Enterprise Vehicle Hire – Booking Guide

How to book

You can make a booking by:

✅ Enterprise Rent A Car Portal

To register as a new user for the portal, please email: UKADR@ehi.com. The email must be from an Edinburgh Napier email address. Once Enterprise has registered you as a user, you will be given access to the Enterprise Rent A Car Portal. At the point of booking a credit card will be required.

Please contact your School or departmental booker/requisitioner who will be able to assist with common queries

Contract Pricing

For more information on pricing please email Procurement at procurement@napier.ac.uk

The pricing is valid until 30th September 2024.

Supplier Contacts

For any queries on the booking process:

✅ Please contact the customer service team in the first instance by phone on 0844 335 0134.

✅ If necessary, you can escalate your query to our account manager Benjamin Thierry by email at Benjamin.thierry@ehi.com. Please feel free to cc procurement@napier.ac.uk and the team can follow up with the account manager to ensure your query is resolved.

Contract Review

Procurement holds regular contract review meetings with the supplier. We welcome feedback to ensure the contract delivers for customers.

General Information

For any queries regarding Driving at Work policy, please contact Health & Safety at: health&safetyoffice@napier.ac.uk or see the Intranet page here

For any queries regarding insurance, please contact: insurance@napier.ac.uk or see the Intranet page here