

	Title: AV8R Car Booking Online & Manual	Number: BSD244	Revision: 1	Effective Date: 25-02-2025
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AV8R | HOW TO...

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BEYOND *Your* EXPECTATION

Generate a Car Booking Online, Manual & Out of Policy

Contents

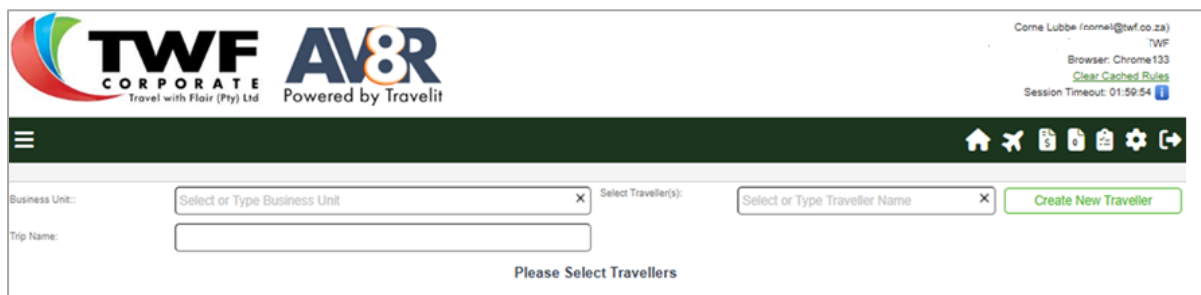
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1. Car Booking Online

1.1 Car Search Page:

Select the book online local and international tab on the home page.

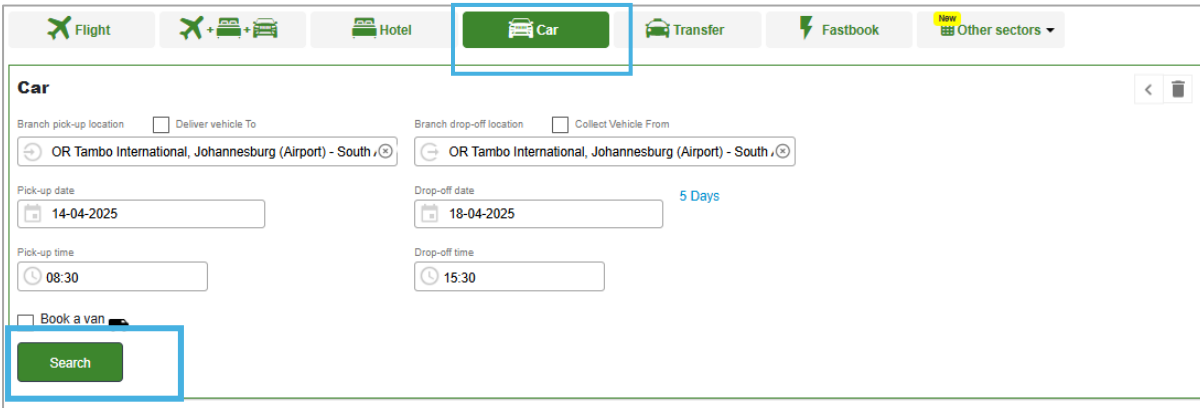


Selection Criteria	Description
Select Business Unit	This field is pre-populated with the company business units
Select Traveller	Select or type traveller name. You can type the traveller's name, surname or email address. The traveller name will only appear within the drop-down if it has been created on the system.
Insert Trip Name	This field could be pre-populated with certain project names the company is working on / free text could be used to type in a name for the trip.
Policy Group Applied	This will auto populate as it is linked to the traveller profile.
Create New Traveller	Click here to create a new traveller that has not already been loaded on the system.

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Select the car tab to start the process.

Search for vehicle based on Delivery / Collection (Insert delivery and collection address in search fields) or search by Branch, Airport or Point of Interest to locate the closest branch, based on requirements. Once all details have been captured, select search.



Select Click to view availability on approved vendors.



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1.2 Car Results Page:

Select the most suitable vehicle type and vendor, based on your company travel policy and select Book Now.

Car <

	Location	Date	Time	No of Days
Pickup:	Cape Town International, Cape Town (Airport) - South Africa	Monday, 24 March 2025	08:00	4
Dropoff:	Cape Town International, Cape Town (Airport) - South Africa	Thursday, 27 March 2025	19:00	

Filter Cars By
Show Car Filters



Volkswagen Polo Vivo or similar
Group B (EDMR)
Avis Cape Town Airport

5 seats, 5 doors, A/C


Free Km/Day: 100km
 Per Km: 3.13
 Manual transmission
 Airbags
 CO2: 178g/km

[Add to Quote](#)
[Phone Vendor](#)

1 624.00

Rate Based On:
0 Km/Day
Incl 4 Days

Book Now



TOYOTA STARLET OR SIMILAR
Group B (EDMR)
Woodford Cape Town International Airport

5 seats, 4 doors, A/C

Free Km/Day: 200km
 Per Km: 4.03
 Manual transmission
 Power steering
 Airbags

[Add to Quote](#)
[Phone Vendor](#)

1 502.00

Rate Based On:
0 Km/Day
Incl 4 Days

Book Now

Search Again

Review reservation details and select Confirm.

Select Car Fields

Reservation Details

Pickup location: **Avis Cape Town Airport**

Pickup date: **Monday, 24 March 2025**

Pickup time: **08:00**

Drop-off date: **Thursday, 27 March 2025**

Drop-off time: **19:00**

Number Of Days: **4**

Vehicle Type & Code: **Volkswagen Polo Vivo or similar - Group B**

Rental Amount: **1624.00**

Actual: Booking Rental Amount

Booking Rental Amount: **1624.00** (Free Km/Day: 100km; Per Km: 3.13)

Admin and Extra Fees: **375.57**

Total price Incl Selected Extras: **1999.57** (Actual Kms driven will be added after rental)

Select Primary Driver


Corne Lubbe

Inclusions

Confirm

CAR BOOKING ONLINE & MANUAL

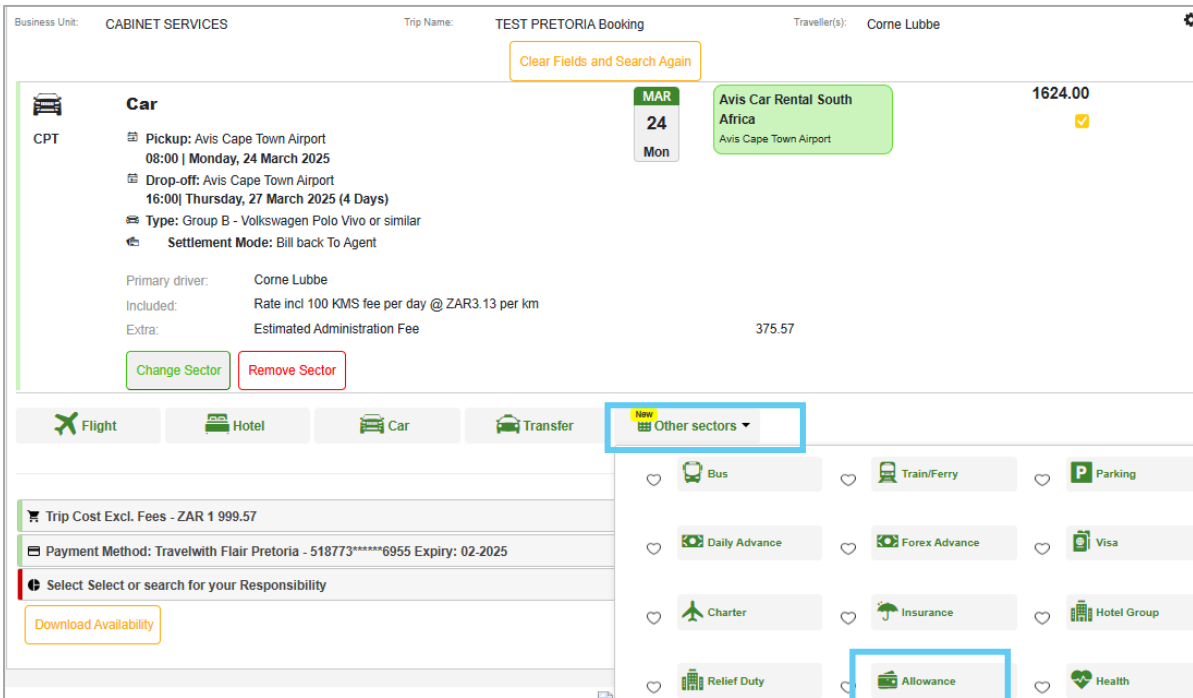
4

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1.3 Request Petro card:

If you require a Petro card with your car rental, follow the below steps after you have selected your vehicle.

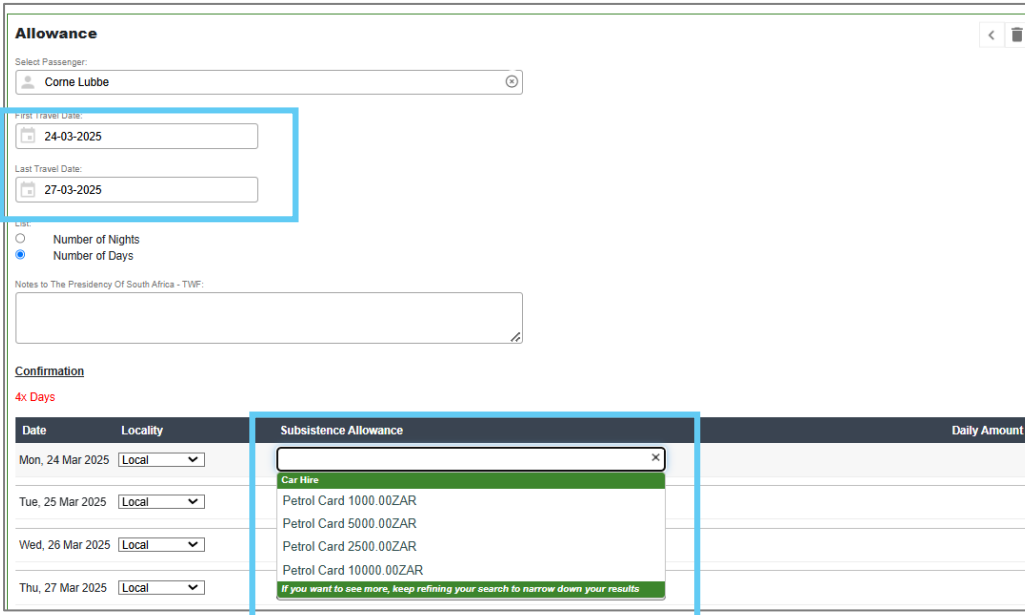
Select the other sectors icon and select allowance from the dropdown list.




The screenshot shows a booking interface for 'TEST PRETORIA Booking' by 'Corne Lubbe'. A car rental is selected for 'Avis Car Rental South Africa' from 'Avis Cape Town Airport' on 'Monday, 24 March 2025' to 'Thursday, 27 March 2025'. The total cost is 1624.00. The 'Other sectors' dropdown menu is open, showing options like Bus, Train/Ferry, Parking, Daily Advance, Forex Advance, Visa, Charter, Insurance, Hotel Group, Relief Duty, Allowance, and Health. The 'Allowance' option is highlighted with a blue box.

The dates will auto complete as per your trip but can be amended.

Select the required amount PER DAY from the dropdown list.



The screenshot shows the 'Allowance' form for 'Corne Lubbe'. The 'First Travel Date' is 24-03-2025 and the 'Last Travel Date' is 27-03-2025. The 'Number of Days' radio button is selected. The 'Subsistence Allowance' dropdown menu is open, showing options like 'Car Hire', 'Petrol Card 1000.00ZAR', 'Petrol Card 5000.00ZAR', 'Petrol Card 2500.00ZAR', and 'Petrol Card 10000.00ZAR'. The dropdown menu is highlighted with a blue box.

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Select the relevant Cost Centre and select Submit for Approval.













Upon approval, the voucher will generate and automatically send to the Traveller and Vendor/s.

3. Car Booking - Phone Vendor


3.1 Car Results Page:

If no availability is returned by the Vendor, select Phone Vendor.

Car
<

	Location	Date	Time	No of Days
Pickup:	Cape Town International, Cape Town (Airport) - South Africa	Monday, 24 March 2025	07:30	4
Dropoff:	Cape Town International, Cape Town (Airport) - South Africa	Thursday, 27 March 2025	15:30	


Filter Cars By
Show Car Filters





VW Polo Vivo GP 1.4 or Similar
Group B (EDMR)
Europcar Cape Town International Airport Show Map


4 seats, 5 doors, A/C

Free Km/Day: 100km
 Per Km: 2.02
 Manual transmission
 Power steering
 Airbags
 ABS
 CO2: 153g/km







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3.2 Car Phone Vendor Form:

The Vendors contact details will be displayed for the booker to call and book directly with the supplier.

Capture all required fields based on the confirmation the vendor provides to obtain approval and for a voucher to be issued.

Select Car Fields

Reservation Details

Pickup location: Europcar Cape Town International Airport

Pickup date: Monday, 24 March 2025

Pickup time: 07:30

Drop-off date: Thursday, 27 March 2025

Drop-off time: 15:30

Number Of Days: 4

Vehicle Description:

Vehicle Type:

Vehicle Code:

Unlimited Mileage:

Free Km/Day: Km

Extra Mileage Rate Amount: Rate per km

Total Vehicle Price:

Select Car Fields

Total Vehicle Price:

Manual Booking

Enter the Manual Confirmation Number received directly from the car rental Company. You must first manually (phone) confirm the booking with the car rental company. Please ensure all details are correct i.e. the pickup branch and dates are correct!

Car Rental Company Name:

Call Centre Tel No:

Your Account Number:


Confirmation Number Received:

The system will produce the Voucher using this confirmation number and the booking will be made as a passive sector in the GDS. Car rental companies do not monitor passive sector bookings. Please email all confirmations to the car rental Co.

Select Primary Driver

Corne Lubbe

Reason for Policy Breach:

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After the vehicle has been selected, the screen will display with booked segment (green icon).

Car

JNB

- Pickup: Avis OR Tambo Airport
08:30 | Monday, 14 April 2025
- Drop-off: Avis OR Tambo Airport
15:30 | Friday, 18 April 2025 (5 Days)
- Type: Group B - Volkswagen Polo Vivo or similar
- Settlement Mode: Bill back To Agent

Primary driver: Corne Lubbe

Included: Rate incl 100 KMS fee per day @ ZAR3.13 per km

Extra: Estimated Administration Fee 436.49

Change Sector
Remove Sector

APR

14

Mon

Avis Car Rental South Africa
Avis OR Tambo Airport

2029.98

Select the relevant Cost Centre and select Submit for Approval.

- Trip Cost Excl. Fees - ZAR 1 662.69
- Client Account Number:
- Payment Method: Mr A Other - 444433*****1111 Expiry: 12-2025
- Select Cost Center

Download Availability
Submit for Approval

Upon approval, the voucher will generate and automatically send to the Traveller and Vendor/s.

4. Car Booking Out of Policy Selection


4.1 Car Results Page:

Once the availability has populated, select Show Car Filters

Car

Location	Date	Time	No of Days
Pickup: Cape Town International, Cape Town (Airport) - South Africa	Monday, 24 March 2025	08:00	4
Dropoff: Cape Town International, Cape Town (Airport) - South Africa	Thursday, 27 March 2025	19:00	

Filter Cars By
Show Car Filters



AVIS

Volkswagen Polo Vivo or similar
Group B (EDMR)

Avis Cape Town Airport

5 5 A/C


Free Km/Day: 100km Per Km: 3.13 Manual transmission Airbags CO2: 178g/km

Add to Quote
Phone Vendor

1 624.00

Rate Based On:
0 Km/Day
Incl 4 Days

Book Now



WOODFORD

TOYOTA STARLET OR SIMILAR
Group B (EDMR)

Woodford Cape Town International Airport

5 4 A/C

Free Km/Day: 200km Per Km: 4.03 Manual transmission Power steering Airbags

Add to Quote
Phone Vendor

1 932.00


Rate Based On:
0 Km/Day
Incl 4 Days

Book Now

Search Again

CAR BOOKING ONLINE & MANUAL

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Change the Company Policy Filter.

Filter Cars By
Show Car Filters

Reset Filters

Filter Cars By

Rates Based On: 0 Km/Day ⚙️

Sort Results By: Preferred, In Policy and Amount ⚙️

Vendor / Car Group Filter: All ⚙️

Specifications Filter: All ⚙️

Company Policy Filter: Preferred; Not Preferred; In Policy ⚙️

Access Code Filter: All ⚙️

Tick Out of Policy and select Apply to reflect the out of policy vehicles in the availability.

Company Policy Filter: Preferred; Not Preferred; In Policy ⚙️





Preferred	Policy
Select: All None <input checked="" type="checkbox"/> Preferred <input checked="" type="checkbox"/> Not Preferred	Select: All None <input checked="" type="checkbox"/> In Policy <input checked="" type="checkbox"/> Out of Policy
Apply	Cancel


Once the filter has been applied, additional vehicle types will be returned. Choose the vehicle required by the traveller and select book now.

Car <

Pickup:	Cape Town International, Cape Town (Airport) - South Africa	Date:	Monday, 24 March 2025	Time:	08:00	No of Days:	4
Dropoff:	Cape Town International, Cape Town (Airport) - South Africa	Date:	Thursday, 27 March 2025	Time:	16:00		

Filter Cars By
Show Car Filters

 <div style="background-color: #00aaff; color: white; padding: 2px; font-weight: bold; font-size: small;">WOODFORD</div>	<p>TOYOTA COROLLA QUEST OR SIMILAR Group C (CDMR) Woodford Cape Town International Airport 📍 Show Map</p> <p>🚗 4 🚗 4 ⚙️ A/C</p> <p><input checked="" type="checkbox"/> Free Km/Day: 200km <input checked="" type="checkbox"/> Per Km: 4.49 <input checked="" type="checkbox"/> Manual transmission <input checked="" type="checkbox"/> Power steering <input checked="" type="checkbox"/> Airbags</p> <p style="text-align: center;"> Phone Vendor Quote Now: Online Book Now </p>	<p>2 415.00</p> <p>Rate Based On: 0 Km/Day Incl 4 Days</p>
 <div style="background-color: #cc0000; color: white; padding: 2px; font-weight: bold; font-size: small;">AVIS</div>	<p>Toyota Corolla Quest Auto or Similar Group E (CDAR) Avis Cape Town Airport 📍 Show Map</p> <p>🚗 4 🚗 5 ⚙️ A/C</p> <p><input checked="" type="checkbox"/> Free Km/Day: 100km <input checked="" type="checkbox"/> Per Km: 5.01 <input checked="" type="checkbox"/> Automatic transmission <input checked="" type="checkbox"/> Power steering <input checked="" type="checkbox"/> Airbags <input checked="" type="checkbox"/> ABS</p> <p style="text-align: center;"> Phone Vendor Quote Now: Online Book Now </p>	<p>2 516.00</p> <p>Rate Based On: 0 Km/Day Incl 4 Days</p>
 <div style="background-color: #cc0000; color: white; padding: 2px; font-weight: bold; font-size: small;">AVIS</div>	<p>Toyota Avanza or similar Group O (MVMR) Avis Cape Town Airport 📍 Show Map</p> <p>🚗 5 🚗 4 ⚙️ A/C</p> <p><input checked="" type="checkbox"/> Free Km/Day: 100km <input checked="" type="checkbox"/> Per Km: 5.01 <input checked="" type="checkbox"/> Manual transmission <input checked="" type="checkbox"/> Power steering <input checked="" type="checkbox"/> Airbags <input checked="" type="checkbox"/> ABS <input checked="" type="checkbox"/> CO2: 178g/km</p> <p style="text-align: center;"> Phone Vendor Quote Now: Online Book Now </p>	<p>2 812.00</p> <p>Rate Based On: 0 Km/Day Incl 4 Days</p>
 <div style="background-color: #cc0000; color: white; padding: 2px; font-weight: bold; font-size: small;">AVIS</div>	<p>Ford Ecosport Powershift Automatic or similar Group M (EFAR) Avis Cape Town Airport 📍 Show Map</p> <p>🚗 5 🚗 5 ⚙️ A/C</p> <p><input checked="" type="checkbox"/> Free Km/Day: 100km <input checked="" type="checkbox"/> Per Km: 5.95 <input checked="" type="checkbox"/> Automatic transmission <input checked="" type="checkbox"/> Power steering <input checked="" type="checkbox"/> Airbags <input checked="" type="checkbox"/> ABS</p> <p style="text-align: center;"> Phone Vendor Quote Now: Online Book Now </p>	<p>3 108.00</p> <p>Rate Based On: 0 Km/Day Incl 4 Days</p>

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Car

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08:30 | Monday, 14 April 2025
- Drop-off: Avis OR Tambo Airport
15:30 | Friday, 18 April 2025 (5 Days)
- Type: Group B - Volkswagen Polo Vivo or similar
- Settlement Mode: Bill back To Agent

Primary driver: Corne Lubbe

Included: Rate incl 100 KMS fee per day @ ZAR3.13 per km

Extra: Estimated Administration Fee 436.49

Change Sector
Remove Sector

APR
14
Mon

Avis Car Rental South Africa
Avis OR Tambo Airport

2029.98

Select the relevant Cost Centre and select Submit for Approval.

- Trip Cost Excl. Fees - ZAR 1 662.69
- Client Account Number:
- Payment Method: Mr A Other - 444433*****1111 Expiry: 12-2025
- Select Cost Center**

Download Availability
Submit for Approval

Upon approval, the voucher will generate and automatically send to the Traveller and Vendor/s.