

Step-by-Step Rental Guide Online bookings through Enterprise

What should you know before you start the request?

Having the following information at hand will make your booking process easier.

- Renter's first and last name
- Renter's work phone number
- Renter's email address (enter the address of who should get the confirmation)
- Enterprise Rent-a-Car location of where the vehicle will be picked up/dropped off
- Dates and times that rental is required
- Type of vehicle
 - **During the winter months (October 1st – April 30th) vehicles with winter tires will be available online for reservations with a minimum of 24 hours' notice.**
 - **An intermediate car with winter tires will be available online for booking. If another class size is required with winter tires you can reach out to the local branch to make those requests.**
- Your organization's cost center (each ministry branch has a unique cost center for billing)
- If you require delivery of the rental to your office, you will be required to call the location where the reservation is booked to arrange the delivery. You will need to provide the Enterprise location with all of the delivery information such as the address and the location where the keys can be left **(With 24 hours notice)**.
- Always try to book rental reservations with advance notice, when possible.
- Payment options: Payment is required within 30 days of receipt of the statement/invoice. Electronic Fund Transfer (EFT) is the preferred method of payment but invoices can also be paid by p-card. Any invoice discrepancies can be emailed to C699ARADMIN@erac.com. You will receive a response within 24 hours.

Booking the Car

Step 1: Open the booking site

Use the custom booking link provided by your Vehicle Coordinator. You may want to add the link to your favorites or bookmark the website. **Each client group is assigned their own booking site based on cost centers.**

Step 2: Make a booking with Enterprise

Click on **Select** in the Enterprise section (as seen and circled on the right).

The screenshot shows the Enterprise website interface. At the top is the Enterprise logo. Below it is a banner for the "Enterprise Business Rental Program" with the tagline "A Better Way To Go". Underneath the banner, it says "Government of Saskatchewan". There are two menu items: "Mileage Calculator" and "Trip Optimizer", each with a "Select" button. Below this is another menu item, "Enterprise Rent-A-Car", which also has a "Select" button. This "Select" button is circled in red in the original image.

Make a car rental reservation

This is where you will input the rental location, pick-up, drop-off dates and times. Then click **Continue**.

The screenshot shows the "START A RESERVATION" form on the Enterprise website. The top navigation bar includes the Enterprise logo, the user name "ADEN BOWMAN COLLEGIATE", an "Account Number Added" indicator, a "Remove" button, a "Help" link, a language selector for "CAN (en)", and a "SIGN IN / JOIN" button. The main heading is "START A RESERVATION" with a link for "OR VIEW/MODIFY/CANCEL". The form includes a "PICK-UP LOCATION" field, a checkbox for "Return to a different location" (unchecked), and a link for "Use my current location". The "PICK-UP" section shows a date of "16 Oct 2018" and a time of "12 :00 PM". The "RETURN" section shows a date of "17 Oct 2018" and a time of "12 :00 PM". The "RENTER AGE" is set to "25+". There is a field for "CORPORATE ACCOUNT NUMBER OR PROMOTION CODE (Optional)" containing "ADEN BOWMAN COLLEGIATE X". A green "CONTINUE" button is located at the bottom right of the form.

Enter the Enterprise rental location where you would like to make a booking*

Vehicles can be booked from the Saskatoon, Prince Albert, North Battleford, Regina, Moose Jaw and Swift Current branches.

Please note that North Battleford rentals must be booked at least 24 hours in advance.

To proceed with your vehicle rental:

- Find the location you desire
- Press **Select** for the location and available vehicles

enterprise ADEN BOWMAN COLLEGIATE Account Number Added Remove Total: CAD 0.00

RENTAL DETAILS Wed, Oct 17 12:00 PM Thu, Oct 18 12:00 PM → PICK-UP & RETURN Select → VEHICLE → EXTRAS

CHOOSE A LOCATION 5 RESULTS

PICK-UP LOCATION (Postal Code, City or Airport)

Saskatoon, Saskatchewan, CA X Filter by: Open during my times

- Saskatoon SK S Automall**
707 Brand Rd.
Saskatoon, SK S7J5L5
Details > **SELECT**
- Downtown Saskatoon SK**
455 1st Ave N
Saskatoon, SK S7K1X5
Details > **SELECT**
- Saskatoon SK Central Ave.**
1206 Central Ave
Saskatoon, SK S7N2H2
Details > **SELECT**
- Saskatoon Airport Dr.**
2130 Airport Dr.
Saskatoon, SK S7L6M6
Details > **SELECT**
- Saskatoon Airport**
2626 Airport Dr. Box 26
Saskatoon, SK S7L7L1
Details > **SELECT**

*If you would like to edit a previous screen, on the top of the current screen is the Rental Details, for the section you would like to edit, click on the **Dates** (circled in red). The Rental Details remain on the current screen as you progress so you can make changes as you proceed (if required).

*If you plan to book from an airport location, be sure to note the difference between the airport branch office and the airport kiosk. Airport kiosk bookings should only be made if the renter is flying into the airport.

Pick a vehicle

Vehicle selection should be based on:

- Number of passengers in vehicle and best price for what is required for you to conduct business
- Prices are based on vehicle size and number of days required
- Make your selection by clicking **Select** on the vehicle you would like to reserve

enterprise ADEN DOWMAN COLLEGIATE Account Number Added CAD 0.00 Total

RENTAL DETAILS Wed, Oct 17 12:00 PM - Thu, Oct 18 12:00 PM

PICK-UP & RETURN Saskatoon Airport Dr.

VEHICLE Select

EXTRAS

CHOOSE A VEHICLE CLASS

Vehicles sorted by price.

Vehicle Class	Description	Price (CAD)	Notes
Economy	Kia Rio or similar AUTOMATIC	CAD 45.21 Total Price Details	SELECT button circled in red
Compact	Nissan Versa Note or similar AUTOMATIC	CAD 45.21 Total Price Details	
Intermediate	Hyundai Elantra or similar AUTOMATIC	CAD 47.38 Total Price Details	Class name circled in red
Standard	Volkswagen Jetta or similar AUTOMATIC	CAD 47.38 Total Price Details	
Full Size	Chevrolet Malibu or similar AUTOMATIC	CAD 49.51 Total Price Details	
Intermediate with Winter Tires	Hyundai Elantra or similar AUTOMATIC	CAD 60.70 Total Price Details	Class name circled in red

- **During the winter months (October 1st – April 30th)** vehicles with winter tires will be available for rental with a **minimum of 24 hours' notice**.
 - An intermediate car with winter tires will be available online for booking (as seen above). If different class size is required with winter tires you can reach out to the local branch to make those special requests.

Step 3: Enter the renter/driver information

Review & Reserve - All sections are mandatory

Contact Details:

- Contact Details First and Last Name
- Home Phone Number (**use work phone number*)
- Renter's email

Additional Details:

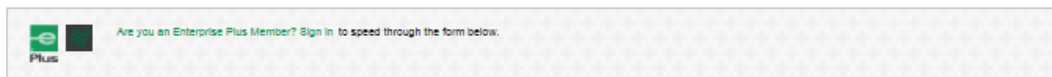
- Cost center (each ministry branch has a unique cost center for billing)

Save Time at the counter

- ***This information is not required to complete the booking***



REVIEW & RESERVE



* Required to complete your reservation

Contact Details

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Phone Number *	<input type="text"/>
E-mail Address *	<input type="text" value="name@domain.com"/>

Additional Details

Cost Center *	<input type="text" value="SELECT"/>
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Save Time At The Counter

Optional - Provide additional information now and save time when you arrive.

Issuing Country	Issuing Authority
<input type="text" value="Canada"/>	<input type="text" value="Please select an option"/>
Driver's Licence Number	<input type="text"/>

Your information will be submitted over a secure connection

Complete Your Booking


You will be charged when you pick up your rental. CAD45²¹

The travel administrators for ADEN BOWMAN COLLEGIATE will be emailed rental details for this reservation.



Step 4: Verify the information and book your rental

Cost estimate and type of vehicle are shown. If you are in agreement and feel that the details listed and price and type of vehicle are acceptable, select **Reserve Now**.

Price	
	
VEHICLE	
Economy Kia Rio Or Similar - Automatic	CAD 40.73
Unlimited Kilometres	Included
EXTRAS	
Damage Waiver	Included
TAXES & FEES	Learn More
Vif Rec	Included
Goods And Svcs Tax (5.0%)	CAD 2.04
Pst (8.0%)	CAD 2.44
CUSTOM RATE	
ESTIMATED TOTAL	CAD 45²¹

Details are listed on the right side and can still be edited at this point by selecting “**change**” in the Rental Details area.

- Location Details
- Dates and Times
- Vehicle Class
- Renter’s Information

Rental Details	Change
ECONOMY	
SASKATOON AIRPORT DR.	
Wed, Oct 17, 2018 @ 12:00 PM	
Thu, Oct 18, 2018 @ 12:00 PM	
ADEN BOWMAN COLLEGIATE (Account Number Added)	

Rental Terms	v
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Please see your negotiated contract agreement for rental policies.

Step 5: Confirmation

You will be directed to a screen indicating that your reservation is complete.

You will also receive a confirmation email.

enterprise ADEN BOWMAN COLLEGIATE [Account Number Added](#) [Help](#) [CAN \(en\)](#) [SIGN IN / JOIN](#)

RESERVATION CONFIRMED
Confirmation Number: 1845346819

PICKUP
Saskatoon Airport Dr. Date: Oct 18, 2018 Time: 12:00 PM

RETURN
Saskatoon Airport Dr. Date: Oct 18, 2018 Time: 12:00 PM

A confirmation email has been sent to the email address provided.
[PRINT](#) [SHARE](#) [ADD TO CALENDAR](#)

Thanks MARNY, your reservation is confirmed. We look forward to seeing you October 18, 2018.

Rental Details [Modify Reservation](#) [Or Cancel Reservation](#)

RENTER DETAILS

Driver Name: _____
E-mail Address: _____
Phone Number: _____
Age: _____ 25+
ACCOUNT NUMBER: _____

ADEN BOWMAN COLLEGIATE

ADDITIONAL DETAILS

Cost Center: ADEN BOWMAN COLLEGIATE

VEHICLE CLASS

Economy CAD 40.73
Up to 4 seats - Automatic
For 18-49 (CAD 40.73/day)

VEHICLE KILOMETRES

Unlimited Kilometres INCLUDED

EXTRAS

Damage Waiver INCLUDED
For 18-49 (CAD 0.00/day)

TAXES & FEES [LEARN MORE ABOUT TAXES AND FEES](#)

V.F. REC INCLUDED
GOODS AND SVCS TAX (5.5%) CAD 2.04
PST (6.5%) CAD 2.14

ESTIMATED TOTAL

↕ CUSTOM RATE

Estimated Total due at the counter CAD 45.21

RENTAL CHECKLIST

- ✓ A valid driver's licence for each driver
- ✓ Acceptable method of payment in the renter's name. See your pick-up location's policies for details.
- ✓ For more information, please refer to the policy section below or within your e-mail confirmation.

Save Time At the Counter
Provide additional information now and save time when you arrive.

ACCOUNT NUMBER
ADEN BOWMAN COLLEGIATE (Account Number Added)

Rental Terms ✓

Please see your negotiated contract agreement for rental policies.

PICKUP **RETURN**

10/18/2018 12:00 PM

Need a map? Rent your car up to 200 mi to rent near, nearby geographic, live and other locations apps.

Saskatoon Airport Dr.

Email Confirmation of Vehicle Rental

The Renter email that was provided will receive an email from Enterprise Rent-A-Car.


Canceling or modifying your reservation

Option 1: The preferred method to modify or cancel a reservation is to contact the branch where you are scheduled to pick up the vehicle by phone and speak to a booking agent.

Option 2: Go to your email reservation and select the link at the bottom of the email – see below

Step 1: Open the e-mail reservation

Click on VIEW/MODIFY/CANCEL (as seen and circled below) in the Enterprise section

Visit enterprise.ca

YOUR RESERVATION IS CONFIRMED

Thank you for your reservation.
Your reservation number is 1845346819.

Pick-Up Details

Location	Saskatoon Airport Dr.
Date & Time	Thursday, October 18, 2018 @ 12:00 PM
Address	2130 Airport Dr. Saskatoon, SK S7L6M6
Phone	3066529119
Hours	Thursday: 8:00 AM - 5:00 PM

Return Details

Location	Saskatoon Airport Dr.
Date & Time	Friday, October 19, 2018 @ 12:00 PM
Address	2130 Airport Dr. Saskatoon, SK S7L6M6
Phone	3066529119
Hours	Friday: 8:00 AM - 5:00 PM

Renter Details

Name	Marry Dyck
E-mail Address	*****@erac.com
Phone	*****7800

Corporate Account Details

Contract Name	ADEN BOWMAN COLLEGIATE
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Additional Information

Cost Center	ADEN BOWMAN COLLEGIATE
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DELIVERY DETAILS

Address

Collection Information

Address

Pricing Details

Vehicle Class	Kia Rio or similar
Transmission Type	Automatic

Estimated Total Due at the Counter		CAD 45.21
Rates		
Vehicle		
TIME AND DISTANCE	1 DAILY @ CAD 40.73	CAD 40.73
Extras		
Unlimited Kilometrage	Included	
Damage Waiver		Included
Damage Waiver		Included
Taxes & Fees		
VLF REC		Included
GOODS AND SVCS TAX (5.0%)		CAD 2.04
PST (6.0%)		CAD 2.44

Estimated Total CAD 45.21

[VIEW / MODIFY / CANCEL](#)
Need a lift from your place to ours? No problem.

Just call us and provide your confirmation number and/or account number. We can pick you up from many convenient locations.

Please note: This service must be requested 24 hours in advance of the pick-up time indicated on your reservation. Geographic and other restrictions may apply.

Toll Pass Available at Pick-Up

You may be renting or driving in an area with toll roads. We offer optional TollPass products and services at participating locations that allow you to breeze through tolls without stopping to pay cash. Some toll plazas are electronic only and do not offer a cash payment option.


[Learn more about Toll Pass](#)

[Terms and Conditions](#) | [Privacy Policy](#)
© Enterprise Rent A Car 600 Corporate Park Drive St. Louis MO 63105

Step 2: Select modify a reservation or cancel reservation

If **Cancel Reservation** is selected you will receive a cancelation notification email.

Click on **Modify a Reservation** as show below.

 ADEN BOWMAN COLLEGIATE Account Number Added

[Return to Homepage](#)

RENTAL DETAILS FOR OCT 18

Confirmation Number: **1845346819**

[CANCEL RESERVATION](#) [MODIFY RESERVATION](#)

PICK-UP Saskatoon Airport Dr.	Date: Oct 18, 2018	Time: 12:00 PM	RETURN Saskatoon Airport Dr.
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A confirmation email has been sent to the email address provided.

[PRINT](#) [SHARE](#) [ADD TO CALENDAR](#)

Thanks for your reservation is confirmed. We look forward to seeing you October 18, 2018.

Rental Details

RENTER DETAILS	
Driver Name:	
E-mail Address:	
Phone Number:	
Age:	25+
ACCOUNT NUMBER	
ADEN BOWMAN COLLEGIATE	
VEHICLE CLASS	
Economy Kia Rio or similar - Automatic For 1.0 - day(s)CAD 40.73 / day	CAD 40.73
VEHICLE KILOMETRES	
Unlimited Kilometres	Included
EXTRAS	
Damage Waiver For 1.0 - day(s)CAD 0.00 / day	Included
TAXES & FEES LEARN MORE ABOUT TAXES AND FEES	
VLF REC	Included
GOODS AND SVCS TAX (5.0%)	CAD 2.04
PST (6.0%)	CAD 2.44
ESTIMATED TOTAL	
CUSTOM RATE	

Step 3: Review Contact Details

You can change the contact details on this page. Click on **Change** (see below) to change Rental Details.

MODIFY RENTAL DETAILS

CONFIRMATION #: 1845346819

EXIT WITHOUT MODIFYING

* Required to complete your reservation

Contact Details

First Name * Last Name *

Phone Number *

*****7000

Email Address *

*****@ersc.com

Additional Details

Cost Center *

ADEN BOWMAN COLLEGIATE


Complete Your Booking

You will be charged when you pick up your rental. CAD 45.21

The travel administrators for ADEN BOWMAN COLLEGIATE will be emailed rental details for this reservation.

UPDATE RESERVATION

Price



VEHICLE		
Economy		CAD 40.73
Kia Rio 4-Door - Automatic		
Unlimited Kilometres		Included
EXTRAS		
Damage Waiver		Included
TAXES & FEES		Learn More
VAT	Included	
Goods And Sales Tax (6.0%)		CAD 2.04
Pst (6.0%)		CAD 2.44
CUSTOM RATE		
ESTIMATED TOTAL		CAD 45.21

Rental Details

[Change](#)

ECONOMY

SASKATOON AIRPORT DR.

Thu, Oct 16, 2016 @ 12:00 PM
Fri, Oct 18, 2016 @ 12:00 PM

ADEN BOWMAN COLLEGIATE (Account Number Added)

Step 4: Review Rental Details

This is the screen to apply changes to the Rental Details.

Click on Update Reservation when you are finished.

You will receive a modification or cancelation notification email.

Rental Details		Change
VEHICLE Economy		MODIFY
PICK-UP/RETURN LOCATION Saskatoon Airport Dr.		MODIFY
DATE S & TIMES Pick-Up: Return:	Thu, Oct 18, 2018 @ 12:00 PM Fri, Oct 19, 2018 @ 12:00 PM	MODIFY
EXTRAS Damage Waiver		MODIFY
RENTER AGE 25+		?
ACCOUNT NUMBER ADEN BOWMAN COLLEGIATE (Account Number Added)		?

Rental Terms [▼](#)

Please see your negotiated contract agreement for rental policies.

[UPDATE RESERVATION](#)