

CentralREZ

CENTRAL RESERVATION SYSTEM

How to Create a Negotiated Rate in CentralREZ

Overview

Negotiated rates are different from public rates in that they should only be bookable/accessible by specific companies/corporations.

In the GDS/IDS, only certain travel agents can book negotiated rates. In the Booking Engine (BE), and Voice Agent (VA) Channels, only users who have the correct access/password will be able to book a negotiated rate.

How to Create a Negotiated Rate in CentralREZ

Step	Process
1	Go to Setup > Rates > Rate Configuration.
2	<p>Click Add New Rate. Complete the following information for this rate.</p> <ol style="list-style-type: none"> 1. In the Detail section of the Detail tab, complete the following information: <ul style="list-style-type: none"> • Active - Ensure this checkbox is selected (to ensure this rate is Active). • Category - Assign the relevant rate category. • Type - Select Negotiated. • Code - Assign a code to this rate (rate access code). • Name - Enter the name of this negotiated rate. • Default Short Description - Enter the basic information for this rate. • Default Long Description - Enter additional information for this rate. • PMS Code - If the hotel has a PMS interface with CentralREZ, enter the code of the negotiated rate. <ul style="list-style-type: none"> • Class - (Also known as the GDS Category), select Negotiated from the drop-down list.for GDS channels. 2. Upload an image in the Images section of the Detail tab, upload an image. 3. In the Rate Attributes section of the Detail tab, complete the following: <ul style="list-style-type: none"> • Suppress Rate - Ensure the checkbox is not selected for Suppress Rate (do not activate Suppress Rate). • Breakfast Included - If breakfast is included, ensure this checkbox is selected.to activate this functionality and assign the breakfast meal plan. NOTE: If selling the rate in the GDS, a meal plan is necessary. • Commissionable - If this rate is commissionable, select this checkbox to activate and assign a commission policy <p>Click Save.</p>
3	Complete all other tabs, sections, and fields in the Rate Configuration page as applicable.

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4	<p>Select Related Tasks from the toolbar and complete the following:</p> <ul style="list-style-type: none"> • Assign relevant Guarantee/Cancellation policies to this negotiated rate. • Set up the negotiated price in the Rate Pricing page (select Related Tasks from the toolbar). 						
5	<p>Set up the negotiated price in the rate pricing page (select Related Tasks from the toolbar).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the negotiated rate...</th> <th style="text-align: left;">Then...</th> </tr> </thead> <tbody> <tr> <td>Will be bookable in the Booking Engine</td> <td>You need to create a company profile in CentralREZ with a branch code. Refer to "How to Create a Booking Engine Negotiated Rate Access Code."</td> </tr> <tr> <td>Derives from the Best Available Rate</td> <td>Refer to "how to create derived rates"</td> </tr> </tbody> </table>	If the negotiated rate...	Then...	Will be bookable in the Booking Engine	You need to create a company profile in CentralREZ with a branch code. Refer to "How to Create a Booking Engine Negotiated Rate Access Code."	Derives from the Best Available Rate	Refer to "how to create derived rates"
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IMPORTANT: You must now email ratesloading@hotelrez.com and request that the negotiated rates are mapped in CentralREZ and available across the different GDS channels.