SUPPLIER MANAGER

AOT Supplier Manager has been developed to allow AOT's supplier partners to quickly and easily manage a range of information pertaining to their products and services in AOT's systems. This information is then used for all of AOT's internal systems and is also used to sell the supplier's products via our various distribution solutions.

There are three main areas of the system:

1. Property Information
2. Inventory Management
3. Service Management

Access to the system is via the website:

http://www.suppliers.aot.com.au/index.html

To login to the system you need to use your unique **Supplier Code** and **Password**, as well as your name. These are the same credentials you use to login into the AOT Online Contracting site. (If you do not have your supplier code or password on file, please do not hesitate to contact the AOT Group Inventory Team at inventory@aot.com.au **or** the AOT Group Contracting Team at contracting@aot.com.au and they will be more than happy to send these through to you.

PROPERTY INFORMATION

Here you can update the following areas:

1. Property Description
2. Property Information
3. How to Get There
4. Contact Information
5. Images

Each time a change is made, this goes through an approval process internally in AOT to ensure that the information meets AOT's guidelines. Once the changes are approved they go live to all systems and if applicable live to all of AOT's various websites and portals.

When adding or editing images in the Property Information section these images are then displayed at a Property Level, if you want to have specific images related to room types, for instance, this is handled in the Service Management area.

INVENTORY MANAGEMENT

The Inventory Management functionality of the site is one of the key areas where an accommodation provider can easily see where the Contracted Inventory is running low and top this up accordingly using the Self-managed Allotment functionality. Any Self-managed Allotment, if provided, can be updated either by topping up or reducing to meet the needs of the property. Self-managed Allotment can also be totally closed out by the provider if required.

Allotment is the key to assisting AOT to sell your product through our global distribution system. Product with **INSTANT AVAILABILITY** is prioritised on all our sites over rooms/product available only On Request.

ADDING / CHANGING SELF-MANAGED ALLOTMENT:

### 1.   SELECT ROOM AND INVENTORY TYPE

Choose the Service Type (Room Type) and Inventory from the drop-down provided, the system differentiates between AOT Group Wide Allotment and Government specific allocation:

AOT Group Wide Allotment
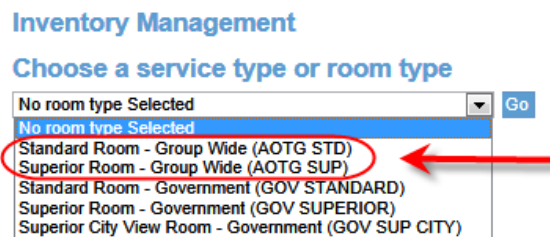
Contracted Allocation is differentiated by the term "Group Wide" after the name of the room type as highlighted above.

Government Specific Allotment
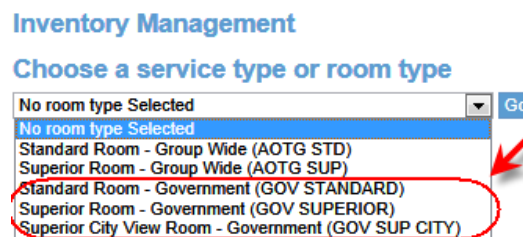
Government Specific Allocation is differentiated by the term "Government" after the name of the room type as highlighted above.

Once you have made your selection click **Go** and the details in relation to that specific room type are displayed.

Once you have made your selection a grid will appear detailing the current status of that room for the next 29 days:

< Prev September 2012 - October 2012 **Next >**

	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21
Contracted Allotment																												
Total:	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Sold:	5	2	2	1	4	5	5	4	5	5	5	3	2	4	3	3	3	2	2	1	2	5	5	5	4	5	5	5
Available For Sale:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	3	3	4	3	0	0	0	1	0	0	0
Self-managed Allotment																												
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sold:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Available For Sale:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Add Rooms Now:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self-managed Release Period (Days):	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
Grand Total Allotment/Freesale																												
Total Allotment Available For Sale:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	3	3	4	3	0	0	0	1	0	0	0

Update Allotment **Clear**

Grid Terms:

Contracted Allotment	
Total:	The total number of Contracted Rooms on Allotment
Sold:	The number of Contracted Rooms on Allotment that have been sold.
Available for Sale:	The number of Contracted Rooms on Allotment that are remaining to be sold. The value represents Total Contracted Allotment minus Sold Allotment minus Allotment that has been released back.

Self-managed Allotment	
Total:	The total number of Self-managed Rooms on Allotment
Sold:	The number of Self-Managed Rooms on Allotment that have been sold.
Available for Sale:	The number of Self-Managed Rooms on Allotment that are remaining to be sold. The value represents Total Self-managed Allotment minus Sold Self-managed Allotment.
Add Rooms Now:	The area where you can add (or subtract) Self-managed Rooms.
Self-managed Release Period (Days):	The release period for Self-managed allotment defaults to the Contracted Release Period.
Total Allotment Available for Sale:	This is the Total of the remaining Contracted Rooms and Self-managed rooms that AOT have available for sale for this room/allotment type.

To view other dates you can scroll left or right using the **< Prev** or **Next >** button located at the top of the grid.

You will also see a box on the right hand side of the screen similar to the example below:

**This allotment is being used by the following service(s):**

- Standard Room
- Bridge The World / STA Global Campaign - Standard Room
- Standard Room – Twin
- Standard Room – Twin
- Standard Room B&B
- Standard Room B&B
- Bridge The World / STA Global Campaign - Standard Room
- Standard Room
- NATAS/MATTA - Standard Room
- Standard Room

From: 24 ▾ September ▾ 2012 ▾ **Enquire**

The above information indicates where this specific allocation for this room type is being used in the AOT System as the AOT Group Wide inventory may be used by various areas of the business and we have, in some instances, multiple service options for the one room type. Please note that this area may display previous options, including campaigns, that have expired or are no longer used, this is normal as we display all areas of our system where the allocation is &/or was attached.

You can use the date selection area to specifically choose a date from which you are interested in analysing the inventory. Just enter the From Date you are interested in and hit **Enquire**.

The final piece of information you will see on the page is a calendar, see below:
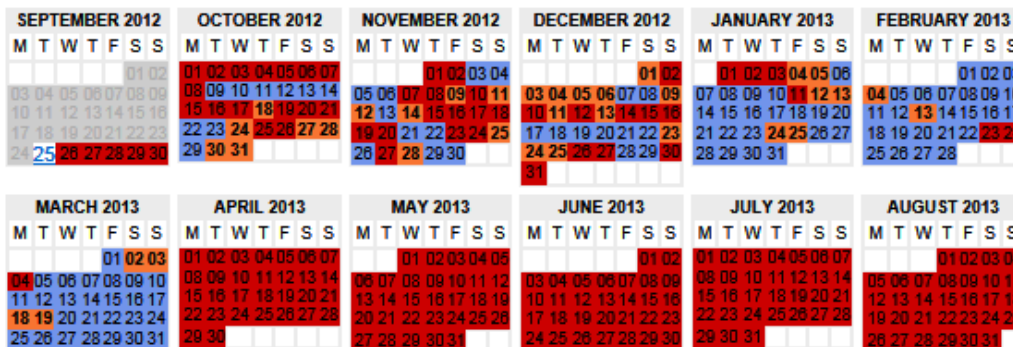
This is a very handy guide as you will be able to see at a glance which dates have totally sold out 🟥, those that have only one room left on allocation 🟧, or even those that are closed out ⬛.

Essentially, anything that is either 🟧 or 🟥 needs to be addressed and if possible AOT's allotment increased.

You can also use this calendar to jump to a particular date; just click any date and you will see the allocation for the next 29 days reflected in the grid above the calendar.

2. ADDING / CHANGING NUMBER OF ROOMS

To add to the number of Self-managed Allotment for a particular date all you need to do is add the number of rooms into the field "Add Rooms Now", see below:

You can also change the "Self-managed Release Period (Days):" field, however, please note, this is will only be applied to the Self-managed Allotment rooms and **not** the Contracted Release Period. Also note, that, you can only decrease the release back period and cannot increase the release back period.

To reduce the number of Self-managed Rooms on Allotment for a particular date you need to enter the number as a minus, for example, to reduce Self-managed Allotment for 6 rooms to 4 rooms you need to enter -2.

Please note: You will not be able to add allotment once you are within your release back period. To provide additional rooms within the release back period please e-mail inventory@aot.com.au with details of room type, number of rooms and new release back period and top ups will be entered manually.

When you have completed adding / changing rooms for the visible dates, please click the Update Allotment button please ensure you do this BEFORE moving to another date range.

SERVICE MANAGEMENT

This is additional area of the system to allow you to manage media, and specifically images for individual products/rooms types. For instance, you could add an image of your standard room which will then link directly to that service in AOT's system and assist in "selling" the service/room.

FAQ

What sort of information can I update in Supplier Manager?
Supplier Manager enables you to update property information, images, contact information and to manage allotment & release back periods (Self-managed Allotment Only).

Will Supplier Manager allow me to update my rates and or submit new rates?
No. All rate submissions should be submitted using AOT's Online Contracting Tool or emailed through to your Contracting Manager.

Once I have updated Supplier Manager how long will it take before these changes are visible to consultants, agents & consumer Websites?
Once you have submitted your changes, a notification will be sent to our Content Team to advise that a change has been made to your property information. The Content Team will either approve or reject your changes. If accepted, our internal reservation system will be updated. Changes to our native reservations system, will take effect immediately. Changes to some website content may take overnight to display. All changes awaiting approval can be seen under the 'Fields Awaiting Approval Heading'.

Will I be notified when my changes have been approved?
No, we will only notify you if we are unable to accept your change.

How can I tell whether my changes have been approved?
Once we have approved your change, it will no longer display under the 'Fields Awaiting Approval Heading'.

Under what circumstances will my changes not be accepted?
AOT reserves the right to ensure all information provided on its websites is accurate. If we deem that the changes you are making are misleading we will advise you.

I have changes to bedding configuration. Can this be done on Supplier Manager? No. Changes to bedding configuration cannot be made via Supplier Manager. Please email changes to your Contracting Manager.

Can I remove allotments?
Yes. You can remove rooms from your Self-managed Allotment pool via the Inventory Management screen. You cannot remove rooms that were initially contracted at the commencement of the program year or allotments topped up directly with our Inventory Team.

Why should I keep my allotments topped up?
Keeping your allotments topped up ensures your product is available for instant sale by our Call Centre staff, and on our travel agent and consumer websites.

Can I update my password?
Yes. Click on the Change Password link once you have logged in.
We strongly recommend you update your password should an employee who has had access to Supplier Manager leaves your employment.

Images:
- Images must be JPEG format (file extension .jpg or .jpeg)
- A minimum of 475 pixels wide (at a resolution of 72 dpi) and a maximum file size of 2MB. Anything smaller is unlikely to display clearly on the website. Files that are greater than 2MB will not upload.
- All images must not contain any reference or imagery relating to any third party.