

# 2020 Rate Loading Instructions

**Step 1:** Please follow loading instructions for each GDS listed in the chart below.

GDS	Rate Code	Load Under Category	Rate Code Name--load as indicated below and include any amenities given with the program*	Pseudo City Code	Release Security Record <u>*Amadeus*</u> <u>Only</u>	Special Instructions
Sabre	<b>TL7</b>	N = Negotiated	Travel Leaders Worldwide Program	3MRC		Must return <b>TL7</b> in the <b>Rate Code</b> field.
Worldspan	<b>7TL</b>	N = Negotiated	Travel Leaders Worldwide Program	CØP		Must return <b>7TL</b> in the <b>Booking Code</b> field.
Apollo/ Galileo	<b>7TL</b>	N = Negotiated	Travel Leaders Worldwide Program	1YØI One- yellow- zero-India		Must return <b>7TL</b> in the <b>Standard or Negotiated Rate Code</b> field. <b>Add the number 1 7TL to the Point of Sale Table</b>
Amadeus**	<b>7TL</b>	N = Negotiated	Travel Leaders Worldwide Program		MSP6N21ØØ	Grant access to group and individual office ID codes. Must return <b>7TL</b> in the <b>Negotiated Rate Code</b> field.
Pegasus	<b>7TL</b>	N = Negotiated	Travel Leaders Worldwide Program	TB		SGA= TB <i>We have added a new service that uses Pegasus.</i>

\***Authorized rate name versions: Travel Leaders Worldwide Program or Travel Leaders Worldwide or 1 Travel Leaders Worldwide Program**

\*\***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 /~~07000~~ table including Rate Names and Rate Codes to /~~07000~~ master Amadeus office ID. If you have already released security of your /~~07000~~ table, you do not need to repeat this process.

<u>Rate Code name</u>	<u>Rate Code</u>	<u>Travel Leaders Amadeus Office ID</u>
Travel Leaders Worldwide Program	7TL	MSP6N21ØØ

**Step 2:** Inform all booking avenues (GDS systems, websites, call center, hotel direct) of your participation and what is offered in this program.

**Step 3:** Notify us immediately when rates are loaded at [hotels@travelleaders.com](mailto:hotels@travelleaders.com).

**Step 4:** Ensure rates are loaded and compliant with the terms of our program. Rates must be commissionable and at parity or better than other travel agency or consortia programs and loaded under the **negotiated category in the GDS**.

**IMPORTANT NOTE:** Ensure rates are loaded correctly for **ALL GDS**, especially **AMADEUS** as this GDS feeds into Internova Travel Group online booking tool, pinSIGHT for non-GDS users.

**Examples of the agent view from each GDS:**

**Apollo Example: (7TL)**

```
*HOC INSIDE* 29JUN-30JUN/1
FAST CKI-OUT LOYALTY CARD NO. IN PNR
EUR RATE SB 23817 SOFITEL PARIS ARC DE TRIOMPHE
Ratings 00000
NIGHTLY APPROX TTL
1 520.00 EUR 523.30 EUR +TQ
7TL : ASSOCIATED RATE ACCESS CODE
TRAVEL LEADERS WORLDWIDE PROGRAM
SUPERIOR ROOM - QUEEN SIZE OR EUROPEAN KING SIZ
E BED
BED:B2Q MEAL:N/A VIEW:N/A
CANCEL WITHOUT PENALTY BY JUN 29 2016 1800
LOCAL HOTEL TIME
COM:YES-10 RF:YES CAT:N/A CR:N/A
```

**Worldspan Example: ( 7TL)**

```
**HOTEL SOURCE** FAST CHECKIN-OUT WITH LOYALTY CARD NO. IN PNR
SB SOFITEL PARIS ARC DE IN WED 29JUN/OUT THU 30JUN CURR: USD
SBPLWIN REF: CFR-PARIS PERSONS: 01
/PC-7TL
LN RATE DESCRIPTION CXP
01 587.75 TRAVEL LEADERS WORLDWIDE PROGRAM 06P
SUPERIOR ROOM - QUEEN SIZE OR EUROPEAN KING SIZ
E BED
02 632.96 TRAVEL LEADERS WORLDWIDE PROGRAM 06P
LUXURY ROOM - QUEEN SIZE OR EUROPEAN KING SIZE
BED
03 745.98 TRAVEL LEADERS WORLDWIDE PROGRAM 06P
JUNIOR SUITE - EUROPEAN OR AMERICAN KING SIZE B
)>
```

**Sabre Example: ( TL7)**

```
SB0025215 SOFITEL PARIS ARC DE TRIOMPHE CDG
ADDR- 14 RUE BEAUJON 29JUN - 1NT1
PARIS FR 75008 CHAMPS ELYSEES
PHONE- 33-1-53895050 ** SELL OH1¥1
FAX- 33-1-53895051
TAXES- SEE DETAILS
RATING- NTM 4 CROWN
1 TRAVEL LEADERS WORLDWIDE PROGR 520.00EUR B1QT7Q
TL7-T7Q-N
TTL TAX 3.30
.30 COUNTY TAX
3.00 CITY AND LOCAL TAXES
APPROX. TOTAL PRICE 523.30 EUR
INCLUDES TAX
SUPERIOR ROOM - QUEEN SIZE OR EUROPEAN KING SIZ
E BED ¥
```

**Amadeus Example: ( 7TL)**

```
SB!SOFITEL PARIS ARC DE TRIOMPHE PARFRW D TAXI
CAT:L WCR
ONLINE CHECK IN/FAST CHECK OUT AVAILABLE WITH
GUEST LOYALTY CARD NO. IN PNR/MORE INFO CHECK SALES CONDITION
1) 520.00 E TRAVEL LEADERS WORLDWIDE PROGRAM
523.30 EI SUPERIOR ROOM - QUEEN SIZE OR EUROPEAN KING S
B1Q7TL EUR IZ E BED
CXL > 6:00PM H:6:00PM COM:10.00PERCENT
2) 560.00 E TRAVEL LEADERS WORLDWIDE PROGRAM
563.30 EI LUXURY ROOM - QUEEN SIZE OR EUROPEAN KING SIZ
A1K7TL EUR E BED
CXL > 6:00PM H:6:00PM COM:10.00PERCENT
3) 660.00 E TRAVEL LEADERS WORLDWIDE PROGRAM
663.30 EI JUNIOR SUITE - EUROPEAN OR AMERICAN KING SIZE
J1K7TL EUR B ED
CXL > 6:00PM H:6:00PM COM:10.00PERCENT
MORE
```