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The system behind your hotel presentation

All possibilities at a glance

Use our platforms to market your hotel with your own [profile via our website](#). We will create your hotel profile using the TOMAS reservation system before you can upload your texts and images to the Extranet TManager. Of course, there is also the possibility of managing prices and availability for arranging your hotel room bookings. The reservation system can also be used to arrange group bookings, room allocations and our tour operator packages.

Below you will find information about managing your hotel profile as well as other useful information on using the reservation system.

- [Managing your Hotel profile](#)

Manage your hotel profile to achieve an optimal web presence! Our website and communication channels reach out to guests worldwide. If online room allocations are available, they are displayed via our sales channels: online at [visitBerlin.de](#) and [Berlin.de](#), on-site at Berlin tourist information centres, in the Service Center or on our worldwide trips.

As a partner hotel of visitBerlin you have the possibility to make changes to your hotel profile at any time or to update room allocations and prices. In the Extranet TManager you can view reservations that have been made and current commission overviews. In addition, the TManager allows you to conveniently and individually manage equipment features, descriptive texts as well as pictures to keep your profile on visitBerlin up-to-date and to achieve an optimal web presence.

Access to our system

[Click here to go directly to the TManager.](#) Please note that both the login and password are case-sensitive. In the download area you will find a manual for the TManager.

All prices in the brokerage area are inclusive of the city tax applicable in Berlin.

- **Multi-channel management systems**

TOMAS can be maintained via multi-channel management systems. The use of multi-channel management systems is indispensable for most hotels nowadays in order to manage the multitude of online reservation systems and to be able to offer up-to-date prices and room allocations everywhere. In order to make it easier for our partner hotels to maintain data and allocations, we have created an XML interface for the best-known multi-channel management systems. Many of the large and well-known multi-channel management systems have been integrated and certified. The certification of the Channel Manager is required to guarantee the security of the interface.

Procedure for linking your establishment

Inform your Channel Manager that you would like to make use of our TOMAS reservation system. The Channel Manager will come to us with the connection request. Your establishment will then be set up in our system and the connection data will be forwarded to the system you are using. We will set up the interface for your establishment in cooperation with your provider.

Is the system you are using not yet listed?

Please let us know which provider you are working with. We will check whether an interface for this system is also feasible for us.

- **Room allocations in the conference and congress segment**

Are you interested in arranging room allocations in the conference and congress segment? Our [Berlin Convention Office](#) will be happy to advise you.

Benefit as a partner of visitBerlin and the Berlin Convention Office. Make your room allocations available on various event portals for congress and conference guests from all over the world via a TPortal from the TOMAS reservation system.

If you have any questions regarding the management of room allocations, please contact hotel-partner-service@visitBerlin.de. You will find the fact sheet in the download area below.

- [City Tax in Berlin](#)

On 1 January 2014, the City of Berlin introduced the city tax, an accommodation tax for non-business travellers. The law was passed by the Berlin House of Representatives on 12 December 2013. The decision to introduce a city tax in Berlin is a political decision. It is the result of a coalition agreement between the CDU and SPD, who formed the Senate of Berlin, and does not have anything to do with visitBerlin.

Up-to-date fact sheets and all the most important information on the city tax can be found on the [Senate Department of Finance website](#).

As things stand at present, all city tax revenue flows into Berlin's state budget. visitBerlin therefore does not directly benefit from the 'bed tax' revenue.

The Berlin accommodation tax is levied as an "indirect tax" and amounts to five percent of the price of the overnight stay (net price/without breakfast and other ancillary services of the lodging establishment). The city tax is levied for all reservations as of 01/01/2014 (date of reservation). In this case, the tax debtor is the lodging establishment. The lodging establishment invoices the city tax to overnight guests who are not travelling on business and it is shown separately on the invoice of the lodging establishment. Guests must pay the city tax upon departure.

The prices in visitBerlin's hotel booking service are displayed with the city tax included.

Downloads

- [Fact-Sheet Handling von Abrufkontingenten.pdf](#)
- [Übersicht Channel Manager \[.pdf 492.38 KB\]](#)
- [Handbuch für den TManager \[.pdf 1.51 MB\]](#)

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