

OVERVIEW

This guide outlines the steps agencies should take to access vehicle rental services when needed for travel or other official state business.

The State of Maine (SOM) currently has master agreements with the following vendors for vehicle rental services.

- Enterprise: [MA - 2507140000000000021](#)
- Hertz: [MA - 25060300000000000145](#)



REMINDER: Agencies **must** use a statewide master agreement whenever one exists that can fulfill the needed goods or services of the agency.

MAKING RESEVATIONS AND MANAGING PAYMENT/BILLING

ENTERPRISE

Reservations

1. Go to: [Car Rental with Great Rates & Service | Enterprise Rent-A-Car](#)
2. Begin the reservation from the Reserve a Vehicle box by entering the location information in the **Pick-up & Return Location** field.

The screenshot shows the Enterprise Rent-A-Car website interface. At the top, there is a green navigation bar with the Enterprise logo on the left and links for 'Careers', 'Help', 'USD (\$)', 'USA (English)', and 'Find a Location' on the right. Below the navigation bar is a white form titled 'Reserve a Vehicle' with a red arrow pointing to the 'Provide a Location' input field. The form includes a 'Return to a different location' checkbox and a 'Required Field' asterisk.

3. Once you select the pick-up and return location, the next screen will display a field for **Corporate Account Number**.

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

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

Augusta State Airport Offsite

Return to a different location (i)

Pick-up* → Return*

Renter Age [Policy](#)*

Corporate Account Number (i)

Vehicle Class (i)

- a. Enter the SOM account number **XZME000** in this field, then click **Browse Vehicles**.
4. The SOM master agreement pricing will populate as you move forward with the reservation.
 - a. The SOM master agreement with Enterprise offers fixed rental rates and includes insurance.

Payment/Billing Information

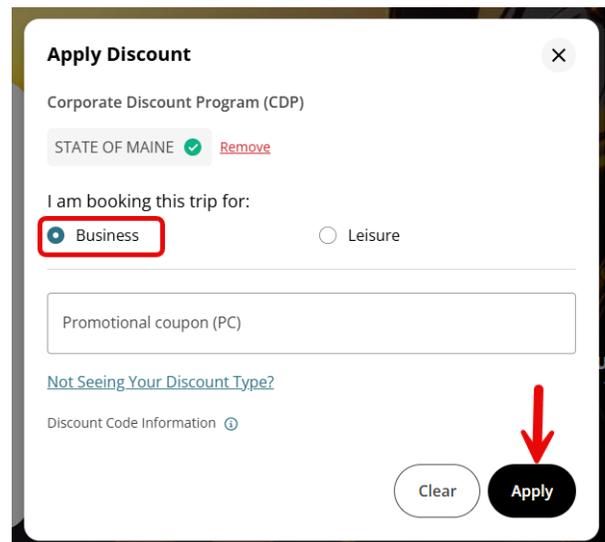
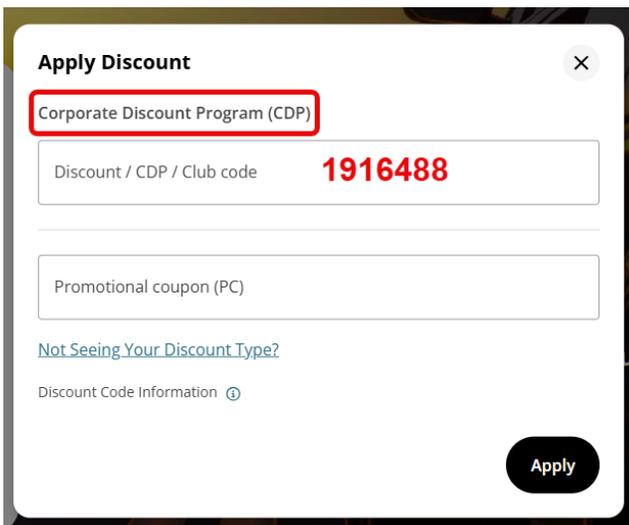
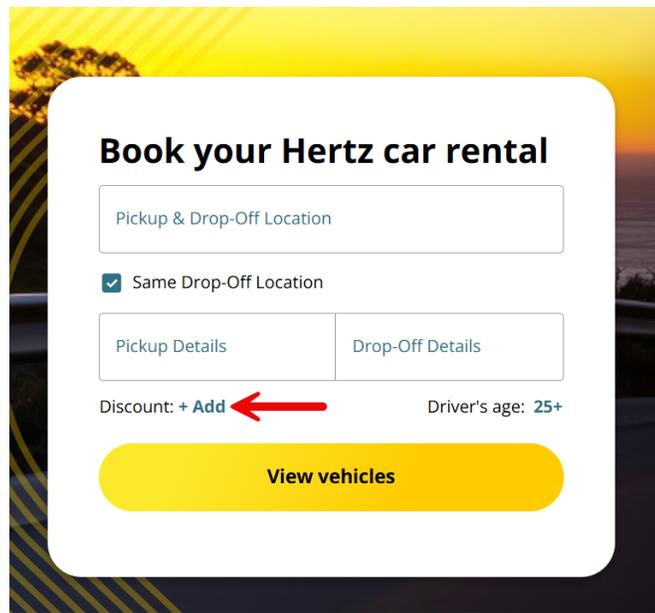
Agencies have two options for handling payment of the rental fee with Enterprise:

1. Present a credit card at rental pick-up.
 - a. The credit card presented must be issued in the renter's name.
2. Have the rental fee invoiced directly to your agency.
 - a. For this option, the renter must provide an 8-digit code to Enterprise at rental pick-up.
 - b. Please contact Justin Franzose (justin.franzose@maine.gov) to set up your agency billing account with Enterprise and access the 8-digit code.

HERTZ

Reservations

1. Go to: <https://www.hertz.com/us/en>
2. Begin the reservation from the **Book your Hertz car rental box** by entering the pick-up and drop-off information; then follow these steps to apply the state discount:
 - a. Click **+Add**
 - b. Enter the discount code: **1916488**
 - c. Select **Business**
 - d. Click **Apply**



3. The SOM master agreement pricing will populate after the discount code is entered and you move forward with the reservation.
 - a. The SOM master agreement with Hertz offers fixed rental rates and includes insurance.

Payment/Billing Information

Agencies have two options for handling payment of the rental fee with Hertz:

1. Present a credit card at rental pick-up;
 - a. The credit card presented must be issued in the renter's name.
2. Have the rental fee invoiced directly to your agency.
 - a. For this option, please contact Justin Franzose (justin.franzose@maine.gov) to set up to your agency billing account with Hertz.



NOTE: For both Enterprise and Hertz, you will need to present a current driver's license with state identification at the time of rental pick-up.