



G4S Booking Guide







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

BUSINESS CUSTOMERS







Require assistance? Please call 0207 018 8241

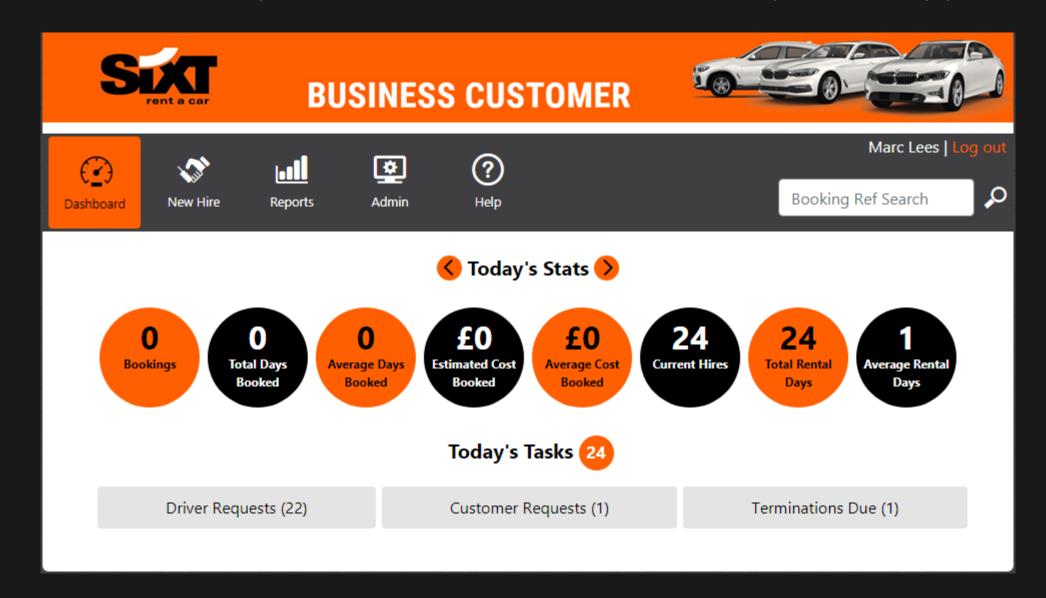
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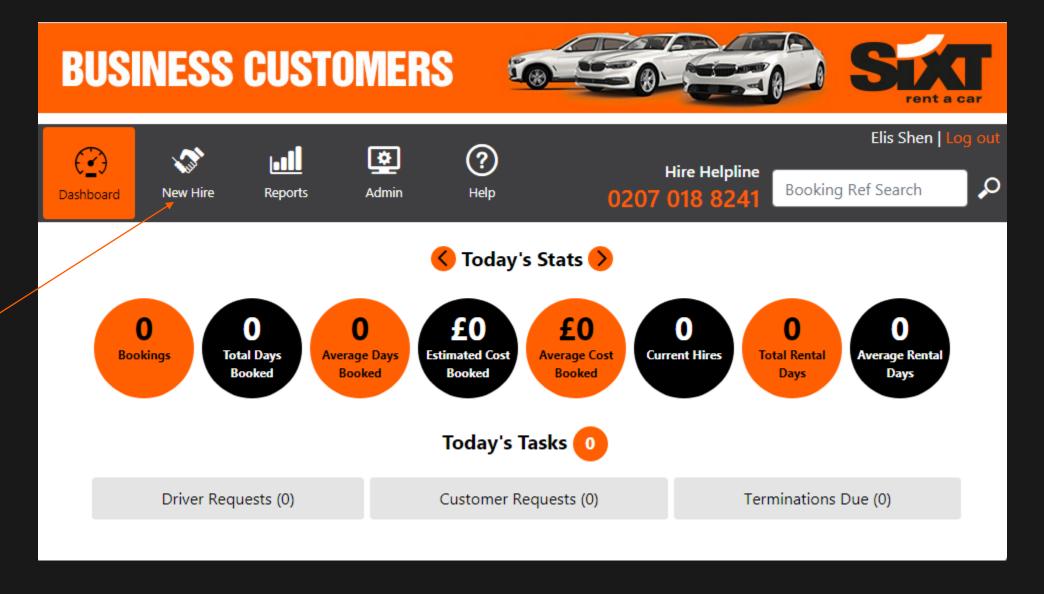
NEXT STEP: Below is the general dashboard with all the account statistics and all fields you need to manage your rentals:







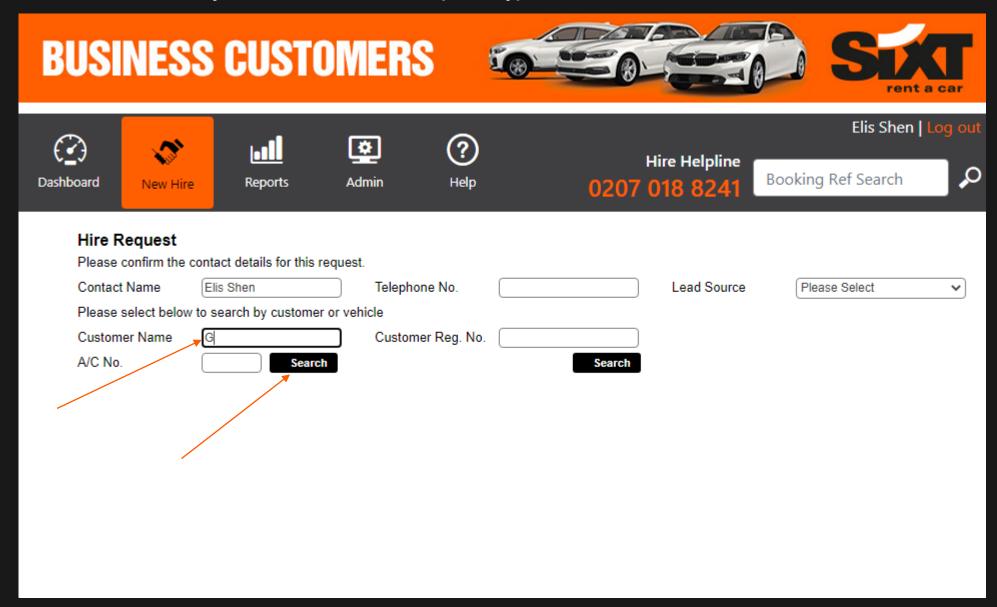
NEXT STEP: To create a new reservation please click on the "New Hire" tab:







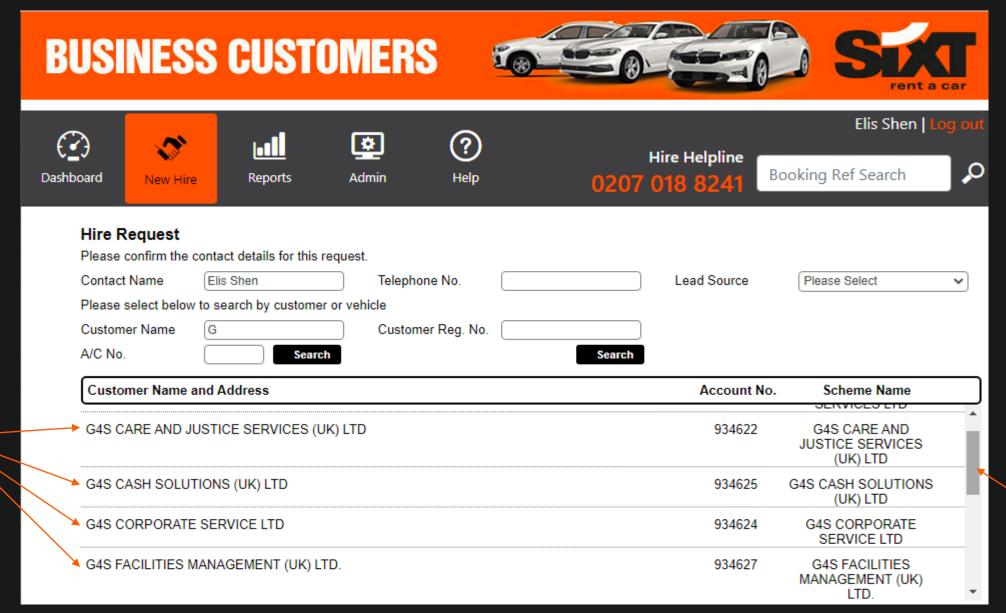
NEXT STEP If you are a **SUPER BOOKER** please type "G" in the "Customer Name" field and click on search:







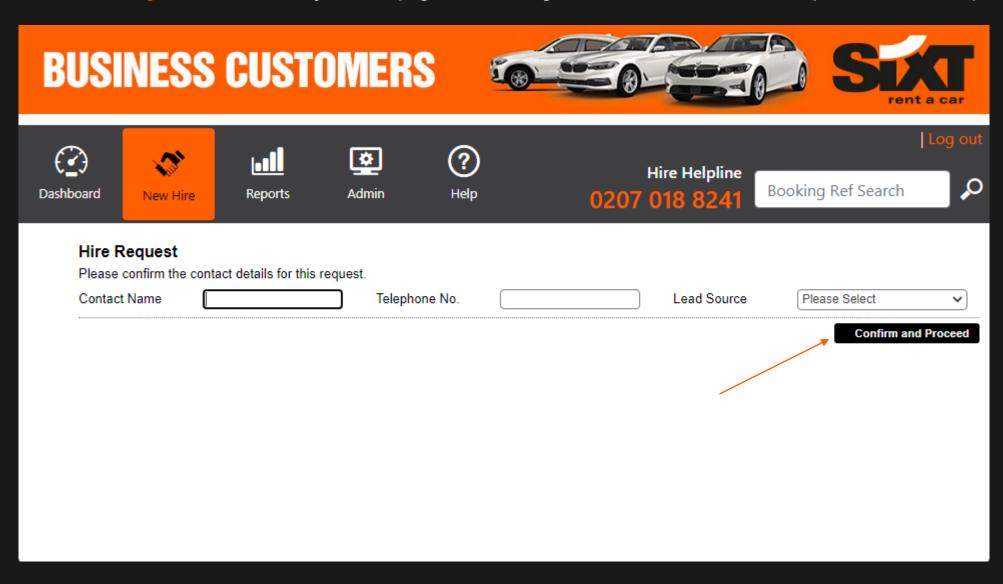
NEXT STEP: If you are a **SUPER BOOKER** please select the entity you would like to make a booking for:







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







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

BUS	INESS	CUSTO	DMERS	T				SL	t a car
(<u>?</u>) Dashboard	New Hire	Reports	☆ Admin	? Help	020	Hire Helpline 07 018 8241	Booking	Elis Shen g Ref Search	Log out
Reserva	ation Info	rmation			Customer Na Scheme Na Contact		RE SOLUTION RE SOLUTION	S UK LTD. (93463) S UK LTD	2)
Surna	er Details me E	Dr	Title (iver Contact Nos. (ame/Initials			
	tional Drivers	Add				10 D			
Bool	st Centre king Informat	ion Please Select	Searc		ason Notes	4S Business	Unit!		
Tariff 1		G4S View Tariff		3	ason Notes			250 Characte	ers remaining.
Note Custo	s mer Instructions	Cost Co	entre: must be yo	ur G4S busines	s Unit and Custo	omer Order No: mus	t be your Co	st 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:

e for this Hire			
)
			Search
Cost Centre No	Division	Division N	Name
G4S PATROL AND RESPONSE			
G4S REGIONAL GUARDING			
G4S SECURE SOLUTIONS			
			Close Window
* * * * * *	X X		
	Cost Centre No G4S PATROL AND RESPONSE G4S REGIONAL GUARDING	Cost Centre No Division G4S PATROL AND RESPONSE G4S REGIONAL GUARDING	Cost Centre No G4S PATROL AND RESPONSE G4S REGIONAL GUARDING





EXAMPLE of the Hire Reason selection:

BUSI	NESS	CUST	OMERS		Signal Si
(<u>?</u>) Dashboard	New Hire	[all] Reports	☆ Admin	? Help	Hire Helpline 0207 018 8241 Booking Ref Search
		ormation			Customer Details Customer Name G4S SECURE SOLUTIONS UK LTD. (934632) Scheme Name G4S SECURE SOLUTIONS UK LTD Contact
Drive Surnan	r Details		Title		Name/Initials
Date of			Driver Contact Nos.		Driver Licence No.
Additi	ional Drivers	Add			
	onal Information	on	Search		
Book	ing Informa	tion			
Hire Re	eason	Please Select	~	Hire Reason	Notes
Tariff Ty	/pe	Please Select			
		acc replacement contract			
		interim			250 Characters remaining.
Notes	,	mech pre-lease			
Custom	ner Instructions		Centre: must be you	r G4S business Ur	nit and Customer Order No: must be your Cost Centre
					<u></u>
					Proceed



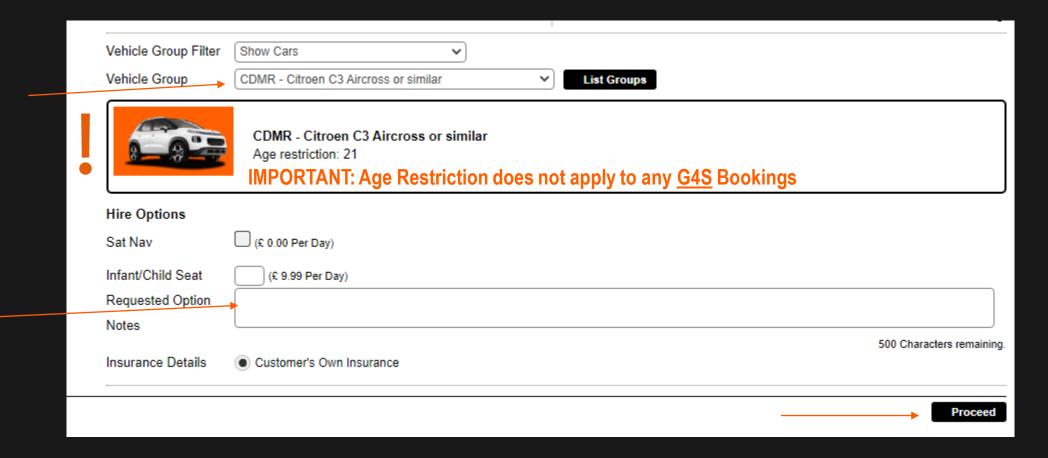


NEXT STEP: Choose you start & end date & time as well as delivery & collection service or branch pick up / drop off:

Booking Detail			230 Characters remaining
Hire Start Informa		Hire End Informat	tion
Start Date	01/03/2021 Time 12:30	Days 1	End Date 02/03/2021 Time 12:30
Start Location	▶ ● Delivery	End Location	Same as Start Location
	Branch Pickup		Return to Branch To Be Confirmed
	Airport Pickup		Airport Drop Off
Delivery Address			
	Lookup Address Lookup Location		Lookup Address Lookup Location
	Business Address		Business Address
	Home Address		Home Address
	Use Driver Pickup		Use Driver Drop-off
	This service will only be used if available from your hire	Auto Collect	● Yes ○ No
	supplier(s).		Please indicate whether you would like the vehicle to be automatically collected at the end of the hire.
		Location of Keys	
			50 Characters remainin



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:





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

Supplier Name Start Branch End Branch Pricing		Ltd (Feltham/Hatton Cros	ss)		
End Branch		•	ss)		
	SIXT Rent a Car I		•		rent a
Pricing		Ltd (Feltham/Hatton Cro	ss)		
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 ກຢູ່ອ(ຣ)		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 ch	narges are estimated a	nd may be subject to ch	nange.	
Confirmation Details					
By Fax			By Text (SMS)		
Driver E-mail			Authorisor E-mail		
Customer E-mail					
Additional E-mails					
Order Confirmation Details	.				
Customer Order No.			\longrightarrow G4	S Cost Centre	





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

BUSINESS CUSTOMERS



Customer Details

Customer Name

Scheme Name Contact



Elis Shen | Log out











Hire Helpline 0207 018 8241

Booking Ref Search

G4S AVIATION SERVICES LTD (934630) G4S AVIATION SERVICES LTD



View Notes

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 Main Driver Miss Elis Shen Hire Type Additional Hire

End Date/Time

Contact No. 07477141414

Supplier

SIXT Rent a Car Ltd

02/03/2021 09:00



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.

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:

BUSINESS CUSTOMERS





Elis Shen | Log ou









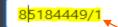


Hire Helpline

Customer Name

Scheme Name Contact

Customer Details



G4S AVIATION SERVICES LTD (934630) G4S AVIATION SERVICES LTD



View Notes

Confirmation Information

Booking Ref. 85184449/1- Booking Request

Created by Elis Shen (Direct Hire) on 01/03/2021 14:45

Reservation Summary

01/03/2021 09:00

Main Driver

Hire Type Supplier

Start Date/Time

Miss Elis Shen

Additional Hire

End Date/Time

02/03/2021 09:00

Contact No.

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.

View Reservation

Create Similar Hire



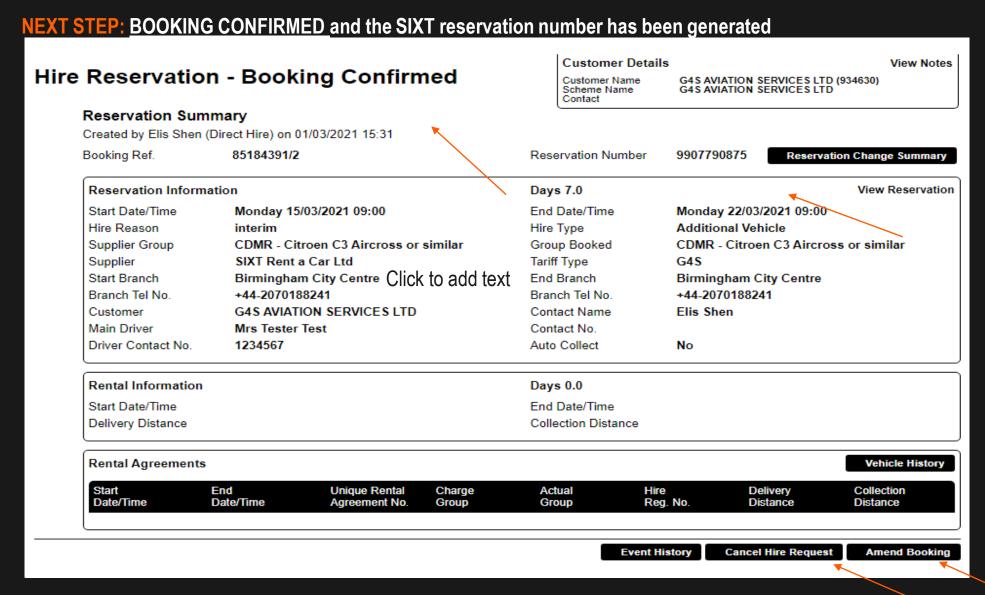


NEXT STEP: Once you see your booking in the list below please click on it:

BUS	INESS	CUSTO	OMERS	\$ 5	<i>⊗</i> _				Size	nt a car
(<u>^</u>) Dashboard	New Hire	Reports	A dmin	? Help			Hire Helpline 018 8241	Booking Re		n Log out
	8518	vations using the se	earch criteria prov	vided.		vation No. Surname				Search
Booking Ref. 85184449/1	Reservation No.	Customer Name	DVICESTED	Supplier Name		Driver Name	Res Start Date		nd Date	Customer F
65184449/1		G4S AVIATION SE	RVICES LID	SIXT Rent a Ca	ar Llu	Shen, Miss Elis	01/03/2021 09:0	Advanced Sear	021 09:00	wnload File











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

Reservation Summary

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

85184610/1 Booking Ref.

Customer Details

View Notes

Customer Name Scheme Name Contact

G4S AVIATION SERVICES LTD (934630) **G4S AVIATION SERVICES LTD**

Thursday 25/03/2021 17:15

Birmingham City Centre

CLMR - VW Golf, Skoda Scala or similar

Additional Vehicle

+44-2070188241

Elis Shen

G4S

Reservation Change Summary

View Reservation

Reservation Information

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

G4S AVIATION SERVICES LTD Customer

Main Driver Mrs Tester Test

Driver Contact No. 1234567

Contact Name Contact No.

Days 1.0

Hire Type

Tariff Type

End Branch

End Date/Time

Group Booked

Branch Tel No.

Auto Collect No

Rental Information

Start Date/Time Delivery Distance Days 0.0

End Date/Time Collection Distance

Rental Agreements

Vehicle History

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

Reservation Sum	n - Booking Declined	Customer Detail Customer Name Scheme Name Contact	G4S AVIATION SERVICES LTD (934630) G4S AVIATION SERVICES LTD
Created by Elis Shen (Direct Hire) on 01/03/2021 14:30		
Booking Ref.	85184391/1	Reservation Number	Reservation Change Summ
Reservation Informa	ation	Days 1.0	View Reserva
Start Date/Time Hire Reason Supplier Group Supplier Start Branch Branch Tel No. Customer Main Driver Driver Contact No.	Wednesday 24/03/2021 17:15 interim CLMR - VW Golf, Skoda Scala or similar SIXT Rent a Car Ltd Birmingham City Centre +44-2070188241 G4S AVIATION SERVICES LTD Mrs Tester Test 1234567	End Date/Time Hire Type Group Booked Tariff Type End Branch Branch Tel No. Contact Name Contact No. Auto Collect	Thursday 25/03/2021 17:15 Additional Vehicle CLMR - VW Golf, Skoda Scala or similar G4S Birmingham City Centre +44-2070188241 Elis Shen
Rental Information		Days 0.0	
Start Date/Time Delivery Distance		End Date/Time Collection Distance	,
Start Date/Time Delivery Distance Reservation Decline This booking has been	ed - The following text has been provided by the n declined by the Hire Supplier, please cancel the bo quest has been declined, please contact G4S Bookin	End Date/Time Collection Distance Hire Supplier ooking and re-request from a	different Hire Supplier.

Event History

Acknowledge

Amend Booking





Thank you!

