

2023-2024 RATE LOADING INSTRUCTIONS

STEP 1: Follow the instructions in the chart for each GDS. See additional comments for Amadeus rate loading below. Please load now through 12/31/2024. Rates must be loaded in the GDS under the category: **N-NEGOTIATED**.

GDS	RATE NAME	RATE CODE	PSEUDO CITY CODE	CATEGORY	ADDITIONAL COMMENTS
Sabre	Internova CURATED	W4U	3MRC	N - Negotiated	Must return W4U in the Rate Code field CURATED.
Worldspan	Internova CURATED	W4U	C0P	N - Negotiated	Must return W4U in the Rate Code field CURATED.
Apollo/Galileo	Internova CURATED	W4U	1y0i	N - Negotiated	Must return W4U in the Rate Code field CURATED. Add the number 1 to create 1W4U to the Point-of-Sale table.
Amadeus*	Internova CURATED	W4U	MSP6N2100	N - Negotiated	Grant access to group and individual office ID codes. Must return W4U in the Rate Code field CURATED.
Pegasus	Internova CURATED	W4U	TB	N - Negotiated	SGA= TB

*Amadeus only: "Hotel Security Plus" program eliminates the need for your hotel chain to update your Internova Travel Group table each time a new Amadeus office joins or leaves the Internova Travel Group program(s). For "Hotel Security Plus" to work, your hotel chain must release security of your Internova Travel Group table to Internova Travel Group. Please release security for the following Internova Travel Group controlled rate names and rate codes to Internova Travel Group master Amadeus office ID. If you have already released security of your Internova Travel Group table to us, you do not need to repeat this process.

STEP 2: Please ensure the following is applied to all GDS Rate Codes:

- All rates loaded are at parity with, or lower, than competing programs.
- The Internova CURATED Amenities are listed in the Rate Description: 100 USD hotel credit with a minimum of two nights, complimentary Wi-Fi, early check-in/late check-out based upon availability at check-in, upgrade based upon availability at check-in.
- 10% Commission.

STEP 3: Please ensure that all associates at the front desk, in-house reservation and reservations centers are aware of the program and the benefits it provides to booked guests. It is possible that Internova Travel Group agencies may call the hotel directly for CURATED reservations and the rate should be offered.

STEP 4: As the Internova CURATED rate code is new, please notify hotels@internova.com once your rates are loaded so that we may audit for completion.

Contact your internal GDS help desk or hotels@internova.com for any questions.

HOW TO UPLOAD A PROMOTION TO THE INTERNOVA TRAVEL WEBSITE & HOTEL DAILY INTRANET

STEPS 1 & 2



Promotions must be:

- Combinable with CURATED amenities
- Bookable via the Internova CURATED Hotels & Resorts Program
- Loaded to the CURATED rate codes in the GDS.

STEP 3



STEP 1: Visit internovapartnerportal.com

STEP 2: Click on "Partner Login"

STEP 3: Once logged in, click "Add a Promotion".

A new tab will pop-up and you should see your property name.

STEP 4



STEP 4: Fill out ALL fields, including images.

Please note that images must be the EXACT dimensions specified.

Large Header: 1920 × 550 px under 500KB

Small Header: 440 × 260 px under 350KB

WE'RE HERE TO HELP

For assistance with the Promotion Management Tool or questions about the Partner Portal, please contact hotelmarketing@internova.com

STEP 5: To save and upload your promotion, click "Submit Promotion".

Once you submit the promotion, a marketing account manager will review the details of the promotion and publish it to the Internova Travel Group Website as well as The Hotel Daily microsite for travel advisors.