myAyvens Portal

Web Application Presentation



ayvens
SOCIETE GENERALE GROUP

myAyvens Portal

Description and main functions

The MyAyvens Portal is an online application from Ayvens that provides a detailed overview of the agreed services and the costs of operating your fleet and individual vehicles.

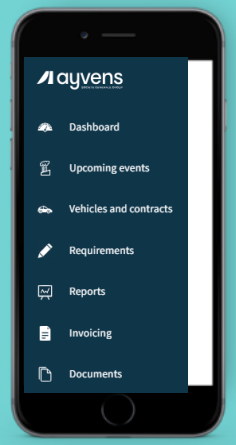
The portal allows you to view, analyse and export data for subsequent analysis or export of data sentences in standard formats.

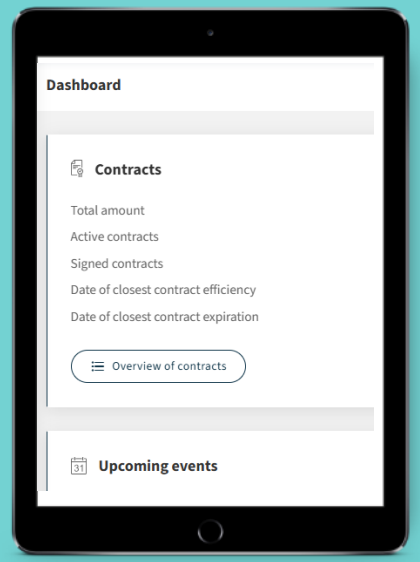
Basic characteristics

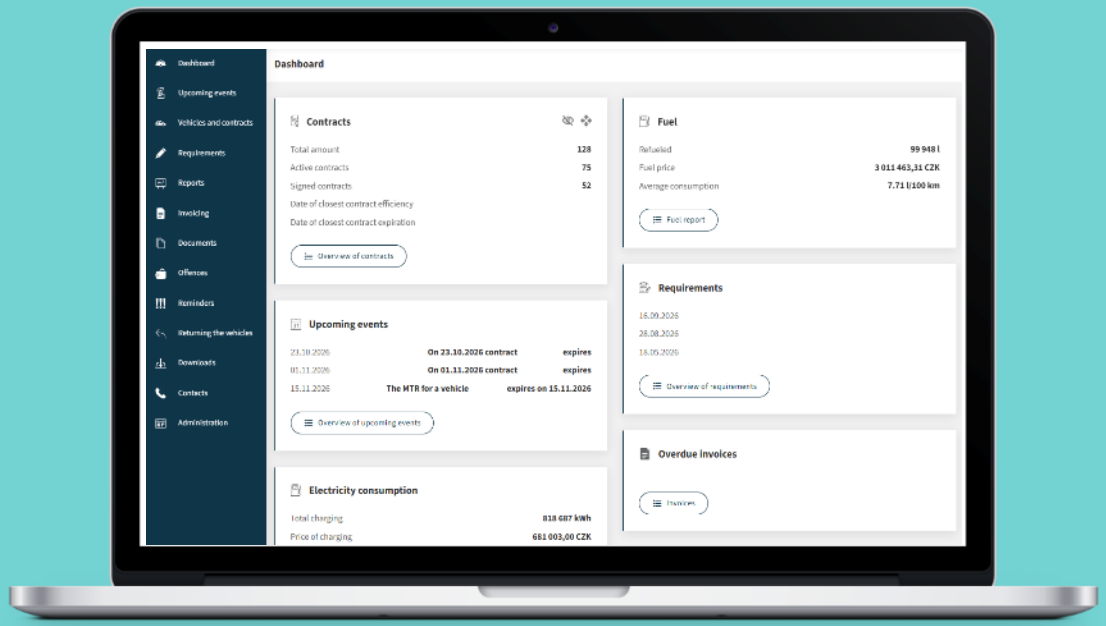
- ✓ quick and clear access to information about the client's fleet in the Czech Republic and Slovakia
- ✓ availability 24/7
- ✓ multilingual version of the program (Czech, Slovak, English)
- ✓ more than 50 standardised reports on the fleet or selected vehicle
- ✓ reports in XLS, PDF or CSV format
- ✓ access at the internet address: https://portal.ayvens.cz/

myAyvens Portal is compatible with all devices

portal.ayvens.cz







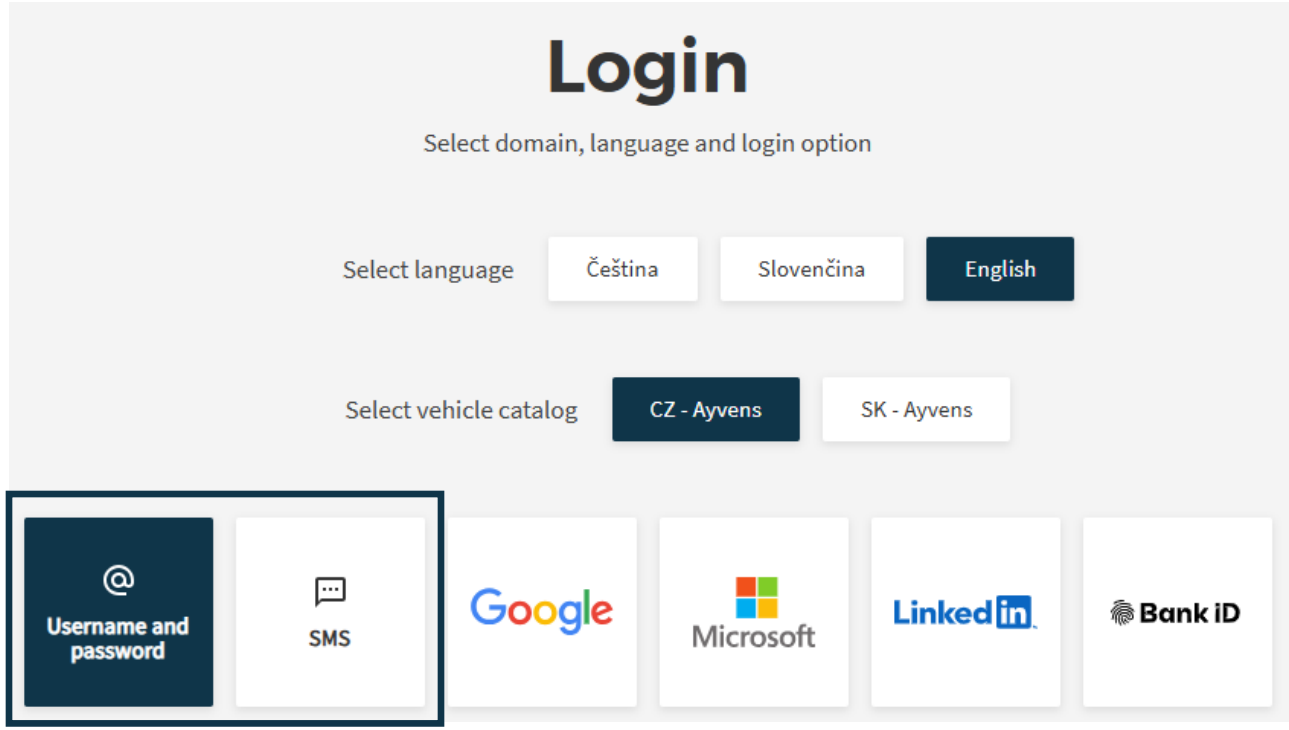
Login to the myAyvens Portal

Sign-in options

Your email address and phone number must be registered as valid contacts in the Ayvens database.

We recommend using login Username and password or SMS.

If you would like to use any of the other login options, please contact our customer service centre:
infocz@ayvens.com +420 955 525 000

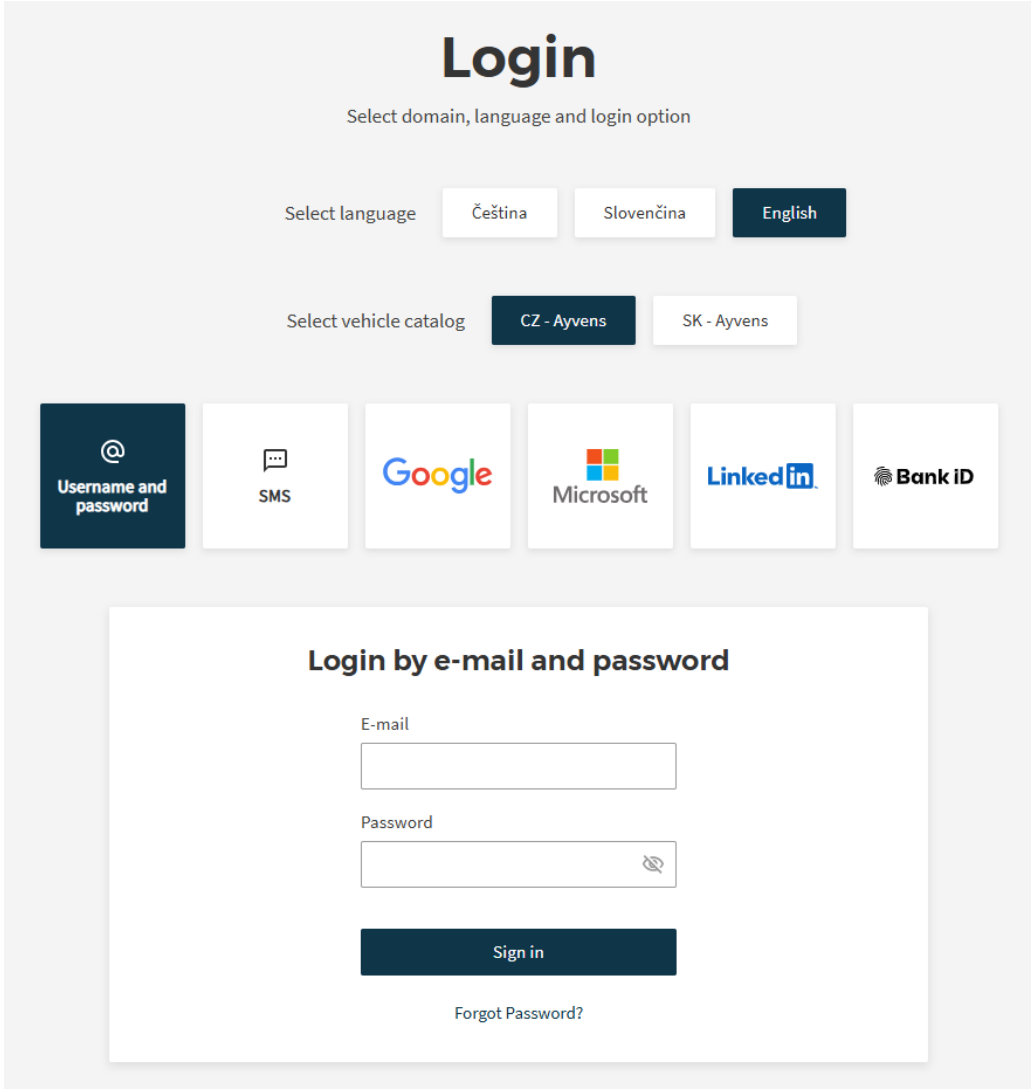


Login to the myAyvens Portal

Email and password login

If you want to log in by e-mail, use the "Forgot password" option when you log in for the first time - the password will be sent to your e-mail.





Login to the myAyvens Portal

Login via SMS

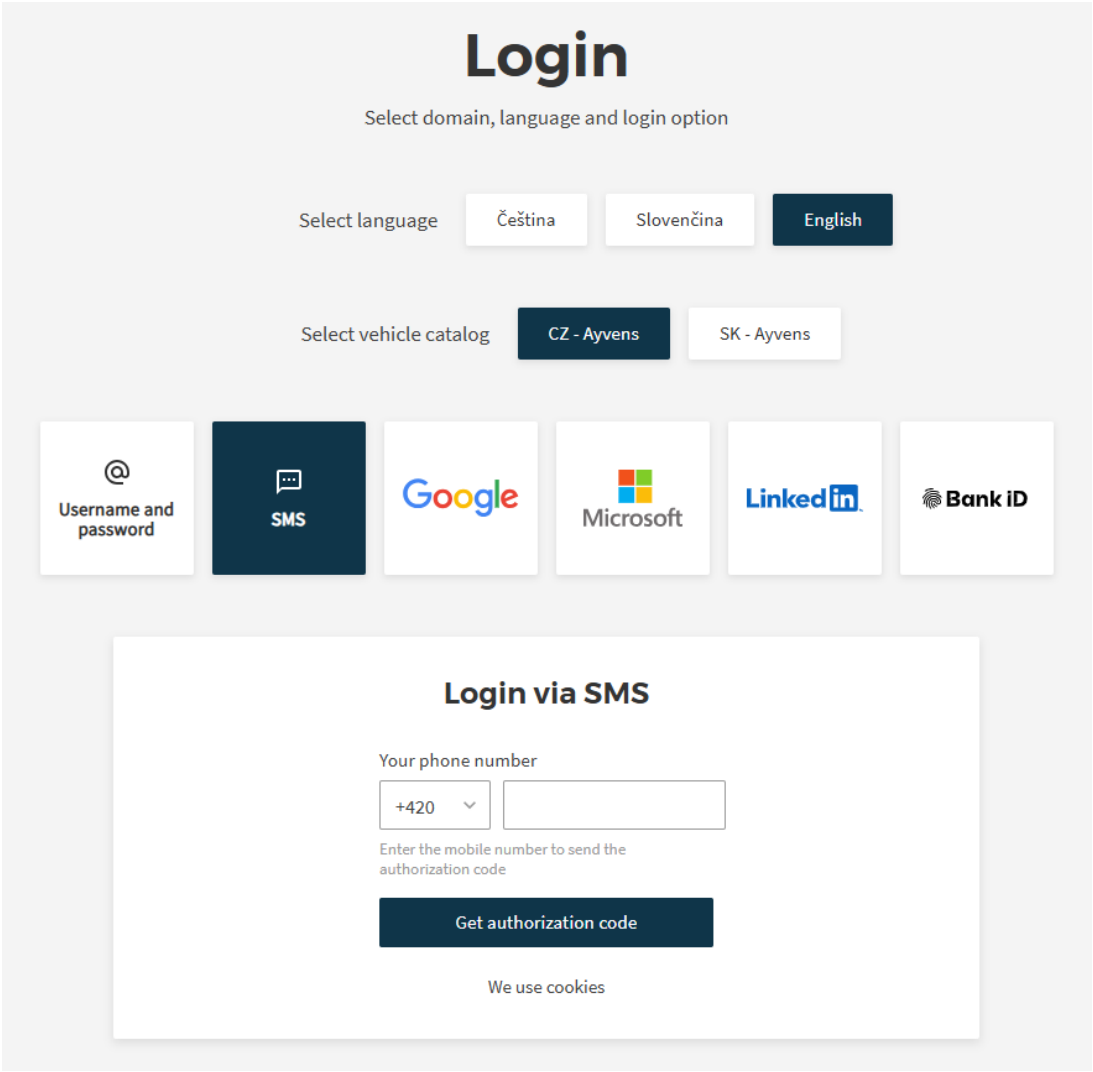
Enter the phone number listed in the lease agreement. A 6-digit numeric code will be sent to your phone by SMS.

In case of problems, please contact customer service centre:

infocz@ayvens.com

+420 955 525 000





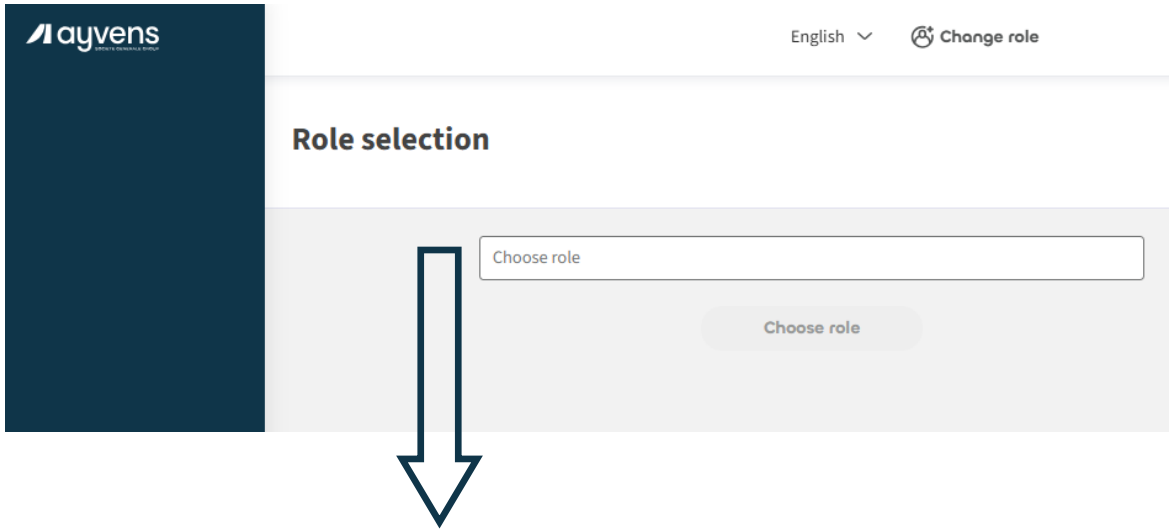
Accessing the myAyvens Portal

Role selection

The selected role and its settings allow for a different mode of displayed data and reports.

The fleet manager can set the role for each user individually.

At the same time, in the role of fleet manager, he has access to all user accounts within the managed company.



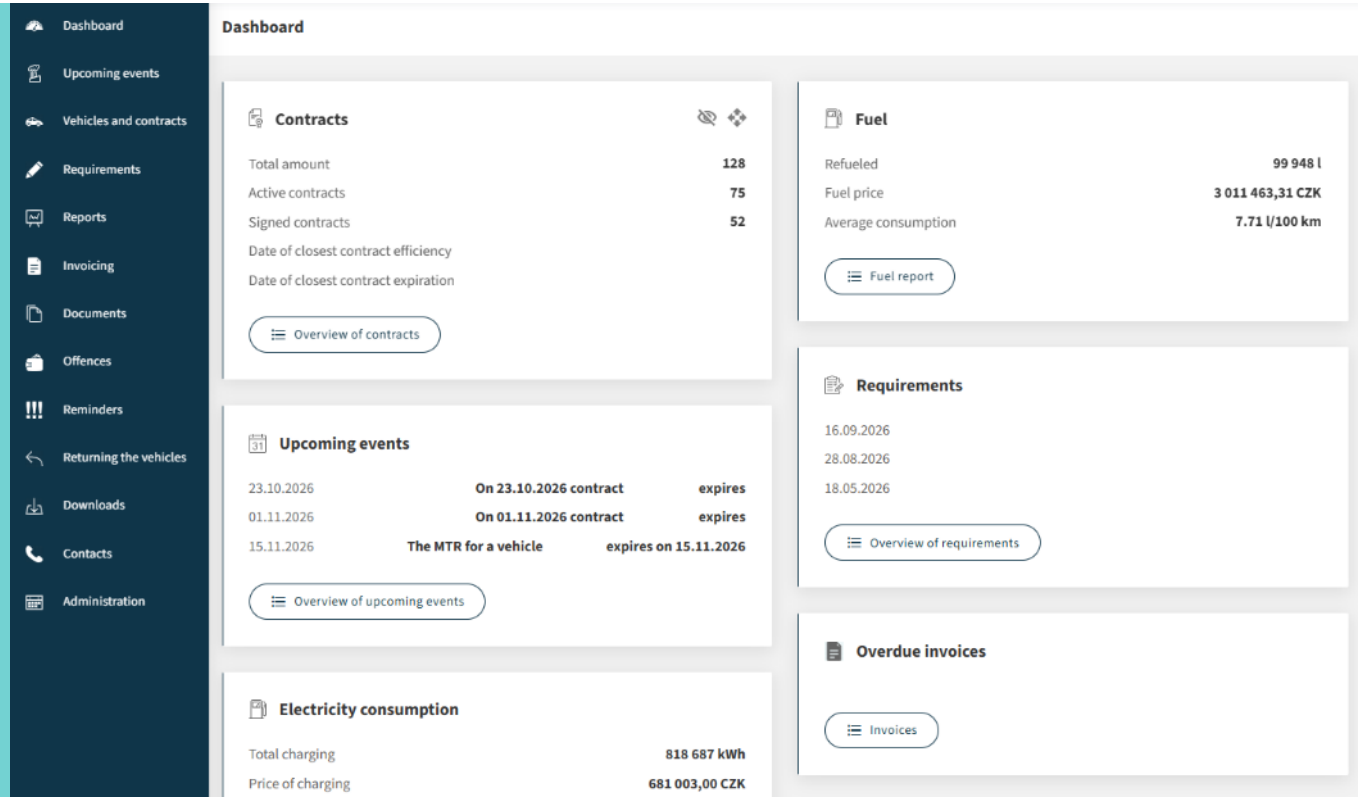
Choose the desired user role

myAyvens Portal

Options and features

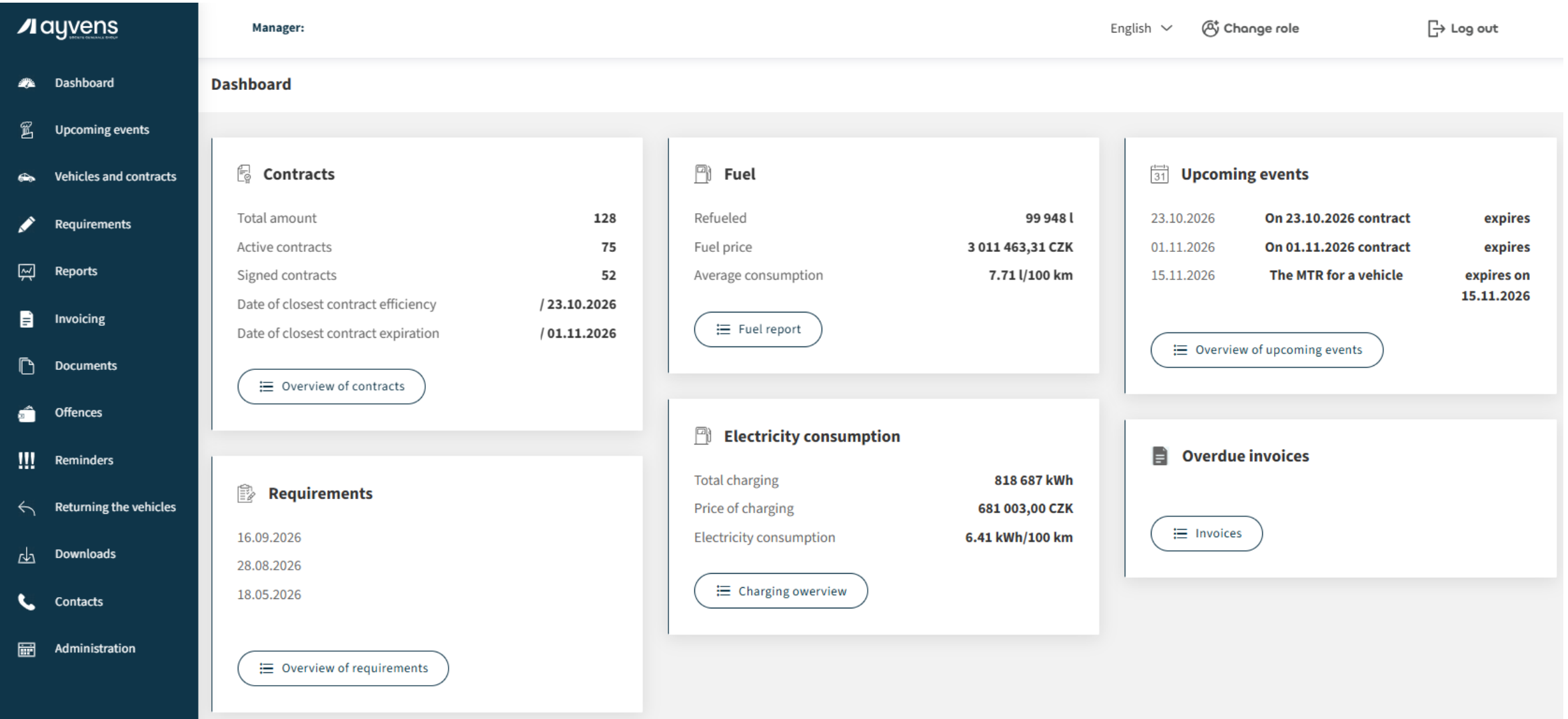
Complete information about vehicles (concluded services, agreed scope of insurance, information on operating costs) for the entire duration of the contract.

- ✓ refuelling
- ✓ insured events
- ✓ mileage of individual cars
- ✓ vehicle documentation
- ✓ user manuals
- ✓ records of requests from the user
- ✓ booking a return car
- ✓ individual reporting settings



Basic screen and menu

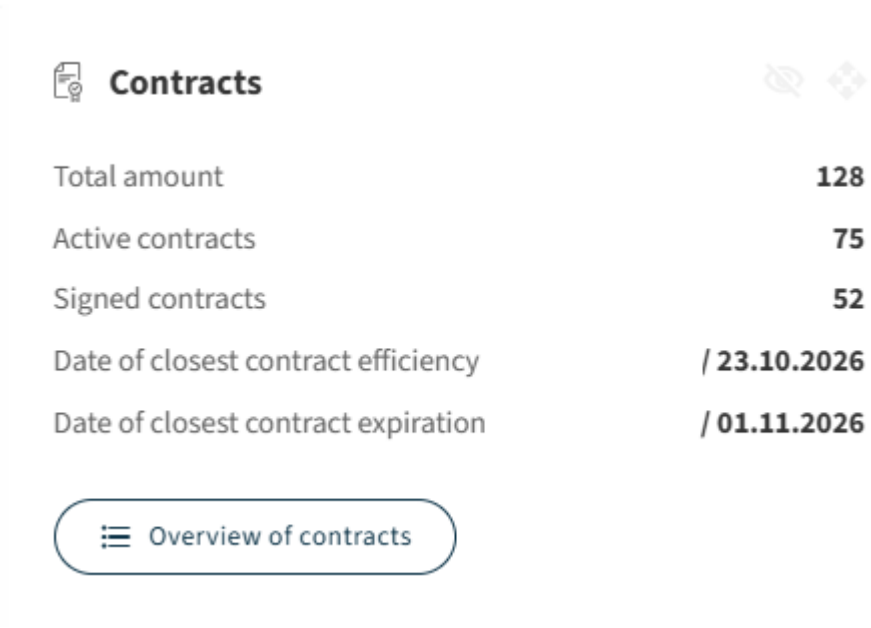
On the following pages, we will introduce the individual menu items and their main functions.

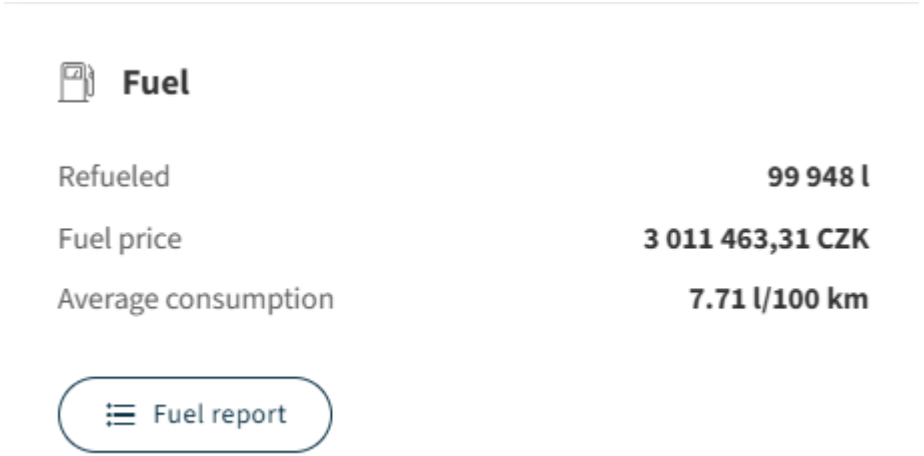


Vehicle information on the main page

Contract information

- ✓ raid
- ✓ average consumption and refuelling
- ✓ insured events
- ✓ agreed services
- ✓ insurance Information



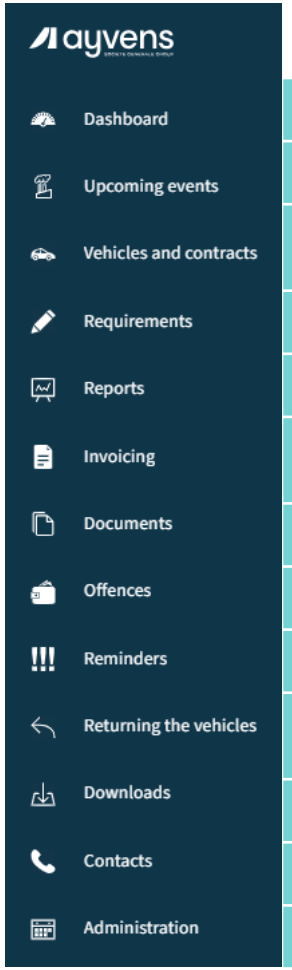


Each tile provides quick access to key vehicle information and the related contract

Menu

The menu can be found on the left side of all Portal screens.

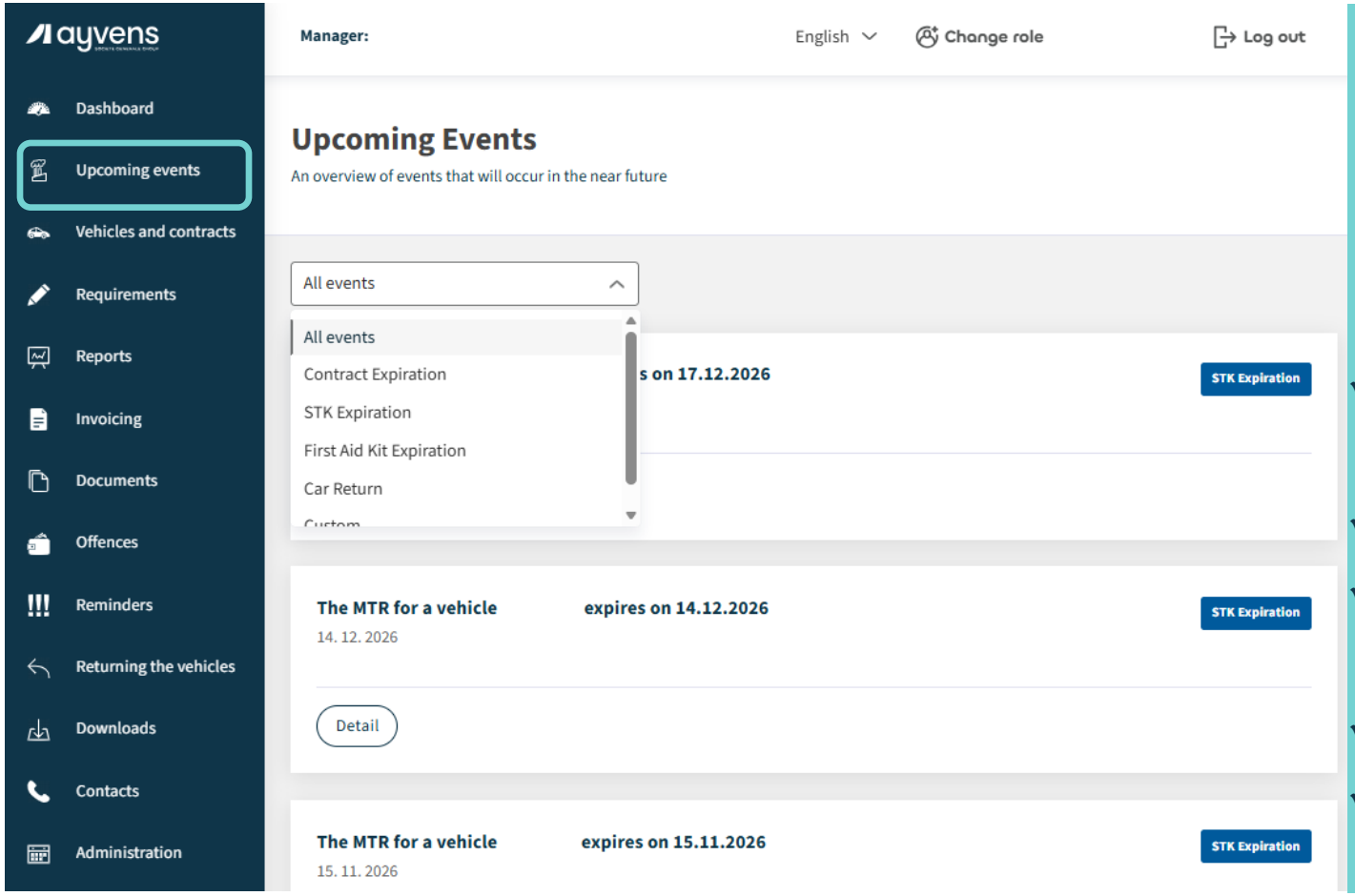
Through the menu, you can easily switch between individual sections.



Dashboard – basic overview of the vehicle
Upcoming events – scheduled service inspections and key contract dates
Vehicles and contracts – overview of vehicle information and related documents
Requirements – required actions and requests
Reports – the ability to set up individual reporting
Invoicing – an overview of invoices with the possibility of downloading data sentences to accounting
Documents – an overview of documents with the possibility of downloading
Offences - registration of traffic offences related to vehicles
Reminders – overview of overdue invoice alerts
Returning the vehicles – booking the return of the car after the end of the contract
Downloads - user guides & terms of service
Contacts – contact information Ayvens s.r.o.
Administration – account settings, company information and notifications

Upcoming Events

An overview of important terms related to vehicle operation and contract management.



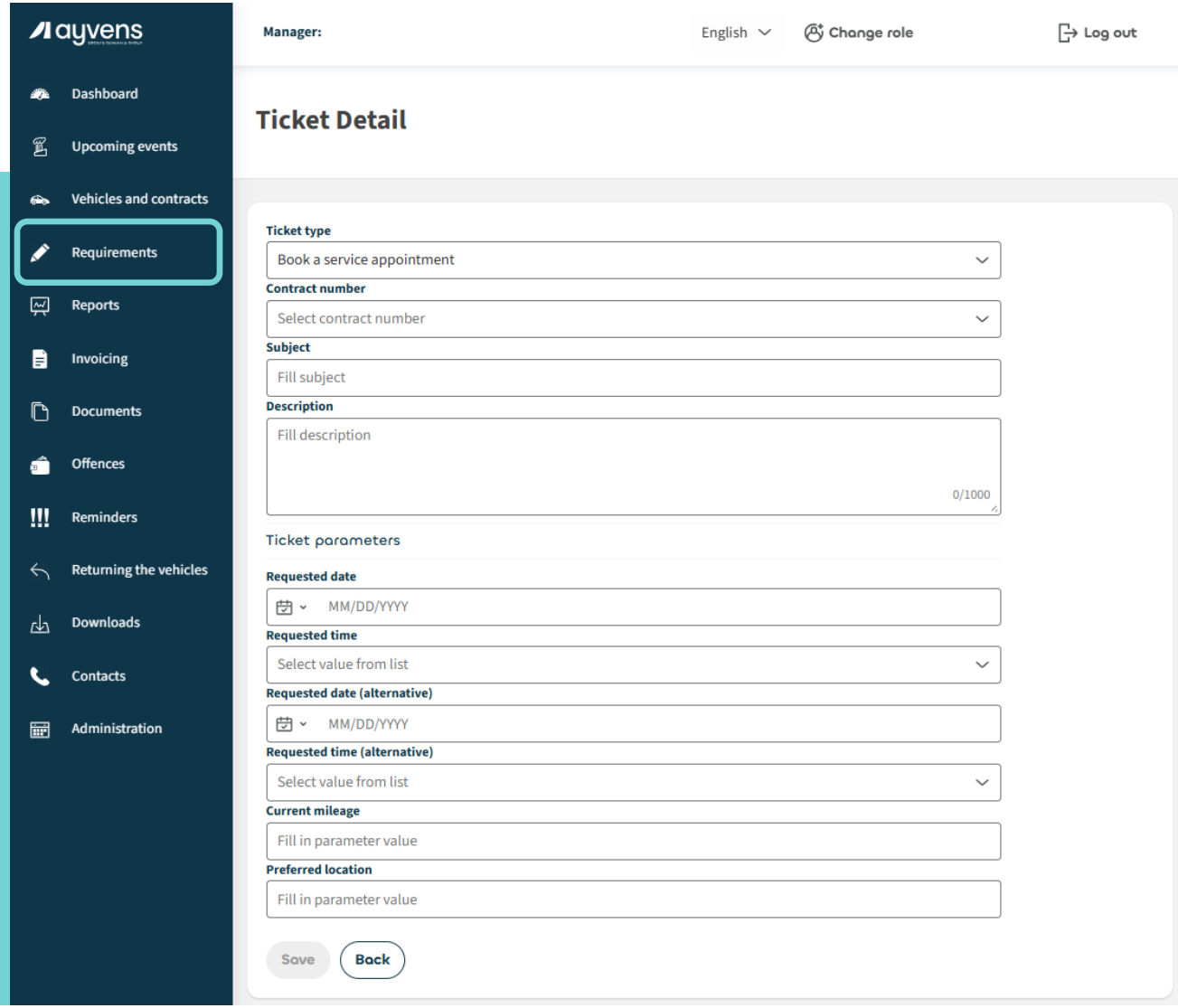
With early notifications, you can stay on top of upcoming events and react to them in a timely manner.

- ✓ overview of all planned events in one place
- ✓ possibility to filter by event type
- ✓ notification of expiration of contracts, MOT or first aid kit
- ✓ overview of vehicle return dates
- ✓ quickly find and check upcoming responsibilities

Requirements

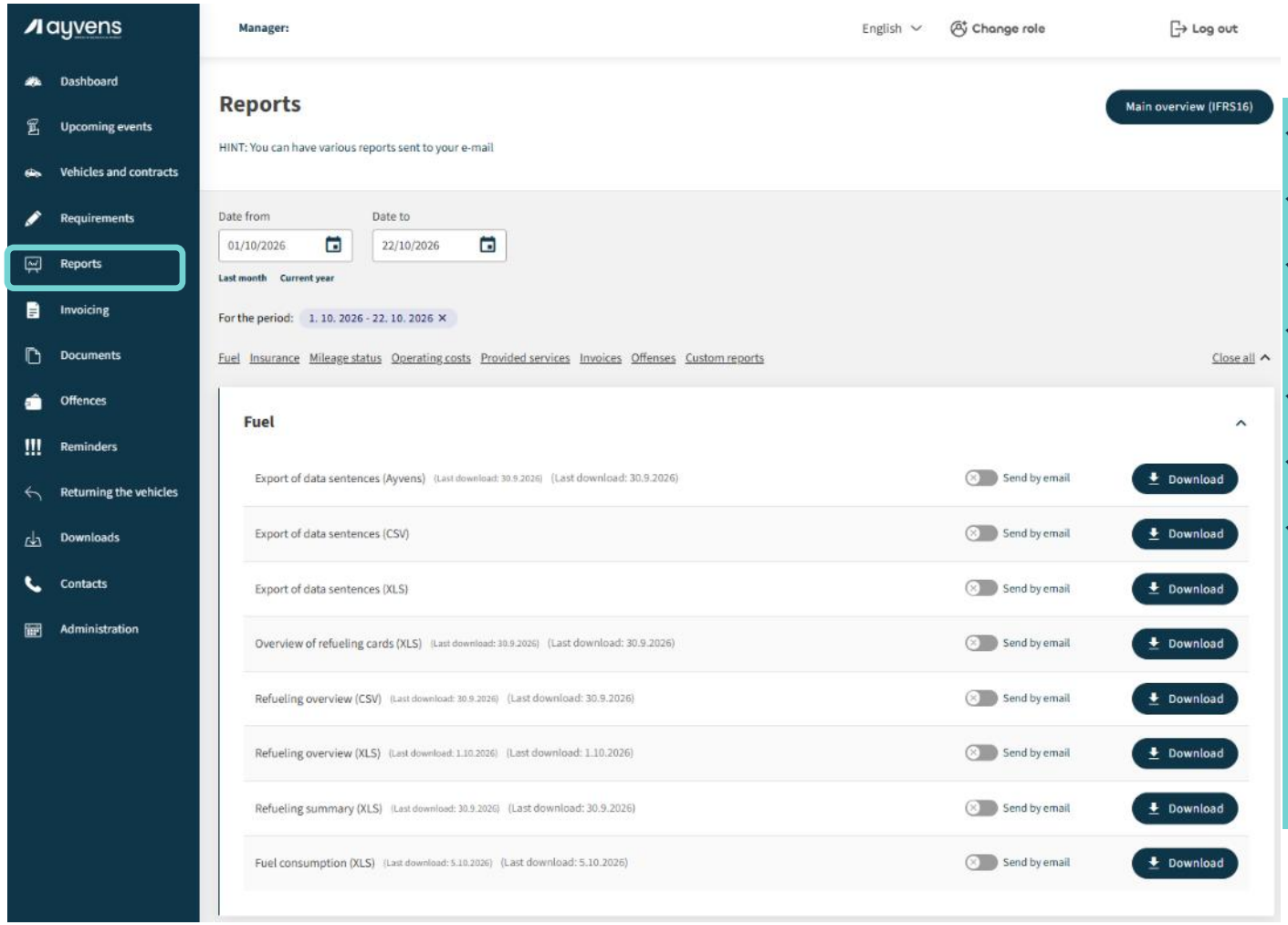
Online entry of operational and service requirements.

- ✓ simple request entry directly in the portal
- ✓ choice of different types of requirements according to current needs
- ✓ possibility to add the required date, time and other specifications
- ✓ clear records of sent requests
- ✓ faster communication and more efficient processing of requests



Reports

Reports to download or send to e-mail divided into individual sections.



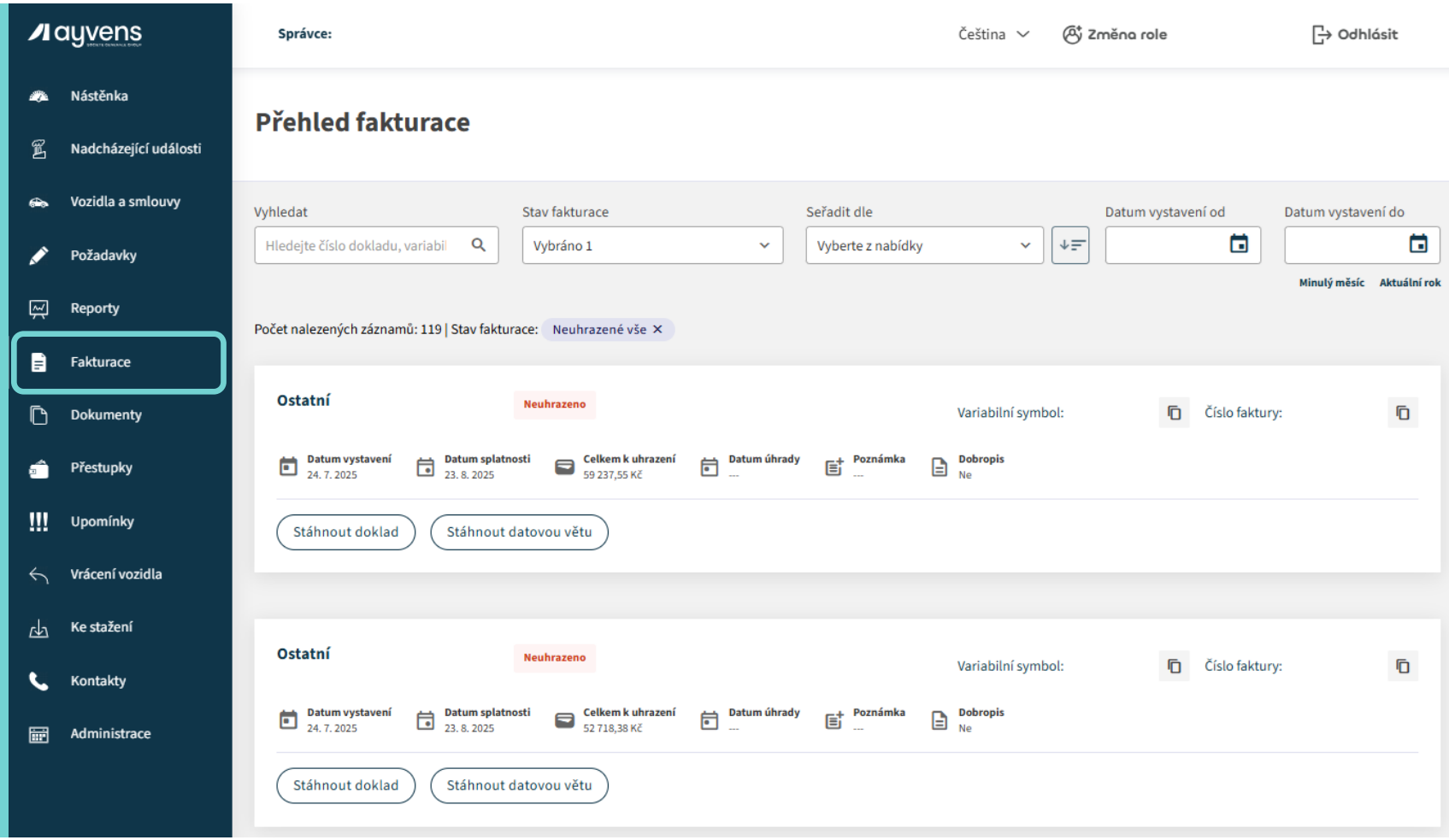
- ✓ fuel
- ✓ insurance
- ✓ km
- ✓ operating costs
- ✓ services provided
- ✓ invoicing
- ✓ report of violations

Option to set up regular automatic sending of the report to e-mail.

Invoicing

Overview of invoices with the option to download documents or data sentences.

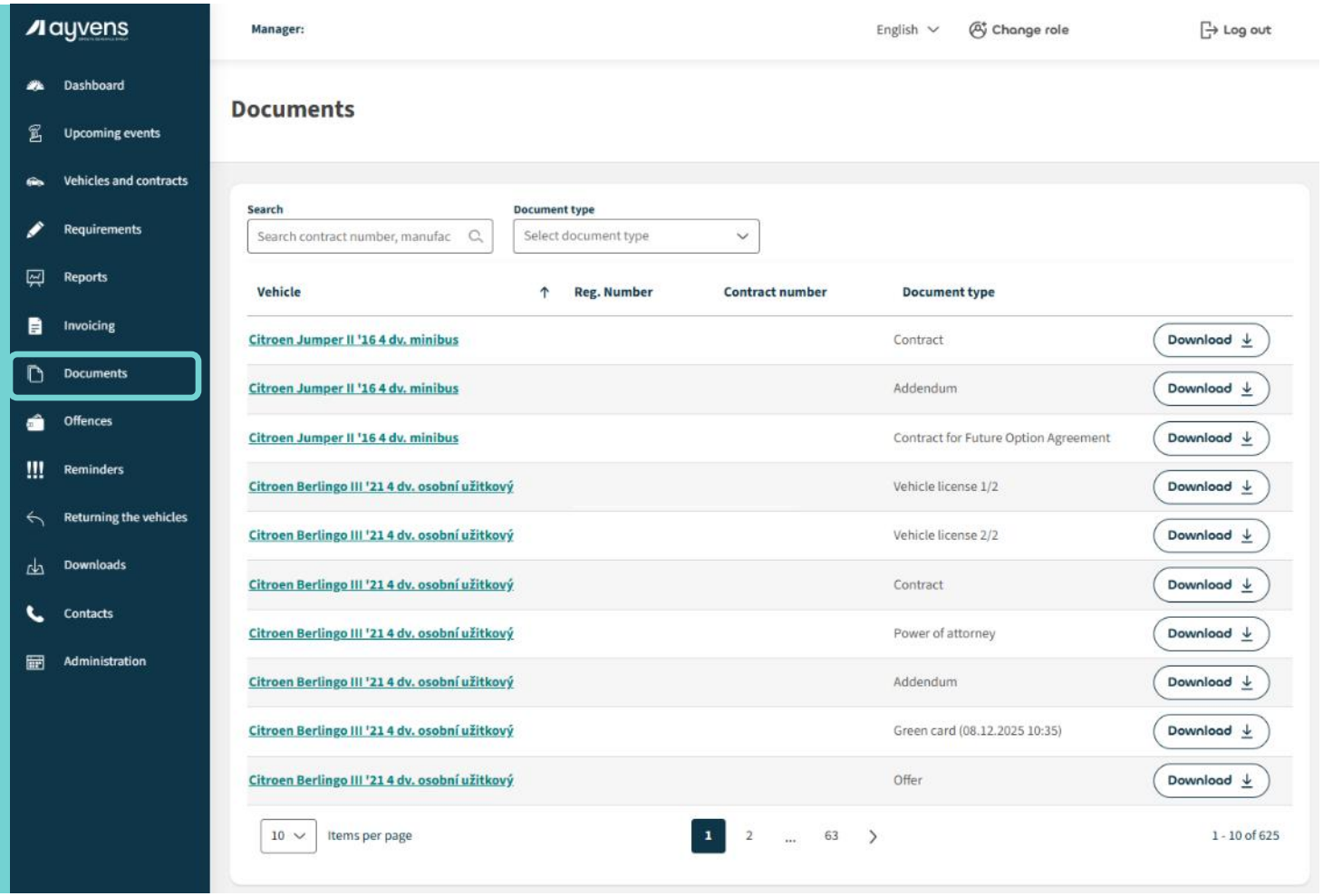
- ✓ overview of issued and paid invoices (date, due date, current payment status)
- ✓ possibility of filtering and searching for documents
- ✓ download invoices and data sentences for further use



Documents

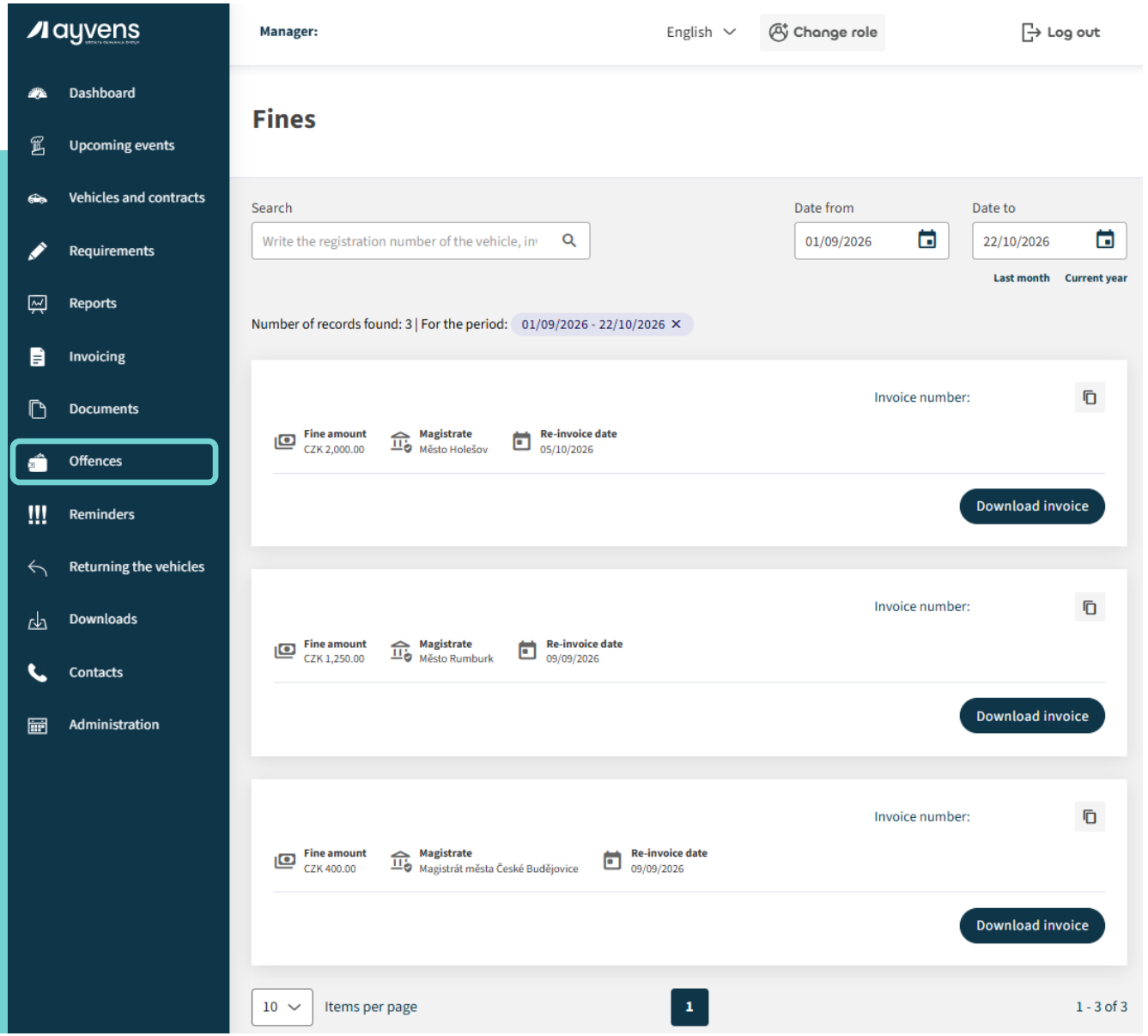
Overview of documents for individual contracts.

- ✓ vehicle handover protocol
- ✓ VTP
- ✓ contract
- ✓ power of attorney for use
- ✓ appendix
- ✓ vehicle invoice
- ✓ green card
- ✓ offer
- ✓ tour recording
- ✓ insurance information
- ✓ general terms and conditions
- ✓ COC sheet



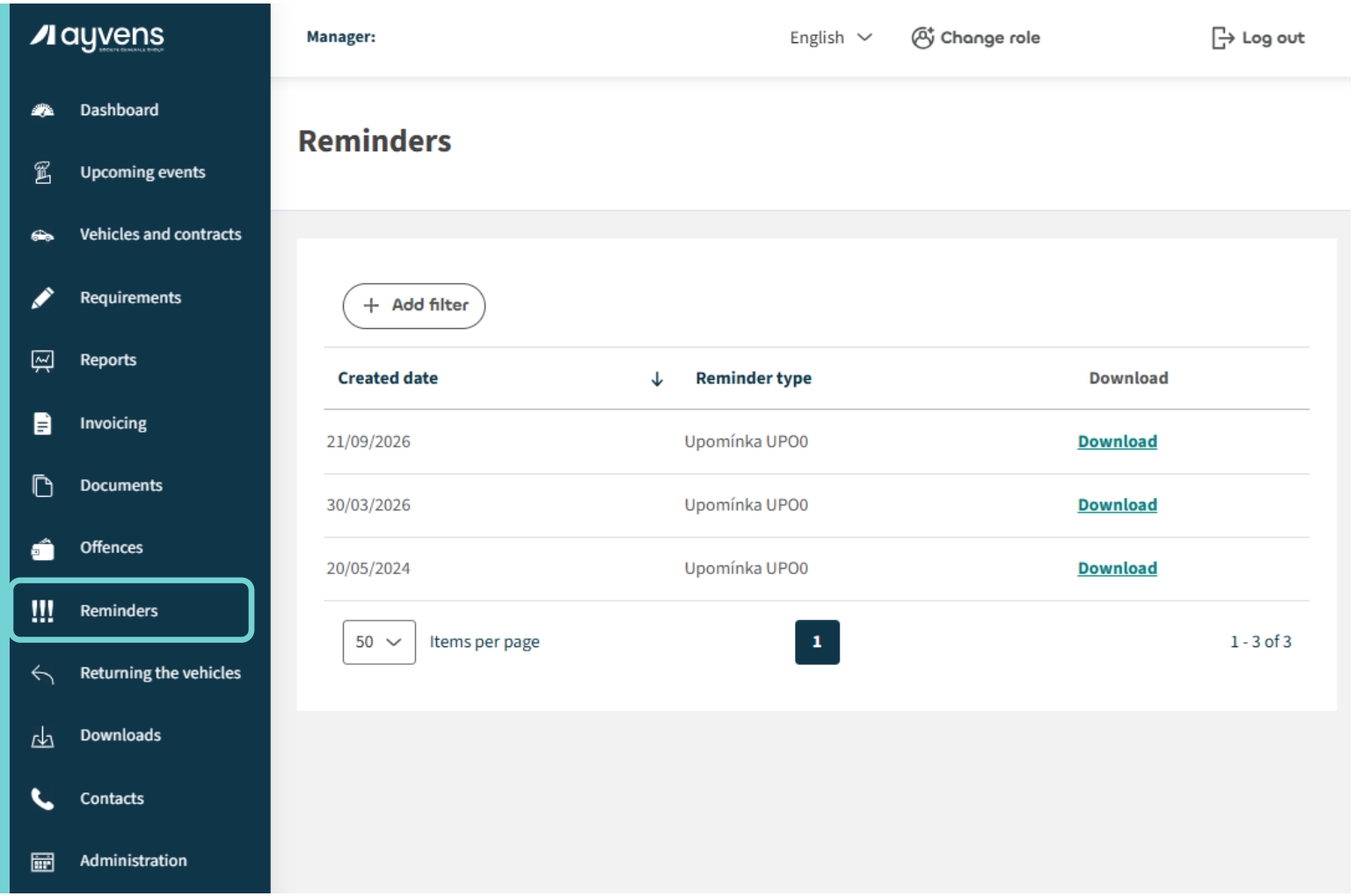
Fines

- ✓ display of the offence detail, including date, amount and processing status
- ✓ Possibility to download available documents and documents for the offence
- ✓ filtering and searching by selected period to quickly find a specific record



Reminders

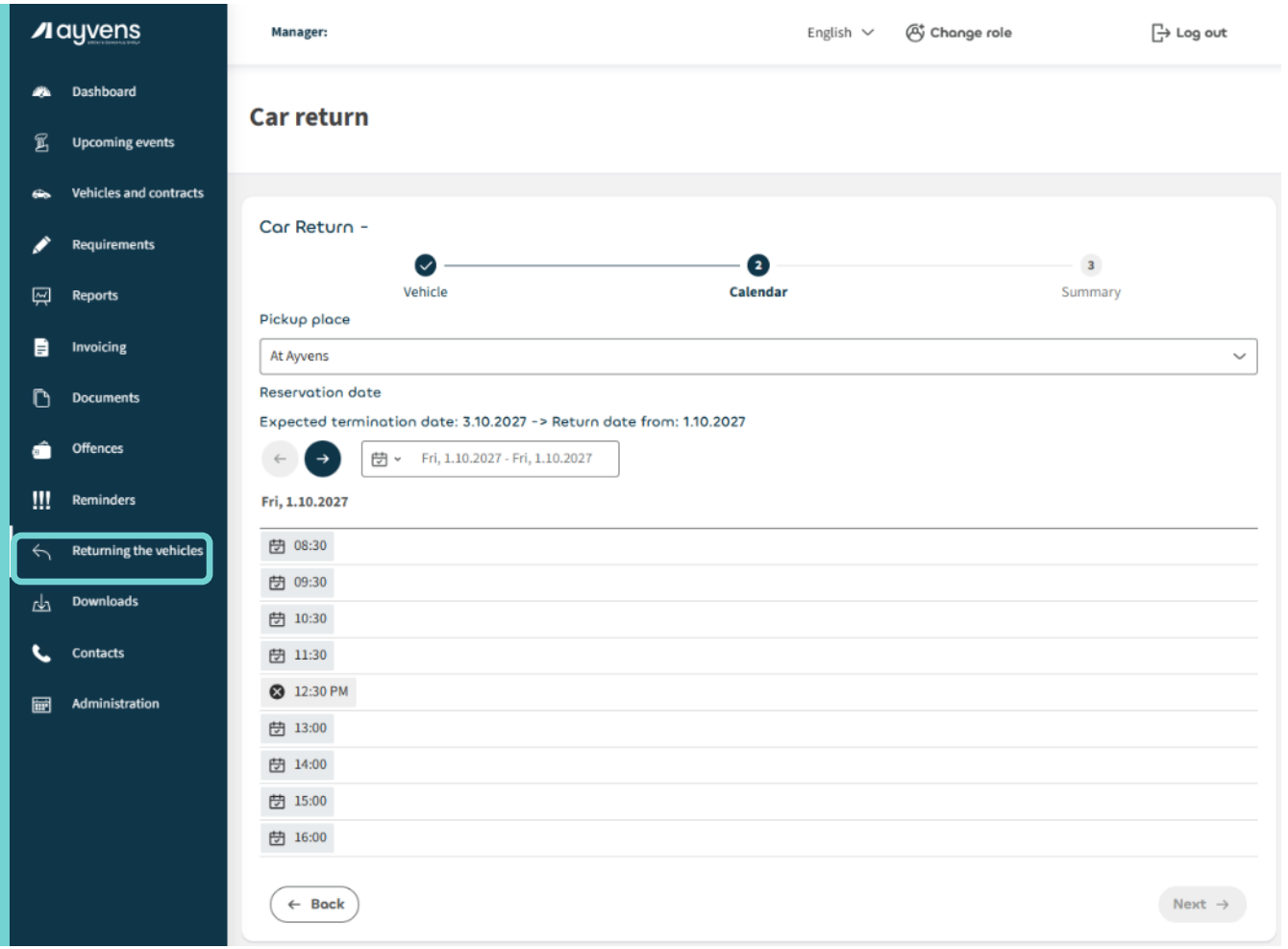
- ✓ records of all issued reminders
- ✓ ability to search and filter records
- ✓ download documents directly from the Portal
- ✓ access your reminder history in one place
- ✓ overview of deadlines and status



Returning the vehicles

In the Vehicle Return section, you can plan the date and place of the vehicle return for the termination of the contract. The portal will guide you through the whole process step by step and help you choose a suitable date from the available capacities.

- ✓ book your return appointment online
- ✓ choosing your preferred drop-off location
- ✓ overview of available dates in the calendar
- ✓ simple step-by-step booking process
- ✓ possibility to schedule returns in time before the end of the contract

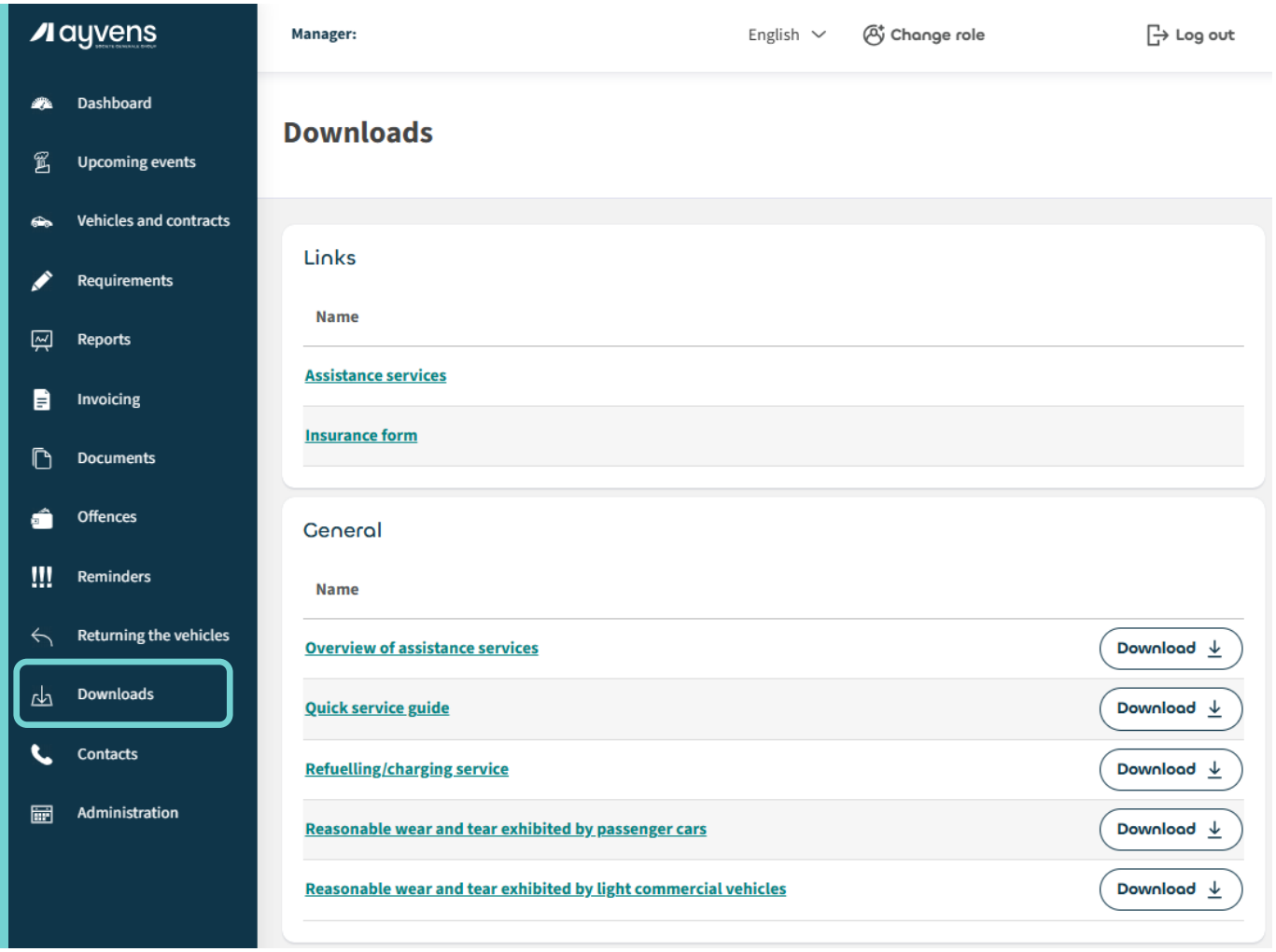


Tip: We recommend booking your return date well in advance to select the most suitable date and location.

Download

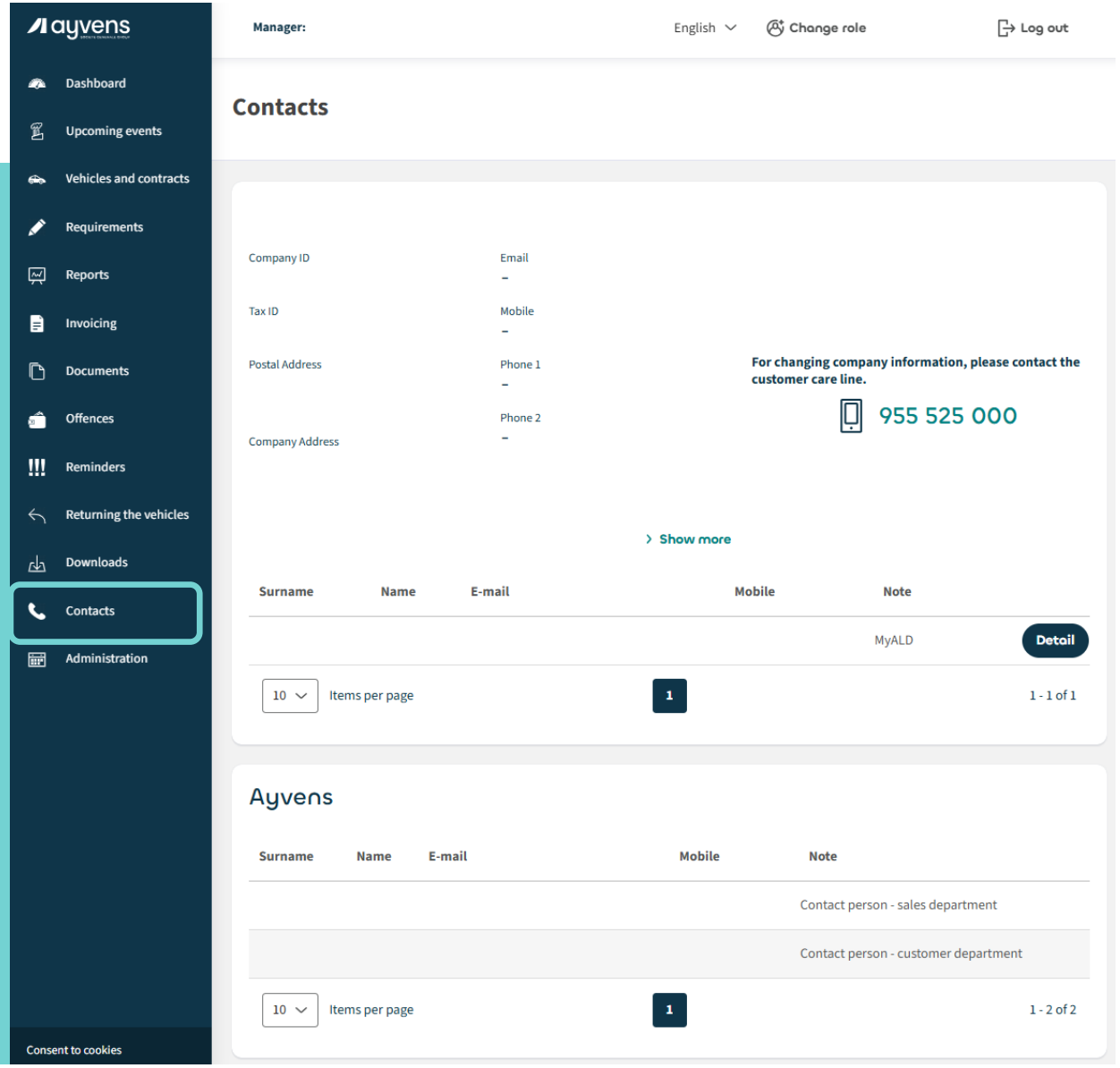
An overview of important documents, forms and useful links related to fleet management and the use of Ayvens services.

- ✓ access user manuals, brochures and service information
- ✓ download forms and documents related to the operation of vehicles
- ✓ quick access to information on assistance and service
- ✓ links to search for service partners and other useful tools



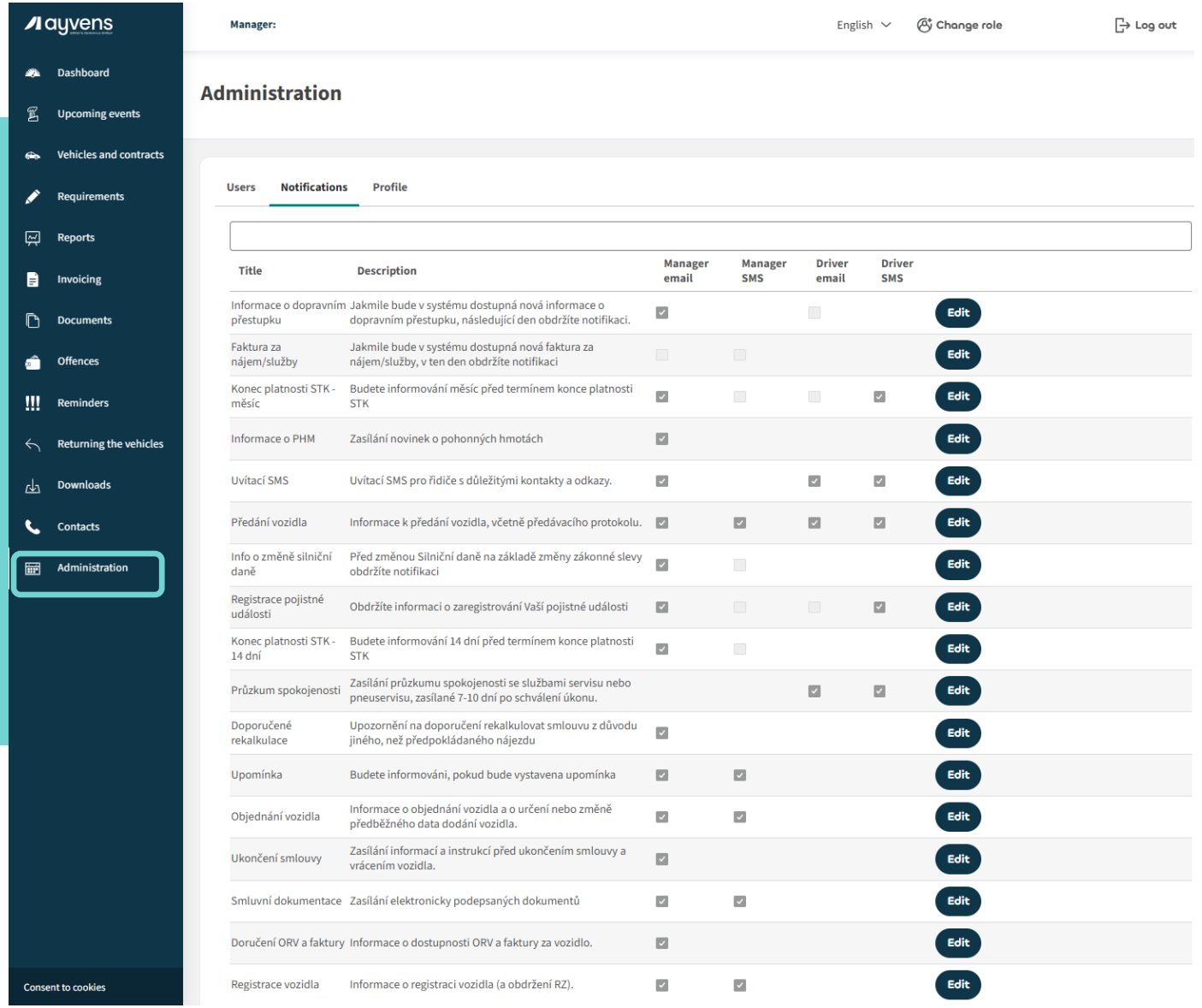
Contacts

- ✓ overview of your company's contact details
- ✓ list of authorised users and their contact information
- ✓ contacts to the sales and customer department of Ayvens
- ✓ quick access to phone numbers and email addresses
- ✓ easy to find the right specific gender neutral preferred to solve your requests



Administration

- ✓ individual notification settings for individual event types
- ✓ alert you to new invoices, documents, and service status changes
- ✓ reminders of important deadlines, such as the expiry of MOT validity
- ✓ information about vehicle registration, insurance claims or vehicle returns
- ✓ choice of the method of delivery of notifications via e-mail or SMS



Tip: We recommend keeping notifications active, especially notifications of new fines, offences and reminders.

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