

Enterprise Procedures for Making Reservations

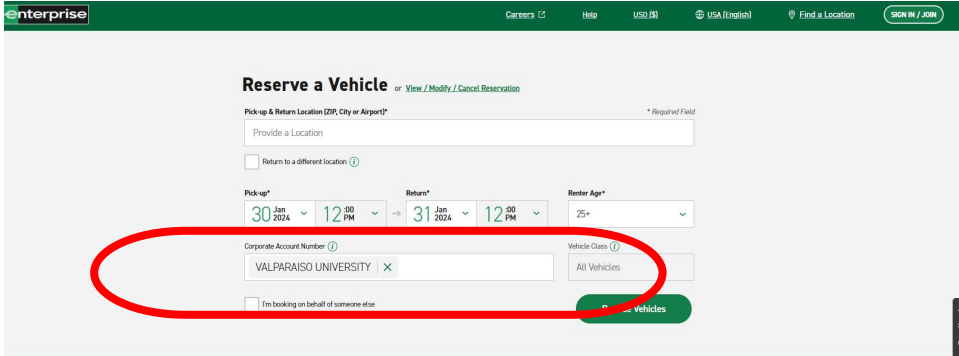
Reservations should always be made through the Enterprise Link that is located on the Procurement Website. This ensures that VU rates are applied and confirmation #'s are received.

On the Procurement Website, please locate the Enterprise link using the following path:

Vendor Information→VU Designated Vendors-----> Scroll to near the bottom to find Enterprise and National Car Rental>>

Steps for Booking For Business Use When Using a Corporate Card

1. Choose the link under {Corporate Card Required} that fits your needs.
2. It is important that VALPARAISO UNIVERSITY automatically populates when you see this screen. If it does not, your link may be broken. One that has been saved or copied does not always work. It is best practice to go to the procurement website each time. You will not be able to type in Valparaiso University.



The screenshot shows the Enterprise website's 'Reserve a Vehicle' form. The form includes fields for 'Pick-up & Return Location (ZIP, City or Airport)*', 'Pick-up*' (30 Jun 2024, 12:00 PM), 'Return*' (31 Jun 2024, 12:00 PM), 'Renter Age*' (25+), 'Corporate Account Number' (VALPARAISO UNIVERSITY), and 'Vehicle Class' (All Vehicles). A red oval highlights the 'Corporate Account Number' field. The form also has a 'Return to a different location' checkbox and a 'I'm booking on behalf of someone else' checkbox. The Enterprise logo is visible in the top left and bottom left, and a 'Website Feedback' button is in the bottom right.

enterprise

RESERVATIONS
Start a Reservation >

VEHICLES
Cars >

PROMOTIONS
All Deals & Coupons >

BUSINESSES
Solutions for Business >

Type in your location, Pick-Up, Return, and Renter Age. Then select Browse Vehicles. Choose the location that works best for you on the screen that pops up next. Then select your vehicle preference.

NOTE: Drivers will be responsible for any extras added on the following screen. (Sirius XM, Greenhouse Gas Emissions Offset, GPS). The university will not cover these costs.

Review & Reserve

Carefully review your rental details on the left side of the screen. Sales Taxes shown here will be removed manually by an Enterprise associate at a later time.

Under Contact Details:

This is where you should enter the driver's name, phone number, and email. ****HOWEVER, if you are making the reservation for faculty or someone else in your department, you may put your own email address on this screen. This will allow you to receive the reservation confirmation and complete the process.***

Confirm Trip Purpose

Choose **YES**. If you are using your PCard, then the travel must be on behalf of VU.

Billing

Choose **NO**. Since you will be using your PCard, the University will not be billed on a PO or BPO.

Additional Details

In this box, please put your department name.

Save Time At the Counter

Make your preferred choice.

Make the Reservation

Click

Reserve Now

The next screen will give you a confirmation number. Please make note of this # somewhere. You can even print this screen out for your convenience.

You will be asked to provide your Driver's License and PCard when you pick up the vehicle. Upon completion of the rental, be sure to save or scan your receipt. You will need this to reconcile your transaction on your PCard.

Steps for Booking For Business Use When Using a Purchase Order

Choose the link under {PO Required} that fits your needs.

It is important that VALPARAISO UNIVERSITY automatically populates when you see this screen. If it does not, your link may be broken. One that has been saved or copied does not always work. It is best practice to go to the procurement website each time. You will not be able to type in Valparaiso University.

The screenshot shows the Enterprise Rent-A-Car website's reservation form. The form is titled "Reserve a Vehicle" and includes fields for location, dates, times, and age. A red oval highlights the "Corporate Account Number" field, which contains the text "VALPARAISO UNIVERSITY".

enterprise Careers Help USD (\$) USA (English) Find a Location SIGN IN / JOIN

Reserve a Vehicle or [View / Modify / Cancel Reservation](#)

Pick-up & Return Location (ZIP, City or Airport)* * Required Field

Provide a Location

Return to a different location ⓘ

Pick-up* → Return* Renter Age*

Corporate Account Number ⓘ

I'm booking on behalf of my company

[Browse Vehicles](#)

Website Feedback

Type in your location, Pick-Up, Return, and Renter Age. Then select Browse Vehicles. Choose the location that works best for you on the screen that pops up next. Then select your vehicle preference.

NOTE: Drivers will be responsible for any extras added on the following screen. (Sirius XM, Greenhouse Gas Emissions Offset, GPS). The university will not cover these costs.

Review & Reserve

Carefully review your rental details on the left side of the screen. Taxes shown here will be manually removed by an Enterprise associate at a later time.

Under Contact Details:

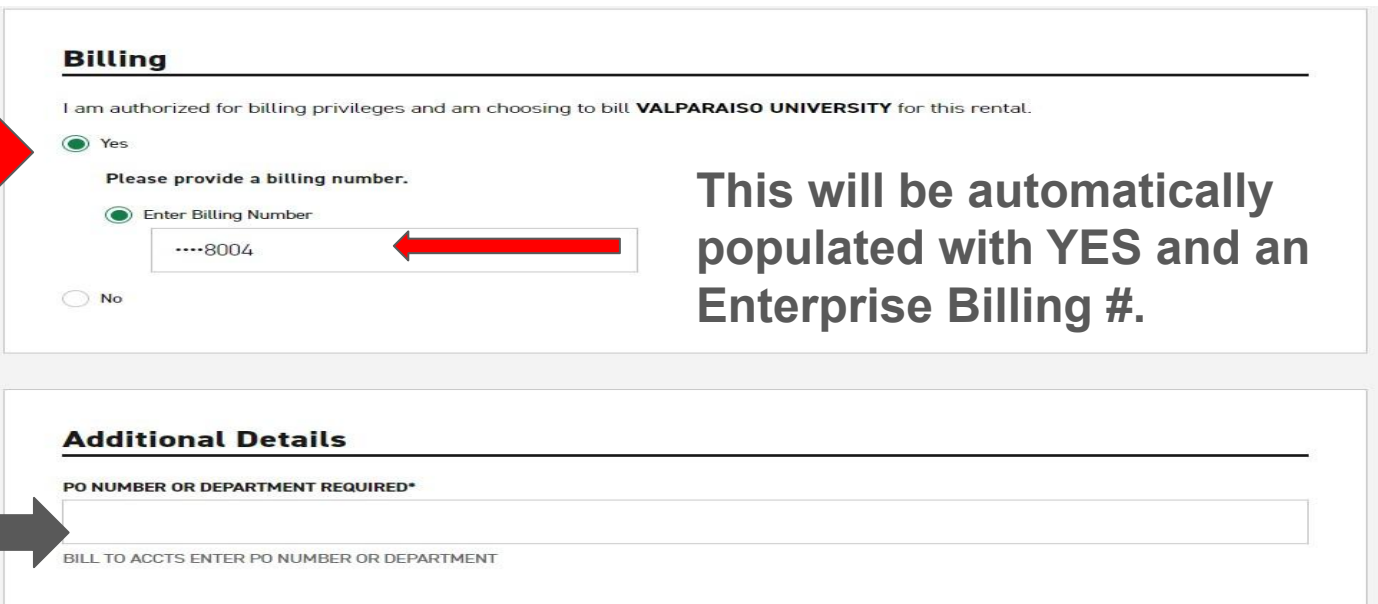
This is where you should enter the driver's name, phone number, and email. ****HOWEVER,*** if you are making the reservation for faculty or someone else in your department, you may put your own email address on this screen. This will allow you to receive the reservation confirmation and complete the process.

Confirm Trip Purpose

This should automatically be filled in as YES. Please leave it that way.

Billing

These fields should be automatically populated. Please leave them as is.



Billing

I am authorized for billing privileges and am choosing to bill **VALPARAISO UNIVERSITY** for this rental.

Yes

Please provide a billing number.

Enter Billing Number

----8004

No

Additional Details

PO NUMBER OR DEPARTMENT REQUIRED*

BILL TO ACCTS ENTER PO NUMBER OR DEPARTMENT

This will be automatically populated with YES and an Enterprise Billing #.

Additional Details

This is where you will enter the PO # when you have it. For now, please enter the name of your department (ex: Chemistry). You will be able to change this to the PO # when you modify it later.

NOTE: You may enter the BPO # at this point if you are using an established Blanket Purchase Order. You will not need to modify the reservation for this field later.

Save Time At The Counter

Make your preferred choice.

Click

Reserve Now



Make a note of your reservation number for the Requisition.

Completing your Reservation

The next step in the process is to complete a requisition in Colleague. In the line description, please include: Driver's name, dates and times of rental, and location pick up/drop off.

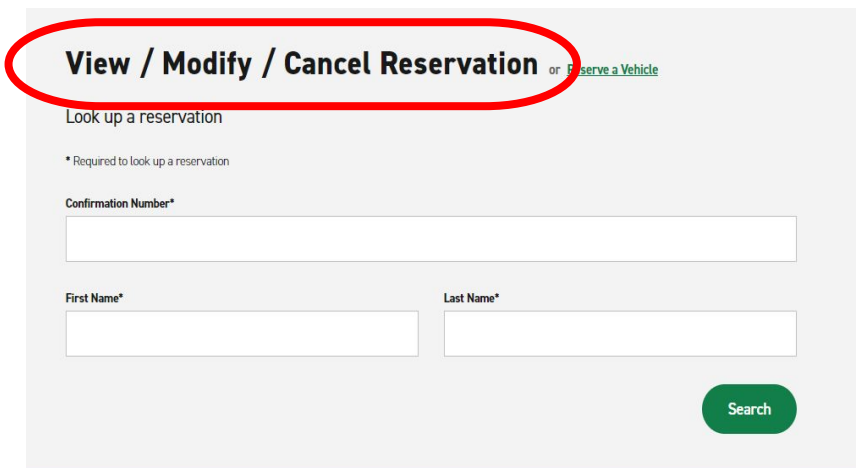
In the printed comments, please put the Reservation/Confirmation #----.

Finish the requisition as usual. Procurement will create the PO, usually within 24 business hours if everything on the requisition is complete.

Procurement will send a copy of the PO to the local Enterprise branch for their records.

Once you have retrieved the PO # from Colleague, you will go back onto the Enterprise website as before.

This time, select **View/Modify/Cancel Reservation** at the top.



View / Modify / Cancel Reservation or [Reserve a Vehicle](#)

Look up a reservation

* Required to look up a reservation

Confirmation Number*

First Name* Last Name*

Search

Type in your Confirmation Number and the first and last name of the driver. (You put this information in under contact details when you made the reservation.)

From this point, move through the information regarding the reservation until you get to the box under Additional Details. Now you can replace your department name with the PO number.

Example: **PO 220123** or **BPO 24965** for a blanket

(You do not have to include the zeros at the beginning of the number.)

Enterprise will send invoices for reservations placed using a PO or BPO directly to our accounting department. After the car rental has been completed and returned, please go into Colleague and accept the PO lines for payment.