

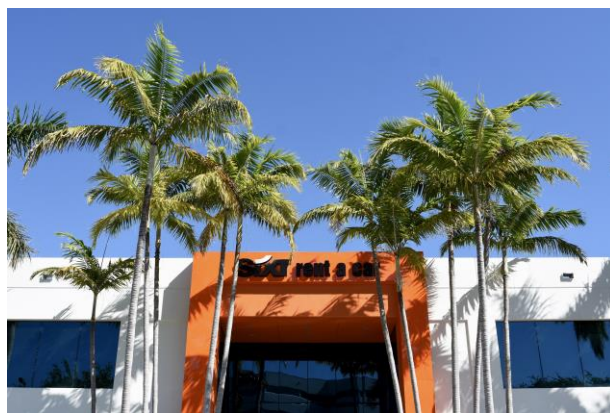
# HOW TO BOOK SIXT

## TRAVEL AGENCY LOGIN

### WHAT IS THE SIXT AGENCY LOGIN?

The SIXT online booking portal tailored to travel agency needs - your benefits:

- ✓ All relevant SIXT products (prepaid & pay on arrival rates for corporate & leisure customers)
- ✓ Intuitive booking process
- ✓ Payment via customer credit card or via agency encashment
- ✓ Intuitive booking process with user-friendly features, e.g. vehicle pictures, automatic location finder, transparent display of product inclusions

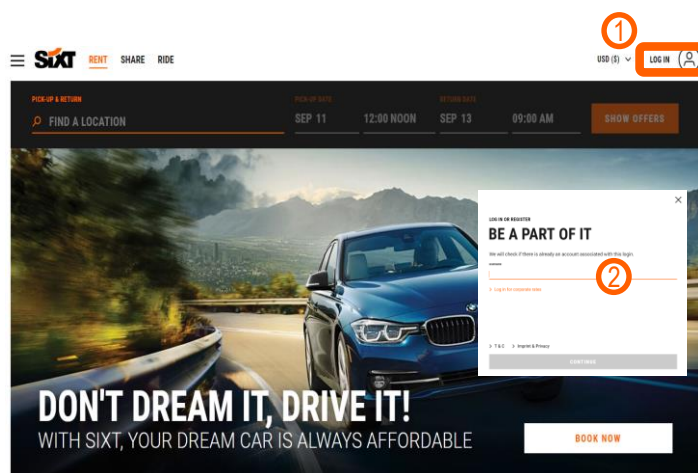


### 1/ LOG IN TO OUR AGENCY LOGIN IN ONE OF TWO WAYS

#### a) Log in with your SIXT agency number and password

The log in credentials were communicated to you within the welcome email you received upon your registration with SIXT. In case you have not received the credentials or forgot them, please send an email to [travelagency@sixt.com](mailto:travelagency@sixt.com)

- To log in, visit [www.sixtagent.com](http://www.sixtagent.com) and enter your agency number and password or
  - Visit [www.sixt.com](http://www.sixt.com) (you can change the language by using the respective domain, e.g. [www.sixt.fr](http://www.sixt.fr) for French)
- 1) Click on "Log in"
  - 2) Click on "Login in for corporate rates"
  - 3) Log in with your credentials



#### b) Log in via customized link for auto login

It is possible to create a customized booking link for your travel agency by which you are automatically logged in to the SIXT agency booking portal. By creating a bookmark in your browser, hyperlink in your intranet or shortcut on your desktop, you and your colleagues can access the agency login fast without manually entering your SIXT agency number and password.

To request an individual booking link, please send an email to [travelagency@sixt.com](mailto:travelagency@sixt.com).

## 2 / SELECT THE TYPE OF RATE YOU WOULD LIKE TO BOOK

(all rates except SIXT holiday and pre-paid public rates are pay-on-arrival rates)

**Select a Rate**

7 Rebooking › Cancellation ›

**Exclusive travel agency rates**

Commissionable products for your business and leisure customers.

1 BOOK NOW

**Individual corporate rates**

Special rates for corporate customers. CD number required.

2 BOOK NOW

**Public Rates**

including best deals & Sixt Sports and Luxury Cars

3 BOOK NOW

**Rates with Personal Sixt Card**

Get discounted prices by entering a Sixt card number and the name of the cardholder.

4 BOOK NOW

**Sixt mydriver transfer service**

Commissionable transfer product for your business and leisure customers.

5 BOOK NOW

**Discounted Travel Agent Rates**

Proof of the agency's affiliation must be presented at the time of vehicle collection.

6 BOOK NOW

8 Contacts 9 Info-Point ›

### 1) Booking for corporate customers without an individually contracted SIXT framework agreement or holiday rentals for leisure customers?

Choose "Exclusive travel agency rates" to book the SIXT travel agency rates (Comfort/ Advanced/ Basic Package) at top corporate conditions or the prepaid product SIXT holiday. Click [HERE](#) to find out more about SIXT holiday and to overview its all-inclusive countries.

### 2) Booking for corporate customers with an own SIXT framework agreement?

Book the contracted rates of your client by choosing "Individual corporate rates" and entering the specific CD number\* (Please enter the CD number and proceed).

### 3) A public rate is all you need?

Choose "Public Rates" to book the publicly available rates for cars and trucks.

### 4) Your customer has a personal SIXT Card?

Choose "Rates with Personal Sixt Card" to book the discounted rates by entering the customer's name and card number to proceed.

### 5) Besides SIXT rental cars, you are also booking transfer services for corporate or leisure customers?

Add a transfer to your customer's journey by choosing "Transfer services". You will be redirected to the SIXT mydriver website, where you will need to log in with your SIXT ride login credentials. Please note: SIXT mydriver turns into SIXT ride. [Learn more](#)

### 6) In need for a rental car for your own private or business trip?

Choose the "Discounted Travel Agent Rates" to benefit from attractive discounts for cars and trucks as well as for SIXT holiday when travelling yourself.

### 7) Rebook and cancel reservations here.

### 8) Find the right contact person for any questions you might have.

### 9) SIXT Infopoint: Search for further information about SIXT, products, news and FAQs.\*

### 3 / SELECT PICKUP DETAILS

- 1) Choose the pickup and return station
- 2) Choose the pickup and return time
- 3) Click continue to get to the next step

#### a) Deliver & Collection:

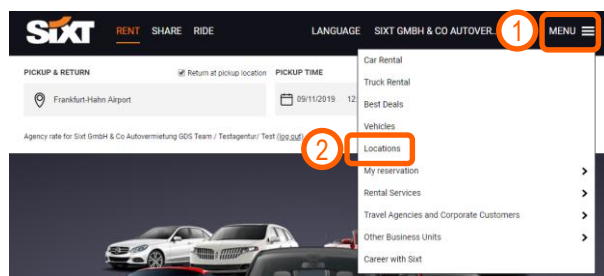
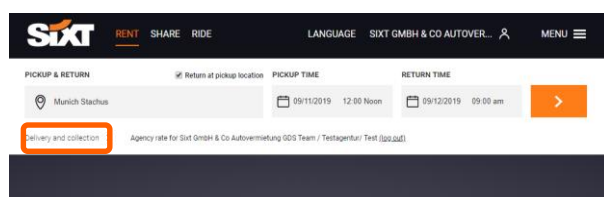
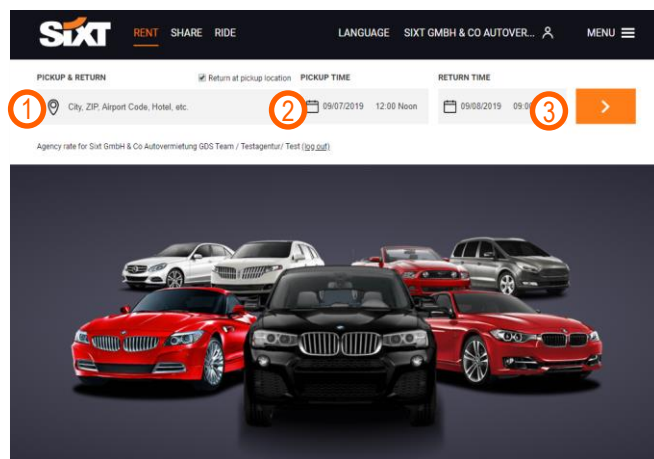
To book a delivery or a collection service\*, please use the „Delivery and collection“ button and fill in the required details

If the button is not shown, you can request the service afterwards by finishing the reservation and contacting our travel agency helpdesk

#### b) SIXT locations:

An international overview of the SIXT branches can be found in the agency login as well

- 1) Click on „Menu“
- 2) Select „Locations“ to browse through the available locations

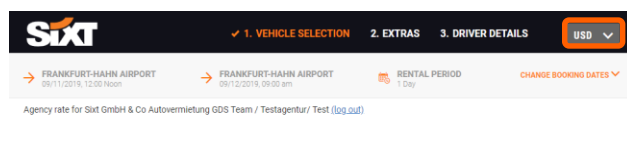
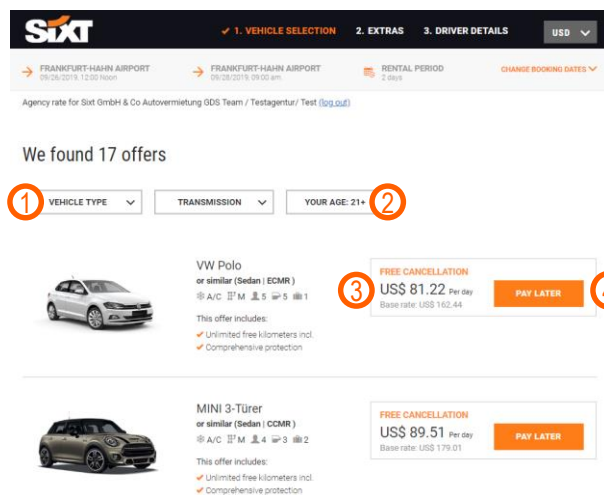


### 4 / VEHICLE SELECTION

In the overview you can find all available car categories with the most important details, e. g. exemplary vehicle, max. number of passengers, doors and included mileage

- 1) You can filter by vehicle type and transmission
- 2) In case you are booking for a young driver, filter by the age of the driver, as a result age-restricted vehicles are filtered from the selection and a possible surcharge for young drivers is added to the total price
- 3) The basic rental rate per day and the expected total price are displayed including all inclusive benefits in addition to obligatory extras, whose costs are added in the next step of the booking
- 4) Choose the desired car classification and click on „Pay Later“ or in case of SIXT holiday „Pay Now“

**Change Currency:** You can easily change the currency by clicking on the currency box and selecting the desired currency.



## 5 / ADDITIONAL SERVICES AND TOTAL PRICE

- 1) The summary shows the vehicle features, the pickup and return date and station, the capacity and the minimum driver's age
- 2) Under "Conditions" you can find the rental information and terms & conditions
- 3) The basic rental rate per day, included services and potential mandatory extras are displayed
- 4) Choose the desired extras from the list of protection options or recommended extras
- 5) If required, you can display additional extras such as booster seats
- 6) Review the expected total price
- 7) Click on „Continue“ to get to the next step

## 6 / BOOKING SUMMARY AND DRIVER DETAILS

- 1) Here you find a summary of your selected vehicle category and inclusions

- 2) Enter the driver details

If your customer owns a SIXT card:

Click on "Login"

Enter the customer's SIXT card number and name to pull all stored customer data

- 3) You can enter your email address as "Email address of the person making a reservation" to receive a reservation confirmation as well

## 7 / PAYMENT OPTIONS

Depending on the product you would like to book and the set-up of your SIXT travel agency account, you can choose from the following payment methods:

### AGENCY ENCASHMENT (Prepaid or Pay on Arrival)

The activation for payment on travel agency account, premises a positive credit assessment of your agency. If you would like to have the option to choose this payment method, please contact your local sales manager or the travel agency helpdesk

Payment options differ by the product type of the booking:

#### a) For pay on arrival products, e.g. Comfort/ Basic /Advanced Package:

- Full credit voucher

The agency covers all costs occurring in the course of the rental. The customer does not need to present a credit car

- Limited credit voucher

The agency can define a fixed voucher value that it wants to cover. The customer needs to present a credit card upon vehicle pick-up to cover the deposit and any costs exceeding the initial voucher value

- Billing number

Corporate customers with an own framework agreement have the possibility to pay via invoice without having to present a credit card upon vehicle pick-up. If you enter the respective billing number of your corporate customer, SIXT sends an invoice directly to the customer

#### b) For prepaid products, e.g. SIXT holiday:

- Prepaid Agency Encashment

The agency covers the initial reservation amount. The customer needs to present a credit card upon vehicle pickup to cover the deposit and any costs exceeding the initial voucher value

### CREDIT CARD

- Customer Credit Card

If the customer wants to pay with his/her credit card, select the correct credit card and enter the required card data.

Prepaid cards or Visa Electron cards cannot be accepted

- SIXT Corporate Card

Corporate clients with a framework agreement but without a billing number can also pay via SIXT corporate card

- AirPlus\*

Airplus is accepted in most European countries and in the USA

Generate voucher  
Yes, full credit voucher

When using a full credit voucher as your means of payment, the booking travel agency covers all costs incurred creating the rental agreement for your booking. This includes all additional costs associated with extras booked in addition to the reservation (such as fill-up service, extra drivers, etc.)

Generate voucher  
Yes, limited credit voucher

Voucher value, EUR

When using a limited credit voucher as your means of payment, the booking travel agency covers all costs up to the amount of the voucher. Customers will require a payment method, such as a credit card, for the deposit, as well as for the other outstanding costs. For further information, please feel free to contact gds@sixt.com.

Generate voucher  
Yes, billing number (BN)

When using a billing number (BN) as means of payment, the travel agency will book the reservation on the Sixt Corporate voucher number entered by the travel agent. All costs of the rental agreement arising out of the travel agencies reservation will be charged to this Sixt Corporate voucher number.

DRIVER PAYMENT DETAILS

Please select your card \* Prepaid Agency Encashment

AM Ex AirPlus SIXT Corporate Card DISCOVER Mastercard JCB

VISA

Card number

Month Year

CVV code



## 8 / ADDITIONAL EXTRAS AND COMPLETION OF THE BOOKING

- 1) Provide additional information if needed, e.g. to confirm the flight time, to use a bonus program, to inform us about planned border crossings or to redeem a coupon

- 2) Complete your booking with clicking on "Book Now"

When booking a prepaid product, you have to read and accept the rental information and the terms and conditions.

You can find the rental information [HERE](#)

You can find the general terms and conditions [HERE](#)

**OPTIONAL INFORMATION**

[Bonus program, redeem vouchers & more information](#) ①

☒ I will be 23 years or older at the time of the rental.

Please consult the [age restrictions](#) in the country of rental.

Vehicle Subtotal:	USD 142.16
Premium Location Fee:	USD 42.53
Taxes:	USD 35.09
<b>Total:</b>	<b>USD 219.78</b>
Rental Period: 3 days	
Total in local currency ①	€ 198.72

Free cancellation at any time!

② **BOOK NOW**

Total price including taxes and further fees.  
Please note that the image display and vehicle specifications only depict an example illustration of the vehicle category (errors excepted). A reservation is only made for a vehicle category, but not for a particular vehicle.  
All information on dimensions, weights, etc. are based on the smallest, available category of model.

## 9 / RESERVATION CONFIRMATION


- 1) A reservation confirmation is sent to the e-mail address provided in the driver details. Additionally, you can also download the reservation confirmation directly.
- 2) Your reservation number and the booked vehicle category are displayed
- 3) The pickup and return information is displayed along with the included services
- 4) Further information is provided regarding the documents required upon vehicle pick-up as well as the minimum age of the driver
- 5) By clicking on „Next Steps“ you can enter the driver's details, e.g. driver's license information, which can accelerate the pickup of the vehicle

**SIXT** RENT SHARE RIDE LANGUAGE SIXT GMBH & CO AUTOVER... MENU

Agency rate for Sixt GmbH & Co Autovermietung GDS Team / Testagentur/ Test ([log out](#))

① Your reservation number: #9885113987 ②

↓ [Download the reservation confirmation \(PDF\)](#)



VW Polo  
or Opel Corsa, Skoda Fabia or similar

Your total price: **USD 162.94**  
(€ 147.58)

**NEXT STEPS** ⑤

Pick-up: Frankfurt-Hahn Airport  
09/19/2019 at 12:00 Noon  
[Frankfurt-Hahn Airport](#) ③

Return: Frankfurt-Hahn Airport  
09/22/2019 at 09:00 am  
[Frankfurt-Hahn Airport](#)

Booked extras: ④

- ✓ Additional Driver
- ✓ Age Excess Waiver
- ✓ Loss Damage Waiver (including theft protection) with minimum deductible
- ✓ Loss Damage Waiver
- ✓ Third party insurance
- ✓ Premium Location Fee
- ✓ Unlimited free kilometers incl.

## 10 / REBOOKING AND CANCELLATION

For pay on arrival products, you can rebook or cancel your reservations within the agency login:

- 1) To do so, you will need the reservation number and security code, which can be found in the PDF file attached to your reservation confirmation email
- 2) Login to the agency login
- 3) Click on "Menu" and "My reservation"
- 4) Select "Change reservation" or "Reservation cancellation"

**Reservation Confirmation**


**Your reservation number:** 9885113987

**arranged by:** Sixt GmbH & Co Autovermietung GDS Team / Testagentur/ Test

**Security code:** 8d48277e3e


**SIXT** RENT SHARE RIDE LANGUAGE SIXT GMBH & CO AUTOVER... MENU

Select a Rate



Exclusive travel agency rates  
Commissionable products for your business and leisure customers.

**BOOK NOW**



Individual corporate rates  
Special rates for corporate customers number required.

**BOOK NOW**

Car Rental

Truck Rental

Best Deals

Vehicles

Locations

**My reservation** ③

Rental Services

Travel Agencies and Corporate Customers


Other Business Units

Career with Sixt

**BOOK NOW**

**SIXT** RENT SHARE RIDE LANGUAGE SIXT GMBH & CO AUTOVER... MENU

Select a Rate



④

back

Change reservation

Reservation cancellation

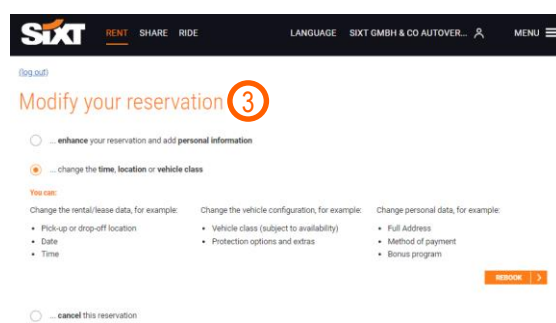
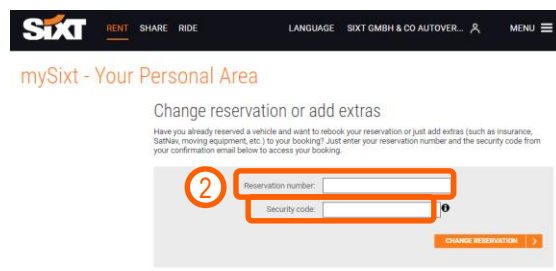
MySixt

## Change reservation

- 1) Click on "Change reservation"
- 2) Enter your reservation number and the security code
- 3) Now you can:
  - Enhance your reservation and add personal information
  - Change the time, location or vehicle class
  - Cancel the reservation
- 4) You will receive an email confirming the changes of the reservation

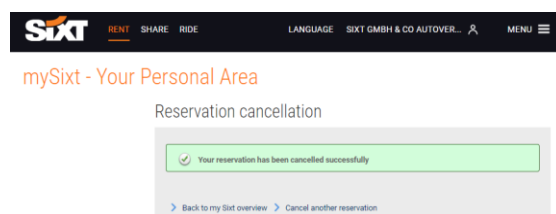


Please do not change reservations with full or limited credit vouchers as method of payment as the voucher information can get lost. Please cancel the reservation and open a new one or call the travel agency helpdesk to ask them to amend the booking for you



## Reservation cancellation

- 1) Click on "Reservation cancellation"
- 2) Enter your reservation number and security code
- 3) Click on "Reservation Cancellation"
- 4) You will receive an email confirming the cancellation of the reservation



## CONTACT

- You need further information regarding relevant product details?  
Please visit the [SIXT INFOPOINT](#)
- You have questions regarding the set-up of your agency account, login data, settlements, commission payments or other travel agency topics?  
Please contact the travel agency helpdesk via +49 (0) 89 288 52 551 (Mo-Fr, 8:00-18:00) or via [travelagency@sixt.com](mailto:travelagency@sixt.com)

For international phone numbers please click [HERE](#)

## **GLOSSARY**

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

### **AirPlusAccount**

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.

### **Discounted Travel Agent Rates**

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 for SIXT holiday rentals.

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

### **Pay-on-arrival rate**

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

### **Pre-paid rates**

In contrast to pay on arrival rates pre-paid bookings need to be paid before the pick up of the vehicle. If the booking was made with 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.

### **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 your Sixt contact persons. 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!

### **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.