Dear Department Booking Agent,

Thank you for choosing the Rutgers University Inn and Conference Center for your overnight guests.

As a benefit to staying with us, departments receive a discounted tax-exempt rate for reservations paid by internal purchase order. Reservations are made online at https://inn.rutgers.edu/ and will require your department’s code. This code should only be shared with those responsible for making reservations on behalf of your department.

We appreciate your patronage and look forward to serving your department and visiting guests.

Best Regards,

Deana Pagnozzi

Deana Pagnozzi | Director
Department Booking Engine

Website: [https://corporateportal10.rmscloud.com/Login/Index?clientId=16515](https://corporateportal10.rmscloud.com/Login/Index?clientId=16515)

- Login
  - **email: info@rutgersinn.rutgers.edu**
  - All Departments should use this email address, as it is only a placeholder. Do NOT ENTER YOUR email account.
  - Password: Please enter your department provided code
- Codes should be entered in ALL CAPS
- We do NOT accept same day reservations
- You should receive a confirmation immediately after you make the reservation.
1. In the Reservations Details screen, select ARRIVE, and enter the desired ARRIVE and DEPART dates in the pop up calendar.
2. ARRIVE=left
3. DEPART=right
4. Select Apply
5. Select the desired room from the

6. Select Add to Reservation

7. Enter your guest’s First Name, Last Name and email and **Mobile Number** if you know that information. That will assist us in remaining in contact with guest.

8. As the Booker, scroll down in the lefthand side of the screen to select your personal information.

   If your information does NOT appear, simply enter **your information (email and phone number)** in the blue fields with the word **NEW** before your name. The reservation will have your info as the booker AND we will add you to our system.
• After the reservation is made, in addition to seeing that information on your Corporate Portal (see below), you should receive a confirmation via email.
• Your guest will receive a copy of the confirmation.
• Your guest will receive a Welcome email 2 days prior to arrival.
Please follow the steps below to apply for a PO.

- **Marketplace / Forms / Internal Purchase Orders.**
  - Select - IPO: Lodging-University Inn & Conference Ctr. (#4510) and use Account Code 74116. (For a project string, 74116 would be the "Expenditure Type.")
    - **Account value will 74116.**
      - Product Description: Enter your own detail
      - Amount: Total amount of reservation
      - Commodity Code: Search for hotel
  - **Additional Information (located towards bottom of form)**
    - Reservation #: (enter our hotel reservation #)
    - Department:
    - Guest Name:
    - Check out date:

- Once the purchase order has been approved, please email the release number to rutgersinn@docs.rutgers.edu