



Manual

Order Traject Vrij with Split Billing subscription

Your employer offers you the option to order the Traject Vrij with Split Billing subscription. With this subscription your employer pays the costs for unlimited travel on an agreed route. This covers the cost of your commute. You will receive a personal invoice from us for all train journeys outside the fixed route, such as travel by bus, tram and metro and the costs for the use of door-to-door services. You will also continue to benefit from the advantages of your NS-Business Card.

The **benefits** for you:

- Travel with one card for both business and personal journeys on all public transport;
- This lets you use door-to-door services such as booking a taxi, low-cost parking, or renting a Greenwheels car share or OV-fiets without subscription costs.
- It is not necessary to top up your NS-Business Card. Your employer will receive an invoice in arrears for the fixed train route; you will receive invoices in arrears for other journeys you make using public transport and for any door-to-door services used;
- Receive 40% discount on NS train journeys beyond the fixed route and during off-peak hours;
- In off-peak hours, 3 people can travel with you with 40% discount.

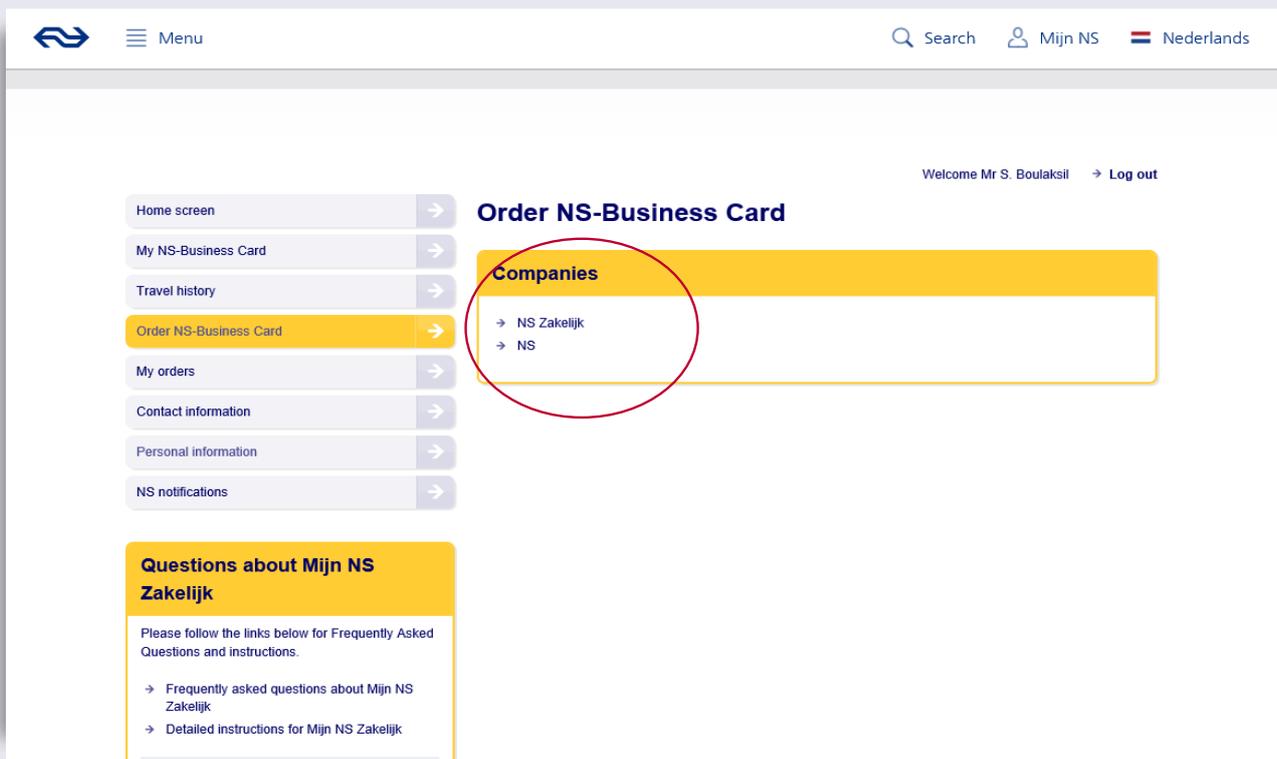


How do I order a Traject Vrij with Split Billing subscription?

The following seven steps take you through ordering a Traject Vrij with Split Billing subscription. You can start as soon as you log in on Mijn NS Zakelijk.

Step 1

In Mijn NS Zakelijk go to 'Order NS-Business Card' and select your current employer.



Step 2

Select 'Traject Vrij subscription with Split Billing' in the subscription selection menu. Confirm your choice by clicking on the 'Order' button.

The screenshot shows the NS website interface. At the top, there is a navigation bar with the NS logo, a menu icon, a search bar, and user information: 'Mijn NS' and 'Nederlands'. Below the navigation bar, the main content area is titled 'Order NS-Business Card'. On the left side, there is a vertical menu with options: 'Home screen', 'My NS-Business Card', 'Travel history', 'Order NS-Business Card' (highlighted in yellow), 'My orders', 'Contact information', 'Personal information', and 'NS notifications'. Below this menu is a section titled 'Questions about Mijn NS Zakelijk' with links to 'Frequently asked questions about Mijn NS Zakelijk' and 'Detailed instructions for Mijn NS Zakelijk'. The main content area features a yellow header 'Select your subscription' followed by a list of subscription options, each with an 'Order' button. The options are: 'NS-Business Card without a subscription', 'Dal subscription', 'Traject Vrij subscription', 'Traject Vrij subscription with Split Billing' (circled in red), 'Trein Vrij subscription', and 'Trein Vrij subscription + Bus Tram Metro Vrij'. Each option includes a 'More information' link. At the top right of the main content area, there is a welcome message: 'Welcome Mr S. Boulaksil' and a 'Log out' link.

Step 3

Enter the relevant specifications for your NS-Business Card. You should select from travel class, start date and route. You have the option to select additional services under 'Extra services'. The choice of available additional services depends on the range chosen by your employer. Once you have entered your choices click on 'Continue'.


Menu
Search
Mijn NS
Nederlands

Welcome Mr S. Boulaksil → [Log out](#)

- Home screen →
- My NS-Business Card →
- Travel history →
- Order NS-Business Card →
- My orders →
- Contact information →
- Personal information →
- NS notifications →

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- [Frequently asked questions about Mijn NS Zakelijk](#)
- [Detailed instructions for Mijn NS Zakelijk](#)

We can also help you over the phone. Simply dial +31 (0)30 300 11 11. You can reach us day and night. Or send us an e-mail: NSZakelijk@ns.nl.

→ [Terms & Conditions](#)

Order NS-Business Card

1. Choice
2. Specification
3. Upload photo
4. Confirm



Traject Vrij subscription with Split Billing

→ [Select a different subscription](#)

Specifications

Class Select class ▼

Starting date

Card can be used immediately upon receipt ?
 Can be used from: 

Select route

 ▼

▼

Extra services



BudgetZeker BTM

Travel by bus, tram, or metro for a fixed amount per year.

Note: the BTM price calculator is currently only available in Dutch.

Add service



ICd Altijd Toeslagvrij

You only need a Surcharge - and a Surcharge will only be charged - if the route Schiphol – Rotterdam is part of your trip.

Add service

← Back
Continue →

Step 4

Upload your passport photo for your NS-Business Card. If your photo is already in our system you can select this photo. If this is not the case or if you want to upload a new photo, follow the steps in the menu below.

The screenshot shows the 'Order NS-Business Card' page in the NS Zakelijk portal. The page is titled 'Order NS-Business Card' and is part of a four-step process: 1. Choice, 2. Specification, 3. Upload photo (current step), and 4. Confirm. The user is logged in as Mr S. Boulaksil. The main content area is titled 'Choose a photo for your new card' and contains the following text: 'We do not have a photo of you yet. Please upload a photo. I want a new photo on my NS-Business Card.' Below this is a 'Select passport photo:' label followed by a 'Select file' button. A red circle highlights the 'Select file' button. To the right of the photo selection area, there is a list of requirements for the passport photo: 'This passport photo will be printed on your new NS-Business Card. You must be clearly recognisable on the photo, which means that:' followed by four bullet points: 'The photo must only show your face', 'You must be looking straight into the camera', 'Your face must be uncovered', and 'You may not be wearing sunglasses'. On the left side of the page, there is a navigation menu with options like 'Home screen', 'My NS-Business Card', 'Travel history', 'Order NS-Business Card' (highlighted), 'My orders', 'Contact information', 'Personal information', and 'NS notifications'. Below the menu is a section titled 'Questions about Mijn NS Zakelijk' with links to frequently asked questions and detailed instructions, and contact information for phone and email support.

Welcome Mr S. Boulaksil → Log out

Order NS-Business Card

1. Choice 2. Specification 3. Upload photo 4. Confirm

Choose a photo for your new card

We do not have a photo of you yet. Please upload a photo.

I want a new photo on my NS-Business Card.

Select passport photo:

This passport photo will be printed on your new NS-Business Card. You must be clearly recognisable on the photo, which means that:

- ✓ The photo must only show your face
- ✓ You must be looking straight into the camera
- ✓ Your face must be uncovered
- ✓ You may not be wearing sunglasses

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- Frequently asked questions about Mijn NS Zakelijk
- Detailed instructions for Mijn NS Zakelijk

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Step 5

If you want the photo that you see on the screen to be used for a longer period (rather than a single use for the current order), click the option 'I give NS permission to keep my passport photo for the duration of my contract in order to create a new NS-Business Card'.

To use the photo you see on the screen for your new NS-Business Card, click on 'Select passport photo'.

The screenshot shows the 'Order NS-Business Card' interface. The user is logged in as Mr S. Boulaksil. The progress bar indicates the current step is '3. Upload photo'. The main content area is titled 'Choose a photo for your new card' and contains the following text and elements:

- 'We do not have a photo of you yet. Please upload a photo.'
- 'I want a new photo on my NS-Business Card.'
- 'Select passport photo: simone-01.jpg'
- A placeholder for the photo.
- 'This passport photo will be printed on your new NS-Business Card. You must be clearly recognisable on the photo, which means that:
 - The photo must only show your face
 - You must be looking straight into the camera
 - Your face must be uncovered
 - You may not be wearing sunglasses
- I give NS permission to keep my passport photo for the duration of my contract to make a new NS-Business Card. [?](#)

At the bottom left, there is a 'Back' button. At the bottom right, there is a 'continue' button.

Step 6

Check the details entered in your order overview. Then approve the Product Terms & Conditions and General Terms & Conditions (required). Then click on 'Confirm order'.


Menu
Search
Mijn NS
Nederlands

Questions about Mijn NS Zakelijk

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- [Frequently asked questions about Mijn NS Zakelijk](#)
- [Detailed instructions for Mijn NS Zakelijk](#)

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→ [Terms & Conditions](#)



NS-Business Card

Amount each month incl. btw € **58,86** *

monthly, excl. btw € 54,00

btw-amount (9%) € 4,86

→ [Show year price](#)

Subscription	Traject Vrij subscription with Split Billing	→ Select a different subscription
Class	2nd class	→ Change specifications
Route	Utrecht Leidsche Rijn - Utrecht Zuilen	
Payment	<ul style="list-style-type: none"> These subscription costs will be charged to your employer. Any travel beyond this route, class changes, correction fees, separate Intercity Direct Surcharges and costs for door-to-door services will be charged to the cardholder. These costs will be direct debited every month. This is the recommended price without any contract discount. 	

Door-to-door services

	On	Off
 Taxi	<input checked="" type="radio"/>	<input type="radio"/>
 Greenwheels car	<input checked="" type="radio"/>	<input type="radio"/>
 International travel	<input checked="" type="radio"/>	<input type="radio"/>
 OV-fiets and bicycle storage facility	<input checked="" type="radio"/>	<input type="radio"/>
 Q-Park P+R car parks	<input checked="" type="radio"/>	<input type="radio"/>

I agree with the [NS-Business Card Product Terms & Conditions](#) and give permission to be informed about product terms & conditions and any changes to these terms & conditions via ns.nl/voorwaarden. The terms & conditions will be sent to you free of charge, upon request.

I agree with the [Nederlandse Spoorwegen's Terms & Conditions for the transport of Passengers and Hand Luggage \(AVR-NS\)](#) and give permission to be informed about the AVR-NS and any changes to these terms & conditions via ns.nl/voorwaarden. The AVR-NS contain the terms & conditions attached to the transport services carried out by NS, as well as the general terms & conditions for NS products and services. The terms & conditions will be sent to you free of charge, upon request. The rights and obligations of passengers are laid down in European Regulation 1371/2007. For more information, please visit www.ns.nl/toezichthouder.

Total

Gross invoice amount per year **€ 706,32** *

* This is the recommended price without any contract discount

← Back
Confirm order →

Step 7

Approve the direct debit and carry out the verification payment.

The screenshot shows the 'Order NS-Business Card' page in the NS app. The user is Mr S. Boulaksil. The progress bar indicates the current step is '4. Confirm'. The 'Payment method' section is highlighted in yellow. It explains that the user will pay via monthly direct debit and provides a verification transaction amount of €0.01. A red circle highlights the checkbox for authorizing direct debit, and another red circle highlights the 'Make verification payment' button.

Menu

Search

Mijn NS

Nederlands

Welcome Mr S. Boulaksil → Log out

- Home screen →
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- Travel history →
- Order NS-Business Card →**
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- Personal information →
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Order NS-Business Card

1. Choice 2. Specification 3. Upload photo 4. Confirm

Payment method

You pay via monthly direct debit

You pay for travel beyond this route, class changes, correction fees, separate Intercity Direct Surcharges and door-to-door service costs via direct debit on a monthly basis. To verify your bank account, we ask that you make a payment of € 0.01.

This bank account number will be used for all transactions, even for existing Traject Vrij subscriptions with Split Billing.

Make a choice
 Select

You authorise NS Groep N.V. to direct debit your NS-Business Card invoices on behalf of NS Reizigers N.V. and grant permission to your bank to periodically direct debit an amount from your account in accordance with the order of NS Groep N.V. on behalf of NS Reizigers B.V. The creditor's bank information is: Creditor ID: NL03 ZZZ 30124358 0000. Name: NS Groep on behalf of NS Reizigers. Address: Laan van Puntenburg 100 3511 ER Utrecht, the Netherlands. Please specify your IBAN, name, address, place of residence, postcode, country, signature and place & date of signature elsewhere on this form. By entering: Your bank's BIC (not required for Dutch banks). If you do not agree with a charge, you can have it reversed. To do so, please contact your bank within 8 weeks of the charge. For more information about the terms & conditions, please contact your bank.

Verification transaction amount: €0.01

Make verification payment →

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

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Step 8

You will receive a confirmation email from NS Zakelijk once your order has been completed successfully. We will send your 'Traject Vrij with Split Billing subscription' NS-Business Card within five working days.

Should you have any questions, please contact NS Zakelijk Customer Service on +31 (0)30 300 11 11. We are available 24/7.