5. Confirming & Cancelling your Booking

Search		Cars		Checkout	Reservation
ar Booking Sun		our reservation please e	of branchest store DAVE		
our car booking is co		An reserveuon piease e	ing statistics your Print.		
		ooking reservation numi	ber or print/send this pa	to your customer.	
			8 8		
eservation nu	umber G703	2463367	. 8		
ar Booking Details					
Associated Travelle	r: Mr Larson H	larrold	Email:	info@sunandbeachtravel.com	n
Confirmed Special I	Equipment-				
Delivery:			Collection:		
Pick-up					
	Decretes 2 V 3 (shuffs), Palma de Mallorca Es			centouro
8Apr16, 10:00		,,, , ,,,,,,,,,,,,,,,,,,,,, ,,,,,,,,,,			
Drop-off:	Same as pick-up.			1 day Base Rate	375 70 FUE
	15Apr16, 10:00			Sic - Supplemental Liability	3/5.70 EO
Make	Ford Focus Creax			Coverage : Cdw - Collision Damage Walver :	
Class	Intermediate			Tp - Theft Protection :	
		Seat Capacity :	5	Quoted Price:	375.70 EUF
Type:	Wagon/ Estate	Luggage Capacity :	6	Prepaid amount:	375.70 EUF
Transmission:	Manual	Mileage:	Unlimited miles	Commission: Apency Payment	37.57 EUF 338.13 EUF
Drive:		Extra km:			
Fuel Type:		Rate Code:	INC	*Total Price:	375.70 EUR
Air Conditioning:	Air Conditioning	Special Rate:		PREPAID	
Fuel Policy::	Full to full				Condition
				Agency Payment Details	
				Payment -	
				Guarantee: Credit Can	5
				The Total price may vary from the	Quoted Price due to
				the additional costs of optional ser	
				*Total price includes all estimated	taxes and fees.

Once your reservation is completed and the booking has been confirmed by Carnect, the **Reservation** page is displayed.

- 1. Click on Conditions to review the car provider's rates (to review rate details, rate rules and station policies)
- 2. Click on **Go to Booking File** to complete the booking and end of transact (ET)

Note: If you do not click on Save and Confirm within 30 minutes, your booking will be cancelled.

Register today and start earning more commission! Go to the Cars tab on Amadeus Selling Platform and Register for Leisure Cars!

Find out more

For further information, visit **amadeus.com/cars** or speak to your Amadeus Account Manager today.

Cancellations

Cancellations of Leisure Car bookings are **free** of charge up to **48 hours** before the pick-up date / time.

- 1. Click on Go to Booking File.
- 2. Click on **Cancel** in the Itinerary Details section.

You can choose between:

a) Cancelling a car segment

b) Cancelling the whole itinerary

3. Click on Save and Confirm (ER) to save the booking cancellation.

Amadeus Leisure Cars Quick Reference Guide





1. Register

The registration process for Leisure Cars is quick and easy. It needs to be performed only once and is valid for all users that work under the Office ID that is registered. By registering, you identify your travel agency to Carnect, who will approve your registration within seconds. Once registration is done, your agency will be able make Leisure Car bookings. You can also use the registration tab to check if your Office ID is already registered.

 After having logged onto Amadeus Cars, click on: More info and registration process to access the Leisure Cars registration process (registration can also be done at a later stage on Car availability or on the Checkout page).

Search	Cars		Checkout	Reservation
Select search				
Your Car Search Options Leisure Cars Search with Amadeus Leisure	Cars <u>(More info and</u>	⊕	process)	

- 2. A window pops up where you select the **Registration Page** tab.
- 3. Complete the mandatory information and click Register.

Product Description F Company/ I ravel Agency	Registration Page	Terms and Conditions		
Name:	Sun and Beach	Travel		^
Office_ID:	OID1A1234		Search	
Email:	info@sunandbe	achtravel.com		
Telephone:	004123456789			m
Address:	Sunny Street 11			
Address Extra:				
City:	Sun City			
Postcode:	12345			
Country:	Spain			E
		Field required!		
I agree to the Terms	& Conditions			

Carnect will confirm your registration instantly on screen. Alternatively you can check if your office is already registered in the search for office ID field:

	LEIS	SURE CARS	
Product Description	Registration Page	Terms and Conditions	
After suggestively see	interime concernity and	n to register to the Amadeus Leisure Cars Progra	
General Account D	Details	eive an email as confirmation.	
General Account D Office ID NCE1A0955 info@amadeusleisureca	Details is already registere ars.com.	ad. To modify data please contact	Office IE
General Account D	Details is already registere ars.com.	ad. To modify data please contact	

2. Search for Leisure Cars

- 1. Tick the checkbox to obtain offers from Leisure Cars program. All rates are prepaid.
- 2. Search from the 'City or Airport' tab. Select the 'Area' drop down if you wish to search for an airport or city location.
- 3. Enter pick-up and drop-off dates and pick-up and drop-off times.

Search	Cars		Checkout	Reservation
Select search		•		
👄 Your Car Search Options				
Leisure Cars				
Search with Amadeus Leisure Cars	s (More info ar	nd registration proce	iss)	
Pick-up location				
 City or Airport 				
Type name or IATA code for City/Air	port :		Area:	
Barcelona, Airport (BCN)			Terminal	•
Drop-off location Same as pick-up C City or A			_	
	Saturday	Time: 10:00	Days: 14	
Drop-off date: 023AN16	Saturday	Time: 10:00		

Use the More search options to search by

vehicle options.

hide these search options					
Rate options					
Currency:	5				
EUR					
Show rates:					
Al 💌					
/ehicle options					
Vehicle options O Pseudo c	ode 💿 ACRISS code				
Car class:		Air conditioning:		Transmission:	
Compact	1	Yes	-	No Preference	

3. Choose and book a car

- 1. Review the results returned by your search.
- 2. Click on the **Listing view**, or **Category view** tabs to display the results in different ways.
- 3. To narrow the search results, click on any of the **Filters** and enter your criteria.

Note: For Leisure Cars results, your commission gain is conveniently displayed. The crown icon indicates the Leisure Car 'Inclusive Package' (Super Collision Damage Waiver). You can filter on Standard or Inclusive Package in the Filter section.

4. Select the car and click on **Book** to proceed to the **Checkout** page



Standard Package:

- Unlimited mileage
- Full to full tank
- Collision Damage Waiver
- Theft protection
- Third party liability insurance
- Local taxes and fees

Inclusive Package:

- Unlimited mileage
- Full to full tank
- Super Collision Damage Waiver
- Theft protection
- Third party liability insurance
- Local taxes and fees
- >> Better protection for your customer, more commission for you!

4. Traveller details & Payment

- 1. Check that the car booking details are accurate.
- 2. Request any **special equipment** in the Special Equipment section. You can enter a maximum of three special equipment names or codes. Use a comma to separate each item.
- 3. In the **Traveller Identification** section, enter the name of the driver.
- In the Voucher Email field, enter the agency e-mail address to receive the rental voucher. It will serve as your proof of reservation which you forward to your customer.
- In the Agency Payment section, make sure you enter your agency's credit card details. Carnect will charge the amount that corresponds to the rental rate minus your commission.
- 6. Click on **Send Reservation Request** to display the Confirmation page

Search		Cars		Checkout		Reservation
Car Booking Details		Special Equipm	ent			
Car Booking Details	Inter	Special Equipment				
		Traveller Identif	ication			
Make:	SEAT Mil or similar	Title:	Mr 💌		Voucher email:	agent1@beachtravel.com
ACRISS rode	MBMR (Mini, 2-3	Last name:	Smith		Phone:	
Horoso code	doors, Manual, Air Conditioning)	First name:	John		FT Number:	
Capacity	4 seats, 1 luggage				Airline code	Flight No:
Mieage:	Unlimited miles	 Additional Set 				
Extra km;		- Additional Se	Internation			
Rate Code:	STD	- Booking Traci	king Information			
Special Rate:		Agency Paymer				
Itinerary Details			ooking is PREPAID			
Pick-up:		Payment by Cred				
Ben					Credit Card:	Visa 🔹
19Dec15, 10:00		Card Origin:	New Credit Car	d 💌	Card Number:	4444333322221111
Drop-off: Same as pick-up.						
02Jan16, 10:00					Expiration Date:	Nov 💌 2018 💌
Price Details					CW:	123
Prepayable amount	357 73 EUR				Cardholder name:	Travel Agency Name
Commission: Agency Payment:	357.75 EUR 321.96 EUR	Delivery and o	ollection			
"Total Price:	357.73 EUR					
PREPAID						fore info and registration process
*Total price includes a taxes and fees.	all estimated Conditions	Back To Search	Back To Cars		Reset	Send Reservation Request

Note:

"Reset" sets all fields back to default values

Click **"Back to Search"** to return to Leisure Cars Search page.

Click **"Back to Cars"** to return to Leisure Cars availability page.