

Booking.com Channel Enable Checklist

Configurations

- Reservation Type Creation for Booking.com**
 - Create a reservation type specifically for Booking.com.
- Net Commission Payment Method for Booking.com (if using Booking pay)**
 - Establish a net commission payment method for Booking.com, especially if utilizing Booking pay.
 - Consult with the accounting department regarding the commission account in the payment method; decide between utilizing a general OTA commission account or creating a new, BDC-specific liability account (recommended).
- Creation of Company Travel Agent for Booking.com**
 - Generate a company travel agent profile for Booking.com, with 0% commission; an IATA number is required, but it can be any number.
- Edit Booking.com Channel**
 - Modify the system-created Booking.com channel to add the settings found in other channels.
 - Create or use an existing LEID (Legal Entity ID). (more than one can be added)
 - Important:** Once the legal entity id is added to track, click on the ID to add in General and Invoice contact details.
- Mapping Taxes**
 - Within each tax configuration a [Booking.com](#) mapping can be selected.
Please note: taxes are only automatically sent when a property is created new in Track. Otherwise taxes must be synced on demand using the tax sync button found in the [booking.com](#) configuration screen.
- Mapping Amenities, Bed Types, and Lodging Types**
 - Map amenities created in Track to Booking.com amenity types, considering both property and accommodation levels.
 - Map bed types created in Track to Booking.com bed types.
 - Map lodging types created in Track to Booking.com lodging types.

Lodging Type Guide

Apartment

- Self-catering, furnished apartments
- Available for short-term or long-term rental

Aparthotel (Condohotel)

- Self-catering apartments
- Basic hotel facilities also offered, e.g., reception desk
- May also have shared facilities on site such as saunas/spas/markets.

Vacation Home (Holiday Home)

- Self-standing house for leisure
- Private, external entrance
- Typically single units
- Style of house may vary=> home, condo, cottage, bungalow, townhouse
- May also be part of a sub-divided building, but should have a private, external entrance

Villa

- Luxurious
- Self-standing house for leisure

- Private, external entrance
- Typically single units

Chalet

- Self-standing house for leisure
- Characterized by Alpine building style
- Private, external entrance
- Typically single units
- May also be individual units in a larger building (if own entrance available)

Rates, Fees and Availability

Rate Type

- Create a derivative rate type for Booking.com to mark up rates to cover Booking.com costs
 - When creating a derived rate select parent and rate override configurations, typically using the rack rate as the parent rate and calculating the rate override to accommodate commission on rent and fees accurately.
 - Rate override recommendation is $([\text{sum of all commission}]/(1-[\text{sum of all commission}]))*1+([\text{fee \% of total}]/(1-[\text{fee \% of total}])))$

Example:

Total commission = 21%

Fees avg 20% of reservation total

$(0.21/(1-0.21))*(1+(0.20/(1-0.20)))$

Markup on rent would be 33%

This would allow for 21% commission to be deducted from rent + fees and leave the rack rate plus fee value the owner would expect from the reservation (approximation if fees are flat fees).

- Ensure at least one rate type is enabled for the Booking.com channel.
- Note that Booking.com utilizes a Standard Rate Model
 - Standard Rate Model means each calendar night can only have a single rate, regardless of length of stay or number of occupants.
 - This is known as BAR (Best Available Rate)
 - Any length of stay variations must be configured as discounts within Booking.com.
- Booking Fee Implementation**
 - Establish a booking fee for Booking.com and coordinate with accounting to create a revenue account for tracking booking fee revenue.
- Fee Assignment and Mapping**
 - MUST BE LIMITED TEMPLATE**
 - Assign fees to the Booking.com reservation type and map them to a Booking.com fee product code.
 - Fees cannot have the same product code on the same reservation
 - Product codes may or may not be displayed to the traveler on Booking.com or affiliate website
- Channel Inventory and Automation**
 - Optionally, utilize channel inventory to override available dates on the Booking.com website
 - Create automations for reservation documents related to Booking.com bookings. The automation will be sent as an email to the Booking.com tokenized email address associated to the traveler.

Inventory

Whether you're a new or existing Booking.com client, you'll need to create properties with accommodations within Track. For existing Booking.com clients transitioning to TRACK, ensure to assign your properties to be managed by Track in the Booking.com extranet. However, Track won't accept the connection request until it's confirmed that the configurations within Track are ready. Until Track accepts the connection, your listings will remain live and bookable on the previous connection.

Units

Room Configuration and Mapping

- Enable and create rooms (if currently not enabled), and map them to a Booking.com room type; for existing rooms, pre-mapping might be done by Track.
- Rooms are required by Booking.com to express bedding arrangement.

Properties & Accommodations

Property and Accommodation Setup

- Create properties with accommodations within Track, considering whether to use a node or unit structure for property listings on Booking.com.
 - When properties are set up as nodes, they can include multiple bookable units or unit types within the Booking.com property listing.
 - When properties are configured as units, only the specified unit serves as both the property and the sole bookable accommodation for that property.

Property Configuration for Booking.com

- Add Booking.com property configurations to each property
 - If match, the property ID will be needed from Booking.com
- Check for licenses needed

Accommodation Configuration for Booking.com

- Add Booking.com accommodation configurations to each accommodation
- Check for licenses needed

Confirm Taxes In The BDC Extranet

Booking.com does not allow taxes to be updated when a listing is Open/Bookable. **Track does not automatically pass taxes to Booking.com unless the property is being created in Track.**

- Existing listings should be reviewed for taxes prior to being set to Open / Bookable.
- If taxes need to be updated, use the tax update button found on the Track configurations page. Please note: if a property is currently open/bookable then the system will temporarily close the property to make the update and then reopen the property.
- The below is what the VAT/Tax/Charges page looks like in the extranet (found Property > VAT/Tax/Charges). Anything labeled fee is passed via Track. Anything labeled tax is managed with [booking.com](#) directly. The right hand column provides what other properties in the area are charging for tax, the center column is what your listing has set.

VAT/Tax/Charges

This overview shows your local taxes and fees, such as VAT, city tax, and service charges. If any of the fees need to be adjusted, [contact us for support](#).

	Now	Most popular in Loveland
Tax	Tax of 6.70% isn't included	9.7% isn't included
Destination fee [Room Type: 'Five-Bedroom Holiday Home', All users, All Sequences]	Destination fee of US\$89 per stay isn't included	
City tax	City tax is not applicable	% is included
Resort fee [Room Type: 'Five-Bedroom Holiday Home', All users, All Sequences]	Resort fee of US\$7 per stay isn't included	
Final cleaning fee [Room Type: 'Five-Bedroom Holiday Home', All users, All Sequences]	A final cleaning fee of US\$259 per stay isn't included	

Set to Properties to Open / Bookable

- If Match:** Once configurations are ready, contact Track to review and accept the properties by opening a Track Distribution support ticket.
 - This must be done **before** setting to open / bookable
- If creating new listings, Track acceptance is not required.