

# Rate Loading Instructions for Travelzoo’s Hotel Booking Engine

## **Connecting via the GDS**

For hotels connecting via the GDS, Travelzoo has three rate access codes: **TMLH, TZ2 or TZ1**. Please reference the connectivity instructions outlined below based on the program/programs your hotel is contracted for.

Load Travelzoo Private Rates, with extras (TMLH) .....	Page 1
Load Travelzoo Public Rates, without extras (TZ2).....	Page 2
Load Travelzoo Deal/Limited Time Offer rates (TZ1) .....	Page 3

## **Connecting via Travelzoo’s Extranet (manual loading required)** ..... Page 4-12

The extranet is free service Travelzoo provides for hotels to load rates and inventory into the Travelzoo hotel booking engine. This service is not automated – hotels are responsible for loading inventory, updating rates and managing the extranet on an ongoing basis.

To utilize the extranet, please complete the Content File provided to you by your Travelzoo sales representative. Once the Content File is submitted you will receive your extranet login & password details. The complete **extranet loading instruction manual** is provided within this document.

**Connecting via Synxis** – Please contact your Synxis Account Manager who will work with you to set up Travelzoo rates.

Thank you for your cooperation.

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## GDS Connection: Load Travelzoo Public Rates

- 1) Create Travelzoo Public Rate Codes in your CRS/PMS to derive off each of your daily sell strategies (Best Available Rate, Advance Purchase Rate, and Promotional if applicable)
- 2) Provide your GDS provider/channel manager with mapping information below:

*GDS platform: Apollo/Galileo*

*IATA: 05613694*

*Pseudo City Code: 1WU5*

*Rate Access Code: TZ2*

- 3) Let us know when you receive confirmation from your GDS provider and we will verify mapping.

## GDS Connection: Load Travelzoo Private Rates

- 4) Create Travelzoo Rate Codes in your CRS/PMS to derive off each of your daily sell strategies (Best Available Rate, Advance Purchase Rate, and Promotional if applicable)
- 5) Provide your GDS provider/channel manager with mapping information below:

*GDS platform: Apollo/Galileo*

*IATA: 05613694*

*Pseudo City Code: 1WU5*

*Rate Access Code: TMLH*

- 6) Please note in your “extras” (value adds/amenities) in your PMS/CRS
- 7) Let us know when you receive confirmation from your GDS provider and we will verify mapping.

## GDS Connection: Load Travelzoo Deal Rates

### 1) **Create a Travelzoo Deal Rate Code in your CRS/PMS**

*If you are already a Hotel VIP Program Partner, you have already loaded the VIP Program rate(s) against our other Rate Access Code TMLH. You do not need to delete/modify these rates*

### 2) **Provide your GDS provider/channel manager with mapping information below:**

*GDS platform: Apollo/Galileo*

*IATA: 05613694*

*Pseudo City Code: 1WU5*

*Rate Access Code: TZ1*

### 3) **Please ensure the following:**

- Load the rate for the booking period, excluding any black-out dates
- Load the minimum/maximum length of stay restrictions (if applicable)
- Load the cancellation and deposit policies (especially if full prepayment is required upon booking)

### 4) Let us know when you receive confirmation from your GDS provider and we will verify mapping.

# Travelzoo Extranet Instruction Manual

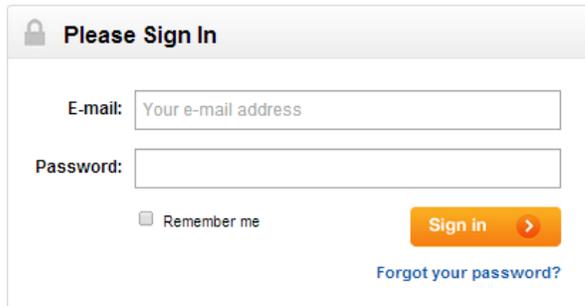
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# 1 Sign in

Access the Travelzoo Hotel Extranet at: <https://www.travelzoo.biz/>

Enter your email and password, as provided in your Travelzoo Hotel Extranet email. If you haven't received your login credentials or need a reminder, please contact your [account manager](#).



The image shows a sign-in form titled "Please Sign In". It contains two input fields: "E-mail:" with a placeholder "Your e-mail address" and "Password:". Below the password field is a checkbox labeled "Remember me". To the right of the password field is an orange "Sign in" button with a right-pointing arrow. Below the button is a blue link that says "Forgot your password?".

Managing rates and availability for multiple properties:

If you are managing inventory for a group of hotels, choose the hotel to update in the drop down menu at the top of the page.



# 2 Reservation Delivery

Reservations will be delivered via email (to the email address provided to Travelzoo for a Reservations Contact); credit card information will be delivered separately, via fax (to the fax number provided to Travelzoo).

# 3 Overview

Under **My Hotel**, you will find 3 sections allowing you to update rates and allocation or view the room types and rate plans:



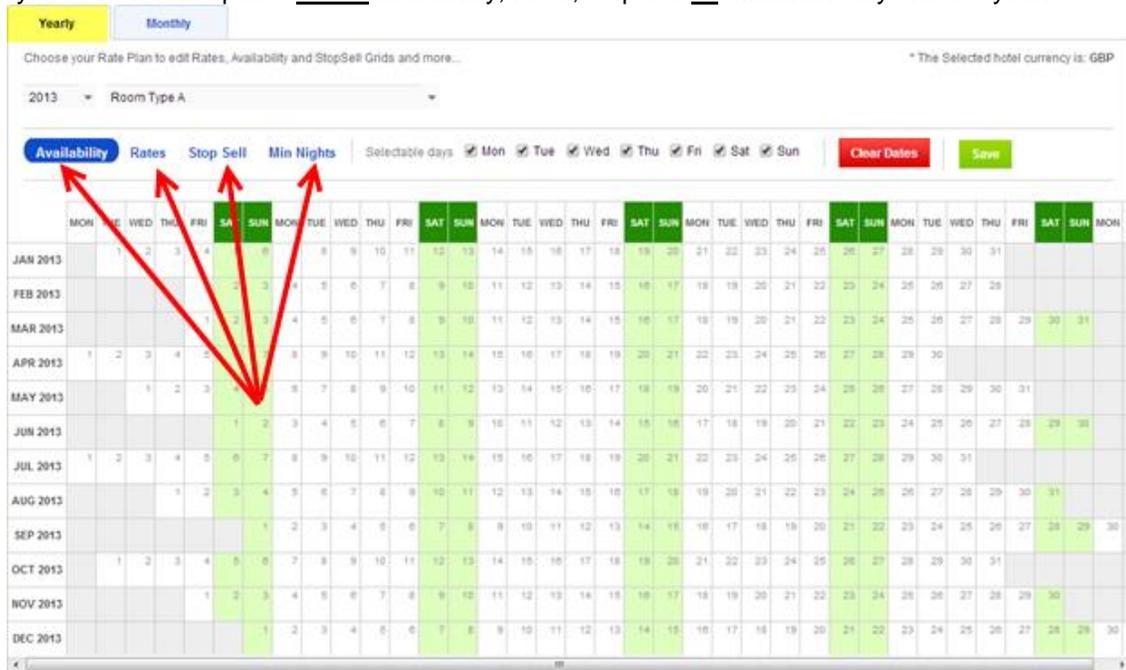
## 3.1 Rates & Allocation

Allows you to manage your availability, rates, stop sells and minimum length of stays. You can choose between a Yearly and a Monthly view:



### Yearly view

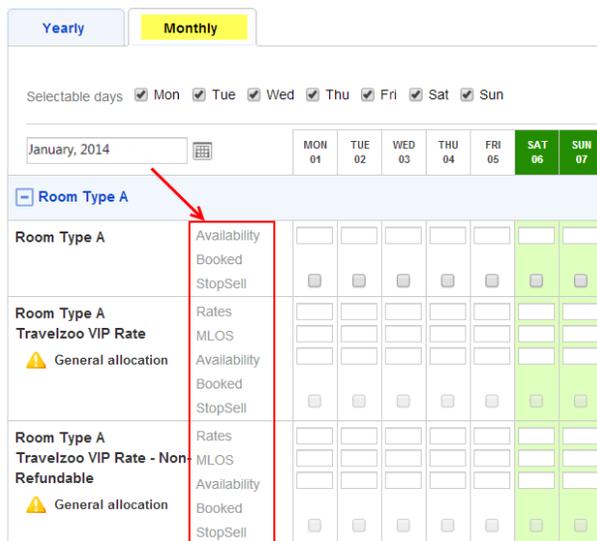
Allows you to view and update **either** availability, rates, stop sell **or** minimum stays for the year.



### Monthly view

Allows you to view and update availability, rates, stop sell **and** minimum stays for a specific month.

## Rates & Allocations



## 3.2 Room Types

Allows you to view the rooms types created for your hotel and their descriptions. Click on a room type to view the details. Please let us know if you spot any errors in the descriptions. There is no edit functionality, so if you need to modify, add or remove a room type, please contact your [account manager](#).

Name	Default Occupancy	Max Guests	Max Additional Adults	Max Additional Children	Cot	Adults only?	Room description	Status
Room Type C	2	4	2	2	Yes	No	The Room Type C is approximately 300 sqft with a king size bed and a sofa bed.	Active
Room Type B	2	3	1	1	Yes	No	The Room Type B is approximately 250 sqft with a king size bed.	Active
Room Type A	2	3	0	1	Yes	No	The Room Type A is approximately 200 sqft with a king size bed.	Active

### 3.3 Rate Plans

Allows you to view the rate plans created for your hotel and their specific deposit and cancellation policies. Click on a rate plan to view the details. Please do let us know if you spot any errors or if the booking and cancellation policies are incomplete. There is no edit functionality, so if you need to modify, add or remove a rate plan, please contact your [account manager](#).

#### Rate Plans

#	Name	Description	Applies From	Applies Until	Room Allocation Type
435	Travelzoo VIP Rate	Best available rate	11/5/2013 12:00:00 AM	12/31/2014 12:00:00 AM	GeneralAllocation
436	Travelzoo VIP Rate - Non-Refundable	14-day advance purchase rate	11/5/2013 12:00:00 AM	12/31/2014 12:00:00 AM	GeneralAllocation

*Note: General Allocation* means total number of units allocated to each room type (inventory) and shared by the individual rate plans. For example, there are 5 standard rooms allocated, they can be sold at either

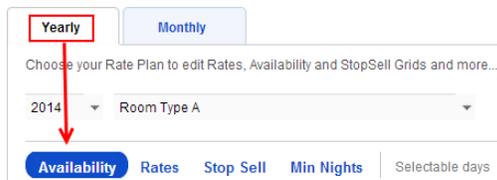
### 3.4 Bookings: Coming soon!

This section will allow you to view the booking and confirm them.

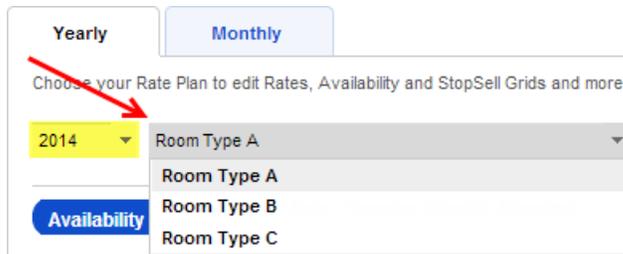


## 4 Updating Rates and Allocation – Yearly view

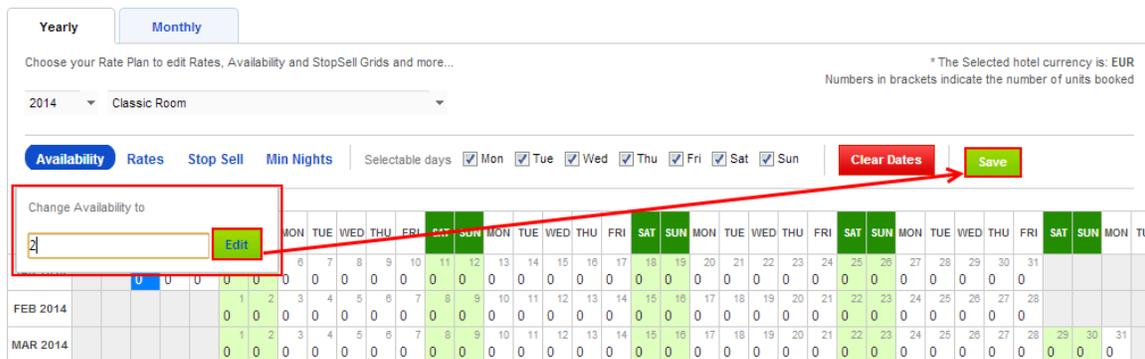
### 4.1 Availability



On the Yearly view screen, choose the year and then select the **Room Type** you wish to update from the drop down menu.

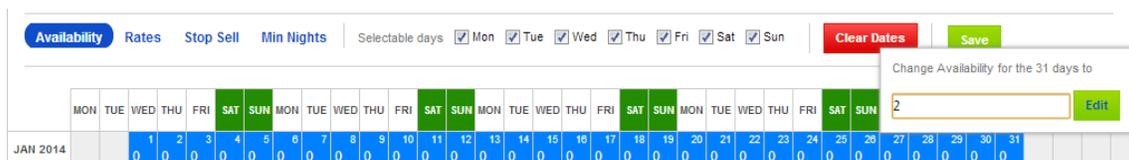


Click on the date you wish to update, enter the number of units available, click 'Edit'. Then 'Save'. Repeat for all the dates you wish to update. Availability is set to 0 by default. Dates with no availability (0 or blank) won't appear in the search results.

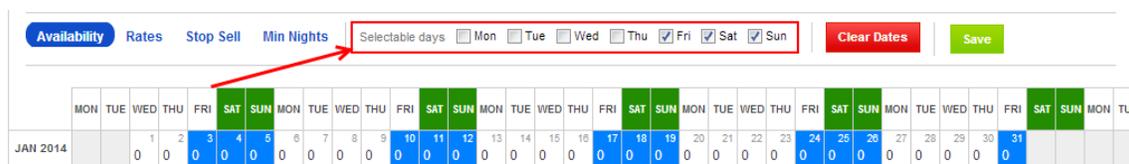


Remember to hit 'save' before you switch screen, room type or rate plan.

To update a long period (consecutive dates), select the first and last date of the desired period while holding the 'Shift' key on your keyboard; this allows you to select the whole period. Remember to save.



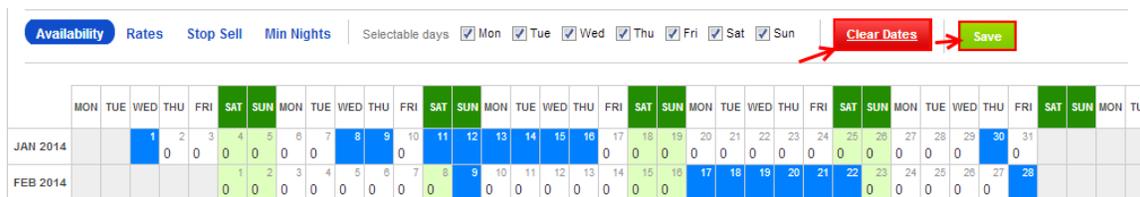
To update (a) specific day(s) during that period, select/unselect days at the top of the charts before you select a period. Remember to save.



To update multiple dates at a time (not consecutive dates), hold the 'Ctrl' key and select the desired dates. Remember to save.



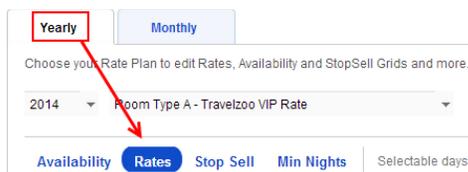
The 'Clear Dates' button allows you to reset the availability or rates and empty the cells. Select the date(s) or the period you wish to edit and click 'Clear Date'. Remember to save.



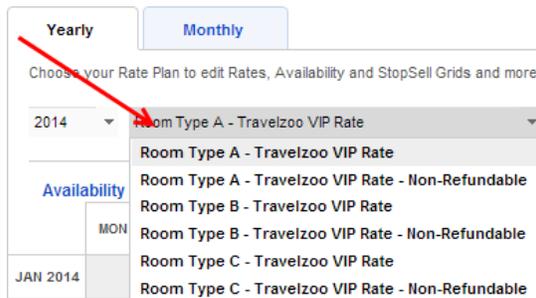
The number of units booked will appear in a lighter shade and in brackets. The difference between the allocation and the number of units booked being the number of units available. When inventory has run out for a specific date, the date will appear in orange.



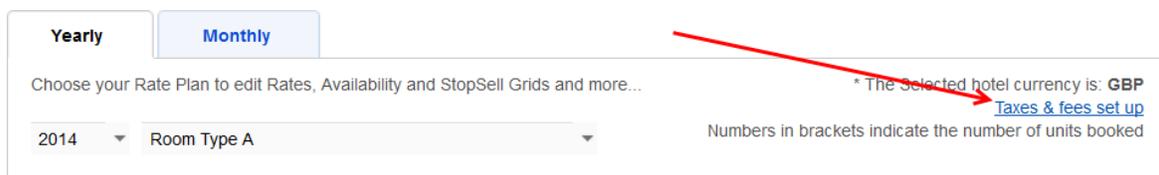
## 4.2 Rates



Using the same method as described to update availability, update the rates for each **room type - rate plan combination**. Choose the **Rate Plan** from the drop down menu. Dates with no rate won't appear in the search results. Ensure rates are commissionable.



Click on [Taxes & fees set up](#) to make sure all the taxes and fees are set up correctly.



Reminder: use the 'Shift' or 'Ctrl' key to select a period or multiple dates (respectively) and select/unselect days of the week at the top of the charts.  Mon  Tue  Wed  Thu  Fri  Sat  Sun

**Remember to save before switching screens/pages.**

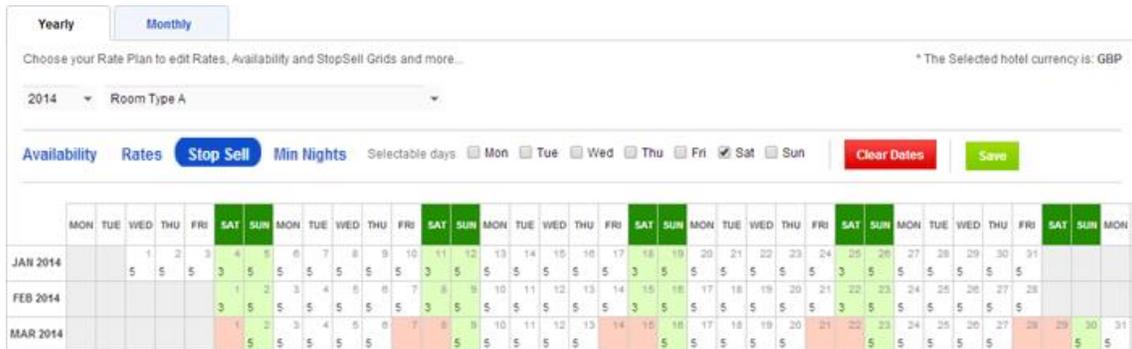
### 4.3 Stop sell

Yearly  Monthly  
 Choose your Rate Plan to edit Rates, Availability and StopSell Grids and more...  
 2014 Room Type A - Travelzoo VIP Rate  
 Inventory for this room/rate combination cannot be edited because it uses  
 Availability Rates **Stop Sell** Min Nights Selectable days

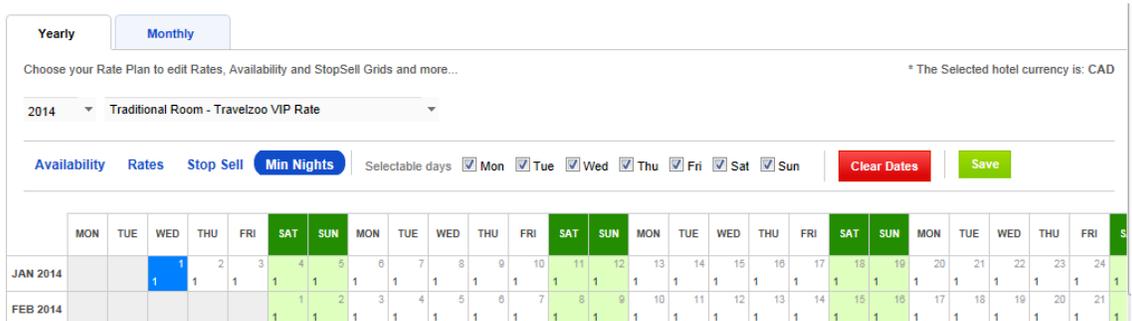
Using the same method to update availability, close out dates when there are no units available in a specific room category. Choose the **room type** from the drop down menu.

Yearly  Monthly  
 Choose your Rate Plan to edit Rates, Availability and StopSell Grids and n  
 2014 Room Type A  
 Room Type A  
 Room Type B  
 Room Type C

Stop Sell will show in red on the Availability charts:



### 4.4 Minimum Length of Stay

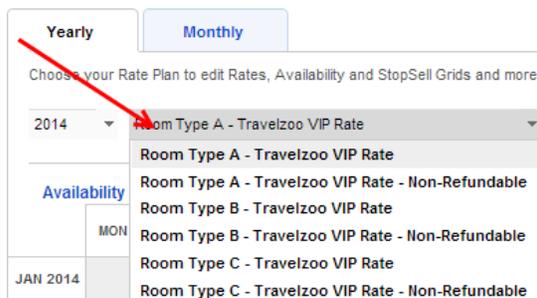


Adding a Minimum Length of Stay (MLOS) creates the requirement that guests arriving on a specified date must stay at least X number of nights.

By default, there is no minimum night stay loaded for rates (i.e. 1 night).

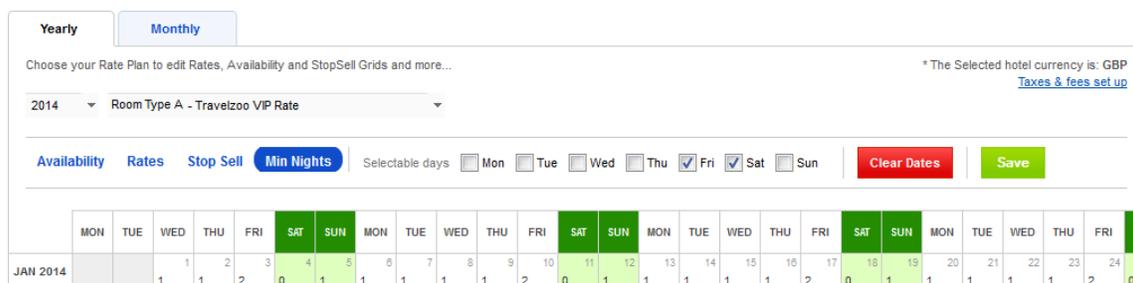
Loading a minimum length of stay of 0 is equivalent to Closed to Arrival (CTA). This will stop guests from arriving at your hotel on a specified date.

Select the rate plan from the drop down menu.



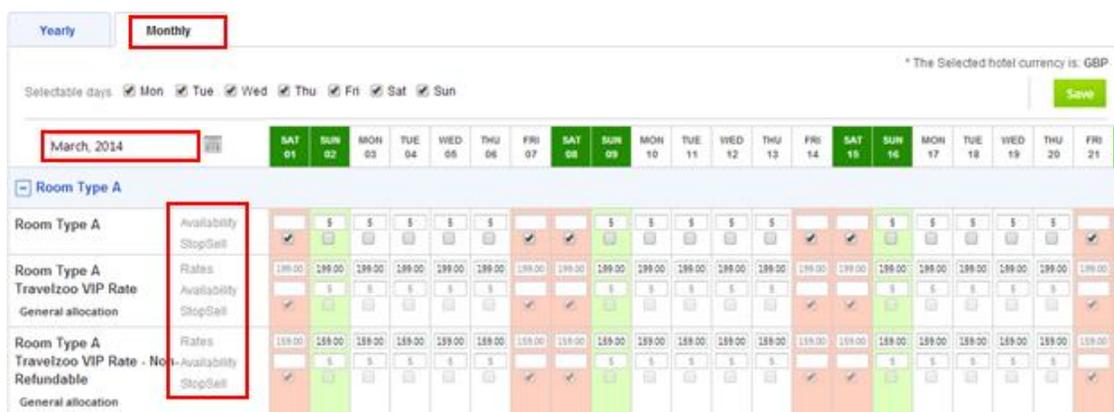
Using the same method to update availability, select the date you want to apply the restriction to and select 'Edit' to apply change. Remember to save.

New restriction will appear in calendar once applied.



## 5 Updating Rates & Allocations – Monthly View

The Monthly view allows you to manage availability, rates, stop sell and minimum length of stay at the same time and to view the number of units booked. Select the month you wish to update and revise as required.



Please note that availability can only be updated at a room type level.

Yearly Monthly

\* The Selected hotel currency is: GBP  
[Taxes & fees set up](#)

Selectable days  Mon  Tue  Wed  Thu  Fri  Sat  Sun Save

January, 2014

	WED 01	THU 02	FRI 03	SAT 04	SUN 05	MON 06	TUE 07	WED 08	THU 09	FRI 10	SAT 11	SUN 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19	MON 20	TUE 21
<b>Room Type A</b>																					
Room Type A	1	1	1	2	2	2	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2
Booked																					
StopSell	<input checked="" type="checkbox"/>	<input type="checkbox"/>																			
Rates											159.00	159.00	159.00	159.00	159.00	159.00	159.00	159.00	159.00	159.00	159.00
Room Type A Travelzoo VIP Rate	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	2	0	1	1	1	1
General allocation	1	1	1	2	2	2	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2
Availability																					
Booked																					
StopSell	<input checked="" type="checkbox"/>	<input type="checkbox"/>																			

## 6 Contacts

Don't hesitate to contact us, should you have any queries about the Travelzoo Hotel Extranet.

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