HOW TO ÖBB BUSINESS ACCOUNT

Switching is easy.
Registration

Start the electronic registration 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:

Register as:
Business customer

Salutation:
Ms

First name: Manuela
Last name: Muster

By registering you accept the Tariff 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
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.

<table>
<thead>
<tr>
<th>Company name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muster GmbH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teststraße 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PCode</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Wien</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Österreich</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company type*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch of industry*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation and storage</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VAT number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATU12345678</td>
</tr>
</tbody>
</table>

Name of customer service representa...
Registration

Registration successful. Click on the link in the email we have sent to your specified email address in order to complete the registration for your Business Account.

Click OK to start the vetting procedure for the approval of the Business Tariff and additional payment methods.
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 Konto erfolgreich aktiviert

Um Ihr ÖBB Konto nutzen zu können, melden Sie sich bitte an.
E-Mail-Adresse
mustermann@mustergmbh.at

Passwort

PASSWORT VERGESSEN?

ABRECHEN ANMELDEN

Neues Service für Angebote und Neuigkeiten

Ja, ich möchte Angebote und sonstige Informationen und/oder den ÖBB-Kunden- und deren Kooperationspartnern per E-Mail, Telefon oder SMS erhalten.

Was möchten Sie auf meiner abgeänderten Informationen und Empfehlungen basierend auf meinen bisherigen Kauf- und Verhaltens oder meinen sonstigen persönlichen Verhältnissen per E-Mail, Telefon, SMS oder über sonstige ÖBB-Kanal (z.B. ÖBB-Konto) erhalten?

Der Inhalt der Angebote, Informationen und Empfehlungen umfasst insbesondere aktuelle Angebote, Produkte, Dienste, Gewinnspiele, Gutscheine, Kampagnen, Kundenbénéfices sowie sonstige Kundenzulieferungsmaßnahmen.

Meine Daten, die zu diesem Zweck von der ÖBB-Personenverkehrs AG verwendet werden:

- Vor- und Nachname
- Geburtsdatum
- Adresse und Kontaktadresse
- zu meiner Person gespeicherte Details zu Buchungs-, Kunden- und Vertriebs-, Erstattungs-, Reise- und Gutschein-Details
- Geo-Daten
- im Zugriffnahme-Verfahren und Kundenbindungsprogrammen
- Produkt- und Browsereinformationen (inklusive meiner vorherigen Nutzungshabitudes)
- Daten zu eventuellen Mobiltelefonkosten- bzw. allfälligen Entschädigungen

Widerruf

Diese Zustimmung kann jederzeit durch mich widerrufen werden, wobei die Wirkung dieser Zustimmung nicht automatisch für meine allein zu bewältigenden, anonymisierten, zielgruppenspezifischen Zwecke nicht getrennt genommen werden kann. Weitere Informationen, insbesondere eine Auflistung aller verwalteten personenbezogenen Daten sowie die Informationen nach Art. 12 und 14 DSOGVO, finden Sie in der Datenschutzerklärung.

Falls Sie eine Änderung Ihrer bisherigen Zustimmung ablehnen und uns bereits früher Ihre Zustimmung zum Erhalt eines allgemeinen Newsletters gegeben haben, können Sie uns gewissermaßen nur den Newsletter, der Sie künftig benötigen haben.
Administration

Now enter the structure of your company into the new Business Account.
Administration

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

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

Next, please click **ADD BUSINESS UNIT**.
Create business unit

Enter the required data into the new business unit, for example “Wien” shown here.
Create business unit

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

When a new business unit is created (for example “Wien” shown here), click on it to enter more detailed information.
Create business unit

Here, you can view more detailed information on the “Wien” business unit.
Create member

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.
Create member

Please enter the details of the member here.
Create member

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

Confirm the discount by pressing ✓.
Create member

Now, you can view “Vorteilscard Classic”, for example, in members under the “discounts” tab.

Use the **add path** button to determine which business unit the member should be assigned to.
Create member

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

You can now view the business unit (for example, “Wien” shown here) for the person under the “assignments” tab.
Create member

Our example, “Julia Mustermann” may now be assigned to the “Wien” and “1. Bezirk” business units.
TAN allocation – Paying at the counter

The employee can book their ticket by entering a TAN at the counter and pay with approved payment methods. The admin 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.
TAN allocation – Paying at the counter

To confirm, click on + – the TAN will then be created.
The TAN you have created can now be assigned to the employee – Warning, this is not automatic. In order to keep the overview at all times, you can enter the employee under “Assign to”.

### TAN overview

<table>
<thead>
<tr>
<th>Organisationseinheit</th>
<th>TAN</th>
<th>Valid until (GMT +1)</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muster GmbH</td>
<td>88WZ7C</td>
<td>25.05.19 10:31</td>
<td>Assign to...</td>
</tr>
</tbody>
</table>
TAN allocation – Paying at the counter

Select the member you want to assign the TAN code to from the drop-down list.
TAN allocation – Paying at the counter

Confirm the assignment of the TAN to Julia Mustermann.
TAN allocation – Paying at the counter

The TAN was successfully transferred to Julia Mustermann and can be viewed from the overview.

<table>
<thead>
<tr>
<th>Organisationseinheit</th>
<th>TAN</th>
<th>Valid until (GMT +1)</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muster GmbH</td>
<td>RWZYC</td>
<td>15.05.19, 10:51</td>
<td>Ms. Julia Mustermann</td>
</tr>
</tbody>
</table>
Booking tickets

As long as you don’t make any changes to the settings, you are automatically selected under “Who is travelling?”. If you want to change this, click on the Menu button.
Booking tickets

Click on My Account.
Booking tickets

Now click on **Account Settings**.
Booking tickets

Check the “I usually travel myself” box – Press Done.
Booking tickets

Now you will no longer be preselected under “Who is travelling?”. 
Who is travelling?

You can search for saved members in the new “Who is travelling?” screen.
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.
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.
My Basket

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

If you now select a business unit which has “AirPlus” as an available payment method, for example, you will be shown this as the second payment method.
**My Basket**

If you select “AirPlus”, all nine BDI fields will be displayed.

### Pay now

- **AirPlus**
  Payment via your AirPlus Account

<table>
<thead>
<tr>
<th>Field</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date</td>
<td></td>
</tr>
<tr>
<td>Internal Account</td>
<td></td>
</tr>
<tr>
<td>Project Number</td>
<td></td>
</tr>
<tr>
<td>Order Number *</td>
<td></td>
</tr>
<tr>
<td>Cost Centre</td>
<td></td>
</tr>
<tr>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td>Action Code *</td>
<td></td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Department Code</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:** You need to fill in at least 0 more optional required fields.
My Basket

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

Finish Order Process

If you now click "Pay now", you will at the same time accept the Fare Category Conditions and GTC of our contractors (available in German)