

G4S Booking Guide



NEXT STEP: Click on your customised booking link and enter your login details in the fields below:

BUSINESS CUSTOMERS



Welcome to G4S Booking Tool

Login Name

Password

Login

Require assistance? Please call 0207 018 8241

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NEXT STEP: Below is the general dashboard with all the account statistics and all fields you need to manage your rentals:

BUSINESS CUSTOMER

Dashboard

New Hire

Reports

Admin

Help

Marc Lees | [Log out](#)

< Today's Stats >

0
Bookings

0
Total Days Booked

0
Average Days Booked

£0
Estimated Cost Booked

£0
Average Cost Booked

24
Current Hires

24
Total Rental Days

1
Average Rental Days

Today's Tasks 24



Driver Requests (22)

Customer Requests (1)

Terminations Due (1)

NEXT STEP: To create a new reservation please click on the “New Hire” tab:

BUSINESS CUSTOMERS



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Dashboard **New Hire** Reports Admin Help

Hire Helpline **0207 018 8241**

Today's Stats



0 Bookings	0 Total Days Booked	0 Average Days Booked	£0 Estimated Cost Booked	£0 Average Cost Booked	0 Current Hires	0 Total Rental Days	0 Average Rental Days
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Today's Tasks

Driver Requests (0)	Customer Requests (0)	Terminations Due (0)
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NEXT STEP If you are a **SUPER BOOKER** please type "G" in the "Customer Name" field and click on search:

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Dashboard **New Hire** Reports Admin Help

Hire Helpline **0207 018 8241** 

Hire Request

Please confirm the contact details for this request.

Contact Name Telephone No. Lead Source

Please select below to search by customer or vehicle

Customer Name Customer Reg. No.

A/C No.

NEXT STEP: If you are a SUPER BOOKER please select the entity you would like to make a booking for:

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Hire Helpline
0207 018 8241

Hire Request

Please confirm the contact details for this request.

Contact Name Telephone No. Lead Source

Please select below to search by customer or vehicle

Customer Name Customer Reg. No.

A/C No.

Customer Name and Address	Account No.	Scheme Name
G4S CARE AND JUSTICE SERVICES (UK) LTD	934622	G4S CARE AND JUSTICE SERVICES (UK) LTD
G4S CASH SOLUTIONS (UK) LTD	934625	G4S CASH SOLUTIONS (UK) LTD
G4S CORPORATE SERVICE LTD	934624	G4S CORPORATE SERVICE LTD
G4S FACILITIES MANAGEMENT (UK) LTD.	934627	G4S FACILITIES MANAGEMENT (UK) LTD.

NEXT STEP: Bookers with **regular** access will only see this page after clicking on “New Hire”, their name and phone number will pre-populated:

BUSINESS CUSTOMERS

Dashboard **New Hire** Reports Admin Help | Log out

Hire Helpline **0207 018 8241** Booking Ref Search

Hire Request
Please confirm the contact details for this request.

Contact Name Telephone No. Lead Source

Confirm and Proceed

NEXT STEP: Please enter the driver's details, choose your "Business Unit" from the Cost Centre search bar and also choose your "Hire Reason"

BUSINESS CUSTOMERS

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Dashboard **New Hire** Reports Admin Help

Hire Helpline **0207 018 8241** Booking Ref Search

Reservation Information

Customer Details

Customer Name: G4S SECURE SOLUTIONS UK LTD. (934632)
Scheme Name: G4S SECURE SOLUTIONS UK LTD
Contact:

Driver Details

Surname: Title: Name/Initials:
Date of Birth: Driver Contact Nos.: Driver Licence No.:

Additional Drivers Add

Additional Information

Cost Centre: **Search** → **G4S Business Unit!**

Booking Information

Hire Reason: Hire Reason Notes:
Tariff Type: **View Tariff**

250 Characters remaining.

Notes

Customer Instructions: **! Cost Centre: must be your G4S business Unit and Customer Order No: must be your Cost Centre**

Proceed

IMPORTANT: The Customer Order No: field which must be your Cost Centre is at the end of the reservation page

EXAMPLE of the Cost Centre = Business Unit pop up page:

Cost Centres

Select the cost centre for this Hire

Search All

Cost Centre No.

Cost Centre Name



Division No.

Division Name

Cost Centre Name	Cost Centre No	Division ...	Division Name
	G4S PATROL AND RESPONSE		
	G4S REGIONAL GUARDING		
	G4S SECURE SOLUTIONS		

EXAMPLE of the Hire Reason selection:

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Dashboard **New Hire** Reports Admin Help

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Hire Helpline **0207 018 8241**

Reservation Information

Customer Details

Customer Name	G4S SECURE SOLUTIONS UK LTD. (934632)
Scheme Name	G4S SECURE SOLUTIONS UK LTD
Contact	

Driver Details

Surname	<input type="text"/>	Title	<input type="text"/>	Name/Initials	<input type="text"/>
Date of Birth	<input type="text"/>	Driver Contact Nos.	<input type="text"/>	Driver Licence No.	<input type="text"/>

Additional Drivers

Additional Information

Cost Centre	<input type="text"/>	<input type="button" value="Search"/>
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Booking Information

Hire Reason	<input type="text" value="Please Select"/>	Hire Reason Notes	<input type="text"/>
Tariff Type	<input type="text" value="Please Select"/>		

250 Characters remaining.

Notes Cost Centre: must be your G4S business Unit and Customer Order No: must be your Cost Centre

NEXT STEP: Choose you start & end date & time as well as delivery & collection service or branch pick up / drop off:

250 Characters remaining.

Booking Details

Hire Start Information

Start Date Time
Monday

Start Location
 Delivery
 Branch Pickup
 Airport Pickup

Delivery Address

Business Address
 Home Address
 Use Driver Pickup

This service will only be used if available from your hire supplier(s).

Hire End Information

Days End Date Time
Tuesday

End Location
 Same as Start Location Collection
 Return to Branch To Be Confirmed
 Airport Drop Off

Business Address
 Home Address
 Use Driver Drop-off

Auto Collect Yes No

Please indicate whether you would like the vehicle to be automatically collected at the end of the hire.



Location of Keys

50 Characters remaining.

NEXT STEP: Please select your vehicle type from the dropdown selections available and if you would like to inform the branch of any special preference add this in the Notes:

Vehicle Group Filter

Vehicle Group



CDMR - Citroen C3 Aircross or similar
Age restriction: 21
IMPORTANT: Age Restriction does not apply to any G4S Bookings

Hire Options

Sat Nav (£ 0.00 Per Day)

Infant/Child Seat (£ 9.99 Per Day)

Requested Option

Notes

Insurance Details Customer's Own Insurance

500 Characters remaining.

IMPORTANT: Age Restriction does not apply to any G4S Bookings!

NEXT STEP: Confirm you are happy with the charges, enter your Cost Centre in the Customer Order No: field and proceed:

Supplier Selection

Supplier Name: SIXT Rent a Car Ltd

Start Branch: SIXT Rent a Car Ltd (Feltham/Hatton Cross)

End Branch: SIXT Rent a Car Ltd (Feltham/Hatton Cross)

Pricing

G4S PLC. - G4S
 CDMR - Citroen C3 Aircross or similar

Hire Days	1
Basic Rental @ £ 24.09 - Per Day x 1	24.09
Business Delivery - 1 mile(s)	2.50
Road Fund Tax - Car @ £ 0.00 - Per Day x 1	0.00
Business Collection - 1 mile(s)	2.50
Total	£ 29.09

All charges are estimated and may be subject to change.

Confirmation Details

By Fax
 By Text (SMS)

Driver E-mail
 Authorisor E-mail

Customer E-mail

Additional E-mails

Order Confirmation Details

!

➔
G4S Cost Centre

Confirm and Proceed

NEXT STEP: The booking request has been confirmed & Booking Ref number has been provided:

BUSINESS CUSTOMERS

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Hire Helpline
0207 018 8241

Confirmation Information

Booking Ref. 85184449/1- Booking Request
Created by Elis Shen (Direct Hire) on 01/03/2021 14:45

Reservation Summary

Start Date/Time	01/03/2021 09:00	End Date/Time	02/03/2021 09:00
Main Driver	Miss Elis Shen	Contact No.	07477141414
Hire Type	Additional Hire	Supplier	SIXT Rent a Car Ltd

CDMR - Citroen C3 Aircross or similar
Age restriction: 21

Thank you for your request, which has been transmitted.
This hire has been placed using your company's own insurance cover.

Customer Details

Customer Name G4S AVIATION SERVICES LTD (934630)
Scheme Name G4S AVIATION SERVICES LTD
Contact

[View Notes](#)

View Reservation

Create Similar Hire

NEXT STEP: To view your booking, amend it or cancel it please copy and paste the booking ref into the field below:

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 New Hire
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Elis Shen | [Log out](#)

Hire Helpline
0207 018 8241

Confirmation Information

Booking Ref. 85184449/1 - Booking Request
 Created by Elis Shen (Direct Hire) on 01/03/2021 14:45

Reservation Summary

Start Date/Time	01/03/2021 09:00	End Date/Time	02/03/2021 09:00
Main Driver	Miss Elis Shen	Contact No.	
Hire Type	Additional Hire	Supplier	SIXT Rent a Car Ltd

CDMR - Citroen C3 Aircross or similar
Age restriction: 21

Thank you for your request, which has been transmitted.
 This hire has been placed using your company's own insurance cover.

Customer Details

Customer Name: G4S AVIATION SERVICES LTD (934630)
 Scheme Name: G4S AVIATION SERVICES LTD
 Contact: [View Notes](#)

View Reservation
Create Similar Hire

NEXT STEP: Once you see your booking in the list below please click on it:

BUSINESS CUSTOMERS

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New Hire

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Elis Shen | [Log out](#)

Hire Helpline

0207 018 8241

Reservation Search

Use this area to view your reservations using the search criteria provided.

Booking Ref.

Rental Agreement No.

Hire Reg No.

Reservation No.

Driver Surname

Booking Ref.	Reservation No.	Customer Name	Supplier Name	Driver Name	Res Start Date	Res End Date	Customer F
85184449/1		G4S AVIATION SERVICES LTD	SIXT Rent a Car Ltd	Shen, Miss Elis	01/03/2021 09:00	02/03/2021 09:00	

NEXT STEP: BOOKING CONFIRMED and the SIXT reservation number has been generated

Hire Reservation - Booking Confirmed

Customer Details

[View Notes](#)

Customer Name G4S AVIATION SERVICES LTD (934630)
 Scheme Name G4S AVIATION SERVICES LTD
 Contact

Reservation Summary

Created by Elis Shen (Direct Hire) on 01/03/2021 15:31

Booking Ref. 85184391/2

Reservation Number 9907790875

[Reservation Change Summary](#)

Reservation Information

Start Date/Time **Monday 15/03/2021 09:00**
 Hire Reason **interim**
 Supplier Group **CDMR - Citroen C3 Aircross or similar**
 Supplier **SIXT Rent a Car Ltd**
 Start Branch **Birmingham City Centre** [Click to add text](#)
 Branch Tel No. **+44-2070188241**
 Customer **G4S AVIATION SERVICES LTD**
 Main Driver **Mrs Tester Test**
 Driver Contact No. **1234567**

Days 7.0

End Date/Time **Monday 22/03/2021 09:00**
 Hire Type **Additional Vehicle**
 Group Booked **CDMR - Citroen C3 Aircross or similar**
 Tariff Type **G4S**
 End Branch **Birmingham City Centre**
 Branch Tel No. **+44-2070188241**
 Contact Name **Elis Shen**
 Contact No.
 Auto Collect **No**

[View Reservation](#)

Rental Information

Start Date/Time
 Delivery Distance

Days 0.0

End Date/Time
 Collection Distance

Rental Agreements

[Vehicle History](#)

Start Date/Time	End Date/Time	Unique Rental Agreement No.	Charge Group	Actual Group	Hire Reg. No.	Delivery Distance	Collection Distance

[Event History](#) [Cancel Hire Request](#) [Amend Booking](#)

To **Cancel or Amend** your booking please click on one of the tabs at the bottom of the page

NEXT STEP: BOOKING REQUEST is when the request has not yet been confirmed and you will see the below page.
Please note you will not be able to amend or cancel at this stage as it's pending approval

Hire Reservation - Booking Request

Customer Details

[View Notes](#)

Customer Name G4S AVIATION SERVICES LTD (934630)
 Scheme Name G4S AVIATION SERVICES LTD
 Contact

Reservation Summary

Created by Elis Shen (Direct Hire) on 01/03/2021 15:29

Booking Ref. 85184610/1

[Reservation Change Summary](#)

Reservation Information		Days 1.0		View Reservation
Start Date/Time	Wednesday 24/03/2021 17:15	End Date/Time	Thursday 25/03/2021 17:15	
Hire Reason	interim	Hire Type	Additional Vehicle	
Supplier Group	CLMR - VW Golf, Skoda Scala or similar	Group Booked	CLMR - VW Golf, Skoda Scala or similar	
Supplier	SIXT Rent a Car Ltd	Tariff Type	G4S	
Start Branch	Birmingham City Centre	End Branch	Birmingham City Centre	
Branch Tel No.	+44-2070188241	Branch Tel No.	+44-2070188241	
Customer	G4S AVIATION SERVICES LTD	Contact Name	Elis Shen	
Main Driver	Mrs Tester Test	Contact No.		
Driver Contact No.	1234567	Auto Collect	No	

Rental Information		Days 0.0	
Start Date/Time		End Date/Time	
Delivery Distance		Collection Distance	

Rental Agreements							Vehicle History
Start Date/Time	End Date/Time	Unique Rental Agreement No.	Charge Group	Actual Group	Hire Reg. No.	Delivery Distance	Collection Distance

[Event History](#)

NEXT STEP: BOOKING DECLINED is when your booking request has been turned down and at the bottom of the you will be given the options to either Acknowledge the turn down or Amend the booking and try for different dates/vehicle etc.

Hire Reservation - Booking Declined

Customer Details

[View Notes](#)

Customer Name G4S AVIATION SERVICES LTD (934630)
 Scheme Name G4S AVIATION SERVICES LTD
 Contact

Reservation Summary

Created by Elis Shen (Direct Hire) on 01/03/2021 14:30

Booking Ref. 85184391/1

Reservation Number

[Reservation Change Summary](#)

Reservation Information

Days 1.0

[View Reservation](#)

Start Date/Time Wednesday 24/03/2021 17:15
 Hire Reason interim
 Supplier Group CLMR - VW Golf, Skoda Scala or similar
 Supplier SIXT Rent a Car Ltd
 Start Branch Birmingham City Centre
 Branch Tel No. +44-2070188241
 Customer G4S AVIATION SERVICES LTD
 Main Driver Mrs Tester Test
 Driver Contact No. 1234567

End Date/Time Thursday 25/03/2021 17:15
 Hire Type Additional Vehicle
 Group Booked CLMR - VW Golf, Skoda Scala or similar
 Tariff Type G4S
 End Branch Birmingham City Centre
 Branch Tel No. +44-2070188241
 Contact Name Elis Shen
 Contact No.
 Auto Collect No

Rental Information

Days 0.0

Start Date/Time
 Delivery Distance
 End Date/Time
 Collection Distance

Reservation Declined - The following text has been provided by the Hire Supplier

This booking has been declined by the Hire Supplier, please cancel the booking and re-request from a different Hire Supplier.
 Your Hire Booking request has been declined, please contact G4S Booking Tool on 0207 018 8241

[Event History](#)

[Acknowledge](#)

[Amend Booking](#)

Thank you!

