Helpful Hints for Corporate/Government Booking

A reference guide to access DOLLAR Rates and Information in AMADEUS

(CTY is the Airport code, # is the line number for Dollar from availability)

Dollar Amadeus now accepts /RC-BEST which shops between the corporate and retail rates and returns the lowest rate. If rate booked is not corporate rate, corporate benefits do not apply.

If entering a CD number in a line sell and not a shop /RC-CORP must be included to sell the corporate rate.

GENERAL INFORMATION FORMAT

Commission policies, corporate contacts, travel agent contests, etc.

Car Types, drop charges, local renter policies, etc. GGCARZRCTY

CORPORATE RESERVATIONS

Request negotiated Corporate rate: CAZRCTY14AUG-16AUG/ARR-9A/RT-2P/VT-ICAR/CD-XX1234

Sell: CS# -OR-

Sell: *CS#/CD-XX1234/RC-CORP

*If entering the CD# in the sell but not the shop, /RC-CORP must be added to sell the corporate rate.

Direct Sell: CSZRCTY14AUG-16AUG/ARR-9A/RT-2P/VT-ICAR/CD-XX1234

GOVERNMENT RESERVATIONS

Request Government rate: CAZRCTY14AUG-16AUG/ARR-

9A/RT-2P/VT-SCAR/RC-G-

Sell: CS# -OR-

Request: CACTY15AUG-18AUG/ARR-3P/RT-3P/VT

-SCAR/RC-G-

Sell: CS#

Direct Sell: CSZRCTY13AUG-16AUG/VT-ECAR/ARR-3P/RT-3P/CD-GV2223

Compare Best retail and Corporate rate: CAZRCTY14AUG-

16AUG/ARR-9A/RT-9A/CD-XX1234

Sell: *CS#/RC-BEST

*Shops between the retail rate and the corporate rate for the lowest qualifying rate. If rate booked is not corporate rate, corporate benefits do not apply.

DOLLAR EXPRESS SERVICE

Request Express Service reservation:

*CAZRCTY15AUG-16AUG/VT-ICAR/ARR-9A/RT-

4P/ID-Dollar Express number

Sell: CS# -OR-

Request: CAZRCTY15AUG-16AUG/VT-ICAR/ARR-9A

/RT-4P

Sell: *CS#/ID-Dollar Express number/RC-CORP

*Corporate and Government numbers must be in Dollar

Express profile.

/RC-CORP must be added to sell the corporate rate.

DAILY DIVIDENDS

/SI-AG-PID01

D L L A R ®

BUSINESS TRAVEL ACCOUNTS (BTA) (GHOST CARD) AND PURCHASING CARD (P CARD)

Notice: this product encompasses a form of payment option where the renter will be paying with a virtual credit card number instead of a hard plastic card at the time of rental. If the BTA or P Card number is not entered in the guarantee field, a credit card must be presented at the counter. If expiration date is not known, please use 08 14 or any future month/year. For MasterCard ghost card or P Card reservation, the exact expiration date must be entered.

GUARANTEE FORMAT: /G-CCVI123456789EXP0814

DOLLAR AUTHORIZED BILLING PROGRAM (AB)

Notice: Use of Dollar Rent A Car Authorization Code for Authorized Billing Program Car rental reservations obligates company for all charges incurred by the use of this Authorization Code.

Note: It is the agent's responsibility to prevent the Authorization Code from displaying on the customer's itinerary. The agent must book with the AB code in the SI field and then delete the SI field from the car segment before printing the itinerary to prevent the AB code from displaying. The payment field in our in house system will still be Authorized Billing.

DOLLAR SPECIFIC SHOP/SELLS

Adding the CD# in the shop (returns corporate rates):

Request: CAZRCTY20MAY-24MAY/ARR-1P-1P/VT-ICAR/CD-XX1234

Sell with AB#: CS#/SI-AB-123456

Adding the CD# in the shop (returns corporate rates) and selling with

/RCBEST:

Request: CAZRCTY20MAY-24MAY/ARR-1P-1P/VT-ICAR/CD-XX1234

Sell with AB#: *CS#/RC-BEST/SI-AB-123456

*If rate booked is not corporate rate, corporate benefits do not apply.

Adding the CD# in a line sell entry:

Request: CAZRCTY20MAY-24MAY/ARR-1P-1P/VT-ICAR

Sell with AB#: *CS#/CD-XX1234/RC-CORP/SI-AB-123456

*If entering CD # in the sell and not the shop, /RC-CORP must

be added to sell corporate rate.

Note: Replace /RC-CORP with /RC-BEST to book lowest rate.

DIRECT SELLS

Books corporate rate:

CSZRCTY20MAY-24MAY/ARR-1P-1P/VT-ICAR/CD-XX1234/SI-AB-123456

DAILY DIVIDENDS WITH AUTHORIZED BILLING

/CD-XX1234/SI-AB-123456 AG-PID01

GDS/ Internet Support: 1-800-800-5774

Sales Support: 1-800-331-3550 For promotional material: travelindustrysales@dollar.com Dollar Express: 1-866-776-6667 Customer Care: 1-800-800-5252

To confirm Dollar Worldwide Reservations

in GDS: Access "ZR'