How to Attach a Rate to a Corporate Account Using the Rate Wizard

Once a Corporate Account is created, in order for it to be attached to a booking, it needs to be associated with a Rate Plan. This article explains how to attach a Corporate Account to a specific Rate Plan in the Rate Wizard.

NOTE: When dealing with Corporate Accounts *in the PMS alone*, it is possible to associate multiple Corporate Accounts to one generic Corporate Rate Plan. For example, "Company A", "Company B", and "Company C" can all be attached to "Corporate Rate Plan 1". **This rule changes however, as soon as selling via any kind of GDS interface is introduced.** For example, if you plan to use interfaces to a GDS like Synxis/Sabre, Travelclick/iHotelier, or even a Channel Manger like Siteminder, the requirements are that all Rate Plans and Corporate Accounts are connected on a 1 to 1 relationship. This means that the "Company A" Corporate Account must be attached to the "Company A Rate Plan", "Company B" corporate Account to "Company B Rate Plan", and so on. Each Corporate Account that you wish to have bookable via the GDS must be attached to it's own unique Rate Plan.

Attaching a Corporate Profile to a Rate

Once the Corporate Account is created, open the Rate Wizard - **System Configuration > Rate** Wizard

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	ø	ø	Ð	Room	Room Type	Rate Wizard	e In	Date Out	Stay	ResID	Rat	In-House
	ø	¢	Ð	201	EKS	Rates Room Numbers	0-04-15	2020-04-16	7	1003		Arrivals
				203	DK	Policy	0-04-15	2020-04-17	7	1002		Departures
			Ð	204	SQQ	Property	0-04-15	2020-04-16	7	1001		Reservations
		2				Packages and Inclusions Guest Services Setup Required Fields Setup Custom Fields Online Booking Promotions Overbooking Limits						Checked Out No-Shows Cancelled Wait List
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In the Rate Wizard, choose the rate you wish to attach the Corporate Account to, and click the **Edit** icon

	Rate W	Rate Wizard						
ate	Rate Code	Hotel Website	GDS	CRS	Lock-off	Direct	Tier Enabled	Period
*Best Available Rate	BAR	0	0	14231	1028	0	20	Daily
AAA/CAA Rate	AAA	0 0	0	(#1 121	(*) (2)	0	0	Daily Daily
AARP Rates	AARP							
ABC Company	ABCCO	9	0			0	0	Daily
Advanced Purchase Rate	ADV	8	0	-	-	\otimes	0	Daily
Booking.com Rate	BOOK		0	2001 1421	101	0	0	Daily Daily
Corporate Preferred Rate	CORPPREF							
Corporate Standard Rate	CORPSTND	0	0		683	0	0	Daily
Expedia Flash Sale Prepaid	EXPFLS	72	0	121	121	0	0	Daily
Expedia Hotel Collect	EXPHC	8	0	100	633	0	0	Daily
Expedia Prepaid	EXPPP	82	0		122	0	0	Daily
Group Rate	GRP	9	0	050	673	0	0	Daily
Package Base Rate	PKG	0	0	121	1221	0	0	Daily
PROMOTION 10	PROMO10	S			670	0	0	Daily
PROMOTION 5	PROM05	0	0	121	122	0	0	Daily
Tourico Rate	TOURICO	0	0			0	0	Daily

Proceed to the **Corproates** tab. A list of the associated Rate Types (Channels) will be displayed. Click the "+" icon next to the Rate Types this rate is intended to be sold through.



We now see a list of all the Corporate Accounts created in the PMS. Place checkmark in the box next to the Corporate Account you want to associate with this Rate Plan. In the below example we are attaching the Corporate Account for "ABC Company" to the "ABC Company" Rate Plan.

Remember that if this Rate Plan is being sold via a GDS interface, there can only be one Corporate Account per Rate Plan.

Once complete, click the **Update** button.

