

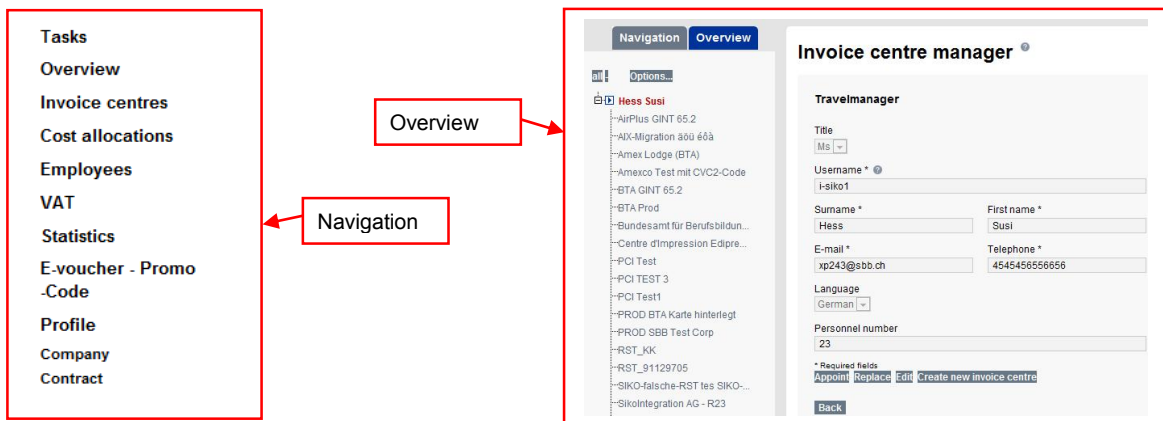
SBB Businessmanager Instructions for the travel manager

As the **travel manager**, you are the SBB's main contact person and responsible for the organisational management of the SBB Businesstravel booking platform.

With **SBB Businessmanager** you can manage employees' rights to use invoice centres and, if applicable, cost allocations. You can either do this yourself or delegate it to an invoice centre manager. The twice-monthly statistics (Excel download) help you to keep an overview of the trips taken by your company at all times.

If you or any of your employees have any questions, please contact our Businesstravel Service Centre on 0848 111 456.

View of SBB Businesstravel

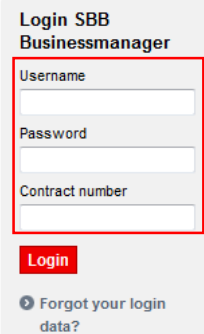


The screenshot shows the SBB Businessmanager interface. On the left is a navigation menu with the following items: Tasks, Overview, Invoice centres, Cost allocations, Employees, VAT, Statistics, E-voucher - Promo, .Code, Profile, Company, and Contract. A red box labeled 'Navigation' points to this menu. The main content area is titled 'Invoice centre manager' and has two tabs: 'Navigation' and 'Overview'. A red box labeled 'Overview' points to the 'Overview' tab. The 'Overview' tab shows a list of invoice centres, with 'Hess Susi' selected. To the right of the list is a form for the 'Travelmanager' with fields for Title, Username, Surname, First name, E-mail, Telephone, Language, and Personnel number. A red box labeled 'Overview' also points to this form area.

Login

www.sbb.ch/businessmanager

Use the same login details as for SBB Ticket Shop Business.

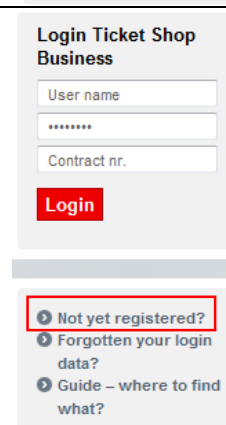


The screenshot shows the login form for SBB Businessmanager. It has three input fields: Username, Password, and Contract number. Below the fields is a red 'Login' button. At the bottom, there is a link for 'Forgot your login data?'.

Information for employees

In order for your employees to be able to use SBB Ticket Shop Business, they each need a user account. As the travel manager, you need to provide your employees with the following information:

- Start page www.sbb.ch/business
Once-off registration at
»Not yet registered?
- Contract number
- Invoice centre (as per your instructions)



The screenshot shows the login form for SBB Ticket Shop Business. It has three input fields: User name, Password, and Contract nr. Below the fields is a red 'Login' button. At the bottom, there are three links: 'Not yet registered?', 'Forgotten your login data?', and 'Guide - where to find what?'.

Overview

Under the **Overview** menu option you can

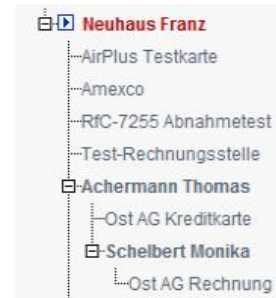
- enter or change travel managers or invoice centre managers
- enter or change invoice centres
- see an overview of all the invoice centre managers

Example (see extract)

Travel manager **Neuhaus Franz** has appointed **Achermann Thomas** as an invoice centre manager. Achermann Thomas, in turn, has appointed a further invoice centre manager (**Schelbert Monika**).

All the invoice centre managers shown in the overview may open invoice centres.

Booking authorisations can be granted to further employees for each invoice centre.



Travel manager

In the **Overview**, the travel manager is listed in first position and has the following permissions:

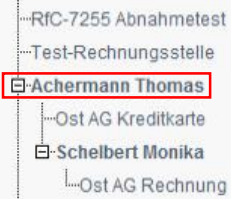
- Open new invoice centres and cost allocations
- Appoint new invoice centre managers
- Grant or block booking authorisation to **all** employees.
- View and change **all** invoice centres
- View **all** statistics



Invoice centre manager

The invoice centre manager has the following permissions:

- Open new invoice centres and cost allocations
- Appoint new invoice centre managers
- Grant or block booking authorisation for employees in his/her invoice centre.
- View and change his/her invoice centres
- View statistics for his/her invoice centres



Appointing invoice centre managers

In the **Overview**, click on the name of the invoice centre to which you want to appoint a new invoice centre manager. (The employee must be registered with SBB Businessstravel in order to be added as an invoice centre manager.)

Next, click the **»Appoint** link

A list of all the employees with booking authorisation will be displayed. Select the required employee from the list and click on **»Save**

The employee is now shown in the overview.

In order to allocate the correct invoice centre, refer to the section «Reallocate invoice centre».

Existing employee

Search criteria
Surname

Invoice centre
My invoice centres

Surname	First name	E-mail
Asdfasffa	Aasfasfasdfasf	franz.a.neuhaus@sbb.ch
Asdfhhhh	Asdfdsdf	franz.a.neuhaus@sbb.ch
asta	asta	xt166@sbb.ch
asta	gerber	xt166@sbb.ch

Replacing invoice centre managers or the travel manager

In the **Overview**, click the person to be replaced. Next, click the **»Replace** link

- Only persons shown in the overview may replace a travel manager or an invoice centre manager. If the person is not in the list, see the instructions above for authorising an employee.

What is to happen to the person who previously had booking authorisation:

- Revoke booking authorisations on SBB Ticket Shop Business as well as the invoice centre manager function
→ Revokes all authorisations, e.g. when a person leaves the company
- Revoke only the invoice centre manager function
→ The employee can continue to buy tickets.

Do you really want to delete the invoice centre manager?

Invoice centre manager (ICM) is being replaced.

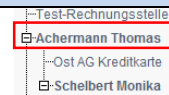
What do you want to do with the current ICM?

Remove authorisation for Ticketshop and ICM function
Remove invoice centre manager (ICM) function only

Invoice centres

Create new invoice centre

In the **Overview**, select the travel or invoice centre manager who is to be responsible for the new invoice centre.



Next, click »Create new invoice centre

Invoice centre manager

Complete the form as follows:

1. Register »Invoice centre

- The **name of the invoice centre** (give the invoice centre a name: e.g. Purchasing, Logistics, Invoicing).
- The **payment method** (credit card or invoice and direct debit)
If you wish to pay by invoice and payment slip, you should nevertheless select payment by invoice and direct debit. At a later point in the credit assessment process, you can indicate that you want to pay by invoice and payment slip.
- **Under »Valid to:** enter the period of validity (blank = unlimited validity)

New invoice centre

2. Register »Address

- Enter **billing address**

New invoice centre

3. Register » Payment details

- Insert payment details for credits

You can notify SBB of your application for a new invoice centre in three steps – »Save, »Request (recheck) and »Save and request.

Payment by credit card:

If you have requested an invoice centre with payment by credit card, you will receive a confirmation by e-mail within 24 hours.

Payment by invoice and direct debit:

If you have requested an invoice centre with payment by invoice and direct debit, we will send an enquiry to determine your company's credit rating. If the assessment is positive, we will send a confirmation by e-mail along with a direct debit form. The original form should be filled out and returned by post to the Businesstravel Service Center, PO Box 176, CH-3900 Brig.

Payment by invoice and payment slip:

If you would like an invoice centre with payment by invoice and payment slip, please request an invoice centre with payment by invoice and direct debit. Due to technical reasons, the payment slip option cannot be selected, only direct debit. We will send an enquiry to determine your company's credit rating. In the credit assessment e-mail, note that you wish to pay with a payment slip. If the evaluation is positive, you will receive a confirmation by e-mail within 72 hours.

Once SBB has activated the requested invoice centre, you will receive confirmation by e-mail.

New invoice centre

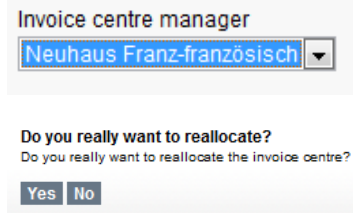
Reallocate invoice centre

Select the invoice centre in the **Overview**.

In the drop-down menu, select the new invoice centre

manager. Here you can only select employees in the overview or newly appointed employees. (See also: Appointing invoice centre managers)
Finish off by selecting »Reallocate

You will need to answer a security question to prevent a wrong allocation.



Invoice centre details

Select the invoice centre in the **Overview**.
Select the »Details link to

- view and change the employee list
- view, change and create cost allocations
- request statistics.



Changes to an invoice centre

Select the invoice centre in the **Overview**.
Select the »Edit link to

- change the invoice address
- block the invoice centre



The name of the invoice centre cannot be modified. If necessary, you must block the invoice centre and create a new one with the new name.

Cost allocations

A cost allocation may be a

- cost centre
- project number
- order number
- employee group

or similar. The description and validity period can be chosen freely. Cost allocations are always allocated to an invoice centre.

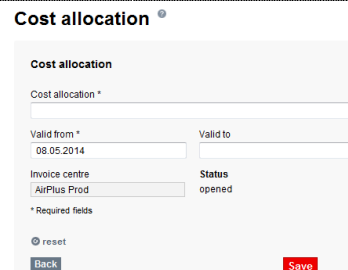
Cost allocation	Invoice centre
asdsdf	AirPlus hinterlegt abnahme
asta	RST_KK
basta	RST_KK
blabla	RST_KK
KK	RST_KK
Kostenzuordnung Marketing SIKO	PROD BTA Karte hinterlegt

Create new cost allocations

Select the required invoice centre in the **Overview** or under **Invoice centres**. Click »New cost allocation

Once you have saved some cost allocations, your employees will be requested to select a cost allocation before completing their purchases.

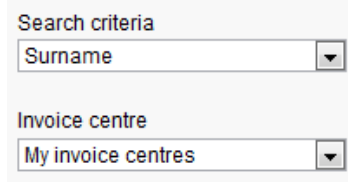
Cost allocations cannot be modified. If necessary, you must block the cost allocation and create a new one with the new name.



Employees

All the employees with authorisations under your contract are listed under **Employees**. You can use a variety of search criteria.

Once you have selected an employee, their authorisations (including status) for the various invoice centres are displayed. You can change a status by marking it and selecting »Activate, »Block or »Delete.



To view all the employees with a particular invoice centre, select the **Invoice centres** menu option, select the required invoice centre and click on the employee list.

Invoice centre	Payment method	Status
RST_91129715	Invoicing by direct debit (LSV)	active
ADX-Migration abü éôâ	Invoicing by direct debit (LSV)	active
PCI Test	credit card / others	active

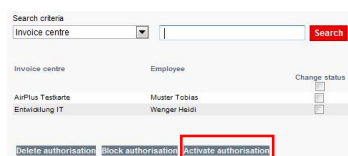
Authorising employees

The travel manager or the respective invoice centre manager can authorise further employees to make bookings. The names of the applicants are displayed under **Tasks**. You can authorise them by ticking the checkbox under Status and clicking »Activate authorisation.

This step is unnecessary:

- if the payment method is credit card and you have selected «no» for manual authorisation.
- if the registration is done by Excel list (by your account manager).

The employees are then automatically activated after registration.



VAT

Under the **VAT** menu option you will find the VAT summaries per invoice centre and quarter. Click on the required quarter for a VAT summary in PDF format.

Documents to download

Invoice centre
My invoice centers

Invoice centres	Year / Quarterly
RFC-2877 TEST	2012-Q4 2012-Q2

Statistics

You will find statistics for each invoice centre under the **Statistics** menu option. You can save the data locally in an Excel file.
You can use these statistics by processing them further or importing them into another system (e.g. SAP).

Statistics

Search criteria
Statistics

Invoice centre
My invoice centers

Period
2014Q4

Statistics	Invoice centre	Contract no.
2014 04 16 - 2014 04 30		SBB1212
2014 04 16 - 2014 04 30	Amexop	SBB1212
2014 04 01 - 2014 04 15		SBB1212
2014 04 01 - 2014 04 15	KAM West	SBB1212

The statistics are generated twice a month.
For older statistics please select "all".

2014 01 16 - 2014 01 31
2014 01 01 - 2014 01 15

Profile / Support

Travel managers can check the company and contract address and request an address change under the **Profile** menu option.
If you wish to change the mailing address for invoices please do this directly in the respective invoice centre address.

Address

P.O. box Yes No

Street name, no. *
Wyerstrasse 123 Address (cont'd.)

Postcode *
3000 Town *
Bern 65

Country *
Switzerland

Request an address change

Refunds

A special refunding process applies to tickets bought via SBB Businessstravel.

For more details please see [here](#).

An administration fee of CHF 10 applies to each refund.
OnlineTickets for Switzerland are not refunded at ticket counters.

Help/support

You will find answers to the most frequently asked questions [here](#).

If you have any questions about our products and prices please contact the Businessstravel Service Centre:

Tel. 0848 111 456
E-mail business@sbb.ch



Help / FAQ

Questions and answers about SBB Businessstravel.

[More](#)