SIXT RIDE

WELCOME TO SIXT RIDE

ABOUT SIXT RIDE

SIXT ride is an international premium transfer service with fixed prices, which is available in over 160 cities in more than 35 countries. Your customer benefits from premium vehicles with high-quality equipment, first-class service including personal pick-up at the gate and cashless payment on behalf of the travel agency. Transfer services from/to the airport, hotel, restaurant or theatre will complete your travel offer for the client and generates additional revenue for your travel agency. You can find additional information about SIXT ride on the SIXT ride homepage.

ABOUT AMADEUS TRANSFERS

Amadeus Transfers offers you the possibility to book transfer services (no hourly rates), which can be displayed as usual in your Amadeus GDS system. Amadeus Transfers can be reached via the Smart Tab in the Amadeus Selling Platform or via the "Transfers" tab in the navigation area "Other Products" within the Amadeus Selling Platform Connect. For using Amadeus Transfers, Amadeus needs to unlock your Office ID. You can find additional information about Amadeus Transfers on the Amadeus homepage.

VIDEO TUTORIAL HERE

HOW IT WORKS

1) Activation

You do not have a travel agency account at SIXT ride?

Please click on mydriver.com/en/travelagency, complete the travel agency application form and we will create your account.

You do have a travel agency account at SIXT ride?

Then please click on mydriver.com/en/travelagency and tell us your Amadeus Office-ID.

Via the „Provider Registration" tab in Amadeus Transfers

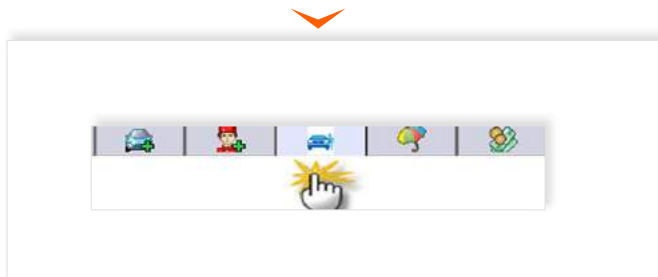you also directly get redirected to our SIXT Travel Agency Registration page.

2) Book SIXT ride via Amadeus Transfers

3) Receive your commission

HOW TO BOOK A TRANSFER

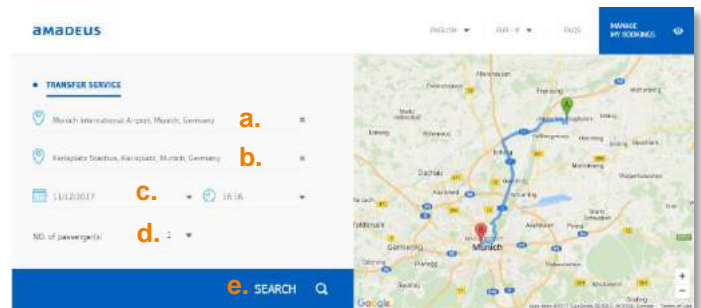## 1) OPEN AMADEUS TRANSFERS

Selling Platform: access via Smart Tab

Selling Platform Connect: access via "Navigator" and "*Other products*"

2) SEARCH FOR A TRANSFER SERVICE

a. Pick-up location
b. Drop-off location
c. Date & time
d. Number of passengers / part of a PNR
e. Display results

PLEASE NOTE

Your pick-up and drop-off location can be defined as "street name, street number, location" or "hotel name, location." By filling in the "three letter IATA code" the respective airport will be completed.

You have the option to choose between a single booking or a booking within an open PNR. The transfer from date & time from an existing PNR into Amadeus Transfers is currently not possible. By entering the details of your requested transfer you will receive our available offers:

a. Booking class
b. Provider name
c. Vehicle type
d. Maximum passengers
e. Maximum luggage
f. Fixed price for the transfer
g. View details: cancellation policy
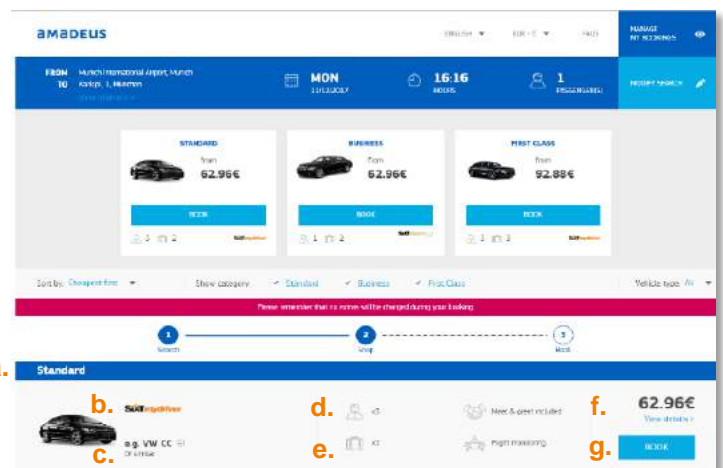
SIXT ride booking classes in Amadeus Transfers

Economy Light	❯	Standard
Standard Class	❯	Business
Business Van	❯	Business
First Class	❯	First

Besides SIXT ride the **SIXT limousine service** is also available in Amadeus Transfers with the following booking classes:

Business Class	❯	Business
Business Van XL	❯	Business
First Class Long Wheelbase	❯	First
First Class Mercedes Guaranteed	❯	First

PLEASE NOTE

Meet & Greet

- ✓ At the airport: The driver will wait for your customer at his arrival gate with a greeting board.
- ✓ At the train station: The driver will wait for your customer at the central information point.
- ✓ At the hotel: The driver will wait in the lobby after informing the reception about his presence.
- ✓ At a private address: The driver will pick your customer up outside the front door.

Flight monitoring

It is recommended to state the flight number of your customer in the booking so that the driver can make sure he is picking up the customer in the correct arrivals hall and can adapt to any changes in the flight's schedule. Your driver will wait 60 minutes after the scheduled arrival time - if a flight number has been provided. If no flight number has been provided – the driver will wait for 15 minutes after the agreed pick-up time free of charge.

3) BOOKING OF A TRANSFER SERVICE

After selecting your transfer please complete the following entries in the next step:

- Traveler information: First name, surname, e-mail address and phone number (mandatory entries).

- Flight number: If available and relevant.

- Payment details: "Payment on account" and/ or "via credit card".

- Additional information: Here you can enter information which is important for this transfer service, e.g. "child seat" or "train number ICE 123"
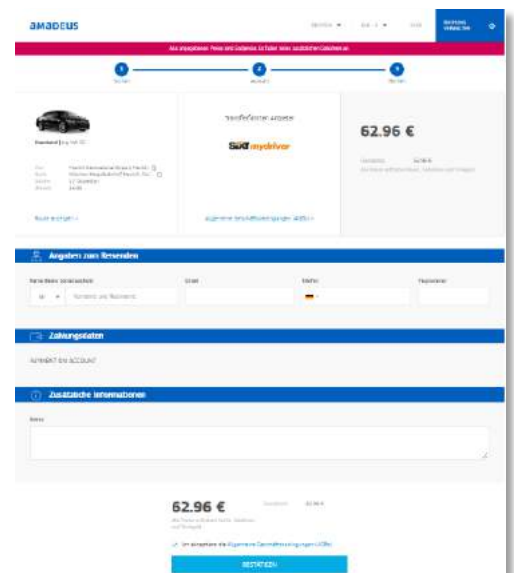
PLEASE NOTE

In Amadeus Transfers you can now pay on account and/or by credit card. To pay on account, a separate activation is necessary. To request this activation for payment on account, please send an e-mail to travelagency@SIXT.com naming the e-mail address for your SIXT ride log-in and your Amadeus Office-ID. As soon as your agency has been activated, you receive a confirmation e-mail.

4) CONFIRMATION OF BOOKED TRANSFER

After you confirmed the booking there will be an overview of the booked transfer service displayed in the next step. Amadeus Transfers will send a booking confirmation at the same time to the e-mail address which was provided in the booking. This should be the e-mail address of the traveler. The travel agent receives the confirmation only as a segment within the PNR.

PLEASE NOTE

The transfer segments will be added to your PNR as long as the PNR is still open.

Booking confirmation number = PNR number
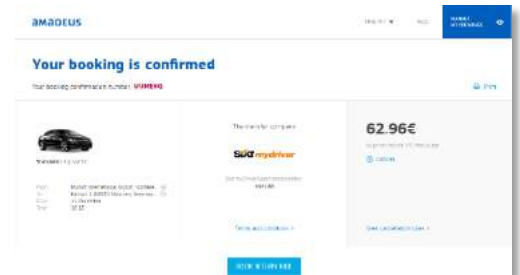
3) HOW TO DISPLAY OR CANCEL YOUR TRANSFER SERVICE

You can display your booking at "manage booking" and cancel it if necessary. Please enter the Amadeus booking code and the traveler's last name to display your booked transfer service. You can view the cancellation policies and if necessary cancel the transfer service by pressing the CANCEL button.

PLEASE NOTE

It is not possible to change your booked transfer service. If you need to change the booking please cancel your booked transfer and place a new booking.
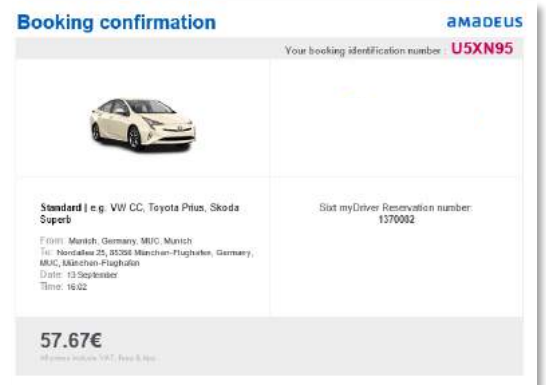
MISC AND RM* SEGMENTS

The PNR will receive structured MISC and RM* segments from Amadeus Transfers once the booking is completed.

The PNR with MIS and RM* segments is displayed in the Selling Platform and Selling Platform Connect as follows:

```
                    --- RLR ETR ---
         RP/MUCSX5101/MUCSX5101          AE/AS  22NOV17/1030Z   VZ7E2Z
          1.TEST/MISTER
          2  LH2277 C 24JAN 3 NCEMUC HK1  0620 0745  24JAN  E  LH/VZ7E2Z
          3 MIS 1A HK1 MUC 24JAN-TXI/SP-SMD/TK-684754580/DD-22NOV/VT-CAR
           /BC-ST/UP-74.43/UC-EUR/TAX1.52EUR/PU-MUC/DO-MUC/PUD-2018-01-
           24T07:45
          4  LH2274 C 28JAN 7 MUCNCE HK1  1725 1855  28JAN  E  LH/VZ7E2Z
          5 AP 089123456789
          6 APE CDT@SIXT.COM
          7 APM 0176123456789
          8 TK OK22NOV/MUCSX5101
          9 RM TXI/TK-684754580/DRIVER REMARK-CHILD SEAT PLEASE
         10 RM *ACEMSC/TT-1654/SP-SMD/PR-1ATRF/QT-1/UP-74.43/UC-EUR/TK-6
             84754580/CO-ST CAR FROM MUC TO MUC/DDT-24JAN18
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MISC SEGMENT

The Miscellaneous (MISC) segment is set up according to the following structure:

Field	Format	Description
Segment TXI	3 letter code	Flag for a transfer service. For transfer services always TXI
Supplier Code	SP-SMD	SMD for SIXT ride
Confirmation number	TK-[Alphanumeric characters with 20 characters maximum]	Unique provider confirmation number e.g. TK-20160606-5786541 or TK-KNAK15421
Booking date	DD-[DDMMM]	e.g. DD-06JUN
Vehicle type	VT-[3 letter code]	Vehicle types and values: VT-CAR = PKW / Limousine VT-VAN = Van / SUV VT-LMS = Limousine
Booking class	BC-[2 letter code]	Booking classes and values: BC-ST = Standard BC-BU = Business BC-FC = First Class
Price	UP-[Price with two decimal places]	e.g. UP-60.90
Currency	UC-[Currency (ISO)]	e.g. UC-EUR
Taxes (Optional)	TAX[Amount with two decimal places and currency]	e.g. TAX9.65EUR
Pick-up	PU-[IATA code or address]	e.g. IATA = PU-MUC or address: street name and number e.g. = PU-AIRPORT
Drop-off	DO-[IATA code or address]	e.g. IATA = DO-MUC or address: street name and number e.g. = DO-Karlsplatz 1
Date & time	PUD-[YYYY-MM-DD"T"HH:MM]	e.g. PUD-2017-06-06T23:00

RM* SEGMENT

The Remark segment (RM*) is set up according to the following structure:

Field	Format	Description
RM *ACEMCS		
Tattoo number	TT-165[1-9]	Flag for a transfer service in your PNR
Supplier code	SP-SMD	SMD for SIXT ride
Product code	PR-1ATRF	The code 1ATRF indicates that this transfer has been generated via Amadeus.
Amount	QT-[number]	Number / amount of booked transfer services. Default is 1.
Price	UP-[Price with two decimal places]	e.g. UP-60.90
Currency	UC-[Currency (ISO)]	e.g. UC-EUR
Ticket-number	TK-[Alphanumeric characters with 20 characters maximum]	Unique provider confirmation number e.g. TK-20160606-5786541 or TK-KNAK15421 e,g. TAX9.65EUR
Comment segments	CO-[(booking class code) (vehicle type) "From" (pick-up) "To" (drop-off)]	In this section you will find detailed information about the booking class, the vehicle type and about the pick-up and drop-off location of this transfer. Booking classes: ST = Standard, BU = Business, FC = First Class Vehicle types: CAR = Car / Limousine, VAN = Van / SUV, LMS = Limousine e.g. CO-BU VAN FROM MUC TO Karlsplatz1
Date of your transfer service	DDT-[DDMMMYY]	DDT-01OCT16

CONTACT

- You need more information on relevant SIXT ride product details or access to our booking guides?
  Visit the **SIXT INFOPOINT** .

- You have questions regarding your account set-up, booking guides or other travel agency relevant topics?
  Contact the Travel Agency Helpdesk via +49 (0) 89 288 52 551* (Mo-Fr, 8:00-18:00) or ride-travelagency@sixt.com .

- You need further information on SIXT ride, require immediate assistance on ongoing rides or would like to provide feedback on completed rides?
  Contact the SIXT ride Customer Service via +49 (0) 381 807 059 15* (7 day/ 24 h) or ride@sixt.com .

- You have questions regarding invoices or commission payments?
  Contact the SIXT ride Accounting Team via ride-accounting@sixt.com .
  *For international hotlines please click **HERE**.