

SBB Businessmanager – new

As the **person responsible for the contract** and invoice centre, you have access to SBB Businessmanager. <https://www.sbb.ch/en/bm/#/>

With **SBB Businessmanager**, you 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 statistics (Excel download) help you to keep an overview of the trips taken by your company at all times.

You also manage your employees' SwissPass services in SBB Businessmanager.

If you or any of your employees have any questions, please contact our Businesstravel Service Center on 0848 111 456 or at business@sbb.ch.

Overview

Tasks  > Overview  > Invoice centres  > Cost allocations  > Employees  > Subscriptions 



Clicking the '?' symbol shows you additional information.

Topic	Info				
Parallel operation	<p>The new and old Ticket Shop will still be operated at the same time. It is therefore important that you retain your login details for the old Ticket Shop for the time being. This means that there will also be two versions of Businessmanager: https://www.sbb.ch/en/bm/#/</p> <table border="1" data-bbox="421 384 1565 624"> <tr> <td data-bbox="421 384 992 504">Managing SwissPass services / Employees with a SwissPass login / Bookings from the new webshop</td> <td data-bbox="996 384 1565 504">Bookings from the old Ticket Shop / employees with old logins</td> </tr> <tr> <td data-bbox="421 507 992 624">Log in with your SwissPass login: https://www.sbb.ch/en/bm/#/ (Log in with your SwissPass login)</td> <td data-bbox="996 507 1565 624">Log in with your former login details: https://www.sbb.ch/en/bm/#/ (Log in with my previous login details)</td> </tr> </table> <p>Please note that changes must be recorded in both systems:</p> <ul style="list-style-type: none"> Block/remove employees Block and change invoice centres Block and change cost allocations Block and change invoice centres. <p>New invoice centres and cost allocations can only be recorded in the old Businessmanager; they will be automatically transferred to the new Businessmanager the next day.</p>	Managing SwissPass services / Employees with a SwissPass login / Bookings from the new webshop	Bookings from the old Ticket Shop / employees with old logins	Log in with your SwissPass login: https://www.sbb.ch/en/bm/#/ (Log in with your SwissPass login)	Log in with your former login details: https://www.sbb.ch/en/bm/#/ (Log in with my previous login details)
Managing SwissPass services / Employees with a SwissPass login / Bookings from the new webshop	Bookings from the old Ticket Shop / employees with old logins				
Log in with your SwissPass login: https://www.sbb.ch/en/bm/#/ (Log in with your SwissPass login)	Log in with your former login details: https://www.sbb.ch/en/bm/#/ (Log in with my previous login details)				

<p>Registration</p>	<p>Employees without access to SBB Businessstravel as yet can register independently with their SwissPass login. (Separate instructions available) The person responsible for travel at your company then issues the authorisation.</p> <p>Please check whether bookings only need to be made in the new SBB webshop or whether they should also be made in the old Ticket Shop.</p> <p>The contract number will be communicated via the company's travel manager.</p> <p>Registration only in the new SBB Businessstravel for the following offers (also applies to the SBB Mobile app): Point-to-point Ticket, Day Passes for Switzerland, City-Tickets, class upgrades, night supplements, supersaver tickets and Saver Day Passes for Switzerland, Half-Fare travelcard, GA, etc.: https://www.sbb.ch/en/business-customers/businessstravel/registration/employee.html</p> <p>Registration in the old SBB Businessstravel for international tickets, multiple-journey tickets, Day Pass Multipacks, etc.: https://www.sbb.ch/ticketshop/b2b/sprache.do?en</p>
<p>Statistics</p>	<p>You are now able to view the statistics. You can select any period as required.</p> <p>You can find the statistics here under "Log in with your SwissPass login": https://www.sbb.ch/en/bm/#/</p> <p>Contract step: Select the contract in the "Overview". You can find "Download statistics" in the menu on the right-hand side.</p> <p>Invoice centre step: Select "Invoice centres", click on "Search" and select the desired invoice centre. You can find "Download statistics" in the menu on the right-hand side.</p>
<p>VAT receipts</p>	<p>VAT receipts are issued quarterly for each cost centre.</p> <p>You will find these here under "Log in with your SwissPass login": https://www.sbb.ch/en/bm/#/</p> <p>Select the required cost centre in the "Overview". You will find the "Download VAT receipts" button in the menu on the right. Select the desired quarter and click on "Generate".</p>

New functions

The new Businessmanager also contains new tools:

1. Allocating employees to a new invoice centre:

In the "Employees" section, select the employees that you would like to reallocate and click "Reallocate employees".

SBB Community Jobs Search Buy  

[Timetable](#)
[Travelcards & tickets](#)
[Station & services](#)
[Business customers](#)
[Leisure & holidays](#)

[Tasks](#) > [Overview](#) > [Invoice centres](#) > [Cost allocations](#) > **[Employees](#)** > [Subscriptions](#)

Surname	First name	Business e-mail address	Work Tel	Invoice centre	Status	Selection
Burgermeister	Karin	k.burgermeister@fyii.de	+41 51 285 70 06	SwissPass AG	Active	<input checked="" type="checkbox"/>

Select the new invoice centre and click “Check allocation”. The person responsible for the new invoice centre issues the authorisation for the employees.

Allocate employees: cost centre selection

Select the cost centre to which the selected employees are to be allocated

Contract selection

SWI0100

Cost centre selection

SwissPass AG

Cancel →

Check allocation →

2. Mutating assignment of costs via export/import:

Select the invoice centre to be changed in the “Invoice centres” section. To the right, you have the option of exporting cost allocations (Excel file) and importing cost allocations (Excel file). This function helps you process multiple cost allocations at the same time.

You can add individual cost allocations via “New cost allocations”. Select “display cost allocations” if you want to delete/block individual cost allocations.

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Timetable Travelcards & tickets Station & services Business customers Leisure & holidays

Tasks > Overview > **Invoice centres** > Cost allocations > Employees > Subscriptions

Invoice centre

SwissPass AG, SWI0100 [Go to contract](#)

Invoice centre

Invoice centre
 SwissPass AG

Status (optional)
 Active

Start date
 13.05.2019

Valid to (optional)

This invoice centre

- [Display cost allocations](#)
- [New cost allocations](#)
- [Export cost allocations](#)
- [Import cost allocations](#)
- [Display employee list](#)
- [Replace person responsible for invoice centre](#)

3. Deputies for people responsible for contracts and invoice centres:

In the deputy role, the designated employee has the same authorisations as the person responsible for the contract and invoice centres.

Select the contract or desired invoice centre in the "Overview" section. To the right, you have the option of replacing the person responsible or specifying a deputy. Please note that this employee must already be active in the contract/invoice centre.

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Timetable Travelcards & tickets Station & services Business customers Leisure & holidays

Tasks ? > **Overview ?** > Invoice centres ? > Cost allocations ? > Employees ? > Subscriptions ?

Contract

SwissPass AG, SWI0100 (Status Active) [Go to organisation →](#)

Manager :
 k.burgermeister@fyii.de

Deputy :

Starting date (optional)

The person(s) responsible at our company has/have read these [general terms of business](#) and accept them.

The person(s) responsible at our company has/have read the [general terms of business](#) which are valid from) and accept them.

This contract

[Replace person responsible →](#)

[Download statistics →](#)

[Edit customer communication preferences →](#)

Contact

SBB Contact Centre

P.O Box 176

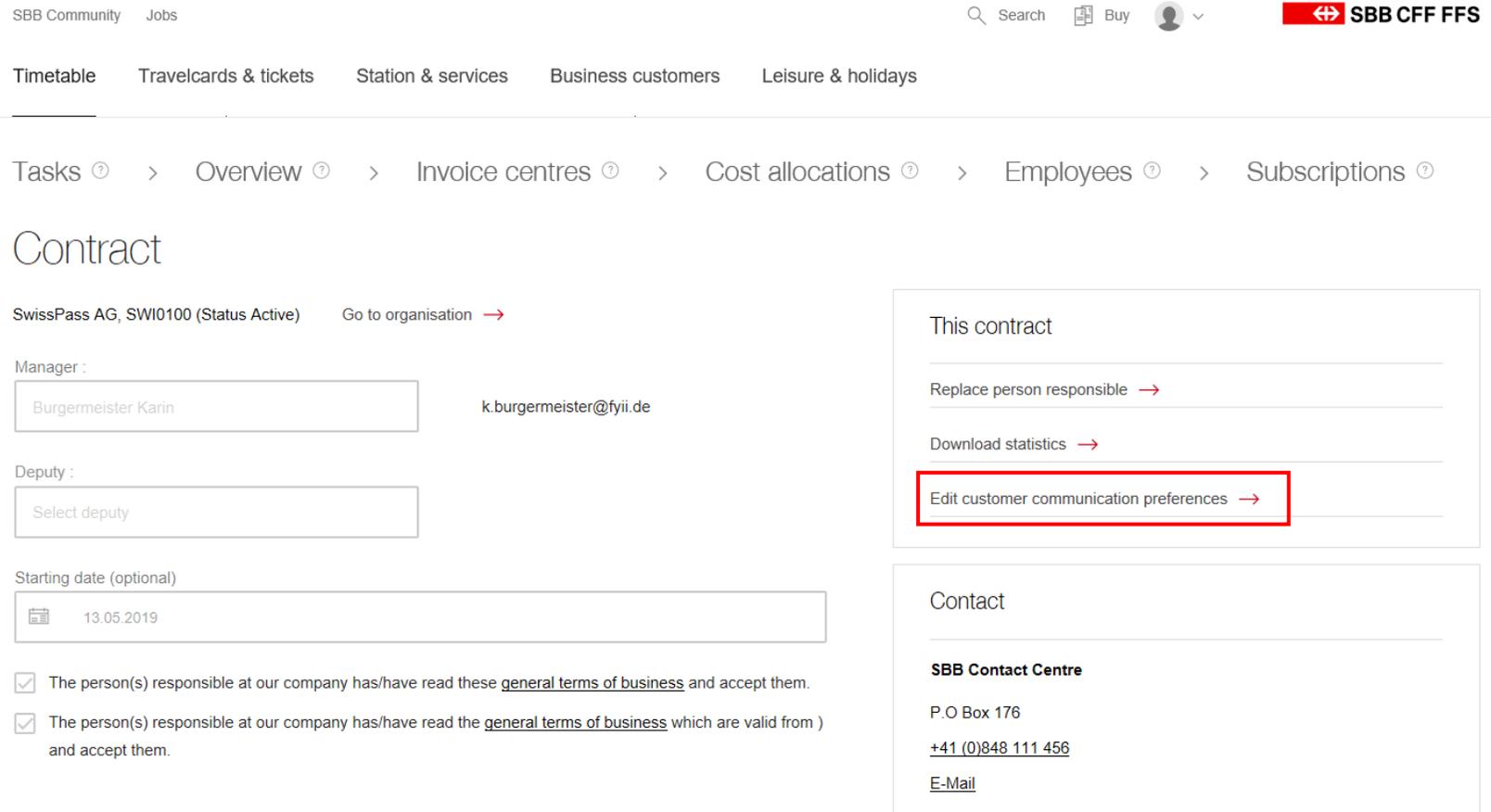
+41 (0)848 111 456

[E-Mail](#)

4. Edit customer communication to person responsible for the contract and invoicing centres:

The request to terminate the travelcards is sent to the ordering party by default. If you, as the person responsible for the contract and invoice centres, would also like to be informed of this, the following option is available to you:

Select the contract or desired invoice centre in the “Overview” section. Click right in the selection on “Edit customer communication preferences”. You will see the following option: No = you will receive no communication / per service = per travelcard / every two weeks = multiple services every 14 days.



The screenshot shows the SBB Businessmanager interface. At the top, there is a navigation bar with 'SBB Community', 'Jobs', a search bar, a 'Buy' button, and a user profile icon. Below this is a menu with 'Timetable', 'Travelcards & tickets', 'Station & services', 'Business customers', and 'Leisure & holidays'. The main content area shows a breadcrumb trail: 'Tasks > Overview > Invoice centres > Cost allocations > Employees > Subscriptions'. The title 'Contract' is displayed. Below the title, the contract details for 'SwissPass AG, SWI0100 (Status Active)' are shown, including a 'Go to organisation' link. The 'Manager' field is filled with 'Burgermeister Karin' and the email 'k.burgermeister@fyii.de'. The 'Deputy' field is empty with a 'Select deputy' button. The 'Starting date (optional)' is set to '13.05.2019'. There are two checked checkboxes regarding the acceptance of general terms of business. On the right side, there is a 'This contract' section with options: 'Replace person responsible', 'Download statistics', and 'Edit customer communication preferences' (highlighted with a red box). Below this is a 'Contact' section for 'SBB Contact Centre' with address 'P.O Box 176', phone '+41 (0)848 111 456', and an 'E-Mail' link.

SwissPass services

You can now find the “Travelcards” section in Businessmanager Here you can manage your company’s SwissPass services.

1. Termination of travelcards on SwissPass

In the “Subscriptions” section, search for the employee whose travelcard you would like to terminate. Select the travelcard by selecting the box on the right-hand side.

Tasks ? > Overview ? > Invoice centres ? > Cost allocations ? > Employees ? > Subscriptions ?

Invoice centre: All
 Buyer: X Burgermeister Karin
 Name of travelcard's owner:
 valid
 cancellation planned
 canceled
 Search →

Name of travelcard's owner	Last possible cancellation date	Payed until (last valid date)	Travelcard	Invoice centre	Cost allocation	Buyer ? e-mail	Selection
Burgermeister Katrin	18.04.2020	18.05.2020	Half-Fare travelcard	SwissPass AG		k.burgermeister@fyii.de	<input checked="" type="checkbox"/>

Back → **Cancel →** Rollback cancellation → Replace purchaser → New assignment →

The termination will be recorded in the system as soon as you confirm it by clicking “Make the cancellations”.

The following passenger subscriptions will be terminated:

Information: canceled subscriptions are not listed.

Travelcard's owner	Last day of validity	Travelcard	Invoice centre	Cost allocation
Burgermeister Katrin	18.05.2020	Half-Fare travelcard	SwissPass AG	

→ Cancel **Make the cancellations →**

2. Undoing a termination.

You can undo a termination if the employee is still entitled to the travelcard. In the "Travelcards" section, search for the employee whose travelcard termination you would like to undo. Select the employee in question and click "Rollback cancellation".

Tasks ? > Overview ? > Invoice centres ? > Cost allocations ? > Employees ? > Subscriptions ?

Invoice centre: All | Buyer: X Burgermeister Karin | Name of travelcard's owner: | valid | cancellation planned | canceled | Search →

Name of travelcard's owner	Last possible cancellation date	Payed until (last valid date)	Travelcard	Invoice centre	Cost allocation	Buyer ? e-mail	Selection
Burgermeister Katrin	18.04.2020	18.05.2020	Half-Fare travelcardSwissPass AG			k.burgermeister@fyii.de	<input checked="" type="checkbox"/>

Back → | Cancel → | **Rollback cancellation →** | Replace purchaser → | New assignment →

The termination will be cancelled when you confirm it here.

The cancellations of the following subscriptions are withdrawn:

Information: only subscriptions being canceled are listed.

Travelcard's owner	Last day of validity	Travelcard	Invoice centre	Cost allocation

→ Cancel | **Withdraw dismissals →**

3. Replacing the ordering party.

As mentioned above, the ordering party receives all messages if the travelcards are automatically renewed. There is also the option of replacing this person in the “Subscriptions” section.

Tasks ? > Overview ? > Invoice centres ? > Cost allocations ? > Employees ? > Subscriptions ?

Invoice centre: All | Buyer: X Burgermeister Karin | Name of travelcard's owner: []

valid
 cancellation planed
 canceled

Search →

Name of travelcard's owner	Last possible cancellation date	Payed until (last valid date)	Travelcard	Invoice centre	Cost allocation	Buyer ? e-mail	Selection
Burgermeister Katrin	18.04.2020	18.05.2020	Half-Fare travelcard	SwissPass AG		k.burgermeister@fyii.de	<input checked="" type="checkbox"/>

Back → | Cancel → | Rollback cancellation → | **Replace purchaser →** | New assignment →

Here, you can only record people who are authorised on the contract with a SwissPass login.

Besteller ersetzen

Wählen Sie einen Besteller aus, welchem die Kundenkommunikation künftig zugesandt wird.

Auswahl Besteller :*

X ital

Italo User (italo.user@trashmail.de)

Abbrechen → Weiter →

Click “Next” and save this change.

4. Change the invoice centre for the payment of the follow-up benefit.

If the follow-up benefit is to be invoiced to the wrong invoice centre when a travelcard is renewed, you can assign it to a new invoice centre up to one month before its expiry. Select the travelcard in question and click on “New assignment”.

Tasks ? > Overview ? > Invoice centres ? > Cost allocations ? > Employees ? > Subscriptions ?

Invoice centre: All
 Buyer: X Burgermeister Karin
 Name of travelcard's owner:
 valid
 cancellation planed
 canceled
 Search →

Name of travelcard's owner	Last possible cancellation date	Payed until (last valid date)	Travelcard	Invoice centre	Cost allocation	Buyer ? e-mail	Selection
Burgermeister Katrin	18.04.2020	18.05.2020	Half-Fare travelcard	SwissPass AG		k.burgermeister@fyii.de	<input checked="" type="checkbox"/>

Back → Cancel → Rollback cancellation → Replace purchaser → **New assignment →**

Select the invoice centre to which the selected travelcards are to be invoiced. Please note that this invoice centre has to be active. Save this change in the next step.

Reassign subscriptions

Select the billing center to which the selected subscriptions should be assigned.

Selection contract:

Selection of billing agency:

5. Change the contract for the payment of a follow-up benefit

- If the follow-up benefit of a travelcard is to be invoiced to another contract, please proceed as follows:
- Terminate travelcard in accordance with the first point of this section
- Purchase the travelcard again in the new contract. Select a continuous date so that you can take advantage of the reduced purchase price.

6. Exporting subscriptions

If you would like an overview of the SwissPass services, you can do this by clicking on the "Export" field. You will then receive an Excel file containing the following information:

First name | Surname | Last possible cancellation date | Payed until (last valid date) | Status | Travelcard | Invoice centre | Cost allocations | Buyer e-mail

Tasks ⓘ > Overview ⓘ > Invoice centres ⓘ > Cost allocations ⓘ > Employees ⓘ > Subscriptions ⓘ

Invoice centre: Buyer: Name of travelcard's owner:

valid
 cancellation planned
 canceled

Name of travelcard's owner	Last possible cancellation date	Payed until (last valid Travelcard date)	Invoice centre	Cost allocation	Selection e-mail
<input type="button" value="Back →"/> <input type="button" value="Replace purchaser →"/> <input type="button" value="New assignment →"/> <input style="border: 2px solid red;" type="button" value="Export →"/>					

We wish you and your employees good journeys with public transport!

Your team of SBB business customers