

## HOW TO ADD & DEFAULT A NSO CONTACT

Planners can add National Sales Office (NSO) contacts to their account so that they can copy the NSO on their RFPs. NSOs may be associated to chains, brands, and/or specific venues; likewise, they can be set as default to automatically be selected when a planner sends a RFP to one of their respective hotels.

### 1. ADD A NSO CONTACT

- Click on the **Suppliers** tab.
- Click on **Preferred** in the top navigation bar.
- Click on **NSO Contacts** under the section links on the left.
- Click **Add**.
- Step 1:** Enter Contact Information.
- Click **Next**.

**Step 1: Enter Contact Information**

<b>First Name:</b> <input type="text" value="John"/>	<b>Last Name:</b> <input type="text" value="Smith"/>
Phone: <input type="text" value="555-555-5555"/>	<b>Email Address:</b> <input type="text" value="j.smith@hotel.com"/>
Title: <input type="text" value="Sales Manager"/>	Fax Number: <input type="text"/>
Short Description: <input type="text" value="East Coast Sales Representative"/> ?	
Additional Information: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
1,000 characters remaining	
Type: <input type="radio"/> Private. Only this user will have access to this contact.	
<input checked="" type="radio"/> Public. All users in this account will have access to this contact.	

**Address Information**

Address 1: <input type="text"/>	
Address 2: <input type="text"/>	
City: <input type="text"/>	
State/Province: <input type="text" value=""/>	<input type="text" value=""/>
ZIP/Postal Code: <input type="text"/>	
Country: <input type="text" value=""/>	<input type="text" value=""/>

#### Private NSOs

are only available to the user who created them.

#### Public NSOs

will be available to all users in the account.

**Step 2:** Click **Add** to associate the chain/brand/venue.

- Click **Add**.
- Click **Next**.

**Select Applicable Hotel Chains/Brands/Venues**

**Hotel Chains**

[Select All](#) | [Select None](#)

- [Gloria Hotels & Resorts](#)
- [Golden Tulip](#)
- [Grecotel Hotels](#)
- [Grupotel Hotels](#)
- [Guoman Hotels](#)
- [H10 Hotels](#)
- [Hampshire Hotels](#)
- [Hard Rock Hotels & Casinos](#)
- [Helmsley Hotels](#)
- [Hilton Worldwide](#)
- [HUSA Hoteles](#)
- [Hyatt Hotels](#)
- [Iberostar Hotels](#)

To associate a NSO to entire chain or brand, check off that chain/brand and click **Add**.

To associate a contact to a venue, click the chain first, then select the brand, and finally, you will be able to search by MMA to locate the venue. Click **Add**.

**Step 3:** If applicable, select user group(s) that this NSO contact should be visible to.

- Click **Finish**.

**Step 3: Select User Group Association**

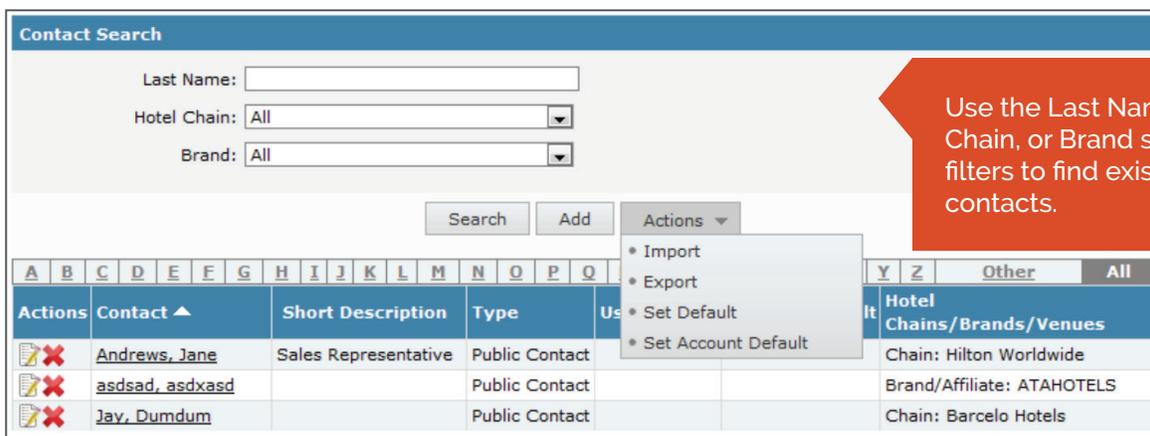
Select the user groups that can see this NSO. If no user group is selected, all user groups can see this NSO.

**User Groups** [Select All](#) | [Select None](#)

Chris's Team       Reports       Sales

## 2. SET DEFAULT NSO CONTACTS

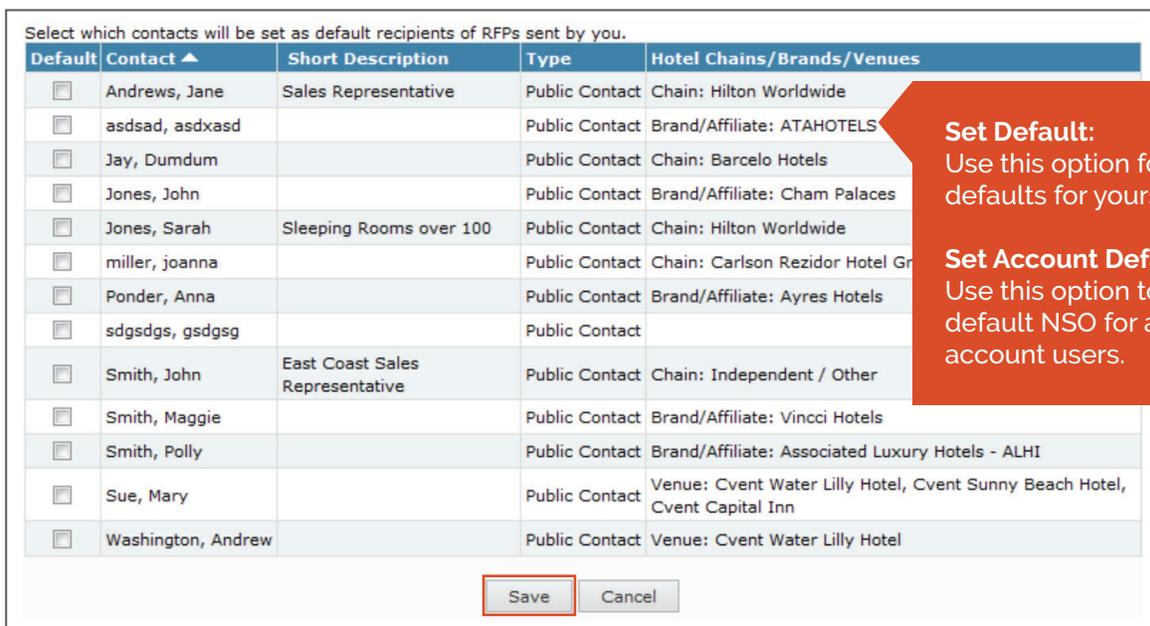
- Click on the **Suppliers** tab.
- Click on **Preferred** in the top navigation bar.
- Click on **NSO Contacts** under the section links on the left.
- From the actions drop-down on the top, click **Set Default** to set your personal default NSO contact or click **Set Account Default** to set Default contact for all account users.



Use the Last Name, Chain, or Brand search filters to find existing contacts.

Actions	Contact	Short Description	Type	Us	Hotel Chains/Brands/Venues
	Andrews, Jane	Sales Representative	Public Contact		Chain: Hilton Worldwide
	asdsad, asdxasd		Public Contact		Brand/Affiliate: ATAHOTELS
	Jay, Dumdum		Public Contact		Chain: Barcelo Hotels

- Select the contacts that you want to set as defaults.
- Click **Save**.



Select which contacts will be set as default recipients of RFPs sent by you.

Default	Contact	Short Description	Type	Hotel Chains/Brands/Venues
<input type="checkbox"/>	Andrews, Jane	Sales Representative	Public Contact	Chain: Hilton Worldwide
<input type="checkbox"/>	asdsad, asdxasd		Public Contact	Brand/Affiliate: ATAHOTELS
<input type="checkbox"/>	Jay, Dumdum		Public Contact	Chain: Barcelo Hotels
<input type="checkbox"/>	Jones, John		Public Contact	Brand/Affiliate: Cham Palaces
<input type="checkbox"/>	Jones, Sarah	Sleeping Rooms over 100	Public Contact	Chain: Hilton Worldwide
<input type="checkbox"/>	miller, joanna		Public Contact	Chain: Carlson Rezidor Hotel Gr
<input type="checkbox"/>	Ponder, Anna		Public Contact	Brand/Affiliate: Ayres Hotels
<input type="checkbox"/>	sdgsdgs, gsdgsg		Public Contact	
<input type="checkbox"/>	Smith, John	East Coast Sales Representative	Public Contact	Chain: Independent / Other
<input type="checkbox"/>	Smith, Maggie		Public Contact	Brand/Affiliate: Vincci Hotels
<input type="checkbox"/>	Smith, Polly		Public Contact	Brand/Affiliate: Associated Luxury Hotels - ALHI
<input type="checkbox"/>	Sue, Mary		Public Contact	Venue: Cvent Water Lilly Hotel, Cvent Sunny Beach Hotel, Cvent Capital Inn
<input type="checkbox"/>	Washington, Andrew		Public Contact	Venue: Cvent Water Lilly Hotel

Save Cancel

**Set Default:** Use this option for set defaults for yourself.

**Set Account Defaults:** Use this option to set default NSO for all account users.