# Helpful Hints for Corporate/Government Booking

A reference guide to access DOLLAR Rates and Information in APOLLO/GALILEO

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

Please note the following change regarding Corporate Discount numbers when booking for Dollar corporate clients.

• If a CD number is added to a line sell Dollar will now return the corporate rate.

# GENERAL INFORMATION FORMAT

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

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

# CORPORATE RESERVATIONS

Request negotiated Corporate rate: CAL5AUG-8AUGCTY.ICAR/ ARR-1P/DT-1P/CD-ZRXX1234

01A# Sell: -OR-

Request: CAL5AUG-8AUGCTY/ARR-1P/DT-1P/ZR/CD-

**ZRXX1234** Sell: 01A#

Direct Sell: OCARZRNN1CTY5AUG-8AUGECAR/ARR-3P/DT-3P/CD-XX1234

### GOVERNMENT RESERVATIONS

Request Government rate: CAL5NOV-8NOVCTY/ARR-1P/DT-1P/ZR/G

Sell: 01A#/CD-GV2223 -OR-

Request: CAL5NOV-8NOVCTY/ARR-1P/DT-1P/G

01A#/CD-GV2223

Direct Sell: OCARZRNN1CTY5AUG-8AUGECAR/ARR-3P/DT-3P/CD-GV2223

#### DOLLAR EXPRESS SERVICE

Request Express Service reservation: \*CAL5AUG-8AUGCTY.

ICAR/ARR-1P/DT-1P/ZR/ID-ZRDollar Express number

Sell: 01A# -OR-

Request: CAL5AUG-8AUGCTY.ICAR/ARR-1P/DT-1P/ZR

\*01A#/ID-Dollar Express number

Direct Sell: \*OCARZRNN1CTY3AUG-5AUGECAR/ARR-9A/DT-9A/ID-Dollar Express number

> \*Corporate and Government numbers must be in Dollar Express profile.

## ONE WAY RENTALS

Request One Way reservation: \*CAL22MAY-25MAYCTY.ICAR /ZR/ARR-1P/DT-1P/DO-CTY

Sell: 01A#

> \*Displays one way rate and the estimated total (which includes any applicable drop charges). Drop charges can be found in the rate rule (CAVA#).

#### DAILY DIVIDENDS

/SI-AG-PID01

# 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

GUARANTEE FORMAT: /G-VI123456789EXP0814

# 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.

# **DOLLAR SPECIFIC SHOP/SELLS**

Request: CAL20MAY-24MAYCTY.ICAR/ARR-

1P/DT-1P/CD-ZRXX1234

Sell with AB#: 01A#/SI-AB-123456

-OR-

Request: CAL20MAY-24MAYCTY.ICAR/ARR-1P/DT-

1P/ZR/CD-ZRXX1234

Sell with AB#: 01A#/SI-AB-123456

#### **DIRECT SELLS**

OCARZRNN1CTY20MAY-24MAYICAR/ARR-1P/DT-1P/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"

