1. **Complex Hotel Scenarios:**

We are tweaking the verbiage and user experience as following:

Verbiage for the sub-headline:

*“Is your hotel a Complex Hotel?”*

*“A complex hotel is one which shares invoices with other entities — whether it’s other businesses sharing the same building or another hotel within the same group. It also includes the situation when the hotel doesn’t get its invoices directly because the invoice comes from a landlord and/or the hotel doesn’t have its own meters.”*

Give the user “yes” and “no” to make his choice.

* If user clicks No, then nothing changes on the current user experience.
* If user clicks Yes, then the following question pops up:

“Which category does your hotel belong to? Please choose one from the following.”

“Category 1. My hotel’s bill comes from a landlord and/or it shares the invoice with other businesses and /or doesn’t have its own meters. My shared % is on my invoices.

Category 2. My hotel’s bill comes from a landlord and/or it shares the invoice with other businesses and /or doesn’t have its own meters. I don’t have any proof of my shared %.

Category 3. My hotel shares the invoices from other hotels within the same group. “

Provide a button next to each category for the user to make selection.

* If the user chooses Category 1, the following table shows up:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Number** | **Commodity/Utility** | **Hotel Inn Code** | **Allocation %** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* If the user chooses Category 2, the following language shows up:

***“****To ensure data integrity, Schneider Electrics will only capture existing data on an invoice. If your invoices don’t specify the exact % of usage your hotel is responsible for, we won’t be able to include you in this program at this moment.”*

* If the user chooses Category 3, the following table on the current form shows up:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Account Number** | **Utility/**  **Commodity** | **Hotel A Inn Code** | **Hotel A % Allocation** | **Hotel B Inn Code** | **Hotel B % Allocation** | **Hotel C Inn Code** | **Hotel C % Allocation** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* On top of the form, show the following verbiage:

“If the total % of the allocated share among listed hotels add up to 100%, you won’t need to provide any proof of allocation for any of the hotels. In this case, you can fill out this form and submit it.

If the total % of the allocation doesn’t add up to 100%, Schneider will require evidence of the shared % of each hotel. If it’s stated on the invoices, go ahead and fill out this form. If it’s not, click here. “

If the hotel clicks on the link below, the following verbiage shows up:

***“****To ensure data integrity, Schneider Electrics will only capture existing data on an invoice. If your invoices don’t specify the exact % of usage your hotel is responsible for, we won’t be able to include you in this program at this moment.”*

1. **Vendor Account Information**

In this part, we are keeping the form area, but replacing the instruction as the following verbiage and the user experience:

Instruction verbiage:

“Please include all vendor accounts applicable here. To add more, click on the “+” button at the front of each entry.”

“This information is encrypted with secure FTP. Schneider only uses this information to access your utility accounts and feed data into Green Engage. Do not want to provide?”

* If the user clicks on the link above, a pop-up shows saying:

*“We recommend our hotels to provide this information because it’s mandatory for automating Green Engage data. Not providing this information could potentially prevent you from automating Green Engage data, and may require you to manually upload the invoices for every billing cycle on this page. Still don’t want to provide the information? Click here.”*

When the hotel clicks on “Click Here,” the Vendor Account Information section collapses with only the title shown, with a line suggesting an option to expand (such as “click to expand section” under the section headline). — to be discussed with GT.

1. **Invoice Uploading**

4.1 Replace the current instruction with the following:

**Instructions:** Please complete this section by uploading your most recent utility invoices as guided.

**Important:** If your hotel has multiple accounts for the same utility type, please upload all of the invoices individually.  If your hotel has multiple commodities on a single invoice (i.e. electricity and natural gas), please only upload the invoice once.

Invoice uploading rules:

* Utility bill invoices must represent a single invoice instead of a scan of multiple invoices.
* Please upload an invoice from the last 60 days to ensure the most current data is captured.
* Acceptable invoice formats: GIF, JPEG, Excel, PDF, PNG, TIFF or Zip. Max size: 10 MB each file.
* Please provide invoice that are fully legible and include all pages.
* When selecting the billing month/quarter, please make the selection based on the invoice due date (for example: if the invoice due date is March 16th, select March).

1. **Vendor Information is no longer mandatory**