

How to book Sixt in the travel agency login



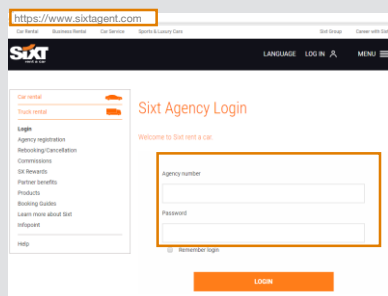
What is the Sixt agency login?

- A **quick** and **easy online booking portal** customized for **travel agencies**
- Where you can book **all relevant Sixt products** (no matter if prepaid or pay on arrival, corporate or leisure, paid by the customer or on account of the agency)
- Offering **many user-friendly features** (e.g. vehicle pictures, automatic location finder, transparent display of product inclusions, possibility to directly book additional extras)

1 | Login to our agency login in one of two ways

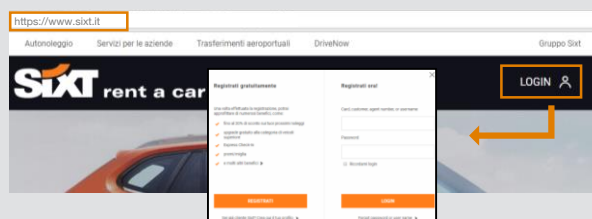
a | Login with Sixt agency number and password entry (login details)

Visit www.sixtagent.com and enter your login details



OR

Visit the standard Sixt homepage www.sixt.com, click on "Login" and enter your login details



i You can change the language by using the respective domain e.g. www.sixt.fr for French

b | Login with an auto login link

With your individual booking link, you are automatically logged in to Sixt agency booking portal. You do not need to manually enter your Sixt agency number and password anymore. Requests for individual links can be sent to travelagency@sixt.com.

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You can use the link quickly if you use a ...



bookmark
in your browser



hyperlink
in your intranet



shortcut
on your desktop

2

Select what type of rate you would like to book. All rates except Sixt holiday and pre-paid* public rates are pay-on-arrival* rates:

Further information about how to rebook and cancel reservations can be found here

Bookings for corporate clients with own CD number* (CD number has to be entered)

Rates exclusively bookable via travel agencies

Public rates for cars & trucks

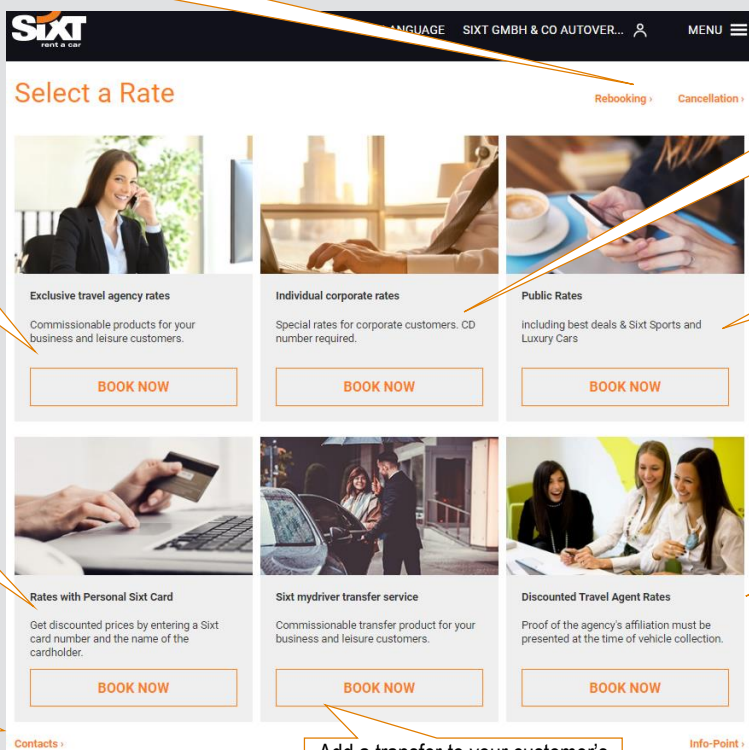
Bookings for customers with a Sixt card

Travel agent rates for cars & trucks as well as Sixt holiday

Your contact persons at Sixt

Add a transfer to your customer's journey

Further information about Sixt, our products, news, etc. can be found on our Infopoint *



Just click on the respective button and choose the product you would like to book.

For corporate customers just enter the CD number and proceed.

For bookings with Sixt cards enter the customer's name and the card number and proceed.

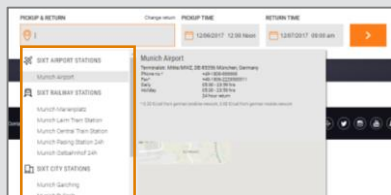
If you click on the button "Sixt mydriver transfer service" you will be redirected to the mydriver website. Please note that in order to book you have to login on the mydriver website with your login credentials. You are not automatically logged in.

* Further information can be found in the Glossary

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Select pick-up details

1. Enter the desired pick-up location as well as date and time.
2. Once the correct rate is chosen press the orange button to proceed.



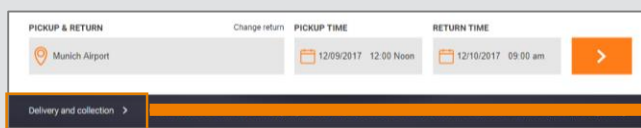
1



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To book a delivery or a collection*, please use the “Delivery and collection” button and fill out the required fields. If the button is not shown you can add the service afterwards by finishing the reservation and calling our travel agency support team.



DELIVERY & COLLECTION SERVICE

Delivery to your preferred address

PICKUP TIME: 12/09/2017 12:00 Noon

NEW DELIVERY ADDRESS:

Name: _____

House No. / Street: _____

Zip/Postal code: _____ City: _____

USA

Comment: _____

RETURN:

Munich Airport

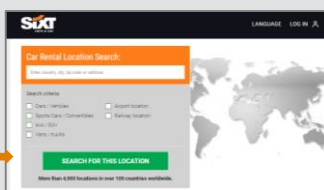
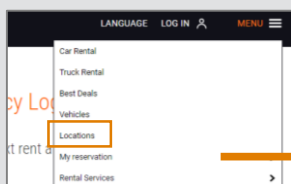
Collection from your preferred address

RETURN TIME: 12/10/2017 09:00 am

CONTINUE

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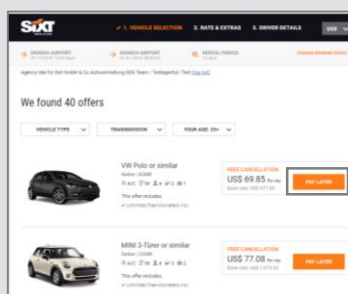
An international overview of the Sixt branches can be found in the agency login as well. Click on “Menu” and select “Locations” to browse through the available locations:



4

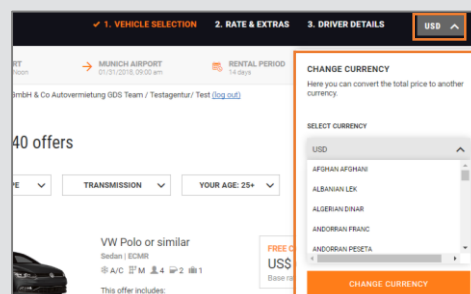
Choose the desired car category

Confirm by clicking on “Pay later”.



i

If necessary change the displayed currency by clicking on the currency box.



* Further information can be found in the Glossary

5 Select Extras

Overview of which extras are already included in the rate. Add any necessary or desired extras. Click on “Continue” to proceed to the next and final step in the booking process.

Terms and conditions

Protection and extras already included in chosen rate

Estimated rental price

Rental and vehicle information

6 Enter the driver's contact details

Information icon (i) points to 'Sixt Login (optional)'

Information icon (i) points to 'Email address'

If your customer owns a Sixt card, you can click on Sixt login and enter his Sixt card number and name to pull all stored customer data.

You can also enter your email address as “email address of the person making the reservation” and you will receive a reservation confirmation as well.

7 Select one of the possible payment methods

a Credit card

If the customer wants to pay with his/her credit card, open the drop-down menu, select the correct credit card and enter the required card data. Pre-paid cards or Visa Electron cards cannot be accepted.

Driver payment details (optional)

Generate voucher: No

Choose the customer's payment method: American Express Card

Card number: [Field]

Valid until: [Field]

b) Voucher payment*

If your agency is enabled for this payment methods you can pay on account of your agency by issuing a limited credit voucher (agency pays a fixed amount of the rental, credit card of customer necessary) or a full credit voucher (agency pays the whole rental amount, customer does not need a credit card).

To add a voucher open the drop-down menu next to “Generate voucher” and select the appropriate voucher. An eVoucher will be generated and the customer does not need an additional paper voucher when picking up the car.

If you do not have the option to choose a voucher please contact your local Sixt manager.

c) Billing number*

Corporate customers with own framework agreement have the possibility to pay via invoice without having to present a credit card when picking up the vehicle.

By booking for such a corporate customer please select “Yes, billing number (BN)” and enter their billing number. This results in a reservation for which Sixt sends an invoice to the customer. Your corporate customer can state the respective billing number.

d) Sixt corporate card

Corporate clients with framework agreement but without billing number can also pay via Sixt corporate cards.

Select “Sixt Corporate Card” from the drop-down menu, add the card number and click on “Book now” to submit the reservation and receive a reservation confirmation.

* Further information can be found in the Glossary

e AirPlus*

For payment with an AirPlus account enter the card number which is provided by your customer. AirPlus payment is accepted in most European countries and in the USA.

Generate voucher	No
Choose the customer's payment method.	AirPlus
Card number	

9

Submitting the reservation

Once all necessary information has been entered please click on “Book now” to submit the reservation. After submitting the reservation a confirmation e-mail with the reservation number and security code will be sent to the given email address/addresses.

Vehicle Subtotal:	USD 831.81
Premium location fee:	USD 221.96
Your total price:	USD 1,253.86
Rental Period: 14 days	
Total in local currency (€)	€ 1,098.67

Free cancellation at any time!

BOOK NOW



Rebooking and cancellation

a Rebooking, changing or modifying a reservation in the agency login

To change a booking you need the reservation number and security code of the reservation which can be found in the reservation confirmation that was sent via e-mail:

Reservation Confirmation	
Your reservation number:	9857594996
arranged by:	Sixt GmbH & Co Autovermietung GDS Team / Testagentur/ Test
Security code:	669f0723e9

To modify a booking, login to the agency login and click on “Rebooking” in the menu on the left. After entering the reservation number and security code, click on “Change Reservation” and you are able to modify the reservation.

* Further information can be found in the Glossary

Car rental

Truck rental

Login

Agency registration

Rebooking/Cancellation

Rebooking of an existing reservation

In order to rebook or change an existing reservation you need the reservation number and the security code of the reservation. Both elements can be found in the reservation confirmation, which was sent by e-mail to the specified e-mail address.

Reservations with direct payment of the customer

... can be rebooked or cancelled directly online. To do this, click on the button "Change booking with direct payment" and enter the reservation number as well as the security code and change the reservation as desired.

Reservations with agency payment (full/limited credit voucher or prepaid agency encashment)

... can not be rebooked online as this will result in incorrect data in the reservation. Please send an e-mail to traveling@sixt.com. Our colleagues will gladly rebook the reservation for you. Click on the button "Change booking with agency payment".

Change reservation or add extras

Have you already reserved a vehicle and want to rebook your reservation or just add extras (such as insurance, SatNav, moving equipment, etc.) to your booking? Just enter your reservation number and the security code from your confirmation email below to access your booking.

Reservation number:

Security code:

CHANGE RESERVATION

Modify your reservation

... enhance your reservation and add personal information

Price guarantee! The base price of your chosen vehicle category will remain the same!

You can:

Add trip enhancements such as:

- Fully comprehensive protection and theft protection
- Child seats
- Additional driver
- Satnav

Change and add personal data, such as:

- Full Address
- Method of payment
- Invoice address
- Bonus program

CHANGE EXTRAS AND PERSONAL INFORMATION

... change the time, location or vehicle class

... cancel this reservation



Please do not change reservations with full or limited credit vouchers as method of payment as the voucher information can get lost. Please cancel the reservation and open a new one or call our support team, they will make the changes for you.

b Cancelling a reservation in the agency login

You can either cancel a reservation when you are in the “modify reservation” menu or you can also directly cancel a reservation. To do so click on “Cancellation” in the menu of the left, enter reservation number and security code and click on “Reservation Cancellation”:

Car rental

Truck rental

Login

Agency registration

Rebooking/Cancellation

Cancellation of an existing booking

To cancel an existing reservation, you need the reservation number and the security code of the reservation. Both elements can be found in the confirmation, which was sent by e-mail to the specified e-mail address. You can cancel reservations with direct customer payments as well as with agency payment directly online.

Click on the button "Cancel an existing booking", enter the reservation number and the security code and cancel the reservation. Sixt will send cancellation confirmation to the e-mail address provided in the booking.

CANCELLATION OF AN EXISTING BOOKING

Reservation cancellation

Reservation number:

Security code:

RESERVATION CANCELLATION

Reservation cancellation

Your reservation has been cancelled successfully

[Back to my Sixt overview](#) [Cancel another reservation](#)

You will receive an e-mail confirming the changes or the cancellation of the reservation.



If you are using the login on the Sixt website, www.sixt.com, please click on “Menu”, “My reservation” and select the respective action you would like to take:

NTAL | LANGUAGE LOG IN MENU

Car Rental

Truck Rental

Best Deals

Vehicles

Locations

My reservation

Change reservation

Reservation cancellation

MySixt



Differences for pre-paid bookings such as Sixt holiday

Sixt holiday is a pre-paid all-inclusive product. If you would like to book Sixt holiday for your customers please choose “Travel agency rates” and “Sixt holiday” and click on “Rent”:

The screenshot shows two side-by-side panels. The left panel is titled 'Exclusive travel agency rates' and contains the text 'Commissionable products for your business and leisure customers' and a 'BOOK NOW' button. The right panel is titled 'Exclusive travel agency rates' and contains the text 'Please choose your product. Different services are possible - please check the exact services in the booking step "Rate & extras"'. Below this text is a dropdown menu with 'car rates' selected. A red box highlights the 'Sixt holiday' option, which includes the text: 'Variable prices | payment before rental | incl. full accident protection with Gevess, unit, mileage, add. driver, free rebooking and cancellation'. An orange arrow points from the 'BOOK NOW' button in the left panel to the 'Sixt holiday' option in the right panel.

Please note that Sixt holiday is currently not available at the following Italian airport branches: Rome (FCO/CIA), Milan (LIN/MXP/BGY), Pisa, Florence, Bologna, Venice, Turin, Verona and Genoa

a) Entering the payment details

Since Sixt holiday is a pre-paid product you will have to enter your customer's credit card details in order to submit the booking. The credit card will be charged shortly after the reservation is placed.

The screenshot shows a form titled 'Driver payment details'. It includes the text: 'The credit card must be issued in the driver's name. Debit cards are accepted at select locations and for select categories. Please refer to rental information.' Below this is a dropdown menu for 'Please select your card *' with icons for American Express, Alitalia, Delta, Iberia, and Visa. There are input fields for 'Card number *', 'Valid until *' (with month and year dropdowns), and 'Security code *'.

b) Confirm the reservation

For prepaid reservations please confirm the rental information and terms and conditions before clicking on “Confirm reservation”:

The screenshot shows a form titled 'Terms & Conditions and rental information'. It includes a checkbox with the text: 'I have read and accepted the rental information and the terms and conditions.' Below this is a paragraph of text: 'I have read and accepted the rental information and the terms and conditions and noticed that this is a prepaid rate. I agree to the fees regarding a cancellation or a no-show. On the part of Sixt, the indicated credit card is charged with the anticipated rental price and any additional costs and extras booked right after dispatch of the confirmation of reservation.' Below this is a table with the following data:

Vehicle Subtotal:	US\$ 516.93
Premium location fee:	US\$ 137.88
Your total price:	US\$ 779.22
Rental Period: 14 days	
Total in local currency ⓘ	€ 657.92

Below the table is the text 'Our lowest rate' and a red button labeled 'CONFIRM RESERVATION'.

Further information about Sixt holiday can be found in the Sixt holiday brochure. If you do not have the Sixt holiday brochure yet please click [here](#) or contact travelagency@sixt.com



Glossary

Below you can find the explanation of the terms used in this booking guide

Agents reservation

We offer special discounted rates to our travel agency partners. By entering the respective CD numbers you will receive attractive discounts for car and truck as well as Sixt holiday rentals.

Just bring a proof of employment of your agency when picking up the car.

AirPlus Account

Corporate clients can use an AirPlus account to pay for their Sixt rentals.

AirPlus is accepted in the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Poland, Spain, Sweden, Switzerland, UK and the USA.

Billing number

The billing number of a corporate customer is being used to invoice the customer for the amount of the rental. The billing number (or voucher number) acts like a voucher where the corporate customer does not need to present a credit card when picking up the vehicle. Except in this case the invoice is sent directly to the corporate customer and not to your agency.

Customer discount (CD) number

Corporate customers which have a framework agreement with Sixt and negotiated rates receive a so-called customer discount (CD) number. Behind this number the customer's rate as well as company information is stored. Whenever you wish to make a reservation for a corporate customer please enter the correct CD number.

Delivery & Collection

Sixt offers its customer the service of bringing their rental car to a desired address so the customer does not have to pick up the car at a branch. We also offer to pick up the car when it is not needed anymore.

Pay-on-arrival rate

Reservations with pay-on-arrival rates have to be paid only after the vehicle has been returned, no upfront payment is necessary.



Sixt Infopoint

The Sixt Infopoint is a website where you can find a lot of information about Sixt in general, about our products as well as you contact person. The Infopoint is also used to publish information and news relevant for you and your customers, such as new products, changes in inclusions, etc. So it is worth it to visit it regularly.

Pre-paid rates

In contrast to pay on arrival rates pre-paid bookings have to be paid before pick-up of the vehicle. If the booking was made the customer's credit card the credit will be debited before the pick-up of the vehicle.

For Sixt holiday bookings the amount will be deducted 6 weeks before pick-up or right after the booking if the pick-up date is closer then 6 weeks.

Voucher payment

Full and limited credit vouchers allow your agency to pay the full rental amount or part of the rental amount on behalf of your customer.

After the rental agreement has been closed you will receive an invoice for the rental amount.



Contact details

If you have any questions our travel agency support team is happy to assist you!

Phone:

+ 49 (0) 180 6 25 99 99*

E-mail:

travelagency@sixt.com

Our office hours are Monday to Friday 8am – 6pm

24/7 reservation hotline:

+49 (0) 180 6 25 25 25*