Managing corporate credit cards in the bahn.business online portal

- Registering corporate credit cards
- Assigning corporate credit cards
1. Managing corporate credit cards

The booker is responsible for managing their booking centre's corporate credit cards in the bahn.business online portal.

- The booker can use this option to assign a specific payment method to a specific employee.

- We have written this document to provide you with support during the important first steps: Registering and assigning corporate credit cards.

- The associated option is located in "Administration" (1) in the portal's main navigation menu. Click "Administrate corporate credit cards" (2).
2. Registering corporate credit cards

- The next screen is for the details of the corporate credit card used by your booking centre.

- If no card has been assigned yet, click "New" (1).

- Use "Register corporate credit card" to add the details of the corporate credit card (2).

- Do you want the system to forward additional data to the credit card company when buying tickets? Simply supply the relevant information using the other boxes (3).

- The system now opens a new page displaying the details of the new card. You can assign it to a registered passenger.

- This means that all bookings will be automatically invoiced using this card.

Administrate company cards
Register corporate credit cards for your booking point here and allocate the corporate credit card to travellers. This allocation means that the selected corporate credit card will automatically be used for each booking. The corporate credit cards can be changed or deleted at any time. The following corporate credit cards are registered for your booking center GORailways.

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Register corporate credit card
If you have agreed with your credit card company that additional data is invoiced, you can also record additional data next to your corporate credit card data which is then transmitted to the credit card company when each booking is made. Please store any additional personal data in the traveller’s profile.

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2. Assigning corporate credit cards to travellers

You can use the next window to select the travel profile or self-booker to which you want to assign the corporate credit card.

- Tick the checkbox (1) and then click "Assign" (2).

- For security reasons, no profiles or self-bookers can see the details of the corporate credit cards assigned in the system.

- If a self-booker's details do not include a corporate credit card, they can add their own payment details.

The corporate credit card has now been assigned to travelling employees in your booking centre as a collective payment method. Bookers and self-bookers can now reserve and buy tickets.