Boarding made easy.

**HOW TO
ÖBB BUSINESS ACCOUNT**

ÖBB

Registration

Start the electronic registration process
by entering your details.

Create New ÖBB Account

With your personal ÖBB Account buying your tickets will be much easier next time.

Email address

mustermann@mustergmbh.at

Password

••••••••   👁

the password is strong

Register as

Business customer   ▼

Salutation

Ms   ▼

First name   Last name

Manuela   Muster

By registering you accept the Fare Category Conditions and GTC of ÖBB (available in German)

Thank you for your trust! Please refer to the Privacy Statement (information pursuant to para. 12 ff GDPR (DSGVO)) (in German), on how we process your data.

CANCEL   **REGISTER**

ÖBB

Registration

Page 2 of data entry.

Registration as Business Customer

To create a company account, please specify all necessary details about your company. We use these data to approve and create your business account in the shortest possible time.

Company name*

Muster GmbH

Country *

Österreich

Street street no./ stairway/ flat no. *

Testerstraße 1

PCode *

1100

City *

Wien

Company type*

Company

Branch of industry*

Power supply

Entering the following will speed up activation of your business account:
Type of identification

VAT number

VAT number

ATU12345678

BACK

CANCEL

REGISTER

ÖBB

Registration

Registration successful. Click on the link in the email that was sent to your specified email address in order to complete your registration for the business account.

Click **OK** to start the vetting procedure for the approval of the business rate and payment on account.

You Have New Messages

We have sent you an e-mail to mustermann@mustergmbh.at. Please click on the link in the e-mail to confirm your e-mail address. This will initiate the vetting procedure for the approval of your business account.

OK

First Login

After you have confirmed the link,
log in to your new ÖBB business account.

Select your preference on whether you
want to be sent information on new
offers and news.

ÖBB Account Successfully Activated

Please log in to be able to use your ÖBB Account.

Email address

Please input your email address.

Password 👁

PASSWORD FORGOTTEN?   CANCEL   **LOG IN**

New Service for Specials and News

Yes, I would like to receive special offers and other information about the ÖBB Group and its partner companies by email, phone or text message.

I would also like to receive personalised information and recommendations (based on my past purchases and travel habits or my other personal preferences) by email, phone or text message or via other ÖBB channels (e.g. ÖBB Account).

The content of these specials, information messages and recommendations includes in particular current specials and bargains, products, journeys, services, raffles, vouchers, promotions, customer surveys and other customer loyalty programmes.

My data used for this purpose by ÖBB-Personenverkehr AG:

- First/last name
- Date of birth
- Address and contact details
- Information stored in connection with my personal data about bookings, customer cards and season tickets, discounts, journeys and vouchers
- Geo information
- Preferences and customer loyalty programmes associated with me
- Device and browser related information including my attributable usage behaviour
- Data about any mobility preferences or existing limitations

Revocation

I can revoke this consent any time, where any revocation of this consent shall not automatically revoke any other declarations of consent, the latter of which I shall revoke separately. For further information, in particular a list of all personal data used and information pursuant to para. 13 and 14 General Data Protection Regulation (GDPR), please refer to the Privacy Statement (in German).

If you decline to extend your previous consent as described, but gave us your consent to receiving our general Newsletter, you will continue to receive only the information/Newsletter you have received until now.

NO, THANKS   **YES, I AGREE**

Administration

Now enter the structure of your company in the new business account.

To enter the company structure in the new business account, click on **Manage your company data.**

Administration

To create new business units, such as branches, cost centres or regions, click the **+** button.

In addition to business units, you can also enter members, or generate a TAN code. *(For more information, see the »Pay with TAN code« section)*

You can also add the billing address and view the status of the vetting procedure here.

≡ **MENU** **ÖBB** Administration

🔍 Business Units & Members

▶ 📁 **Muster GmbH** ⓔ✗ **+**

📁 **Muster GmbH**

Info

ÖBB customer number: PV228042784

Business unit name *
Muster GmbH

Business unit type *
Company ▼

👤 **Members (5)**

ⓒ **Payment method**

TAN OVERVIEW

Billing information ✕ **Delete**

Debitor number: 0360019057

VAT number

Create Business Unit

Then click on **Add Business Unit.**

Create Business Unit

Enter the required data for the new business unit, for example »Wien«, as shown here.

▶ ■ **Muster GmbH** ⊕⊀ ➕

■

_____

Info
_____

Business unit name *
_____

Business unit type *   ▾

▶ ■ **Muster GmbH** ⊕⊀ ➕

■ **Wien**   Cancel **CREATE**

_____

Info
_____

Wien
_____

Region   ▾

ÖBB

Create Business Unit

You'll find information about the company in the top section.

When a new business unit is created (in this example »Wien«), click on it to enter more detailed information.

▶ 📁 **Muster GmbH**   ⊘⤬   ✚

└ **Wien**   ⊘⤬   ✚

📁 **Muster GmbH**

Info

ÖBB customer number: PV228042784

Business unit name *
Muster GmbH

Business unit type *
Company   ▾

👤 **Members (5)**

⊙ **Payment method**

TAN OVERVIEW

Billing information ✕ **Delete**

Debitor number: 0360019057

VAT number

ÖBB

Create Business Unit

Here you can view more detailed information about the »Wien« business unit.

▼ ■ **Muster GmbH** ⊖⇄ +
└ **Wien** ⊖⇄ +

■ **Wien** 🗑

Info

ÖBB customer number: PV228042784

Business unit name *
Wien

Business unit type *
Region ▼

👤 Members (0)

© Payment method

TAN OVERVIEW

Billing information ✕ Delete

Debitor number: 0360020911

VAT number

Company name (invoice recipient)
Muster GmbH Wien

Additional address line

Country *
Österreich ▼

Street street no./ stairway/ flat no. *
Am Hauptbahnhof 2

PCode *
1100

City *
Wien

Email (for delivery of the details list and/or the PDF invoice)
test@oebb.at

Create Member Option 1

To allocate members to the business unit, click on **Business Units & Members.**

You can use the search function to determine whether the business unit or member has already been created and create them again, if necessary.

ÖBB
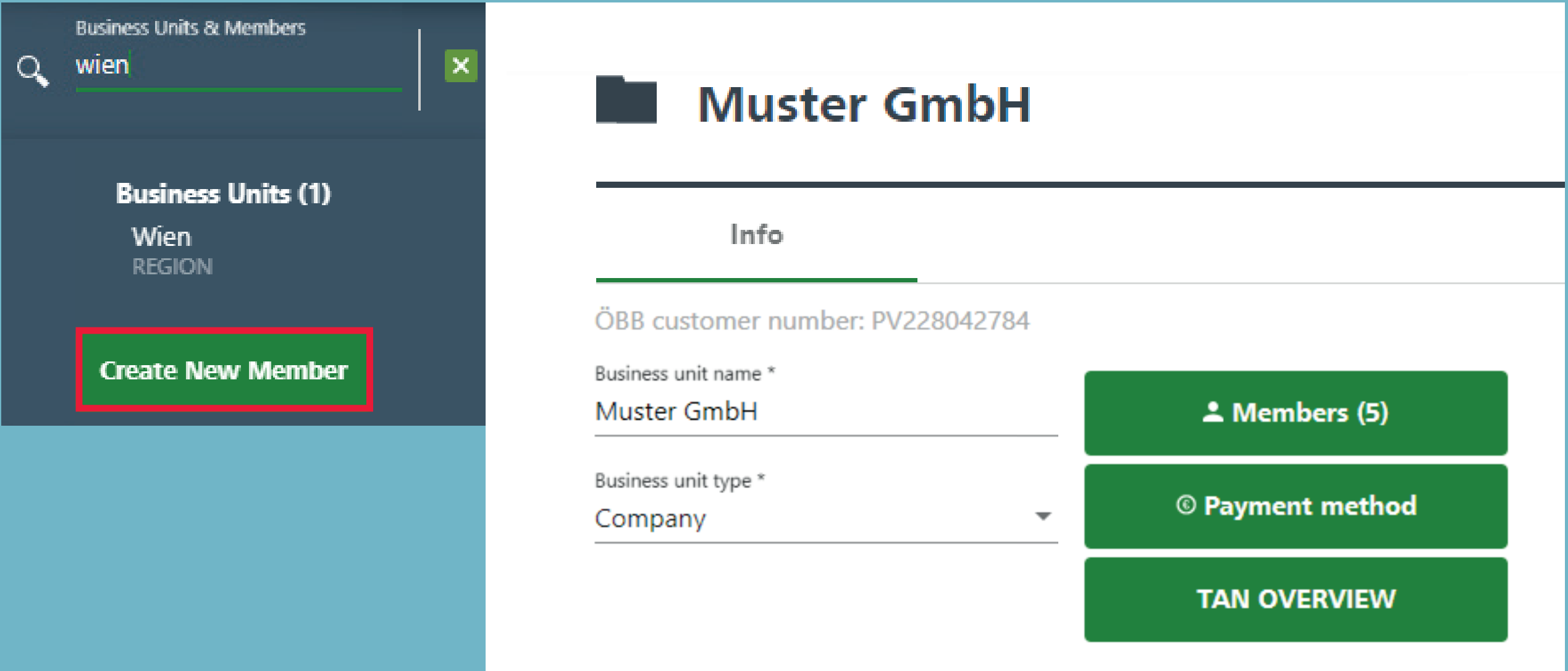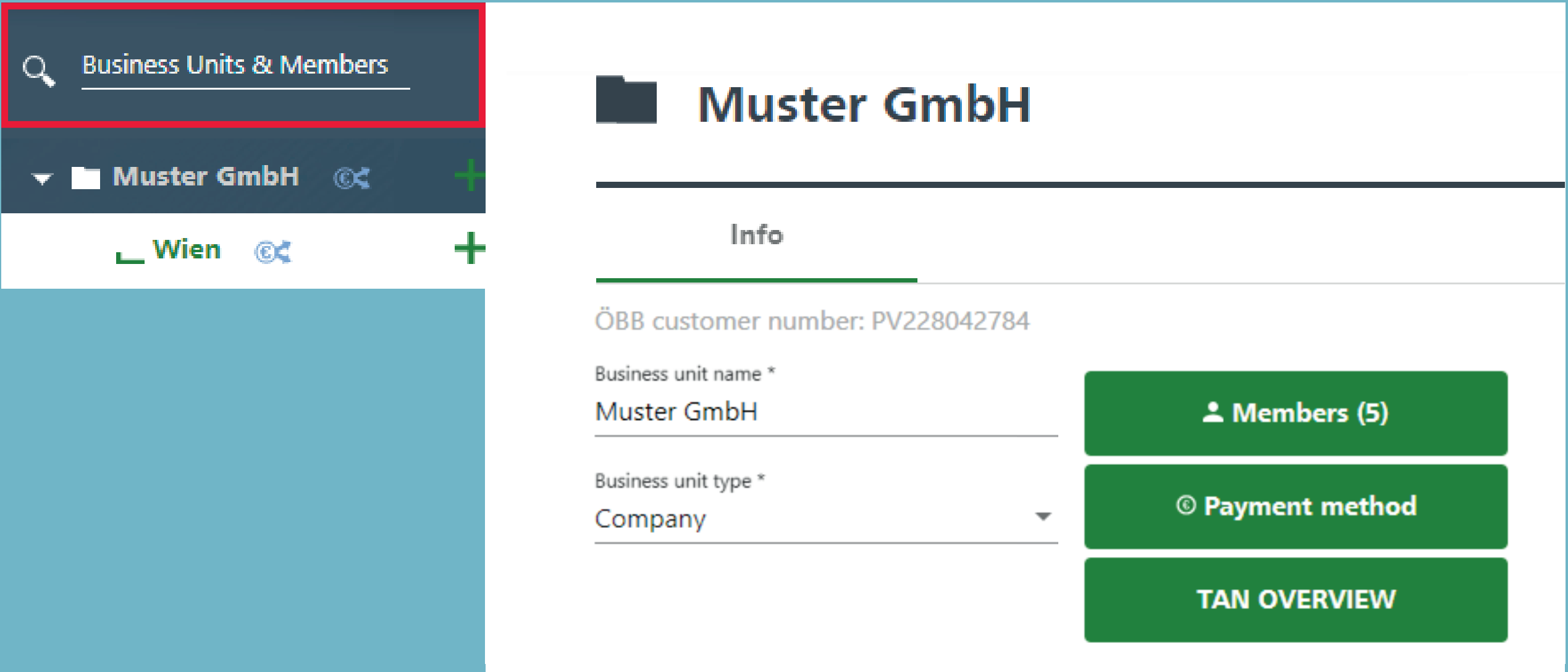
Create Member
Option 2

To create a member, you can also click
on the **+** for the respective business unit.

> ■ **Muster GmbH** ⊗⤨ **+**

⌐ **Wien** ⊗⤨ +

| Add Business Unit |
| Create member |
| Generate TAN |

GmbH

ÖBB customer number: PV228042784

Business unit name *
Muster GmbH

Business unit type *
Company ▼

👤 **Members (5)**

ⓒ **Payment method**

TAN OVERVIEW

Billing information ✕ **Delete**

Debitor number: 0360019057

VAT number

ŐBB
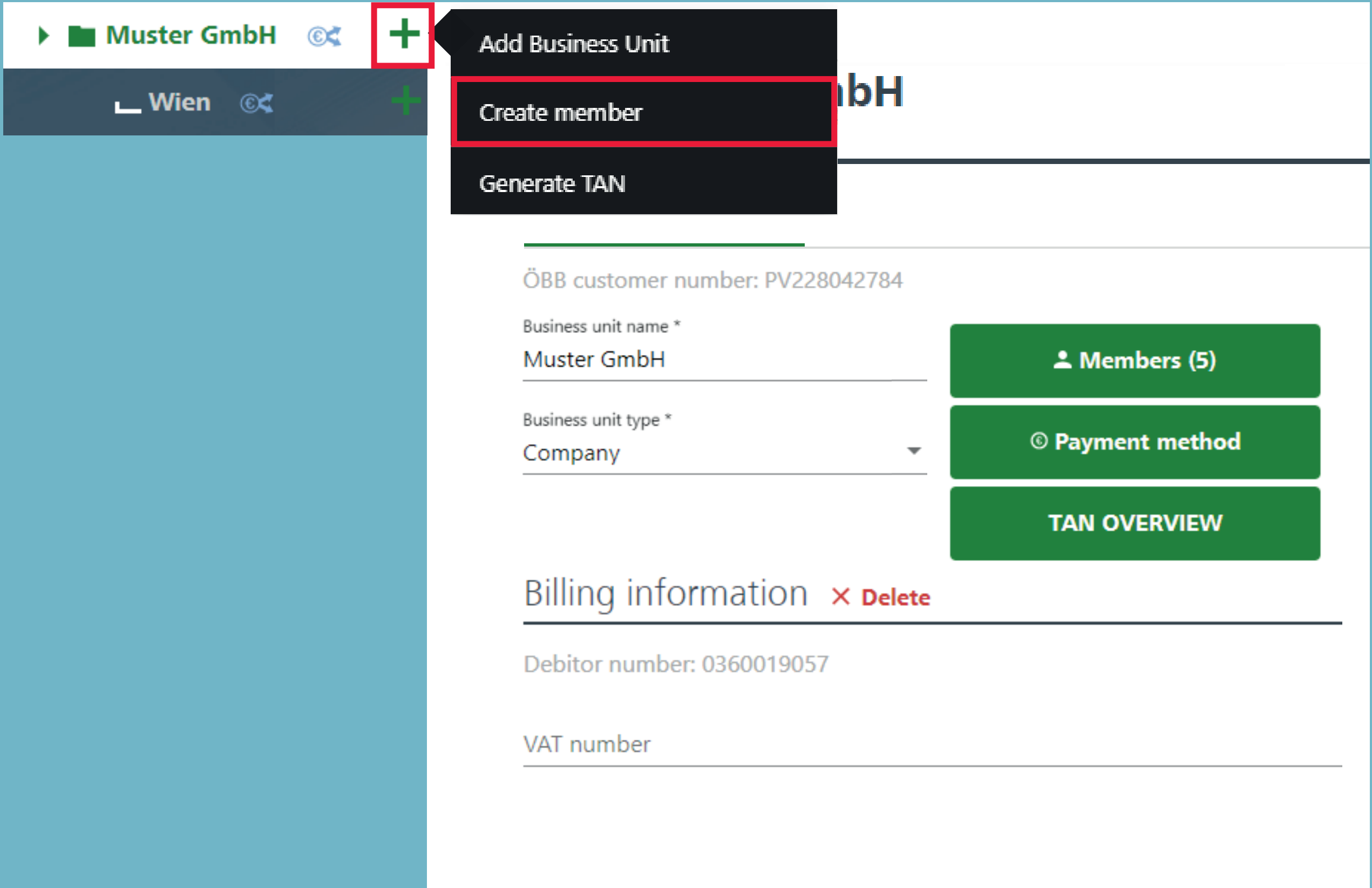
Create Member

Please enter the details of the member here.

▼ 📁 **Muster GmbH**   ⓒⓧ   ✚

└ **Wien**   ⓒⓧ   ✚

👤 **Create New Member**

Info

Details

Salutation *   ▾

Acad. title (prefix)

First name *

Last name *

Acad. title (suffix)

Email

Telephone no.

Date of birth   📅

Customer Account

As soon as you have finished adding a person, you can create her/his customer account here.

Create Member

You can assign discounts cards (Vorteilscard, Österreichcard, etc.) to the member. You can search for a discount card from the list or enter one directly.

Use ✓ to confirm your selection.

ÖBB

Create Member

Now you can see, for example, »Vorteilscard Classic« for the member under the »Discount Cards« tab.

Use the **Add assignment** button to determine which business unit the member should be assigned to.

Discount cards   + Add discount cards

Business

Vorteilscard Classic   ✕ Delete

Assignment*   Add assignment

Create Member

As with the discount card, a search field will now open with all business units or you can also enter one directly.

Select Business Units ✓

Please select the Business Unit which the person is assigned to.

Search business units
🔍 W ✕

▭ Wien

▭ Zweigniederlassung

ÖBB

Create Member

The business unit (in this example
»Wien«) can now be viewed for the
member under the »Assignment« point.

Assignment*

Address

Wien   ✕ Delete

ÖBB

Create Member

Our example, »Julia Mustermann« can now be assigned to the »Wien« business unit and to »1. Bezirk«.

▼ 📁 **Muster GmbH** ⊜⇄ ✚

   ▼ 📁 **Wien** ⊜⇄ ✚

      ▶ 📁 **1 Bezirk** ✚
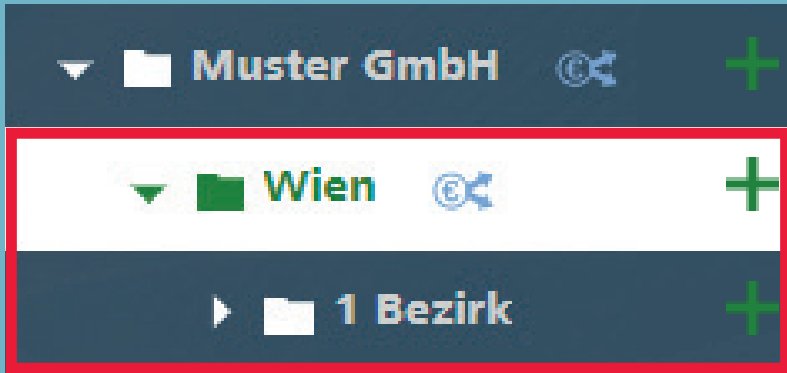
👤 **Mustermann, Julia** 🗑

Info

Details	Customer Account
Salutation * Ms ▾	To create a customer account you need to specify a role first: ⑦
Acad. title (prefix)	Please select a role. ▾
First name * Julia	
Last name * Mustermann	**Create account**
Acad. title (suffix)	
Email	
Telephone no.	
Date of birth 📅	

ÖBB

Report

To get an overview of past, current and booked trips, click on **Report for your bookings.**

Ξ ÖBB Reporting
MENÜ

Debited business units

🔍 Search business units

* If you leave the filter empty, the report will include all business units

Booking date

DD.MM.YYYY 📅 until DD.MM.YYYY 📅

Reset search

SEND REPORT   DOWNLOAD REPORT
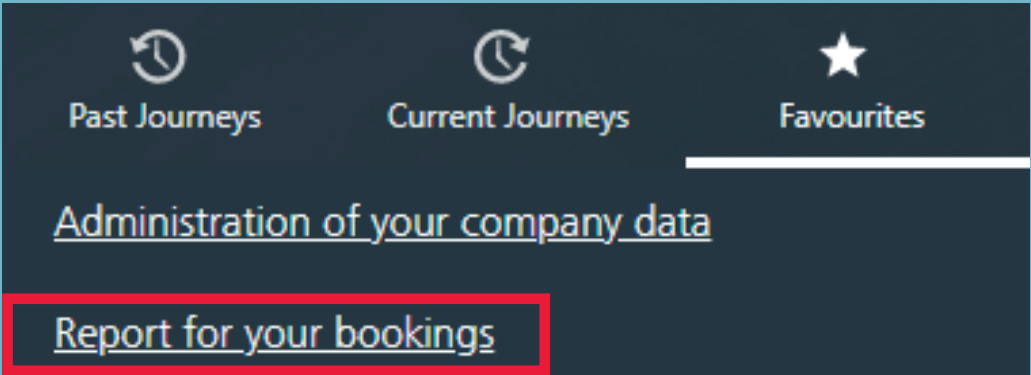
Report

You can select one or more business units and the period for which you want to create the report.

If you want a report for the entire company, do not select a business unit.

You can generate the report as a download or email.

ÖBB

Invoice Options

To create invoices, for example, for diffe-
rent departments of the company, go to
»Manage your company data«.

Then click on the business unit that you
want to create an invoice for and select
**»Payment methods - Receive your in-
voice for this business unit«.** All busi-
ness units in the structure below are
combined to form a higher-level invoice.

ÖBB

Invoice Split Example

In our example, you will receive an invoice for »Wien« with the »Stephansplatz« and »Karlsplatz« branches. The »Niederösterreich« region and the »Burgenland« region would appear in the total invoice for »Muster GmbH«. You can also make your own invoices for »Niederösterreich«, »Burgenland« and all the business units below them.

ÖBB

Address for the Invoice Receipt

The billing address can be entered directly after you click on the business unit. Please enter an email address so that you can subsequently switch to an environmentally friendly PDF invoice, which will then be sent to this email address.

Confirm your entry by clicking on **Save changes**.

Type of Invoice

Click **Add** to create the type of invoice you want.

ÖBB

Type of Invoice

Here is where you select whether the invoice is to be sent as a PDF or paper invoice. Please click **Add** to confirm.

You will now receive the invoice in the form you have selected.

ⓘ Add payment method

How would you like to receive your invoice?

By email as PDF invoice ▾

We will use the address as specified in your business unit's details. You can change that address any time.

CANCEL   Add

🔍 Business Units & Members

▾ 📁 **Muster GmbH** ⚙ ＋

   ▾ 📁 **Wien** ＋

      ▸ 📁 **Filiale Stephanspl.** ＋

      ▸ 📁 **Filiale Karlsplatz** ＋

   ▸ 📁 **Niederösterreich** ＋

   ▸ 📁 **Burgenland** ＋

€ **Payment Methods**

Issue a separate invoice for this business unit   By email as PDF invoice ＞

AirPlus   ＋Add

Type of Invoice

Payment can be made by credit card, online transfer, PayPal and payment on account (if approved).
AirPlus appears as a means of payment if you have saved it in Administration under the payment methods point.

With all payment methods, except for payment on account, you will receive an input tax statement for each booking and no invoice.
(For sending the input tax statement, see Bookings Confirmation section)

Pay now

Credit Card
Mastercard, VISA, American Express and Diners Club

Online Bank Transfer
Online credit transfer from your bank account

PayPal
Fast payment from your PayPal account

Pay on invoice
We will invoice the amount to you.

AirPlus
Payment via your AirPlus Account

Pay with TAN Code

The employee can book their ticket by entering a TAN at the counter and pay with any of the approved payment methods. The administrator creates this TAN in the Administration section and assigns it to the respective employee.

To create a TAN, click on the **TAN OVERVIEW** on the respective business unit for which it should be validated.

Pay with TAN Code

To confirm, click on + and the TAN is created.

ÖBB

Pay with TAN Code

The TAN you have created can now be assigned to the employee – Warning, this is not automatic. In order to keep an overview at all times, you can enter the employee under **Assign to**.

ÖBB

Pay with
TAN Code

Select the member you want to
assign the TAN code to from the
dropdown list.

Assign TAN

Which person should the TAN be assigned to?
Select a person

Julia Mustermann

Maxi Mustermann

Sebi Mustermann

Admin Niederösterreich

Robert Reisender
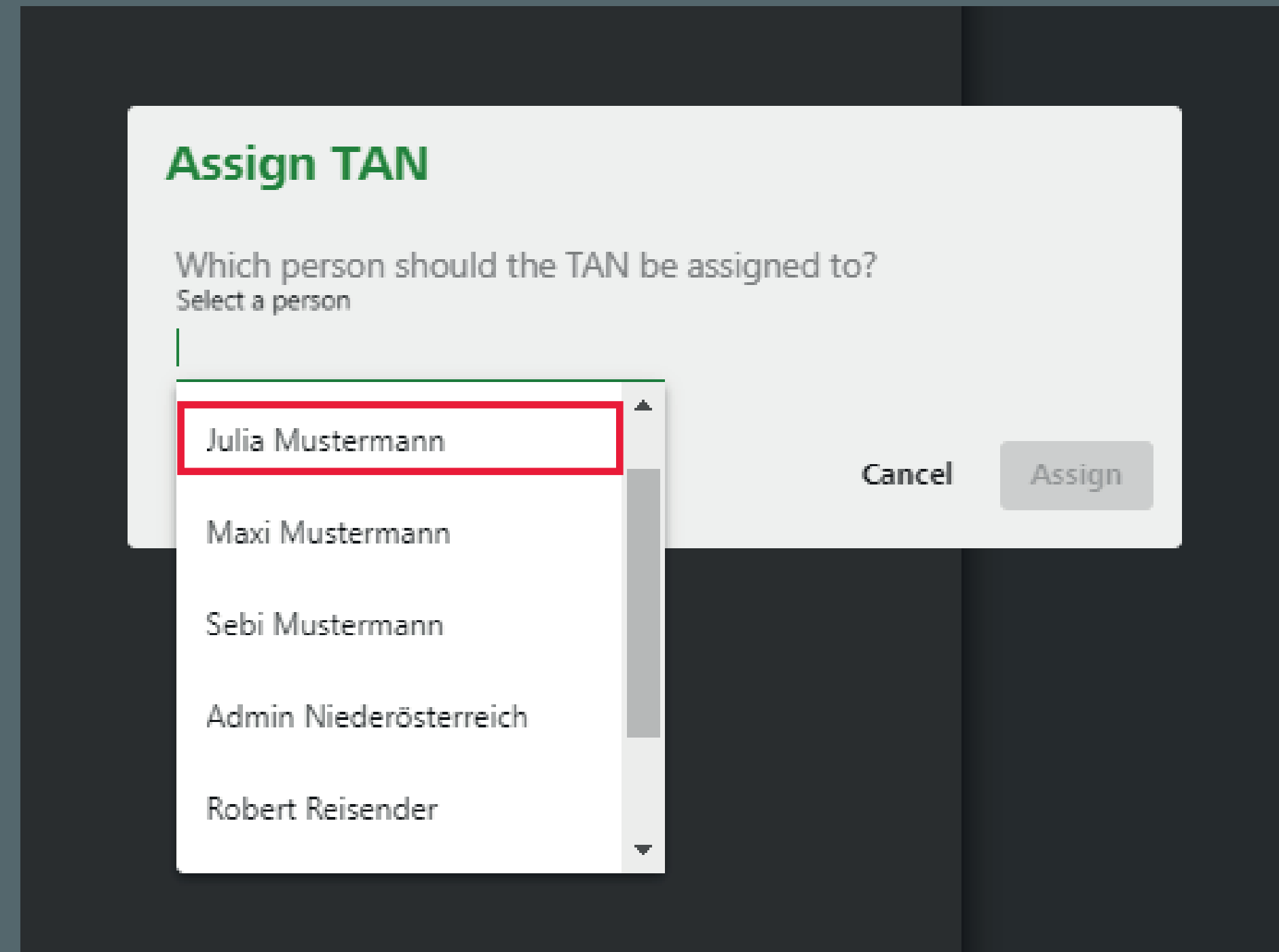
Cancel   Assign

Pay with TAN Code

Confirm assignment of the TAN to Julia Mustermann.

Assign TAN

Which person should the TAN be assigned to?
Select a person

Julia Mustermann

Cancel   **Assign**

ÖBB

Pay with
TAN Code

In the overview you can now see which person you have assigned the TAN to.

CAUTION: The TAN is not automatically sent by the system and must be communicated/sent to the member by the administrator.

ÖBB

Pay with
TAN Code

The TAN code is required for payments at
the counter and via customer service.
If you need help or want to book via
customer service, the friendly staff on the
ÖBB business hotline will be happy to
help you at any time.

ÖBB Business Hotline
+43 (0)800 0800 11/6
from Mon–Fri 07:30 – 17:00 (weekdays)
business@pv.oebb.at

Employee Self-Registration

In order to simplify the administration of the company, you can send individual employees a link + TAN code with which they can register for the company. There are two types of self-registration.

First go to **Manage company data** – »Self-Registration« can be found under **Members.**

Employee Self-Registration

Then click on **Self-registration.**
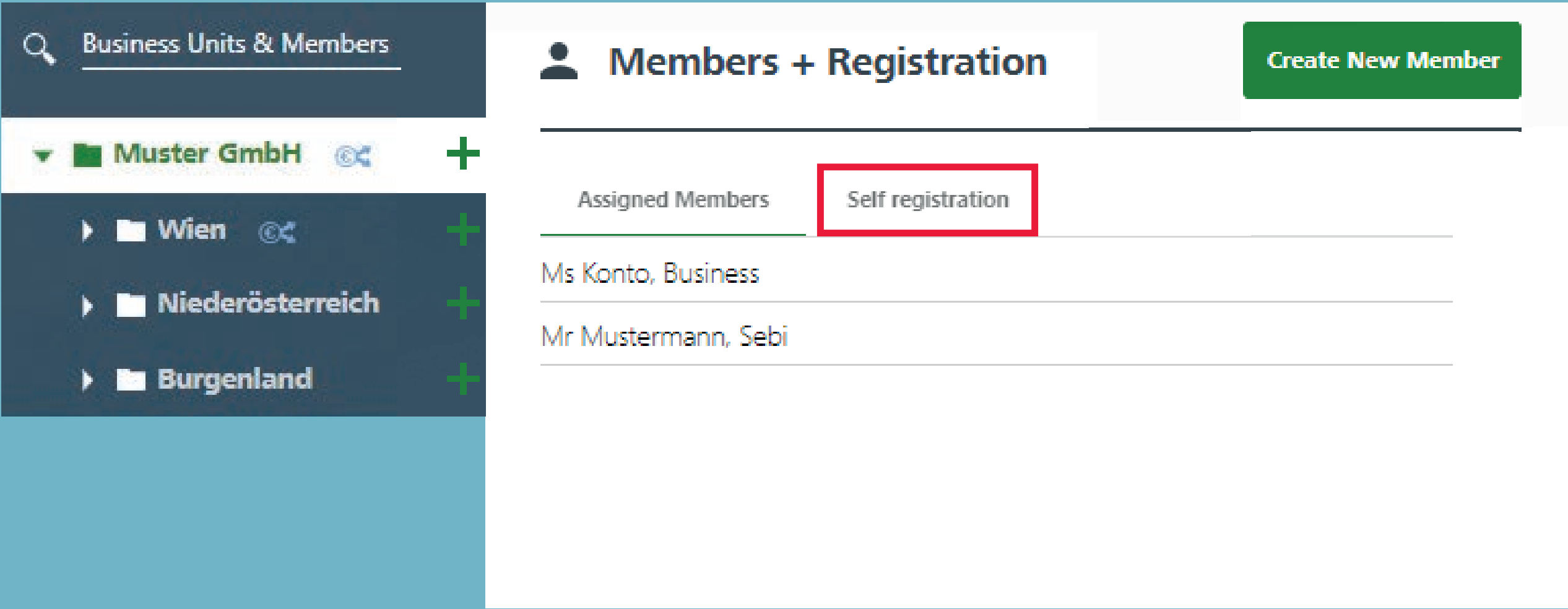
Employee Self-Registration

You now have the following options in the »Self-registration« tab:

1. Generate a link that is ONLY valid for the business unit you belong to OR

2. generate a link for which ALL business units included can be freely selected.

👤 **Members + Registration**   **Create New Member**

Assigned Members   Self registration

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment   **Link and TAN**

1. Assigned to Muster GmbH   📋 https://tickets.oebb.at/tsCmd?c=eyJjbWQiOiJz... ✖

Link which can be copied with a »click«

📋 ZWX8UW ✖

TAN which can be copied with a »click«

2. Assignments available (for subordinate business units)   **+ Generate Link**

Contact for automatic notification
Email (you will receive a notification if a member completes the self registration to this business unit)
test@pv.oebb.at

If you have not specified an email address here, we will send a notification to the top-most business unit in case a registration is made, provided you have input a contact person in the same field there.

Notification by Email

A notification will be sent to the email address entered under »Contact for automatic notification« as soon as an employee has registered themselves to the company.

With option two, where the employee can select the business unit, this notification is sent to the email address that is entered under the selected business unit. If no email address is indicated here, a notification is sent to the email address of the root/main unit.

Members + Registration

Create New Member

Assigned Members   Self registration

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment   **Link and TAN**

Assigned to Muster GmbH   https://tickets.oebb.at/tsCmd?c=eyJjbWQiOiJz... ✕
                                                 ZWX8UW ✕

Assignments available (for subordinate business units)   **＋ Generate Link**

Contact for automatic notification
Email (you will receive a notification if a member completes the self registration to this business unit)

test@pv.oebb.at

Email address for the notification

If you have not specified an email address here, we will send a notification to the top-most business unit in case a registration is made, provided you have input a contact person in the same field there.

ÖBB

Option 1:
Create Link

Generate a link that is ONLY valid for the business unit you belong to.

After creating the link, you can simply copy it with a »click«.

👤 **Members + Registration**   [Create New Member]

Assigned Members   Self registration
_____

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment   **Link and TAN**

Assigned to Muster GmbH   [**+ Generate Link**]

Assignments available (for subordinate business units)   [**+ Generate Link**]

Generate Link for Self Registration

- This link for self registration can be used by members to create their ÖBB Business Account. The link can be used any number of times. It remains valid until it is deleted.

- The member is assigned to this business unit.

- Users who have self-registered automatically receive all permissions of the role Booker.

- You can specify a contact for each business unit, who will be notified automatically. This contact will then receive an email as a notification about each completed registration.

Cancel   **GENERATE LINK**

Option 1:
Create TAN

To create a TAN, click on **+ Create TAN** and you will see the following message:

Members + Registration

Create New Member

Assigned Members   Self registration

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment

Link and TAN

Assigned to Muster GmbH

https://tickets.oebb.at/tsCmd?c=eyJjbWQiOiJz... ✕

For self registration via the generated link an associated TAN must be generated.

+ Generate TAN

Assignments available (for subordinate business units)   **+ Generate Link**

Generate TAN for Self Registration

- This TAN is used to confirm the self registration via the unique link associated with it.

- The TAN can be used any number of times. It remains valid until it is deleted.

- Be careful with the TAN. Make certain that you send the link and the TAN separately whenever possible.

- You can specify a contact for each business unit, who will be notified automatically. This contact will then receive an email as a notification about each completed registration.

Cancel   **Generate TAN**

Option 1:
Send Link & TAN

Link and TAN can now be communicated. The employee will need both to register themselves.

Option 1: Employee Login

If the link is now used that only allows registration for the selected business unit, the employee must first enter the TAN. Then all necessary data.

The employee will then receive an email and can login for the first time via the link provided in the email.

Create New ÖBB Account

Step 1: enter TAN code

If you have not yet received a TAN code, please contact the administrator of your company's business account.

Enter TAN code
Please fill in this required field.
Please input the TAN Code for the business customer.

Step 2: registration for business customers

In the second step, enter your registration data.

CANCEL   **NEXT**

Create New ÖBB Account

With your personal ÖBB Account buying your tickets will be much easier next time.

Email address
test@pv.oebb.at

Password
●●●●●●●●●   👁

Registered for
Muster GmbH

Assigned to
Muster GmbH   ▼

Salutation
Ms   ▼

First name   Last name
Test   test

By registering you accept the Fare Category Conditions and GTC of ÖBB (available in German)

Thank you for your trust! Please refer to the Privacy Statement (information pursuant to para. 12 ff GDPR (DSGVO)) (in German), on how we process your data.

CANCEL   **REGISTER**

Email Notification

If an email address is stored in the Administration under self-registration, a notification containing all important content will be sent to it after the employee has logged in for the first time.

ÖBB

Customer number: PV228042784

Self registration completed on: Oct 05, 2020

Dear customer,

as the contact person designated in the ÖBB Business Account of Company Muster GmbH we hereby inform you that the user indicated below has just completed the self registration for this account.

Fr. Muster, username **fr-muster@muster.at,** on **Oct 05, 2020** was added as "Booker" to the business unit **Muster GmbH** as specified. As a result, this user is permitted to debit this business units and all subordinate business units by bookings for herself/himself and others.

Please check if this registration is in order. The administrators in charge can manage or remove users in their ÖBB Business Account any time.

Go to your account

Any more questions?

If you have any questions, please call us on 0800 0800 116 (on working days between 7.30 a.m. and 5 p.m.) or send an email to business@pv.oebb.at and we will respond to your message as quickly as possible.

Best regards,
Your ÖBB

Option 2: Create Link

Generate a link for which ALL business units indicated can be freely selected.

To generate this link, click on **+ Generate Link** and receive the following message:

Members + Registration

Create New Member

Assigned Members   Self registration

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment   **Link and TAN**

Assigned to Muster GmbH   **+ Generate Link**

Assignments available (for subordinate business units)   **+ Generate Link**

Generate Link for Self Registration

- This link for self registration can be used by members to create their ÖBB Business Account. The link can be used any number of times. It remains valid until it is deleted.

- The member can choose the assignment to this business unit and all subordinate business units.

- Users who have self-registered automatically receive all permissions of the role Booker.

- You can specify a contact for each business unit, who will be notified automatically. This contact will then receive an email as a notification about each completed registration.

Cancel   **GENERATE LINK**

Option 2: Create TAN

In the next step, a corresponding TAN is also generated here, for which you will receive the following message:

Members + Registration

Create New Member

Assigned Members   Self registration

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment   **Link and TAN**

Assigned to Muster GmbH   **+ Generate Link**

Assignments available (for subordinate business units)   https://tickets.oebb.at/tsCmd?c=eyJjbWQiOiJz... ✕

For self registration via the generated link an associated TAN must be generated.

+ Generate TAN

Generate TAN for Self Registration

- This TAN is used to confirm the self registration via the unique link associated with it.

- The TAN can be used any number of times. It remains valid until it is deleted.

- Be carefull with the TAN. Make certain that you send the link and the TAN separately whenever possible.

- You can specify a contact for each business unit, who will be notified automatically. This contact will then receive an email as a notification about each completed registration.

Cancel   **Generate TAN**

Option 2:
Send Link & TAN

Link and TAN can now be communicated. The employee will need both to register themselves. While registering, the employee can indicate which BU they are registering for. First the TAN must be entered.

👤 Members + Registration

Create New Member

Assigned Members   Self registration

Here you can generate a self registration link for employees. Additionally, the employees will need a TAN to assign them to a business unit.

Assignment   **Link and TAN**

Assigned to Muster GmbH   **+ Generate Link**

Assignments available (for subordinate business units)   📋 https://tickets.oebb.at/tsCmd?c=eyJjbWQiOiJz... ✕
                                   📋 QUWEB2 ✕

Create New ÖBB Account

Step 1: enter TAN code

If you have not yet received a TAN code, please contact the administrator of your company's business account.

Enter TAN code
_____
Please fill in this required field.
Please input the TAN Code for the business customer.

Step 2: registration for business customers

In the second step, enter your registration data.

CANCEL   **NEXT**

Option 2: Employee Login

In contrast to option 1, the employee can now select which business unit they should be assigned to by means of a dropdown list.

After successfully registering, if an email address is stored in the Administration under self-registration, a notification containing all important content will be sent to it after the employee has logged in for the first time.

Create New ÖBB Account

With your personal ÖBB Account buying your tickets will be much easier next time.

Email address

Password 👁

Registered for
Muster GmbH

Assigned to ▼

Salutation ▼

First name   Last name

By registering you accept the Fare Category Conditions and GTC of ÖBB (available in German)

Thank you for your trust! Please refer to the Privacy Statement (information pursuant to para. 12 ff GDPR (DSGVO)) (in German), on how we process your data.

CANCEL   **REGISTER**

Create New ÖBB Account

With your personal ÖBB Account buying your tickets will be much easier next time.

Email address

Password 👁

Registered for
Muster GmbH

Assigned to

| Muster GmbH |
| Niederösterreich |
| Burgenland |
| Wien |
| test1 |

Conditions and GTC of ÖBB

Thank you for your trust! Please refer to the Privacy Statement (information pursuant to para. 12 ff GDPR (DSGVO)) (in German), on how we process your data.

CANCEL   **REGISTER**

Booking Tickets and Making Payment

As long as you do not make any changes to the settings, you are automatically preselected under »Who is travelling?«. If you want to change this, click on the **Menu** button.

☰ MENU Ó**BB** Select Journey

TODAY			WHO IS GOING?
12:12	dep	**Wien**	Me
	arr	**Salzburg**	CHANGE

Select Journey

Do you need this journey often?
★ PUT ON START PAGE

‹	TODAY **5** OCT	TMRW **6** OCT	Wed **7** OCT	Thu **8** OCT	Fri **9** OCT	Sat **10** OCT	›	📅 CALENDAR

Sort by   Departure time ▼   ⚙ SET MORE FILTERS

Dep		Arr	Fares from
EARLIER			
12:30	RJX 2 h 22 min from **Wien Hbf** to **Salzburg Hbf**	**14:52**	€ 56,80
12:55	RJ 2 h 53 min from **Wien Hbf** to **Salzburg Hbf**	**15:48**	€ 56,80

Booking Tickets and Making Payment

Click on **My Account**.

Hello
Manuel Muster

⚙ MY ACCOUNT

🏠 **Start**
Tickets and services

🎫 **More Services**
Special price tickets and vehicle trains

💳 **My Discounts**
Existing Vorteilscards and more

🏴 **English**

❓ **Help**
Frequently asked questions (in German)

Support

Payment Methods (in German)

Legal Notice and Passengers' Rights/Arbitration

Privacy Statement (in German)

Go back to oebb.at

☰ **MENU**

ÖBB Select Journey

TODAY
12:12 dep **Wien**
        arr **Salzburg**

Select Journey

‹	TODAY 5 OCT	TMRW 6 OCT	Wed 7 OCT	Thu 8 OCT	Fri 9 OCT

Sort by   Departure time ▼

Dep

EARL

12:30   RJX
2 h 22 min
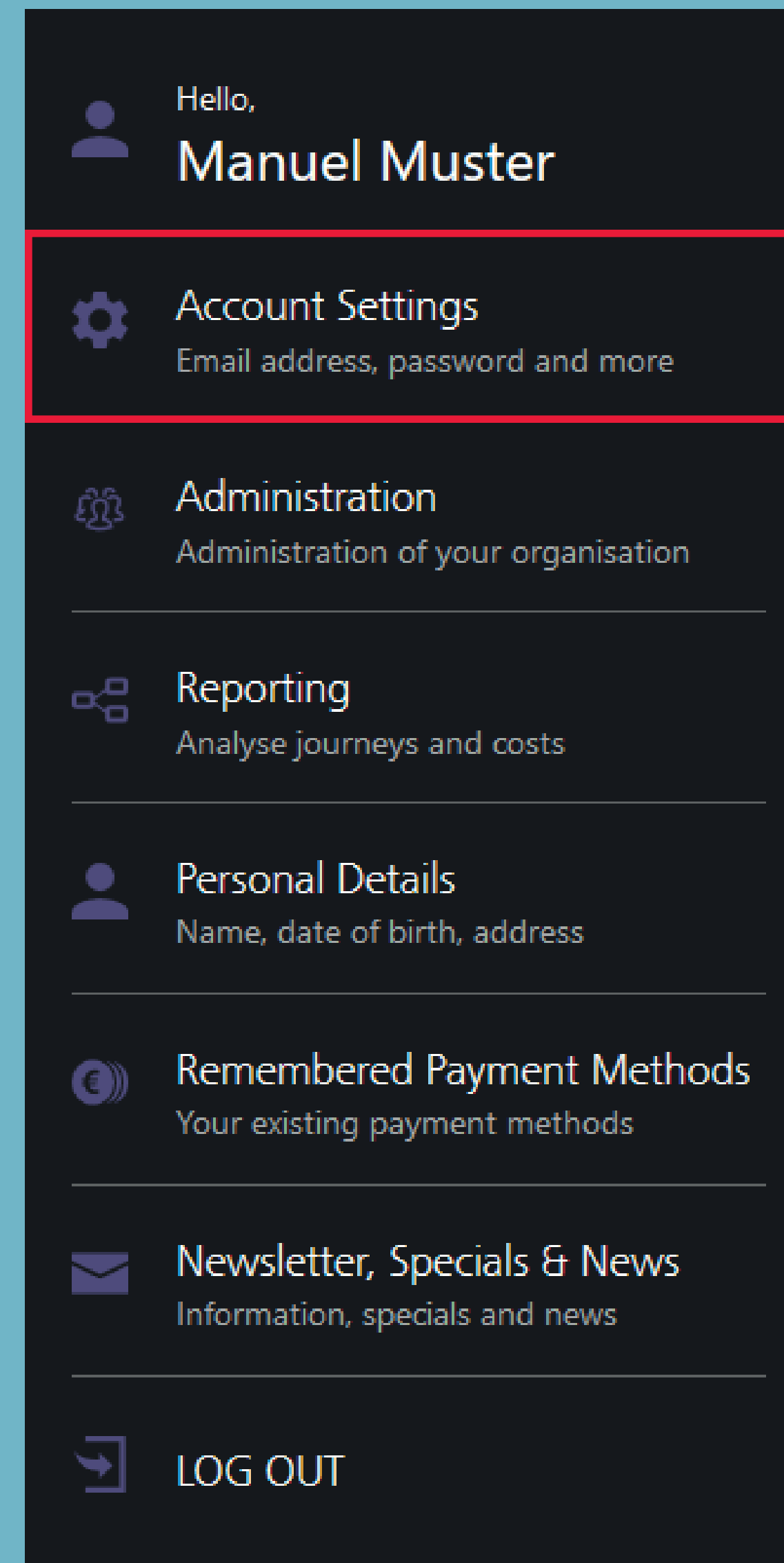from **Wien Hbf**
to **Salzburg Hbf**

12:55   RJ
2 h 53 min
from **Wien Hbf**
to **Salzburg Hbf**

Booking Tickets and Making Payment

Now click on **Account Settings**.

☰
MENU

ÖBB My Account

Hello,
Manuel Muster

⚙ **Account Settings**
Email address, password and more

👥 Administration
Administration of your organisation

⌗ Reporting
Analyse journeys and costs

👤 Personal Details
Name, date of birth, address

€ Remembered Payment Methods
Your existing payment methods

✉ Newsletter, Specials & News
Information, specials and news

⤒ LOG OUT

Booking Tickets and Making Payment

Uncheck
»I am usually the only passenger«.

ÖBB My Account

MENU

Hello,
Manuel Muster

Account Settings
Email address, password and more

Administration
Administration of your organisation

Reporting
Analyse journeys and costs

Personal Details
Name, date of birth, address

Remembered Payment Methods
Your existing payment methods

Newsletter, Specials & News
Information, specials and news

LOG OUT

Email Address and Password

Your email address is:
test@pv.oebb.at

CHANGE EMAIL ADDRESS

CHANGE PASSWORD

☐ **I usually travel myself**
You will be automatically added as a passenger every time you buy a ticket.

Close Account

This will close your account. It will also delete all journey data, saved settings and remembered passengers.

CLOSE ÖBB ACCOUNT

Close Business Account

This will close your business account and all associated administration data. It will no longer be possible book tickets on this account.

CLOSE BUSINESS ACOUNT

CONFIRM

Booking Tickets and Making Payment

You are now no longer preselected under »Who is going?«.

TODAY
12:50 dep   City or station

arr   City or station

WHO IS GOING?

1 × adult

CHANGE

Past Journeys   Current Journeys   Favourites

Administration of your company data

Report for your bookings

We were unable to find a matching Favourite for quick booking.
If you would like to add a Favourite, click on the star symbol in the header of the section "My Journey" or "Our Fare Categories and Products".

swap direction

Einfach-Raus-Ticket
Local transport ticket for 2 - 5 passengers

W **Vienna**
City tickets - for trips in Vienna

G **Graz**
City tickets - for trips in Graz (zone 101)

L **Linz**
City tickets - for trips in Linz

S **Salzburg**
City tickets - for trips in Salzburg (city centre)

I **Innsbruck**
City tickets - for trips in Innsbruck

Who Is Travelling?

You can search for saved members in the
new »Who is travelling?« screen.

ÖBB Who is going?

MENU

1. Mustermann Julia
Business ✕

▬ ONE DISCOUNT
Business
CHANGE

♿ PASSENGER WITH DISABILITIES

⭐ ADD TO FAVOURITES

All in all one passenger

🔍 Passengers (company employees)

+
ADULT

+
CHILD OR YOUTH

+
SENIOR

🐕
DOG

🚲
BICYCLE

⭐ **Favourites**

+ **Me**, Manuel Muster ✕

🔍 Passengers (company employees)
Mustermann ✕

👤 Mustermann Julia

👤 Mustermann Maxi

👤 Mustermann Sebi

≡
MENU

ÖBB Who is going?

NEXT

Who Is Travelling?

Now click on a member to select them and remove the second member.

Your journey will be confirmed when you press the **Done** button.

1. Mustermann Julia
Business
×

⭐ ADD TO FAVOURITES

2. Adult
Business
×

🟩 ONE DISCOUNT
Business
CHANGE

♿ PASSENGER WITH DISABILITIES

All in all 2 passengers

Passengers (company employees)

🔍 Mustermann

👤 Mustermann Julia

👤 Mustermann Maxi

👤 Mustermann Sebi

My Basket

Your email address is already entered in the My Basket page and you can select a business unit. If you are a company admin, then you can choose from any of the business units.

☰ ÖBB My Basket
MENU

TODAY		WHO IS GOING?	ONE-WAY JOURNEY
12:55 Wien Hbf **15:48** Salzburg Hbf		Julia	€ 45,50

	Total amount	€ 45,50
	Click here for service and price details, print timetable	

BUY RETURN TICKET   **MORE TICKETS**

Email Address

We will send the booking confirmation and the journey details to the following email address: **businesskonto@pv.oebb.at**

Would you like us to send a copy of the booking confirmation and the journey details to another email address (e.g. the ticket holder's address)? If yes, please enter this e-mail address here.

Email address
mustergmbh@mustergmbh.at

Billing Information

Please select the business unit which you would like to debit.

Muster GmbH

Niederösterreich

Wien

Zweigniederlassung

test

If you pay using a Mastercard, VISA or American Express credit card, you will ...rd. We use a secure SSL connection to transfer all data.

My Basket

The payment type is determined by the business unit you select.

15:48 Salzburg Hbf

Julia   € 45,50

	Total amount	€ 45,50

Click here for service and price details, print timetable

BUY RETURN TICKET   MORE TICKETS

Email Address

We will send the booking confirmation and the journey details to the following email address: **businesskonto@pv.oebb.at**

Would you like us to send a copy of the booking confirmation and the journey details to another email address (e.g. the ticket holder's address)? If yes, please enter this e-mail address here.

Email address
mustergmbh@mustergmbh.at

Billing Information

Please select the business unit which you would like to debit.

Debited business unit *
Muster GmbH

≡
MENU

ÖBB My Basket

My Basket

If you now select a business unit which has »AirPlus« as an available payment method, this will now be shown as an additional payment method.

Pay now

Credit Card
Mastercard, VISA, American Express and Diners Club

Online Bank Transfer
Online credit transfer from your bank account

PayPal
Fast payment from your PayPal account

Pay on invoice
We will invoice the amount to you.

AirPlus
Payment via your AirPlus Account

My Basket

If you select »AirPlus«, all nine DBI fields will be displayed.

Pay now

AirPlus
Payment via your AirPlus Account

ⓘ Please Note: You need to fill in at least 1 more optional required fields.

Departure Date

Internal Account

Project Number

Order Number *

Cost Centre**

Destination

Action Code *

Employee Number**

Department Code

* Required

** Optional required

My Basket

You can complete the purchase after all required fields have been filled in.

Pay now

AirPlus
Payment via your AirPlus Account

↰

Departure Date 📅

Internal Account

Project Number

Order Number *
123

Cost Centre**
123

Destination

Action Code *
123

Employee Number**
123

Department Code

* Required

** Optional required

☺ **Finish Order Process**

If you now click "Pay now", you will at the same time accept the <u>fare category conditions and GTC of our contractors</u> (available in German)

€ 45,50
Pay now

Booking Confirmation

Emails for a ticket booking do not have to be distributed by the travel manager to the travellers or the accounting department. With the "optimised booking confirmation" function, the company / person making the booking determines which information is sent where.

This allows a second email address to be entered when booking (such as the one of the traveller) and the administrator can also enter a third email address in the company administration (e.g. the email of Accounting / Billing). There are various options for this.

Addresses in the Basket

New entry options for email addresses in the basket.

Email Address

We will send the booking confirmation and the journey details to the following email address: **businesskonto@pv.oebb.at**

Would you like us to send a copy of the booking confirmation and the journey details to another email address (e.g. the ticket holder's address)? If yes, please enter this e-mail address here.

Email address

Billing Information

Please select the business unit which you would like to debit.

Debited business unit *

Muster GmbH

Pay now

Email of the person making the booking

Email of the traveller

The email address storedin the Administration is taken into account for this business unit.

ÖBB

Addresses in the Administration

Enter the email address in the Administration.

The email address stored in the Administration is taken into account for this business unit.

Information for the Person Making the Booking

Information to be received by the person making the booking.

1. **The person making the booking will always receive:**

   - Booking confirmation
   - Cancellation confirmation

2. **If the traveller's email address has not been provided, the person making the booking will also receive:**

   - A link to the PDF ticket
   - Info on schedule changes
   - Ticket collection code

3. **If no email address was entered in the Administration, the person making the booking will also receive:**

   - Input tax notification as an attachment*
   - Input tax notification credit note as an attachment*

   * No input tax statement will be sent when paying on account.

ÖBB

Information
for the Traveller

Information to be received by
he traveller.

If the person making the booking has
entered the traveller's email address, the
traveller will receive the following infor-
mation by email:
• Booking confirmation
• A link to the PDF ticket
• Collection code
• Cancellation confirmation
• Schedule changes

Dear customer,

thanks for your booking. We have debited your AirPlus card, with the last digits 0863, with €45.50. You will find this amount on your card statement, marked with "OEBB TICKET".

The following data was entered during the booking process when processing payments via your AirPlus account:
- Order Number: 123
- Cost Centre: 123
- Action Code: 123

Charged Business Unit: Niederösterreich

Please be aware that this confirmation **is no ticket.**

This is how you get your tickets
Please make sure you have your valid tickets with you when you start your journey.

Get tickets now >

Your bookings

Wien Hbf > Salzburg Hbf   Timetable >
One-way journey for Test Test
valid: Oct 12 - 13 2020   Booking Details >

ÖBB

Information for the Administration

If the administrator has entered an email address in the Administration, then the following information is sent to this email address (e. g. Accounting / Billing).

Input tax notification as an attachment*

Dear customer,

thanks for your booking. We have debited your AirPlus card, with the last digits 0863, with €45.50. You will find this amount on your card statement, marked with "OEBB TICKET".

The following data was entered during the booking process when processing payments via your AirPlus account:
- Order Number: 123
- Cost Centre: 123
- Action Code: 123

Charged Business Unit: Niederösterreich

Please be aware that this confirmation **is no ticket.**

This is how you get your tickets
Please make sure you have your valid tickets with you when you start your journey.

Get tickets now >

Your bookings

Wien Hbf > Salzburg Hbf   Timetable >
One-way journey for Test Test
valid: Oct 12 - 13 2020   Booking Details >

Input tax notification credit note as an attachment*

Dear customer,

we have undone your booking and credited the full total of € 45.50 to your AirPlus card with the last digits 0863.

Your Undone Booking

Wien Hbf > Salzburg Hbf
One-way journey for Test Test
valid: Oct 12 - 13 2020

Show Details

*No input tax statement will be sent when paying on account.