



## 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.
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: **MKTFLASH**, Name: **MKTFLASH – Last Minute Escapes**  
Description: **Last Minute Escapes**  
Do NOT select Slash Through Pricing, unless promotional pricing rules are used.
  - d. Select **Last Minute Escapes** in the list of Rates, then Save
  - e. Click Add New Branch, Code: **MKTFLASH**, Name: **Last Minute Escapes**
  - f. Password: **MKTFLASH**
16. Upon completion, you MUST notify Preferred Hotels & Resorts when you have completed the loading of this rate at [MktgProgramRates@PreferredHotels.com](mailto: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.