

AVIS INDIA

Corporate Portal

PROCESS NOTES FOR BOOKERS (Booking for SELF & Others)

A Comprehensive Step-by-Step Guide

Version 1.0 | March 2026
Avis India Mobility Solutions Private Limited

1. Overview

Welcome to the enhanced Avis Corporate Portal – a reimagined digital platform built to deliver a faster, smarter, and more intuitive booking experience for our valued corporate Bookers.

This document serves as your definitive guide to navigating the new portal, creating and managing reservations, and leveraging powerful new features designed to streamline your travel coordination workflow.

2. Key Features & Enhancements

The upgraded portal introduces several high-impact capabilities:

- **Optimized User Experience:** A modern, high-speed interface engineered for seamless booking.
- **Flexible Modifications:** Amend or modify bookings up to 4 hours* prior to your reporting time.
- **Duplicate Bookings:** Instantly recreate new reservations leveraging your booking history.
- **Continuous Bookings:** Schedule multi-day or multi-leg trips in a single, unified workflow.
- **Ad-hoc Renter Support:** Simplified process to arrange travel for non-registered renters.
- **Group Travel Coordination:** Add multiple renters to a single reservation with unique pick-up and drop-off points for each.
- **Escort Integration:** Option to include an escort from the client office prior to renter pick-up (subject to client agreement).

3. Getting Started – Login & Sign-Up

Step 1: Navigate to the Avis Corporate Portal at – corporate.avis.co.in

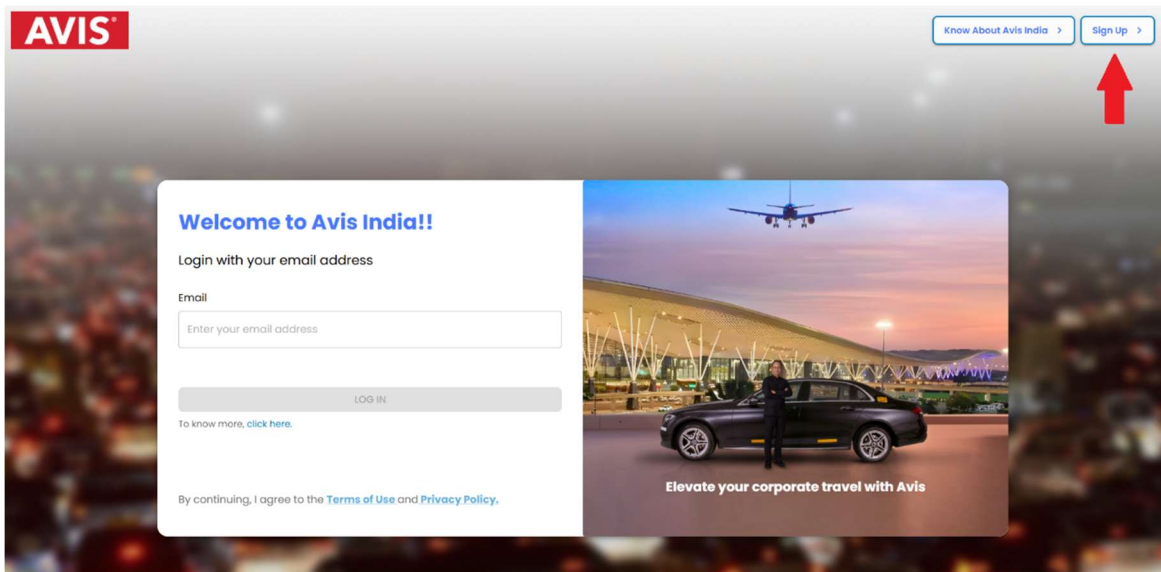


Fig 1: New Login Screen

Step 2: Your existing Corporate Login ID remains unchanged. Complete the one-time Sign-Up process and reset your password to gain access.

Step 3: Upon successful login, you will be directed to your account dashboard displaying existing booking information.

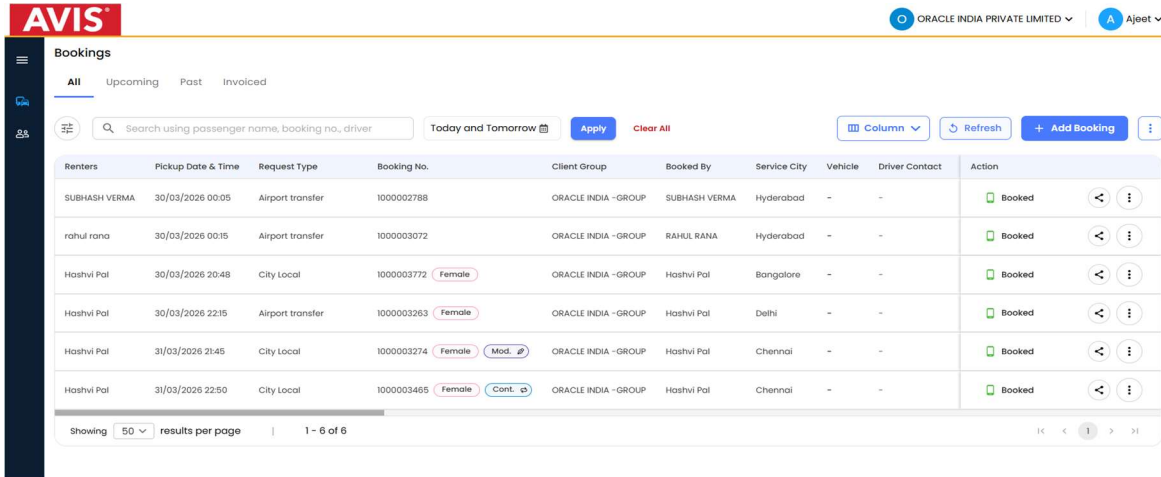


Fig 2: Dashboard Overview After Login

4. Portal Navigation & User Profile

Familiarise yourself with the portal’s navigation by reviewing the highlighted tabs on your dashboard:

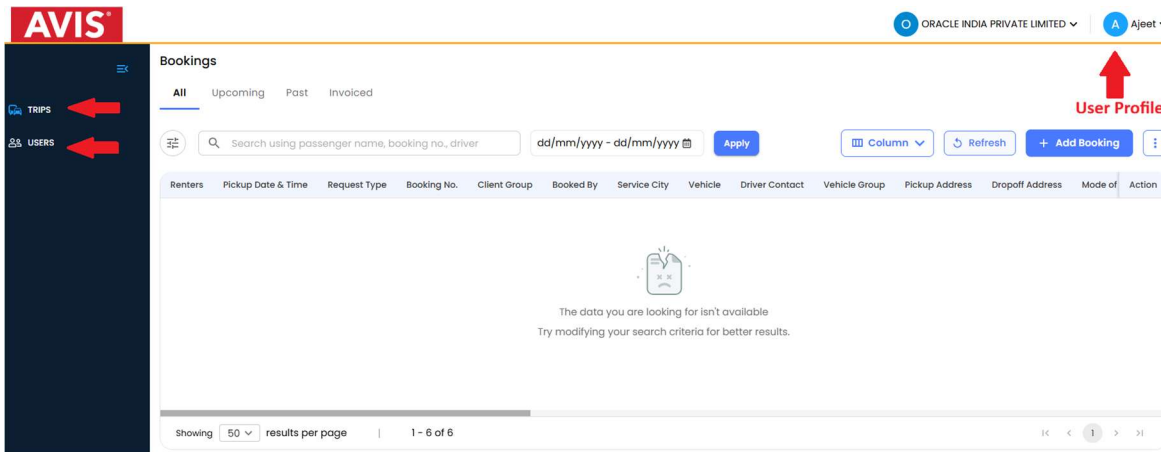


Fig 3: Portal Navigation Tabs

4.1 Managing Your Profile

Access your personal account details by clicking on the Profile icon in the top-right corner of the portal:

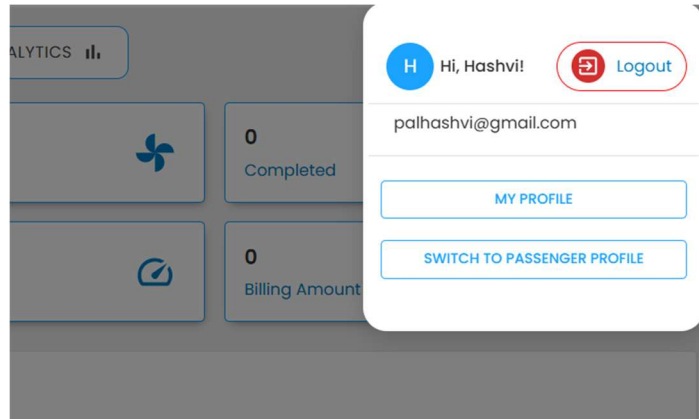


Fig 4: Accessing the Profile Menu

After clicking My Profile, you will be directed to your information management page:

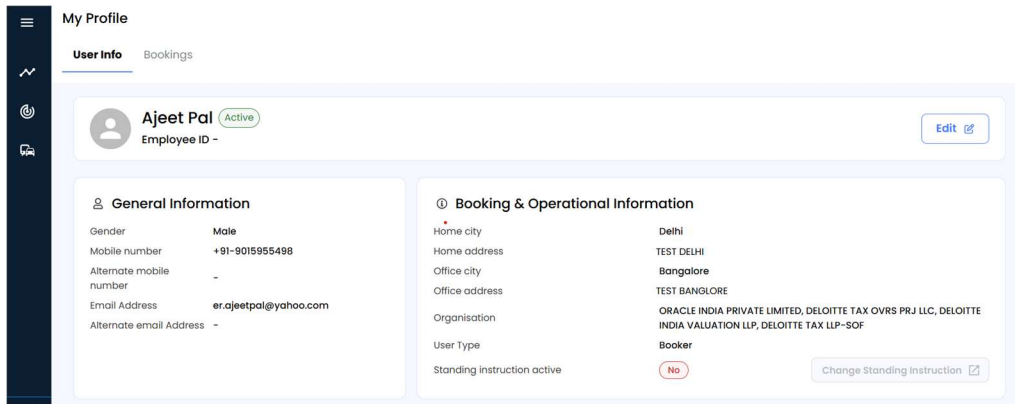


Fig 5: User Information View

Here you can review and update your personal details as required.

⚠ Note: CC Users – Please re-authenticate your standing instructions via the ‘Change Standing Instruction’ tab after completing your one-time sign-up.

📌 Booking & Operational Information

| | |
|-----------------------------|-----------------------------------------------------------------------------------------|
| Home city | Delhi |
| Home address | J-1103 |
| Office city | Gurugram |
| Office address | Plot No 92 |
| Organisation | ORACLE INDIA PRIVATE LIMITED |
| User Type | Renter |
| Standing instruction active | Yes |

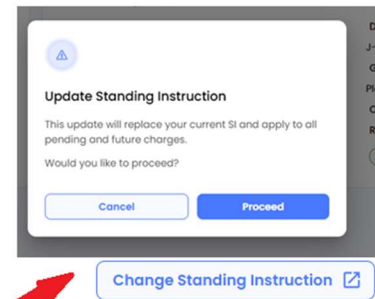


Fig 6: Standing Instruction Tab

5. Live Tracking

Track your assigned vehicle in real time, starting 15 minutes prior to your scheduled pick-up time.

⚠ Note: This feature will go live by 20th April 2026.

6. Creating a New Booking

Step 1: Click on the Trips tab on the left-side navigation panel.

Step 2: The new booking form will appear as shown below:

Fig 7: New Trip Booking Form

6.1 Adding Renters & Waypoints

Step 3: Under Renter & Route Details, click on Add Renters & Way Point to add additional renters (optional).

Step 4: You can now add multiple renters to a single reservation, each with unique pick-up and drop-off points:

Fig 8: Adding Multiple Renters & Waypoints

6.2 Ad-hoc Renters

You now have the flexibility to add ad-hoc renters to a reservation without requiring them to complete a full profile registration.

6.3 Escort Details

Include escort details in your reservation using a simple toggle on the booking form (subject to your company’s eligibility policy):

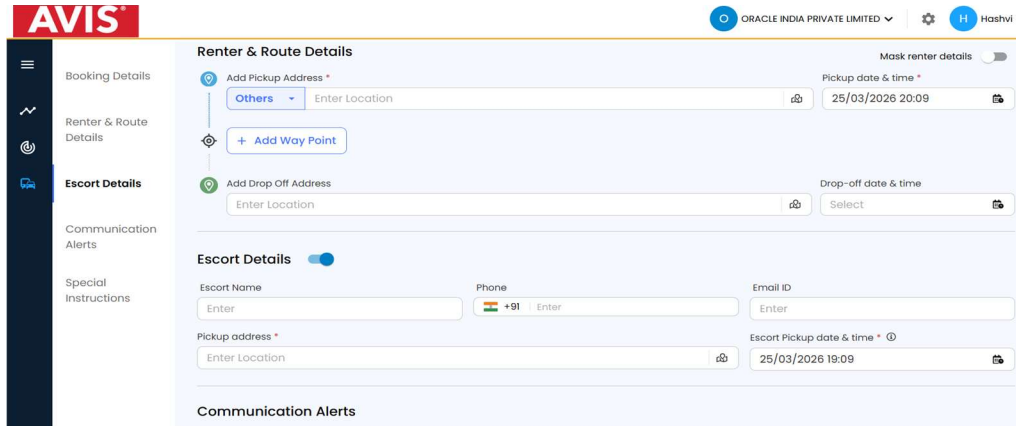


Fig 9: Escort Details Toggle

7. Booking Actions & Management

Step 1: Once the reservation request is submitted, your booking is created and an email confirmation is triggered to your registered email address.

Step 2: You will be redirected to the Trip List screen:

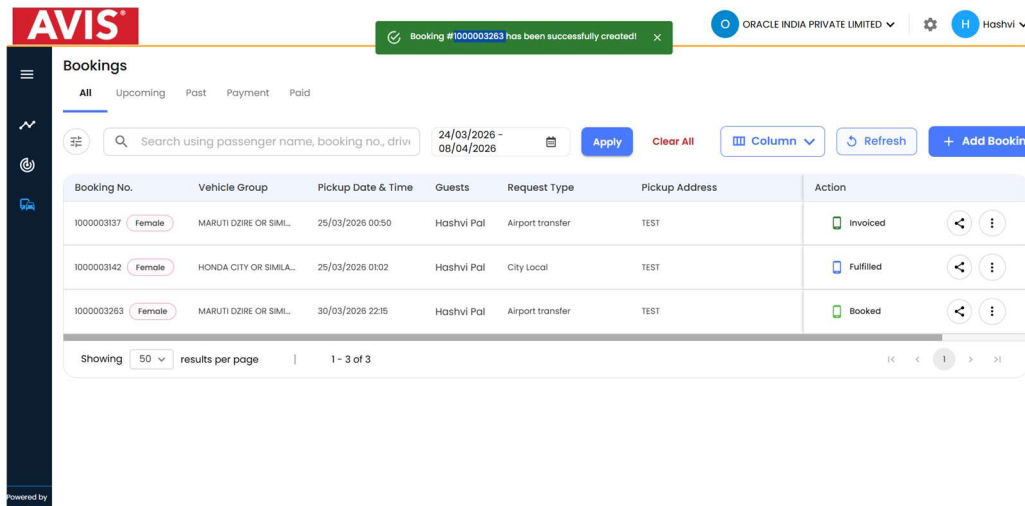


Fig 10: Booking Confirmation & Trip List

Step 3: Click on the three dots (More) next to the Action tab to access additional options:

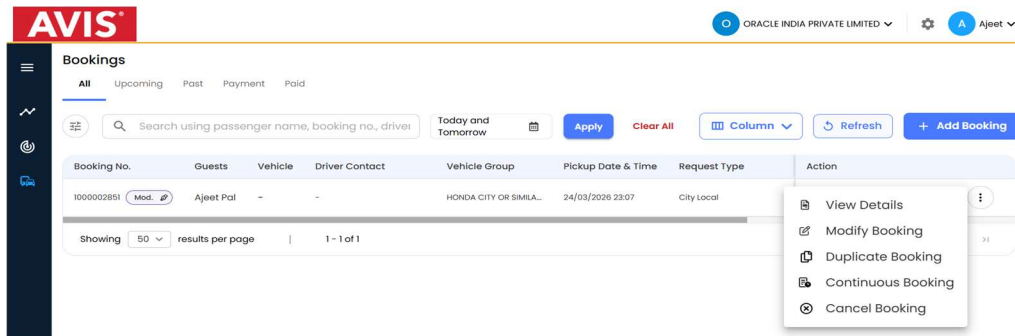


Fig 11: Additional Action Options

7.1 Available Actions

- ▶ **View Details** – Review your complete booking information at any time.
- ▶ **Modify Booking** – Amend your booking directly through the portal up to 4 hours* before your scheduled pickup.
- ▶ **Duplicate Booking** – Instantly recreate reservations from past bookings with full flexibility to edit any field before submitting.
- ▶ **Continuous Booking** – Create multiple sequential bookings at once – each with its own custom address, time, and location.

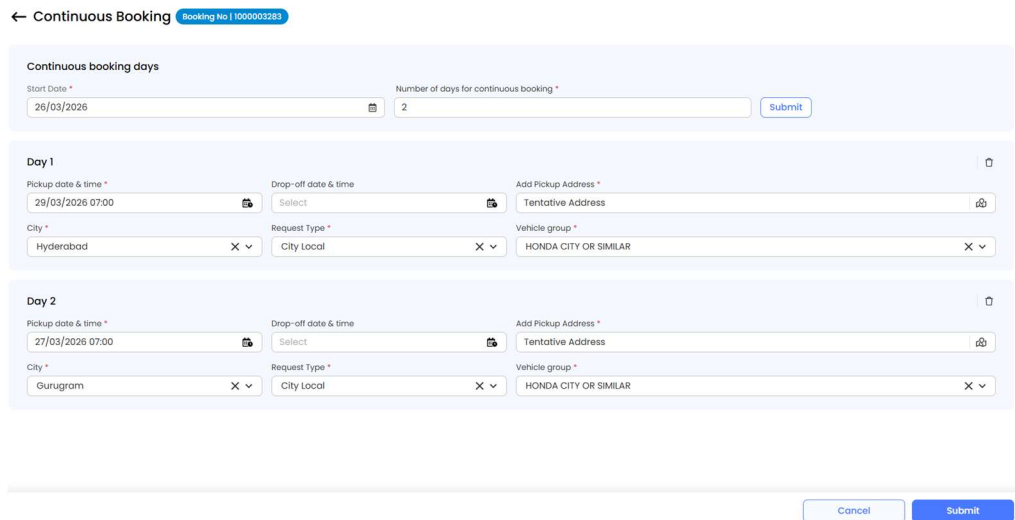


Fig 12: Continuous Booking Workflow

- ▶ **Cancel Booking** – Cancel any upcoming trip with ease. Cancellations are permitted at least 4 hours prior to the scheduled pickup.

8. Need Assistance?

For any queries or support requirements, please reach out to your dedicated Avis Relationship Manager who will be happy to assist you.

Alternatively, contact our 24x7 Support Team at:

 +91 124 472 4850

9. Terms & Conditions

| Action | Avis Locations | Non-Avis (Partner) |
|------------------------|----------------|--------------------|
| Create / Amend Booking | 4 hours prior | 8 hours prior |
| Cancel Booking | 2 hours prior | 4 hours prior |

* All timelines referenced above are relative to the Reporting Time of your booking.