1.Signing up

To create an account, go to https://gettransfer.com/en/partner/new

Click "Join now". Then in a registration window please specify:
- Company name
- Estimated number of transfers per month
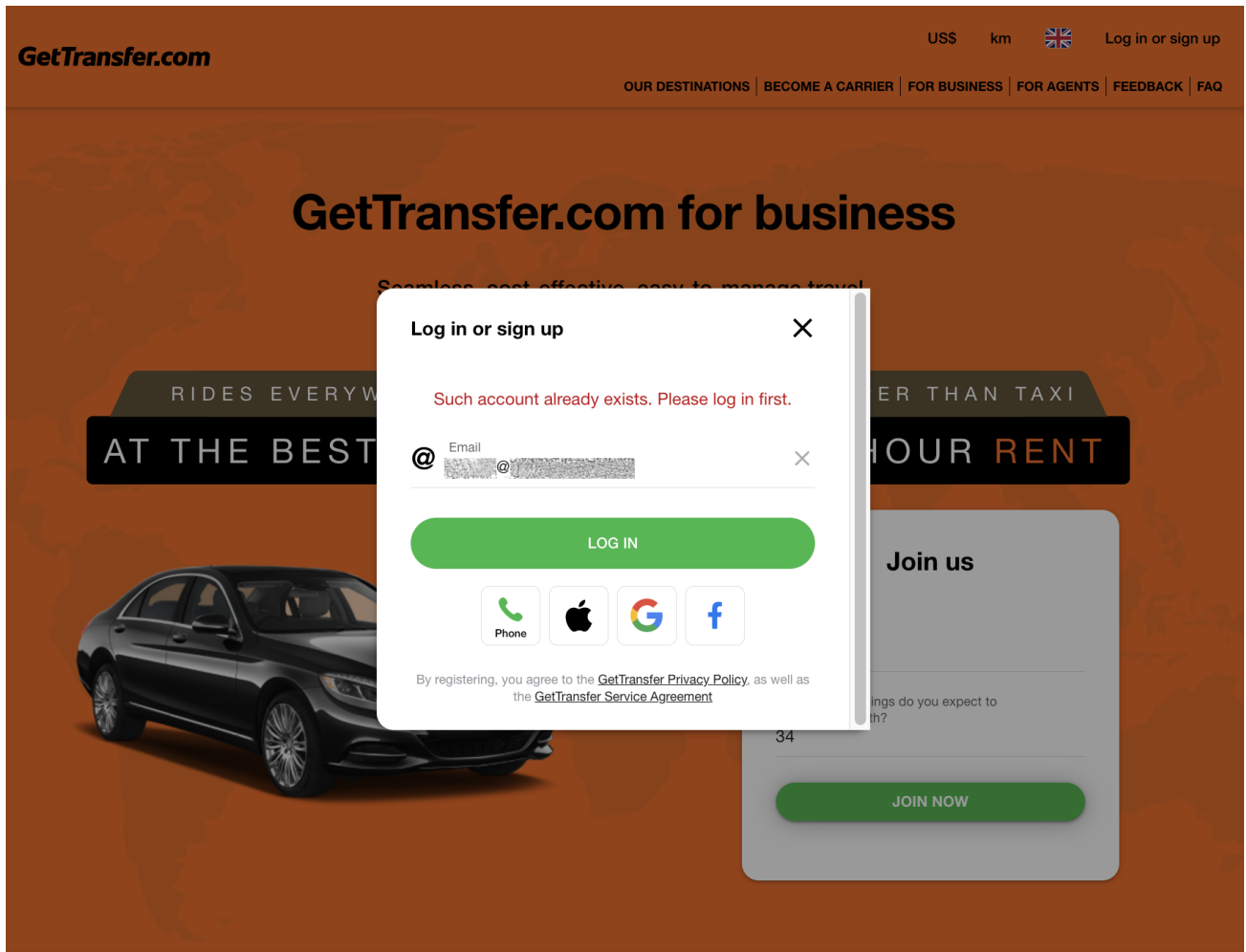- Full name, email and phone number, primary contact of the account owner

To complete the registration, accept the Privacy Policy, Terms of Service, GetTransfer Partnership Agreement and click "SIGN UP".

If a user with such credentials has already been registered, you will see a notification:
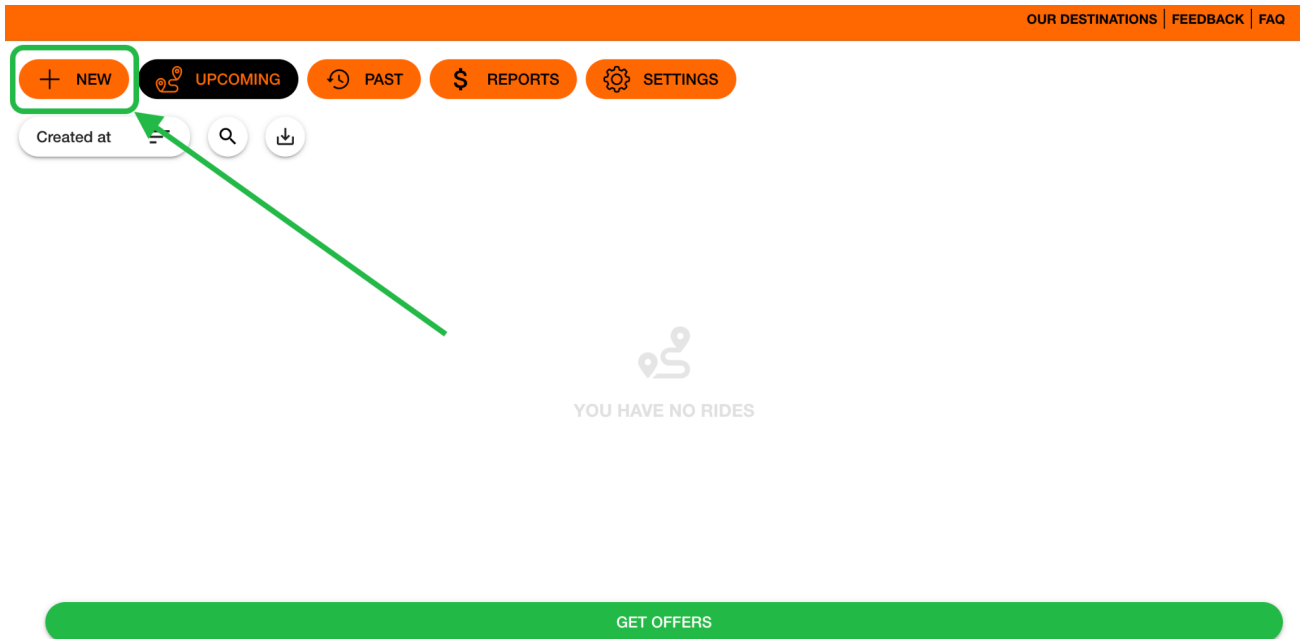

If the user's passenger or carrier account already exists, please enter the user's personal account and then follow the link
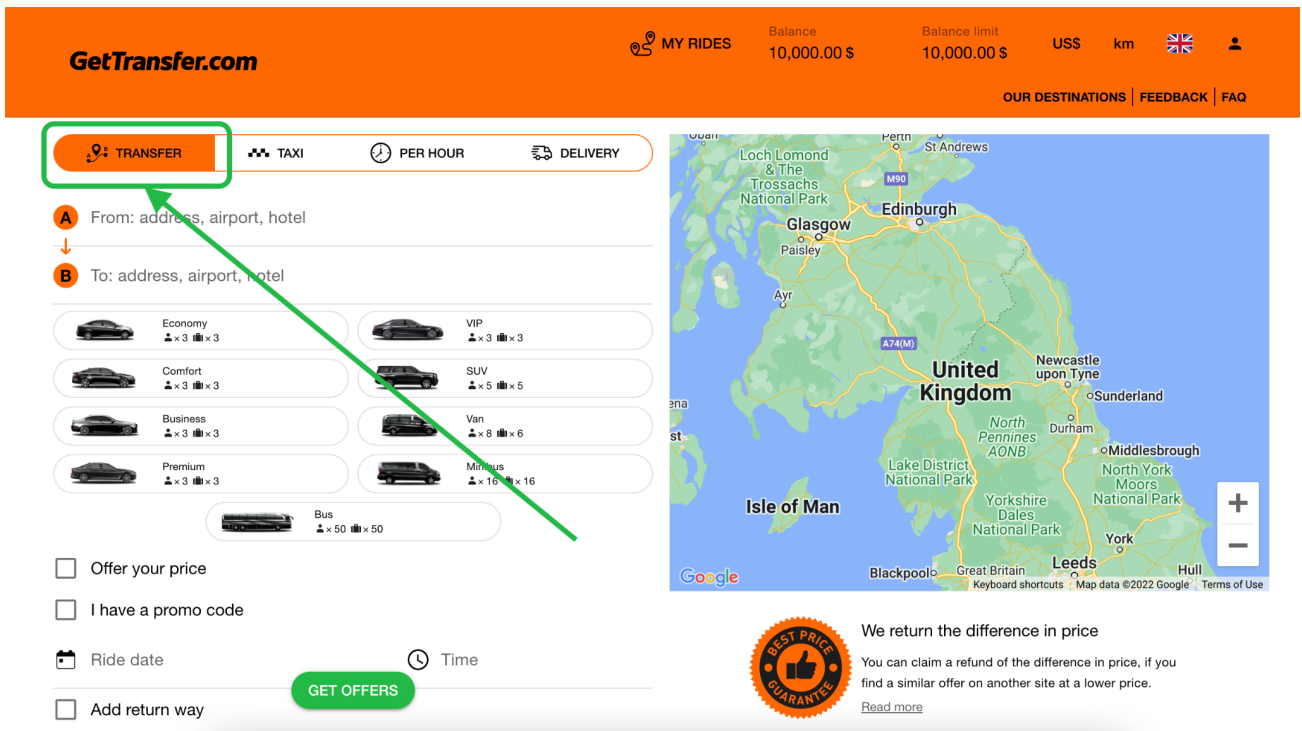https://gettransfer.com/en/partner/new.

2. Creating a Request

To create a request, click "NEW"

On the page for creating a request select "Transfer" — for a transfer service, "Taxi" – for urgent rides, "Per Hour" — to rent a car with driver on hourly basis, "Delivery" – for small deliveries)

Specify the start (A) and end (B) points of the route (From and To, respectively). For example, from Heathrow Airport (LHR) to Paddington Station.

After specifying the route, the approximate minimum prices for all types of transport will appear on the screen, and the selected route will be indicated next to it on the map.

Select the type of transport. It is also possible to select several transport types or none

To suggest your own transfer price, check the "Offer your price" box.
You can select any currency from the drop-down list.

From: address, airport, hotel
A Heathrow Airport London (LHR), Longford, UK

To: address, airport, hotel
B Paddington Station, Praed Street, London, UK

Economy ▲×3 ×3	from US$50	VIP ▲×3 ×3 from US$178
Comfort ▲×3 ×3	from US$86	SUV ▲×5 ×5 from US$88
Business ▲×3 ×3	from US$104	Van ▲×8 ×6 from US$108
Premium ▲×3 ×3	from US$110	Minibus ▲×16 ×16 from US$210
	Bus ▲×50 ×50 from US$417	

☑ Offer your price

US$ ▾   Offer your price
        80

☐ I have a promo code

📅 Ride date   🕐 Time

✈ Flight number

☐ Add return way
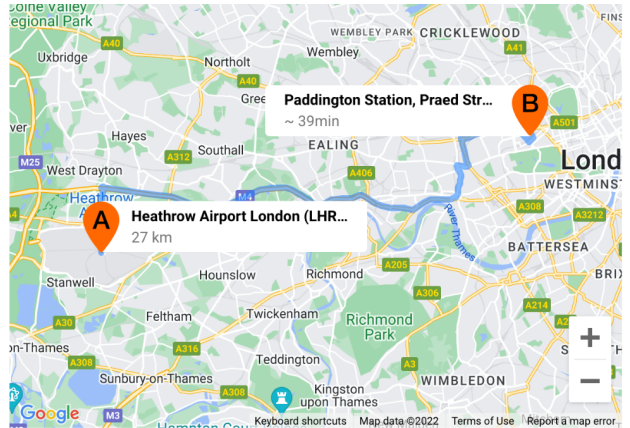
🧍 Adults   **GET OFFERS**   ⊖ 2 ⊕

Paddington Station, Praed Str...
~ 39min
B

Heathrow Airport London (LHR...
27 km
A

We return the difference in price
You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.
Read more

Specify the date and time of the trip by filling in the appropriate fields: "Travel date" and "Time".

☑ Offer your price

US$ ▾   Offer your price
        80

☐ I have a promo code

📅 Ride date   🕐 Time
   09/10/2022   07:30

✈ Flight number
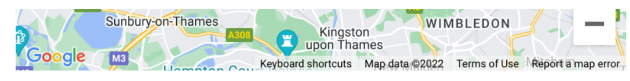
☐ Add return way

🧍 Adults   ⊖ 2 ⊕
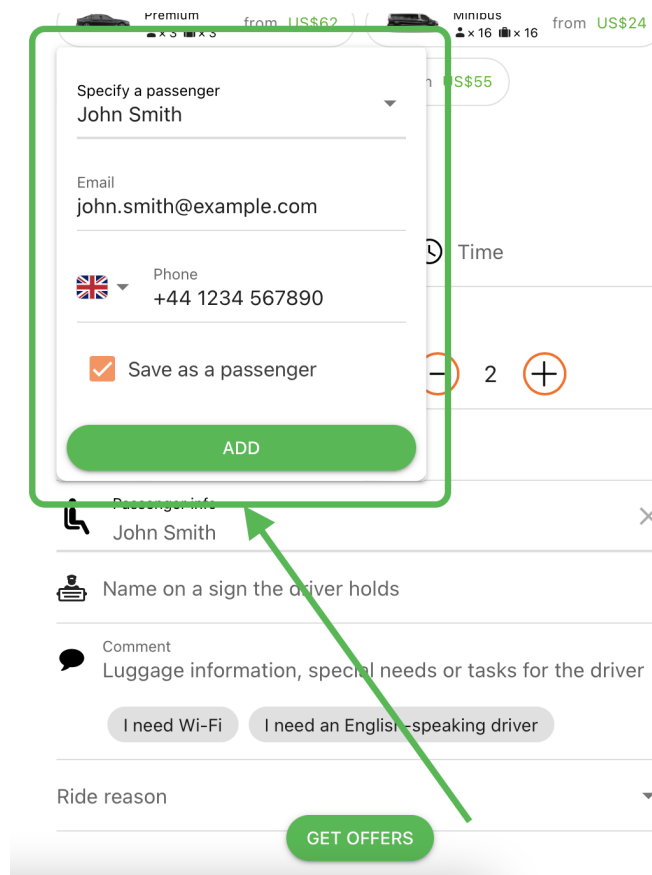
👶 Child seats

💺 Name on a sign the driver holds

💬 Comment
   Luggage information, special needs or tasks for the driver

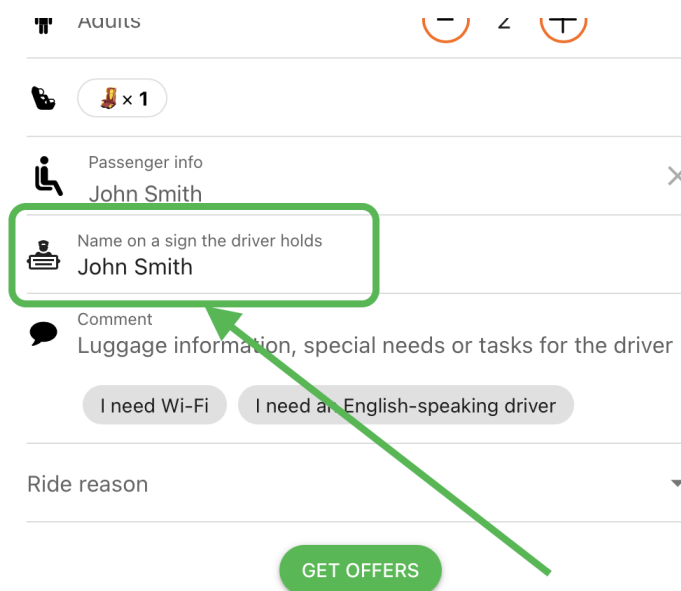   [I need Wi-Fi]   [I need an English-speaking driver]

GET OFFERS

WIMBLEDON
Kingston upon Thames

We return the difference in price
You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.
Read more

If you are booking an airport transfer, please provide your flight number. This information will be useful to the carrier if the flight is delayed.

To order a return transfer, check the "Add return way" box, and specify the date, time and return flight number (if applicable).

Fill in the fields with additional information:

- In the "Adults" field, add the required number of adult passengers with the "+" and "–" buttons.

US$ ▾   Offer your price
        80

☐ I have a promo code

📅 Ride date   🕐 Time
   09/10/2022   07:30

✈ Flight number
   BA 2273

☑ Add return way

📅 Return ride date   🕐 Time
   09/23/2022   20:15

🛬 Return flight number
   BA 2272|

🧍 Adults   ⊖ 2 ⊕

💺 Child seats

🪧 Name on a sign the driver holds

💬 Comment
   Luggage information, special needs or tasks for the driver

   [I need Wi-Fi] [I need an English-speaking driver]

                  GET OFFERS

🏅 BEST PRICE GUARANTEE   We return the difference in price

You can claim a refund of the difference in price, if you
find a similar offer on another site at a lower price.

Read more

- If you travel with children, select the number of required child seats in the "Child seats" field.

☑ Offer your price

Choose child seats

Infant carrier   ⊖ 0 ⊕
up to 10 kg, 6 months

Convertible seat   ⊖ 1 ⊕
9–25 kg, 0–7 years

Booster seat   ⊖ 0 ⊕
22–36 kg, 6–12 years

💺 [💺 × 1]

🕐 Time
   07:30

🕐 Time
   20:15

⊖ 2 ⊕

🪧 Name on a sign the driver holds

💬 Comment
   Luggage information, special needs or tasks for the driver

   [I need Wi-Fi] [I need an E... ...river]   GET OFFERS

If a child seat is not required for a passenger, the passenger is listed as an adult.

- If you place an order for another person, click the "Passenger info" field, enter the passenger's name and contact details, then click "Add".

- In the "Name on a sign the driver holds" field you can add the passenger's name for the nameplate the driver will hold while waiting, if necessary.

- In the "Comment" field you can select comments ("I need Wi-Fi", "I need an English-speaking driver"), specify luggage information, special requirements or tasks for the

driver, including, for example, assistance for passengers with disabilities or reduced mobility, travelling with animals, etc.

- If you have Cost Centers in your profile (see point 7 of the instructions), then you can also indicate the ride reason. To do this, click the "Reason for trip" field and select the desired cost center.

Check that all the data is correct and click "Get Offers"

Please note that clicking "Get Offers" makes most of the entered data uneditable, except for "Passenger information", "Name sign", "Flight number", "Return flight number", "Promo code". For further changes, please contact support.

3. Editing a request

To edit a request, click "Upcoming" and then "Details" next to the corresponding request.

On the order page, click "Details" to see all the details of the order.

Here you can update the fields:
- "Passenger Information",
- "Name sign"
- "Flight number",
- "Return flight number".

+ NEW   UPCOMING   PAST $ REPORTS   ⚙ SETTINGS

Sep 10, 2022 7:30 AM
Return: Sep 24, 2022 8:15 AM
Ride request #109119

↻ Repeat

⊘ Cancel

ⓘ Details ⌃

A JFK Airport (JFK), Queens, NY, USA

↕ 🚗 33 km × 2 🕐 ~ 42min × 2

B New York, NY, USA

📅 Ride date
September 10, 2022 7:30 AM

📅 Return ride date
September 24, 2022 8:15 AM

🚗 Transport types
Any

🧍 Adults
2

♿ Passenger info
John Smith ✕

🪑 Child seats
🪑 × 1

🎖 Name sign
John Smith

🪙 The price offered by you
US$80.00

🛫 Flight number (September 10, 2022)
BA 2273

🛬 Return flight number (September 24, 2022)
BA 2272

% Promo code
NEWPROMOCODE

Discount is 11%

💬 Comment
I need an English-speaking driver

Note

This note will be visible only to you and other booking managers

SAVE
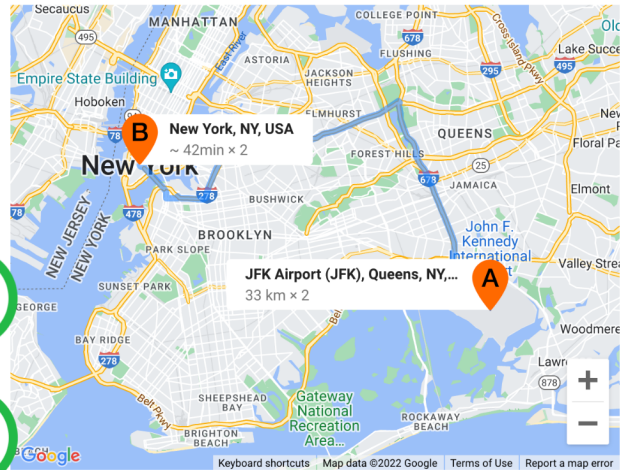
Also here you can leave a comment on the order in the "Note" field. This comment will only be visible to you.

Discount is 11%

💬 Comment
I need an English-speaking driver

Note
A comment to the booking

This note will be visible only to you and other booking managers

SAVE

To save changes, click "Save".

Name sign	John Smith
The price offered by you	US$80.00
Flight number (September 10, 2022)	BA 2273
Return flight number (September 24, 2022)	BA 2272
% Promo code	PROMOCODE

Discount is 11%

Comment
I need an English-speaking driver

Note
A comment to the booking

This note will be visible only to you and other booking managers

SAVE

To cancel a request, click "Cancel". Please note that on this page you can cancel the request at least 48 hours in advance.

+ NEW   UPCOMING   PAST $ REPORTS   SETTINGS

Sep 10, 2022 7:30 AM
Return: Sep 24, 2022 8:15 AM
Ride request #109119

↻ Repeat
⊘ Cancel
ⓘ Details ︿

A JFK Airport (JFK), Queens, NY, USA

↕ 33 km × 2   ~ 42min × 2

B New York, NY, USA

Ride date	September 10, 2022 7:30 AM
Return ride date	September 24, 2022 8:15 AM
Transport types	Any
Adults	2
Passenger info	John Smith

4.Search for requests and search filters. XLSX and PDF reports

Requests can be searched by request number, transfer start or end date, employees, cost centers and departments.
Search options:
- for active requests click "Upcoming", for archived requests click "Past",
- click the search icon,
- enter search details,
- click "Done".
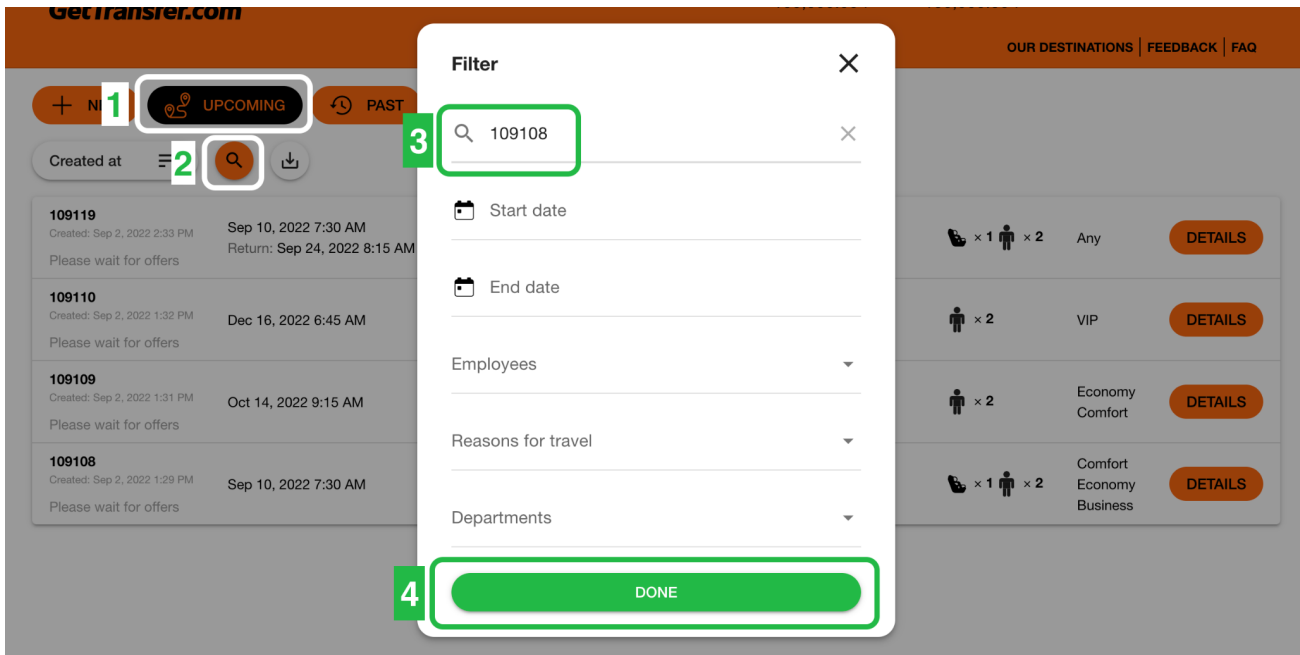
Requests can be sorted by date of creation or travel, in descending or ascending order by selecting the desired option (1) and clicking the filter button (2)
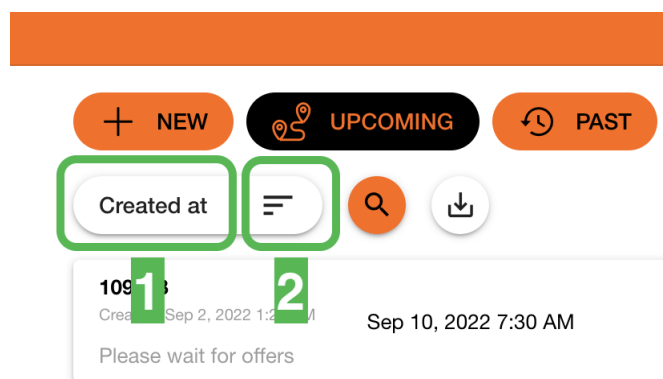
To receive a report on all requests with the specified criteria in XLSX or PDF format, click the download button (1) and select the desired format (2).
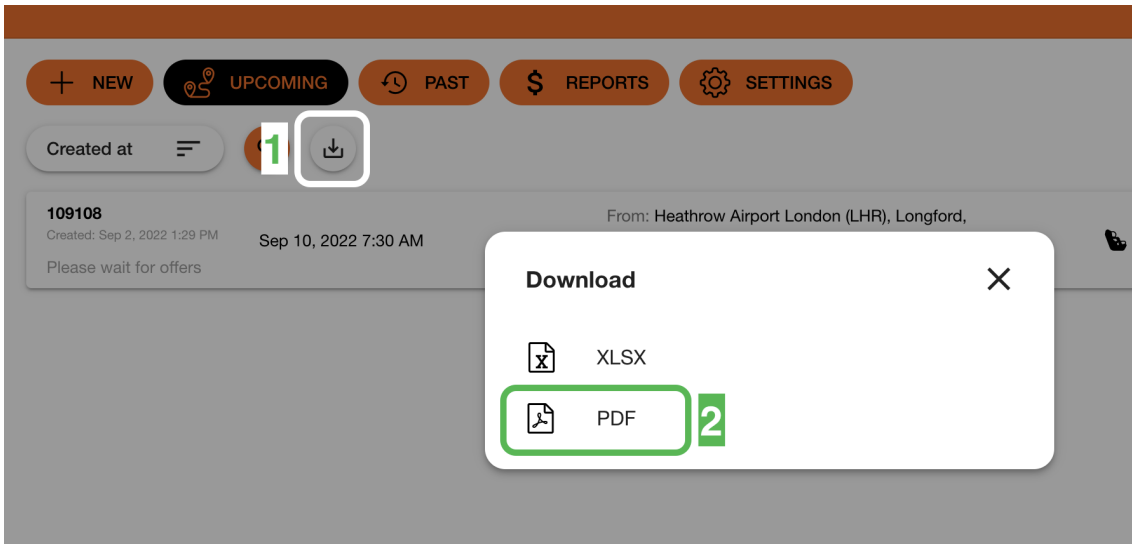
XLSX report contains the following data:
- request number
- dates of request creation, transfer start/end, return trip (if applicable)
- departure and arrival points
- route distance
- request status
- payment information (transfer cost, amount paid, payment type)
- payment date
- email, phone number and passenger name
- internal comment
- name of the employee who created the request
- department name

PDF report contains the following data:
- request number
- travel dates
- departure and arrival points
- request status
- transfer fee paid
- name of the person who created the request.

Rides

#	Ride start	Ride end	From, To	Status	Price	Employee
109108	2022-09-10 07:30	—	**From:** Heathrow Airport London (LHR), Longford, UK **To:** Paddington Station, Praed Street, London, UK	new	US$0.00	Tom Smith

5.Choosing an offer. Payment

To avoid missing offers from carriers, make sure to enable notifications of new offers in Settings.

To select an offer, click the corresponding "View all offers".

Each offer has price and car details, carrier rating and languages specified, including available options (for example Wi-Fi, water, a charger or name sign).
To select an offer, click "Book".

Clicking "Book" opens the payment window with vehicle, service and price details.
If the partner has a post-payment scheme and the credit limit is still available, click "Debit account".

To pay with a credit card, disable debits from the account in the "Balance" field.

Then click "Pay".

Enter your bank card details: card number (1), month and year of validity (2), CVC (3).

Check the bank card details and click "Pay" (4). You can save the card for convenience (option availability depends on the country).

6.Adding users

To add/edit the employees list, click "Settings" (1), then "Employees" (2).
To add a new employee, click "Add" (3). To change employee data, click "Edit" (4).

In the form for adding a new employee, specify the employee's email (1) and role (2). Then click "Send invite" (3).

You can also create the role "Employee" (can book trips and see only own bookings).

Click "Invite". The employee receives the invitation to the email address specified. The invited employee then clicks "Join" and proceeds to the site.

GetTransfer.com

You have been invited

You have been invited to SMITHS account by
john.smith@example.com

To join the account press **Join** button.

If you believe this invitation has been sent to you by mistake, do not proceed. Ignore this invitation.

JOIN

For any questions you can contact us by phone
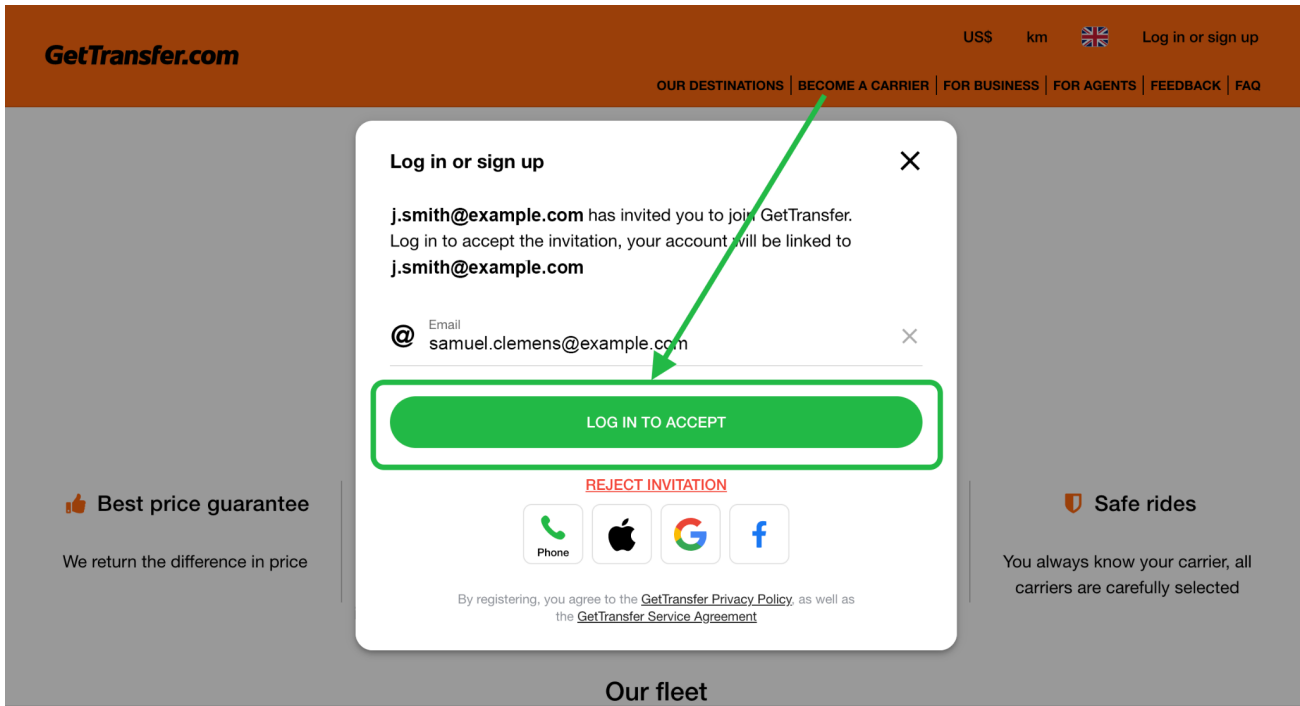**+44 20 3885 3970**

or by email
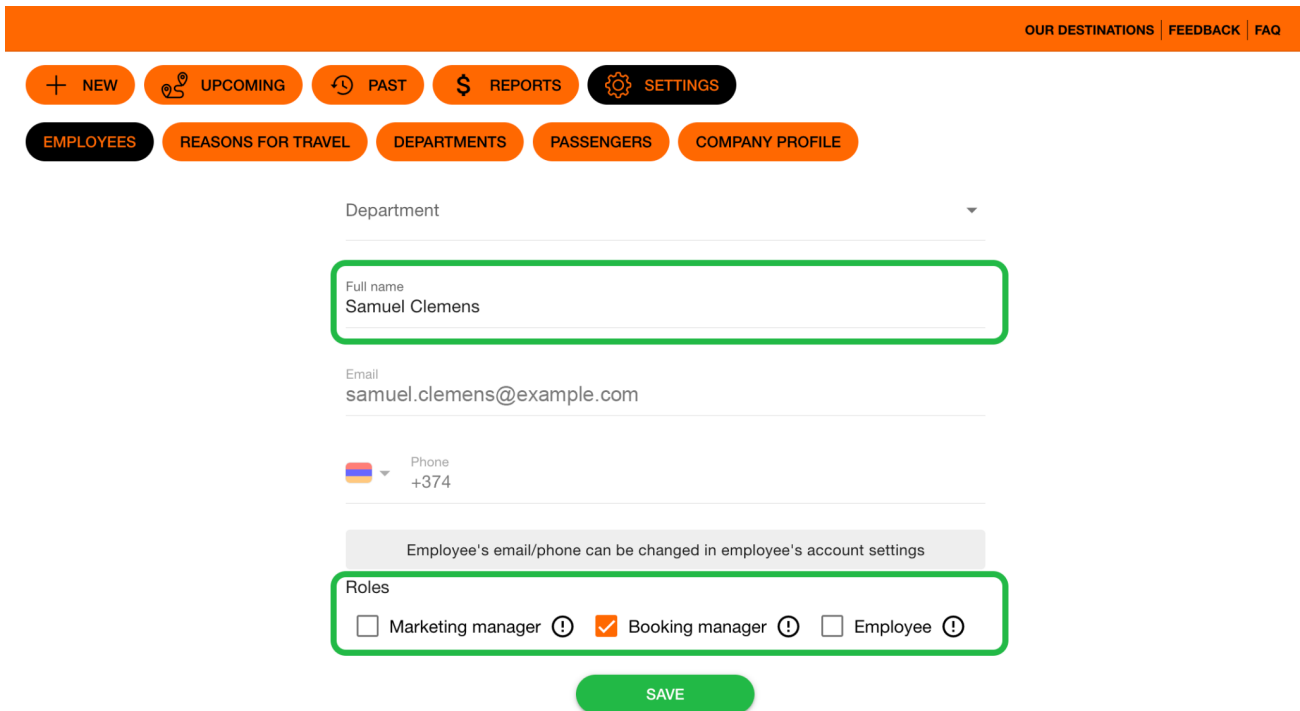**info@gettransfer.com**

or by messenger

GET IT ON
Google Play   Download on the
App Store

On the site, the invited user logs in by clicking "Log in to accept".

You can edit the employee's name, department and role. The employee can change the email or phone number in Settings (https://gettransfer.com/account).

7.Adding cost centers, departments, passengers

You can add a cost center, department or passenger as follows:
- click "Settings" (1),
- click "Reasons for travel"/"Departments"/"Passengers" (can be selected on the request creation page)" (2),
- click "Add" (3),
- in the pop-up window enter a travel reason/department/passenger name (4)
- click "Add" (5).

You can delete a travel reason, department or passenger with the corresponding red "Delete" button.