

Boarding made easy.

HOW TO
ÖBB easy TEX



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

Manuela

Last name

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

Registration

Page 2 of data entry.

You need to enter other data. As form of business please select **Company** and as Branche **other**.

Please type **eT** in the field "customer service representative name".

Only in this way we can recognise you as partner and set you up accordingly. Click on register.

Registration as Business Customer

Street street no./ stairway/ flat no. *

PCode *

City *

Company type*
Company

Branch of industry*
Other

Entering the following will speed up activation of your business account:
Type of identification
None

Customer service representative name
eT

*Required fields

BACK CANCEL REGISTER

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](#)

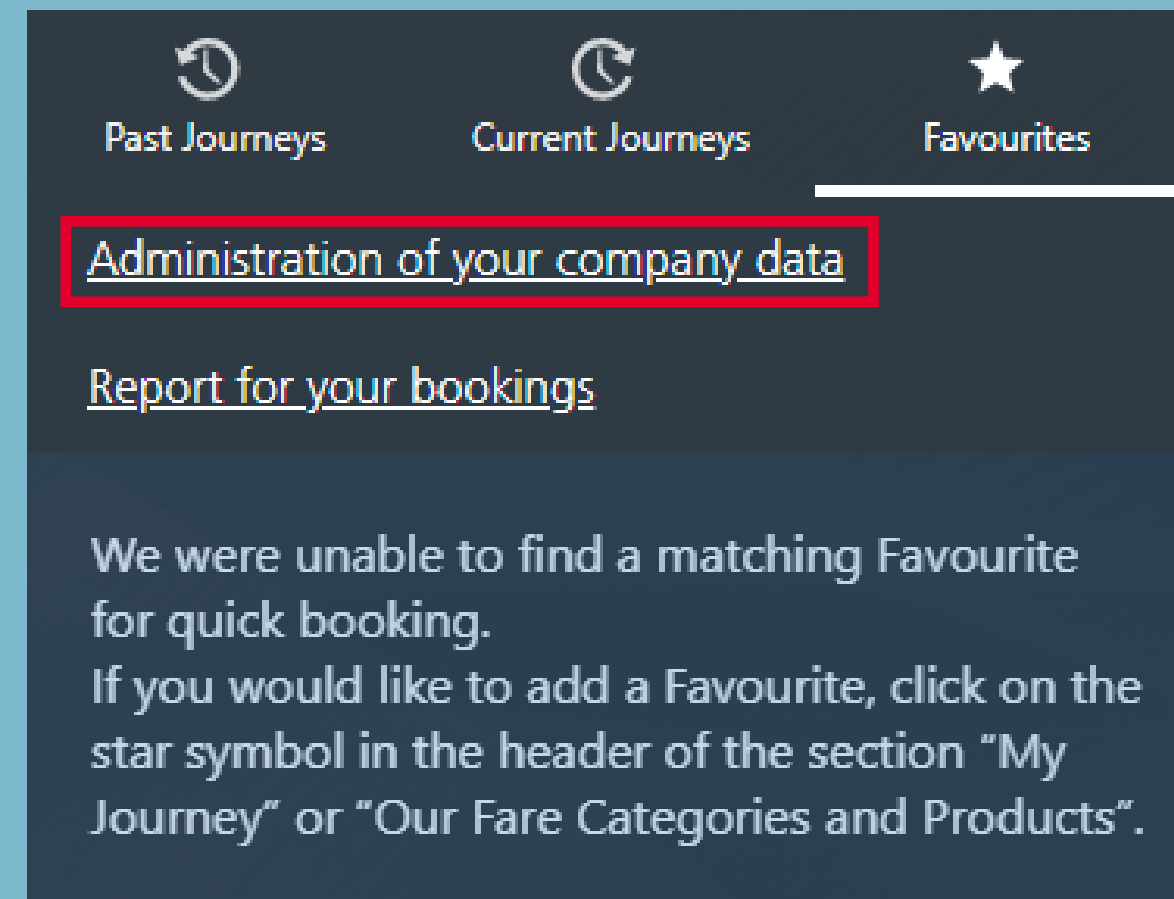
[YES, I AGREE](#)

TODAY			WHO IS GOING?
09:21	dep	City or station	1 × adult
	arr	City or station	CHANGE

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.**



Past Journeys Current Journeys **Favourites**

[Administration of your company data](#)

[Report for your bookings](#)

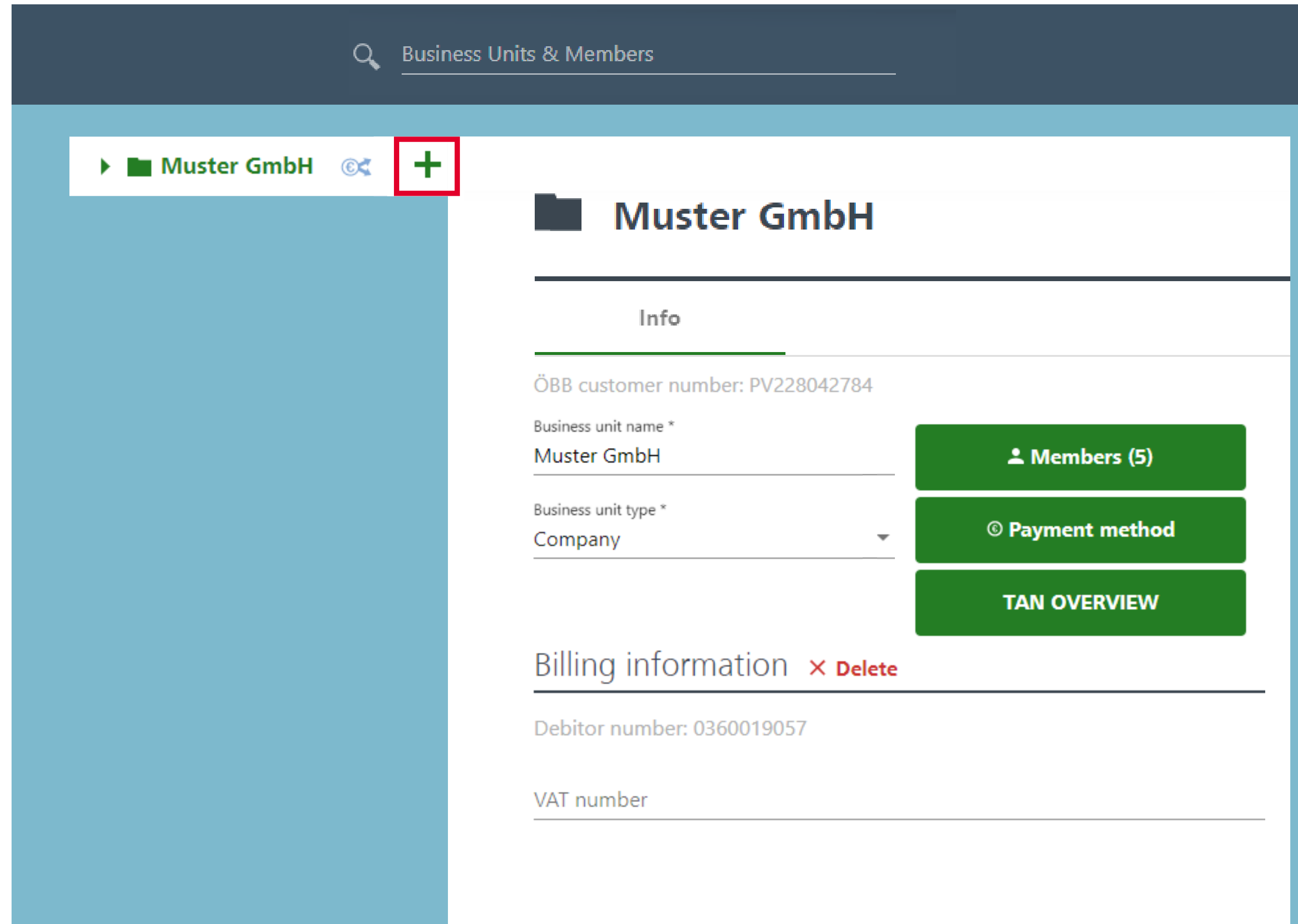
We were unable to find a matching Favourite for quick booking.
If you would like to add a Favourite, click on the star symbol in the header of the section "My Journey" or "Our Fare Categories and Products".

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.



The screenshot displays the 'Business Units & Members' page in the ÖBB Administration system. At the top, there is a search bar with the text 'Business Units & Members'. Below this, a breadcrumb trail shows 'Muster GmbH' with a green plus sign button next to it, which is highlighted with a red box. The main content area is titled 'Muster GmbH' and contains an 'Info' section. This section lists the 'ÖBB customer number: PV228042784', the 'Business unit name *' as 'Muster GmbH', and the 'Business unit type *' as 'Company'. To the right of these fields are three green buttons: 'Members (5)', 'Payment method', and 'TAN OVERVIEW'. Below the 'Info' section is a 'Billing information' section with a red 'Delete' link. It includes the 'Debitor number: 0360019057' and a 'VAT number' field.

Create Business Unit

Then click on **Add Business Unit**.

The screenshot shows the user interface for managing business units. At the top, there is a navigation bar with a breadcrumb trail: 'Muster GmbH' followed by a plus sign and a dropdown menu. The dropdown menu is open, and the option 'Add Business Unit' is highlighted with a red border. Below the navigation bar, the main content area displays the details for the selected business unit, 'Muster GmbH'. The 'Info' section includes the ÖBB customer number (PV228042784), the business unit name (Muster GmbH), and the business unit type (Company). To the right of these details are three green buttons: 'Members (5)', 'Payment method', and 'TAN OVERVIEW'. Below the 'Info' section is the 'Billing information' section, which includes a 'Delete' link and fields for the Debitor number (0360019057) and the VAT number.

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

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.

The screenshot displays the user interface for managing business units. At the top, a navigation bar shows a hierarchy: 'Muster GmbH' (with a folder icon, a refresh icon, and a plus icon) and 'Wien' (with a folder icon, a refresh icon, and a plus icon). The 'Wien' item is highlighted with a red border. Below the navigation bar, the main content area is titled 'Muster GmbH'. Underneath, there is an 'Info' section with a green underline. This section contains the following information: 'ÖBB customer number: PV228042784', 'Business unit name *' (Muster GmbH), and 'Business unit type *' (Company). To the right of these fields are three green buttons: 'Members (5)', 'Payment method', and 'TAN OVERVIEW'. Below the 'Info' section is a 'Billing information' section with a red 'Delete' link. This section contains the following information: 'Debitor number: 0360019057' and 'VAT number'.

Create Business Unit

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

The screenshot displays the 'Wien' business unit details in the ÖBB easy TEX account. The interface is divided into a left sidebar and a main content area. The sidebar shows a hierarchy: 'Muster GmbH' (parent) and 'Wien' (child). The main content area is titled 'Wien' and includes an 'Info' section with the following details:

- ÖBB customer number: PV228042784
- Business unit name: Wien
- Business unit type: Region
- Members: 0
- Payment method
- TAN OVERVIEW

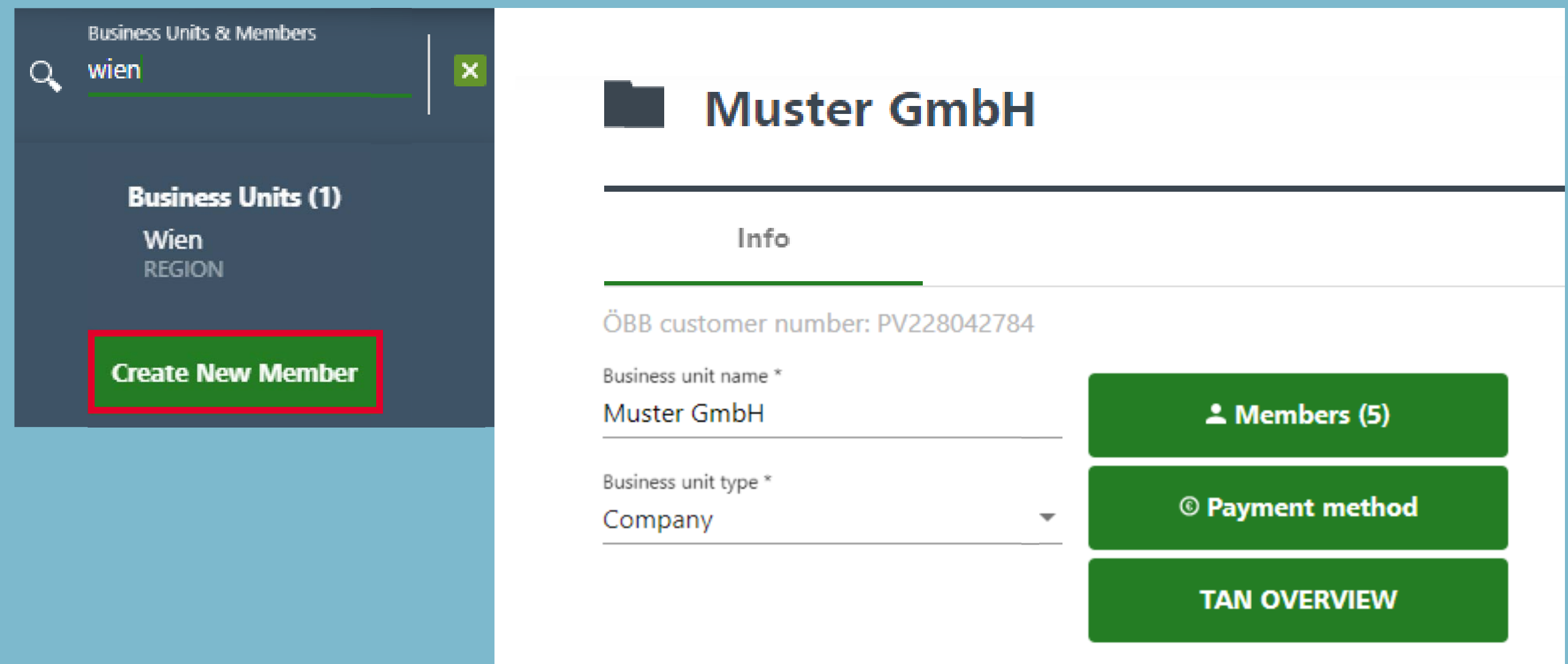
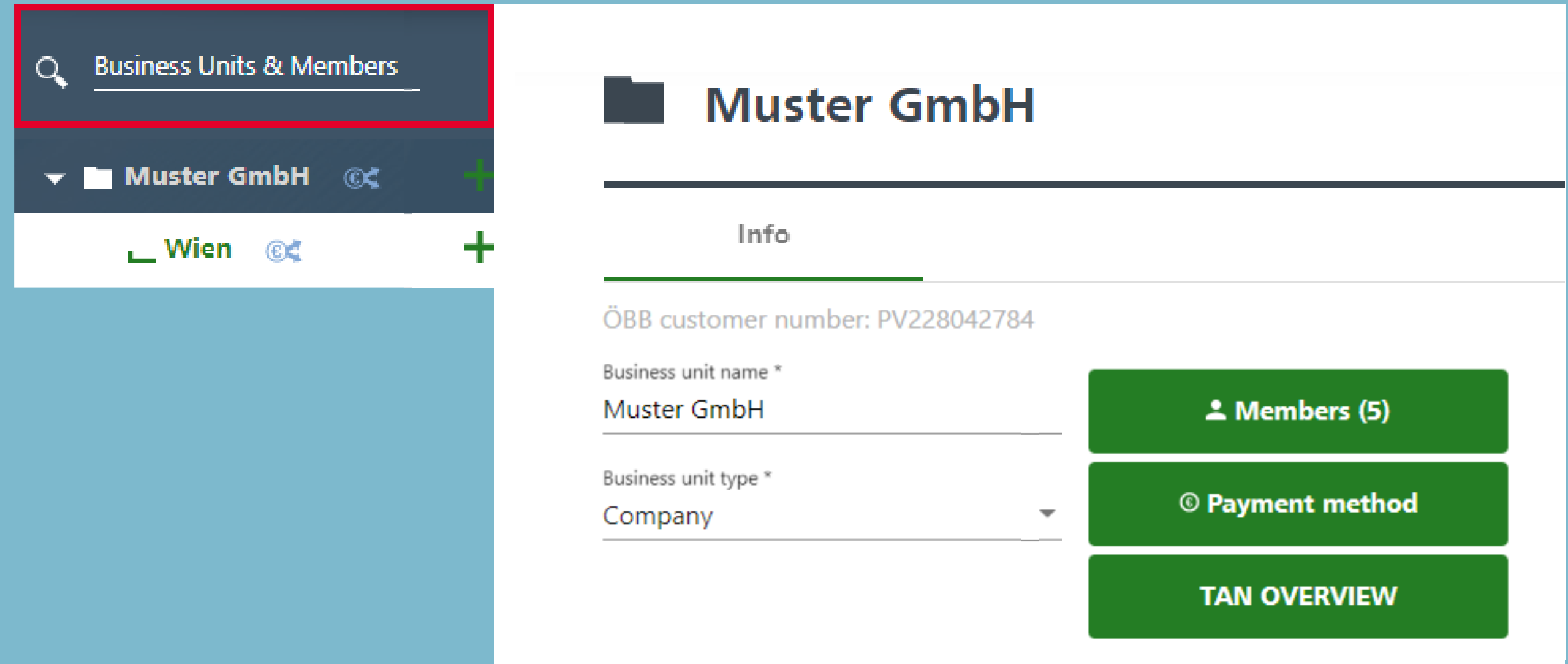
Below the 'Info' section is the 'Billing information' section, which includes:

- 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.



Create Member Option 2

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

The screenshot displays the user interface for managing business units. At the top, there is a navigation bar with a breadcrumb trail: 'Muster GmbH' and 'Wien'. A green plus sign (+) is highlighted with a red box, and a dropdown menu is open, showing three options: 'Add Business Unit', 'Create member' (highlighted with a red box), and 'Generate TAN'. Below the navigation bar, the main content area shows the details for 'Muster GmbH'. It includes the ÖBB customer number (PV228042784), the business unit name (Muster GmbH), and the business unit type (Company). To the right of these details are three green buttons: 'Members (5)', 'Payment method', and 'TAN OVERVIEW'. Below this, there is a section for 'Billing information' with a 'Delete' link, and fields for 'Debitor number: 0360019057' and 'VAT number'.

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 📅

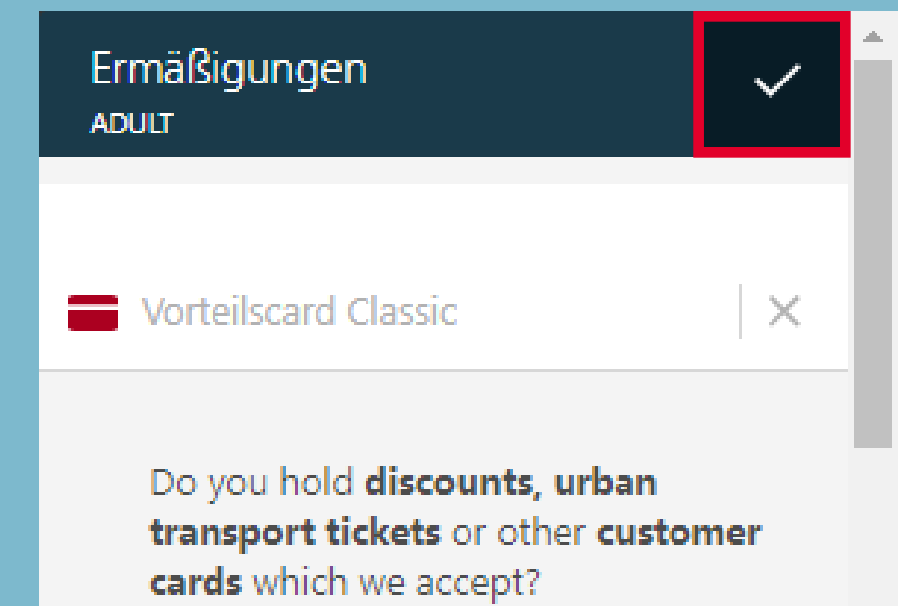
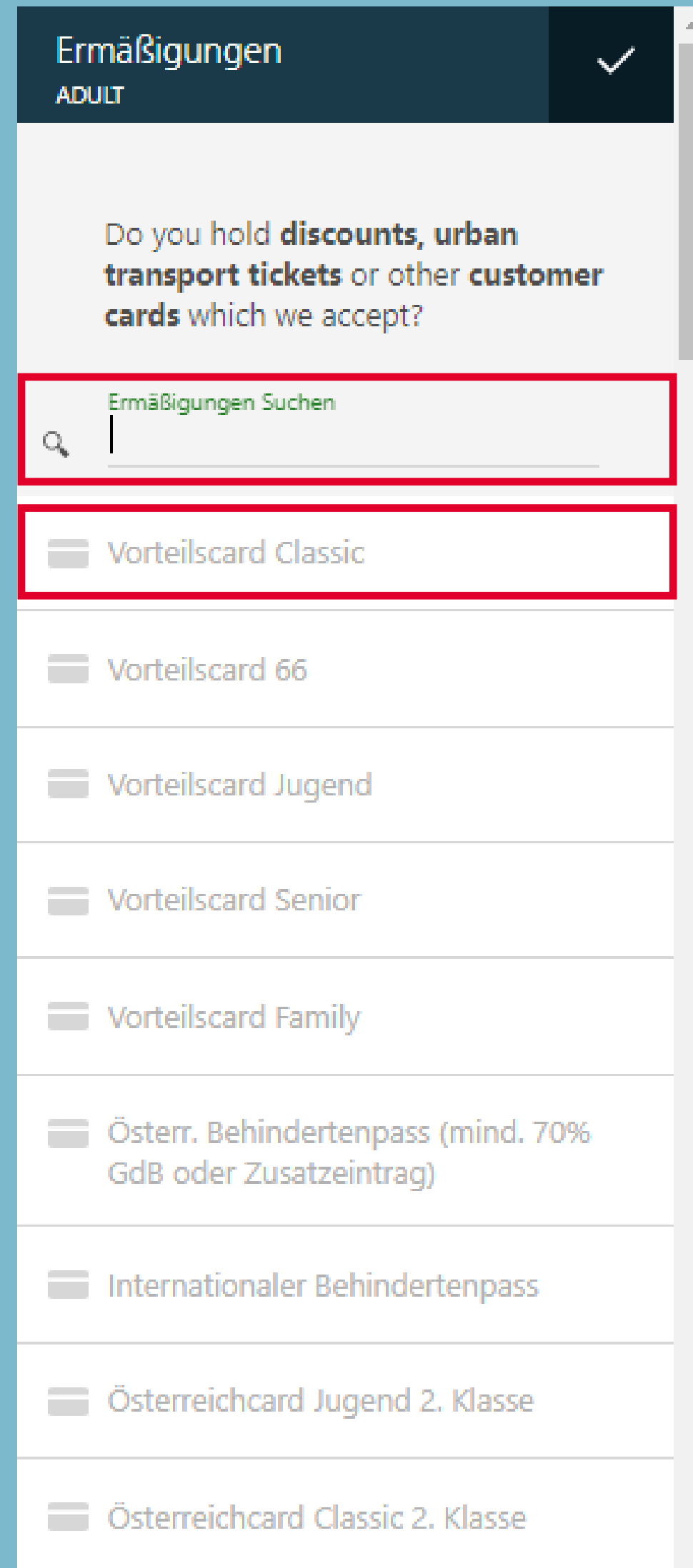
Customer Account

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.

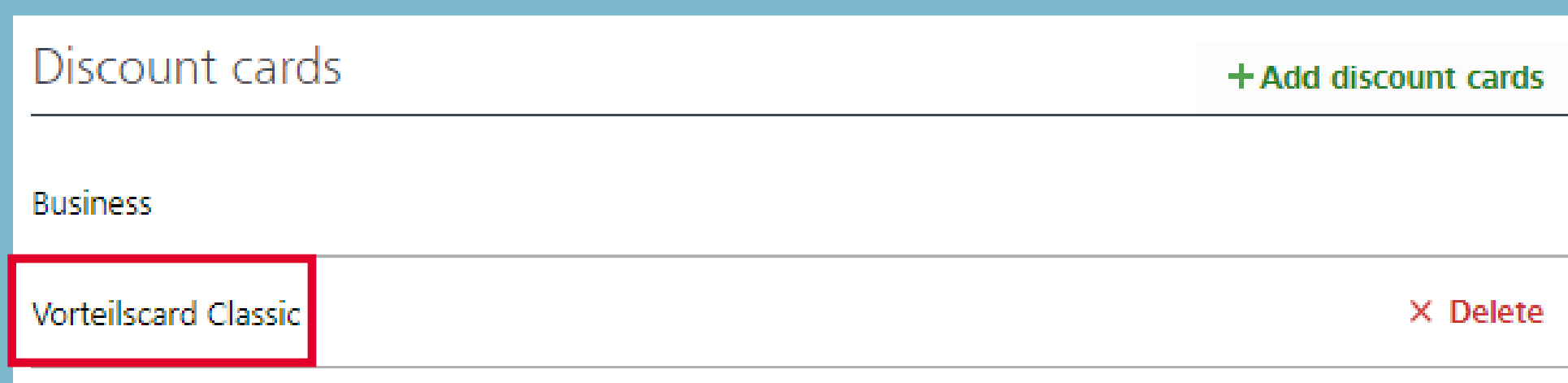
Use ✓ to confirm your selection.



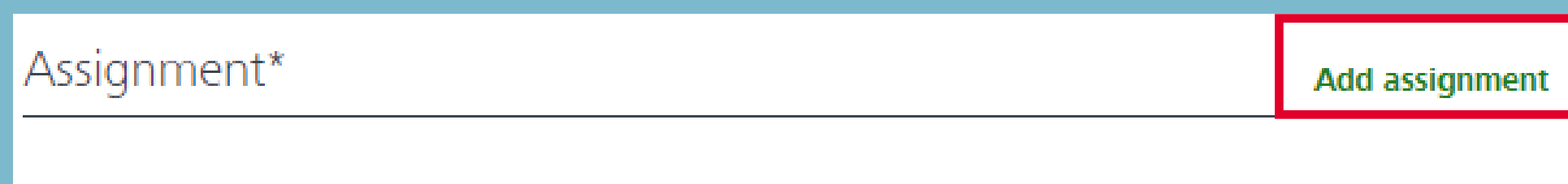
Create Member

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	X 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

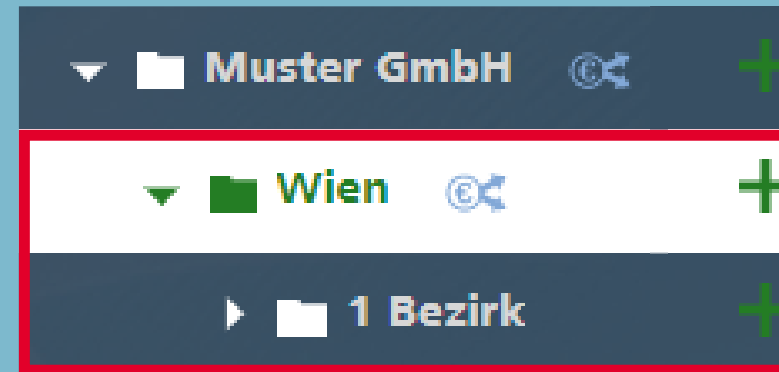
Create Member

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

Assignment*	
Address	
Wien	X Delete

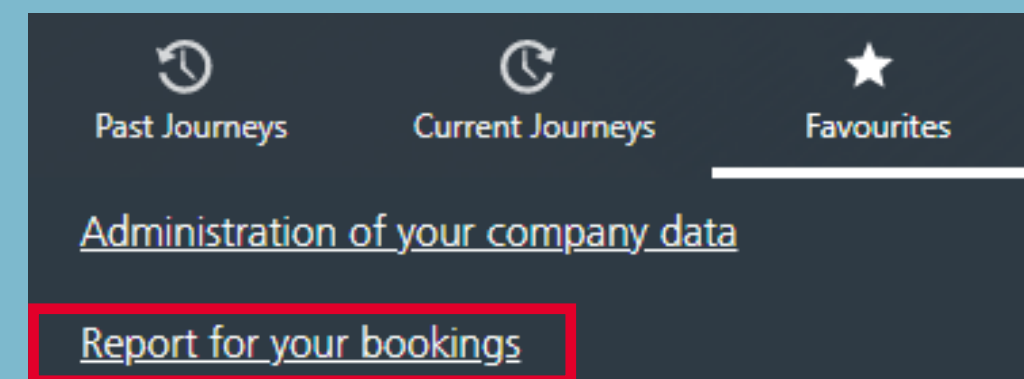
Create Member

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

A screenshot of a member profile page for 'Mustermann, Julia'. The page is divided into two columns: 'Details' and 'Customer Account'. The 'Details' column contains form fields for Salutation (Ms), Acad. title (prefix), First name (Julia), Last name (Mustermann), Acad. title (suffix), Email, Telephone no., and Date of birth. The 'Customer Account' column contains a message: 'To create a customer account you need to specify a role first: ?' and a dropdown menu labeled 'Please select a role.' Below these is a green 'Create account' button.

Report

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

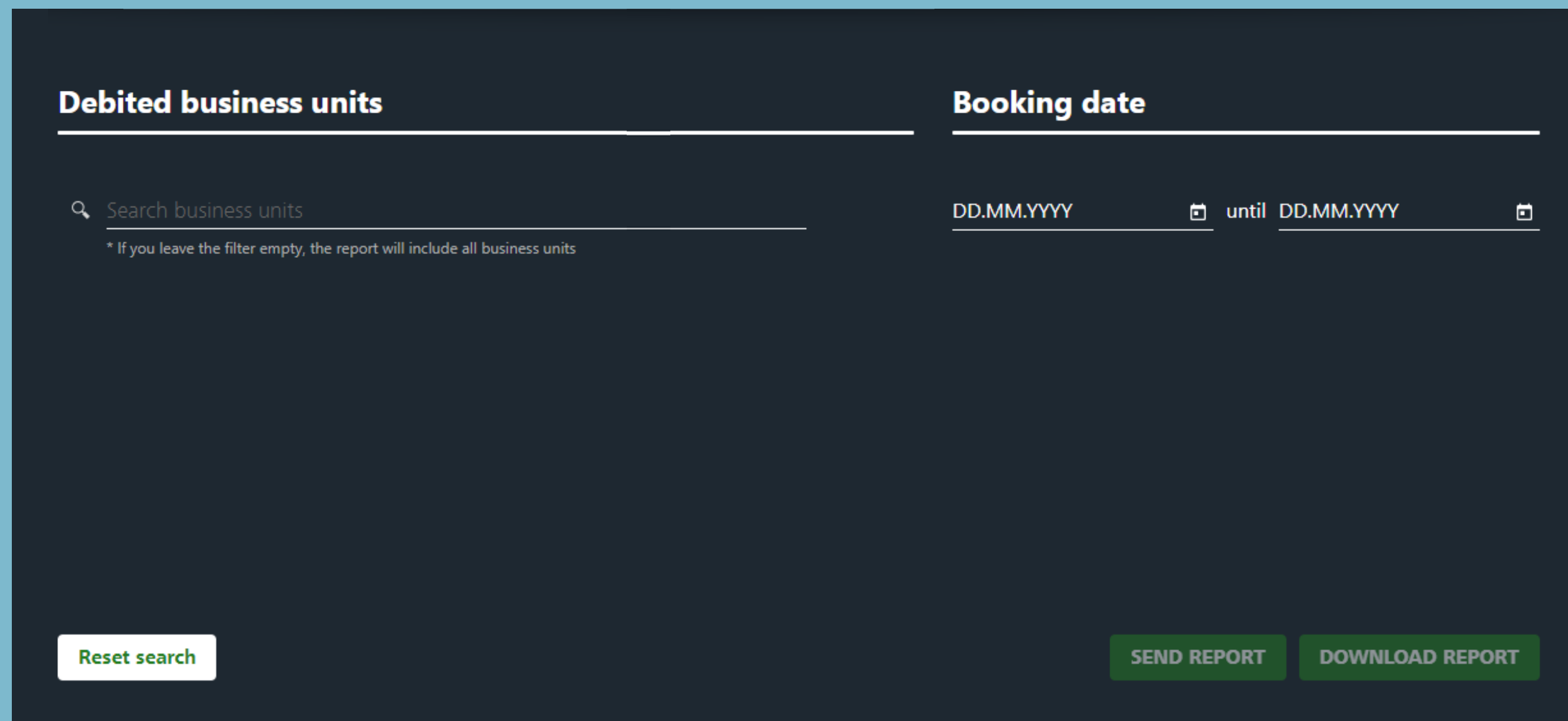


Report

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.



The screenshot shows a dark-themed reporting interface. On the left, under the heading "Debited business units", there is a search input field with a magnifying glass icon and the placeholder text "Search business units". Below the input field is a small asterisk and the text "* If you leave the filter empty, the report will include all business units". At the bottom left of this section is a white button with green text that says "Reset search". On the right, under the heading "Booking date", there are two date input fields. The first field is labeled "DD.MM.YYYY" and has a calendar icon to its right. It is followed by the word "until" and a second date input field, also labeled "DD.MM.YYYY" with a calendar icon to its right. At the bottom right of the interface are two green buttons with white text: "SEND REPORT" and "DOWNLOAD REPORT".

Invoice Options

To create invoices, for example, for different 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 invoice for this business unit«**. All business units in the structure below are combined to form a higher-level invoice.

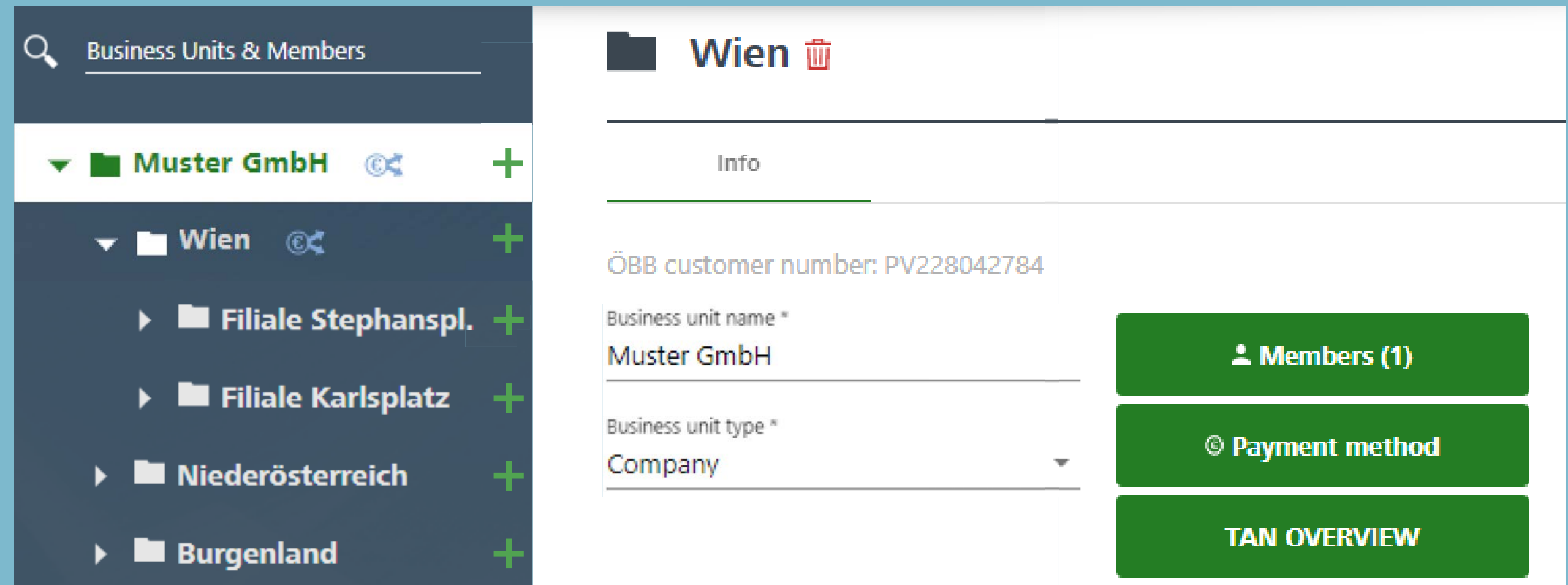
The screenshot shows the 'Business Units & Members' interface. On the left, a sidebar lists business units: 'Muster GmbH', 'Wien', 'Filiale Stephanspl.', 'Filiale Karlsplatz', 'Niederösterreich', and 'Burgenland'. The 'Wien' unit is selected and highlighted in green. On the right, the 'Wien' details page is shown, including the ÖBB customer number (PV228042784), business unit name (Wien), and business unit type (Region). Three green buttons are visible: 'Members (1)', 'Payment method', and 'TAN OVERVIEW'.

The screenshot shows the 'Payment Methods' interface. On the left, the same sidebar as in the previous screenshot is visible, with 'Wien' selected. On the right, the 'Payment Methods' page is shown, featuring a list of payment methods: 'AirPlus' and 'Issue a separate invoice for this business unit'. Each method has a '+ Add' button next to it.

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.



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**.

The screenshot shows the 'Wien' account management page. At the top right, there are 'Discard changes' and 'Save changes' buttons. The 'Info' section includes the ÖBB customer number (PV228042784), business unit name (Wien), and business unit type (Region). To the right of these fields are three green buttons: 'Members (1)', 'Payment method', and 'TAN OVERVIEW'. Below this is the 'Billing information' section, which is highlighted with a red border. It contains the following fields: Debitor number (0360020911), VAT number, Company name (Muster GmbH Wien), Additional address line, Country (Österreich), Street (Am Hauptbahnhof 2), PCode (1100), and City (Wien). An email address (test@oebb.at) is also provided for delivery of details and invoices.

Type of Invoice

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

The screenshot displays two main sections of the user interface. On the left, the 'Business Units & Members' section is shown with a search icon and a list of folders: 'Muster GmbH', 'Wien', 'Filiale Stephanspl.', 'Filiale Karlsplatz', 'Niederösterreich', and 'Burgenland'. Each folder has a green plus sign to its right. On the right, the 'Payment Methods' section is titled with a Euro symbol and the text 'Payment Methods'. It lists two options: 'AirPlus' with a green '+ Add' button, and 'Issue a separate invoice for this business unit' with a red '+ Add' button that is highlighted by a red square border.

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.

① 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

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**.

The screenshot displays the 'Business Units & Members' interface. On the left, a sidebar lists business units: 'Muster GmbH' (selected), 'Wien', 'Niederösterreich', and 'Burgenland'. The main content area shows the details for 'Muster GmbH' under the 'Info' tab. Key information includes the ÖBB customer number (PV228042784), the business unit name (Muster GmbH), and the business unit type (Company). Three prominent green buttons are visible: 'Members (5)', 'Payment method', and 'TAN OVERVIEW'. Below this, the 'Billing information' section is partially visible, showing the Debitor number (0360019057) and the VAT number field.

Employee Self-Registration

Then click on **Self-registration**.

The screenshot displays the 'Business Units & Members' interface. On the left, a sidebar lists 'Muster GmbH' with sub-entities 'Wien', 'Niederösterreich', and 'Burgenland'. The main content area is titled 'Members + Registration' and features a 'Create New Member' button. Below the title, there are two tabs: 'Assigned Members' and 'Self registration', with the latter being highlighted by a red box. The 'Assigned Members' list includes 'Ms Konto, Business' and 'Mr Mustermann, Sebi'.

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... ✕ ZWX8UW ✕
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.

Link which can be copied with a »click«

TAN which can be copied with a »click«

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.

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
Assigned to Muster GmbH

Link and TAN
<https://tickets.oebb.at/tsCmd?c=eyJjbWQjOiJz...> ✕
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.

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

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
Test

Last name
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.



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.

Max Mustermann, username maxmustermann@mustergmbh.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 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 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=eyJjbWQ... X QUWEB2 X

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.

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

WHO IS GOING?
Me
[CHANGE](#)

Select Journey

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

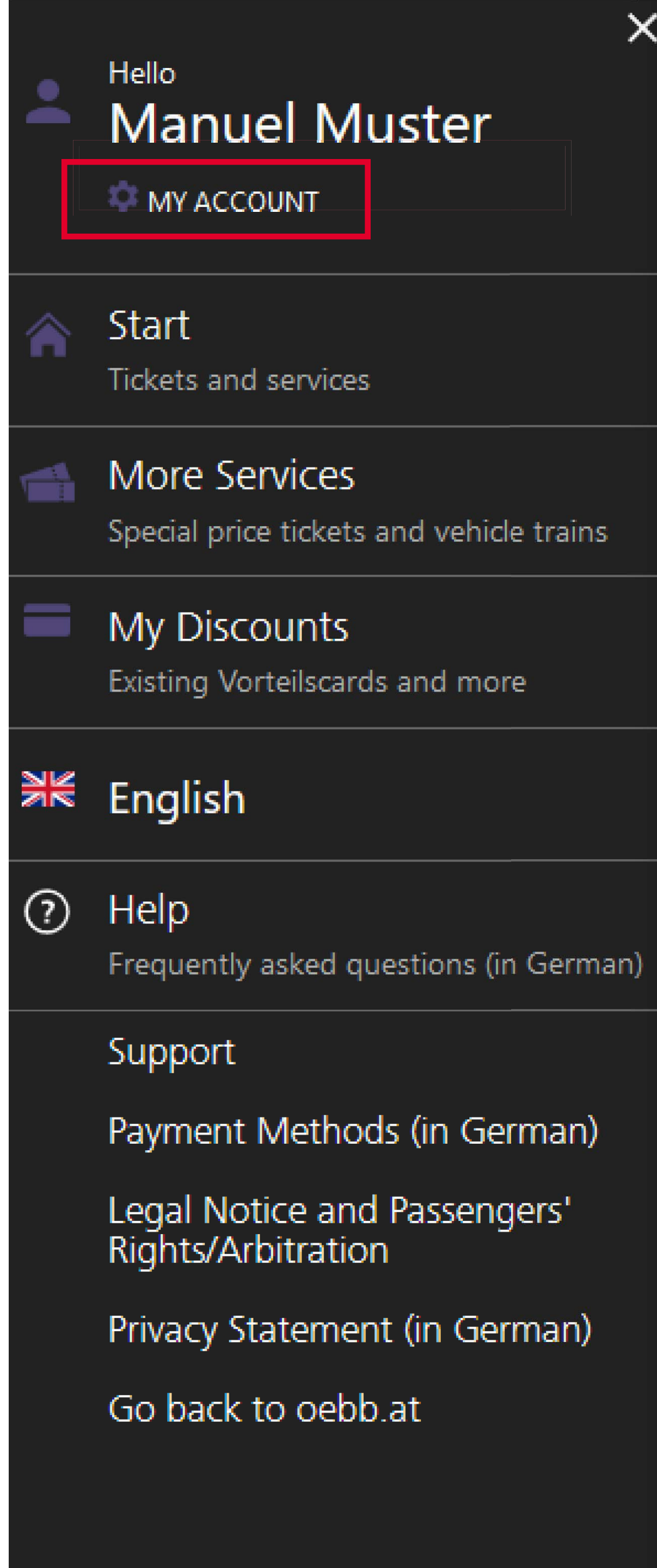
< TODAY 5 OCT TMRW 6 OCT Wed 7 OCT Thu 8 OCT Fri 9 OCT Sat 10 OCT > CALENDAR

Sort by Departure time SET MORE FILTERS

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

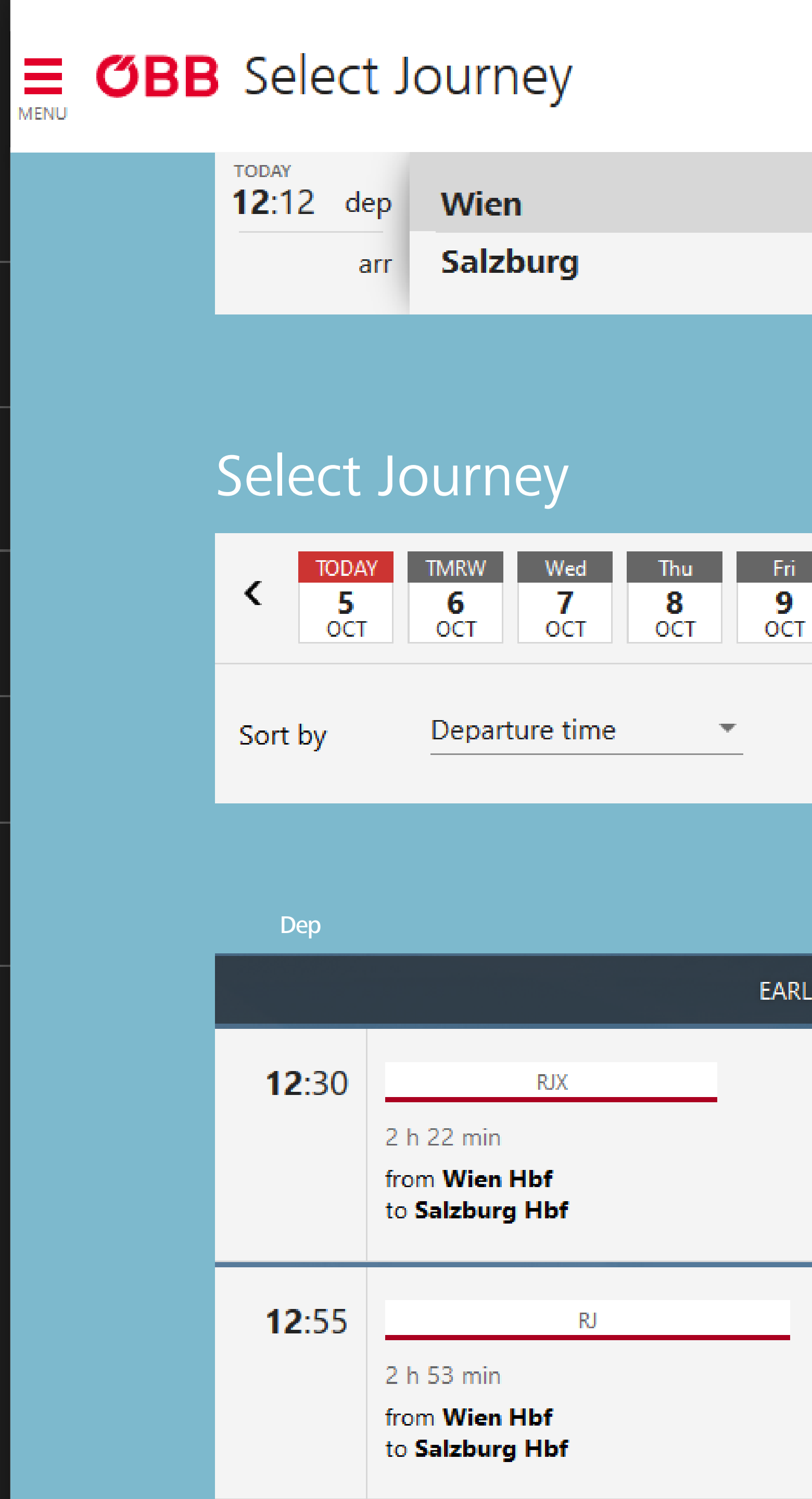
Booking Tickets and Making Payment

Click on **My Account**.



Mobile app navigation menu for Manuel Muster. The menu is dark-themed with white text. At the top, it says 'Hello Manuel Muster' with a profile icon. Below this, the 'MY ACCOUNT' option is highlighted with a red box. Other menu items include 'Start', 'More Services', 'My Discounts', 'English', 'Help', and 'Support'.

- Hello **Manuel Muster**
- MY ACCOUNT**
- Start
Tickets and services
- More Services
Special price tickets and vehicle trains
- My Discounts
Existing Vorteils cards 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

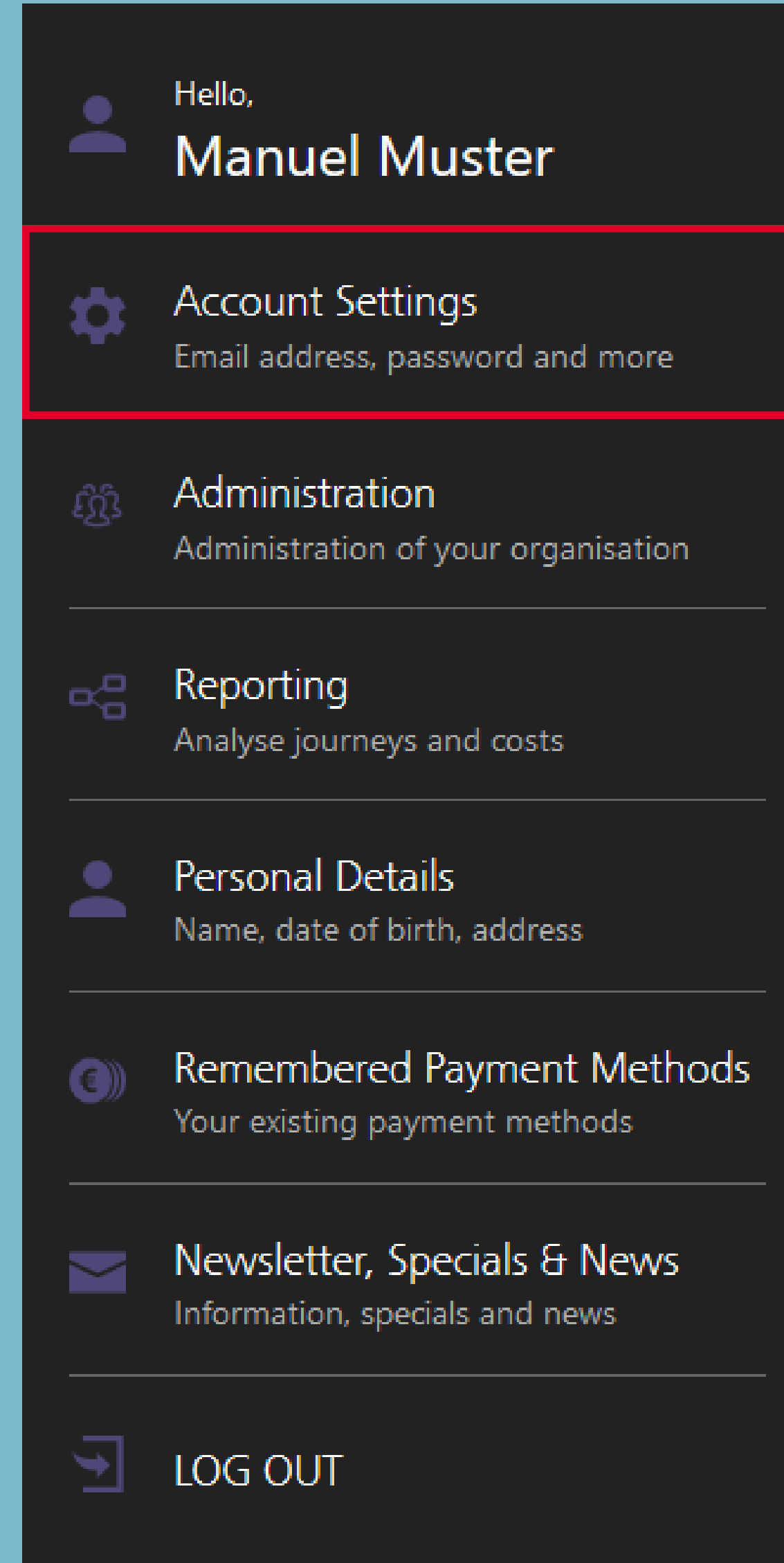


Mobile app 'Select Journey' screen. The header shows the ÖBB logo and the title 'Select Journey'. Below the header, there is a summary of the current journey: 'TODAY 12:12 dep Wien' and 'arr Salzburg'. The main section is titled 'Select Journey' and features a date selector with 'TODAY' (5 OCT) selected, and options for 'TMRW' (6 OCT), 'Wed' (7 OCT), 'Thu' (8 OCT), and 'Fri' (9 OCT). Below the date selector, there is a 'Sort by' dropdown menu set to 'Departure time'. The bottom section shows a list of train options with columns for 'Dep' and 'EARL'.


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**.





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

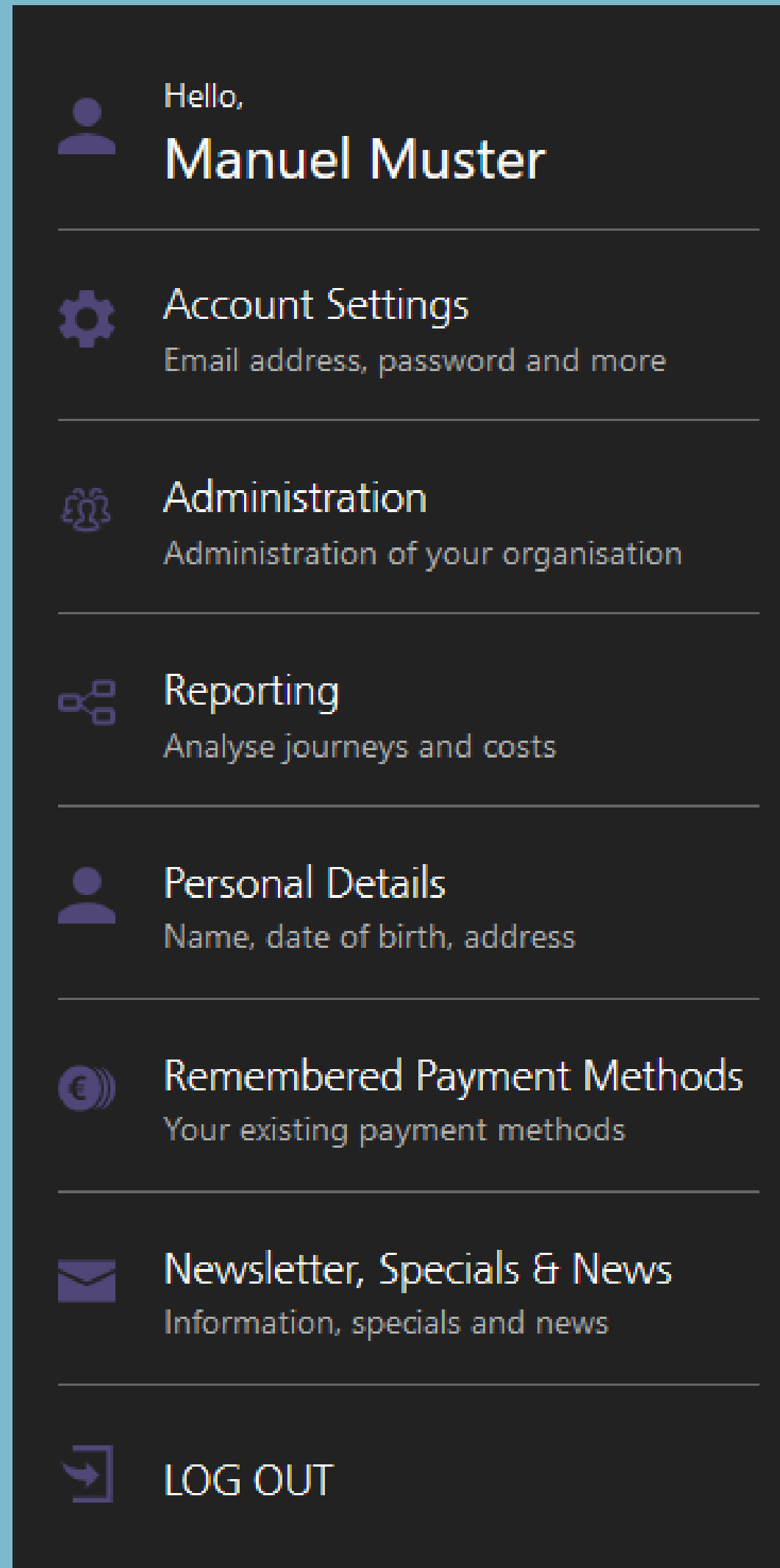
 **Newsletter, Specials & News**
Information, specials and news

 **LOG OUT**


Booking Tickets and Making Payment


Uncheck


»I am usually the only passenger«.





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

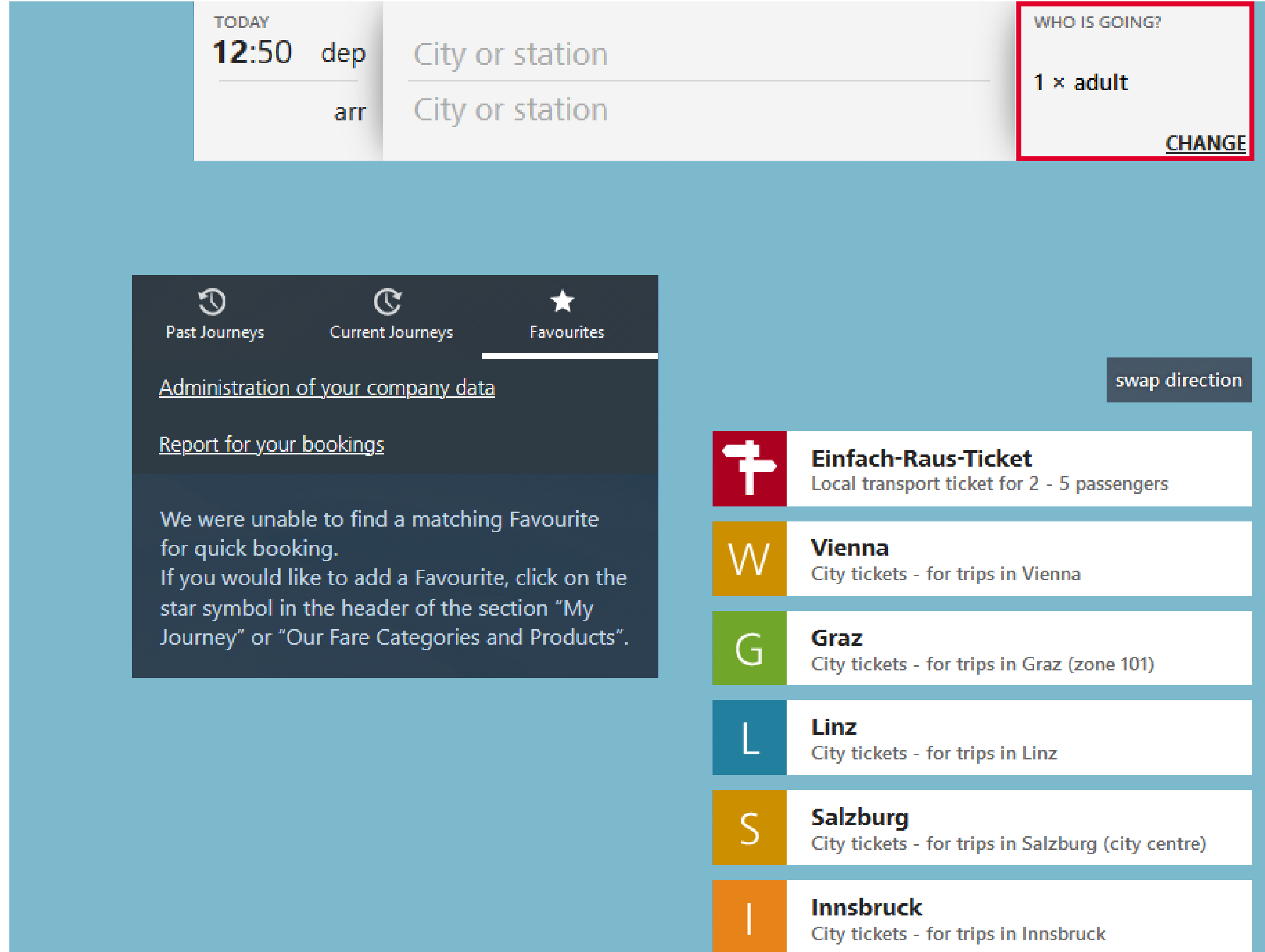
This will close your business account and all associated administration data. It will no longer be possible to book tickets on this account.

CLOSE BUSINESS ACCOUNT

CONFIRM

Booking Tickets and Making Payment

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



The screenshot shows the ÖBB mobile app interface. At the top, there is a header with the ÖBB logo and the text "Tickets and Services". Below the header, there is a search bar with the following fields: "TODAY", "12:50 dep", "City or station", "arr", and "City or station". To the right of the search bar, there is a box titled "WHO IS GOING?" containing "1 x adult" and a "CHANGE" button. Below the search bar, there is a navigation bar with three tabs: "Past Journeys", "Current Journeys", and "Favourites". Under the "Favourites" tab, there are two links: "Administration of your company data" and "Report for your bookings". Below the navigation bar, there is a message: "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'." To the right of the message, there is a "swap direction" button. Below the message, there is a list of ticket categories:




- 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.






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** ×



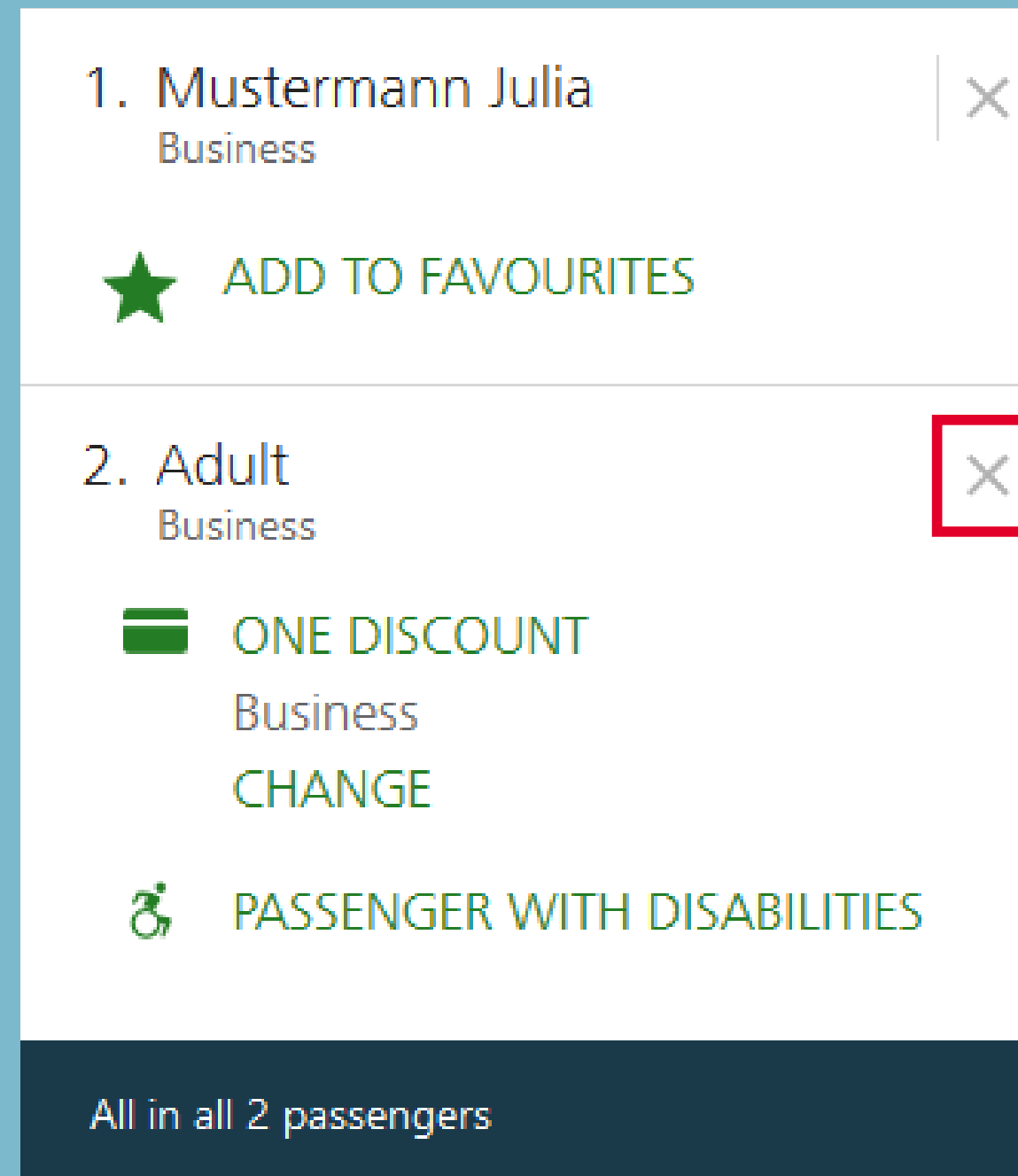
 **Passengers (company employees)**
Mustermann ×

-  Mustermann Julia
-  Mustermann Maxi
-  Mustermann Sebi

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

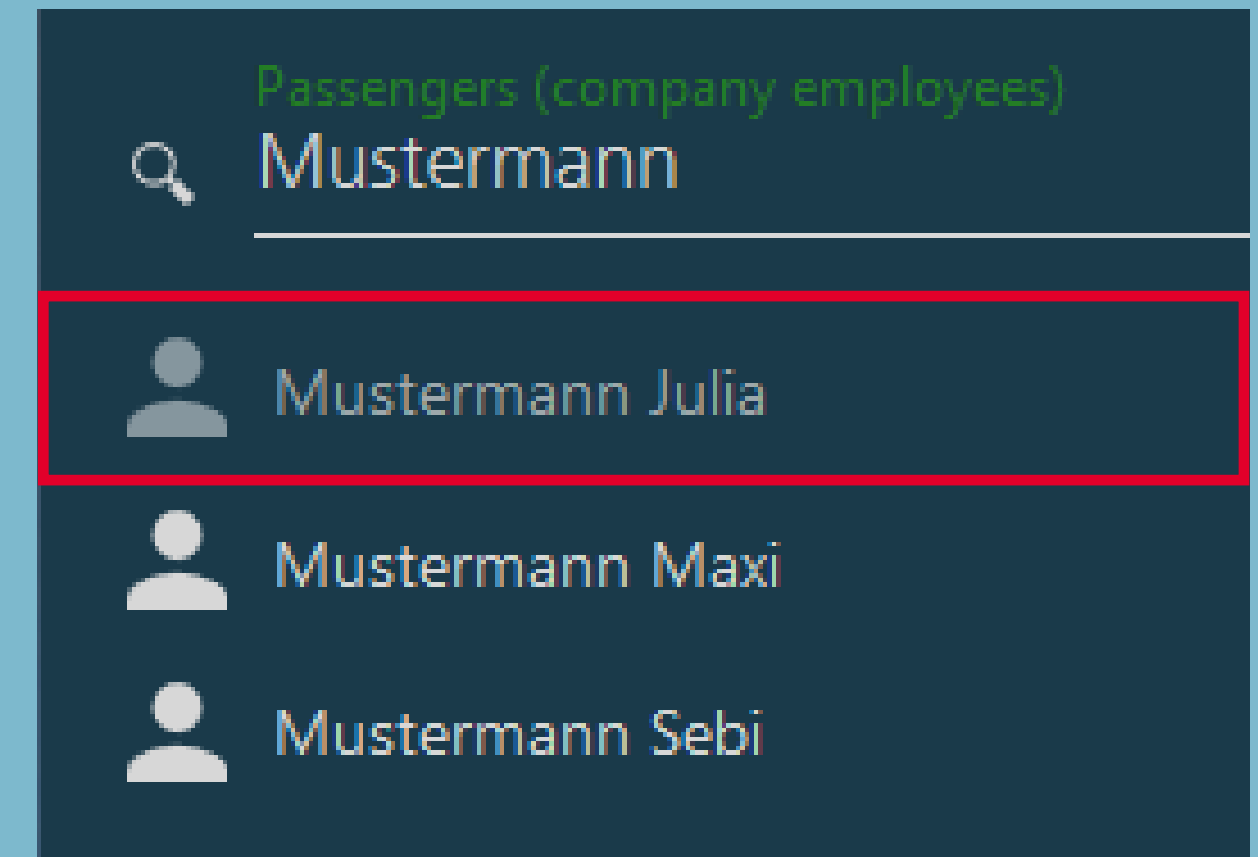
★ ADD TO FAVOURITES

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.

✕	TODAY		Wien Hbf	WHO IS GOING?	ONE-WAY JOURNEY
	12:55 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: **maxmustermann@mustergmbh.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 be charged in your local currency. We use a secure SSL connection to transfer all data.

My Basket

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

The screenshot displays a mobile application interface for booking a train ticket. At the top, a header bar shows a close button (X), the time 15:48, the station Salzburg Hbf, the passenger name Julia, and the price € 45,50. Below this, a white box contains the text 'Total amount € 45,50' and a link: 'Click here for service and price details, print timetable'. Underneath are two buttons: 'BUY RETURN TICKET' and 'MORE TICKETS'. The main content area is a white box with the following sections:

- Email Address**: A heading followed by the text 'We will send the booking confirmation and the journey details to the following email address: **maxmustermann@mustergmbh.at**'. Below this is a question: '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.' This is followed by a label 'Email address' and a text input field containing 'mustergmbh@mustergmbh.at'.
- Billing Information**: A heading followed by the text 'Please select the business unit which you would like to debit.' Below this is a dropdown menu with the label 'Debited business unit *' and the selected option 'Muster GmbH'.

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 ↶

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


<input type="text" value="Departure Date"/> 	<input type="text" value="Internal Account"/>
<input type="text" value="Project Number"/>	<input type="text" value="Order Number *"/>
<input type="text" value="Cost Centre**"/>	<input type="text" value="Destination"/>
<input type="text" value="Action Code *"/>	<input type="text" value="Employee Number**"/>
<input type="text" value="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 fare category conditions and GTC of our contractors (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 *

Pay now

Email of the person making the booking

Email of the traveller

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

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.

Muster GmbH

Muster GmbH

Business unit type *
Company

Members (4)

Payment method

TAN OVERVIEW

Billing information [X Delete](#)

Debitor number: 0360019057

VAT number

Company name (invoice recipient)
Muster GmbH

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)
maxmustermann@mustergmbh.at

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.

Information for the Traveller

Information to be received by
the traveller.

If the person making the booking has
entered the traveller's email address,
the traveller will receive the following
information 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 0883, with €45.50. You will find this amount on your card statement, marked with "ÖEBB 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 >](#)

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 "ÖBB 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](#)