



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**
 - 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.

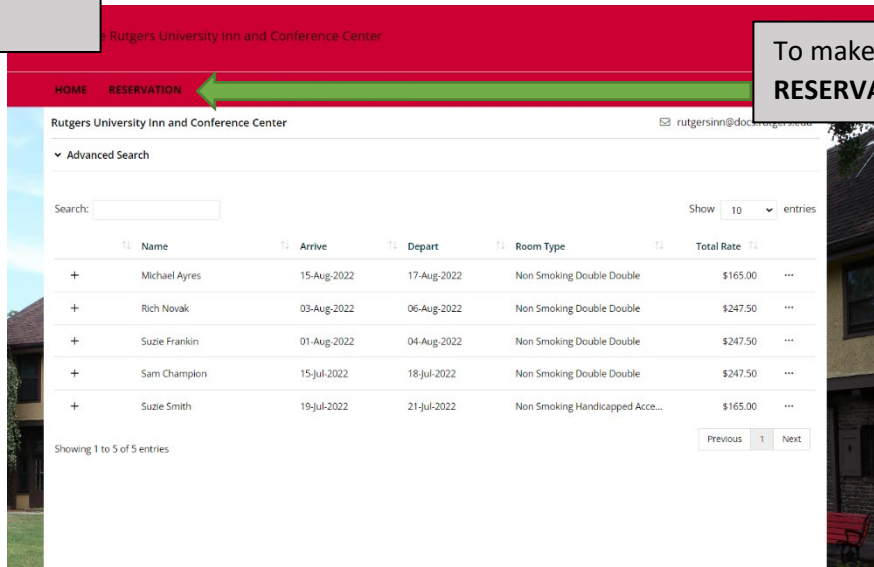
Email

Password

Keep Me Logged In

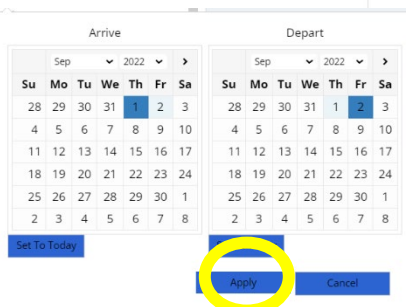
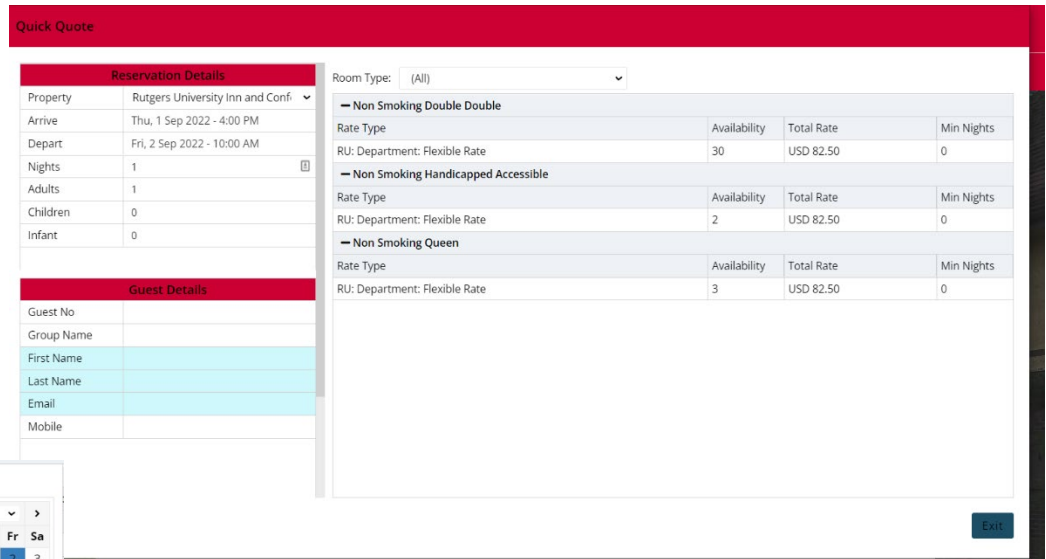
Login

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

Book

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