

INTERNET QUOTATIONS
Drivers manual

LeasePlan



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1. Go to My LeasePlan and Internet Quotations

Logging in to My LeasePlan is done by surfing to leaseplan.be. Click on 'My account', top right, to log in to My LeasePlan.



Log in with your (work-related) e-mail address and personal password. If you have not yet set a password, you can easily do so via 'Set a new password'.



Log in with your LeasePlan account



Log in

E-mail address *

email@email.com

Password *

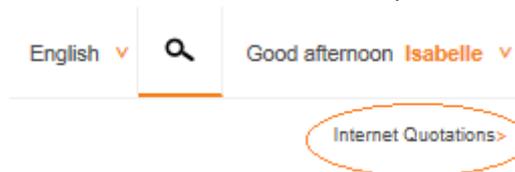
[Set a new password →](#)

[Log in →](#)



Logging in to My LeasePlan opens the gateway to all relevant information about your quotes, your fleet or your (future) car.

This will bring you to your personalized homepage of My LeasePlan. On your top right you will find the button 'Internet Quotations'. Click this button to enter Internet Quotations, LeasePlan's calculation tool.



Note: Internet Quotations does not work sufficiently in older versions of Internet Explorer. To fully use this application, we recommend that you upgrade to a newer version of Internet Explorer, or use a different browser (Firefox, Chrome, ...).

2. Creating a quotation

2.1 How to create a new quotation

2.1.1 Select a car policy, a contract and a cost centre

Once you are logged in to Internet Quotations, you can immediately create a new quotation or click the 'My Quotations' link to go to a section where all your quotations are saved.

To create a new quotation, click the 'New quotation' button:



If the user can choose between different car policies or he is free to choose a policy, he must choose the relevant car policy which will then be used as the basis for the quotation. The car policies that are available for the user are displayed in a list. This step is skipped if the car policy is fixed for a user.



To check the details of a car policy, the user clicks **Details** → in the row of the chosen car policy.

Car policy details

My quotations > New quotation > Car policies > Car policy details

Car policy | Contract | Cost center | Configuration | Model type | Actions | Equipment | Result

Below you may find the details of the selected car policy:

← Back **Select** →

Level 2 : Team Manager (210)

Available contracts:	47 983
Available cost centers:	47 983
Drivers participation for monthly rental (%):	Value between 0,00 % and 10,00 %
Duration in months:	48
Carwash:	Carwash not included
Mileage per year:	30.000
Monthly rental excl. VAT:	Value between 1,00 EUR and 660,00 EUR
Mandatory options:	Metal paint

Accepted makes

Audi, Bmw, Citroen, Mercedes, Renault, Skoda, Volvo

Accepted model specifications

- Allowed segments : C, D1, D2, Mv Midi, Mv
- Excluded segments : Ludo Space, Lcv Small, Lcv Medium, Lcv Large

Click **Select** → or click the policy description to choose one of the car policies in the list.

Level 2 : Team Manager 210 **Details** →

If the user may choose from several contracts, the following step is to choose a specific contract number. If this is not the case, this step is skipped automatically.

The user is requested to choose the correct contract which is then used as basis for the quotation. The contracts that are available for the user are displayed in a list.

Please select the contract in the list below.

Number	Leasing type	Fuel	Car type	
47.983	LeasePlan Comfort	Yes	Car	Details
65.745	LeasePlan Partner	No	Car	Details

25

To check the details of a contract (note that this item may not be available for all users because contract details can be hidden), the user clicks the [Details](#) button in the row of the required contract number.

Contract details

My quotations > New quotation > Contracts > Contract details

Below you may find the detail of the services which are included in the leasing contract:

[Back](#) [Select](#)

Customer:	Internet Quotations nv***** (5.781.101)
Number:	47.983
Leasing type:	LeasePlan Comfort
Car type:	Car

Contractual parameters

Fuel:	Yes
Repair & maintenance:	Yes
Tyres:	Yes
Road tax:	Yes
Road assistance:	Yes
Replacement car:	Yes
Replacement car category:	A
Winter tyres:	Yes
Bonus malus transfer:	No
Own vehicle damage:	Yes
Third party liability:	Yes
Legal assistance:	Yes
Traditional insurance:	No
Insurance passengers:	Yes
Various insurance:	No

To choose the contract, click [Select](#) or click the contract number.

47.983 LeasePlan Comfort Yes Car [Details](#)

Next, choose a cost centre. If the user has a fixed cost centre, this step is skipped automatically. Just like choosing the car policy and contract as described above, the available details of this cost centre can be viewed by clicking the [Details](#) button in the row of the cost centre number.

2.1.2 Define mileage, duration and optional services

After choosing the cost centre, the user is requested to choose a duration and an annual mileage for the calculation of the quotation. The user can also choose optional services if they are available (e.g. winter tyres).

Configuration

My quotations | New quotation | Configuration

Car policy | Contract | Cost center | **Configuration** | Model type | Actions | Equipment | Result

Please indicate below the duration, mileage and optional services that you wish to take into account in the quote.

Contractual parameters and optional services

Duration 48 months <input type="range"/>	Km/year 30000 km <input type="range"/>	Winter tyres <input type="button" value="Yes"/> <input type="button" value="No"/>
Carwash <input type="button" value="Yes"/> <input type="button" value="No"/> <small>? The Euro Wash Card is a chip & pin card that gives you unlimited access for the duration of your contract to a network of carwashes throughout Belgium.</small>		

Next →

Note that contractual parameters and optional services can be fixed or unlimited, depending on the user's car policy. If they are fixed, this step is skipped automatically. In addition, some users have the option to choose the 'Mercedes 2+2' leasing formula. If this is the case, a new button is displayed in the window with the contractual parameters. If 'Mercedes 2+2' is selected, the user can only choose Mercedes models in the following steps.

Contractual parameters and optional services

Duration 48 months <input type="range"/>	Km/year 30000 km <input type="range"/>	Winter tyres <input type="button" value="Yes"/> <input type="button" value="No"/>
Mercedes 2+2 <input type="button" value="Yes"/> <input type="button" value="No"/>		

2.1.3 Select a vehicle

When the 'Configuration' phase is completed, the user can choose a specific car brand and model by first clicking the brand and then the desired model. The choice is shown in the 'Selected models' panel. You can select multiple

models of the same or different brands. In the example below, we have chosen an Audi A4 and a BMW 3.

The screenshot shows a car selection interface titled "Find your car". It features several sections for filtering and selection:

- Available makes:** A grid of car brand logos including Audi (63), BMW (68), Dacia (4), Fiat (15), Ford (45), Hyundai (12), Jaguar (22), Kia (20), Mercedes-Benz (26), Opel (17), Peugeot (10), Renault (32), SEAT (14), Skoda (42), Subaru (2), Toyota (15), Volkswagen (33), and Volvo (54).
- Available models:** A section where the Audi A4 and BMW 3 are selected, indicated by orange boxes and arrows pointing to the "Selection on make and model" annotation.
- Selected models:** A section showing the selected BMW 44 and Audi 57.
- Fuel:** A dropdown menu with "Diesel" selected.
- Gearbox:** Radio buttons for "Automatic" and "Manual", with "Manual" selected.
- CO2 category:** A row of colored boxes representing CO2 categories (A, B, C, D, E, F), with "B" selected.
- Number of doors:** A dropdown menu with "5 doors" selected.
- Number of seats:** A dropdown menu with "5 seats" selected.

Annotations with orange boxes and arrows highlight the "Selection on make and model" and "Selection on other criteria (used as filters)". A "Search" button is located at the bottom right.

In addition, it's also possible to reduce the list of results by using different filters such as CO₂ category, fuel type, transmission type, etc. In this example, a manual transmission and only the 5-door version (e.g. estate) is selected.

When all the elements and criteria have been selected, the user clicks the 'Search' button to continue. The filtered results are displayed on the following screen in a table with all versions that correspond with the selected criteria:

Car policy | **Model type** | Actions | Equipment | Result

Please select your version from the list below.

All prices are VAT excluded.

Model and type	Technical	Popularity	CO2	Price	
Audi A4 2.0 Tdi	120hp - 1968cc - 88kw	☆☆	C 117	24.421,49	Details →
Audi A4 2.0 Tdi	177hp - 1968cc - 130kw	☆	C 120	28.264,45	Details →
Audi A4 2.0 Tdi Clean Diesel	150hp - 1968cc - 110kw	☆	B 114	25.942,15	Details →
Audi A4 2.0 Tdi Clean Diesel S Line	150hp - 1968cc - 110kw		B 114	29.991,74	Details →
Audi A4 2.0 Tdi Quattro	177hp - 1968cc - 130kw	☆	C 134	30.619,83	Details →
Audi A4 2.0 Tdi Quattro Clean Diesel	150hp - 1968cc - 110kw	☆	C 124	28.297,52	Details →
Audi A4 2.0 Tdi Quattro Clean Diesel S Line	150hp - 1968cc - 110kw		C 124	32.347,11	Details →
Audi A4 2.0 Tdi Quattro S Line	177hp - 1968cc - 130kw		C 134	34.669,41	Details →
Audi A4 2.0 Tdi S Line	120hp - 1968cc - 88kw		C 117	28.471,06	Details →
Audi A4 2.0 Tdi S Line	136hp - 1968cc - 100kw	☆	C 117	29.917,36	Details →
Audi A4 2.0 Tdi S Line	177hp - 1968cc - 130kw	☆	C 120	32.314,04	Details →
Audi A4 2.0 Tdi Ultra	136hp - 1968cc - 100kw	☆	B 104	25.785,11	Details →
Audi A4 2.0 Tdi Ultra	163hp - 1968cc - 120kw	☆	B 109	28.264,45	Details →
Audi A4 3.0 Tdi V6	204hp - 2967cc - 150kw		C 133	31.322,31	Details →
Audi A4 3.0 Tdi V6 Quattro	245hp - 2967cc - 180kw		D 152	36.528,93	Details →
Audi A4 3.0 Tdi V6 Quattro S Line	245hp - 2967cc - 180kw		D 152	40.181,81	Details →
Audi A4 3.0 Tdi V6 S Line	204hp - 2967cc - 150kw		C 133	34.975,19	Details →

Filter results

Search

Fuel
 Diesel Petrol

Gearbox
 Automatic Manual

CO2 category
 B C D E

Standard equipment
 Airconditioning
 Leather
 Metallic paint
 Navigation system

Number of doors
 4 - 5 doors

Number of seats

The user has several options to find a version quickly:

- With a search feature where the user can enter the description of the version. The user presses the Enter key and the program searches for results based on the words entered by the user.

Search

- Each column can be sorted by clicking the title of the required column (**Popularity** to sort versions by popularity). This feature helps the user to sort from large to small or vice versa, or by text (alphabetically) or by numbers. The default sort order is by Model and type, from small to large.
- You can also use other criteria to reduce the selection, such as fuel, transmission, CO₂ categories, standard equipment, number of doors, number of seats, power (in HP) of cylinder capacity. The user presses the Apply button and the program searches for results based on the criteria entered by the user.

To obtain more information about the technical specifications and the standard equipment of a specific version, the user clicks the [Details →](#) link which is in the row of the desired version, to the right of the model and type:

Model and type	Technical	Popularity	CO2	Price	
Audi A4 2.0 Tdi	120hp - 1968cc - 88kw	☆☆	C 117	24.421,49	Details →

This opens a new page with all the details.

Model type details

My quotations > New quotation > Make and model > Model types > Model type details

Car policy | **Model type** | Actions | Equipment | Result

← Back | Actions | Select →

Specifications

All prices are VAT excluded

Make:	Audi
Model:	A4
Model type:	2.0 Tdi
List price:	24.421,49 EUR
New car tax:	495,00 EUR
Discount:	5,50 %
Fuel:	Diesel
Engine displacement:	1.968 cc
Engine power:	120 hp - 88 kw
Fiscal power:	11 hp
Gears:	Manual
Number of doors:	4 doors
Average fuel consumption:	4,5 l/100km
Maximum mileage:	200.000 km
Class:	A
Segment:	D2
Vehicle type:	Car
Number of seats:	5 seats
Euronorm:	5
Tyres:	205/60 VR 16 91
Run-flat tyres:	No
CO2 category:	C
CO2 emission:	117 g/km
CO2 participation:	45,48 EUR

Standard equipment

- ABS
- Adjustable steering wheel
- Airbags - side windows
- Automatic climate control
- Daytime running lights
- Driver s airbag
- Dynamic Stability Control
- Electric front windows
- Electric rearview mirrors
- Front Foglamps
- Heated rear-view mirrors
- Height adjustable driver s seat
- Height adjustable passenger seat
- Isofix child seat fixations
- Leather gear knob
- Leather steering wheel
- Onboard computer
- Particles filter
- Passenger s airbag
- Radio-CD
- Rear electric windows
- Remote central locking
- Servotronic
- Side airbags in front
- Spare wheel
- Split/fold rear seat
- Start/stop system
- Traction control
- Tyre pressure control system
- Vehicle immobilizer

The user can click the 'Actions' button to check whether extra discounts or commercial promotions are available (e.g. temporary discount or limited edition) and apply to the selected version. To choose a version and continue, the user clicks the 'Select' button or returns to the page with all versions, and clicks the version name link.

2.1.4 Add a discount

The discount item is not always displayed and is not always accessible. Some users may not have the permission to see prices, discounts or promotions. If this is the case, this step can be skipped.

The purpose of this screen is to provide an overview of all available extra discounts that apply to the quotations (on top of the usual fleet discount). The user can also add an extra discount if this applies. The 'Dealer discount' field is

provided for this purpose.

Type	% Car	Amount car	% Options	Amount options
<input checked="" type="checkbox"/> Standard Leaseplan Fleet discount	5,50	0,00	5,50	0,00
A4				
<input type="checkbox"/> Dealer discount	(percentage)	(amount)	(percentage)	
(description)				

If an extra discount needs to be added, the user can choose from the following options:

- A discount percentage on the vehicle (without options, packs or accessories): e.g. 3% on the catalogue price without options
- An amount (discount in € on the total catalogue price of the car): e.g. € 500 on the total price
- A discount percentage on the options, packs and accessories: e.g. 10% on the total catalogue price of options, packs and accessories.

Discounts can also be combined.

When an amount or a percentage is entered, the program automatically selects the checkbox with the corresponding discount. This means the discount is calculated automatically. To cancel the discount, the user needs to deselect the checkbox. Note that the text description of the extra discount is required in order to continue with the following step.

If a user has the permission to view lease prices, this item also displays a "budget meter" in the top right corner, so the user can check whether the selected version corresponds with the budget allocated in the car policy.

Actions and discounts

My quotations | New quotation | Actions and discounts

Car policy | Model type | **Actions** | Equipment | Result

Budget meter

Monthly rental
736,78 EUR
(VAT excluded)

Audi A4 2.0 Tdi

You will find below all details of discounts and actions that have already been taken into account. For any additional discount, please select the appropriate type of discount and fill in its description and its respective amount and/or percentage.

All amounts are VAT excluded

Type	% Car	Amount car	% Options	Amount options
<input checked="" type="checkbox"/> Standard Leaseplan Fleet discount	5,50	0,00	5,50	0,00
A4				
<input type="checkbox"/> Dealer discount	(percentage)	(amount)	(percentage)	
(description)				

Next →

The arrow of the meter indicates three different zones:

- Green: if the quotation price is between the minimum and maximum budget (as defined in the car policy)
- Orange: if the quotation price is between the maximum budget and the maximum budget including the employee contribution

- Red: if the quotation price is above the maximum budget including the employee contribution

More information about the different budgets is displayed when the user hovers over the meter.



In the example above, the selected car is slightly above budget (773.00 EUR vs. 750 EUR budget). However, the user is entitled to choose a car with a monthly lease amount above budget (up to 825 EUR) on the condition that the driver pays an employee contribution for the amount spent between 750 EUR and 825 EUR. The monthly employee contribution is indicated in the orange section of the budget meter (23.00 EUR)

If the current monthly lease amount is green, this means the quotation is within the budget, without an employee contribution.



If the current monthly lease amount is red, the highest possible lease amount has been exceeded. If an employee contribution is not allowed in the car policy, then this situation occurs when the 'Maximum' budget is exceeded (in our example, for all amounts above 750 EUR).



If the user has a car policy with the total driver's contribution being invoiced once, the structure of the budget meter changes. In this scenario with an employee contribution, the amount to be invoiced (including VAT) is displayed in the orange section under the monthly lease price.



The current monthly lease amount turns red if the quotation amount is higher than the maximum budget including the contribution.

Note that if the user does not have a budget which is defined in the car policy, the program only displays the monthly lease amount of the selected

version.

2.1.5 Configure the vehicle equipment

The 'Equipment' section is not always displayed as shown in the following screen captures. Some users may not have the permission to see prices, discounts or promotions. In this case, the screen is adjusted accordingly and certain elements are hidden.

2.1.5.1 *Find an option, pack or accessories*

In this step, the user can configure the vehicle and add options, packs and accessories as long as the available budget is not exceeded.

Code	Description	Type	Popularity	Price	%	Net
8T4	Adaptive cruise control Adapt.snelheidsreg (red +KI boardcom./GPS+veopl.)	Option		1.270,00	5,50	1.200,15
8T4	Adaptive cruise control Adapt.snelheidsreg (als Executive/Executive Plus)	Option		1.010,00	5,50	954,45
7Y1	Additional instruments Audi Side Assist(red.Conc./Symp./GPS+sensor veopl.)	Option	★	550,00	5,50	519,75
N7LUP51	Alcantara'stuur sijsibeen AV sport+elec.lomb.AV	Pack	★ ★	1.880,00	5,50	1.776,50
PRG	Alloy wheels optional JAV (4) 5 spaken 7.5Jx17 +225/5	Tyres		1.380,00	5,50	1.304,10
PRP	Alloy wheels optional JAV (4) 5 spaken Design 7.5Jx16 +225/5	Tyres		790,00	5,50	746,55

The user has four ways to find an option, pack or accessory quickly:

- He can use the search feature and enter the description of an option, pack or accessories in the text box. The user presses the Enter key and the program searches for results based on the words entered by the user.

Search

- Each column can be sorted by clicking the title of the required column (**Popularity** to sort versions by popularity). This feature helps the user to sort from large to small or vice versa, or by text (alphabetically) or by numbers. The default sort order is by Model and type, from small to large.
- Different categories have been created to sort the options, packs and accessories by type. Each category has a colour code for easy visual identification. To filter those elements within the same category, click the corresponding link to display the corresponding options, packs and accessories.

Category

- All
- Interior & comfort
- Safety
- Visibility
- Exterior
- Audio, connectivity & GPS
- Loading
- Various
- Other

Examples: To find metallic colours, the user clicks the 'Exterior' category; to find a navigation system, he can look in the 'Audio, connectivity & GPS' category.

- Under the categories, a second row shows the following elements:
 - Only options: Option
 - Only packs: Pack
 - Only tyres (wheels): Tyres
 - Only accessories: AccessoryTo return to the full list, click All

If the user chooses English as main language, most options, packs and accessories are translated and displayed correctly. Our database does have a few exceptions where some equipment items are not translated or not specified clearly. To avoid confusion, Internet Quotations can display a second language for further clarification (Dutch or French). The second language is displayed in italics next to the English description:

Antitheft system (original)	<input checked="" type="checkbox"/> Option	445,00	5,50	420,53
<i>Volumetrisch perimetrisch alarm+takeldetectie</i>				

The language can be switched by simply clicking 'Dutch' or 'French'.

Second language

- Dutch
- French

2.1.5.2 Check the contents of a pack

You can view the contents of a pack by clicking the 'Details' link:

Code	Description	Type	Popularity	Price	%	Net	
WAS+FLCA	Pack Executive Plus (Convention A)	Pack	☆☆	413,22		413,22	Details →
WAS+FLCB	Pack Executive Plus (Convention B)	Pack	☆☆	413,22		413,22	Details →
WAS+FLCC	Pack Executive Plus (Convention C)	Pack	☆	413,22		413,22	Details →
WAS+FLCD	Pack Executive Plus (Convention D)	Pack	☆☆☆☆	413,23		413,23	Details →

A list is displayed under the pack description with all the different components (options) of the packs and with the colour codes for the different categories.

Code	Description	Type	Popularity	Price	%	Net	
WAS+FLCA	Pack Executive Plus (Convention A)	Pack	☆☆	413,22		413,22	Details →
	<ul style="list-style-type: none"> ■ Alloy wheels optional - JAV (4) 10 spaken 7.5Jx16 +225/55 (Fie t) ■ Antitheft system (original) - Volumetr. perimetr. alarm+takeidetectie (Fleet) ■ Bluetooth interface - Bluetooth interface ■ Board entertainment: other - Ontspanning aan boord: algemeen ■ Cruise control - Snelheidsregelaar (Fleet) ■ Leather steering wheel - Stuurwiel in leder ■ Metallic paint - Metaalkleur (Fleet) ■ Mirrors retractable electric - Elektrische inklapbare buitenspiegels (Fleet) ■ Mobile phone preparation - GSM vooruitrusting ■ MP3 radio - MP3 radio ■ Multifunctional steering wheel - Stuurwiel multifunctioneel ■ Navigation system - Navigatiesysteem ■ Onboard computer - Boordcomputer kleuren Efficiency (Fleet) ■ PDC rear - Acoustic Parking System (APS) achteraan (Fleet) ■ Radio-CD - Radio-CD ■ Voice control for navigation system - Spraakbesturing navigatiesysteem 						

2.1.5.3 Configure the vehicle

To choose an equipment item (options, pack or accessories), click the link

Code	Description	Type	Popularity	Price	%	Net	
WAS+FLCA	Pack Executive Plus (Convention A)	Pack	☆☆	413,22		413,22	Details →
WAS+FLCB	Pack Executive Plus (Convention B)	Pack	☆☆	413,22		413,22	Details →
WAS+FLCC	Pack Executive Plus (Convention C)	Pack	☆	413,22		413,22	Details →

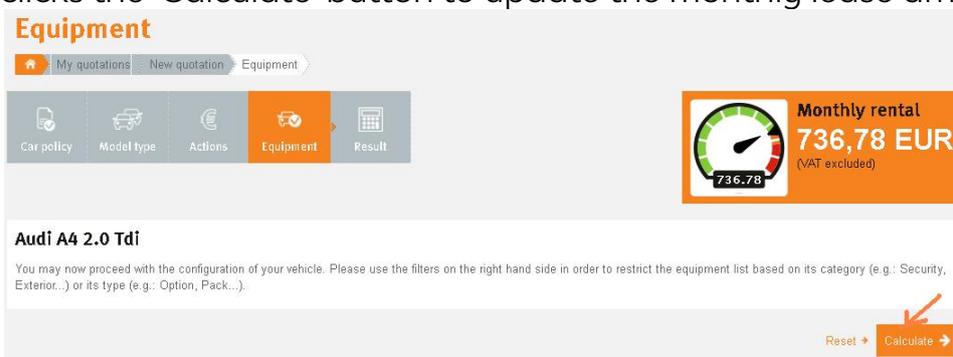
An easier method exists to display only the selected options. The user has to click Selected

The user can delete an item from the selection by clicking the [Delete →](#) link in the row of the item in question, to the right of the price. After deleting an item, the monthly lease price must be adapted to reflect this change.

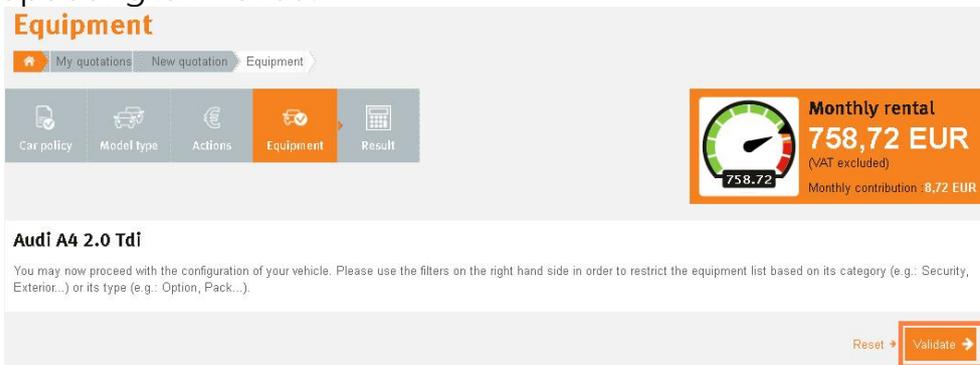
Optional equipment (options, packs and accessories) can all be deleted at once by clicking the 'Reset' button.



2.1.5.4 *Check that the configuration of the car is in accordance with the car policy*
The budget meter in the top right corner of the screen shows the current monthly lease amount when you go to the 'Equipment' page. When you add an equipment item, the monthly lease amount must be adjusted manually because this is not done automatically. After selecting the options, the user clicks the 'Calculate' button to update the monthly lease amount of the car.



The 'Calculate' button is displayed in orange when the monthly lease amount needs to be recalculated. This indicates that an item has been added since the last update. The button is replaced with a button 'Validate' when the updating is finished.



More information about the monthly lease amount is displayed when the user hovers with the mouse over the current lease amount in the 'Monthly lease price' window.



Besides the monthly lease amount excluding VAT, the following details are also displayed:

1. The monthly lease price of the current quotation
2. The CO₂ contribution (tax)
3. The equipment total (sum of all options, packs and accessories)
4. The monthly driver's contribution (amount on top of the budget and allowed by the car policy)
5. The monthly benefit in kind that needs to be taken into account for salary taxation (only indicative because it is the result of the annual benefit in kind divided by 12 which does not produce an exact monthly amount)
6. The available balance or budget to spend

Users may not always have permission to see lease prices or budgets. In this case, the budget meter is displayed without prices. However, it's always possible to see whether the current quotation is over budget or not. Two situations are possible:

1. The current monthly lease amount remains within budget:

**Monthly rental
In budget**

2. The current monthly lease amount is above the maximum budget

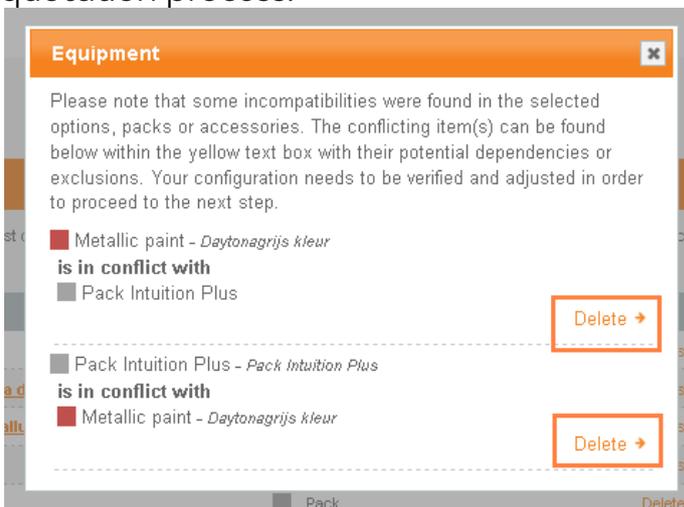
**Monthly rental
Over budget**

Other situations are possible if the user is allowed to exceed the maximum budget by paying an employee contribution:

**Monthly rental
In budget with contribution**
Invoice to driver :335,09 EUR

2.1.5.5 Validate your configuration and request a quotation

When the configuration is ready, click the 'Validate' button. If the button is grey, this means that the monthly lease amount was not updated and the user must click the 'Calculate' button before he can validate the quotation. During the validation phase, Internet Quotations checks that the configuration of the vehicle meets the requirements of the car policy (e.g. budget) and for possible conflicts between equipment items (e.g. the same optional item is selected twice). In the event of problems, the program displays a message and stops the quotation process.



If the quotation is blocked, the user is requested to modify the configuration and correct the problem via the [Delete →](#) link in the error message.

Mandatory options following the car policy are shown in an orange bar.



These are clickable. When you click on one of these mandatory options, you get to see a list of options and packs which include this mandatory option.

Mandatory options : Metal paint

? By clicking on the mandatory options you will obtain a list of all the available packs and options which contain these mandatory options. To undo this selection, you can click on the top left corner of the screen.

Code	Description	Type	Popularity
	Metallic paint <i>Metaalkleur</i>	Option	☆
9996	Metallic paint <i>Kleuren à la carte Audi Exclusive</i>	Option	☆
WAH	Pack Executive	Pack	☆ Details

When the mandatory option, as a stand alone option or as part of a pack, is selected, a flag will appear next to the mandatory option in the orange bar.

Mandatory options : Metal paint

? By clicking on the mandatory options you v... corner of the screen.

Once the quotation has been recalculated and it meets the requirements of the car policy, the user can go to the 'Results' section.

2.1.6 Check quotation results and request an official quotation in PDF

This 'Result' section gives an overview of the main quotation information.

Result

My quotations → Result

Car policy | Model type | Actions | Equipment | **Result**

You may find below an overview of your quotation results. For more details, it is possible to download it in PDF format.

My quotations → New quotation → [Details in PDF](#) → [Order](#)

Quotation		Monthly rental	
Number:	8.978.812	VAT excluded:	771,72 EUR
Duration:	48	50 % VAT:	852,24 EUR
Km/year:	30.000	65% non recoverable VAT:	876,39 EUR
Date:	21/08/2014	VAT included:	932,76 EUR
Valid until:	19/09/2014		

Make, model and type		Monthly rental and CO2 participation	
Make:	Audi	VAT excluded:	817,20 EUR
Model:	A4	50 % VAT:	897,72 EUR
Model type:	2.0 Tdi	65% non recoverable VAT:	921,87 EUR
CO2 category:	C	VAT included:	978,24 EUR
CO2 emission:	117 g/km		
CO2 participation:	45,48 EUR		

Customer	
Included in the rent:	136,24 EUR

Amount is VAT excluded

To obtain a detailed quotation with all elements, click the 'Details in PDF' button. A request is sent to create an official quotation. This process may take

several minutes and the user is then referred to the list of quotations which have already been created.

The user is informed when the PDF file is available, via:

- An e-mail informs the user that the file is available online (this feature needs to be activated in 'My profile'; see [How to receive a confirmation e-mail when you request an official quotation in PDF?](#))
- An e-mail with the PDF file attached (this feature needs to be activated in 'My profile'; see [How to receive a confirmation e-mail when you request an official quotation in PDF?](#))
- A new link [Display the PDF](#) → in the quotation list

Date	Make, model and type	Duration	Km/year	Policy	Rent	Contribution	Benefit	
21/08/2014	Audi A3 1.2 Tfsi Ambiente	48	30.000	210	660,00 EUR	2.812,01 EUR	1.304,15 EUR	Order → Delete → Display the PDF →

Note that you may need to refresh the page in your internet browser in order to display the icon that indicates when the file is ready.

The PDF file is always provided in the language used to request the PDF file. If the user wants to receive the PDF file in a different language, he can change the language and then click 'Details in PDF' to launch a new request.

2.2 Managing existing quotations

2.2.1 Check existing quotations

All quotations created by a user are saved in the 'My quotations' section. This is normally the first page which is displayed after logging on.

All quotations are listed and by default sorted in chronological order. The user can sort the quotations by other criteria, such as Brand, duration, km/year, monthly lease, etc., by clicking the title at the top of each column.

Date	Make, model and type	Number	Duration	Km/year	Policy	Rent	Contribution	Benefit	
16/06/2014	Audi A4 2.0 Tdi Ultra	8532452	48	30.000		740,67 EUR		1.731,93 EUR	Delete → Display the PDF →
12/06/2014	Honda Accord 2.2 i-dtec Comfort	8511697	48	30.000		788,49 EUR		2.526,43 EUR	Delete →
06/06/2014	Citroen C4 Picasso 1.6i Attraction	8455940	48	30.000	200	662,64 EUR		1.639,74 EUR	Delete →
05/06/2014	Bmw 3 316i	8454907	48	30.000	210	660,00 EUR	846,82 EUR	1.794,52 EUR	Delete → Display the PDF →

To gain access to a quotation, the user clicks the link of the brand and model.

2.2.2 Delete an existing quotation

If necessary, a quotation can be deleted from the list by clicking [Delete](#) →

16/06/2014	Audi A4 2.0 Tdi Ultra	8532452	48	30.000		740,67 EUR		1.731,93 EUR	Delete → Display the PDF →
------------	---------------------------------------	---------	----	--------	--	------------	--	--------------	---

Then he must confirm that he wants to delete the quotation in a second step. Clicking the 'Delete' button deletes the quotation permanently. To cancel the deletion action, click the 'Back' button to stop deleting.

Delete quotation

My quotations > Delete quotation

The details of this quote will not be available anymore and the quote will be deleted from your list.

← Back **Delete** →

Number:	8.532.452
Date:	16/06/2014 11:53
Make, model and type:	Audi A4 2.0 Tdi Ultra
Monthly rental:	740,67 EUR
Duration:	48
Km/year:	30.000

2.2.3 Check the number of quotations that a user can create

The Internet Quotations program has a feature to limit the number of quotations that a user can create. To consult this limit and the number of created quotations, the user clicks 'My Profile' to view the following information:

Current number of quotations:	2
Maximum number of quotes:	50

Note that the current number of quotations includes the quotations that have been deleted by the user.

2.2.4 Trace old quotations

A quotation remains valid for 30 days. After this period, the user must create a new quotation. If a quotation is older than 30 days, an  icon is displayed next to the creation date in the list with the existing quotations.

My quotations

My quotations >

Below you may find the list of your existing quotes.

New quotation →

All amounts are VAT excluded

Date	Make, model and type	Number	Duration	Km/year	Policy	Rent	Contribution	Benefit	
16/06/2014 	Audi A4 2.0 Tdi Ultra	8532452	48	30.000		740,67 EUR		1.731,93 EUR	Delete → Display the PDF →
12/06/2014 	Honda Accord 2.2 i-dtee Comfort	8511697	48	30.000		788,49 EUR		2.526,43 EUR	Delete →

3. Order a vehicle

The order a vehicle option is not available for all users. This option must be activated by the Fleet Manager for it to be visible in the user interface.

If this option is activated, the user must complete an order form by clicking the 'Order' link in the quotations list (in 'My quotations') or with the 'Order' button (in the 'Result' section).

My quotations

Below you may find the list of your existing quotes.

[New quotation](#)

All amounts are VAT excluded

Date	Make, model and type	Duration	Km/year	Policy	Rent	Contribution	Benefit	
21/08/2014	Audi A3 1.2 Tfsi Ambiente	48	30.000	210	660,00 EUR	2.812,01 EUR	1.304,15 EUR	Order Delete Display the PDF

Result

You may find below an overview of your quotation results. For more details, it is possible to download it in PDF format.

[Back](#) [Details in PDF](#) [Order](#)

Quotation		Monthly rental	
Number:	8.978.711	VAT excluded:	660,00 EUR
Duration:	48	50 % VAT:	728,79 EUR
Km/year:	30.000	65% non recoverable VAT:	749,42 EUR
Date:	21/08/2014	VAT included:	797,58 EUR
Valid until:	19/09/2014		

Make, model and type		Monthly rental and CO2 participation	
		VAT excluded:	685,90 EUR

The user must enter the latest information in the order form to place the order for the car:

- Contact details of the driver,
- Colour of the vehicle (interior and paint colour),
- Contact details of the dealer (if not selected by LeasePlan)
- Optional details about provisional car
- Specialist winter tyres

When all the mandatory fields are completed, the user confirms the order by clicking the 'Order' button at the bottom of the order form.

There are two options: the user orders his vehicle directly, or he orders it through an approval procedure.

3.1 What happens if a user orders his vehicle directly?

In this case, the completed form must be e-mailed directly to LeasePlan (and specifically to the Fleet Advisor) with the responsible Fleet Manager in cc.

3.2 What happens if a vehicle is ordered through an approval procedure?

In this case, the Fleet Manager is informed by e-mail that the user (in cc) wants to order a vehicle. The Fleet Manager is requested to check the quotation online and to finalise the order, unless the quotation does not meet the requirements of the company policy.

3.3 How can an ordered vehicle be identified in the quotations list?

When a vehicle is ordered, a 🚗 icon is displayed in the row of the corresponding quotation in the 'My quotations' section.

Date	Make, model and type	Number	Duration	Km/year	Policy	Rent	Contribution	Benefit	
05/06/2014	Audi A3 1.2 Tfsi Ambiente 🚗	8454898	48	30.000	210	632,64 EUR		1.250,00 EUR	Delete Display the PDF

4. Manage my user settings

4.1 How to change the number of displayed results per page?

When a list of items is displayed in Internet Quotations (e.g. options, model versions, etc.), the program shows 25 results per page by default and several pages are generated when there are more than 25 results. The user can increase or decrease the number of results to be displayed per page. A button is available at the bottom of each page to modify the number of results per page:



4.2 How do you receive a confirmation e-mail when you request an official quotation in PDF?

The user can request an official quotation with all the details about the chosen vehicle. This quotation is prepared in PDF format. (If you want to know how you can request a PDF quotation, see [Check quotation results and request an official quotation in PDF.](#))

4.2.1 Receive a confirmation e-mail

The PDF quotation can be consulted in Internet Quotations, but it may take a few minutes after the creation request for the quotation to appear online. For this reason, the user can request that he is informed by e-mail about the availability.

To receive this confirmation, the user must go to 'My profile' and click 'Settings'. In this menu, the user must choose 'Yes' under the following parameters

PDF

Send a confirmation e-mail

Yes No

? When a request for a detailed PDF quotation is made, the user receives a confirmation e-mail when the quotation is available online.

Send the PDF as attachment

Yes No

Also send to another address

Yes No

? Please check this box if you wish to also send the confirmation e-mail (with or without attachment) to another e-mail address.

→

When these parameters have been chosen, the user can confirm the changes.

If a PDF quotation was requested, an e-mail is sent automatically to the user's e-mail address.

4.2.2 Receive an e-mail with the PDF quotation as attachment

In addition to the option of receiving a confirmation e-mail, the prepared PDF quotation can also be sent as attachment.

To receive this quotation by e-mail, the user must go to 'My profile' and click 'Settings'. In this menu, the user must choose 'Yes' under the following parameters

PDF

Send a confirmation e-mail
 Yes No
When a request for a detailed PDF quotation is made, the user receives a confirmation e-mail when the quotation is available online.

Send the PDF as attachment
 Yes No

Also send to another address
 Yes No
Please check this box if you wish to also send the confirmation e-mail (with or without attachment) to another e-mail address.

Confirm →

When these parameters have been chosen, the user can confirm the changes. If a PDF quotation was requested, the PDF is sent automatically as attachment to the user's e-mail address.

4.2.3 Send the e-mail (with or without attachment) to a different e-mail address

All e-mails are sent by default to the e-mail address entered in 'My profile'.

My profile

My profile

Below you may find the details of your user profile.

Driver Name

E-mail address

Profile picture placeholder

The user can choose a different e-mail address for sending the confirmation

e-mail or the attachment (e.g. a personal e-mail address) when a PDF quotation is requested. To add a second e-mail address, the user must go to 'My profile' and click 'Settings'. In this menu he must click 'Yes' under 'Also send to a different address' and enter the e-mail address to be used:

PDF

Send a confirmation e-mail

Yes No

? When a request for a detailed PDF quotation is made, the user receives a confirmation e-mail when the quotation is available online.

Send the PDF as attachment

Yes No

Also send to another address

Yes No

? Please check this box if you wish to also send the confirmation e-mail (with or without attachment) to another e-mail address.

E-mail address *

→

After choosing these parameters and entering the e-mail address, the user must confirm this modification. Subsequently, all e-mails will be sent automatically to the user's second e-mail address when a PDF quotation is requested.