

## 5. Confirming & Cancelling your Booking

amadeus

Car Booking Summary  
Your car booking is confirmed. To finalize your reservation please end transact your PNR.  
Reservation Information  
We recommend that you make a note of the booking reservation number or print this page to your customer.  
Reservation number G7032463367

Car Booking Details  
Associated Traveller: Mr Larson Harold Email: info@sunandbeachtravel.com  
Confirmed Special Equipment:  
Delivery: Collection:

Pick-up: Poligono Son Cms-Parcelles 2 Y 3 (Santllo), Palma de Mallorca ES  
05/04/16 10:00  
Drop-off: Same as pick-up: 15/04/16 10:00

Male:	Ford Focus Gtline Gessine or similar	Seat Capacity:	5
Class:	Intermediate	Baggage Capacity:	6
Type:	Wagon/Estate	Mileage:	Unlimited miles
Transmission:	Manual	Extra km:	-
Drive:	-	Rate Code:	INC
Fuel Type:	-	Special Rate:	-
Air Conditioning:	Air Conditioning	PREPAID	Conditions
Fuel Policy:	Full to full	Agency Payment Details Payment: Credit Card Guarantee: Credit Card	The Total price may vary from the Quoted Price due to the additional costs of optional services. *Total price includes all estimated taxes and fees.

1-day Basic Rate: 375.70 EUR  
Sic - Supplemental Liability Coverage: -  
Cdw - Collision Damage Waiver: 376.70 EUR  
Tp - Theft Protection: 375.70 EUR  
Prepaid Commission: 375.70 EUR  
Agency Payment: 358.13 EUR  
Total Price: 375.70 EUR

Go To Booking File

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.**

### 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



**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](http://amadeus.com/cars) or speak to your Amadeus Account Manager today.

## 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.