



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>

- Login
  - **email: [info@rutgersinn.rutgers.edu](mailto: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.

Rutgers University Inn and Conference Center

### Corporate Portal

To view or make changes to a booking, sign in below using your email and password provided to you by Rutgers University Inn and Conference Center.

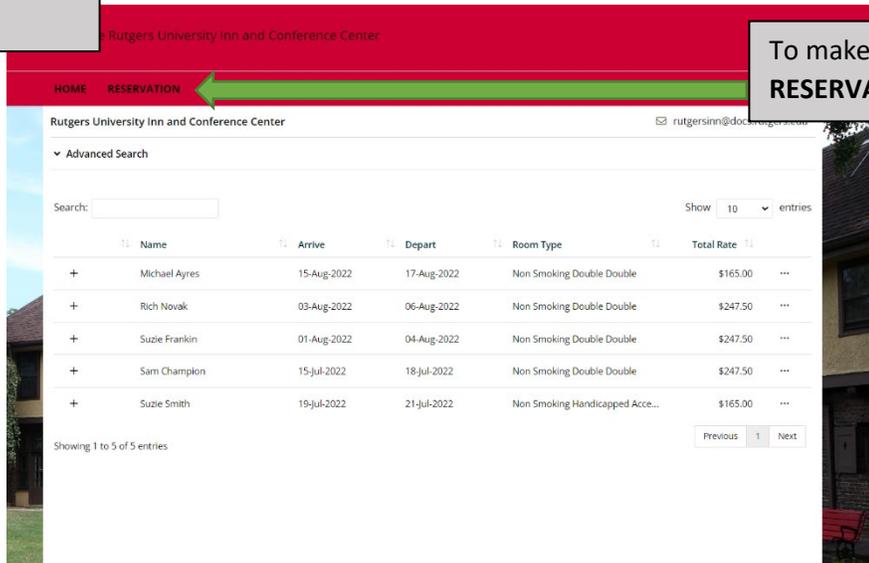
Email

Password

Keep Me Logged In

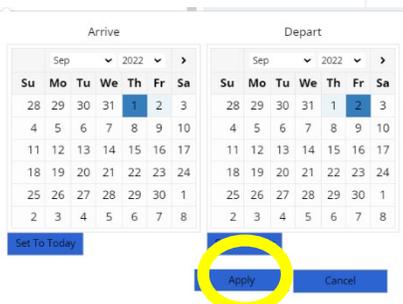
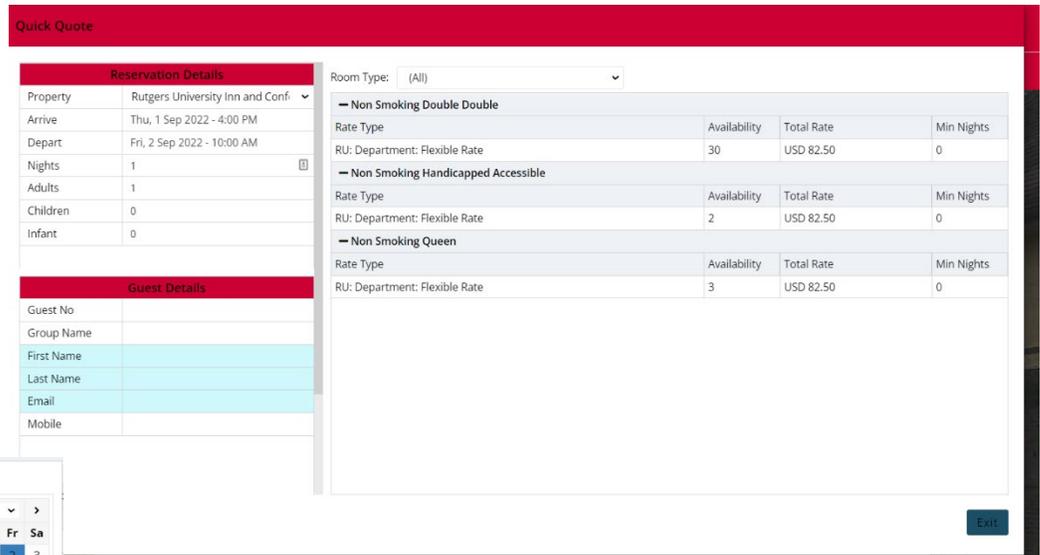
Login

**HOME** tab will show you all reservations for your department



To make a new reservation, select **RESERVATIONS**

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

Quick Quote

Reservation Details

Property: Rutgers University Inn and Conf

Arrive: Fri, 2 Sep 2022 - 4:00 PM

Depart: Sun, 4 Sep 2022 - 10:00 AM

Nights: 2

Adults: 1

Children: 0

Infant: 0

Room Type: (All)

Rate Type	Availability	Total Rate	Min Nights
— Non Smoking Double Double	13	USD 165.00	0
— Non Smoking Handicapped Accessible	0	USD 165.00	0
— Non Smoking Queen	0	USD 165.00	0

Guest Details

First Name

Last Name

Email

Mobile

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.

Room Number

No of Room Numbers to Book: 1

Add To Reservation

Quick Quote

Children: 0

Infant: 0

Room Type: (All)

Rate Type	Availability	Total Rate	Min Nights
RU: Department: Flexible Rate	13	USD 82.50	0
— Non Smoking Handicapped Accessible	0	USD 82.50	0
— Non Smoking Queen	2	USD 82.50	0

Guest Details

Guest No

Group Name

First Name: Scarlet

Last Name: Knight

Email: dpagnozzi@docs.rutgers.edu

Mobile

Booker Details

Contact: Janet O'Beirne

Name: New TA for Dept

Email: dmpagnozzi@gmail.com

Contact Number: 7321234567

Room Number

No of Room Numbers to Book: 1

Add To Reservation

Reservation Total

Room Type	Arrive	Depart	Rate Type	Adults	Children	Infant	Total Rate
<input type="checkbox"/> Non Smoking Double Double	02-Sep-20...	03-Sep-20...	RU: Department: Flexi...	1	0	0	82.50
<input type="checkbox"/>							82.50

Remove From Reservation

Book

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.

9. Select Book

- 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.

Welcome RUICC-Department LOGOUT

HOME RESERVATION PROFILE PROPERTY INFORMATION

RUICC-Department ✉ rutgersinn@docs.rutgers.edu

▼ Advanced Search

Search:  Show 10 entries

	↑↓ Name	↑↓ Arrive	↑↓ Depart	↑↓ Room Type	↑↓ Total Rate	
+	Julia Pagnozzi	14-Dec-2022	15-Dec-2022	Non Smoking Double Double	\$82.50	...
+	Angela Guden	05-Jan-2023	06-Jan-2023	Non Smoking Double Double	\$82.50	...

Showing 1 to 2 of 2 entries Previous 1 Next

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](mailto:rutgersinn@docs.rutgers.edu)