How to book a car in PurchaseNow (short-term vehicle hire)

1. Select Budget Rent a Car from Suppliers or Dashboard
2. Select ‘Car Rental’
3. Select your required car type (Medium, Small or SUV)

4. Fill in the details of your car hire and click ‘Add to Cart’

NB. Make sure you enter the total number of days of hire here (This field is not automatically calculated.) 1 day = 24 hours or less; the hire period starts at the time of key collection.
5. Once you click the ‘Add to cart’ button, there will be a green notification banner at the top of the screen and the item will have been added to your cart (see cart icon at top right of screen.)

Click on the cart icon to check out your booking item.

6. Follow the standard PurchaseNow checkout procedure to complete the purchase order for your car hire booking. For more information about how to complete a purchase order, see the PurchaseNow training page.

Once Budget Rent a Car receives your purchase order via PurchaseNow, they will send you a booking confirmation email.

For PurchaseNow training tools, see utas.edu.au/finance/procurement/p2p/purchasenow/training