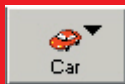
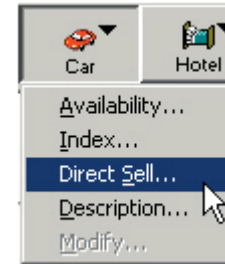


AVIS

Galileo™ Viewpoint™ Clue Card



Direct Sell Booking



Use **Direct Sell** when you or your client has a Avis Worldwide Discount (AWD) number with AVIS.

STEP 1: Click to highlight the **Air** segment that the car rental is to follow.

STEP 2: Click the **Car** button and select **Direct Sell** from the drop down menu.

STEP 3: Enter the rental details and click the **Sell** button.

All non-IATA agents must enter their **Avis Assigned** number to the **Booking Source** field on the **Rate Categories** tab.

Enter Frequent Flyer number and Avis Preferred number

Request specific equipment

Enter One-Way drop off information

The screenshot shows the 'Car Direct Sell' dialog box with the following fields and annotations:

- Basic Fields:** Includes tabs for Customer, Rate Categories, Special, and One Way.
- Dates:** Pickup Date (01-Apr-03, Tuesday, 21:00) and Return Date (02-Apr-03, Wednesday, 08:00).
- Rental Company:** Vendor (Avis) and Corp Discount #.
- Rental Location:** City or Airport (SYD - Sydney) with radio buttons for Airport, City Locations, Via Reference Point, and Location ID.
- Car Type:** Includes a 'Check Availability' button and a note: 'After selecting a vendor, you may select a car type from availability or specify the car type below. Note: To check availability, you need to provide both Car Vendor and City/Airport.'
- Size and Category:** Size (Intermediate) and Category (0 - 4 Door).
- Options:** Checked boxes for Auto Trans (automatic) and Air Cond (yes).
- Car Type:** IDAR.
- List of Selected Sell Options:** A list on the right side showing details like Pickup/Return dates, times, Vendor (Avis), Membership No. (12345678), and First/Last Name (BARNEY RUBLE).

Click here to check if the car type is applicable for the location before clicking the Sell button



Bookings using an Avis Wizard or WEB number

Enter Frequent Flyer number

Enter Frequent Flyer number and Avis Preferred number

A summary of rental details is displayed in the 'Select Sell Options' box

STEP 1: Use the **Direct Sell** option to make the booking.

STEP 2: Enter rental details on the **Basic Fields** tab, then go to the **Customer** tab. When entering an Avis Wizard number you do not need to enter a corporate discount number as this is applied from the Wizard profile.

STEP 3: Enter the renters Avis Wizard number into the **Customer Membership #** field.

STEP 4: When all the details are entered you click the **Sell** button to make the booking.

Additional Information

To view information about the pick up location including address details, taxes, insurance and equipment costs do the following:

STEP 1: Right click on the **AVIS** car segment in the itinerary window.

STEP 2: Select the **Description** option to access the description pages.

STEP 3: Double click on the desired keyword from the list displayed.

Code	Class	Make/Model	Description	Doors	Psgrs	Bags
ECHR	X	-HYUNDAI ACCENT	1.5 OR SIMILAR	3	4	
CCMR	A	-HYUNDAI ACCENT	1.5 OR SIMILAR	5	4	
CCAR	B	-HYUNDAI ACCENT	1.5 OR SIMILAR	5	4	
ICAR	C	-TOYOTA ASCENT	ASCENT 1.8 SIM	4	5	
SCAR	D	-HYUNDAI SONATA	2.4 OR SIMILAR	4	5	
SFAR	K	-HYUNDAI SANTA FE	2.7 OR SIM	4	5	
FCAR	E	-HOLDEN COMMODORE	3.8 OR SIM	4	5	
FDAR	P	-HOLDEN COMMODORE	3.8 OR SIM	4	5	
FVAR	F	-COMMODORE WAGON	OR SIMILAR	5	5	
FUAR	V	-TOYOTA TARAGO	GLI OR SIM	5	8	
FFAR	W	-MITSUBISHI PAJERO	3.5 OR SIM	5	5	
PCAR	G	-HOLDEN CALAIS	3.8 OR SIMILAR	4	5	
PTAR	S	-HOLDEN ASTRA	2.2 OR SIMILAR	2	4	
LCAR	H	-HOLDEN STATESMAN	3.8 OR SIM	4	5	
LDAR	L	-ROVER 75	CONNOISSEUR 2.5 -	4	5	

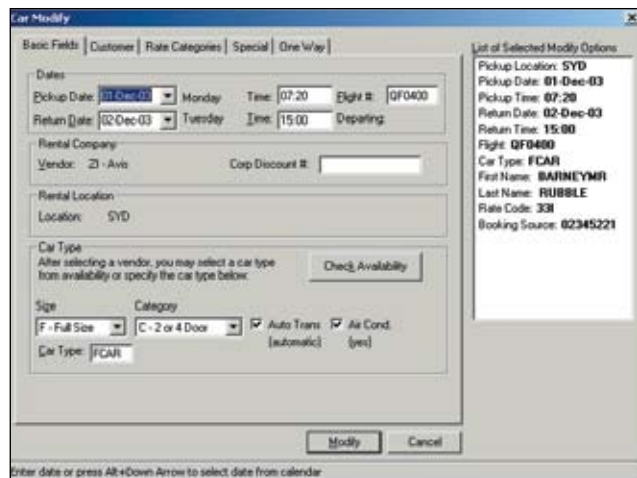
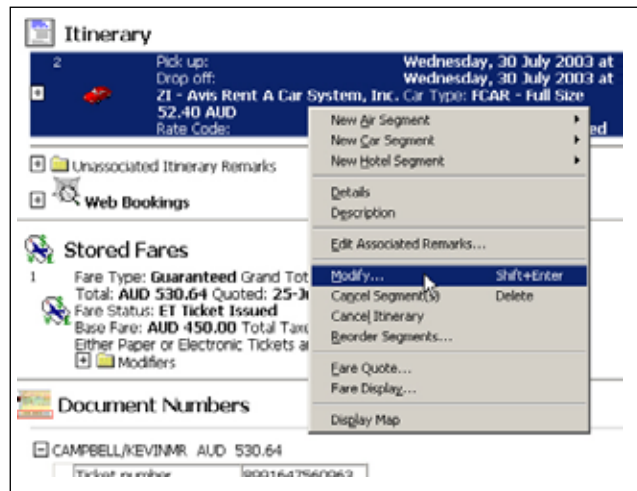
Modifying a Car Segment

Modify a booked car segment when making minor changes as pick up time.

STEP 1: Right click on the **AVIS** car segment in the itinerary window and select the **Modify** option.

STEP 2: The **Car Modify** screen appears with the current details. Only change the details that need to be amended.

STEP 3: Click **Modify** button at the bottom of the **Car Modify** screen to re-book the car segment with the new details.



Booking for a Non-Airport location

STEP 1: Use the **Direct Sell** booking option and enter rental details.

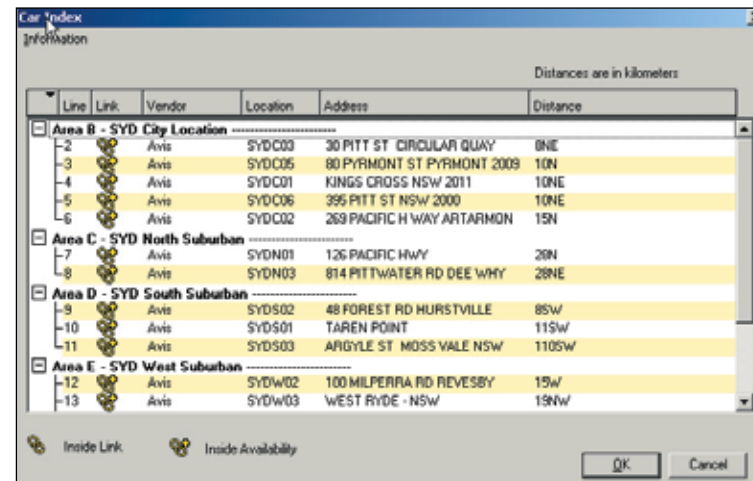
STEP 2: In the **Rental Location** section enter the 3 letter city code eg, SYD and click **City Locations** and select **Size** and **Category** of vehicle in the **Car Type** section.

STEP 3: Click the **Check Availability** button to access the list of locations for the city, highlight the required location (see diagram below) and click **OK**.

STEP 4: The list of cars available for that specific location will appear. Again highlight desired car group and click **OK**.

STEP 5: To complete the transaction click the **Sell** button to book the car.

STEP 6: All the rental details are displayed in the **List of Selected Sell Options** box on the right hand side.



Helpful Hints

To enter in additional equipment eg, child seat, click on the **Special** tab within the **Direct Sell** Screen.

To book a one-way rental, click on the **One Way** tab within the **Direct Sell** screen to advise the return location.

To enter in a Frequent Flyer number click on the **Customer** tab within the **Direct Sell** Screen.

