



MANUAL

BUSINESS TRAVEL BOOKING TOOL

NH | HOTEL GROUP PART OF **MINOR**
HOTELS



Agenda

1. Benefits for Business Travel

2. How to sign up to the Business Travel Booking Tool
3. How to log in
4. How to make a reservation
5. Reset password
6. Contact

1. Benefits for Business Travel

NH HOTEL GROUP BENEFIT PROGRAM FOR COMPANIES is a personalized, free program that offers the best benefits with a simplified booking process for both business and leisure trips.

WHO IS IT FOR?

Any company, including Self-Employed, willing to automanage their bookings and benefit from the 24/7 online booking tool.

BENEFITS

- **Save up to 20% on all your bookings worldwide**, with a minimum of **10% guaranteed**, for Business and Leisure travel.
- **10% off guaranteed in selected bars & restaurants (*)**.
- **Dedicated online booking tool** available 24/7
- **Personalized Business Support** to assist you
- Benefits for Travelers (**)
- **Free Wi-Fi** (in rooms, meeting rooms and common areas).

* Even if you are not guest at that hotel. Check exceptions of some hotels that are not included in this offer [here](#).

** When you join NH Hotel Group Rewards Program. More information, [here](#).

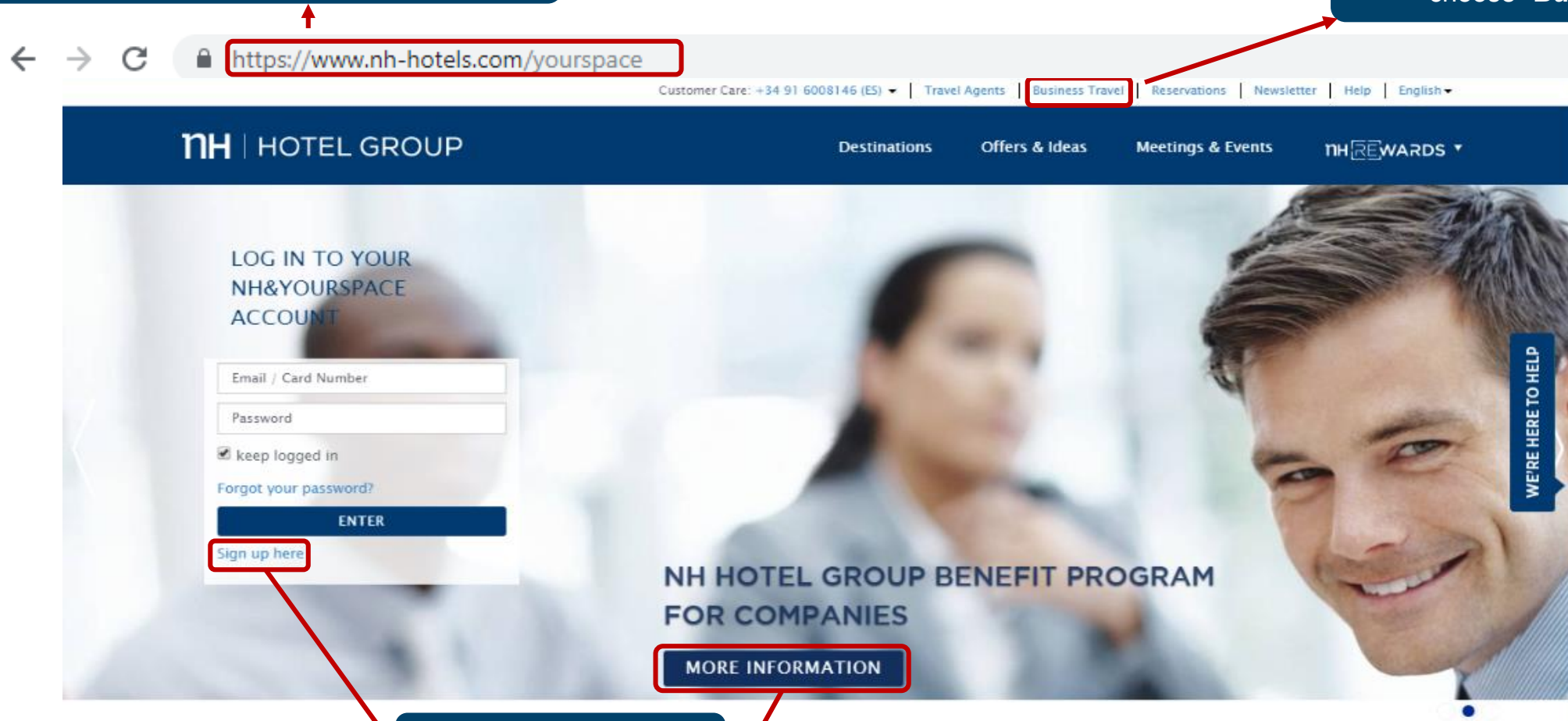
Agenda

1. Benefits for Business Travel
- 2. How to sign up to the Business Travel Booking Tool**
3. How to log in
4. How to make a reservation
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2. How to sign up to the Business Travel Booking Tool

1 Go to www.nh-hotels.com (or any other language version (e.g. .es, .de, etc.))

2 If you work for a Company, choose "Business Travel"



3 Two ways to Sign Up

* You can choose one of these two ways to register.

2. How to sign up to the Business Travel Booking Tool.

The screenshot shows a two-step sign-up form. Step 1, 'Company Details', includes fields for Company name, Business sector, Country, City, Postal Code, Address, Company telephone, VAT or National Insurance Number, Estimated number of employees, and Estimated annual number of room nights. Step 2, 'Personal Details', includes fields for Name, Surname, Email, and Preferred language. There are three checkboxes for accepting terms and conditions. A 'Save and register' button is located at the bottom right of the form. A dashed blue box highlights the entire form area, with arrows pointing from the 'Save and register' button to the right-hand text.

4 Fill in the form

Sign-up form (1/2)

* Fill in all the fields to join and start taking advantage of all the benefits:

- **Company details**
 - Company name
 - Business sector
 - Country
 - City
 - Postal Code
 - Address
 - Company telephone
 - VAT or National Insurance Number
 - Estimation of annual number employees
 - Estimation of annual number of room nights

* Personal details

- Name
- Surname
- Email
- Preferred language (to contact you)

Sign-up form (2/2)

* Read and Accept the terms

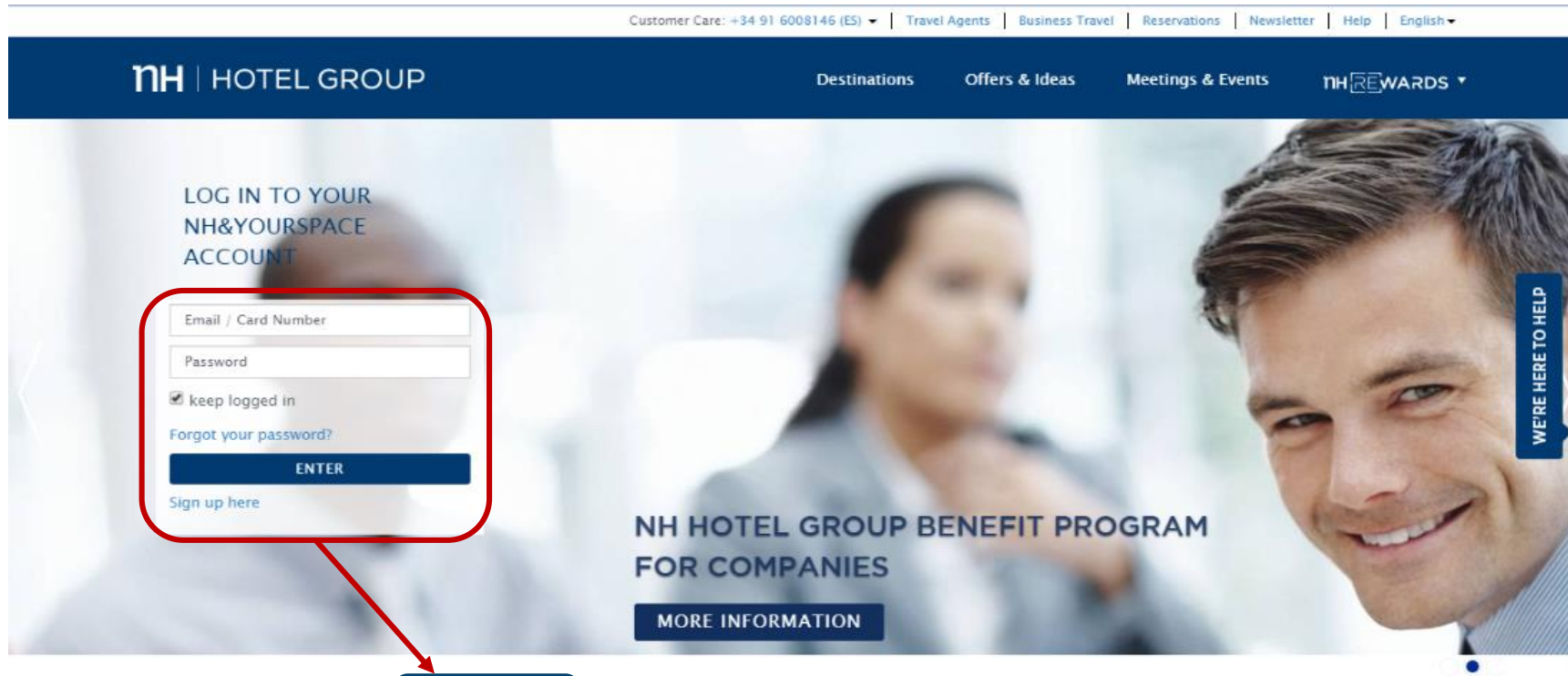
- Privacy policy
- Click to receive offers from NH
- Click to receive offers from third parties
- **CLICK SAVE AND REGISTER**

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3. How to log in

1 Go to <https://www.nh-hotels.com/yourspace> (or any other language version (e.g. .es, .de, etc.))



2 Log In

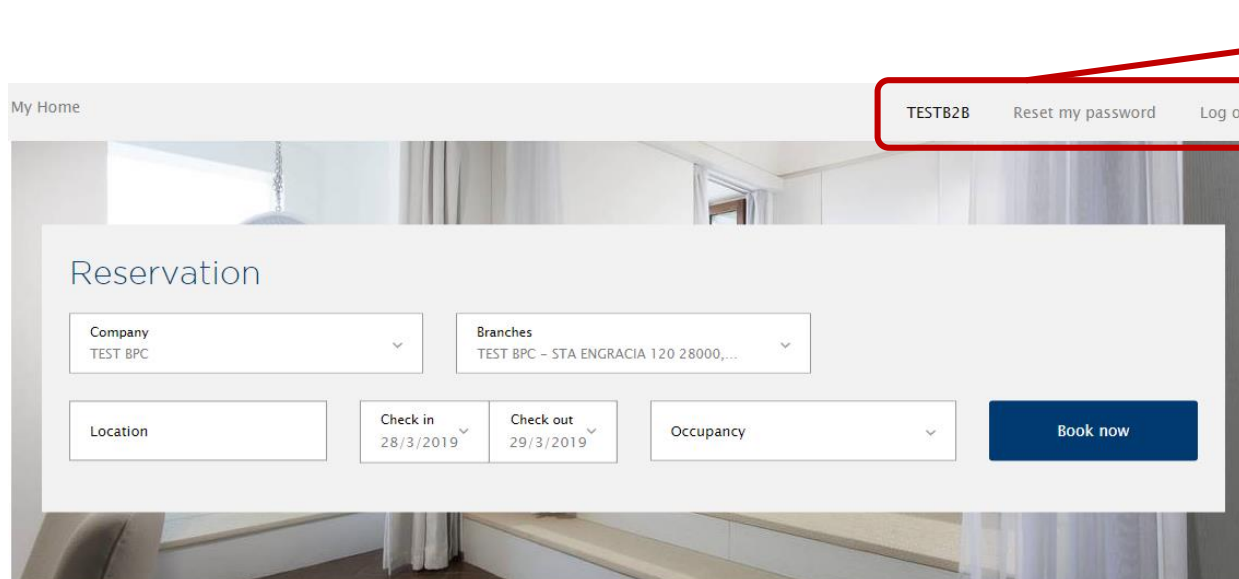
- Insert the email you have used to sign up
- Password: you will receive the password by email. If you do not remember it, use the “Forgot your password” option (see point 5 of this manual for more details)
- Tick “Keep logged in” if you do not want to introduce your data each time
- Click on the “**ENTER**” button

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4. How to make a reservation

Account options

Before starting, you can check some information at the top of the page.



1 Account options

* Once you are logged in, you will see your user name.

e.g: TESTB2B

* **Reset my password:** Click here if you want to change or remember your password.

* **Log Out:** Click here if you want to close the session.

4. How to make a reservation

Search for availability

If you want to make a reservation, follow the next steps after logging-in

2 Reservation

* Fill in the required fields:

- Company
- Branch
- Location (destination or hotel)
- Dates you will check in and check out at destination
- Occupancy: number of rooms and adults/children per room

* Click on the **“Book now”** button.

- My bookings
- Meetings & Events
- Faqs & Contact

A TASTE OF SPRINGTIME!

Plan now your Spring escape including Easter and enjoy Free breakfast and for stays between April 12th and May 5th

See the terms and conditions [here](#).



3 Need help?

* If you have any doubts with the search and you need help, you can call us at this number.

+34 91 6008146

4. How to make a reservation

Choose the hotel (only for destination searches)

Madrid 28/03/2019 29/03/2019 2 adults, 0 children, 0 Promotional code New search

28 Hotels in Madrid, Spain

Sort by: NH recommends Currency: Euro (€) [See hotels on map](#)

28 hotels found

Availability
View all hotels
View only hotels with availability

Stars
★★★★★ 8 Hotels
★★★★ 15 Hotels
★★★ 10 Hotels

Prices
€34 - €58
28 hotels in price range

Services
Air conditioning Accessibility Parking
Pets Celebrations Meetings

Brand
NH Collection 8 Hotels
NH Hotels 20 Hotels

Close to:
Choose an option

1. NH Collection Madrid Gran Vía ★★★★★ 4.5 136 reviews
Gran Vía, 21, 28013, Madrid - Spain
0.08 km Gran Vía
Now open!! Be one of the first to discover the newest NH Collection hotel in Madrid.

Room only
Superior Room
Max capacity: 2 people
TOTAL 176.00EUR (VAT Included)
[SEE ROOMS](#)

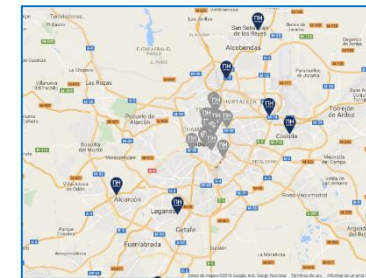
2. NH Collection Madrid Eurobuilding ★★★★★ 4.5 2299 reviews
Padre Damián, 23, 28036, Madrid - Spain
4.04 km Sol (City center)
2017 Certificate of Excellence

4 New search?

* If you want to change something from the search, you can do it here.
* **e.g:** Change dates

5 See the hotels on the map

* If you want to choose a hotel at a particular location, you can search it here.



6 Hotel results

* You will obtain different type of hotels.

* If you want to filter, you can do so on left side. **E.g.** Only search 5 star hotels and between a price range.

4. How to make a reservation

Choose your room and rate

Superior Room

Max. guests: 2
Bed type: 1 Queen or 1 Double or 2 Twin
Size: 22 m²

More information

NON REFUNDABLE RATES [See conditions](#)

| Room only | Price | Total Price | Action |
|-------------------------------|---------------------|-------------|--------|
| Special Deal - Non refundable | 176.00EUR per night | 176.00EUR | Select |
| Breakfast included | 215.80EUR per night | 215.80EUR | Select |

VAT included

FLEXIBLE RATE [See conditions](#)

| Room only | Price | Total Price | Action |
|---|---------------------|-------------|--------|
| Negotiated Rate For Companies. Up to 20% Discount | 179.10EUR per night | 179.10EUR | Select |
| Breakfast included | 218.90EUR per night | 218.90EUR | Select |

VAT included

Superior Room with View

Max. guests: 2
Bed type: 1 Queen or 1 Double or 2 Twin
Size: 22 m²

More information

7 Choose your room

* Once you have chosen your hotel, you can book different options:

- Type of room
- Rate conditions: prepaid, semi flexible or flexible rates
- Board type: room only, breakfast included and other options

* Click on the **“SELECT”** button on the right of your preferred combination.

4. How to make a reservation

Check the reservation information

Once you have selected your choice in the previous page, you will reach the last step of the booking process.



NH Collection Madrid Gran Vía



- Gran Vía, 21, 28013 Madrid
- Phone number: +34 91 71 283 05
- From Thursday 28/03/2019 at 3:00 pm until Friday 29/03/2019 at 12:00 pm (1 Night)
- 2 adults, 1 room

8 Check your information

* You can check your reservation details:

- Name of the hotel
- Dates
- Conditions
- Price

TEST BPC

Name and surname*

TESTB2B

Phone number

Email*

bpc.testingb2b@gmail.com

Your search

NH Collection Madrid Gran Vía

From 28/03/2019 To 29/03/2019 (1 Night) - 2 Adults, 0 Children, 0 Babies, 1 Room

[Modify](#)

Room 1
160.00EUR

Room 160.00EUR

Taxes 16.00EUR

Total Price 176.00EUR

VAT included

[Book now for 176.00EUR](#)

4. How to make a reservation

Fill all the details

TEST BPC

Name and surname*

Phone number

Email*

9 Check your company details

* Company details are pre-filled according to your profile: Name, Telephone and e-mail. This information cannot be modified at this step.

Name*

Surname*

Email*

Confirm Email*

We'll use your email address to send you a confirmation email

Phone number

Including the complete country code at the beginning of the number: 0034 xxxxxxxxx

Add your room preferences (Optional)

Superior Room
NON REFUNDABLE RATES - 2 adults
Room only

[See reservation terms and conditions](#)

Guest details

Name and surname of guest 1

Choose your preferred bed type Subject to availability

| | | | |
|----------|---------|--------|--------|
| 2 Double | 1 Queen | 2 Twin | Double |
|----------|---------|--------|--------|

Would you like to add any comments to your reservation?

Maximum 250 characters (250 left)

10 Fill in the guest details

- Guest details appear blank. You have to fill in all the fields: Name, Surname, Email, Telephone and Billing Notes.
- * You can add room preferences that will be considered by the hotel subject to availability, e.g. type of bed, smoking, baby crib, etc.

Payment Details

Credit/Debit Card

You will be redirected to a secure payment page in order to provide all the required information needed to complete the online payment.

Booking Price Summary

| | |
|--------------------|------------------|
| Room | 160.00EUR |
| Taxes | 16.00EUR |
| Total price | 176.00EUR |

VAT included

[See detailed summary of prices per room](#) ▾

I have read and accept the [General Terms and Conditions](#) . [Privacy Policy and reservation conditions](#)

11 Fill in the rest of required information

- * Payment method: It depends on the agreement between NH Hotels and the Company.
- * Read and accept the Terms & Conditions.
- * Click on the **“BOOK NOW”** button.

4. How to make a reservation

Confirmation (1/3)

Once you have finished the previous step, you will reach the confirmation page with all the details of your reservation.

This same information will be sent to the email used in your profile.



NH Collection Madrid Gran Vía



Gran Vía, 21, 28013 Madrid
[How to get to the hotel](#)
+34 91 71 283 05 - +34 91 398 46 61
nhcollectiongranvia@nh-hotels.com



Your reservation at the NH Collection Madrid Gran Vía has been completed successfully!

Reservation number: **0067654018**
Booker: **TESTB2B**
Email: **bpc.testingb2b@gmail.com**
Check-in: **Monday 02/03/2020 at 3:00 pm**
Check-Out: **Tuesday 03/03/2020 at 12:00 pm**
Occupancy: **1 Room, 1 Adult**

Your reservation is confirmed. In case of late arrival (after 04:00pm or 6:00pm depending on hotel location) the room needs to be guaranteed with a credit card.

Thank you for booking with NH Hotel Group. You will shortly receive confirmation of this reservation in the email provided. Below you will find all the details of your reservation. You can check your reservation whenever you need to in the [Manage your booking](#) section.

Download voucher

Print

[Make another reservation](#)

12

This is an example of the email that will be sent - First part.

* It will include the Booking Number of your reservation.
* If you need to make any changes, click the **“Manage your bookings”** button. A new window will open with the following request (Reservation Number, Email and Check in Date).

4. How to make a reservation

Confirmation (2/3)

NH Collection Madrid Gran Vía
★★★★

Gran Vía, 21,, 28013, Madrid
+34 91 71 283 05 | +34 91 398 46 61
nhcollectiongranvia@nh-hotels.com

Booking Details

Reservation number: **0067654018**
Booker: **TESTB2B**
Email: **bpc.testingb2b@gmail.com**
Check-in: **02/03/2020. - 3:00 pm**
Check-Out: **03/03/2020. - 12:00 pm**
Occupancy: **1 Room, 1 Adult**

Your reservation is confirmed. In case of late arrival (after 04:00pm or 6:00pm depending on hotel location) the room needs to be guaranteed with a credit card.

Should you wish to cancel your reservation, do so by clicking [here](#)

Print

13 Check the Booking details - Second part

- * You will see the name of the hotel with its corresponding address.
- * Booking Holder: You can check the details of the guest that will stay at the hotel (Name, Phone and Email).
- * Booking Details: You can check the dates, type of room, rate conditions, and board type.

4. How to make a reservation

Confirmation (3/3)

Rooms

Superior Room Reservation ID:
0067654018

FLEXIBLE RATE Room only - 1 adult

Rate includes:
Wi-Fi
[See conditions](#)

Guest details
TESTB2B TESTB2B

Booking Price Summary

| | |
|-----------------------|-------------------|
| Room | 817,36 EUR |
| VAT ? | 81,74 EUR |
| Total price | 899,10 EUR |
| VAT included | |

Your reservation is not guaranteed

Your room is guaranteed until 3:00 pm on the day of arrival. If you will arrive later, please guarantee your booking with a credit card. No charges will be made.

[Guarantee your booking](#)

14 Check the Conditions - Third part

- * You will see description and rate conditions
- * Price of accommodation (VAT included).
- * Payment method: The one that you have chosen.
- * Reservation Guarantee: In case that it is not guaranteed, follow the steps.

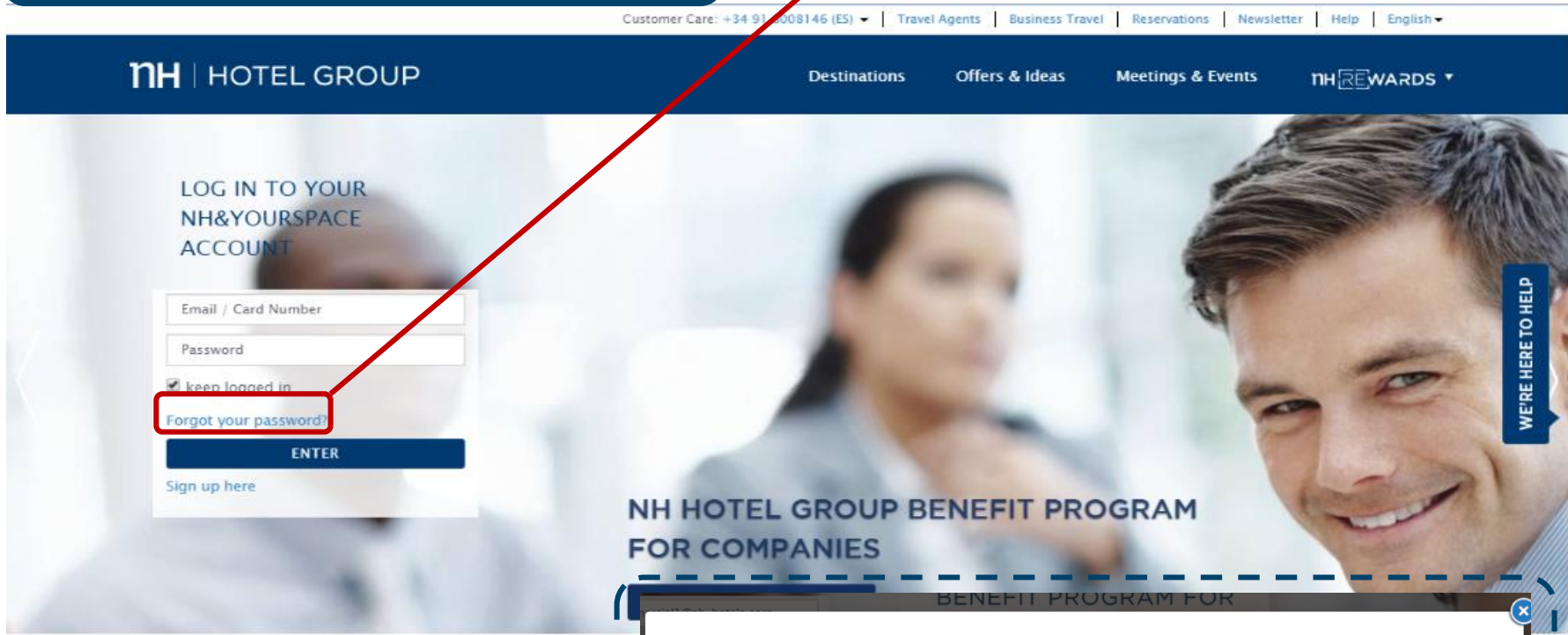
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5. Reset Password

1 Go to www.nh-hotels.com/yourspace (or any other language version (e.g. .es, .de, etc.))

2 If you forgot your password, click here

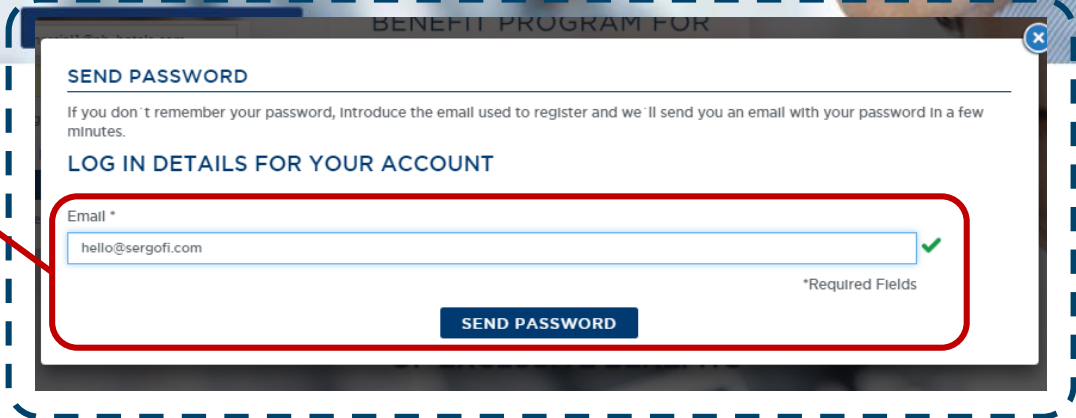
* Once you click on the link, a new window will open.



3 Check your email address

* A Password will be sent to your email, please double-check that it is correctly written and that it is the email you have used to register.

* Click on the “SEND PASSWORD” button.



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Do you still have questions?
We are more than happy to help!!

Go to:

<http://www.nh-hotels.com/contact/business-travel>
search for your country and send us an email or call us!

THANKS!

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nhow
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TIVOLI
HOTELS & RESORTS


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