



## **IFRS 16 Calculation Tool for Leasing Customers**

**User Guide for Customers  
Log-in into the system**

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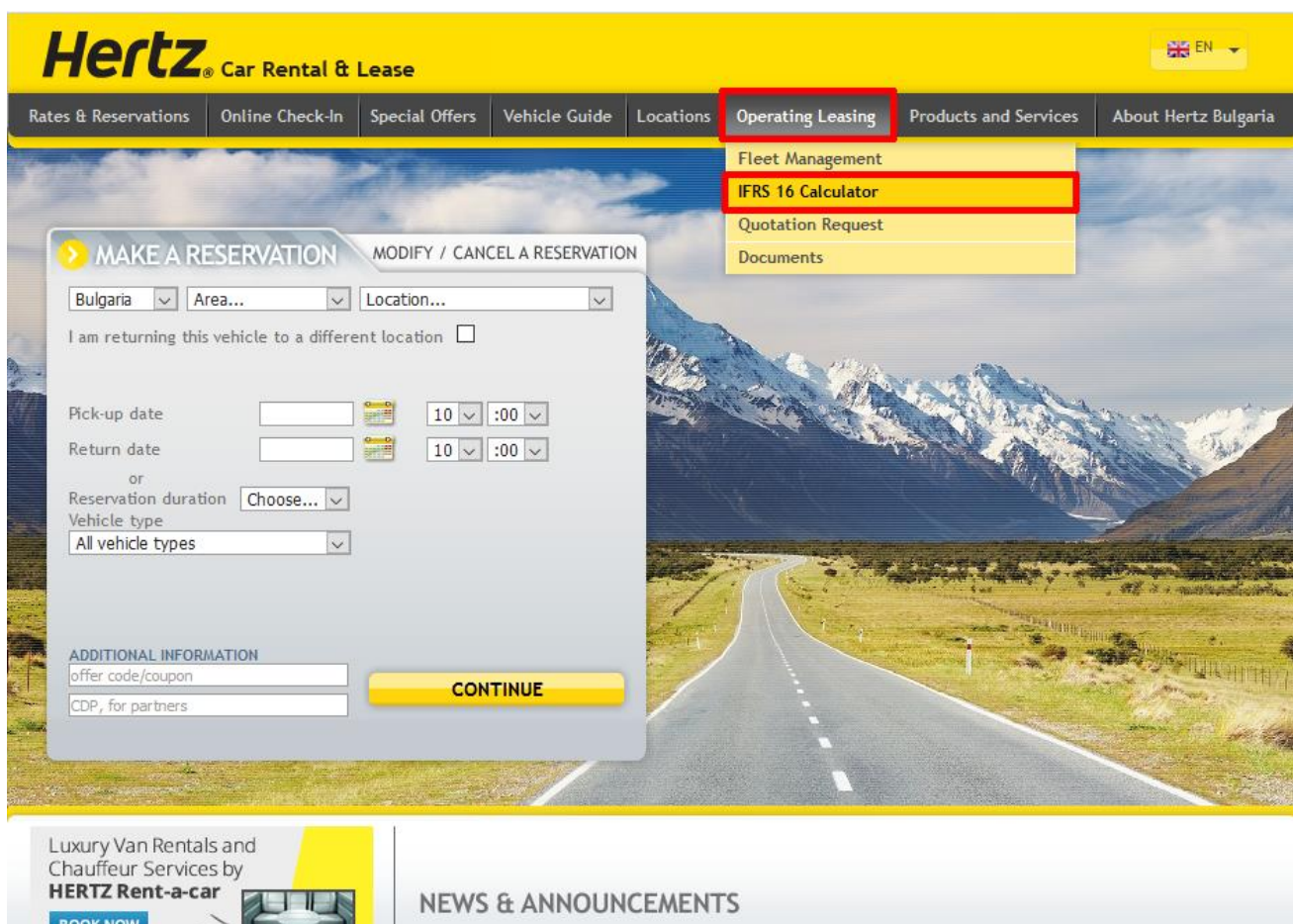
Information Technology Department

## 1. Introduction - Purpose

The new **IFRS 16** financial reporting standard incurs certain changes in the way that the leased assets and their rentals are being monitored and reported in the IFRS-based financial results of the Companies that are keeping accounting books according to IFRS. The purpose of this document is to describe the functionality of the IFRS Calculation tool which will be provided to our Leasing Customers through our Hertz web site and facilitate their accounting processes that are related to the leased cars. The new IFRS standard concerns only Operating Leasing and not Financial Leasing.

## 2. Functionality

**2.1.** A new option has been added in the **Operating Leasing** tab in the current web site. The title of the new option is **IFRS 16 Calculator** (see below):



**2.2.** By selecting that option a logon screen is displayed, asking for Username and Password. The first time that the Customer connects to the new tool, he should enter his CDP Number in both the Username and the Password fields and press the Login button. The system will automatically ask for password change. The new password should meet the following rules:

- Password length: from at least eight (8) characters and up to ten (10) characters max
- Include at least one (1) English upper case letter
- Include at least one (1) English lower case letter
- Include at least one (1) numeric digit

**Password examples:**

- Abcde12 → Not acceptable (less than 8 characters length)
- ABCDEFG8 → Not acceptable (does not include lower case letter)
- 123qwert → Not acceptable (does not include upper case letter)
- Michael23 → Acceptable
- IFRS2019jk → Acceptable
- Te02004a → Acceptable

The screenshot shows the Hertz website's navigation bar with the logo and menu items: Rates & Reservations, Online Check-In, Special Offers, Vehicle Guide, Locations, Operating Leasing, Products and Services, and About Hertz Bulgaria. The main content area displays a breadcrumb trail: Home / Operating Leasing / IFRS 16 Calculator. Below this is a login form titled "Log In" with fields for "UserName:" (containing "XXXXXXXX") and "Password:" (containing "XXXXXXXXXX"). A "User Guide" button is located below the password field, and a "Log In" button is highlighted with a red rectangle. To the right of the login form is a sidebar menu titled "OPERATING LEASING" with options: Fleet Management, IFRS 16 Calculator (highlighted in yellow), Quotation Request, and Documents.

Upon successful login the user has entered into the system and is ready to proceed with the IFRS 16 Calculation tool, as explained in the full user manual.