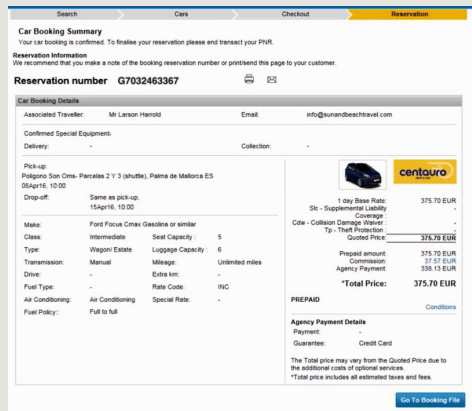


5. Confirming & Cancelling your Booking



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

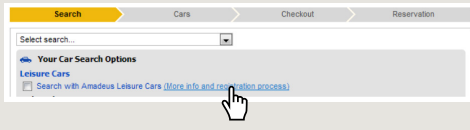
Amadeus Leisure Cars: fully managed car rental service, up front commission payment



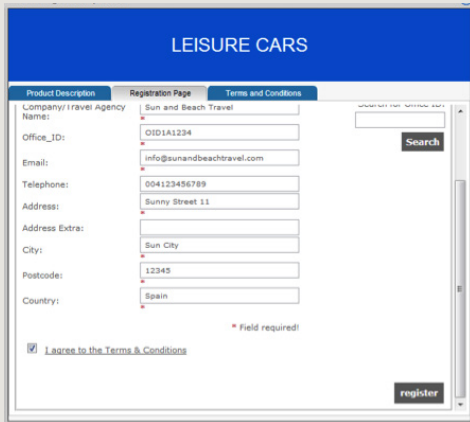
1. Register

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.

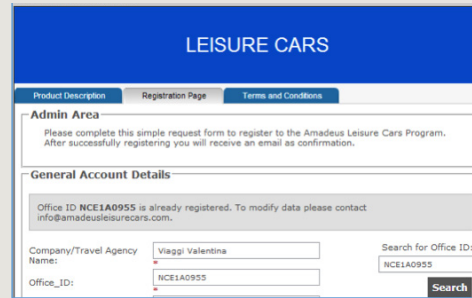
1. After having logged onto Amadeus Cars, click on: More info and registration process to access the Leisure Cars registration process (registration can also be done at a later stage on Car availability or on the Checkout page).



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

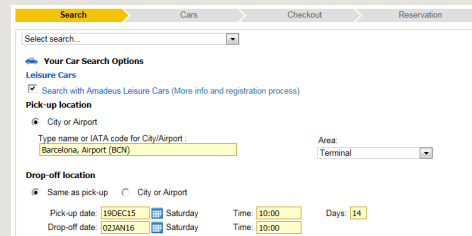


Carnect will confirm your registration instantly on screen. Alternatively you can check if your office is already registered in the search for office ID field:

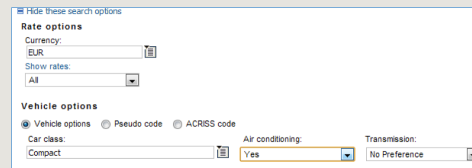


2. Search for Leisure Cars

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.



Use the More search options to search by vehicle options.

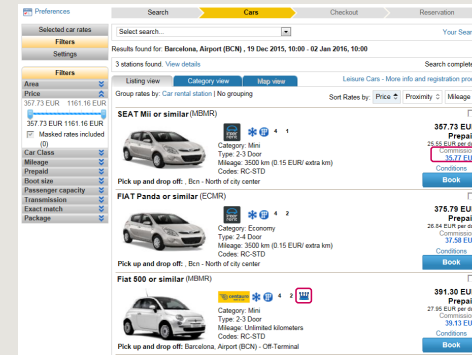


3. Choose and book a car

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:

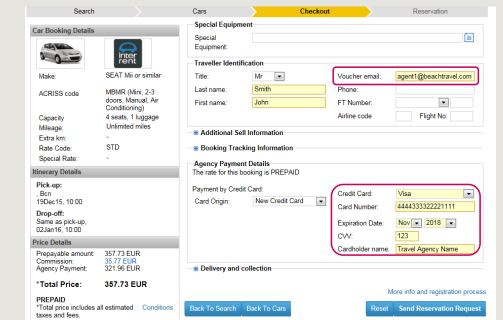
- Unlimited mileage
- Full to full tank
- Collision Damage Waiver
- Theft protection
- Third party liability insurance
- Local taxes and fees

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.
4. 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.
5. 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



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.