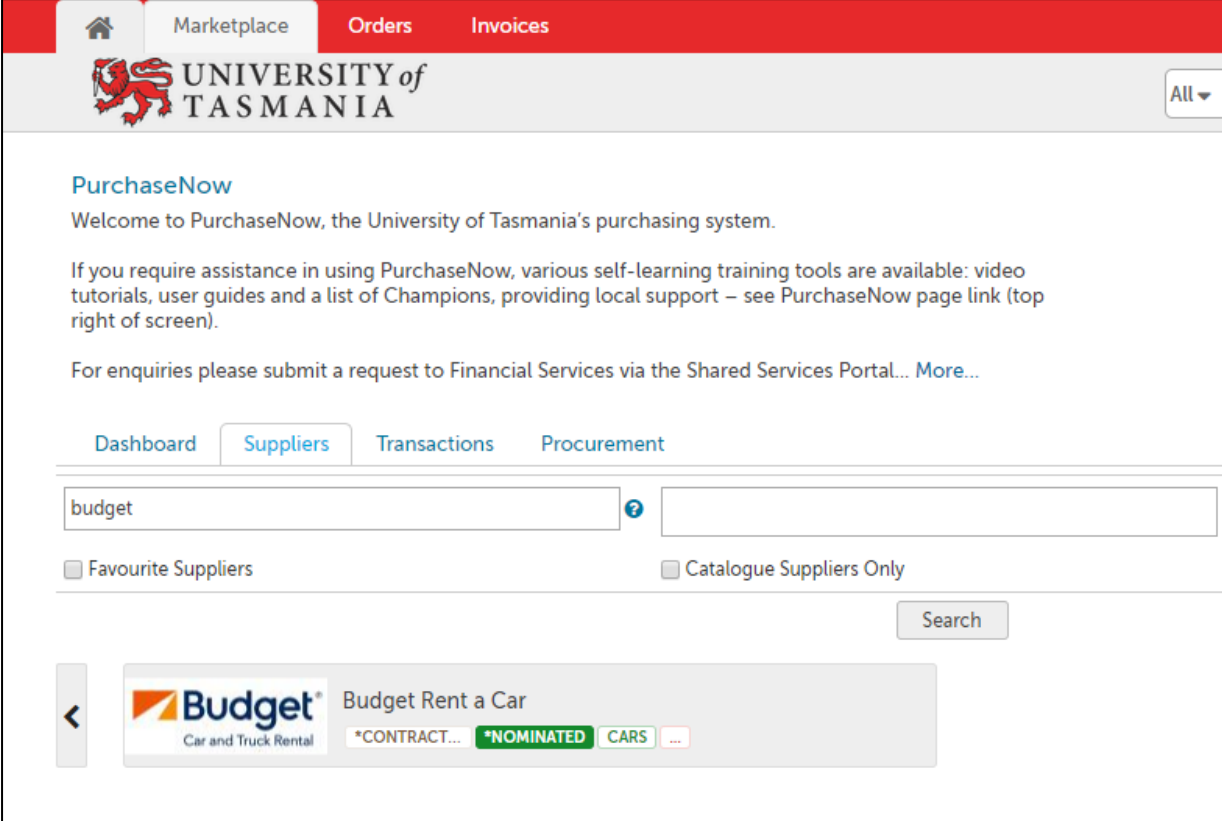


How to book a car in PurchaseNow (short-term vehicle hire)

1. Select Budget Rent a Car from Suppliers or Dashboard



The screenshot displays the PurchaseNow interface for the University of Tasmania. At the top, there is a navigation bar with 'Marketplace', 'Orders', and 'Invoices'. Below this is the University of Tasmania logo and a search dropdown menu. The main content area is titled 'PurchaseNow' and includes a welcome message and links to training tools and support. A navigation bar below the main content shows 'Dashboard', 'Suppliers', 'Transactions', and 'Procurement'. A search bar contains the text 'budget'. Below the search bar are two checkboxes: 'Favourite Suppliers' and 'Catalogue Suppliers Only'. A 'Search' button is located to the right. The search results show a card for 'Budget Rent a Car' with the Budget logo and the text 'Car and Truck Rental'. The card also features a green 'NOMINATED' badge and a 'CARS' button.

2. Select 'Car Rental'

The screenshot shows the 'Budget Rent a Car' page on the University of Tasmania's Marketplace. The page has a red header with navigation tabs for 'Marketplace', 'Orders', and 'Invoices'. Below the header is the University of Tasmania logo and a search bar. The main content area features the Budget logo and the title 'Budget Rent a Car'. There are several tabs: '*CONTRACTED', '*NOMINATED', 'CARS', 'CATALOGUE SUPPLIERS', and 'HIRE'. The 'CARS' tab is selected. Below the tabs are buttons for 'Store', 'Contact', 'Transactions', and 'Quotes'. A 'Supplier Purchasing Instructions' section contains text about short-term vehicle hire and a link to 'http://www.utas.edu.au/campus-services/vf'. A 'Categories' section shows 'Car Rental (3)'. At the bottom, there are buttons for 'Create a Non-Catalogue Item »' and 'Request a Quote »'.

Marketplace Orders Invoices

UNIVERSITY of TASMANIA

Budget Rent a Car

University of Tasmania > Budget Rent a Car

*CONTRACTED *NOMINATED CARS CATALOGUE SUPPLIERS HIRE

Store Contact Transactions Quotes

Supplier Purchasing Instructions

This vehicle booking system is for short-term University vehicle hire within Tasmania only. For restricted-hire vehicles such as mini buses and four-wheel drives, please use the Request Quote option. For more information about vehicle hire procedures, click on the link on the right of this screen =====>

Links

- <http://www.utas.edu.au/campus-services/vf>

Categories

Car Rental (3)

Create a Non-Catalogue Item »

Request a Quote »

3. Select your required car type (Medium, Small or SUV)

Budget Rent a Car > Car Rental
University of Tasmania > Budget Rent a Car > Car Rental

Categories

Products and Services 3 listings. List 20 Sort by Name

	Medium Car (Medium Car) Group D Example Nissan Pulsar Price includes all fees excluding fuel and GST Vehicle has a Szero... Shipping: Manual Order Delivery View More Details	Budget Rent a Car	\$55.86 / Day View
	Small Car - Automatic (Small Car - Automatic) Group B Example Kia Rio Automatic Price includes all fees excluding fuel and GST Vehicle has a S... Shipping: Manual Order Delivery	Budget Rent a Car	\$50.63 / Day View
	SUV (SUV) Group S / K Example Nissan Xtrail Price includes all fees excluding fuel and GST Vehicle has a S... Shipping: Manual Order Delivery	Budget Rent a Car	\$56.90 / Day View

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.

Budget Medium Car
University of Tasmania > Budget Rent a Car > Car Rental > Medium Car

Group D Example Nissan Pulsar Price includes all fees excluding fuel and GST Vehicle has a Szero excess for most accidents
[View More Details](#)

Price: \$55.86 / Day

3 [Add to Cart](#)

Category	Vehicle rental	Product Code	Medium Car
Shipping	Manual Order Delivery	Payment	On Account - Default
Manufacturer Part ID	Closes		

Configuration

Days * Please Add to Cart th..x

Pickup Location * Newnham Campus

Pickup Date / Time * 18/06/2018 7:08:30 AM

Drop Off Location * Newnham Campus

Drop Off Date / Time * 20/06/2018 7:05:00 PM

Driver's Name * Sal Smith

Licence Type * Full Licence

Driver's Age * 25 +

Driver's Email Address * Sal.Smith@utas.edu.au

Driver's Phone Number * 12341234

Special Instructions

Days Please Add to Cart the total number of days vehicle is required (1 day = 24 hours or less).

Pickup Location Newnham Campus

Pickup Date / Time 18/06/2018 8:30 AM

Drop Off Location Newnham Campus

Drop Off Date / Time 20/06/2018 5:00 PM

Driver's Name Sal Smith

Licence Type Full Licence

Driver's Age 25 +

Driver's Email Address Sal.Smith@utas.edu.au

Driver's Phone Number 12341234

Special Instructions

NB. Make sure you enter the total number of days here (this field is not automatically calculated). 1 day = 24 hours or less

- 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.

The screenshot shows the University of Tasmania Budget Rent a Car website. At the top right, the cart icon is circled in blue. Below the header, a green notification banner states "Added item 'Medium Car' to your cart." The main content area displays details for a "Medium Car" (Group D, Example Nissan Pulsar) with a price of \$55.86 / Day. A quantity of 3 is entered, and an "Add to Cart" button is visible. Below this, a table lists booking details: Pickup Location (Newnham Campus), Pickup Date / Time (18/06/2018 8:30 AM), Drop Off Location (Newnham Campus), and Drop Off Date / Time (20/06/2018 5:00 PM). A table at the bottom provides additional information: Category (Vehicle rental), Product Code (Medium Car), Shipping (Manual Order Delivery), Payment (On Account - Default), and Manufacturer Part ID (Closes).

- 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](#)

The screenshot shows the "Shopping Cart" page. The cart contains one item: "Medium Car (Medium Car)" with a quantity of 3 and a price of \$55.86 / Day, resulting in a subtotal of \$167.58. The item details include "Group D, Example Nissan Pulsar, Price includes all fees excluding fuel and GST, Vehicle has a \$zero excess for most accidents." Below the item list, the "Supplier Total: \$167.58" is displayed with a "Checkout" button. At the bottom right, the "Cart Total: \$167.58" is shown with a "Checkout All" button.

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