



Avis Online

www.avisbaesystems.co.uk

- Simple 4 step booking process
- Make a booking in under a minute!!
- Book Delivery & Collection
- Amend or Cancel or a reservation
- Instant email confirmation

What information will I need ?

In order to place a booking online with Avis we recommend that you register first for an Avis Preferred Card

www.avispreferred.eu/baesystems



AVIS
Preferred

To complete your booking you will need the following information:

- Pick up / Delivery Location
- Pick up Date and Time
- Avis Preferred number (also known as Wizard number)
- Return date and time for the car
- To amend or cancel a booking you will simply require the surname of the renter and the reservation number.

Guide to booking online with Avis

From your microsite homepage you will have the option to start making a booking along with other options and useful information.

Preferred Reservation
Not a preferred card holder? [Click here](#)

Rental pickup location
 UK Delivery Avis Worldwide Locations
>> Deliver to other>>
Your postcode:
 Return car to different location

Start date:
19/04/2011 09 00
End date:
21/04/2011 09 00

Select car
Group E (e.g. Vauxhall Astra)

Preferred Card Details
Surname on card:
Preferred number:
>> BOOK CAR >>

Welcome
Welcome to the new Avis car rental booking tool for BAE Systems staff. You are now just a few steps away from booking your rental car and enjoying the benefits of our relationship with Avis.

Avis Preferred
Avis Preferred for the quickest and easiest way to rent your car.
Key Benefits include:

- Fast track your online booking
- Pre-prepared paperwork
- e-invoice direct to your email 24hrs after rental

[Learn More](#)

Getaway Cars
As a business customer you can also take advantage of a range of car hire staff discounted offers from Avis!
Get access to a great range of worldwide leisure car rental offers! i.e. 15% off Europe & 10% off USA
[Learn More](#)

This is the BAES home page, from here you can create, amend and cancel a reservation.

It is highly recommended that you register for an Avis preferred card before you book to expedite the process.

Avis do not charge for cancellation or amendment.

Delivery to a BAES location

If you are having a delivery to a BAES or MOD location then you can select the correct location from the drop down list.

Rental pickup location
 UK Delivery Avis Worldwide Locations
>> Deliver to other>>
>> Deliver to other>>
>> Deliver to BAE site>>
Barrow
Birtley
Bishopton
Bridgend
Bridgewater
Brough
Burwood House

Preferred Reservation

Not a preferred card holder? [Click here](#)

Rental pickup location

UK Delivery Avis Worldwide Locations

Barrow

Return car to different location

Start date:

01/05/2011 09 00

End date:

02/05/2011 09 00

Select car

Group E (e.g. Vauxhall Astra)

Preferred Card Details

Surname on card: SMITH

Preferred number: A1B2C3

[>> BOOK CAR >>](#)

Step 1 – Rental Requirements

Use the drop down menus to select :

- BAES Delivery / Pick up Location or
- Enter postcode for other location such as home or hotel, this will then return the nearest Avis location. You will enter the details at step 3
- Pick Up Date / Time
- Return Date / Time
- Car group

Also enter Avis Preferred/Wizard number.

If you don't have a preferred profile please use the link at the top of the booking tool. You will then be required to select your Business Unit/Location.

Quote

1  3 4

Thank you for your enquiry.
Avis are pleased to offer you the following:

Rental from / to:	Sunday	01.05.2011 09:00 hours (Out of hours)
	Monday	02.05.2011 09:00 hours
Duration (actual/charged):	1 day / 1 day	
Rental office:	Barrow	Click here for more information
	Telephone (+44 08445446315)	
Opening hours on the day of collection:	00:00-00:00 hours	
Return office:	Barrow	Click here for more information
	Telephone (+44 08445446315)	
Opening hours on the day of return:	Office Closed (Please note the modified opening hours on these day)	
Car group:	Group E (e.g. Vauxhall Astra)	

Step 2 – Quote/Reservation details

A breakdown of the reservation information will be displayed.

If you need to amend any of the details then you can click the 'back' button and return to the previous step.

* Salutation:

* First name / Surname:

Company:

* Address Line 1:

* Postcode / Town:

* Country of Residence:

Mobile phone:

* e-Mail:

* GCI Number (obtained from Success Factors) (For AI employees use SAP ID or employee number)

Please add additional driver name

Special Parking Instructions for Delivery of vehicle i.e. on driveway

Delivery and collection

If you would like to have the car delivered to you or collected from you, please enter the addresses below. Any special requirements or remarks should go into the field labelled "Special/Car Key requirements". If you do not require either service, please deactivate the appropriate option.

Please read the Terms and Conditions for Delivery and Collection reservations before making your booking. These will vary according to the country of rental.

Step 3 – Driver & Delivery/Collection Details

If you are a Preferred renter these details will be pre-populated

- Enter the Driver's name.
- Enter a contact telephone number,
- Enter an email address, we will then send an email confirmation to the address specified.
- If you are a travel arranger you can also enter your own email address by putting a comma after the renters email, you will then get an email copy of the reservation
- Enter the other delivery and collection details where prompted.
- Record any other pertinent information in the comments box, ie key location for collection

Click on 'Confirm Reservation' to complete the booking and receive your confirmation.

NB Please provide additional driver name in the remarks field

Step 4 –Reservation Confirmation

Provides confirmation of your booking. Please make a note of the reservation number. The email confirmation will be a summary of this page

If you need to notify Avis of any special requirements (such as child seats) then please contact the pick up location which is noted on the confirmation.

Reservation confirmation



Dear Mr Test Test,
Thank you for your online reservation. Please make a note of your reservation number or print this page for future reference. Your reservation will be confirmed via email shortly.
We wish you a safe and pleasant journey.

Reservation number:	0049-8402-GB-2
Rental from / to:*	Sunday 01.05.2011 09:00 hours (Out of hours) Monday 02.05.2011 09:00 hours
Duration (actual/charged):	1 day / 1 day
Rental office:	Barrow Telephone (+44 08445446315)
Opening hours on the day of collection:	00:00-00:00 hours
Return office:	Barrow Telephone (+44 08445446315)
Opening hours on the day of return:	Office Closed (Please note the modified opening hours on these days)
Car group:	Group E (e.g. Vauxhall Astra)
Rental price	29.38 GBP
Your quote includes:	<ul style="list-style-type: none"> • Local Tax (TAX) • Vehicle Registration Fee (VRF) • Unlimited Mileage