

## 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

First Name: John

Last Name: Smith

Phone: 555-555-5555

Email Address: j.smith@hotel.com

Title: Sales Manager

Fax Number:

Short Description: East Coast Sales Representative ?

Additional Information:

1,000 characters remaining

Type:
☐ Private. Only this user will have access to this contact.
☒ Public. All users in this account will have access to this contact.

Address Information

Address 1:

Address 2:

City:

State/Province:

ZIP/Postal Code:

Country:

Cancel

Next>>

#### Private NSOs

are only available to the user who created them.

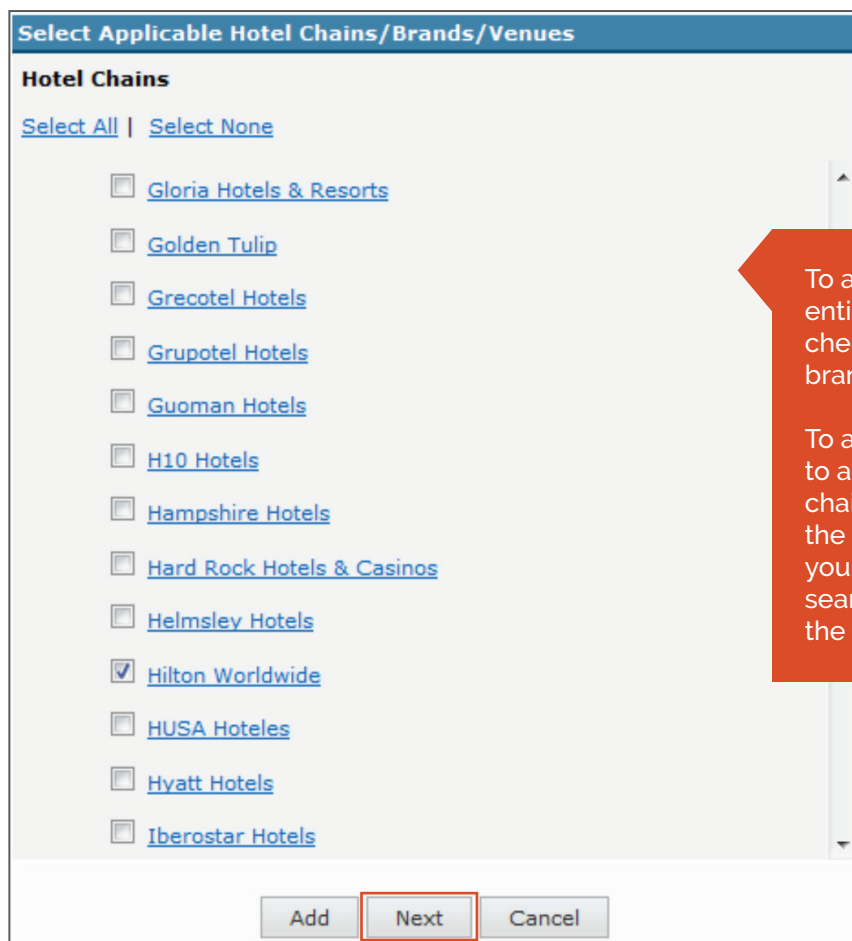
#### Public NSOs

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](#)

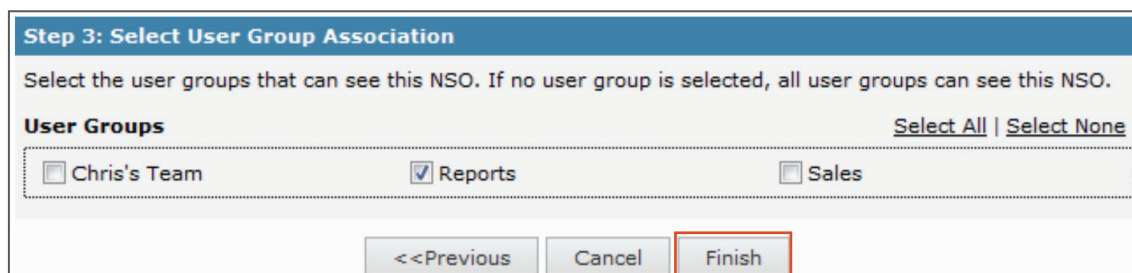
- ☐ [Gloria Hotels & Resorts](#)
- ☐ [Golden Tulip](#)
- ☐ [Grecotel Hotels](#)
- ☐ [Grupotel Hotels](#)
- ☐ [Guoman Hotels](#)
- ☐ [H10 Hotels](#)
- ☐ [Hampshire Hotels](#)
- ☐ [Hard Rock Hotels & Casinos](#)
- ☐ [Helmsley Hotels](#)
- ☒ [Hilton Worldwide](#)
- ☐ [HUSA Hoteles](#)
- ☐ [Hyatt Hotels](#)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

**Contact Search**

Last Name:

Hotel Chain:

Brand:

Actions ▼

- Import
- Export
- Set Default
- Set Account Default

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Other	All
Actions	Contact ▲	Short Description	Type	Us	It	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																					

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

- 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

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

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