2016 MARKETING PROGRAMS – RATE LOADING INSTRUCTIONS
PREFERRED PRIDE (GLOBAL)

Please review the following program information and instructions.

Rate Category:	MKT – PH and R Marketing Programs
Rate Type:	Public
Package Rate Code / Rate Type Code:	**MKTPRD**
Package Name / Rate Type Name:	**Preferred Pride**
Default Short Description:	Best available rate - celebratory amenity and double iPrefer points. Terms and conditions apply. (*NOTE-IMPORTANT- If your property does not participate in iPrefer, please remove iPrefer Points verbiage in short and long descriptions before proceeding*)
Default Long Description:	Enjoy accommodations at best available rate plus *[Hotel to specify amenity].* iPrefer terms and conditions apply.
Rate Type Class:	Package
Rate Attributes:	☐ Include Tax By Default ☐ Suppress Rate ☒ Commissionable ☐ Require Credentials at Check-In ☐ Breakfast included in rate
Channels:	☒ Booking Engine ☒ GDS ☒ IDS ☒ Voice ☒ Mobile ☐ Confidential ☐ Confidential
Valid Arrival Dates:	January 1, 2016 - March 31, 2017
Terms & Conditions:	Hotel must be TAG or IGLTA certified to participate. NOTE: amenity must differ from iPrefer amenity.
Recommended Rate Strategy:	BAR, Double points funded by PH and R.

Loading Instructions

1. A "**New Rate Shell"** has been added for you under Rate Configuration in the SynXis CRS.

2. Assign to the MKT-PH and R Marketing Programs Rate Category.

3. Add descriptions per channel and by language if necessary.

4. Add travel agency commission percentage, 10% minimum recommended.

5. Add the room types for this rate.

6. Review the validity dates as per page 1. You may start selling this program immediately by adjusting your start dates.

7. Add the derived or fixed rate.

8. Add offsets or rate attributes as necessary.

9. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.

10. Double check the guarantee and cancellation policies.

11. Insert stay restrictions if applicable

12. Save the rate plan.

13. Go to Product Assignment to review and adjust your rate display order by channel. We recommend lowest to highest.

14. To set up the promotion/branch code, please see example below.

15. Go to **Set Up > Rates > Promotions**
    a. Click on "Add New"
    b. Level: Hotel
    c. Code: **MKTPRD**, Name: **MKTPRD - Preferred Pride**
       Description: **Preferred Pride**
       Do NOT select Slash Through Pricing unless promotional pricing rules are used.
    d. Select **Preferred Pride** in the list of Rates, then Save
    e. Click Add New Branch, Code: **MKTPRD**, Name: **Preferred Pride**
    f. Password: **MKTPRD**

16. Upon completion, you <u>MUST</u> notify Preferred Hotels & Resorts when you have completed the loading of this rate at MktgProgramRates@PreferredHotels.com (Upon receipt we will activate your hotel on program website, pending a quality assurance audit). PLEASE NOTE, rates have already been mapped to the appropriate channels so a General Viewership Rate Mapping Form is not required to be sent.

17. Please load rates within 5 business days of receipt of this document.