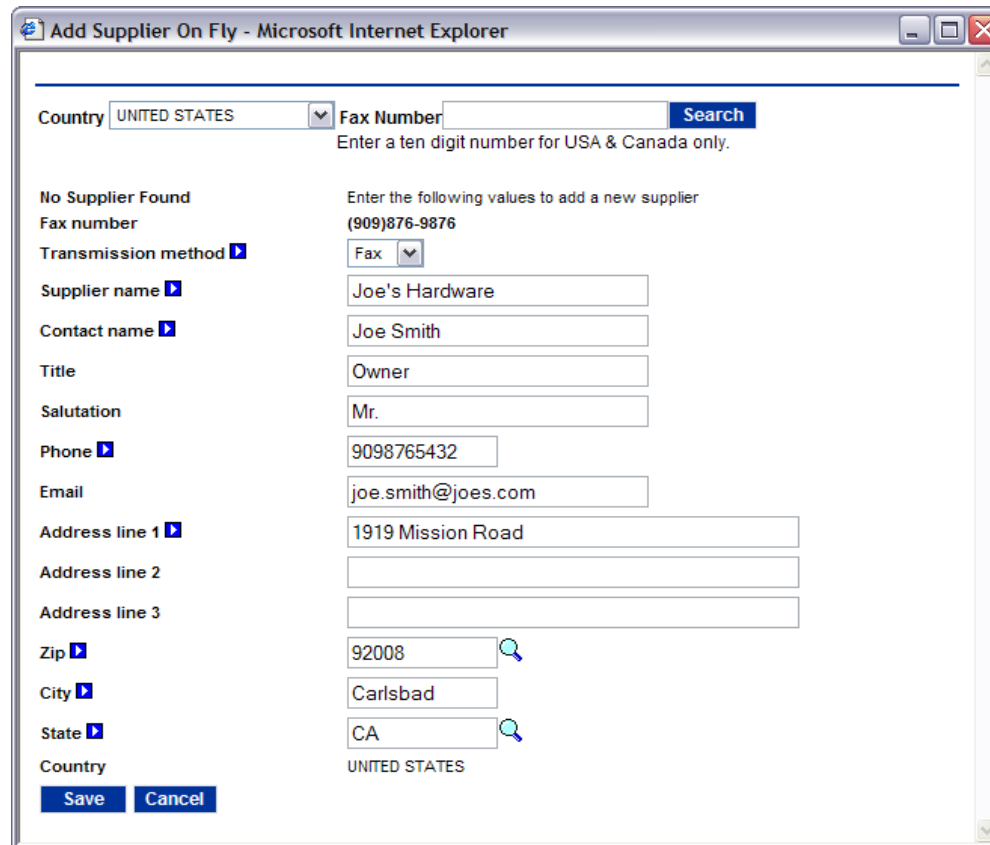
PLY

TIONS

American
STER COMPANY

https://www10.birchstreetsystems.com/4/DocRoot/Images/300/424

- Create Suppliers on the Fly (local suppliers)
- Send PO's electronically
- Create non-catalog items for SOTF



Add Supplier On Fly - Microsoft Internet Explorer

Country: UNITED STATES Fax Number: Search
Enter a ten digit number for USA & Canada only.

No Supplier Found

Enter the following values to add a new supplier
(909)876-9876

Fax number: Fax

Supplier name: Joe's Hardware

Contact name: Joe Smith

Title: Owner

Salutation: Mr.

Phone: 9098765432

Email: joe.smith@joes.com

Address line 1: 1919 Mission Road

Address line 2:

Address line 3:

Zip: 92008

City: Carlsbad

State: CA

Country: UNITED STATES

Save Cancel

- Create POs from catalog supplier, Supplier on the Fly or Punchout Suppliers
- Create multiple POs at one time from one order guide
- Single repository for PO history
- Send POs electronically
- Ability to receive POs



Catalogs Order Guide Cart PO In Box									
All Last 30 Days PO's				Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details
First Previous Next Last Refresh Advanced Search				History	Send Message	Budget Impact	Add to OG	Add to cart	Copy PO
Search Column: PO number				PO Recall	Approval Details	Transfer	Add Add'l Info	Receive Confirm	Checkbook
Search Text:									
Page 1 of 2 / Rows 1-350 of 637 found									
			PO number	PO Status	Confirm	Subj / Supplier		PO date	
☒	Edit		0000000000088648	Fax/email/csv accepted	No	friday PANORAMA BAKING COMPANY, LLC		05/15/2014	
☐	Edit		0000000000088647	Accepted by supplier	No	friday Keaney Produce Company		05/15/2014	
☐	Edit		0000000000088646	Accepted by supplier	No	friday SYSCO (Punchout)		05/15/2014	
☐	Edit		0000000000088645	Fax/email/csv accepted	No	Wood - Restock TW Perry # 3542		05/15/2014	
☐	Edit		0000000000088644	Approval pending	No	Plywood Stock TW Perry # 3542		05/15/2014	
☐	Edit		0000000000088642	Accepted by supplier	No	friday SYSCO (Punchout)		05/15/2014	
☐	Edit		0000000000088641	Accepted by supplier	No	friday SYSCO (Punchout)		05/15/2014	
☐	Edit		0000000000088640	New	No	SYSCO (Punchout)		05/15/2014	
☐	Edit		0000000000088639	Accepted by supplier	No	friday SYSCO (Punchout)		05/15/2014	
☐	Edit		0000000000088638	Accepted by supplier	No	Fells Point Wholesale Meats		05/15/2014	

APPROVALS/DECLINING CHECKBOOK

Hilton

- Set-up automated workflow for PO approval
- Approve POs via mobile device
- Upload Budget/Forecast information
- View budget status anytime

[Close](#)
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Hilton SAN DIEGO BAYFRONT, CA
Period: 201505 2015 05 May
User: Vicki Hamilton
Date: 05/15/2015 09:41

Property Totals						
Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Bal
\$4,296,308	\$555,587	\$20,460	\$3,720,258	\$82,180	\$595	\$3,637,483

✖ Less than 10% remaining
 ⚠ Less than 30% remaining
 ✔ 30% or more remaining

Department	Description	Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Bal
01	01- Rooms	\$749,622	\$127,008		\$622,612			\$622,612
02	02 -Telephone	\$15,589	\$1,500		\$14,089			\$14,089
03	03 - Guest Transportation	\$0			\$0			\$0
04	04 - Parking	\$77,936			\$77,936			\$77,936
05	05 - Business Center	\$0			\$0			\$0
06	06 - Time Share	\$0			\$0			\$0
10	10 - Recreation	\$848			\$848			\$848

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[Prop Summary](#)

Washington Hilton
Period: 201405 2014 05 May
Department: 71 71 - General Administration [GO](#)
User: Ivo Tzvetkov
Date: 05/15/2014 15:33

Department Totals						
Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Bal
\$301,275	\$2,151	\$0	\$299,124	\$0	\$0	\$299,124

GL Account	Description	Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Bal
71-240-00	Leased Labor	\$3,000			\$3,000			\$3,000
71-250-50	Team Member Meals	\$3,556			\$3,556			\$3,556
71-250-60	Other Benefits	\$117			\$117			\$117
71-300-00	Repairs & Maintenance	\$0			\$0			\$0
71-300-01	Maint & Repairs Building	\$0			\$0			\$0
71-300-02	Maint & Repairs Equipment	\$0			\$0			\$0
71-300-15	Computer Eq. Repair & Maint.	\$458			\$458			\$458
71-300-19	Pool Maintenance	\$0			\$0			\$0
71-300-40	Automotive Repairs & Maint.	\$0			\$0			\$0
71-300-41	Auto Petrol & Oil	\$0			\$0			\$0
71-300-42	Guest Transportation	\$0			\$0			\$0
71-300-50	Mechanical Equipment	\$0			\$0			\$0
71-300-58	Fire Safety Equipment	\$0			\$0			\$0
71-305-00	Conference	\$3,000			\$3,000			\$3,000

REPORTING AND ADMIN FUNCTIONS

Hilton

- Property-level reports
- Above-property reporting
- Create and save report filters
- Schedule reports

Administrative Functions:

- Corporate visibility to all properties
- Create and maintain users
- Manage approval workflow
- Upload budget/forecast

PO Detail Report **Output Selection**

☐ Save Filter Selection As Show totals only ☐ Hide duplicate rows (based on sort order) ☐

Open Existing Filter Selection Filter Criteria

Column	Display order	Sort Direction	Sort Order	Group	Filter Type	Filter Value 1	Filter Value 2
☐ Buyer comp ID	1				Equal	865	
☒ Buyer company	2				Do not Filter		
☐ Country	3				Do not Filter	Select Entry	Select Entry
☐ Active	4				Equal	Yes	Select Entry
☒ Inn code	5				Do not Filter		
☐ Business Unit	6				Do not Filter		
☐ Num of rooms	7				Do not Filter		
☒ Brand	8				Do not Filter		
☒ Hotel mgmt	9				Do not Filter		
☒ Ownership progr	10				Do not Filter		

PO Detail Report 5/18/2015 14:08
Hilton Supply Management User: Vicki Hamilton

Selections:

Active Equal Yes
Submit date Greater Than or Equal To 5/10/2015

Sort By: Supplier name Asc
Submit date Asc

Buyer company	Inn code	Brand	Department	GL Account	Supplier name	PO number	Submit date	Req deliv date	Subject	PO Status	Grand total
Supplier name Ace Hardware #6094											
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	180	180508000.000	Ace Hardware #6094	000000000043255	5/14/2015 16:10	5/11/2015	Property Operations - Citronella Fuel	Accepted by supplier	\$81.07
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	180	180435000.000	Ace Hardware #6094	000000000043290	5/14/2015 16:14	5/12/2015	Property Operations - Sponges	Accepted by supplier	\$29.57
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	180	180154000.000	Ace Hardware #6094	000000000043245	5/14/2015 16:15	5/11/2015	Property Operations - Wire	Accepted by supplier	\$4.23
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	180	180154000.000	Ace Hardware #6094	000000000043245	5/14/2015 18:38	5/11/2015	Property Operations - Misc Repairs	Accepted by supplier	\$39.83
											134.7
Supplier name All Stars											
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	40	040122000.000	All Stars	000000000043225	5/11/2015 15:13	5/11/2015	Lease labor room attendants week ending 5-8-15	Facilities/cv accepted	\$396.38
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	40	040123000.000	All Stars	000000000043227	5/11/2015 15:15	5/11/2015	Lease Labor Houseman week ending 5-8-15	Facilities/cv accepted	\$845.25
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	40	040123000.000	All Stars	000000000043361	5/18/2015 11:46	5/18/2015	Lease Labor Houseman week ending 5-15-	Facilities/cv accepted	\$745.50
											1,887.13
Supplier name Alliance Beverage Dist.											
Hilton TUCSON-EL CONQUISTADOR, AZ	TUSHT	Hilton Full Service	00	877000.000	Alliance Beverage Dist.	000000000043308	5/13/2015 18:04	5/14/2015	bev deliveries 5/14-5/15	Receiving Complete	\$135.99
											135.99

Thank You!