

Enterprise & National Rent-A-Car Booking Instructions

A partnership has been established with Enterprise & National Rent-A-Car. Below are instructions for booking a rental vehicle around the Corporate Offices and Batavia division. Please refer to the sections that apply to you.

ALDI US Traveler without a company credit card or Reservations made on behalf of Guests and ALDI International Visitors

All US travelers without a company credit card, guests and ALDI international visitors¹ should have their Enterprise or National rental car reservation booked using the ALDI direct bill account. The process for direct billing an Enterprise or National reservation is outlined below:

1. Book the reservation directly through Concur.
 - a. If the reservation is being made for an international visitor or someone without a Concur profile, Concur's "guest booking" feature should be used to make the reservation.
2. After making the reservation through Concur, e-mail travel@aldi.us and provide the following information:
 - a. Traveler's name
 - b. Confirmation number (located on the traveler's invoice)
 - c. Name of the individual who made the reservation through Concur
 - d. Travel dates (start and end dates)
 - e. Contact's name who will approve the direct bill invoice when it arrives
3. Once the above information is sent to the travel email, the direct bill number will be applied to the reservation and a confirmation email will be sent to let you know the reservation has been direct billed. Please allow up to **7 days** prior to the date of travel for the direct bill number to be applied.

ALDI US Traveler with a Company Credit Card

All ALDI US travelers that have a company issued credit card should make the Enterprise or National rental car reservation through Concur. If you would like to include any of the add-ons listed in the Reservation Add-ons section below, please contact the local Enterprise or National office directly. To make the request, you will need to provide the Corporate Discount #: XZ15Y74 and your confirmation number.

Reservation Add-ons

1. Car Delivery/Pick-up

Designate where the car should be dropped off and picked up at (hotel/corporate office/Enterprise office). ALDI's contract allows the vehicle to be delivered without the renter needing to be present to sign. If the car is delivered to a local hotel, the keys will be left at the front desk with the renter's name. Identification will need to be shown to collect the keys. If the car is delivered to the corporate office, keys can be left with reception or the travel arranger can pick them up when the car is delivered.

¹ If an international visitor has a company credit card and would prefer to pay for the reservation themselves, the direct bill account doesn't need to be used. The reservation should be made using the "guest booking" feature on Concur.

2. Quick Start Program

Most Enterprise offices have limited hours on Saturdays, may not be open on Sundays, and do not open until 7:30 a.m. Monday through Friday. For the traveler's convenience, Enterprise has two Quick Start program options.

- a. If a rental car needs to be secured the evening before the actual departure, you can rent the vehicle anytime Monday through Friday between 3:00 p.m. and 6:00 p.m. for a flat fee of \$15. Regular charges will begin the next morning at 8 a.m.
- b. If a rental car is needed on a Monday morning prior to Enterprise's normal business hours, you can rent the vehicle on the Saturday or Sunday before (Note: The only way the car can be picked up on Saturday is if the Enterprise office is closed on Sundays), for a flat fee of \$15. Regular charges will begin on Monday morning at 8 a.m.
- c. For reservations made through Concur, the booking should be made for the entire time the car will be needed (i.e. if picking up the car on Saturday, book the reservation to begin on Saturday). When you call in to set up the quick start pick-up, ask Enterprise to adjust the daily rate to reflect the flat \$15 fee. Note: Your Fox E-Invoice won't match the total charged. Be sure to keep the receipt provided by Enterprise as back-up for the credit card statement.
- d. To find the operating hours of a specific local facility, use the [Enterprise Car Rental Location Search](#).

3. Insurance

- a. ALDI US Travelers: Insurance coverage should be declined. ALDI provides liability insurance on cars rented for business purposes. The insurance card must be carried during travel.
- b. Guests and International Visitors: Full coverage insurance should be purchased. ALDI US's liability insurance does not cover international visitors driving rental cars or people not employed by the company.

4. Toll Pass Waiver & GPS Unit

Corporate pricing has been negotiated for I-PASS and GPS units. If needed, an I-PASS may be requested for a flat rate charge of \$5.99/day for all tolls, regardless of use. A GPS unit may be requested for an additional \$7.99/day. Note: Some GPS units are available at the Corporate Office.

Returning the Rental Car

1. Fuel

- a. Rental from the two Enterprise offices in St. Charles, IL:
 - **Direct Bill Reservations-** Enterprise will refill the gas tank for their direct bill customers; therefore, it is not necessary to refill the gas tank prior to returning the rental car. The direct bill account will be charged, at pump price, to refill the gas tank for the amount of gas used during the rental.
 - **Non-Direct Bill Reservations-** Refill the gas tank to the amount that the car was received at.
- b. Rental from all other Enterprise locations:
 - Refill the gas tank to the amount that the car was received at.

2. Return Location

The rental car should be returned to the location designated during the reservation process (hotel/corporate office/Enterprise office). If the vehicle is being picked up by Enterprise, the keys should be left with the person or location who received the keys during delivery.