

Booking Car Hire in T1

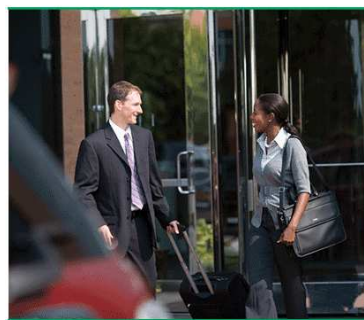
Enterprise is our supplier for care hire within the UK. For foreign car hire please contact the Procurement Operations Team who will be able to advise.

All car hire is booked via an Enterprise Portal and T1.

You must have a user name and password set up to use the portal, access can be requested from the Procurement Office (procurement@exeter.ac.uk)

Open the Enterprise Portal using <https://b2b.enterprise.co.uk>

- When you log in for the first time you will be prompted to change your password.



The Enterprise® Business Rental Programme.

[Deutsch](#) [Contact](#)

Login

User Name:

Password:

[Forgotten your password?](#)

Once into the system you will be presented with the below which is a template order form.

enterprise rent-a-car

UNIVERSITY OF EXETER

Home Create Reservation Manage Help Logout

Pick Date/Location/Vehicle → Renter Details → Review Your Reservation

For **International Travel** please click this link, you will require an Purchase order number. You can use Enterprise Rent A Car or National Rent A Car and will be billed directly.

https://legacy.enterprise.co.uk/car_rental/deeplinkmap.do?bid=028&refid=UEXETER

Driver

Driver Profile Name

Insurance Coverage Required

Vehicle Details

Vehicle Class

Start Date

Pick up Walk in Delivery Airport

End Date

Return to Branch Collection Airport APU

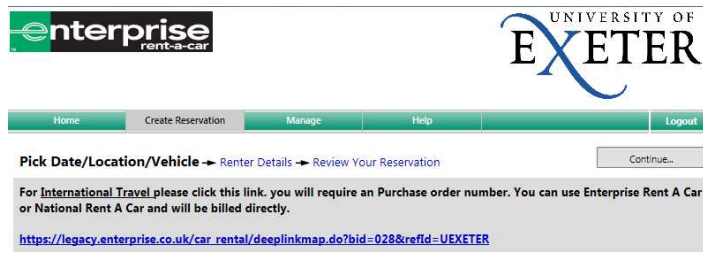
Booking References

Purchase Order No.

Department *

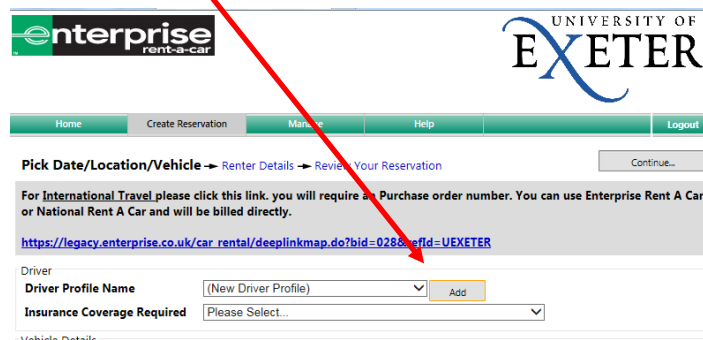
Notes To Enterprise

The order form also provides a link for those who wish to book international car hire

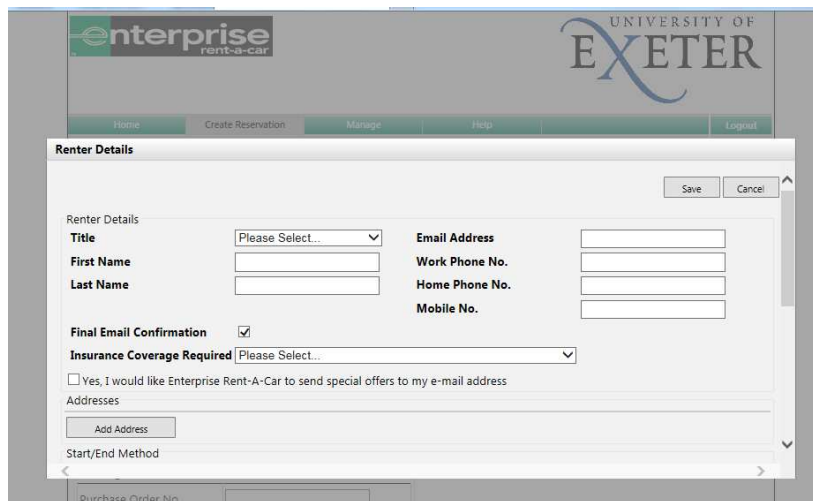


Process Steps

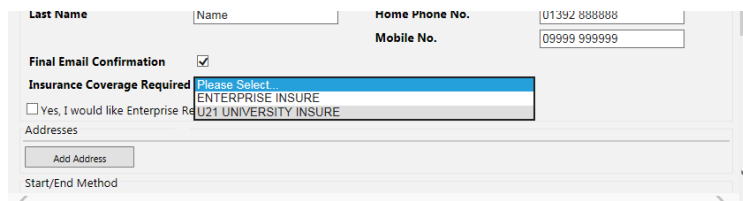
1. Add 'Driver Profile Name'



2. This will open the following screen



3. Complete the details required and remember you select the appropriate insurance. If you are Under 21 years of age you should select U21 University Insure



4. Other details to be added on this screen include;
 - Home or delivery address
 - Branch Details for collection / Drop off

- Chosen Pick up & drop off options
- Vehicle Class
- Consent

5. The next part to be completed is the 'Booking References'

Here you will need to add the following detail;

- Purchase Order No (This box will soon be replaced with Person placing order)

In the Purchase Order box you should enter your full name as the order will not have a PO number at the time of issue.

- Department is selected from the long list shown below

At the bottom of the page you have the option to add any notes to Enterprise, you can use this to add any specific information relative to your order which you want Enterprise to see.

When returning to the main screen you will see all details which you have previously entered will appear on the main screen.

6. To select your vehicle model you can select from those listed or you can see what vehicles are matched to which class

Vehicle Class	Examples	Doors	Avg CO2 Band *	
A-MAN Mini	 Ford Ka (or similar)	3	C	Select
B-MAN Economy	 Ford Fiesta (or similar)	3	C	Select
D-MAN Large Compact	 Vauxhall Astra (or similar)	5	D	Select
D-AUTO Large Compact	 Vauxhall Astra (or similar)	5	D	Select

- Please Select
- A-MAN (e.g. 3dr Ford Ka or similar)
 - B-MAN (e.g. 3dr Ford Fiesta or similar)
 - D-MAN (e.g. Vauxhall Astra or similar)
 - D-AUTO (e.g. Vauxhall Astra or similar)
 - DEST-MAN (e.g. Vauxhall Astra Estate or similar)
 - DEST-AUTO (e.g. Vauxhall Astra Estate or similar)
 - E-MAN (e.g. Vauxhall Insignia or similar)
 - E-AUTO (e.g. Vauxhall Insignia or similar)
 - EEST-MAN (e.g. Vauxhall Insignia Estate or similar)
 - EEST-AUTO (e.g. Vauxhall Insignia Estate or similar)
 - F-MAN (e.g. Volkswagen Passat or similar)
 - F-AUTO (e.g. Volkswagen Passat or similar)
 - MMPV (e.g. Vauxhall Zafira or similar)
 - MPV (e.g. Ford Galaxy or similar)
 - MPVA (e.g. Ford Galaxy or similar)
 - SPREMA (e.g. Mercedes Benz C Class or similar)
 - MPREMA (e.g. Mercedes Benz E Class or similar)
 - S4X4 (e.g. Nissan X-Trail or similar)
 - L4X4 (e.g. Nissan Pathfinder or similar)
 - E4X4 (e.g. Toyota Land Cruiser or similar)
 - V1 CAR DERIVED VAN (e.g. Vauxhall Astravan or similar)
 - V2 SWB/MWB VAN (e.g. Vauxhall Vivaro or similar)
 - V3 LWB HI ROOF VAN (e.g. Renault Master Van or similar)
 - V4 XL Van (e.g. Mercedes Sprinter or similar)

7. Once you have selected your vehicle the price will show on the page.

Branch Locator

Return

Enter either a City or Post Code (if different)

Please Note: Bookings made outside of open hours may bear additional charges (per Agreement).

Branch Details:

Estimated Cost

Item	Qty	Time Period	Rate	Sub Total
Rate	1	Day	£28.50	£28.50
RFL	1	Day	£0.00	£0.00
		Sub Total		£28.50
		Vat	20.0%	£5.70
		Total*		£34.20

* Estimated charges: final price appears on Rental Contract.

Quoted Total Price is an indicative quote for the requirements provided and may differ from the final price.

Booking References

Purchase Order No.

8. Complete all details to conclude booking

Next you will need to raise an ad-hoc requisition in T1 for Enterprise to complete your order.

You must include the booking reference on the PO and add the PO number (when complete) on to the Enterprise booking tool.

