

LANYON – CREATE A RATE PLAN (TEMPLATE)

INTRODUCTION

Rate plans are used within the Lanyon platform to attach rates to an RFP. For all National Account RFPs, a template Rate Plan will be distributed alongside the RFP for you to complete.

For a Local Account using the Lanyon platform, you will need to create a “Property Rate Plan” to attach to your bid prior to completing your bid. In this guide you will find step by step guidance on how to create a new rate plan (template).

CONTRACT PERIOD

Lanyon is based on contract periods which are set to be exclusive. This means that a rate plan set for the contract period of 2021 cannot be added to a RFP bid set in the contract period of 2022 and vice versa.

To change the contract period, go to the dropdown box in the top right corner and select the contract period you would like to work in.

CREATE A RATEPLAN

To create a new rate plan, select “Property Management” and “Property Rate Plans” in the main navigation. This screen will now show all your existing rate plans. You can click “Create new Rate Plan” to start a new rate plan.

Rate Plan Details

<u>Field</u>	<u>Instructions</u>
Rate Plan Name	Please name the rate plan appropriately so you can recognise it easily when you would like to add it to an RFP bid.
Rate Level	Please set this to "Corp Trans/Consortia".
Rate Plan Notes	You can keep your own notes within this field.
Plan Type	Please set this to Fixed Negotiated Rate unless you are putting a percentage discount forward. When you select Dynamic Rate, you will be required to also enter the percent discount and master rate.
Select the rooms you will offer	Select the three room types that you are offering as part of the tender. The minimum room types included is one and maximum is three.

Rate Value

In the Rate Value section, you will enter the rates for the room types selected for this particular rate plan.

You are required to enter a rate for Single Occupancy and Double Occupancy and only need to complete the rate in one section (such as Rack, Corporate, Consortia, Consortia Net or Government).

Room	Rack		Corporate		Consortia		Consortia Net		Gov/Military	
	Sgl	Dbl	Sgl	Dbl	Sgl	Dbl	Sgl	Dbl	Sgl	Dbl
Season 1										
RT 1										
RT 2										
RT 3										
Season 2										
RT 1										
RT 2										
RT 3										
Season 3										
RT 1										
RT 2										
RT 3										
Season 4										
RT 1										
RT 2										
RT 3										
Season 5										
RT 1										
RT 2										
RT 3										

Rate Plan Details

<u>Field</u>	<u>Instructions</u>
Tax included	It is Quest Brand Standard to quote for rates inclusive of tax. Please set this to yes.
Commissionable	This is where you are able to set if the rate is commissionable. The commission percentage can be entered in the “Commission Percentage” field.
Minimum nights	If you have any length of stay restriction (for example on Extended Stay Rates) you can increase the number from 1 to an appropriate number. You can enter Maximum nights in the “Maximum Night” field.
Advance Booking	If you have any advance booking requirements you can include that here. You can use this for your Advantage Purchase rates if applicable to your local tender.

When you are happy that the rate plan has been completed appropriately you can mark it as Approved, which means that you can use it and attach it to an RFP bid.

QUESTIONS AND CONTACT

If you have any questions on how to use Lanyon or about the content of this user guide, please contact the QAH Lanyon Administrator via revenue@questapartments.com.au