



## SIXT PARTNER HUB

The online booking tool exclusively  
for travel agencies

Designed to make SIXT bookings easier and  
the associated booking process faster,  
userfriendly and more efficient.



Click here  
for the Partner Hub:  
<https://partner.sixt.com/>



### HOW DOES THE SIXT PARTNER HUB WORK?

LOGIN DATA

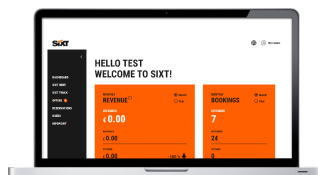
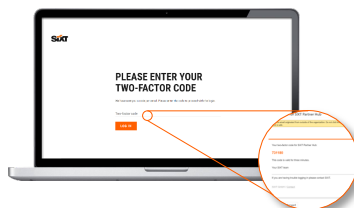
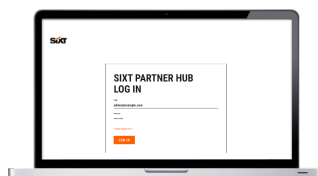
1

- The login details will be sent to you in the welcome email you receive after your registration.
- You already have an agency number with SIXT? We sent you your login details by email.
- If you have not received your login details or have forgotten them, please send an email to [partnerhub-travel@sixt.com](mailto:partnerhub-travel@sixt.com).

LOGIN

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- Visit <https://partner.sixt.com/> to log in and enter your email address and the password that was sent to you.
- To protect your user account, we perform two-factor authentication. After entering your login details, you will receive an email from us with the confirmation code. Copy the code displayed in orange within 15 minutes and paste it on the website at 'Two-factor code'.
- Click on 'Log In'.
- You have successfully logged in to the website and can now use Partner Hub all day without having to log in again.



## HOW DOES THE SIXT PARTNER HUB WORK?

## LANGUAGE SETTINGS

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- To change the displayed language, first click on the world icon.
- Select your desired language and the system will automatically adjust.



## MAIN MENU

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**Dashboard**

- Clicking on the dashboard will take you back to the home page.

**SIXT rent**

- You want to book a SIXT rental car? Click on 'SIXT rent' (see page 3).

**SIXT truck**

- You want to book a van or truck? Click on 'SIXT truck' (see page 6).

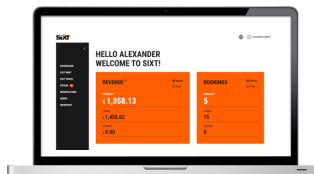
**Offers**

- Click on offers to create an offer for your customers (see page 7).

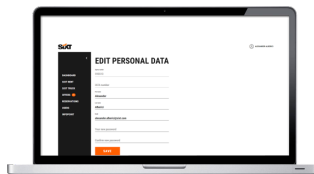
## DASHBOARD

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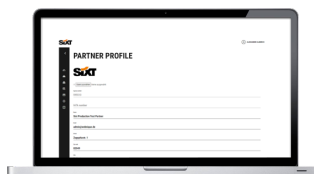
- The dashboard serves as a home page. It provides you with a complete overview of your revenue and the number of bookings made.
- Here you can select whether the monthly or annual value should be displayed.
- To get more info about the revenue, click on the information icon.



- Click on your profile in the upper right corner to change your name, e-mail address and password for the Partner Hub under 'Personal data'.

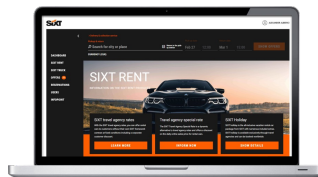


- Via 'Partner profile' you can change your travel agency data such as name, address and telephone number.

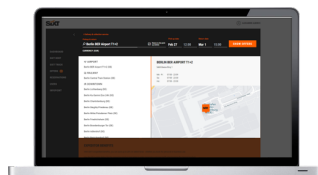


## HOW DOES THE SIXT PARTNER HUB WORK?

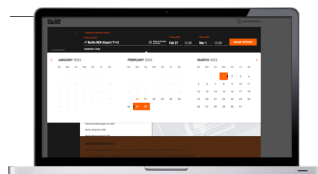
- You want to book a SIXT rental car? Go to 'SIXT rent'.
- Here, you will find all the information about travel agency rates, the SIXT Travel Agency Special Rate and SIXT holiday.



- To book one of the rates, enter the desired rental location above. The nearest stations will be suggested to you.



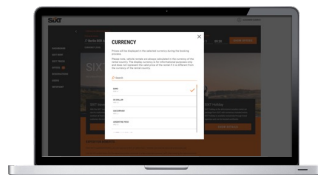
- Next, select the desired rental period.



- Select a pick-up and drop-off time.



- Below 'Show offers' click on 'Currency' to select the currency to be displayed during the booking process.

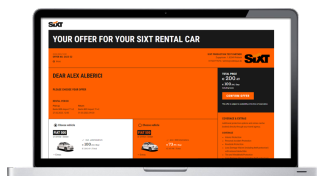
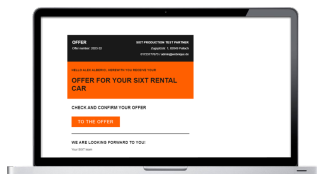
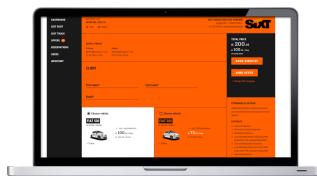
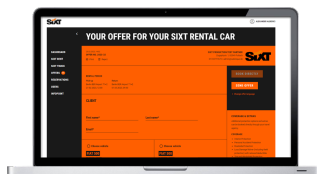
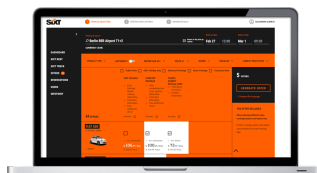


- Click on 'Show offers'. By default, the rates SIXT holiday, Comfort Package, as well as the Travel Agency Special Rate are displayed.
- Would you like to compare additional rates? Check one or more rates that are additionally listed above the rates already displayed.



## HOW DOES THE SIXT PARTNER HUB WORK?

- If you would like to send an offer to your customer, you can select up to 5 vehicles and rates from which a quote will be generated by ticking the box for the offer so that a check mark appears.
- You have selected the desired offers? Click on 'Generate offer'.
- You want to change the language of your generated offer? Click on 'Change offer language' below 'Generate offer'.
- Your offer has been generated. Now, enter the data of your customer.
- You have the possibility to choose your preferred offer. After sending, your customer will see which offer you would recommend.
- You would like to take over the offer selection for your customer? You can book the selected offer directly (see page 5).
- Your customer wants to make the offer selection himself? Click on 'Send offer' and the customer will be sent all the offers you have selected (see page 7).
- After you send the offer to your customer, he will receive an email containing the link to the generated offer.
- Your customer now sees the offer overview tailored to him and can select and confirm the preferred offer.

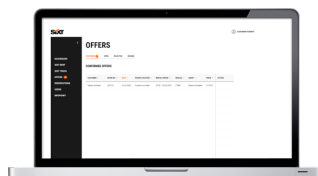


## HOW DOES THE SIXT PARTNER HUB WORK?

### SIXT RENT

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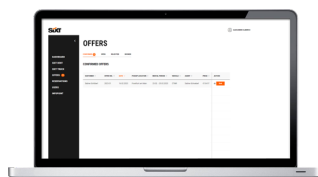
- Offers that have been confirmed by the customer can be found under "Offers" > "Confirmed" (see page 7).



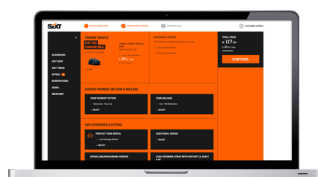
### BOOKING PROCEDURE

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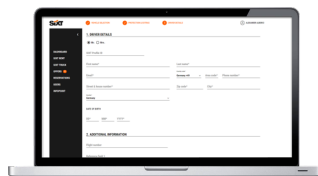
- To view an offer in detail, move your mouse to the last column under 'Action'. Click on the eye icon. The overview shows which customer the offer is for, the total price and all the services included. At the top left you can access the print version.
- Want to book the confirmed offer right away? Click on 'Book'.



- The selected vehicle will be displayed. The services included in the rate are listed under 'Coverage & Extras'.
- In addition to the payment option and the mileage package, you can add further services under 'Coverage & Extras'.
- After selecting all extras, click on 'Continue'.



- First, enter the driver details.
- Your customer has his own SIXT Business profile? Enter the profile number under 'SIXT Profile ID'.



- If your customer picks up their rental car at an airport station, provide the flight number. The SIXT rental sales agent will check for flight delays and hold the rental car if necessary. If the flight number is not provided, the rental car will be held for one hour.

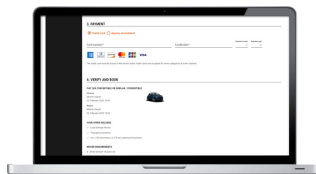


## HOW DOES THE SIXT PARTNER HUB WORK?

## BOOKING PROCEDURE

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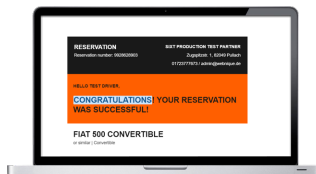
- Now, you can select the payment method and check your offer with all selected services and extras.



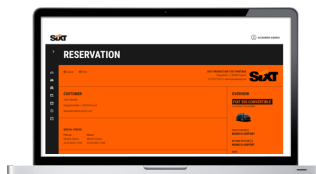
- To complete the booking, accept the terms and conditions and click on 'Finalize booking'.



- You and your customer will receive a reservation confirmation by e-mail (if customer's email address was provided).



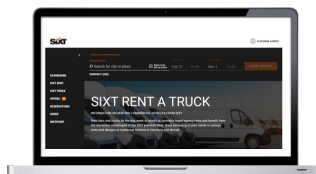
- After the booking, you will be redirected to the reservation overview.



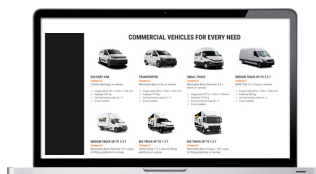
## SIXT TRUCK

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- To book a van for your customer, go to 'SIXT truck'. Enter your desired station and time of rental.



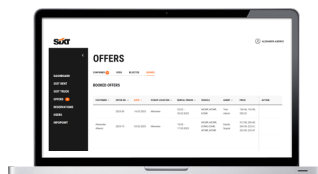
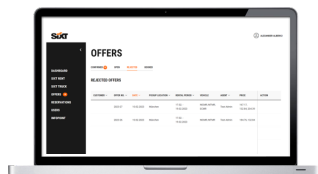
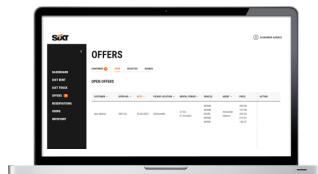
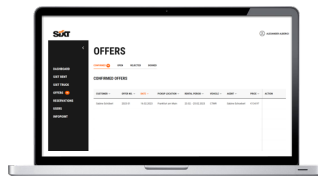
- On this page, you will also find all relevant information about the commercial vehicle categories that SIXT offers.



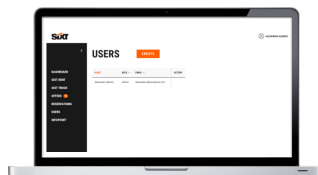
## HOW DOES THE SIXT PARTNER HUB WORK?

Listed under the 'Offers' tab are:

- Offers confirmed by the customer and ready for booking.
- Open offers that have already been sent to customers and are open for confirmation.
- Offers rejected by the customer.
- Already booked offers.



- Under the tab 'Users' you can see who has already been created as an admin. To add another user, click on 'Create'. You can choose whether the user should act as an admin (can see all bookings and sales of the travel agency and add new users) or as a booker (can see own bookings and sales; cannot add anyone).
- After entering the data, the user will receive an email with the login link (see page 1).



- Under the tab 'Infopoint' you will find important information about the SIXT travel agency products, news and contact details of the SIXT Travel Agency Help Desk.

