

CREATE A
NEW RATE

in



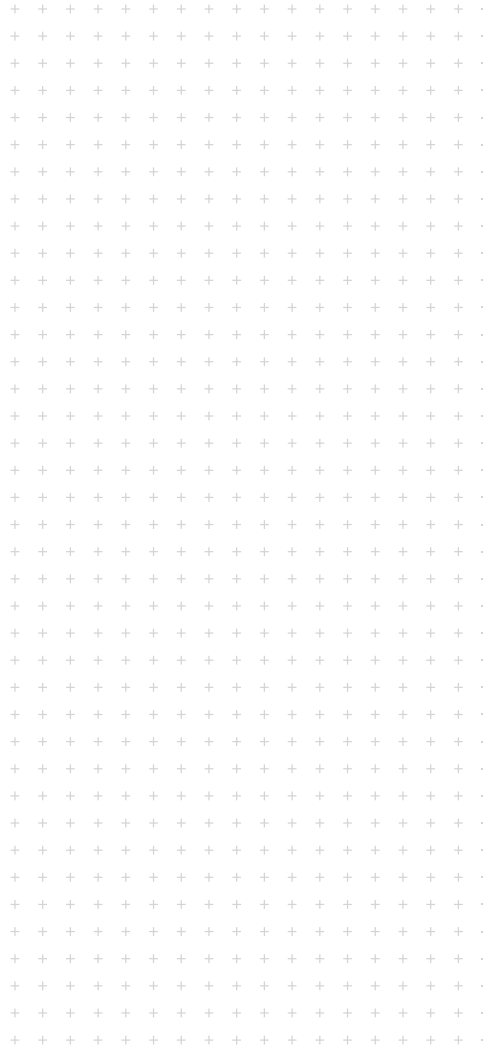
MaxiRoom
by Hotelbeds



maxiroom.hotelbeds.com



CREATE A NEW RATE *in*



WHAT IS IT?

A form in MaxiRoom to create new commissionable rates in a hotel.

WHY IS IT IMPORTANT?

To contribute to improve competitiveness in our product, we want to give hotels the autonomy to create new rates themselves in the Extranet, therefore giving them power

to improve their rate mix and incentivizing the use of the platform as a self-service solution.

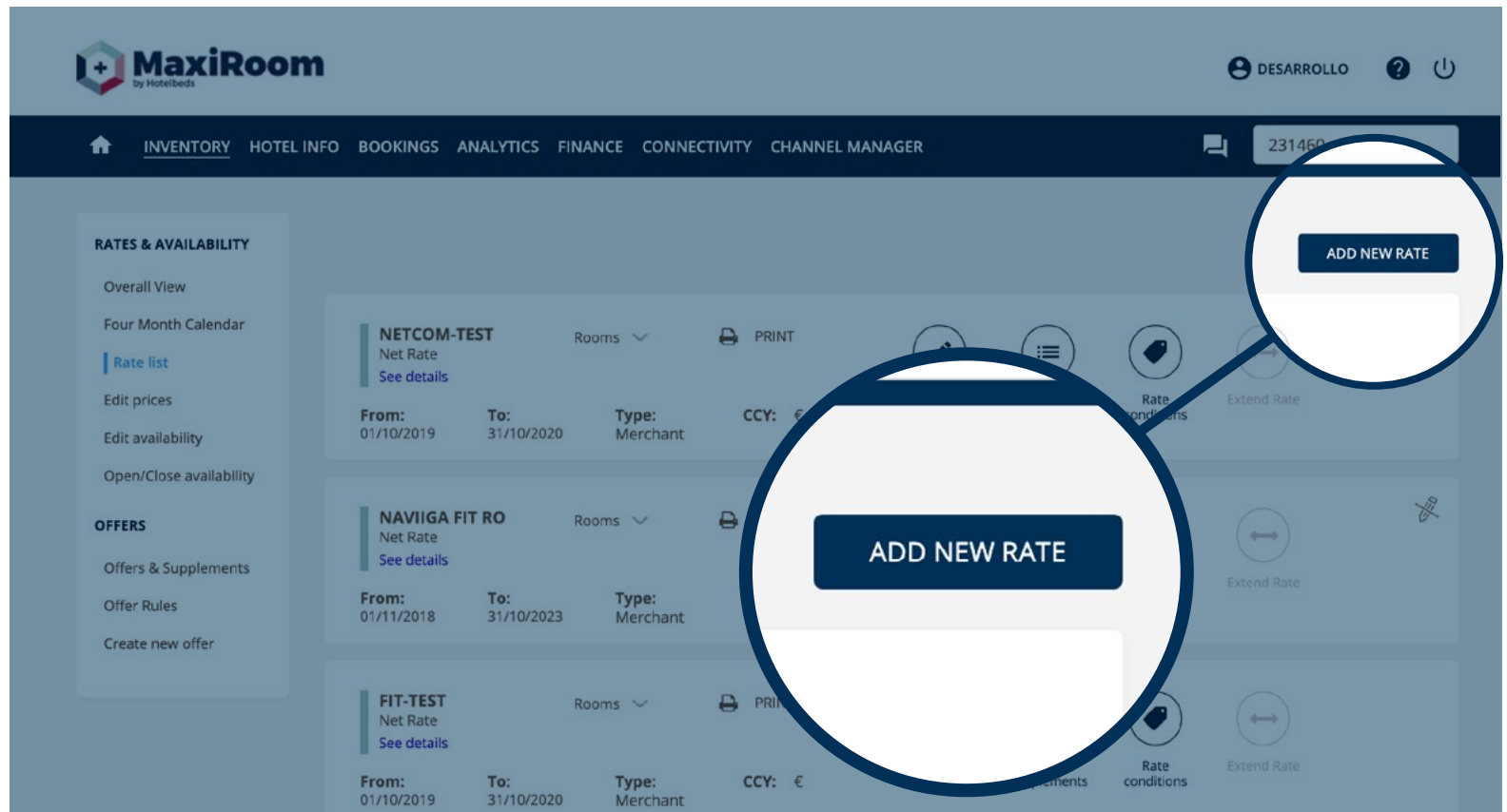
WHO IS IT AVAILABLE FOR

The solution is available for all hotel that have at **least one existing active contract** and for users that are currently allowed to manage their rates.

On the rate list at the inventory

section in MaxiRoom, a button is available to 'Add new rate'.

Once created, it will be visible in the rate list and it can be edited.



1. SELECT THE GENERAL CONDITIONS



CREATE NEW RATE
Create a new rate that will be added to your rate list, with all the conditions and the rooms you want to include. You will be able to edit it later if you need to.

GENERAL CONDITIONS
Select the conditions you want to apply to this rate. Remember you can only create rates of 2 years long maximum, and the start date must be within today and 2 years ahead.

Contract Date: From: To:

Commission Percentage: %

Board Base:

Inventory Release Time:

Currency:

Allotment: Free Sales

Guest Policy: Adults Only

Child Age Range: From: years old
To: years old

Cancellation Policies
Select the cancellation policy you want to apply to this rate. If you select non-refundable, a 100% of the reservation price is considered in case of cancellation, and if you select refundable, you need to specify the conditions.

Contract Type: Non-Refundable (NRF) Refundable

Rate Name: CG-BAR [Commission]-[NOR/NRF]

YOU NEED TO SELECT THE FOLLOWING FIELDS:

Contract date.

As per our system limitations, you can only create rates of 2 years long maximum, and the start date must be within today and 2 years ahead.

Commission percentage.

The minimum commission needs to be fulfilled. The rules for the minimum commission are: in case the hotel is already having a commissionable rate, the minimum is set to be the same.

For hotels with only net rate wishing to add a commissionable rate the minimum commission is 21%.

The commission loaded will apply to all - rate + any supplement added (occupancy, board..).

Inventory release time.

By default it is set at 23:59, but it is modifiable.

Currency.

By default it is set to the same currency as the rest of the contracts of the hotel. If several different currencies are found, no currency is set by default. It is also modifiable.

Allotment.

It is set by default to free sales, it can be deselected by clicking on the checkbox.

Guest policy & Child age range.

You can select Only Adults (in that case the child age range does not apply and is set to 0-21 by default) or set a child age range.

Cancellation policies.

If you select non-refundable, a 100% of the reservation price is considered in case of cancellation, and if you select refundable, you need to specify the conditions.

The conditions for a refundable rate that need to be defined are:

1. **Dates:** must contain the whole rate date range so there's cancellation policy for each date of the contract.
2. **Days**
3. **Hours**
4. **Application:** first night or full stay
5. **Type: entry or stay**
6. **Amount or percentage**

2. CHOOSE THE ROOMS TO APPLY TO THAT RATE

ROOMS

Add the rooms that will be included on this rate.

Select the room type

Rooms Selected:

- DOUBLE STANDARD (DBL/ST)
- DOUBLE SINGLE USE STANDARD (DUS/ST)
- DOUBLE DELUXE WITH BALCONY (DBL/BL-DX)
- TRIPLE STANDARD (TPL/ST)
- SINGLE STANDARD (SGL/ST)

Rooms Capacity:

The standard capacity, minimum and maximum of adults and children will be set by default according to the current standard.

Information: Once you have selected all your rooms, you can make them to **share allotment** by dragging and dropping as you can see on the image:

Rooms Selected:

- Double Room
- Triple Room

You can select the rooms you want to include on the new rate from a list of all the rooms of the hotel. The rooms selected will appear at a list on the right. You can set a shared allotment by dragging and dropping "inside" one another.

4. CREATE SUPPLEMENTS

You can select the conditions for extra pax, child capacity and board supplements.

1. Extra Pax supplements

are mandatory when you have included a room with a capacity higher than the standard capacity, and will appear automatically to be filled when that's the case. The fields available are:

1. Dates
2. Application type.
3. Cost type is set by default to person.
4. Application days.
5. Percentage/amount.


2. Child capacity supplements

are mandatory when you have included a room that admits children, and will appear automatically to be filled when that's the case. The fields available are:

SUPPLEMENTS

Create supplements to be applied on this rate for your selected rooms. Extra Pax supplements are mandatory when you have included a room with a capacity higher than the standard capacity. Child capacity supplements are mandatory when you have included a room that admits children.

Extra Pax Supplements:



1st extra person

From: To:

Application type:


Cost type:

Application days:

Percentage/Amount (*):

Percentage
 SGD

Board supplements:



Board Supplement

From: To:


Rooms:

Board:

Application days:

Percentage/Amount (*):

Percentage
 SGD



ADD NEW SUPPLEMENT

1. Dates
2. Application type.
3. Cost type is set by default to person.
4. Application days.
5. Application type.
6. Cost type. Set by default to person.
7. Application days.
8. Percentage / Amount.

3. Board supplements.

The fields available are:

1. Dates
2. Rooms
3. Board types
4. Application days.
5. Percentage / Amount

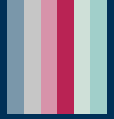
5. CONFIRM

When you click on create at the end of the form, the rate is created and visible in the rate list with a green outline.



KEEP IN MIND

- » Once created in MaxiRoom, the contract is “open and on sale” visible in the rates list and can be edited.
- » Currently you can only create commissionable rates.
- » The onformed commission will apply to all: rate + any supplement/discount added.
- » The rate name is auto-generated according to the commission and cancellation policy defined.
- » Notifications via email are sent to the MaxiRoom user that created the rate and also to the YM/CM having this hotel assigned in their portfolio.
- » When there´s shared allotment, on the daughter rooms the allotment cannot be higher than mother room.
- » Amount and release can be configured without any dependence with the mother room.
- » Currently, the room capacity can't be modified on this form. The standard capacity, minimum and maximum of adults and childrenis set by default according to Hotelbeds' standard.



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