





# The Basics of Vehicle Hire

Page 1

# Table of Contents

1.	Intr	oduction	3
	1.1	Third Party Integration	3
	1.2	Reservation Statuses	3
	1.3	Multi Branch Management	3
	1.4	Agents and Commission	4
	1.5	Customer Categories	4
	1.6	Multi-Currency	5
	1.7	Reminders	5
2.	Cust	omers	6
3.	Sup	oliers, Supplier Prices and Sub-Hires	9
	3.1	Supplier Master Files	9
	3.2	Setting up Supplier Prices 1	0
	3.3	Sub-Hire Reservations1	0
4.	Rate	s (Charges)1	3
5.	Cate	gories1	6
	5.1	Discount per Category 1	9
6.	Veh	icles2	1
7.	<b>6</b>		
7.	Con	tracts	6
7.		Fixed Monthly Contracts and Recurring Billing       2	
7.		Fixed Monthly Contracts and Recurring Billing 2	6
7.	7.1	Fixed Monthly Contracts and Recurring Billing 2 Month-to-Month Contracts and Recurring Billing	6
7.	7.1 7.2 7.3	Fixed Monthly Contracts and Recurring Billing	6 4 6
8.	7.1 7.2 7.3 7.4	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing.       3         Fixed Weekly Contracts and Recurring Billing       3	6 4 6 8
	7.1 7.2 7.3 7.4 Sho	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3	6 4 6 8 <b>9</b>
	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         t Term Reservations       3	6 4 8 9 6
	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         t Term Reservations       3         On Rent Vehicles       4	.6 .4 .6 .8 .9 .6
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8. 9.	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> <li>8.3</li> <li>Gro</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         t Term Reservations       3         On Rent Vehicles       4         Returning a Vehicle       4         Invoicing reservations       4	6 4 6 8 9 6 7 9 1
8. 9.	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> <li>8.3</li> <li>Gro</li> <li>Mar</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         rt Term Reservations       3         On Rent Vehicles       4         Returning a Vehicle       4         Invoicing reservations       5	6 4 6 8 9 6 7 9 1 3
8. 9.	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> <li>8.3</li> <li>Gro</li> <li>Mar</li> <li>10.1</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         t Term Reservations       3         On Rent Vehicles       4         Returning a Vehicle       4         Invoicing reservations       5         maging Damages       5	6 4 6 8 9 6 7 9 1 3 3
8. 9. 10.	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> <li>8.3</li> <li>Gro</li> <li>Mar</li> <li>10.1</li> <li>10.2</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         Term Reservations       3         On Rent Vehicles       4         Returning a Vehicle       4         Invoicing reservations       5         maging Damages       5         Recording Damages to a vehicle directly on a 'On Rent' Reservation       5	6 4 6 8 9 6 7 9 1 3 3 5
8. 9. 10.	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> <li>8.3</li> <li>Gro</li> <li>Mar</li> <li>10.1</li> <li>10.2</li> <li>Hire</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         t Term Reservations       3         On Rent Vehicles       4         Returning a Vehicle       4         Invoicing reservations       5         maging Damages       5         Recording Damages to a vehicle directly on a 'On Rent' Reservation       5         The Workshop Module       5	6 4 6 8 9 6 7 9 1 3 5 6
8. 9. 10. 11. 12.	<ul> <li>7.1</li> <li>7.2</li> <li>7.3</li> <li>7.4</li> <li>Sho</li> <li>8.1</li> <li>8.2</li> <li>8.3</li> <li>Gro</li> <li>Mar</li> <li>10.1</li> <li>10.2</li> <li>Hire</li> <li>The</li> </ul>	Fixed Monthly Contracts and Recurring Billing       2         Month-to-Month Contracts and Recurring Billing       3         Fixed Weekly Contracts and Recurring Billing       3         Week-to-Week Contracts and Recurring Billing       3         t Term Reservations       3         On Rent Vehicles       4         Returning a Vehicle       4         Invoicing reservations       4         up Reservations       5         maging Damages       5         Recording Damages to a vehicle directly on a 'On Rent' Reservation       5         The Workshop Module       5         Purchases       5	6 4 6 8 9 6 7 9 1 3 5 6 7

Page 2

# 1. Introduction

This document is intended to give a quick overview of the basics of Novtel Vehicle Hire. However: Please note that Novtel has a wide range of capabilities and is feature rich. Feel free to request a product demonstration for more details.

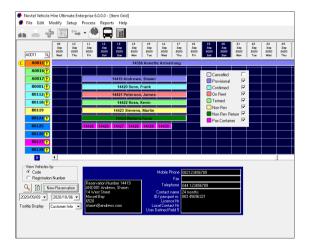
## 1.1 Third Party Integration

Novtel Vehicle Hire manages your fleet with ease, and integrates with:

- ✓ Microsoft Office
- ✓ Sage Pastel Partner and Xpress
- ✓ Sage Evolution
- ✓ Webfleet
- ✓ Novtel Access Control
- ✓ And Novtel Relations Management

## 1.2 Reservation Statuses

On the Grid, the status of a reservation can be tracked by means of specific status colours linked to it – as indicated below:



## 1.3 Multi Branch Management

Novtel Vehicle Hire supports multi-branch management where a vehicle can be checked out at one branch and checked in at another.

## 1.4 Agents and Commission

Agent Codes can be set up in the financial system, and commission structures set up.

Edit Sale	s Analysi	s Codes								- 0	×
0	P	×			Q	11	A\$		•	•	
Add	Edit	Delete	Save	Reject	Search	Code	Name	First	Prev	Next	Last
Sales A	Sales Analysis Code 1 Blocked										
Description Test Agent											
Con	nmission	Th	nis Year To	tals	Last Yea	ar Totals		Notes		Picture	
Pay	Commis	sion On -									
	Gross Pro			Sales							
_		лц	,	Sales			-				
	nge 10.000	.00 to 19 9	00.00			Periodic Target Amount Commission 9 10 000.00 5.0					n %
		.00 to 39 9				20 000.00				0.00	
		.00 onwar				40 000.00				0.00	
											0.00
											0.00
		<u>C</u> opy Co	ommissio	ure		<u>P</u> aste Con	nmission	Structure			

These codes will be available in Novtel to be linked to a reservation.

Complete commission and sales reporting are obtained from the financial system. In Novtel, a Rental Statistics Report can be obtained to list the total 'sales' per Agent.

<b>Rental Statistics - Agent</b>										
01 August 2020 To 31 August 2020										
	PRINTED DATE: 20 AUGUST 2020 TIME: 10:55:27 AM									
AGENT	NUMBER OF CONTRACTS	RENTAL DAYS	COST	TURNOVER EXCL	AVG RENTAL DAYS	AVG RENTAL INV	AVG DAILY RENTAL			
1 - Test Agent										
TOTALS - Test Agent	3	41	0.00	12165.22	14	4055.07	296.71			
TOTALS	3	41	0.00	12165.22	14	4055.07	296.71			

## 1.5 Customer Categories

We recommend that 'Customer Categories' are set up in the financial system in order to link the relevant Category to each Customer master file in Novtel to obtain a rental statistics report based on Customer Category.

## 1.6 Multi-Currency

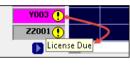
If the Multi-Currency Module is installed and active in Sage Pastel or Evolution; different currencies have been set up and exchange rates updated, a specific foreign currency can be linked to the Customer master file in Novtel when the Customer is created.

In Novtel, Invoices and Statements will be produced in the home currency, BUT in the financial system, the Invoice will be produced in the foreign currency linked to the Customer's master file.

## 1.7 Reminders

Novtel incorporates the feature to notify the User prior to an expiring licence; when a service is due, and when a contract is about to end.

On the Grid, next to the vehicle code, an exclamation mark will indicate that an action is needed, and when hovering on the exclamation mark, the action is listed as follows:



Y001 🕛			
Y002 🕛			
Y003 🕕			
ZZ001 😲		$\mathbf{b}$	
Service	e Due 🖌		

	C0102										
	C0104										
	C0105										
	C0106										
C	C0107 😲		1432	2 Westv	ille Holdi	ngs					
	C0108										
	Contract About To End										

Reports can also be obtained which will indicate:

- ✓ Which vehicle licences have already expired, and which are still valid
- $\checkmark$  Services due and if overdue how many kilometres the service is overdue
- $\checkmark$   $\,$  And contracts expiring within a selected date range

In addition, 2 custom reminders can be set up for all Vehicles in the system.

Dates are linked to the custom reminders; the notification period set, and exclamation marks will appear next to the vehicle code on the grid to notify the User of an action to be taken.

# 2. Customers

An unlimited number of Customers can be set up in Novtel and will also automatically be saved in the financial system simultaneously.

- By using the 'Customer AutoNumber' functionality, the system User will only type the 3 letters 'Alpha-Code', and Novtel will check for and insert the next available numeric code.
- 2. Enter the Customer Description in this field.
- 3. Select the relevant Customer Category to be linked to this Customer.
- 4. And if 'Multi-Currency' is set up in the financial system, select the applicable currency here while in the process of creating the Customer Master File. Once saved, the currency CANNOT be changed.

Add New Customer					
Account Code	PET001	Use Customer AutoNumber		Corporate Custom	er
				Monthly Customer	
Description	Peterson, John 2			Inactive Customer	
Customer Category	09 - Internet/website 3	<b>•</b>			
Pastel Foreign Currency	03 - British Pound 🛛 🗿	-			
Genera	– 00 - Home Currency I 01 - US Dollar 02 - Euro	-	Ύ	User Defined Fields	;
	03 - British Pound				
Postal Address		Т			
		Telephone	No		
		Fax	No		
		Mobile Pha	ne		
		J Email Addre	ess		
Tax Reference			,		
		Contract Month Start D	ay 1	-	
				Accept	Cancel

In the 'General' tab, all contact details must be captured.

Ger	eral	Physical Addresses	User Defined Fields
Postal Address Tax Reference	15 West Rigde Rd 3256ABC London England	Fax No	+44 98765432111
			Accept Cancel

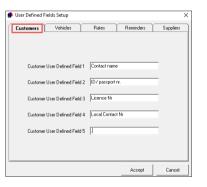
© 2020 Novtel – All copyrights reserved

Enter the Customer's physical address in the 2<sup>nd</sup> tab.

General	)	Physical Addresses	1	User Defined Fields
Physical Address	15 West Rigde Rd 3256ABC London England			
				Accept Cancel

In the User Defined Fields tab, Novtel has made provision for additional information to be entered in 5 fields.

By default, the line descriptions are indicated as 'User Defined Field 1 - 5'. However, we have customised lines 1 - 4 in the User Defined Fields Setup screen as follows:



Therefore, the customised descriptions are displayed here, and the relevant information can now be entered in per line.

General	Physical Addresses	User Defined Fields
Contact na	me John Peterson	
ID/ passport	nr. 123456789	
Licence	Nr BC123456789	
Local Contact	Nr 08212345678	
		Accept Cancel

Saving the Customer Master File in Novtel, and proceeding to the financial system, all details for this Customer have been saved here too as entered in Novtel.

FILE	FDIT	PROCESS	VIEW	CHANGE	SETLID	UTILITY	WINDOW	EAVOURITES	HELD.	

Edit Customer Accounts									- 0
<b>C</b> 🛛 🖻	0	Q	11 A1		•				
Add Edit Delete	e Save Reject	Search 0	Code Name	First Prev	Next	Last			
Account Code P	ET001						Cash Sale Acc	ount 🗆	Blocked
	eterson, John			CE shah a Cab	a de da al facea (		to see and/or	dia alta a	
Customer Category 9	- Internet/website		~	list of Schedu				So	heduled Invoice
Details	Processing	1	Terms	U	er Defined		Balances		Notes
	Addresses			Entity / Ba	nking			0	Der
Postal Address			Contact						age Pay
15 West Rigde Rd								10m	
3256ABC			Telephone				111	IEN PA	VINC
London			+44 123456	78910					
England			Fax					THIS E	ASY.
									TO ASK TWICE
Delivery Address			Mobile Pho						
15 West Rigde Rd			+44 987654	32111				With Sag	e <b>Pay Now</b> , and less time
3256ABC			Email					chasing i	payments.
London								TRY THE	
London			Sales Code						

Page 8

# 3. Suppliers, Supplier Prices and Sub-Hires

## 3.1 Supplier Master Files

An unlimited number of Suppliers can be created in Novtel.

Any person or company rendering a service to your company can be classified as a Supplier. Examples may include the following:

- ✓ Plumbers
- ✓ Electricians
- ✓ Garden Services if applicable
- ✓ As well as companies from which a vehicle can be sub-hired in the case where your fleet, or required vehicles are not available for the period requested.

Supplier Master Files requires a unique account code and description, and in the 'General' tab, all contact details are captured.

Suppliers				×
	ES001 est Car Hire 0 - Home Currency		<b>.</b>	
General	Delivery Addr	resses	User Defined Fields	
	lox 741 ille Cape Town )	Telephone No Fax No Mobile Phone Email Address	021 123456789 081 123456789 best@carhire.com	
			Save Cancel	

In the 'Delivery Address' tab, the Supplier's physical address is entered, and in the 'User Defined Fields' tab, custom information is captured as required.

# 3.2 Setting up Supplier Prices

Supplier prices for sub-rented vehicles can be imported from an Excel spreadsheet, or it can be set up manually directly in Novtel.

It can be accessed; viewed; edited or deleted from the 'Setup – Supplier Prices' menu option.

🌔 Setup Supplier P	rices				×
Supplier BES001	٩	E	Best Car Hire	9	
Category AS02		٩	Cost per Day	к	210
			Rate per Daj	y:	275.00
			Profi	t	65.00
				Cancel	Accept
Details					
Category	Cost		Rate		Profit
A	350.00		500.00		150.00
B	400.00 500.00		550.00 700.00		150.00 200.00
D	600.00		850.00		250.00
BS30	195.00		255.00		60.00
AS02	210.00		275.00		65.00
Remove					Add
				Exit	Save

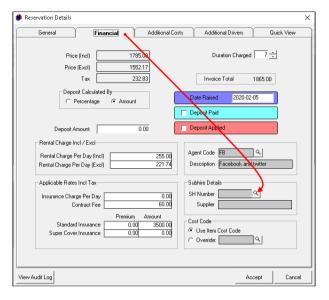
## 3.3 Sub-Hire Reservations

In our example, we have created a reservation for a vehicle classified as a 'Subhire Item'.

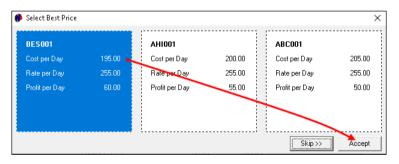
The Supplier Prices Category - BS30 - has been linked to the reservation.

Reservation Details				$\times$
General	Financial	Additional Costs	Additional Drivers	Quick View
Vehicle Number	B0001 <b>N</b> Toyo	ota Tazz	Duration Cha	arged 7
Reservation Number	14387 RA Numb	per 0	Category BS30 - 🔀 out	BSRate 1.
Order Number				
Customer Code	001	Search <f5></f5>		20-02-05 👤
Description	Stanton Travels		Time Out 08	8:00:00 🛨

Proceeding to the 'Financial' tab, the search option is selected in the 'SH Number' field.



This will display the 'Select Best Price' screen, indicating the 3 best prices in sequence from the lowest to the highest, and the preferred price can now be selected.



If the selected Supplier is correct, click 'Yes' to confirm the action.



- 1. The selected Supplier is now displayed at the top of the 'Sub-Hire Vehicle' screen
- 2. The buying price per day is indicated here
- 3. And the amount exclusive of VAT owed to the supplier, is indicated at the bottom of the screen.

🚸 Subhire Vehicle	×
Subhire Number : New Reservation : 14387	
Date Start : 05 February 2020 Vehicle to be subhired : Toyota Tazz	
Date End : 12 February 2020 Customer : 001 Stanton Travels	
Supplier BES001 😧 1 Best Car Hire	
Financial Additional Costs Quick View	
Contact Person         Registration Number         Supplier Reservation Number         Order Number         Supplier Invoice Number         Remarks         Duration Charged         7 +         Price Lists	
Buy Price Per Day       Selling Price Per Day         Price (Excl)       169.57         Tax       25.43         Price (Incl)       195.00         Rental Total (Incl)       1365.00         Price (Incl)       2195.00         Nett Profit/Loss       1621.74	
Supplier Invoice Excl Total 🚯 1186.99 Gross Excl Profit 434.75 Accept Car	icel

Page 12

# 4. Rates (Charges)

Any charge to be added to the reservation or contract, can be created in the 'Setup – Rates' menu. Such charges may include the following:

- ✓ A Contract Charge
- ✓ Excess Km / Miles per vehicle grouping
- ✓ Basic Insurance per vehicle grouping
- ✓ Additional Insurance per vehicle grouping
- ✓ Super Insurance per vehicle grouping
- ✓ Car Seat Rental
- ✓ Roof Rack
- ✓ Pick-up / drop-off fees
- ✓ Additional Driver
- ✓ Young Driver, etc

🧌 Add New F	Rate					×
Code	AD001			2 🗸	Create Item	In Pastel
Description	Additional Driver			<u> </u>	Display On	nvoice
Description					Blocked	
					Workshop I	tem
		Ge	neral			
	Rate Incl	200.00 4	Rate Excl	173.91	Allow Tax	⊽ (5)
	User Defined Fiel	d1				ן ר
	User Defined Fiel	d 2				
	User Defined Fiel	d 3				1
	User Defined Fiel	d 4				1
	User Defined Fiel	d 5				] ]
Pa	astel Inventory Code				٩	
				Accept	<b>)</b>	ancel

- 1. A unique code and description are to be created for each charge individually
- 2. If the item does not yet exist in the financial system, the option is selected to 'Create Item in Pastel'. This will cause the item to be imported to Pastel once the charge is saved in Novtel.
- 3. To display the charge on the Customer's invoice, tick this checkbox.
- 4. Enter the amount inclusive of VAT to be charged
- 5. And if VAT is applicable, tick the option to 'Allow Tax'. Novtel will then automatically calculate and insert the tax amount in the activated field.

#### To save the charge, click 'Accept'.

In this case the User will only classify the item to be imported as a 'Service Item' and select the relevant Inventory Group before clicking 'Accept'.

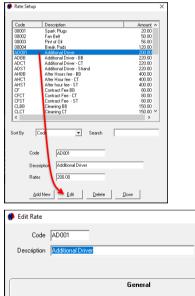
۹	Import Inventory	ltem		×
	Code Description	AD001 Additional Driver	[	
	Inventory Group	001 · Services		-
	Excl Selling Price	173.91	the second se	ical Item ice Item
			Accept	Cancel

The charge will now be created and when accessed, the Pastel Inventory Code it is linked to, is displayed at the bottom of the screen.

X

🔽 Display On Invoice

Blocked



	Li Li	eneral				
Rate Incl 200	0.00	Rate Excl	173.	.91	Allow Tax	◄
User Defined Field 1						٦
User Defined Field 2						
User Defined Field 3						
User Defined Field 4						
User Defined Field 5			-			_

Page 14

Other charges to be created, include:

- ✓ Damaged parts of a vehicle such as a Right Fender; Left Taillight; Bonnet; Front Left Indicator Light, etc.
- ✓ Items needed to service a vehicle, such as Spark Plugs; Fan Belt; Brake Pads, etc.

Should the Workshop Module be used in Novtel to record, track and repair damages or perform services on vehicles, these charges will be classified as 'Workshop Items' to make it available for selection in the Workshop Module.

🦚 Add New Ri	ate	×
Code	OIL001	🔽 Create Item In Pastel
Description	0il - 5L	Display On Invoice
	J	Blocked
		🔽 Workshop Item
	General	)
	Rate Incl 230.00 Rate Exc	al 200.00 Allow Tax 🔽
	User Defined Field 1	
	User Defined Field 2	
	User Defined Field 3	
	User Defined Field 4	
	User Defined Field 5	
Pas	stel Inventory Code	٩
		Accept Cancel

A complete list of all charges in the Novtel System can be obtained by clicking on the -Reports – List – Rates' menu option.

r/AppData\Local\Temp\TempReport.html			- C Search	- 6 2 - 61	ı × ☆⊛(
	List Rate	5			
	PRINTED DATE: Friday, 21 August 2020	TIME: 9:40:56 am			
CODE	DESCRIPTION	RATE	ALLOW TAX		
00001	Spark Plugs	20.00	YES		
00002	Fan Belt	50.00	YES		
00003	Pint of Oil	56.00	YES		
00004	Break Pada	120.00	YES		
AD001	Additional Driver	200.00	YES		
ADBB	Additional Driver - BB	220.00	YES		
ADCT	Additional Driver - CT	220.00	YES		
ADST	Additional Driver - Strand	220.00	YES		
AHBB	After Hours fee - BB	400.00	YES		
AHCT	After Hour fee - CT	400.00	YES		
AHST	After hour fee - ST	400.00	YES		
CF	Contract Fee BB	\$0.00	YES		
OFOT			3000		

Page 15

# 5. Categories

Categories must be planned well before creating it in Novtel.

Vehicles are not all charged at the same rates, and therefore we need to create price structures for each group individually.

Rates may also vary for the rental of a vehicle for different rental periods.

On the Category Master File, you will be able to capture the following information:

- ✓ The Category Code and Description
- ✓ Detailed Notes pertaining to the Category
- ✓ The rental charge per day
- ✓ The Insurance amount per day (Which will not automatically be charged when a vehicle is rented, but it is an indication of the price to be charged)
- ✓ The Contract Fee (Which will not automatically be charged when a vehicle is rented, but it is an indication of the price to be charged)
- ✓ And the number of free kilometres allowed before the Customer will be charged for the excess kilometres upon returning the vehicle.
- ✓ Standard and Super Cover Insurance amounts.

Edit Catego	ry		×
Name	A1		bhire Category n VAT-Able
Description	1-7 Days		
Detailed Notes			
Applicable Rate	es Incl Tax		
Rental Charg	e Per Day		300.00
Insurance Ch	arge Per Day		40.00
Contract Fee			60.00
Free KM			300.00
		Premium	Amount
Standard Insu	Irance	0.00	0.00
Super Cover I	nsurance	0.00	0.00
		Accept	Cancel

The following may be an example of how to set up the Categories, but please note that it is an indication ONLY.

#### **GROUP A VEHICLES**

Code	Rental Period	Rental/ Day	Insurance / day	Contract Fee	Free KM
A1	1 – 7 Days	300.00	40.00	60.00	300
A2	8 – 14 Days	290.00	35.00	60.00	450
A3	15 – 21 Days	280.00	30.00	60.00	600
A4	22 – 28 Days	270.00	25.00	60.00	750

#### **GROUP B VEHICLES**

<u>Code</u>	Rental Period	Rental/Day	Insurance / Day	Contract Fee	Free KM
B1	1 – 7 Days	450.00	80.00	60.00	500
B2	8 – 14 Days	440.00	70.00	60.00	650
В3	15 – 21 Days	430.00	60.00	60.00	800
B4	22 – 28 Days	420.00	50.00	60.00	1000

#### **GROUP C VEHICLES**

<u>Code</u>	Rental Period	Rental/Day	Insurance / Day	Contract Fee	Free KM
C1	1 – 7 Days	500.00	120.00	60.00	700
C2	8 – 14 Days	590.00	110.00	60.00	900
C3	15 – 21 Days	580.00	100.00	60.00	1200
C4	22 – 28 Days	570.00	90.00	60.00	1500

When created, the 'Category Setup' window will be displayed as follows:

🥬 Category Setu	р			×
A1 A2 A3 B1 B2 B3 B4 C1 C2 C3 C4	1-7 Days 8-14 Days 15-21 Dayy 2-28 Days 1-7 Days 15-21 Days 15-21 Days 2-28 Days 15-21 Days 15-21 Days 2-28 Days	; ; ;		
Name	A1			
Description	1-7 Days			
Detailed Notes				
Add New	Edit	Delete	Close	

The 'List Categories' report will display all created Categories, and the details linked to it.

List Categories											
CODE	DESCRIPTION	DETAILED NOTES	RENTAL CHARGE PER DAY	INSURANCE CHARGE PER DAY	CONTRACT FEE	FREE KM					
A1	1-7 Days		300.00	40.00	60.00	30					
A2	8-14 Days		290.00	35.00	60.00	45					
A3	15-21 Days		280.00	30.00	60.00	60					
A4	22-28 Days		270.00	25.00	60.00	75					
B1	1-7 Days		450.00	80.00	60.00	50					
B2	8-14 Days		440.00	70.00	60.00	65					
B3	15-21 Days		430.00	60.00	60.00	80					
B4	22-28 Days		420.00	50.00	60.00	100					
C1	1-7 Days		500.00	120.00	60.00	70					
C2	8-14 Days		590.00	110.00	60.00	90					
C3	15-21 Days		580.00	100.00	60.00	120					
C4	22-28 Days		570.00	90.00	60.00	150					
		NUMBER	OF CATEGORIES :	12							

Page 18

It is possible to create discount structures for specific Vehicle Categories, and for a specific Customer.

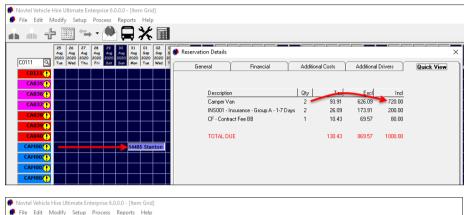
For example: We have selected Stanton Travels here and added the 'Camper Vans' Category - which is normally charged at R400.00 per day.

Customer       001       Stanton Travels         Vehicle Category Discount       Excl       Tax       Incl       Disc2/ 0.00         CAM       Camper Vans       347.83       52.17       400.00       0.00         Add       Remove		Cus	tomer Prices		
Category Code       Description       Excl       Tax       Incl       Disc2;         CAM       Camper Vans       247.83       52.17       400.00       0.00         Add       Remove	Customer 0	D1 Q Stan	on Travels		
CAM         Camper Vans         347.83         52.17         400.00         0.00           Add         Remove         Add         Add         Remove         Add         Add	-Vehicle Category D	iscount			
AddRemove					
	CARIM		347.03	32.17 400.00	0.00
				Add	Remove

Entering the discount percentage of 10% in the 'Discount' column, the normal price is reduced to R360.00.

0	Setup Vehicle Category Discount	×
ſ	Customer Prices	ר
	Customer 001 Q. Stanton Travels	
	Vehicle Category Discount	
	Category Code Description Excl Tax Incl Disc%	
	CAM Camper Vans 313.04 46.96 360.00 10	
	Add Remove	
		۳.
	Cancel	

Whenever a reservation is created for this Customer, and the 'Camper Vans' Category is linked to a reservation, the discounted daily price will be charged instead of the normal price as inserted on the Category itself.



🥐 Fil	e Edit	Modif	y Se	tup	Proc	ess	Repo	rts	Help												
Å.		₽ [	ODAV N	-	• •			<u>ן</u>													
CO	111 [	25 Aug 2020 Tue	26 Aug 2020 Wed	27 Aug 2020 Thu	28 Aug 2020 Fri	29 Aug 2020 Sat	Aug 2020 2	2020	01 Sep 2020 Tue	Reservation [		Finar	ncial		Additiona	I Costs	Addi	tional Drivers		Juick Vie	×
Vie © 2020/	CO111 CA035 CA036 CA037 CA038 CA039 CA039 CA039 CA040 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA0007 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039 CA039		ber bor bor			eserva bio bio bio bio bio bio bio bio bio bio	ation NT T	umbe	5 Star	Reservation Order Lustor De C	* Number n Number r Number mer Code escription comments very Address up Address	14485 001 Stanton Tra	RA	Camper Number S S KM 0 KM KM 10 K KM 10 KM Farg Fuel Us	0 earch <f5></f5>		Category Bra G Bra G	CAM - C anch Out eorge Airpor Date Out Time Out anch In Date In Time In ted Time Dut ted Time Dut	Charged amper Vans 2020/08/ 8:00 2020/09/ 1. South Afric 2020/09/ 8:00	a •	
										View Audit Log			_						Accept	Ca	ancel

Page 20

# 6. Vehicles

New Vehicles can be created continually as and when it is added to your fleet. When a vehicle is sold, it will be classified as 'Disposed', and will no longer be available for rental.

BUT: Vehicles can never be deleted from the system because of a history linked to it.

Vehicle Codes must be planned well, and this is an indication of how it can be set up:

#### **GROUP A TYPE VEHICLES**

Vehicle Code	Vehicle Description
A001	Datsun Go
A002	Chev Spark
A003	Fiat Palio
A004	Opel Corsa Lite
A005	Toyota Tazz

#### **GROUP B TYPE VEHICLES**

Vehicle Code	Vehicle Description
B001	Volkswagen Polo Sedan (M)
B002	Volkswagen Polo Sedan (A)
B003	Hyundai Accent
B004	Chev Aveo Sedan
B005	Opel Corsa Sedan

#### **GROUP C TYPE VEHICLES**

Vehicle Code	Vehicle Description
C001	Toyota Fortuner
C002	Nissan Qashqai
C003	Ford Ranger 4x4 Double Cab
C004	Volkswagen Tiguan
C005	Mazda CX-3

When a new vehicle is created, and it has not yet been created in the financial system, the checkbox is ticked to 'Create Item in Pastel'. When the vehicle is saved, it will be imported to Pastel.

🌔 Add New Vehic	icle	×
Code Description	A001 Datsun Go	n Pastel
General	Details Financial User Defined Fields	Pastel Interface

The Vehicle Master File is displayed as follows, and the details for each vehicle must be entered and selected correctly:

#### The General Tab:

General	Details	Financial	User Defined Fields	Pastel Interface
Branch	Cape Town, South	Africa 🗨	Show On Grid Subhire Item	
Registration Number	CA123		Subhire item Hire Purchase Monthly Billed	•
Manufacturer Category	Datsun A - Group A	<u>۹</u>	Maintenance	Item 🔽
Туре	Car/Automobile	•	Additional Daily Hire Disposed	Item 🗖

#### The Details Tab:

General	Details	Fina	ncial	User Defi	ned Fields	Pastel Inter	rface
General Details Tyres Make Spare Tyre Make Battery Make	Dunlop Dunlop Willard		First Ma	Maintenanc Current KM aintenance	0	km	
License Due	2021/08/01			ing Interval aintenance	15000	km	
Maintenance Under Maintenanc	e Plan: C Yes ≸ ເ⊂ No	(M's Covered Expiry Date	2019/07/	100000 10 💌			

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#### The Financial Tab:

Please note that if specific charges are linked to the Vehicle Master File in this tab, it will be added to the contract or reservation automatically.

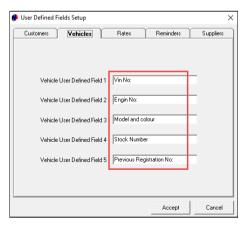
General	Details	Financial	User Defined Fie	lds P	'astel Interface
Cost	Price 1300	00.00	fault Charges urance Charge	٩	Clear
Rental Per Day Exc		39.13	ntract Charge ress KM Charge	<u> </u>	Clear
Rental Per Day Inc	ciTax 3	300.00	ess KM Charge	٩	Clear
Date Of Purchase	2020/07/01 💌	Replacement Va	lue 0.0	0	
Supplier Code	٩				
Monthly Payment	0.00	Setup Payments	Only available for Hire	Purchased Ib	ems
			4	Accept	Cancel

#### The User Defined Fields Tab:

Here, 5 fields are available to capture custom information.

By default, the line descriptions are indicated as 'User Defined Field 1-5'. However: If custom User Defined Fields for all Vehicles have been created from the 'Setup – User Defined Fields – Vehicles' window, the line descriptions for all vehicles will be exactly the same.

In this case, we have set up Custom descriptions as follow:



Therefore, the line descriptions in this tab is displayed as follows, and the specific details for this vehicle can be captured.

🏶 Edit Vehicle						×
Code A001						
Description Datsun Go			[			
General	letails	Financ	ial	User Defined	l Fields	Pastel Interface
Vin No:	123456789					
Engin No: Model and colour	2020 Silver					
Stock Number						
Previous Registration No:	New Car					
Vehicle User Defined Reminder 1	2020/08/21	-				
Vehicle User Defined Reminder 2	2020/08/21	-				
					Accept	Cancel

#### The Pastel Interface Tab

This tab will be void of information as the vehicle was not yet imported to Pastel. By saving the Vehicle Master File, the import will take place.

🇭 Import Inventory	r Item	×
Code	A001	
Description	Datsun Go	
Inventory Group	001 · Services	•
Excl Selling Price	0.00	Physical Item     Service Item
Create Cost Code		Accept Cancel

Returning to the Vehicle Master File, the Pastel Inventory Code is displayed here:

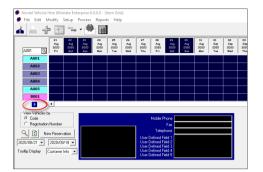
🥬 Edit Vehicle				×
Code	A001			
Description	Datsun Go			
General	Details	Financial	User Defined Fields	Pastel Interface
Pastel Inve Pastel		<ul> <li>Q Datsun Go ///////////////////////////////////</li></ul>		Clear Clear

— Page 24

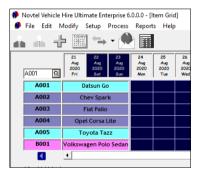
Novtel Vehicle Hire – The Basics (V2)

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Viewing the Grid, all created Vehicles will be displayed here, provided that the option were selected to 'Show on Grid'.



By clicking on the arrow pointing to the right, the vehicle descriptions will be displayed next to each code:



Printing the 'Vehicle Listing' report, and activating the option to show the User Defined Fields too, the information per vehicle will be displayed as follows:



# 7. Contracts

In Novtel Vehicle Hire, the following types of contracts can be created by using the 'Contract Manager' option:

- ✓ Fixed Monthly Contracts
- ✓ Month-to-Month Contracts
- ✓ Fixed Weekly Contracts
- ✓ Week-to-Week Contracts

Short Term Reservations are created directly on the Grid, and the process will be explained in Chapter 8.

## 7.1 Fixed Monthly Contracts and Recurring Billing

Fixed Monthly Contracts can be created with a definite start and end date. Although a contract is created, a reservation per month will be created – and linked to the contract.

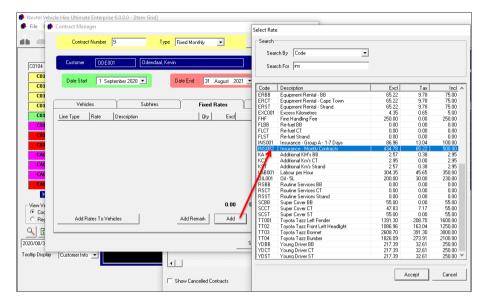
In this case, we have created a 12-month contract, starting on the  $1^{st}$  of September 2020, and ends on the  $31^{st}$  of August 2021.

Individual reservation numbers enable the system user to manage each reservation separately and bill specific charges to the reservation as, and when needed.

🥬 Contract Manager				2
Contract Numb	per 9	Type Fi	ed Monthly 🖃	Cancel Contract
Customer 0	DE001 0	dendaal, Kevin		
Date Start 1	September 2020 💌	Da	te End 31 August 20	21 💌 12 🕂 Months
		-		
Vehicles	Su	ıbhires	Fixed Rates	SH Fixed Rates
C0107 - Hyun Add Ve	dai 110 Grand manual shicle	Remove Vehicle	<b>•</b>	
😽 Rental Num	Date Start	Date End	Status	Inv Total 🔺
14456 14457 14458 14459 14460 14461 14461 14462 <	2020/09/01 2020/10/01 2020/11/01 2020/12/01 2021/02/01 2021/02/01 2021/02/01 2021/03/01	2020/09/30 2020/10/31 2020/12/31 2021/01/31 2021/01/31 2021/02/28 2021/03/31	Provisional Provisional Provisional Provisional Provisional Provisional	3500.00 3500.00 3500.00 3500.00 3500.00 3500.00 3500.00 2500.00
Calculate Com	mission Apply Commission		View Reservation	Escalations
				Save Cancel

Fixed charges to be billed can also be added to the contract in the 'Fixed Rates' tab.

Clicking 'Add', the window containing all pre-created charges in the system, will be displayed, and the applicable charges can be selected and added individually.



By selecting the 'Add Rates to Vehicle' option, the charge will be added to every reservation linked to the contract.



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- 1. The 'Invoice Total' amount will now also be amended for all reservations accordingly.
- 2. A reservation can be accessed from the contract by clicking on the reservation and then on 'View Reservation'.

Contract Manager					×
Contract Nu	mber 9	Type Fixe	ed Monthly 👤	Cancel Contract	
Customer	ODE001	Odendaal, Kevin			
Date Start	1 September 2020	- Dati	e End 31 August 20	021 💌 12 🔆 Months	
Vehicles		Subhires	Fixed Rates	SH Fixed Rates	)
C0107 - Hyu	undai 110 Grand manua	al	•		
Add	Vehicle	Remove Vehicle			
Rental Num	Date Start	Date End	Status	Inv Total \land	
14456	2 2020/09/01	2020/09/30	Provisional	4000.00	
14457	2020/10/01	2020/10/31	Provisional	4000.00	
14458	2020/11/01	2020/11/30	Provisional	4000.00	
14459	2620/12/01	2020/12/31	Provisional	4000.00	
14460	2021701/01	2021/01/31	Provisional	4000.00	
14461	2021/02/01 2021/03/01	2021/02/28	Provisional	4000.00	
14462	2021/03/01	2021/03/31	Provisional	4000.00 v	
<				>	
Calculate C		on	View Reservation	n Escalations	
				Save Cancel	

The selected reservation contains 5 tabs, namely:

#### 1. The 'General' Tab

eservation Details					×
General	Financial	Additional Costs	Additional Drivers	Quick View	
Order Number Customer Code	14456 RA Num DDE001 Odendaal, Kevin S KM KM KM	ndai 110 Grand manual ber 0 Search <f5></f5>	Time Out E Branch In Date In 2 Time In E Estimated Time Due Payment Type	<u> </u>	
		*			
v Audit Log			Ac	cept Cancel	

Page 28

#### 2. Financial

General Financial Additional Co	sts Additional Drivers	Quick View
Price (Inci) 3500.00 Price (Exci) 3043.48	Duration Charged	1 🛨
Tax 456.52	Invoice Total 4	000.00
C Percentage C Amount	Date Raised	
Deposit Amount 0.00	Deposit Applied	
Rental Charge Incl / Excl           Rental Charge Per Day (Incl)           Rental Charge Per Day (Excl)           3043.48	Agent Code	۹
- Applicable Rates Incl Tax		
Insurance Charge Per Day 0.00 Contract Fee 0.00		
Ptemium         Amount           Standard Insurance         0.00         0.00           Super Cover Insurance         0.00         0.00		
1		1

#### 3. Additional Costs

Reservation Details				×
General	Financial	Additional Costs	Additional Drivers	Quick View
General Line Type Item	Financial           Rate         Description           INS002         Insurance - Mont		Exci Tax 434.78 65.22	Quick View Incl 500.00 500.00
View Audit Log				

#### 4. Additional Drivers

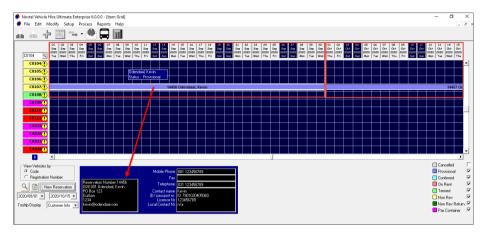
Driver 1         First & Last Name         Licence Number         Passport Number         Driver 2         First & Last Name         Licence Number         Passport Number         ID Number         Driver 3         First & Last Name         Licence Number         Passport Number         Driver 3         First & Last Name         Licence Number         Diver 3         First & Last Name         Licence Number         Diver 3         Copy Additional Drivers From Previous Reservation	First & Last Name     ID Number       Driver 2     ID Number       First & Last Name     ID Number       Licence Number     ID Number	General	Financial	Additional Costs	Additional Drivers	Quick Vie
Licence Number Driver 2 First & Last Name Licence Number Driver 3 First & Last Name Licence Number First & Last Name Licence Number First & Last Name First	Licence Number Passport Number Driver 2 First & Last Name Licence Number Driver 3 First & Last Name Licence Number First & Last Name Licence Number First & Last Name Fi	Driver 1				
Pessport Number       Driver 2-       First & Last Name       Licence Number       Driver 3-       First & Last Name       Licence Number       ID Number       Passport Number       ID Number	Pessport Number       Driver 2-       First & Last Name       Licence Number       Driver 3-       First & Last Name       Licence Number       ID Number       Passport Number       ID Number	First & I	Last Name			
Driver 2  First & Last Name Licence Number Driver 3  First & Last Name Licence Number Driver Driver 3  First & Last Name Driver 3  Driver 3  First & Last Name Driver 3  Driver	Driver 2  First & Last Name Licence Number Driver 3  First & Last Name Licence Number Driver Driver 3  First & Last Name Driver 3  Driver 3  First & Last Name Driver 3  Driver	Licen	e Number	ID I	Number	
First & Last Name     ID Number       Driver 3     First & Last Name       Licence Number     ID Number       Passport Number     ID Number	First & Last Name     ID Number       Driver 3     First & Last Name       Licence Number     ID Number       Passport Number     ID Number	Passpo	ort Number			
First & Last Name     ID Number       Licence Number     ID Number       Driver 3     ID Number       First & Last Name     ID Number       Licence Number     ID Number	First & Last Name     ID Number       Licence Number     ID Number       Driver 3     ID Number       First & Last Name     ID Number       Licence Number     ID Number	- Driver 2				
Licence Number Passport Number Driver 3 First & Last Name Licence Number Passport Number	Licence Number Passport Number Driver 3 First & Last Name Licence Number Passport Number		Last Marca			
Pessport Number	Pessport Number			10.1	Number	_
Driver 3  First & Last Name Licence Number Passport Number	Driver 3  First & Last Name Licence Number Passport Number				rianber j	
Copy Additional Drivers From Previous Reservation	Copy Additional Drivers From Previous Reservation	First & I Licent	ce Number	ID	Number	
				Copy Additio	onal Drivers From Previous Re	eservation

#### 5. Quick View

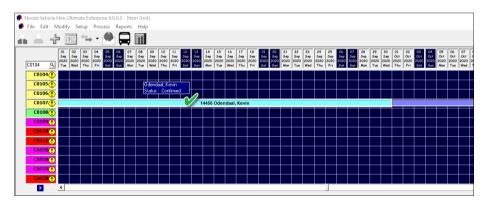
	Financial	Addition	al Costs 🍸	Additional	Drivers	Quick Vie
Descriptio	n.	Qty	Tax	Excl	Incl	
	10 Grand manual	1	456.52	3043.48	3500.00	
	nsurance - Montly Contracts	1	65.22	434.78	500.00	
TOTAL D	UE		521.74	3478.26	4000.00	

On the Grid, all reservations linked to the created contract, will be displayed.

Hovering on any of the reservations for the selected vehicle, the reservation number, as well as the client's contact details, and User Defined info are displayed below the grid.



If a deposit were raised and payment received, the status of the reservation will be changed by Novtel to 'Confirmed' automatically. The reservation will now also be displayed in this status colour.



Each month's reservation will be displayed in the corresponding month's 'Recurring Billing' window and can be invoiced.

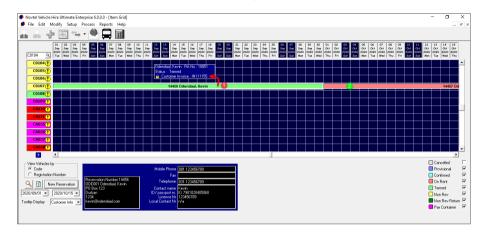
	Fixed	Contracts	Active Monthl	v Customers	Fixed Hire Purc	hase Payments	Weekly I	Contracts	Active Weekly
14358         3         AA0002         Annetite Armstro         A0011         Provisional         2020/09/01         2020/09/30           14444         8         AND003         Andrews, Martin         C0032         Provisional         2020/09/01         2020/09/30	Pas Number	Contract No.	Customer Code	Customer Desor	Vehiole Code	Status	Date Start	Data End	1
1444 8 AND003 Andrews, Martin C0032 Provisional 2020/09/01 2020/09/30									
	14444								
	✓ 14456								

All invoiced reservations for the selected month will be displayed on the 'Pre-Import' list as follows:

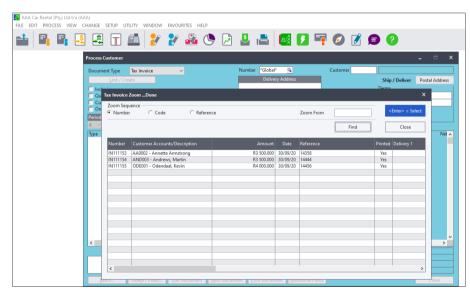
		Pre-Import List For Se	ptember 202	20		
		PRINTED DATE: MONDAY, 24 AUGUST 20	20 TIME: 10:19:31 AM			
		CUSTOMER INV	OICES			
RESERVA	TION CONTR	CUSTOMER	VEHICLE CODE	EXCL TOTAL	TAX	INCL TOTAL
14358	3	AA0002 - Annette Armstrong	A0011	3043.48	456.52	3500.00
14444	8	AND003 - Andrews, Martin	C0032	3043.48	456.52	3500.00
	9	ODE001 - Odendaal, Kevin	C0107	3478.26	521.74	4000.00
14456	9					

Page 32

- 1. The invoiced reservation will now be termed, and an official Invoice Number linked to it.
- 2. The next month's reservation will have also be changed to the 'On Rent' status and colour linked to it.

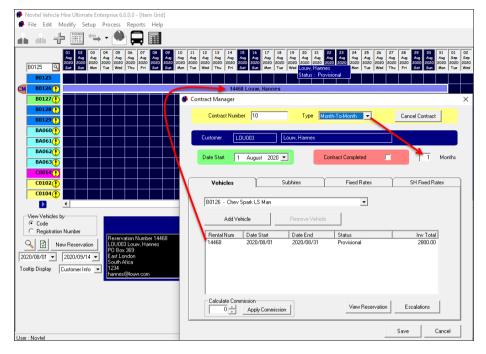


The invoices updated in Novtel, will be available in Sage Pastel immediately.



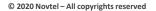
# 7.2 Month-to-Month Contracts and Recurring Billing

When the Contract Type is selected as Month-to-Month, only 1 reservation is created, and the contract can either be continued or terminated when the recurring billing process is performed.

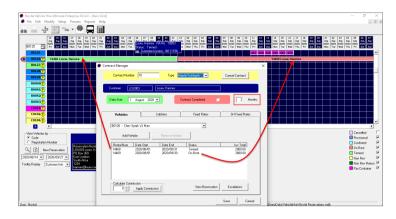


If the option is selected to 'Continue Rental', Novtel will create another monthly reservation for all selected 'Month-To-Month' reservations.

T Mod C	Contracts	Active Monthly Customers Fixed Hire Purchas	e Payments 🎽 🦷 Week	dy Contracts	) Ad	tive Weekly
Res Number	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
14468	L0U003	Louw, Hannes	B0126	Provisional	2020/08/01	2020/08/31
		Continue Reservation     All selected monthly contracts are ex-     month.     Indected monthly contracts are ex-     month.     Print Loaded Invoices     Prints a list of the customer and a     updated after the month end has be	ppler invoices that were			
	Select No					te Selected Invoices



#### Rental Continued = Another Reservation created on the Contract and Grid.



If the 'Continue Rental' option is <u>not</u> selected at the next recurring billing process.....

		Current Month September 💌	Currer	nt Year 2020	•
Fixed 0	Contracts	Active Monthly Customers Fix	ed Hire Purchase Payments	: We	ekly Contracts
Res Number	Customer Code	Customer Description		Vehicle Code	Status
✓ 14469	LOU003	Louw, Hannes		B0126	On Rent
	month.	onthip contracts are extended to the end of the ne	ext		
_		Proceed >> Car	ncel		

..... the contract will <u>not</u> be continued. The User will mark the contract as completed and the 'End Date' will be inserted.

ø	Contract Manager	×
	Contract Number 10 Type Month-To-Month Cancel Contract	
	Customer L0U003 Louw, Hannes	
	Date Statt         1         August         2020         Image: 2020	
ſ	Vehicles Subhires Fixed Rates SH Fixed Rates	
	B0126 - Chev Spark LS Man	

# 7.3 Fixed Weekly Contracts and Recurring Billing

Novtel can create fixed weekly contracts and bill those contracts on a weekly basis too.

The 'Fixed Weekly' Contract Option is selected in this case, and the number of weeks will be calculated according to the date range selected.

<b>()</b>	Contract Manager						×
	Contract Number	New	Type Andrews, Shaw	Fixed Weekly Fixed Monthly Month-To-Month Fixed Weekly Week-To-Week	<u> </u>	Cancel Contract	

In this case, 2 reservations will be created for the selected vehicle to manage each reservation individually.

	act Manager Contract Nu		Туре	Fixed We	ekly 🔽	Car	ncel Contract
C	Customer	AND001	Andrews, Sha	awn			
[	Date Start	3 August 202		Date End	16 August	2020 💌	2 · Weeks
	Vehicles		Subhires	- Y	Fixed Rates	)	SH Fixed Rates
	A001 · Dats Add	un Go Vehicle	Remove V	'ehicle	•		
	Rental Num 1 2	Date Start 2020/08/03 2020/08/10	Date End 2020/08/ 2020/08/	/09 P	tatus rovisional rovisional		Inv Total 1200.00 1200.00
	Calculate Co		ssion		View Reserv	ation	scalations

The 2 reservations are now displayed on the Grid and linked to individual reservation numbers.

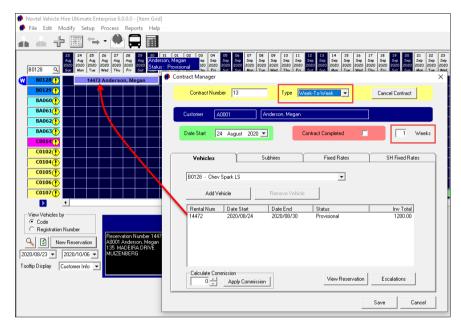
🕨 File 🛛 Edit	Modify	Setup	Process	Reports	s Help													
	<u>له</u>		0															
A001 _	31 Jul 2020 Fri	01 Aug 2020 Sat	02 Aug 2020 Sun	03 Aug 2020 Mon	04 Aug 2020 Tue	05 Aug 2020 Wed	06 Aug 2020 Thu	07 Aug 2020 Fri	08 Aug 2020 Sat	09 Aug 2020 Sun	10 Aug 2020 Man	11 Aug 2020 Tue	12 Aug 2020 Wed	13 Aug 2020 Thu	14 Aug 2020 Fri	15 Aug 2020 Sat	16 Aug 2020 Sun	2
A001						1 And	rews, S	hawn					2 And	rews, S	hawn			
A002																		
A003																		
A004																		
A005																		
B001		$\square$																

The reservations linked to this contract is displayed in the 'Recurring Billing Billing's 'Weekly Contracts' tab and can now be billed.

Fixed C	Contracts	Active	Monthly Customers Fixed Hire Purc	hase Payments	Weekly Contracts	Ac	tive Weekly
Res Number	Contract No	Customer Code	Customer Description	Vehicle Cod	le Status	Date Start	Date End
✓ 1	1	AND001	Andrews, Shawn	A001	Provisional	2020/08/03	2020/08/09
2	1	AND001	Andrews, Shawn	A001	Provisional	2020/08/10	2020/08/16

## 7.4 Week-to-Week Contracts and Recurring Billing

When creating a 'Week-to-Week' contract, only 1 reservation will be created for the selected vehicle when the contract is saved.



In the Recurring Billing window, the 'Active Weekly' tab displays this type of contract and can either be continue for another week if so selected, or the rental contract can be completed upon performing the billing process.

End
/08/30
d Invoices

#### Novtel Vehicle Hire – The Basics (V2)

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# 8. Short Term Reservations

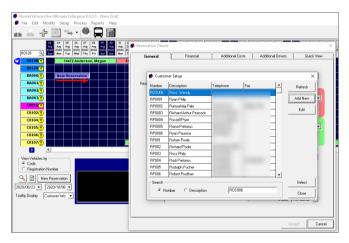
Short Term Reservations are created directly on the Grid.

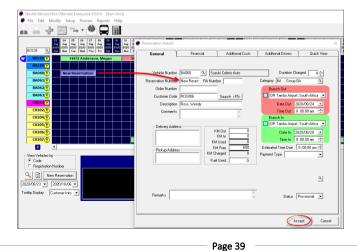
In the date column next to the required vehicle, click; hold; drag and release the mouse button on the requested end date.

For example: A reservation is made for vehicle code BA060, and from 24 - 27 August 2020. The vehicle will be returned on the  $28^{th}$  of August.

Upon releasing the mouse button, a Customer must be selected. If the Customer already exists in the Novtel system, search for and select the Customer.

If not, create the Customer, save the master file, and select it.





A reservation number is only created once the reservation is saved.

Now the reservation on the Grid displays the allocated Reservation Number, as well as the Customer's name.

To access the reservation, simply double-click on it.

In the General tab, the following information can be entered:

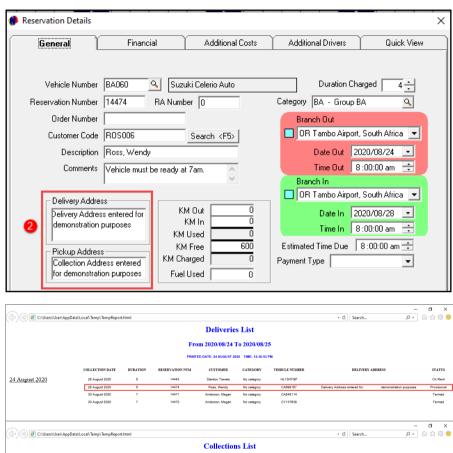
1. Comments and Remarks - which will be displayed on the 'Comments and Remarks' report

Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]		
File Edit Modify Setup Process Reports Help		
▲ ▲ +  🖘 • 触 📮 🖩		
23 24 25 26 27 28 29 30 31 0 Aug Aug Aug Aug Aug Aug Aug Aug Aug Aug	Reservation Details	×
B0128 Q Sun Man Tue Wed The Pri Sun Sun Man T W B0128 1 4472 Andersol Hoss, Wendy	General Financial Additional Costs Additional Drivers Quick View	וב
B0129 () Status : Provisional		
BA060 14474 Ross, Wendy	Vehicle Number BA060 Q Suzuki Celerio Auto Duration Charged 4	
BA061	Reservation Number 14474 BA Number 0 Category BA - Group BA	
BA062()	Order Number Branch Out	
BA063()	Customer Code RDS006 Search <f5> OR Tambo Airport, South Africa 💌</f5>	
C0014()	Description Ross, Wendy Date Out 2020/08/24 💌	
C0102()	Comments Vehicle must be ready at 7am.	
C0104()	Branch In	
C0105()	Delivery Address  KM Out  OR Tambo Airport, South Africa	
C0106()	KM In Date in 2020/06/28	
C0107 ()	KM Used 0 Time In 8:00:00 am	
	Pickup Address KM Free 600 Estimated Time Due 8:00:00 am ÷	
View Vehicles by • Code	Fuel Used 0 Payment Type	
C Registration Number		
Reservation Number 14474 ROS006 Ross, Wendy		
Tooltip Display Customer Info 💌	Remarks Customer requested a GPS to be added Status Provisional	11
	, ,	
	View Audit Log Cancel	

$( \mathbf{A} \mathbf{A} \mathbf{A} \mathbf{A} \mathbf{A} \mathbf{A} \mathbf{A} \mathbf{A}$	C:\Users\User\AppData\Loca	al\Temp\TempRepo	rt.html	
			ng Comments and Remarks From 24/08/2020 To 28/08/2020	
Booking No	Vehicle	Customer	Comments	Remarks
14474	Suzuki Celerio Auto	Ross, Wendy	Vehicle must be ready at 7am.	Customer requested a GPS to be added

Page 40

2. If applicable, a delivery and pickup address can be added, and which will be displayed on the 'Deliveries' and 'Collection' reports respectively for the selected dates.



	From 2020/08/2							
	PRINTED DATE: 24 AUGU	ST 2020 TIME: 12:5	7:35 PM					
PRINTED DATE: 34 AUGUST 2020 TIME: 12:37:35 PM								
RATION RESERVATION NUM	CUSTOMER	CATEGORY	VEHICLE NUMBER	COLLECTI	COLLECTION ADDRESS			
1 14432	Stanton Travels	No category	CBS 1234	Cape Town Office				
5 14474	Ross, Wendy	No category	CA698167	Collection Address entered	for demonstration purposes	Provisional		
5 14443	Stanton Travels	No category	HL13KF0P			On Rent		
	1 14432 5 14474	1         14432         Stanton Travela           5         14474         Ross. Wendy	1         14432         Stanton Travela         No category           5         14474         Ross, Wendy         No category	1         14432         Stanton Travela         No category         CBB 1234           5         14474         Ross. Wendy         No category         CA089167	1         1412         Batelion Travelle         No callegiony         CBS 1224         Cage Town Office           5         14174         Rose, Wandy         No callegiony         CA668167         Collection Address entered	1         1442         Startio Travidis         He paligory         CBS 1224         Cage Town Office           5         14174         Ross, Wendy         No saligory         CASM 167         Collection Address referred         for demonstration purposes		

#### 3. Duration Charged VS Category

In this case, the vehicle is rented for 4 days, and the daily rate as entered on the selected category, will be charged.

Reservation Details					$\times$
General	Financial	Additional Costs	Additional Drivers	Quick View	
Vehicle Number	BA060 🔍 Suzi	uki Celerio Auto	Duration Cha	arged 4	
Reservation Number	14474 BA Numb	per 0	Category BA - Group B	A 🖌 🔍	

The rental amount -as derived from the linked Category – is displayed in the 'Financial' tab.

In this case, the daily rental amount of R365.00 – inclusive of VAT – is charged, and therefore the Price Inclusive of VAT total for the rental ONLY, is R1460.00.

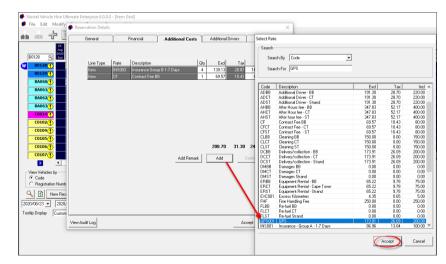
However: You will notice that the Invoice Total at present, is reflected as R1700.00. This is due to the default charges added to the Vehicle Master File to charge a specific daily insurance rate (R40 per day), as well as a once off contract fee (R80).

General Financial Additional Co	osts Additional Drivers	Quick View
Price (Incl) 1460.00 Price (Excl) 1269:57 Tax 190.43 Deposit Calculated By C Percentage  Amount 0.00	Duration Charge Invoice Total Date Raised 2020-0 Deposit Paid	1700.00
Rental Charge Incl / Excl Rental Charge Per Day (Incl) Rental Charge Per Day (Excl) 317.39	Agent Code	<u> </u>
Applicable Rates Incl Tax Insurance Charge Per Day 40.00 Contract Fee 80.00 Standard Insurance 0.00 9500.00 Super Cover Insurance 0.00 3500.00		

These charges are displayed in the 'Additional Costs' tab:

Line Type Rate Description Qty Excl Tax Incl
Item         INS003         Insurance Group B 1-7 Days         4         139.13         20.87         160.00           Item         CF         Contract Fee BB         1         69.57         10.43         80.00

As the Customer requested a GPS to rent as well, this charge is added to the 'Additional Cost' Tab too, by clicking 'Add'; searching for and selecting the required item.



The selected item will now also be displayed in this tab, and the total for additional costs amended.

🇭 Reser	vation Details									Х
	General	F	inancial	Additional Costs		Additional Dri	ivers	Q	uick View	
	Line Type Item Item Item	Rate INS003 CF GPS001	Description Insurance Grou Contract Fee B GPS	up B 1-7 Days	Q (y) 4 1	Additional Dri Excl 139.13 69.57 173.91 382.61 Add	Tax 20.87 10.43 26.09	0. 160.00 80.00 200.00 200.00 440.00		
View Au	dit Log						Acc	;ept	Cance	

Any other charges can be added here in the same manner, and as items are added, the 'Invoice Total' in the 'Financial' tab will increase accordingly.

Reservation Details		×
General	Financial Additional Costs	Additional Drivers Quick View
Price (Incl)	1460.00	Duration Charged 🛛 4 🛨
Price (Excl)	1269.57	
Tax	190.43	Invoice Total 1900.00

#### ADDITIONAL DRIVERS

Up to 3 additional drivers can be added to this reservation if required, and the costs can be added to the 'Additional Costs' tab as well.

Driver 1 First & Last Licence N Passport N Driver 2 First & Last Licence N Passport N Driver 3	umber		Number	
Licence N Passport N Driver 2 First & Last Licence N Passport N Driver 3	umber			
Passport N Driver 2 First & Last Licence N Passport N Driver 3	Name umber			
Driver 2 First & Last Licence N Passport N Driver 3	Name umber	]	9 Number	
First & Last Licence N Passport N Driver 3	umber	IE	D Number	
First & Last Licence N Passport N Driver 3	umber	DI	) Number	
Licence N Passport N Driver 3	umber	IC	Number	-
Passport N Driver 3			Number	
Driver 3	umber			
First & Last	Name			
Licence N		IC	Number	
Passport N	umber			
		Copy Addit	tional Drivers From Previous Re	servation
udit Log			Acce	ot Ca

## QUICK VIEW

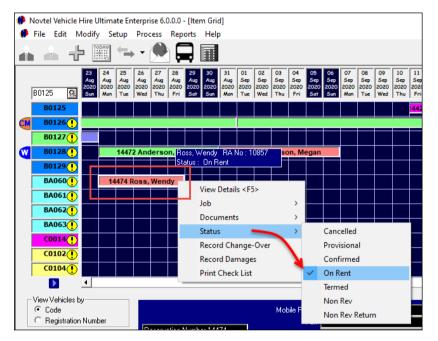
The 'Quick View' tab gives an overview of all items added to the reservation at present. However: please note that the excess kilometres and fuel used will be added when the vehicle is returned, and before issuing the final invoice.

General	Financial	Addition	al Costs 🍸	Additional	Drivers	Quick Vi
Descriptio	n	Qty	Tax	Excl	Incl	
Suzuki Ce	elerio Auto	4	190.43	1269.57	1460.00	
INS003 -	Insurance Group B 1-7 Days	4	20.87	139.13	160.00	
CF - Contr	act Fee BB	1	10.43	69.57	80.00	
GPS001 -	GPS	1	26.09	173.91	200.00	
TOTAL D	UE		247.83	1652.17	1900.00	

## 8.1 On Rent Vehicles

When the vehicle is handed to the Customer, they will be required to sign the rental agreement, and their credit card details must be verified.

The status of the reservation will be changed to 'On Rent', and the reservation's colour will also change accordingly.



In Chapter 10, we will have a look at how damages can be recorded, and the Customer billed for it.

# 8.2 Returning a Vehicle

When a vehicle is returned, the status cannot be changed to 'Termed' if the current kilometres have not been recorded.

Therefore, the User will access the reservation, and enter the odometer reading as at present in the 'KM In' field.

Novtel will automatically calculate the number of kilometres used and deduct the free kilometres to indicate the number of excess kilometres to be charged.

Reservation Details					Х
General	Financial	Additional Costs	Additional Drivers	Quick View	
	14474     RA Numb       14474     RA Numb       ROS006     Ross, Wendy       Vehicle must be ready at sess entered for purposes     KM Km       ss     KM Ch	M Out 40300 KM In 41743 Used 1445 I Free 600 arged 845 Used 0	Time Out 8 Branch In OR Tambo Airport, Date In 20 Time In 8 Estimated Time Due 8 Payment Type	A Q South Africa V 20/08/24 V :00:00 am V 20/08/28 V :00:00 am V 3:00:00 am V 3:00:00 am V V	
View Audit Log			Acc	cept Cance	

#### PLEASE NOTE:

If the default charge for excess kilometres to be charged were linked to the Vehicle Master File, Novtel will instantly insert the charge as a line item and calculate the total in the 'Additional Cost' tab.

Line Type         Rate         Description         Qty         Excl         Tax         Incl           Item         INS003         Insurance Group B 1-7 Days         4         139.13         20.87         160.00           Item         CF         Contract Fee BB         1         6957         10.43         80.00           Item         GPS001         GPS         1         173.91         26.09         200.00           Item         EXC001         Excess Kilometres         845         3673.91         551.09         4225.00	Item         INS003         Insurance Group B 1-7 Days         4         139.13         20.87           Item         CF         Contract Fee BB         1         69.57         10.43           Item         GPS001         GPS         1         173.91         26.09	160.00 80.00
Item         CF         Contract Fee BB         1         69377         10.43         80.00           Item         GPS1011         GPS         1         173.91         26.09         200.00	Item         CF         Contract Fee BB         1         69.57         10.43           Item         GPS001         GPS         1         173.91         26.09	80.00
Item GPS001 GPS 1 173.91 26.09 200.00	Item GPS001 GPS 1 173.91 26.09	
Item         EXCUUT         Excess filometres         845         36/3.91         551.05         4225.00	Item EXCUUT Excess Kilometres 845 357331 551.05 4	
	4056.52 608.48 46	365 00
4056.52 608.48 4665.00	Add Remark Add Dele	00.00

The 'Invoice Total' in the 'Financial Tab' will correspond with the total indicated in the 'Quick View' tab.

General	Financial	Addition	nal Costs	Additional	Drivers	Quick
Descriptio	n	Qty	Tax	Excl	Incl	
Suzuki Ce	elerio Auto	4	190.43	1269.57	1460.00	
INS003 - I	nsurance Group B 1-7 Days	4	20.87	139.13	160.00	
CF - Contr	act Fee BB	1	10.43	69.57	80.00	
GPS001 -	GPS	1	26.09	173.91	200.00	
EXC001 -	Excess Kilometres	845	551.09	3673.91	4225.00	
TOTAL D	UE		798.91	5326.09	6125.00	
vation Details						
	Financial	Addition	al Costs	Additional I	Drivers	Quick <sup>1</sup>
General	e (Inci) 1460	.00	al Costs		Drivers	Quick 1
General Pric		.00	al Costs			Quick 1
	e (Incl) 1460	.00	al Costs		n Charged	
General Pric	e (Incl) 1460	.00	ial Costs	Duratio	n Charged	4 🛨
General Pric	e (Incl) 1460	.00	al Costs	Duratio	n Charged	4 ÷
General Pric	e (Incl) 1460	.00	ial Costs )	Duratio	n Charged	4 ÷

Page 48

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If the Customer did not fill up the tank, the fuel used will be entered in the reservation's 'General' tab, and must then also be added manually to the 'Additional Costs' tab to bill the amount to the reservation

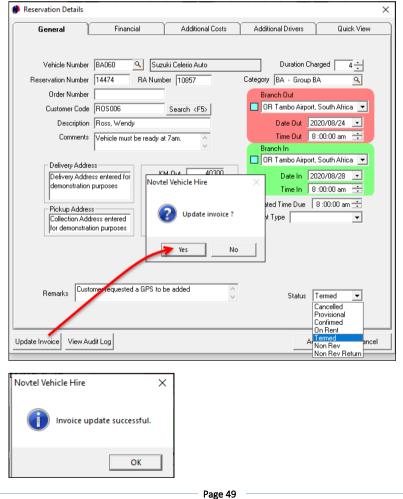
The final invoice can now be issued - PROVIDED that no damages occurred for which the Customer is liable for the payment thereof.

A Checklist is also produced to check that the battery; tyres and spare tyre brands, as well as all other items listed for this vehicle, are correct; present and in good order.

## 8.3 Invoicing reservations

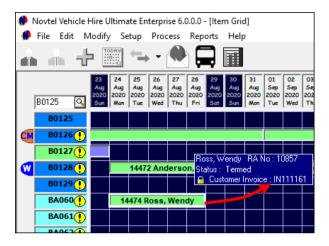
Upon changing the status of the reservation to 'Termed', the 'Update Invoice' button is activated.

Clicking on the button, the Invoice can be updated by clicking 'Yes', and 'OK'.



The status of the reservation is now indicated as 'Termed' and the colour has been changed accordingly.

The Invoice number is also displayed when hovering on the reservation.

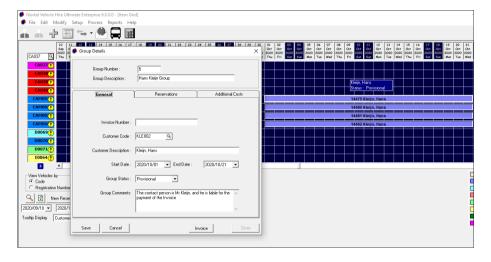


The invoice will also be available in Sage Pastel immediately.

P	Process Customer Document Type Link / C ✓ Inclusive Customer User On Hold Period Date 6 √ 28/08/20 ¥ppe 4 Item Code 4 Item Code	Tax Invoice reate Defined Fields	wret Ref Saites      pescipicitie      Contract Fee B      pescipicitie      contract Fee B      pesces Kionetes	Code Disco	Number Delivery A demonstra Collection for demor unt % Excl 0.00 1. Project BA060 BA060 BA060	IN111161 Deliver ddress er ation pur Address astration	1 y Address ntered for rposes s entered purposes Terms Payr 10 28/00 Quantity 4.00 4.00 1.00	<u>Q</u> ment Due	Customer ROS0	06 Ross, Ship Terms Freigh Ship /	Wendy / Deliver it Method Deliver nt Balance RC : Limit RC Home R1 450.000 R160.000 R80.000	days 0.000 0.000 R1 460.00 R160.00 R80.00
	Link / C ↓ Inclusive ↓ Cuick Mode ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code	reate Defined Fields V 14474 Code BA060 INS003 CF GPS001	omer Ref Sales Description Suzuki Celerio Auto Insurance Group B 1-7 L Contract Fee BB GPS	Code Disco	Delivery A demonstra Collection for demon unt % Excl 0.00 1. Project BA060 BA060 BA060 BA060	Deliver address er ation pur Address hstration h. Rate 1 .000000	y Address ntered for rposes s entered purposes Terms Payr 0 28/00 Quantity 4.00 4.00 1.00	ment Due 8/20  ▼	Inc Price 365.00 40.00	Ship Terms Freigh Ship / Curre Credit	b / Deliver it Method Deliver nt Balance RG : Limit RG Home R1 460.000 R160.000 R80.000	0.000 0.000 R1 460.00 R160.00 R160.00 R80.00
	Link / C ↓ Inclusive ↓ Cuick Mode ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code ↓ Item Code	reate Defined Fields V 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		demonstra Collection for demon unt % Excl 0.00 1. Project BA060 BA060 BA060 BA060	ddress er ation pur Address hstration h. Rate 1 .000000	ntered for rposes s entered purposes Terms Payr 00 28/00 Quantity 4.00 4.00 1.00	ment Due 8/20  ▼	365.00 40.00	Terms Freigh Ship / Curre Credit	t O . t Method Deliver nt Balance RC Limit RC Home R1 460.000 R160.000 R80.000	days 0.000 0.000 R1 460.00 R160.00 R160.00 R80.00
	Inclusive           Quick Mode           Customer User           On Hold           Period         Date           6         28/08/20           Type         4 Item Code           4 Item Code         4 Item Code           4 Item Code         7 Remarks	Defined Fields v 14474 Custo v 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		demonstra Collection for demon unt % Excl 0.00 1. Project BA060 BA060 BA060 BA060	ddress er ation pur Address hstration h. Rate 1 .000000	ntered for rposes s entered purposes Terms Payr 00 28/00 Quantity 4.00 4.00 1.00	ment Due 8/20  ▼	365.00 40.00	Terms Freigh Ship / Curre Credit	t O . t Method Deliver nt Balance RC Limit RC Home R1 460.000 R160.000 R80.000	days 0.000 0.000 R1 460.00 R160.00 R160.00 R80.00
	Quick Mode       Customer User       On Hold       Period     Date       6     28/08/20       Type       4 Item Code       7 Remarks	Custo • 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		Collection for demon 0.00 1. Project BA060 BA060 BA060 BA060	Address hstration h. Rate 1 .000000	s entered purposes Terms Payr 00 28/01 Quantity 4.00 4.00 1.00	ment Due 8/20  ▼	365.00 40.00	Freigh Ship / Curre Credit	tt Method Deliver nt Balance R0 Limit R0 Home R1 450.000 R160.000 R80.000	0.000 0.000 R1 460.00 R160.00 R160.00 R80.00
	Customer User On Hold Period Date 6 ~ 28/08/20 Type 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 7 Remarks	Custo • 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		for demon unt % Exct 0.00 1. Project BA060 BA060 BA060 BA060 BA060	h. Rate 1 .0000000	purposes           Terms         Pays           00         28/00           Quantity         4.00           4.00         1.00	8/20 💌	365.00 40.00	Ship / Curre Credit	Deliver nt Balance R0 : Limit R0 Home R1 460.000 R160.000 R80.000	0.000 R1 460.00 R160.00 R80.00
	On Hold           Period         Date           5         ✓ 28/08/20           Type         4           4         Item Code           7         Remarks           7         Remarks	Custo • 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		for demon unt % Exct 0.00 1. Project BA060 BA060 BA060 BA060 BA060	h. Rate 1 .0000000	purposes           Terms         Pays           00         28/00           Quantity         4.00           4.00         1.00	8/20 💌	365.00 40.00	Curre Credit	nt Balance R0 : Limit R0 Home R1 460.000 R160.000 R80.000	0.000 R1 460.00 R160.00 R80.00
	Period Date 6 28/08/20 Type 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 7 Remarks 7 Remarks	▼ 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		unt % Excl 0.00 1. Project BA060 BA060 BA060 BA060 BA060	h. Rate 1 .000000 0	Terms Pays 00 28/08 Quantity 4.00 4.00 1.00	8/20 💌	365.00 40.00	Credit	Limit R0 Home R1 460.000 R160.000 R80.000	0.000 R1 460.00 R160.00 R80.00
	5 28/08/20 Yppe 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 7 Remarks 7 Remarks	▼ 14474 Code BA060 INS003 CF GPS001	Description Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		0.00 1. Project BA060 BA060 BA060 BA060 BA060	000000	00 28/00 Quantity 4.00 4.00 1.00	8/20 💌	365.00 40.00		Home R1 460.000 R160.000 R80.000	Net R1 460.00 R160.00 R80.00
	Type 4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 7 Remarks 7 Remarks	Code BA060 INS003 CF GPS001	Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		Project BA060 BA060 BA060 BA060		Quantity 4.00 4.00 1.00	_	365.00 40.00	Disc%	R1 460.000 R160.000 R80.000	R160.00 R80.00
	4 Item Code 4 Item Code 4 Item Code 4 Item Code 4 Item Code 7 Remarks 7 Remarks	BA060 INS003 CF GPS001	Suzuki Celerio Auto Insurance Group B 1-7 E Contract Fee BB GPS		BA060 BA060 BA060 BA060	Unit	4.00 4.00 1.00	Serial	365.00 40.00	Disc%	R1 460.000 R160.000 R80.000	R1 460.00 R160.00 R80.00
	4 Item Code 4 Item Code 4 Item Code 4 Item Code 7 Remarks 7 Remarks	INS003 CF GPS001	Insurance Group B 1-7 E Contract Fee BB GPS		BA060 BA060 BA060		4.00 1.00		40.00		R160.000 R80.000	R160.00 R80.00
	4 Item Code 4 Item Code 4 Item Code 7 Remarks 7 Remarks	CF GPS001	Contract Fee BB GPS	Days	BA060 BA060		1.00				R80.000	R80.00
	4 Item Code 4 Item Code 7 Remarks 7 Remarks	GPS001	GPS		BA060				80.00			
	4 Item Code 7 Remarks 7 Remarks								200.00			
	7 Remarks 7 Remarks		Excess Kilometres				1.00 845.00		200.00		R200.000 R4 225.000	R200.00 R4 225.00
	7 Remarks				BA060		845.00		5.00		K4 225.000	K4 225.00
		6										
	7 Remarks	e	NOVTEL NOTE:									
	7 Remarks	e	Booking was									
	7 Remarks		generated									
	7 Remarks		by Novtel									
	7 Remarks		Vehicle Hire -									
	7 Remarks		Reservation NR : 14474									
	7 Remarks 7 Remarks		Time Out : 8:00:00 am									
	7 Remarks		Date Out : 2020/08/24									
	7 Remarks		Time In : 8:00:00 am									
	<											>
										Dire	ount	-
	-										usive	R6 125.0
	Thank you for you Please keep this in	r support.	<f10> Receipt</f10>							Tax	unite .	10 1251
	proof of purchase.		· · · ·							TOT	AL	R6 125.0

# 9. Group Reservations

A Group Reservation can be created for more than 1 vehicle to be rented, and a single invoice will be issued to the Group 'Owner' for all selected vehicles.



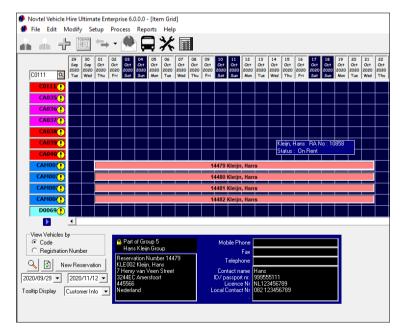
All reservations for vehicles in this Group are linked to the same group reservation.

0	Group Details					×
		Number : Description : eral	5 Hans Kleijn Gro Reserv	up vations	Ac	Iditional Costs
	Res Num	Vehicle C	Vehicle Desc	Cust Code	Cust Desc	Total Incl.
	14479	CAM001	Camper Van	KLE002	Kleijn, Hans	8000.00
	14480	CAM002	Camper Van	KLE002	Kleijn, Hans	8000.00
	14481	CAM003	Camper Van	KLE002	Kleijn, Hans	8000.00
	14482	CAM004	Camper Van	KLE002	Kleijn, Hans	8000.00
					Add New	Remove
	Save	Cancel			Invoice	Close

#### And Additional Costs can be added here.

	oup Numbe oup Descrij		5 Hans I	Kleijn Group				
	General		γ	Reservations			Additio	nal Costs
Line Type	Rate	Descripti	on		Qty	Excl	Tax	Incl
ltem	GPS001	GPS			1	173.91	26.09	200.00
						173.91	26.09	200.00
						173 91	26.09	

Upon collection of the vehicles, the rental agreements will be signed per vehicle, and the status of all the reservations linked to the Group, can be changed to 'On Rent' simultaneously.



# 10. Managing Damages

Novtel keeps a complete record of all damages on a vehicle – whether on the outside, or inside.

An unlimited number of 'Damaged Parts' can be created. This may include items such as:

- ✓ Door Left Front
- ✓ Door Right Front
- ✓ Headlight Left
- ✓ Headlight Right

Various 'Damage Types' can also be created and may include examples such as:

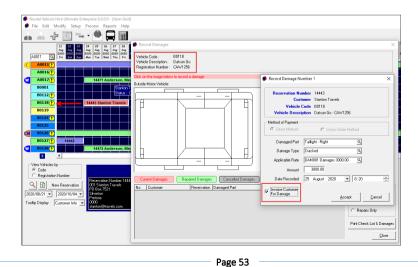
- ✓ Burned
- ✓ Chipped
- ✓ Cracked
- ✓ Dented
- ✓ Torn

There are 2 ways in which damages can be recorded, namely:

- $\checkmark$  On a reservation linked to the 'On Rent' status for a specific vehicle
- ✓ Or by means of the Vehicle Hire Workshop Module

## 10.1 Recording Damages to a vehicle directly on a 'On Rent' Reservation

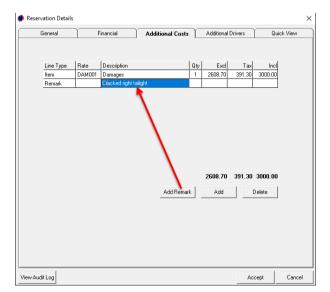
Specific damages can be billed to a Customer when they are liable for the payment thereof. When recording the damages, the option is ticked to 'Invoice Customer for Damage'.



On the reservation, the selected charge will be added for payment by the Customer.

General	Financial	Additiona	al Costs 👔	Additional I	Drivers	Quick View
Descriptio	on	Qty	Tax	Excl	Incl	
Datsun G		4	153.91	1026.09	1180.00	
DAM001	• Damages	1	391.30	2608.70	3000.00	
TOTAL D	UE		545.22	3634.78	4180.00	
	Paid on 21 August 2020				141.60	
CURREN	IT DUE				4038.40	

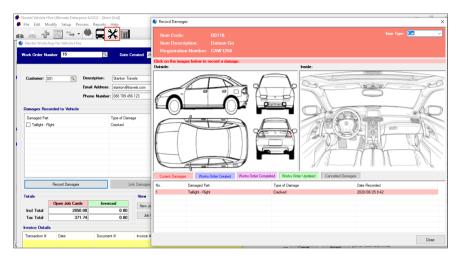
A remark can be added to the 'Additional Costs' tab to capture the extend of the damages.



# 10.2 The Workshop Module

Novtel also incorporates a Workshop Module. This feature is an add-on module and activated by Novtel Support at a small monthly fee.

Damages can be recorded; vehicle services managed, and job cards issued for specific jobs to be completed by a selected Technician.



And the damages can be billed to the selected Customer for payment.

Report Viewer							
🕅 4 1 of 2 🕨 🎽   4 🛞 🚱   🖨 🔲	ù 🔍 •   🔟	Find   N	ext				
	TAX INVO	105			Date:		25 August 2020
	TAXINVO	ICE					-
					voice Date:		25/08/2020
	10			Inv or	ce Number:		IN111162
		Novtel°			Vehicle R	entals C	2
	- V .	NOVIEI		Tet	044 695 1234	56	
				Fax	044 695 1234	56	
				Address	Unit 30		
	Person:	Stanton Travels			Diaz Office Pa	irk	
	Contact	088 789 456 123			Beach Boulevi	ard West	
	Email:	stanton@travels.com		VAT :	1212212121		
	Items Used	:					
	Item Code	Description	QTY	Excl	Amount	Tax	Incl Amount
	LAB001	Labour per Hour	1.00		304.35	45.65	350.00
	TAI001	Tail Light - Right - Datsun Go	1.00		2173.91	326.09	2500.00
					Excl Total		2478.26
					Tax Total		371.74
					Inci Total		2850.00
			Page :	2			

Novtel Vehicle Hire – The Basics (V2)

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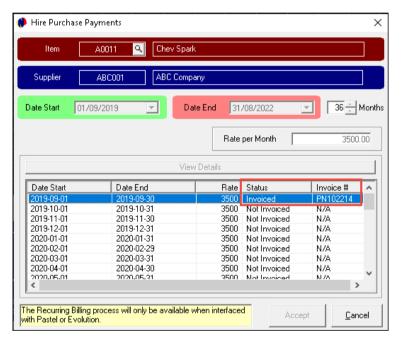
# **11. Hire Purchases**

Hire-Purchase is an agreement between two parties in which one party purchase an asset from the other party by means of paying a set monthly charge to 'hire' the item.

When the buyer settled the total price of the asset in the form of hire charges, the asset is transferred to the buyer.

Novtel manages 'Hire-Purchase' vehicles with ease.

- ✓ A Vehicle is classified as a 'Hire-Purchase' item and a monthly payment amount is added to the Vehicle Master File.
- ✓ A Contract is created in Contract Manager for the required period.
- Then, a payment schedule is set up, and the Customer is billed monthly for the selected period until the full outstanding amount has been settled.

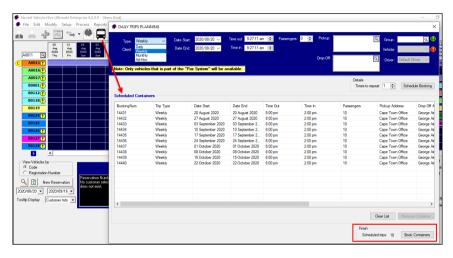


# 12. The Pax System

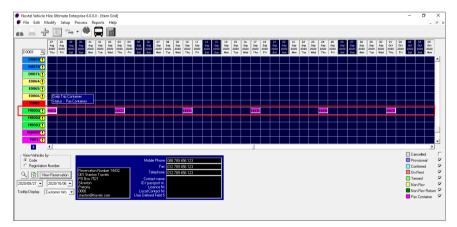
The Pax System is used to schedule trips for the transportation of a set number of people per vehicle from one location to another, in bulk.

The applicable vehicles are classified as a 'Pax item' and the maximum number of passengers are captured per vehicle – which cannot be exceeded when a trip is scheduled.

Trips can be scheduled on either a daily, weekly, or monthly basis. Or schedule an Ad-Hoc' trip when needed.



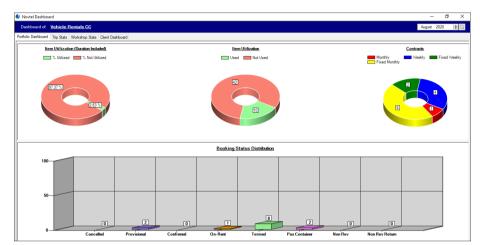
The Pax Container bookings are accessed individually to add a specific driver; add the kilometres at the start and end of the trip, as well as times of departure and arrival as it happened.



# 13. The Dashboard

Novtel Vehicle Hire Software also incorporates a Dashboard, and statistics can be viewed in these 4 tabs:

#### 1. Portfolio Dashboard



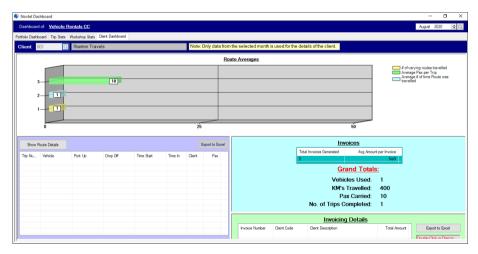
#### 2. Trip Stats

Dashboard of Vehicle Rentals CC					August 2020
Trip Status Distribution	Actua	l Pax for er	PAX TO ntire month: 10		
	Un-E	dited Trip	S		Export to Ex
	Trip #	Scheduled D	Vehicle	Driver	# Hours Ove
TOTAL TRIPS: 1 Total Scheduled Trips: 0 Total Checked Trips: 1 Total Invoiced Trips: 0					

#### 3. Workshop Stats

	d of <u>Vehicle Renta</u>	Is CC shop Stats Client Dashboard					August 2020 🗄
ittoio Dasne		Work Orders Work Orders te Quote Accepted Workshop	Complete invoiced	Expiri #	48		Oick on the Exclamations to display the deta
				Code A0011 A0016 A0017 B0112 B0118	Registration	Description Chev Spark Cherry QQ Rat Palio Datsun Go Datsun Go	Date Expired 2014/10/31 2019/01/31 2019/04/30 2019/04/30
				B0124	10.000	Chev Spark LS Man	2019/08/31
Vahicla	Down Time-			B0124 B0126 B0127		Chev Spark LS Man Citroen C1	2019/08/31 2019/08/31 2018/09/30
Vehicle	Down Time:	Description	Total Down Time	B0124 B0126 B0127	t Availability	Chev Spark LS Man Citroen C1	2019/08/31 2019/08/31 2018/09/30
		Description Drev Soak	Total Down Time 1 Dave	B0124 B0126 B0127 Flee	t Availability	Chev Spark LS Man Citroen C1	2019/08/31 2019/08/31 2018/09/30
Vehicle	Registration		1 Days	B0124 B0126 B0127 Flee	t Availability	Chev Spark LS Man Citroen C1	2019/08/31 2019/08/31 2018/09/30
Vehicle A0011	Registration	Chev Spark		B0124 B0126 B0127 Flee	t Availability	Chev Spark LS Man Citroen C1	2019/08/31 2019/08/31 2018/09/30
Vehicle A0011 A0016	Registration	Chev Spark Cherry QQ	1 Days 25 Days	B0124 B0126 B0127 Filee 30	t Availability	Orer Spark LS Man Otroen C1 Received Vehicle	2019/08/31 2019/08/31 2018/09/30
Vehicle A0011 A0016 A0017	Registration	Chery Spark Cherry QQ Rat Pallo	1 Days 25 Days 19 Days	B0124 B0126 B0127 Filee 30		Cherr Spake LS Man Cherron Cl Received Vehicl	2019/08/31 2019/08/31 2018/09/30
Vehicle A0011 A0016 A0017 B0001	Registration	Chev Spark Chemy QQ Fast Pallo Toyota Tazz	1 Days 25 Days 19 Days 31 Days	B0124 B0126 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0124 B0124 B0124 B0124 B0124 B0124 B0126 B0124 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127	t Availability	Received Vehicle	2019/06/31 2019/06/31 2019/07/30 2019/07/30 2019/07/30
Vehicle A0011 A0016 A0017 B0001 B0112	Registration	Chev Spark Chemy QQ Rat Palo Toyota Tazz Datsum Go	1 Days 25 Days 19 Days 31 Days 31 Days 31 Days	B0124 B0126 B0127 Filee 30	t Availability	Received Vehicle	2019/06/31 2019/06/31 2019/07/30 2019/07/30 2019/07/30
Vehicle A0011 A0016 A0017 B0001 B0112 B0118	Registration	Chev Spark Chemy QQ Fist Palo Toyota Tazz Detsun Go Datsun Go	1 Days 25 Days 19 Days 31 Days 31 Days 27 Days	B0124 B0126 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0124 B0124 B0124 B0124 B0124 B0124 B0126 B0124 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127		Cere Con Son LS Man Cere Con Con Received Manual Received Manual Development of the Construction Development of the Constructi	2019/06/31 2019/06/31 2019/07/30 2019/07/30 2019/07/30
Vehicle A0011 A0016 A0017 B0001 B0112 B0118 B0119	Registration	Chev Spark Chemy QQ Fast Palo Toyota Tazz Detxim Go Datsun Go Datsun Go	1 Days 25 Days 19 Days 31 Days 31 Days 27 Days 31 Days 31 Days	B0124 B0126 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0124 B0124 B0124 B0124 B0124 B0124 B0126 B0124 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0126 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127 B0127		Over Seek 15 Man Coron C1 All Control Line All Control Li	
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#### 4. Client Dashboard



Please do not hesitate to contact us for more information, and to request a quotation or product demo.







