

MANUAL

2. Go to "Frequent-Traveler Programs" under the "Travel Settings" section

SAP Concur 🖸

1. Navigate to your profile section on the front page of your SAP Concur Travel portal and click on "Profile Settings"

SAP Concur C Travel App Center SAP Concur C Travel App Center Profile - 👤 0 Six 💄 William Never 👍 Profile Personal Information Change Password System Settings Concur Mobile Registration Travel Vacation Reasolgnment Profile Settings | Sign Out Your Information Profile Options Personal Information Company Information Contact Information Email Addresses Select one of the following to customize your user profile. TRIP SEARCH MY TRIPS (0) \rightarrow Personal Information Your home address and emergency contact information. System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday startlend? Emergency Contact You currently have no upcoming trips. Company Information Voir company name and business address or your remote location address. How can we entainly use about your travel arrangements? -Car Search Travel Settings Setup Travel Assistants Credit Card Information Pick-up date Drop off date Travel Preferences si Credit Card Information Credit Card Information Thus cartes your credit card Information have so you don't have Thus cart tacks there you credit card Information have so you don't have Thus cart tacks there you credit cartes your credit cartes you credit cartes Pick-up car at Airport Terminal O Off-Airport Please enter an airport Other Settings Change Password Change your password Concur Mobile Registration Set up access to Concur on your mobile device System Settings Connected Appr Return car to another location e Search Options Change Password Forgot Concur Mobile PIN Travel Vacation Reasolony ir, tell us in your words what you want to do e.g. flight from New York to Paris on Tuesday SAP SAP Concur C SAP SAP Concur C Last logged in: 09/22/2020 7.4

3. A new window for Frequent Traveler Programs opens where you can add new or edit your existing Frequent Traveler profile.

P	570	SixtCar Express	Search this vendor	17073970	1	Program" and a new pop up window opens
		C Add Travel Programs - Google Chrome		- 🗆 X		3.b) Select "Sixt" in the dropbox-list under "Car Rental Company"
	-	https://www.concursolutions.com/profile/Trave Add Travel Programs Please enter programs EXACTLY as they appear on y	elProgramEditor.asp?userID=gWkVJP87hsl	rfL8cgl69Ct\$pXS5eiV	-	3.c) Enter your Sixt ID number into the "Frequent Traveler / Driver / Guest Number field and click "save".
		The page allows you to enter a program incorrectly, you For example, if your card is printed "AA12345" or "Joh The page allows you to enter up to 5 travel programs Then, select the name of the company from the adjac 3.b Car Rental Company Pick a rental company	u will get a profile error from the reservation system. n Dev12345'', your program number is "12345'' as at a time. First, select the type of program (c cent list. Finally, enter the program number (fr 3.C) Frequent Traveler / Driver / G Your Sixt Profile ID nu	arrier name, car rental, or h equent traveler number, etc west Number. Search this vendor umber Ø		



MANUAL



1. Navigate to your profile section on the front page of your cytic Travel portal.

≡ the cytric Stat				My Trips	B Besey Gencer My User Profile My Frequent Trips	1.a) Click on "My User Profile" in the Profile menue section
☆ ☆ ⊻	My User Profile	Last change: Besey Gencer	(b9446) on 27.02.2020 11:21		My Travel Arrangers	1.b) Click on "Frequent Traveler Programs"
	Personal Data	Emergency Contact	Travel document information	Credit Card and Payment Card Information		
	Frequent Traveler Programs	Discount Cards	Personal Preferences	cytric System Management		
Back						
Back		-			_	

3. In the section "Frequent Traveler Programs" you can add new or edit your existing Frequent Traveler profiles.

∎ Frequent Traveler Nur	nbers for Car Rental Vend	lors	2.a) Click on "Frequent Traveler Numbers for Car Rental vendors"
My User Profile	On this page Frequent Traveler numbers can access to the services you are entitled to. If '(Arrangers) of this System will not be able to s the right	e entered. Please select the exact level of participation to enable the System to provide onfidential was selected by the user, other users (e.g. the Administrator or Travel ee the number. To delete a Frequent Traveler number, click on the 'Remove' button to	2.b) Choose "Sixt" as Rental Car Vendor
Frequent Traveler Numbers for Airlines	Add Rental Car Frequent Traveler Cards		2.c) Enter your Sixt Profile ID number
Frequent Traveler Numbers for Hotel Chains	Rental Car Vendor:*	2.b) sixt	in the field "number" and click
Frequent Traveler Numbers for Car Rental Vendors	Number:*	2.c) Your Sixt Profile ID number	"Add"
Frequent Traveler Numbers - Rail	Confidential:		
Back		Add	
F	Prequent Traveler Num Ny User Profile Prequent Traveler Numbers for Arifnes Prequent Traveler Numbers for Hotel Chains Prequent Traveler Numbers - Rail Back Back	A Wy User Profile My User Profile Marines Trequent Traveler Numbers for Acta Rental Car Vendor:* Numbers for Acta Rental Car Vendor:* Numbers Requent Traveler Numbers of Car Rental Vendors Rental Car Vendor:* Number:* Confidential: Back	Frequent Traveler Numbers for Car Rental Vendors My User Profile Frequent Traveler Numbers for Car Rental Car Vendor II "Confidential" was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this ystem will not be able to see the number. To delete a Frequent Traveler number, so the service you are entitled to. If "Confidential" was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this ystem will not be able to see the number. To delete a Frequent Traveler number, so the service you are entitled to. If "Confidential" was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this ystem will not be able to see the number. To delete a Frequent Traveler number, so the service you are entitled to. If "Confidential" was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this ystem will not be able to see the number. To delete a Frequent Traveler number, so the service you are entitled to. If "Confidential" was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this ystem will not be able to see the number. To delete a Frequent Traveler number, so the service you are entitled to. If "Confidential" was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this ystem will not be able to see the number. To delete a Frequent Traveler number, so the service you are entitled to. If "Confidential" was selected by the user, other will be user to the service you are entitled to. If "Confidential" was selected by the user, other will be user to the service you are entitled to. If "Confidential" was selected by the user, other will be user to the service you are entitled to. If "Confidential" was selected by the user, other will be user to the service you are entitled to. If "Confidential" was selected by the user, other will be user to the service you are entitled to. If "Confidential" was selected by the user, other will be uservice

YOUR SIXT PROFILE IS NOW CONNECTED TO YOUR CYTRIC ACCOUNT



MANUAL

Res@Car

1. Navigate to the Driver section on the front page of the Res@car web portal to search for your Driver profile by entering your Last Name.

Reservation Driver Account Location Contact Administration My profile	Log out Search a driver
Search a driver	Last of drivers Last Name DOE Customer nr. 🕹 Account
List of drivers	🗙 Refresh 🥥 Search
Last Name Doe Customer nr. @ Account	▼ List of drivers
🗙 Refresh 💿 Search	Lesting / Pathans

2. On the Driver's profile section you can edit the Driver identification data as of name, address, contact information as well as the Sixt profile information.

Driver identit	fication					2.a) Account Section:
Last Name* Address	DOE		First name*	JANE		or " Modify " your existing Sixt corporate account. The Sixt corporate account number has to be entered
Postal code Phone			City			under "Corporate nr."
E-mail - to	j.doe@companyxyz.com					Accredited accounts
E-mail - cc Birthplace			Birthdate			Accourt* Costoner reference
Accounts	lify B Remove					 2.b) <u>Customer number / Preferred vehicle section:</u> Click on "Add" to create a new Sixt profile or
Rental company	Account	Co	orporate nr.	Customer	reference	"Modify" your existing Sixt profile data.
Customer nu	imber / Preferred	vehicle	34307			and click "ok"
🔂 Add 📝 Mod	lify Remove					Information Preferred vehicle 🖗 Restal company*
Rental company Sixt	Customer nr. 87854321	Card Count Yes	try Cate	egory Group	Preference	Category Category Category Category Category Preference Preference



MANUAL



1. Navigate to "Profile" in your Onesto Travel portal and choose "Traveller profiles" in the separately opened pop up window.

Car						
	Ğ		fie 8 Traveller profiles 8 Travel arranger rights	The set of	Create / Edit Create / Edit	
/our current journeys: 0					h Discley (Edit	
Itinerary A Tr	raveller 🛆	Travel date 🛆	 n Basic data			

2. On the Traveller's profile section you can edit the Driver details.

To connect your Sixt Profile, an Onesto Traveller Profile has to be created first. Secondly a Loyality Card for the selected Traveller has to be added.

2. a) Click on "edit" under the created Traveller Profile. Scroll down on the separately opened window to the "Loyalty Cards" section and click on "Add".

rofile				×	Tr	raveller profile Test, Mister			×
				Hide details		Personal and contact data		► Display details	^
 Traveller profiles 				Create new traveller		Delivery address *		► Display details	1.02
Traveller	Department	Employee number	Phone number	Create new travener		Credit cards		► Display details	188
						E Loyalty Cards			
Test, Mister		Extern	01234567	• Edit		Provider	Number	Valid until	

2. b) Select Sixt as Provider and enter your Sixt Profile ID to the field "Number" and click on "Save".

To save changes	s please click the save button.	
Туре	Rental Car	
Provider *	Sixt	-
Number *	123456	

YOUR SIXT PROFILE IS NOW CONNECTED WITH YOUR ONESTO ACCOUNT



MANUAL



1. Navigate to "User profile" under the "My Data" section in your atlatos Travel portal.

L FUCHT		-					æ	TDAIN												
	HOTEL	paq.	CAR REN	AL				TRAIN								-1				
MY DATA ~	CURRENT TRAVEL PLANS																			
DB booking search Train service Booking history	Search for traveller																			
Travel request	Traveller																			
Contact	Tom Wassilewsky		<					SEPTEM	BER 20	20					>					
User profile			TUE	WED	THU	RI SA	T SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON					
Booking right			22	23	24	25 2	6 27	28	29	30	01	02	03	04	05					
			22	23	24	25 2	6 27	28	29	30	01	02	03	04	05					
																- 11				
		_	_		_	-	_	-		-	-				-	-				
the Car Rental Carc	ds section you can add	new or edit	your	exis	ting F	requ	ent T	ravel	er pi	ofile	s.									
the Car Rental Carc	ds section you can add	new or edit	your	exis	ting F	requ	ent T	ravel	er pr	ofile	s.									
the Car Rental Caro	ds section you can add	new or edit	your	exis	ting F	requ	ent T	ravel	er pr	ofile	s.		1	2.a	ı) Cli	ck on	n "Ca	r rent	al Care	ds"
the Car Rental Caro	ds section you can add	new or edit	your	exis	ting F	reque	ent T	ravel	er pr	ofile	s.		1	2.a	ı) Cli	ick on	n "Ca	r rent	al Care	ds"
the Car Rental Carc CREDIT CARDS FREQU Place your car rental cards Car rental-card*: 2 b)	ds section you can add	new or edit	your	exis	ting F	requ	ent T	ravel	er pr	ofile	s.			2.a 2.b	ı) Clie o) Ch	ick on	n "Ca e "Six	r rent	al Car o t" as C	ds" Car ren
The Car Rental Carc CREDIT CARDS FREQU Place your car rental cards Car rental-card*: 2.b) Card number*: 2.c)	ds section you can add	new or edit	your Car Ref	exis	ting F	requ ^r	ent T	ravel Ards	er pr	ofile	s.			2.a 2.b	i) Cli) Ch cai	ick on noose rd	n "Ca e "Six	r rent c card	al Car o t" as C	ds" Car ren
The Car Rental Carc CREDIT CARDS FREQU Place your car rental cards Car rental-card*: 2.b) Card number*: 2.c) Y	ds section you can add JENT FLYER CARDS HOTE Sixt Card v Your Sixt Profile ID number	new or edit	your	exis	ting F	requ B	ent T	ravel ARDS	er pr	ofile	s.			2.a 2.b 2.c	i) Cli) Ch cai	ick on noose rd	n "Ca e "Six our S	r rent c card ixt Pr	al Caro t" as C ofile ID	ds" ar ren



MANUAL



- 1. Navigate to your Profile settings section in your KDS Travel portal and click on "Cards"
- 2. Click on "Add a new loyalty/subscription card" and a search box opens where you can search for "Sixt".

^{ser Profile} Ar Surname Name > Car	ds	
Credit Cards		General
Visa (Corporate) TEST CARD 4444*******1111	Expiration date Dec 2020	Update Delete Deferences
	Add a new credit card	Hotel Shortcuts
		Expense Types
Loyalty/Subscription Cards	2	1. Cards
	C Add a new loyalty/subscription card	D Passports
		▷ Vehicles
		Delegation

3.a) Select Sixt in the Search box under "Car" tab and b) add your Sixt Profile ID into the text field under "Loyalty Card" and click on "Add this new card".

Neo - Google Chrome - X w.mykds.com/MA200/20.2.6370.0/kds/pages/Search/S <u>Air Rail Hetel Car</u>	^{User Profile} Mr Loïc Baudin de la Valette⇒ Cards		
Loyalty/Subscription Cards ABDEHNST Strow all suppliers 3.a) Sixt , here	Card Type: Loyalty Card Sixt Sixt Supplier: Sixt * Number: 3.b) Your Sixt Profile ID number Charge Card: Use this card as means of Add this new card	er payment for car rentals Cancel	 ▷ General ▷ Preferences ▷ Hotel Shortcuts ▷ Expense Types ▶ Cards ▷ Passports ▷ Vehicles ▷ Delegation