

Car Keys Express

Job Guide

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What is Car Keys Express?



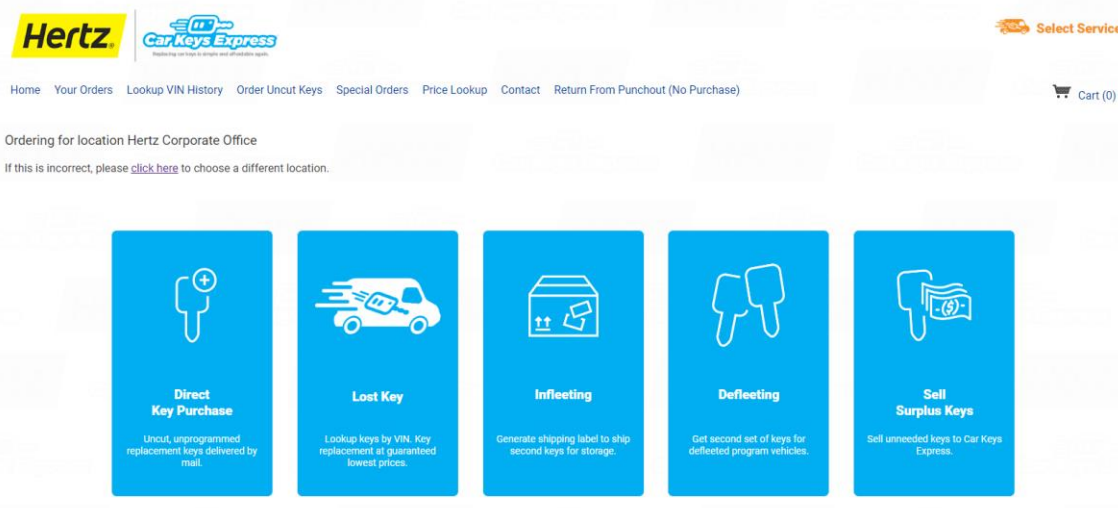
Car Keys Express (CKE) is the Hertz preferred vendor when requesting keys or storage of 2nd keys. When a car is being in-fleeted, 2 sets of keys come with the car. All 2nd set of keys are to be sent to CKE.

At no time should extra, spare or 2nd keys be kept at a location. ALL KEYS should be sent to CKE.

Car Keys Express Available Services:

There are 5 service options available to choose after successful login through Oracle Punchout:

1. Direct Key Purchase- uncut, unprogrammed replacement keys delivered by mail
2. Lost Key- for van service or to check availability of 2nd key in storage
3. Infleeting- to print pre-paid shipping labels to send 2nd keys to CKE
4. Defleeting- 2nd key to defleet Program vehicles or CKE van service if 2nd key not available.
5. Sell Surplus Keys- sell CKE any old, used keys.



Car Keys Express Location Services:

- Airport Location Services:
 - Van Service (where available)
 - Blank Keys
 - Infleet
 - Defleet
 - Key Surplus
- HLE, TNC and Car Sales Location Services:
 - Van Service (where available)
 - Key Surplus





New Car Infleeting Process:

When infleeting Program and Risk vehicles, 2nd keys are to be shipped to Car Keys Express.

- During the infleeting process, all 2nd keys and remotes will be placed together in a unique plastic baggie (order from Oracle).
- **A Full VIN barcode sticker will be placed on the key bag that is used for storing 2nd set of keys sent to CKE.**
- Only one set of 2nd keys is placed in each bag. Multiple VINS per bag is **prohibited**.

Car Keys Express pays the shipping costs of sending keys and this is the only shipping option that should be used. Instructions for printing shipping labels can be found in the **INFLEETING** section. Keys are shipped to the following address:

Car Keys Express
12101 Sycamore Station Place
Louisville, KY 40299

For Dispatch ETA's or online key order questions, contact Car Keys Express at the following:

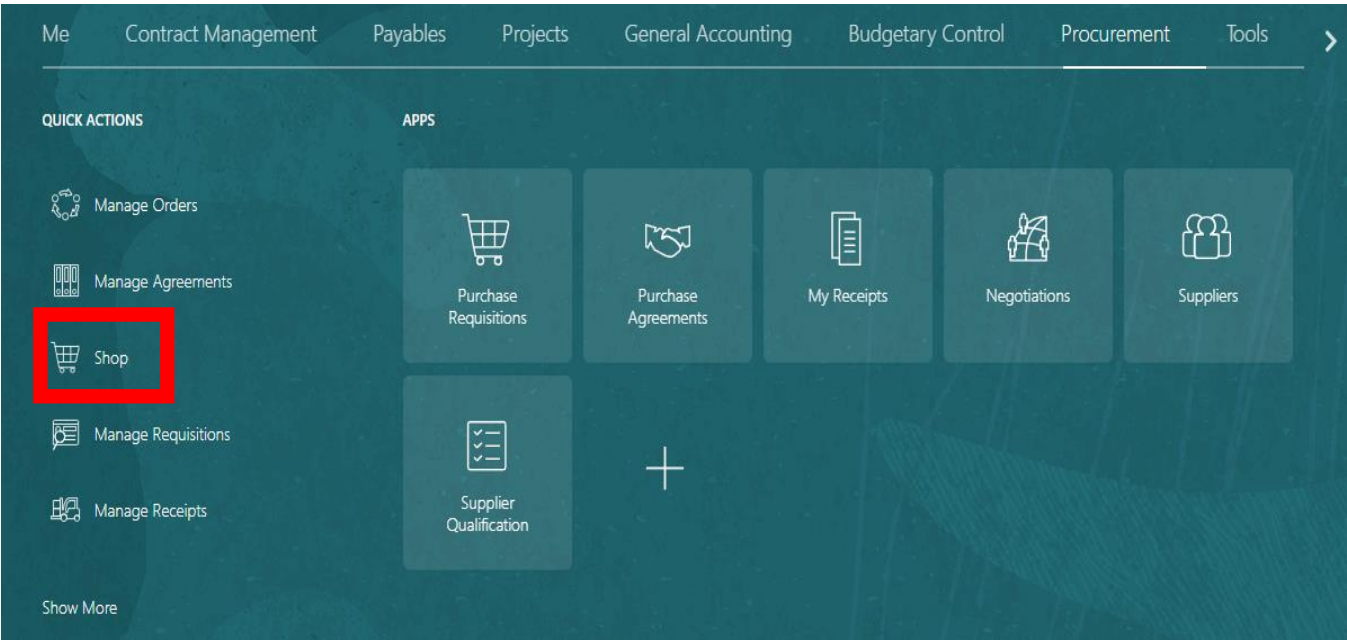
Dispatch@carkeysexpress.com
1-855- 869- 5397 ext. 009

Ordering Car Keys Express- Oracle Punchout

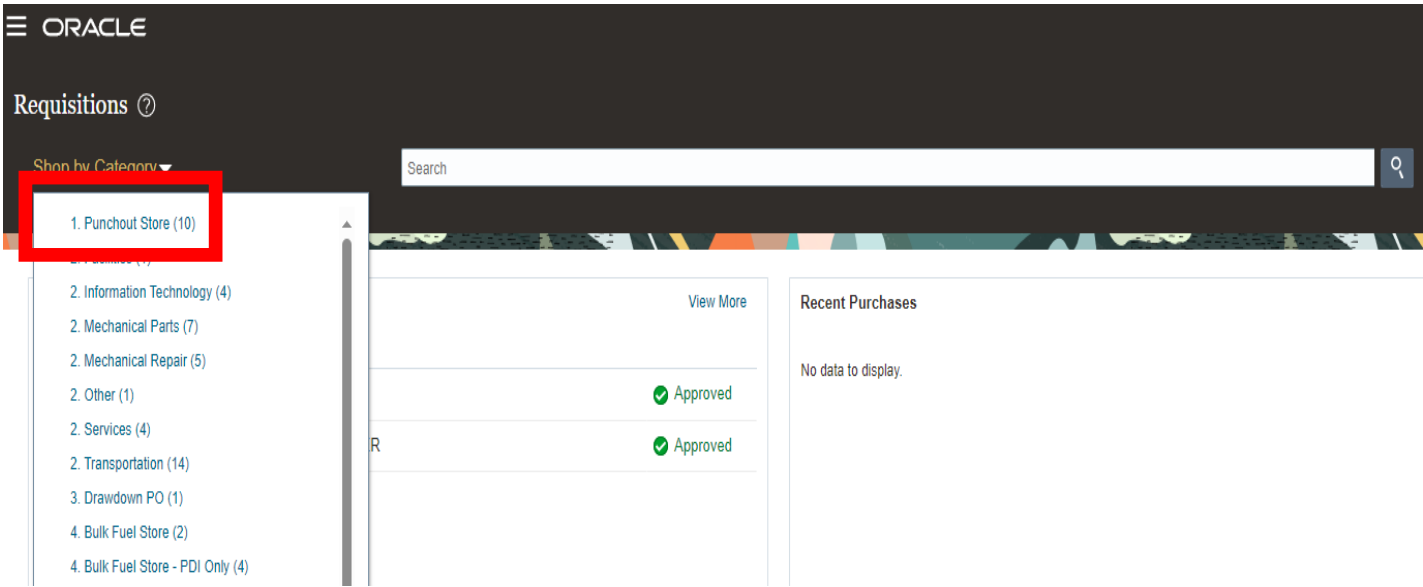


Users will be required to login to **Oracle** to request services through Car Keys Express. Upon login, select the following:

Step 1: Select “Shop”

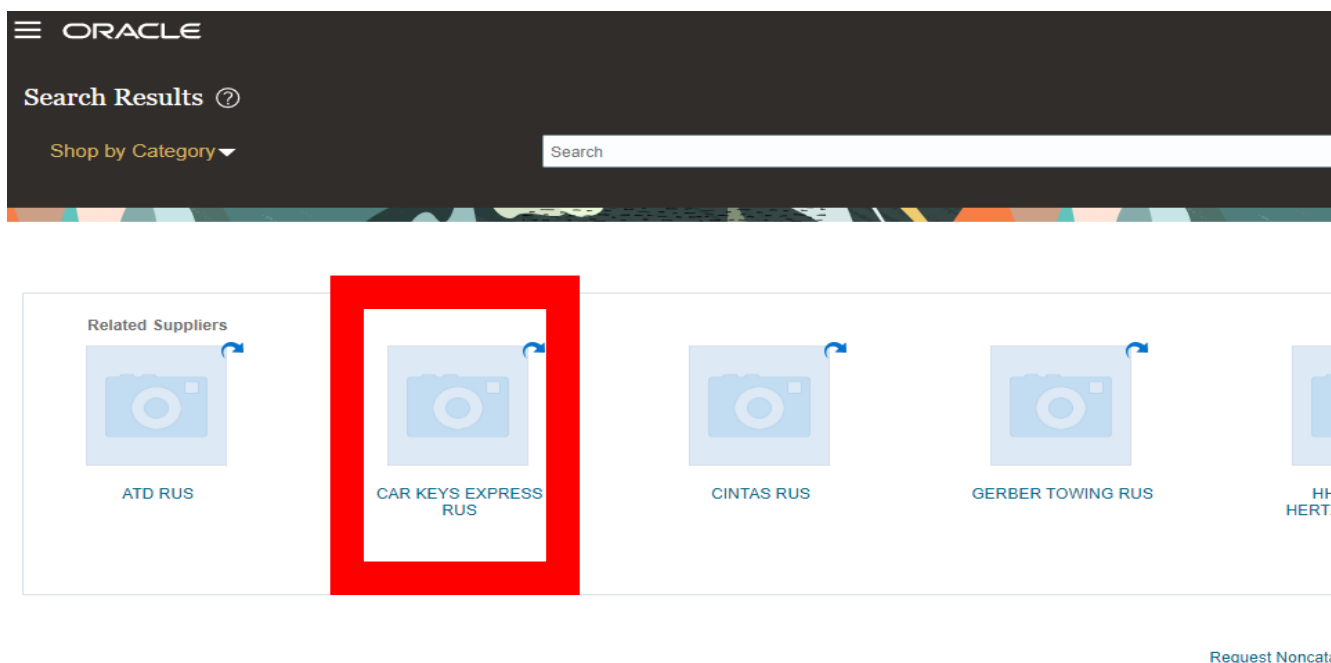


Step 2: Select “Punchout Store”



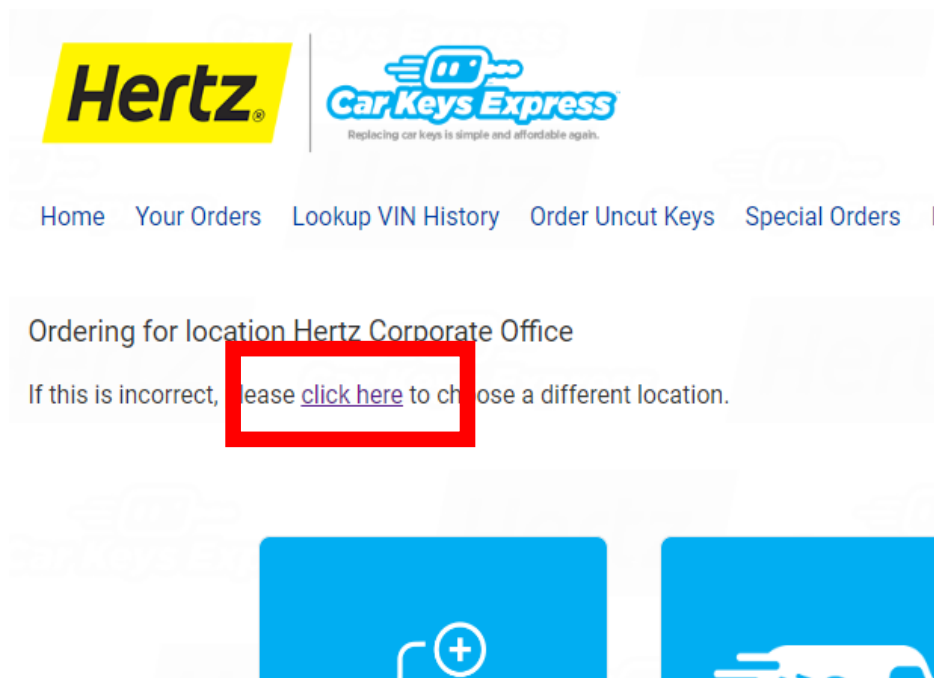
Ordering Car Keys Express- Oracle Punchout (cont.)

Step 3: Select Car Keys Express RUS



Step 4: Select your location from the Current Location Screen

- Current location is your assigned location that you provided to Car Keys Express and where keys will be delivered or where the Van Technician will service the vehicle.
 - If the displayed location is correct, continue onto step 5.
 - If incorrect, press the “click here” button to update location.



Ordering Car Keys Express- Oracle Punchout (cont.)



Store Name Hertz Corporate Office

Address 8501 Williams Road

City Estero

State Florida

If you want to order service at this location, [click here](#).
Otherwise, choose a different below.

Choose A Different Location

Where is your store located?

Use these one of these filters to search for your store.
If your store already exists, but the address is wrong, please [contact us](#).

City: State / Province:

Address: Postal Code:

Store Number:

Your selected store:

Hertz 220110 Chicago O'Hare Airport
10000 Bessie Coleman Drive Chicago, Illinois 60666

- Type in location using city, state or address. Select correct location to receive service (will highlight location green)
- After store location is highlighted, select “choose store”

Register a new store:

If you cannot find your store with the tools above, please contact [Jason Stivers](#) to get your store added.

Note: If a new location needs to be added, please contact Dispatch@carkeysexperss.com

Step 5: Begin request through Car Keys Punchout Catalog

Your location has been set to Hertz 220110 Chicago O'Hare Airport

Ordering for location Hertz 220110 Chicago O'Hare Airport

If this is incorrect, please [click here](#) to choose a different location.

Direct Key Purchase

Uncut, unprogrammed replacement keys delivered by mail.

Lost Key

Lookup keys by VIN. Key replacement at guaranteed lowest prices.

Infleeting

Generate shipping label to ship second keys for storage.

Defleeting

Get second set of keys for defleeted program vehicles.

Sell Surplus Keys

Sell unneeded keys to Car Keys Express.



Direct Key Purchase Request

Direct Key Purchase Request

Step 1: Select “Direct Key Purchase” (uncut/unprogrammed)

Your location has been set to Hertz 220110 Chicago O'Hare Airport

Ordering for location Hertz 220110 Chicago O'Hare Airport

If this is incorrect, please [click here](#) to choose a different location.

Direct Key Purchase

Uncut, unprogrammed replacement keys delivered by mail.

Lost Key

Lookup keys by VIN. Key replacement at guaranteed lowest prices.

Infleeting

Generate shipping label to ship second keys for storage.

Defleeting

Get second set of keys for defleeting program vehicles.

Sell Surplus Keys

Sell unneeded keys to Car Keys Express.

Step 2: Direct Key (uncut/unprogrammed) Search Function.

- Enter the vehicle FCCID, OEM Part #, VIN# or Car Keys Express SKU into the search bar. If these are not available, you can select the vehicle make, model and ear.
- Select Add to cart button

ADD ITEMS

SHIPPING INFORMATION

PLACE ORDER

SEARCH PRODUCTS

FCCID, OEM Part #, VIN, or Car Keys Express SKU

Submit

MAKE: Select a make

MODEL: Select a model

YEAR: Select a year

3 compatible products found for "Ford Escape 2022" Sort by Relevance

5-Button Smart Key w/ Auto Start & SUV Hatch
SKU: FOR 465 SMARTKEY
FCC: M3N-A2C931426,M3N-A2C93142600
OEM Part #: 164-R8182, 5933985
Price includes an uncut insert.

Your Price: \$84.97

1

optional note

ADD TO CART

Ford Smart Key - 3 Button
SKU: FOR 430 SMARTKEY
FCC: M3N-A2C93142300,M3N-A2C931423
OEM Part #: 164-R8163, 5929508
Price includes an uncut insert.

Your Price: \$84.97

1

optional note

ADD TO CART

Flip Key Remote - 3 Button with FCC ID: NSF-A08TAA
SKU: FOR 405 OEMFLIP
FCC: NSF-A08TAA
OEM Part #: 5923667, 164-R8130

Your Price: \$57.77

1

optional note

ADD TO CART

Direct Key Purchase Request (cont.)

Step 3: Direct Key Purchase Review Cart

- View key details for accuracy
- Select the shipping option and your selection will be added as a line item to your order.
- Once your order is complete, select Checkout Button



Home

Your Orders

Lookup VIN History

Order Uncut Keys

Special Orders

Price Lookup

Contact

Return From Punchout (No Purchase)

Cart (2)

Shipping details updated

ADD ITEMS

SHIPPING INFORMATION

PLACE ORDER

Time Left Until Same Day Shipping Ends: 2 hrs

Note: Orders placed before 3PM EST are shipped same day.

Product	Price	Quantity	Subtotal
 Chevrolet Smart Key - 4 Button w/ Remote Start GM 933.25 SMARTKEY	\$125.75	1	\$125.75
No image available UPS Next Day Air Shipping UPS NEXT DAY AIR	\$19.50	1	\$19.50
Subtotal:			\$145.25
Shipping Option:			UPS Next Day Air (\$19.50)
Total:			

EMPTY CART

UPDATE CART

CONTINUE SHOPPING

CHECKOUT -->

Step 4: Direct Key Purchase: Send to Procurement

- If no additional changes are needed, select “Send to IProcurement” button



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Return From Punchout (No Purchase)

Cart (2)

ADD ITEMS

SHIPPING INFORMATION

PLACE ORDER

Please review before returning to iProcurement.

Purchase Orders returned before 3PM EST are shipped same day. You will receive an email shipment notification and tracking number when your order ships.

Shipping Address

Alison Schimper

10000 Bessie Coleman Drive

Chicago, Illinois 60666

If this is incorrect, [go here](#) to fix it.

Item	Price	Quantity	Subtotal
 Chevrolet Smart Key - 4 Button w/ Remote Start	\$125.75	1	\$125.75
Subtotal			\$125.75
UPS Next Day Air Shipping			Shipping \$19.50
Total			\$145.25

SEND TO IPOCUREMENT



Direct Key Purchase Request (cont.)



Step 5: From the Oracle screen, select submit

- Every order should receive a Key Request Confirmation upon receipt and Key Request Fulfillment notice from Car Keys Express. If you do not receive these, please follow-up with the CKE Dispatch at Dispatch@carkeysexpress.com or 1-855- 869- 5397 ext. 009

Edit Requisition: 1529818 ?

Shop

Manage Approvals

View PDF

Save

Submit

Requisitioning BU OU Hertz Rent A Car US

* Description

GM 933.25 SMARTKEY Chevrolet Smart Key - 4 Button w/ Remote Start

Justification

Requisition Amount

125.75 USD

Serial Number (VIN)

Approval Amount

125.75 USD

Pick-up Date and Time

m/d/yy h:mm a

Attachments

None +

Pick-up Location

Ready to Submit

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions

View

Format

Freeze

Detach

Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Delete
1	GM 933.25 SMARTKEY Chevrolet Smart Key - 4 Button w/ Remote Start	FLEETMGMT.FLEET...	125.75	Each	1.00 USD	125.75	X
Total						125.75	

NOTE: Purchase Orders are required to be created PRIOR to Car Keys Express performing work.

- Work performed by the supplier without a PO will not be paid by Hertz.
- All orders must go through the CKE Oracle Punchout.
- Calling a CKE Van Technician directly to service your location is not permitted.
- In the event CKE is not able to service a location according the Service Level Agreement, a location may request from Procurement to use an alternate supplier as needed.
- Supplier quote listing vehicle year, make, model and key cost must be sent to Procurement prior to having the supplier perform the work.



Lost Key Request



Lost Key Request

Step 1: Select “Lost Key”

Note: All 2nd keys are to be shipped to CKE regardless of whether they are Program or Risk vehicles. 2nd keys available in CKE storage will be shipped overnight from CKE to your location.



Home Your Orders Lookup VIN History Order Uncut Keys Special Orders Price Lookup Contact Return From Punchout (No Purchase)

Ordering for location Hertz 220110 Chicago O'Hare Airport
If this is incorrect, please [click here](#) to choose a different location.



Direct Key Purchase
Uncut, unprogrammed replacement keys delivered by mail.



Lost Key
Lookup keys by VIN. Key replacement at guaranteed lowest prices.



Infleeting
Generate shipping label to ship second keys for storage.



Defleeting
Get second set of keys for defleeting program vehicles.



Sell Surplus Keys
Sell unneeded keys to Car Keys Express.

Select Service

Cart (0)

Step 2: Lost Key VIN Entry Process



Home Your Orders Lookup VIN History Order Uncut Keys Special Orders Price Lookup Contact Return From Punchout (No Purchase)

Lost Keys

Use the [defleeting](#) workflow if this vehicle is being sold.

Location

Hertz 220110 Chicago O'Hare Airport
10000 Bessie Coleman Drive
Chicago Illinois

Vehicle(s)

Enter one or more VIN. Limit 100

VIN ENTRY:

1C4PJMDXXKD104887
1C4RDHAG9PC624815
5TDKDR4H4P5044774
7SAYGDEE7NF479961
5NMBJCDE0RH380363
3GNAXUEV9KL261877
1FMCU9H67LUC18315

Vin #	Make	Model	Year	Ignition Type
1C4PJMDXXKD104887	Jeep	Cherokee	2019	I don't know
1C4RDHAG9PC624815	Dodge	Durango	2023	I don't know
5TDKDR4H4P5044774	Toyota	Highlander	2023	I don't know
5NMBJCDE0RH380363	Hyundai	Tucson	2024	I don't know
3GNAXUEV9KL261877	Chevrolet	Equinox	2019	I don't know
1FMCU9H67LUC18315	Ford	Escape	2020	I don't know

Submit

- Input the vehicle VIN#(s). You can type them in or copy and paste from another file into the field.
- Select “Ignition Type” or keep as “I don’t know”
- Select **Submit** button

Lost Key Request (cont.)

Step 3: Lost Key Review and Submit Key Request

- After the VIN(s) have been inputted, you will be presented with 3 possible outcomes: Invalid VIN, 2nd Key available in storage or Van Service request.

If a VIN is invalid, it will appear in the **Red Section**. Select the back button to review your VIN to ensure it is typed correctly.



Home

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Special Orders

Price Lookup

Contact

Return From Punchout (No Purchase)

 Cart (0)

Lost Keys

Use the [deflecting](#) workflow if this vehicle is being sold.

These VINs are invalid.

Type	VIN
Invalid vin	1C4RDHAG9PC624845

If the 2nd key is available in the CKE storage, it will appear in the **Blue Section**.

- Keys stored will automatically ship next day air service. Fill in the name of the person who the keys are to be received by (in the Attn: field)
- For 2nd keys not available in storage, you can request CKE’s van service.



Home

Your Orders

Lookup VIN History

Order Uncut Keys

Special Orders

Price Lookup

Contact

Return From Punchout (No Purchase)

 Cart (0)

Lost Keys

Use the [deflecting](#) workflow if this vehicle is being sold.

These keys will be shipped from our Hertz 2nd key storage facility.
Non-Tesla key shipment requests are issued immediately and do not return to iProcurement first.

Type	Vehicle	Exclude	Van Service Available?
Shipment from storage	7SAYGDEE7NF479961 2022 Tesla Model Y	CLICK TO EXCLUDE	CHANGE TO VAN SERVICE

All Shipments will be sent Next Day Air

ATTN:

Shipping Phone:



Lost Key Request (cont.)



- If the 2nd key is **NOT** available in CKE storage, Van Service will appear in the **Orange Section**.
- Fill out name, number, any applicable notes and the key code (see **LOCATING KEY CODE** on how to locate key code in DASH).



Home

Your Orders

Lookup VIN History

Order Uncut Keys

Special Orders

Price Lookup

Contact

Return From Punchout (No Purchase)

 Cart (0)

Lost Keys

Use the [deflecting](#) workflow if this vehicle is being sold.

Keys not available in storage - once the purchase order is approved in iProcurement, a CKE van will be dispatched to provide service for these vehicles.

CLICK TO EXCLUDE ALL

Type	Vehicle	Name apply first to all	Phone apply first to all	Notes apply first to all	Key Code ⁽¹⁾ [optional] leave blank if not available	Action
Van service Estimated Service Date : Tue May 21 Service Technician: Nick F	1C4RDHAG9PC624815 2023 Dodge Durango					CLICK TO EXCLUDE

(1) A \$30.00 origination fee will be charged for any vehicle if the proper key code or an existing key is not provided.

Service Location:
Hertz 220110 Chicago O'Hare Airport
10000 Bessie Coleman Drive
Chicago, Illinois 60666

If you require service at a different location, you will need to create an account for that location to request service. If you manage multiple locations or are unable to request service, contact [Ernie Johnson](#) for support.

By submitting this request, you authorize Car Keys Express to provide service for these vehicles.

SUBMIT REQUESTS

- IMPORTANT NOTE:**
- On VAN SERVICE, Hertz **MUST** provide the 5-digit key code for the technician to program the key at the location.
 - Hertz will be charged an **additional \$30 fee** per key by CKE if Hertz is unable to provide the key code at the time of programming.



- The 5-digit key code can be found in the Hertz **DASH** System (Car Control > Change/Activate) for each vehicle.
- HLE locations with no access to DASH may call or email their regional maintenance manager providing the VIN# requesting they retrieve the codes for their orders.

Version ID: 3.1.0 Login Location: VT8UR11 Logout/Logout #1 Club Update Admin Car Control Vehicle Profile Display Preinstall Install - FCS Install - Manual Change / Activate Transfer Owner Transfer Non - DASU Vehicle Suspend Keys SPI Table Display AutoDASH Counter Functions Gold Service Information Search Inventory Maint Lost And Found Rental Management Res Processing Res/Rental Research Central Site										
Owning Area		02298		Vehicle #		7301518				
Serial	1GYKPDRS /0PZ193041			SPI Code	3GOR0		Fleet Class	F	Fleet Type	O
Depr Status	A	Title	Y	Tier						
Last PM Svc Miles	30323	PM Miles Cap	40323	Fleet Messages				Zibox Messages		
Do not Retail/TB		1	Desc				1	Desc		
Recall/Safety		2	Desc				2	Desc		
Days In Service	428	Days Remaining	N/A	3	Desc				3	Desc
Fleet Comments							Misc Comments	PUT IN PM LINE		
TB Override		Date Cap		Mile Cap		Eligible for TB	Risk Veh	Y		
License Nbr	FP199856	Lic State	IL	Lic County		Lic Plt Type	N	Regstr Dt	041423	
Renewal Dt	063024	Lic Plt Status	A	Lic Sticker	N	Lic Fee				
In Service	031423	CC Add	031423	Delivery	030923	MSO	030923			
Model Code	QM5R	Year	23	Color	RED=RED			Plate Pass	Y	Prestige
Sunroof	Y	NvLst/SatRad	N	NvLst Mdl		HOD	N	Zibox Model		Zibox Ind
Ignition	V4817	Trunk	V4817	Keyless						
Airbag	DPS	Engine	6	Radio	S	Drive Wheels	A	Seat Type	2=BKT	
Cloth Seats	N	ABS	Y	Cruise	Y	Tilt	Y	Power Windows	Y	
Power Locks	Y	Auto Trans	Y	Defogger	Y					

COMPLIANCE NOTE: Any keys not available in CKE's 2nd key storage or van service, you will need to source another supplier.

- Hertz Procurement Team requires that you submit a request approval to use an alternate supplier prior to the purchase transaction.
- The request should provide the reason, a copy of the quote listing vehicle year, make, model and key cost for review.



Infleeting Vehicles

Step 1: Select “Infleeting”



[Home](#) [Your Orders](#) [Lookup VIN History](#) [Order Uncut Keys](#) [Special Orders](#) [Price Lookup](#) [Contact](#) [Return From Punchout \(No Purchase\)](#)

 Cart (0)

Ordering for location Hertz 220110 Chicago O'Hare Airport

If this is incorrect, please [click here](#) to choose a different location.



Direct Key Purchase

Uncut, unprogrammed replacement keys delivered by mail.



Lost Key

Lookup keys by VIN. Key replacement at guaranteed lowest prices.



Infleeting

Generate shipping label to ship second keys for storage.



Defleeting

Get second set of keys for defleeted program vehicles.



Sell Surplus Keys

Sell unneeded keys to Car Keys Express.

Step 2: Vehicle Infleeting Shipping and Return Information

- Fill out all boxes under Sender Information, Shipment and Return Information and press the Submit Shipment Details button.



[Home](#) [Your Orders](#) [Lookup VIN History](#) [Order Uncut Keys](#) [Special Orders](#) [Price Lookup](#) [Contact](#) [Return From Punchout \(No Purchase\)](#)

 Cart (0)

Infleeting

- We have simplified this form to generate one shipping label at a time.
- Please do not send boxes that weigh more than 40 pounds.
- If you plan to send more than 40 pounds of keys, please split them into separate boxes and fill this form once for each box.

Sender Information

NAME

PHONE

EMAIL

Shipment Information

TOTAL NUMBER OF BOXES BEING SHIPPED

ESTIMATE OF TOTAL KEYS IN SHIPMENT

WEIGHT OF THE BOX TO SHIP

Return Information

RETURN ADDRESS

CITY

STATE/PROVINCE

POSTAL CODE

Submit Shipment

SUBMIT SHIPMENT DETAILS



Step 3: Vehicle Infleeting Shipping Instructions

- Print Packaging Slip to put inside the box
- Download and Print the Shipping label
- All 2nd keys and remotes will be placed together in a unique plastic baggie (order from Oracle.
- **A Full VIN barcode sticker will be placed on the key bag that is used for storing 2nd set of keys sent to CKE.**
- Only one set of 2nd keys is placed in each bag. Multiple VINs per bag is **prohibited**.

The screenshot shows the Hertz Car Keys Express website interface. At the top, the Hertz logo and Car Keys Express logo are displayed next to the shipment number #3874. A navigation bar includes links for Home, Your Orders, Lookup VIN History, Order Uncut Keys, Special Orders, Price Lookup, Contact, and Return From Punchout (No Purchase). A shopping cart icon shows 0 items. A blue banner states "Shipment details saved!". Below this, a thank you message is followed by shipping instructions. A red box highlights the link "Print packaging slip" in step 2. Another red box highlights the link "Download Label for Box 1" under the shipping address. The address is Hertz Storage, 12101 Sycamore Station Place, Suite 140. A footer note mentions a discount at key.marketplace.

Shipment #3874

Home Your Orders Lookup VIN History Order Uncut Keys Special Orders Price Lookup Contact Return From Punchout (No Purchase) Cart (0)

Shipment details saved!

Thank you for processing your shipment to Car Keys Express!

Instructions for shipping

1. Review the shipping instructions by clicking the link below. Doing so will help to avoid potential losses during shipping if your package were to break open.

2. [Print packaging slip](#). Include a copy of this in every package/box included in your shipment to us.

3. Ship boxes to the following address, your shipping labels can be downloaded below.

Hertz Storage
12101 Sycamore Station Place
Suite 140

[Download Label for Box 1](#)

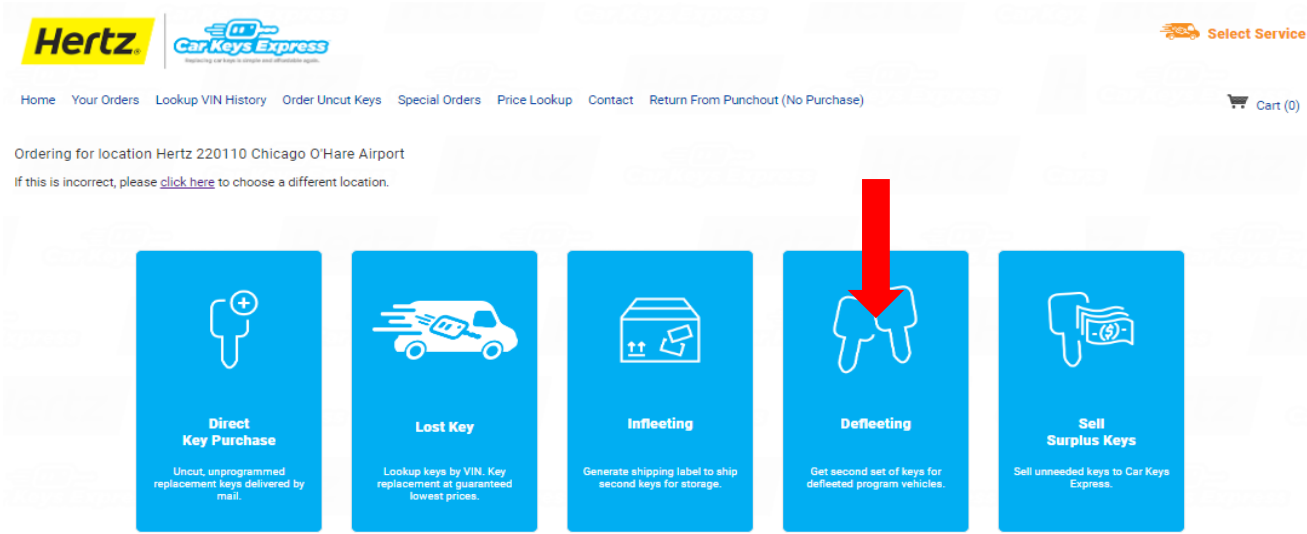
For questions, please contact us at purchasing@carkeysexpress.com

Customers can buy keys or arrange for van service to deliver and program keys using the key.marketplace at a deep discount.



Step 1: Select “Defleeting”

- The 2nd keys for all Program and Dealer Vehicles are stored at the CKE storage facility.
- All other 2nd keys will need to be requested following the Lost Key process.
- **NO SHIPPING** available to PO boxes



Step 2: Defleeting Vehicle VIN Entry Process

- At the time of Turnback, you can bulk upload VIN#s to have 2nd keys shipped to your location.
- Input the VIN numbers for the requested vehicle keys to retrieve, and press Submit.

The screenshot shows the 'Defleeting' section of the Hertz Car Keys Express website. A yellow banner at the top says 'Use the lost key workflow if this vehicle will remain in the fleet.' Below this, the location is set to Hertz 220110 Chicago O'Hare Airport. The 'Vehicle(s)' section has a text input field for VINs with a limit of 100. A red box highlights the 'VIN ENTRY:' label and the input field containing the VIN 'ZACCJABBKFPJ61891'. Below the input field is a table with columns: Vin #, Make, Model, Year, and Ignition Type. A red box highlights the 'SUBMIT' button at the bottom left.

Vin #	Make	Model	Year	Ignition Type
Checking entered vins...				





Step 3: Defleeting Review and Submit Key Request

- After the VIN(s) have been inputted, you will be presented with 3 possible outcomes: Invalid VIN, 2nd Key available in storage or Van Service request.

If a VIN is invalid, it will appear in the **Red Section**. Select the back button to review your VIN to ensure it is typed correctly.



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 Cart (0)

Lost Keys

Use the [defleeting](#) workflow if this vehicle is being sold.

These VINs are invalid.

Type	VIN
Invalid vin	1C4RDHAG9PC624845

If the 2nd key is available in the CKE storage, it will appear in the **Blue Section**.

- Keys stored will automatically ship next day air service. Fill in the name of the person who the keys are to be received by (in the Attn: field)
- For 2nd keys not available in storage, you can request CKE’s van service.



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Return From Punchout (No Purchase)

 Cart (0)

Lost Keys

Use the [defleeting](#) workflow if this vehicle is being sold.

These keys will be shipped from our Hertz 2nd key storage facility.
Non-Tesla key shipment requests are issued immediately and do not return to iProcurement first.

Type	Vehicle	Exclude	Van Service Available?
Shipment from storage	7SAYGDEE7NF479961 2022 Tesla Model Y	CLICK TO EXCLUDE	CHANGE TO VAN SERVICE

All Shipments will be sent Next Day Air

ATTN:

Shipping Phone:

(847) 759-7410



CKE Defleeting Service (cont.)



- If the 2nd key is **NOT** available in CKE storage, Van Service will appear in the **Orange Section**.
- Fill out name, number, any applicable notes and the key code (see **LOCATING KEY CODE** on how to locate key code in DASH).

Replacing car keys is simple and affordable again.

[Home](#) [Your Orders](#) [Lookup VIN History](#) [Order Uncut Keys](#) [Special Orders](#) [Price Lookup](#) [Contact](#) [Return From Punchout \(No Purchase\)](#) Cart (0)

Lost Keys

Use the [defleeting](#) workflow if this vehicle is being sold.

Keys not available in storage - once the purchase order is approved in iProcurement, a CKE van will be dispatched to provide service for these vehicles.

CLICK TO EXCLUDE ALL

Type	Vehicle	Name apply first to all	Phone apply first to all	Notes apply first to all	Key Code ⁽¹⁾ [optional] leave blank if not available	Action
Van service Estimated Service Date : Tue May 21 Service Technician: Nick F	1C4RDHAG9PC624815 2023 Dodge Durango					CLICK TO EXCLUDE

(1) A \$30.00 origination fee will be charged for any vehicle if the proper key code or an existing key is not provided.

Service Location:
Hertz 220110 Chicago O'Hare Airport
10000 Bessie Coleman Drive
Chicago, Illinois 60666

If you require service at a different location, you will need to create an account for that location to request service. If you manage multiple locations or are unable to request service, contact [Ernie Johnson](#) for support.

By submitting this request, you authorize Car Keys Express to provide service for these vehicles.

SUBMIT REQUESTS

- IMPORTANT NOTE:**
- On VAN SERVICE, Hertz **MUST** provide the 5-digit key code for the technician to program the key at the location.
 - Hertz will be charged an **additional \$30 fee** per key by CKE if Hertz is unable to provide the key code at the time of programming.



Sell Surplus Keys (cont.)

Step 3: Surplus Keys Shipping Instructions

- Print Packaging Slip to put inside the box
- Download and Print the Shipping label

Shipment #3879

Home Your Orders Lookup VIN History Order Uncut Keys Special Orders Price Lookup Contact Return From Punchout (No Purchase)

Shipment details saved!

Thank you for processing your shipment to Car Keys Express!

Instructions for shipping

1. Please follow our packaging instructions by clicking the link below. Doing so will help to avoid potential losses during shipping if your package were to break open.
2. [Print packing slip](#). Include a copy of this in every package/box included in your shipment to us.
3. Ship boxes to the following address, your shipping labels can be downloaded below.

Marketplace Surplus
12101 Sycamore Station Place
Suite 140
Columbus, OH 43240
[Download Label for Box 1](#)
4. If you have any concerns or questions, please contact us at purchasing@carkeysexpress.com