

## Publishing Rates through Distribution Partners

- 1. Confirm the contracted rate with your Distribution Partner: RACK or NET.**
  - Communicate with your Distribution Partner to determine and confirm what contracted rates you will offer before you begin the connection.
- 2. Confirm ARI is loaded for the products and dates you plan to offer.**
  - Availability (or Restrictions), Rates, and Inventory (ARI) can be manually updated via the Tape Chart or updated via a supported interface.
- 3. If using NET rates, configure the Rate Optimizer.**
  - The Rate Optimizer, accessed via the Tape Chart, is where you set up the NET rate discount your Distribution Partner has contracted.
- 4. Configure your Promotional Rates.**
  - Determine if you will also offer *lodging-only* Promotional Rates.
  - For every promotional rate, a unique cross reference code must be defined.
    - This is entered in the *Promotion Cross Reference Code* field within the promotion.
  - Verify the Discount Type is 'percent off'.
    - The Supplier discount must be set to % (*Discount applied to supplier net rate*).
  - If the promotion requires a minimum length of stay, verify it has been configured at the Promotional Discount level.
  - Tiered promotions will not be pushed to the distribution partner, you will need to create separate promotions to implement this strategy.
  - Publish the promotion to the Distribution Partner's Sales Channel.
- 5. Manage your Channel Restrictions.**
  - Channel restrictions can be used to prohibit ARI from being available to a Distribution Partner. They are not required; however, if none are created, any Inntopia reseller who has added you to their Sales Channel could sell your product.
  - For more information about the best strategy for your business, contact [Partner Services](#).
- 6. Provide your RMS Lodging Supplier Name and Number to your Distribution Partner.**
  - This ensures they have added the correct account to their Sales Channel.
- 7. Congratulations! You are ready to distribute!**