



Order one or multiple NS-Business Card(s)

You can order one or multiple NS-Business Card(s) immediately via Mijn NS Zakelijk. As contact person, you use this option when ordering cards for cardholders within your organisation. This option has been agreed at contract level.



Order for one cardholder

Step 1: Select cardholder

Step 2: Select card details

Step 3: Upload photo (if applicable)

Step 4: Confirm order

Step 5: Monitor order

Order for multiple cardholders simultaneously

Step 0: Upload cardholders

Step 1: Select cardholders

Order for a department/company

Step 1: Select department

Step 2: Select card details

Step 3: Confirm order

Step 4: Monitor order

Start screen

In the left hand menu in Mijn NS Zakelijk click on the menu item 'Order an NS-Business Card'. A screen will open in which you can choose from three options:

Order for one cardholder

Use this option to order a personal NS-Business Card for an existing cardholder (cardholder is already known in Mijn NS Zakelijk), or a new cardholder.

Order for multiple cardholders

Use this option to order an NS-Business Card for multiple cardholders simultaneously. This is only possible when you wish to order NS-Business Cards without passport photo. These are NS-Business Cards without subscription or Dal subscription.

Order for a department

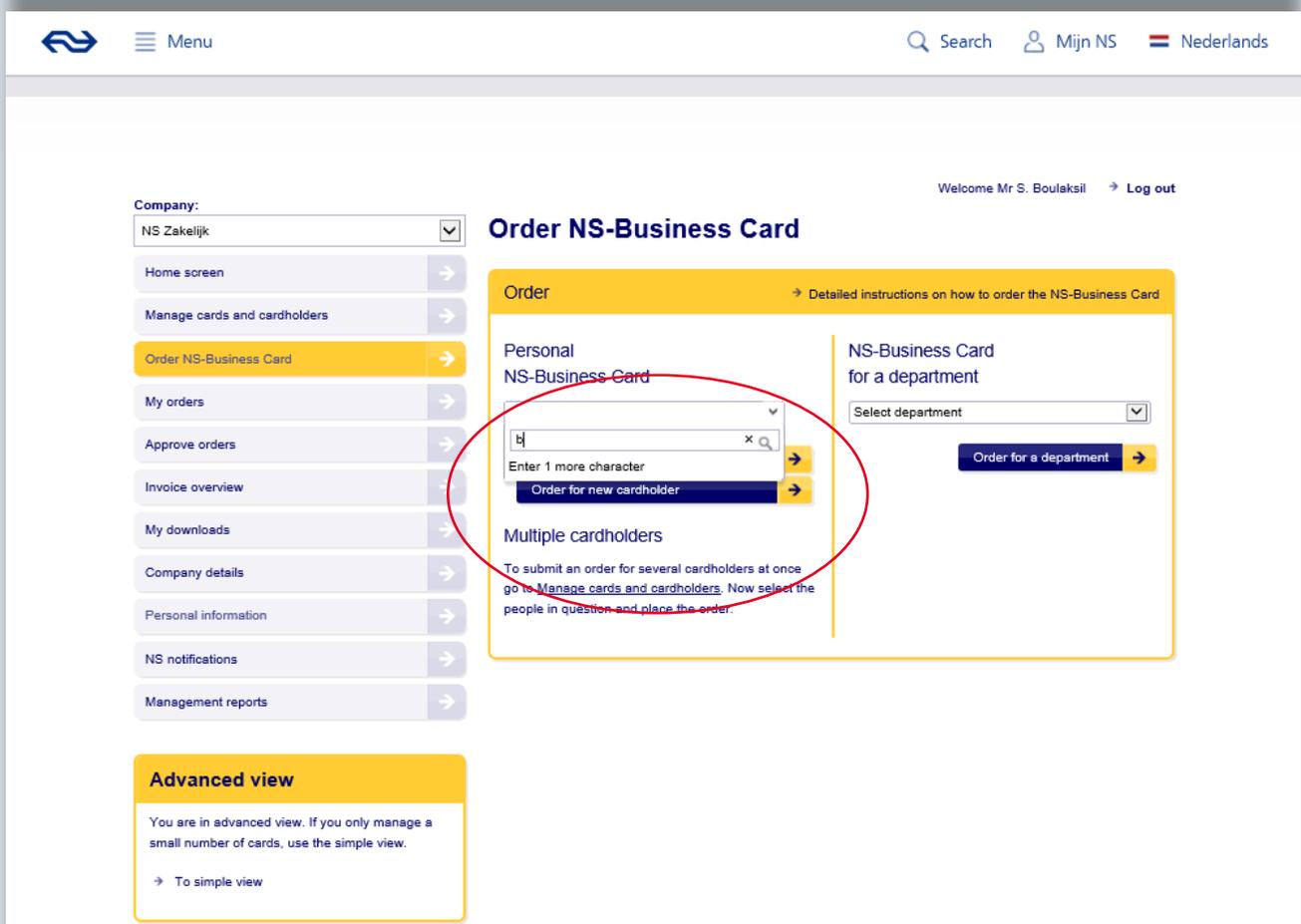
Use this option to order an NS-Business Card for a department or company (a so-called department card). A department card is not linked to a person and can be used by different people. Please also see the separate instruction 'Link department cards'.

The screenshot displays the 'Order NS-Business Card' interface. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search icon, and user information: 'Mijn NS' and 'Nederlands'. Below the navigation bar, the user is logged in as 'Mr S. Boulaksil' and can click 'Log out'. The main content area is titled 'Order NS-Business Card' and includes a 'Company:' dropdown menu set to 'NS Zakelijk'. The left sidebar contains a menu with items like 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main content area is divided into three sections: 'Personal NS-Business Card' with buttons for 'Order for existing cardholder' and 'Order for new cardholder'; 'NS-Business Card for a department' with a 'Select department' dropdown and an 'Order for a department' button; and 'Multiple cardholders' with a note and a link to 'Manage cards and cardholders'.

Order for one cardholder

Step 1: Select cardholder

If you are ordering a personal card for an existing cardholder, you should indicate the name of the cardholder in the textbox. After entering the first letters, the corresponding names will be displayed automatically. Select the cardholder you are looking for and click on 'Order for an existing cardholder'.



The screenshot displays the 'Order NS-Business Card' page. On the left is a navigation menu with options like 'Home screen', 'Manage cards and cardholders', and 'Order NS-Business Card'. The main content area is titled 'Order NS-Business Card' and includes a 'Welcome Mr S. Boulaksil' message and a 'Log out' link. The 'Order' section is divided into two columns: 'Personal NS-Business Card' and 'NS-Business Card for a department'. The 'Personal NS-Business Card' column features a search input field with the letter 'b' entered, a dropdown menu, and an 'Order for new cardholder' button. A red circle highlights this search area. Below the search field, there is a section for 'Multiple cardholders' with instructions to use the 'Manage cards and cardholders' link. The 'NS-Business Card for a department' column has a 'Select department' dropdown and an 'Order for a department' button. At the bottom left, there is an 'Advanced view' section with a 'To simple view' link.

Order for one cardholder

If you are ordering a personal card for a new cardholder, click on 'Order for new cardholder'. Then you can enter the new cardholder's details. Select a department and enter any cost centre and/or personnel numbers. Then click on 'Save'.

You have now added a new cardholder to your Mijn NS Zakelijk account.

The screenshot displays the 'Cards and cardholders' management interface. On the left is a navigation menu with options like 'Home screen', 'Manage cards and cardholders', and 'Advanced view'. The main content area is titled 'Cards and cardholders' and features a 'Cardholder information' section. This section contains a 'Personal information' form with the following fields:

- E-mail address *
- Initials *, Surname prefix, Surname *
- Date of birth * (dd/mm/yyyy) and Gender * (M/F)
- Postal code *, House number *, Suffix
- Address *, Business phone number, City/Town *, Mobile phone number
- Country * (The Netherlands)
- Upload a new photo
- Department * (Select department) and Staff number
- Cost centre

Below the form, there are sections for 'Advanced view' (with a link to 'To simple view') and 'Questions about Mijn NS Zakelijk' (with links to frequently asked questions and detailed instructions).

Please note!

You can only select a department that is known in your Mijn NS Zakelijk account. This has been agreed with your organisation at contract level. If you wish to add a new department, please contact your NS account manager or send an e-mail to nszakelijk@ns.nl.

Order for one cardholder

Step 2: Select card details

After entering the cardholder details of the person for whom you are ordering an NS-Business Card, you can indicate the desired subscription type.

Depending on the subscriptions agreed at contract level with NS, you can select Dal, Traject Vrij, Trein Vrij with Split Billing, Traject Vrij or OV Vrij (this is a Traject Vrij subscription + Bus Tram Metro Vrij) subscription.

If you want an NS-Business Card without additional subscription, select 'NS-Business Card without subscription'. More details about the benefits of each individual subscription can be found under the 'More information' links.

The screenshot displays the NS Business Card ordering interface. At the top, there is a navigation bar with the NS logo, a menu icon, and the text 'Menu'. On the right side of the navigation bar, there is a search icon, the text 'Search', a user profile icon, the text 'Mijn NS', and a flag icon for 'Nederlands'. Below the navigation bar, the main content area is titled 'Order NS-Business Card'. On the left side of the main content area, there is a vertical menu with the following items: 'Company: NS Zakelijk', 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted in yellow), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. On the right side of the main content area, there is a yellow header with the text 'Order' and a link to 'Detailed instructions on how to order the NS-Business Card'. Below the header, there are two columns. The left column is titled 'Personal NS-Business Card' and contains a dropdown menu and two buttons: 'Order for existing cardholder' and 'Order for new cardholder'. The right column is titled 'NS-Business Card for a department' and contains a 'Select department' dropdown menu and a button: 'Order for a department'. Below these columns, there is a section titled 'Multiple cardholders' with the text: 'To submit an order for several cardholders at once go to [Manage cards and cardholders](#). Now select the people in question and place the order.' At the bottom left of the main content area, there is a yellow box titled 'Advanced view' with the text: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' and a link: 'To simple view'.

Order for one cardholder

After selecting the subscription, enter the card specifications. Select the card class and the start date. There are two options.

The first option is that you start the card immediately.

In this case you will receive the card within two weeks and travel will be possible immediately on receipt. The second option is that you select your own specific start date. The card will then be valid from that point.

If you select a Traject Vrij subscription you should also select the route on which the cardholder is travelling. If you have selected a Traject Vrij, Traject Vrij with Split Billing, Trein Vrij or OV Vrij Subscription, you can add an IcD Altijd Toeslagvrij subscription in the specifications. This subscription enables the cardholder to travel quickly and easily with Intercity Direct trains on the Amsterdam-Schiphol-Rotterdam-Breda route.

The screenshot displays the NS website interface for ordering a business card. At the top, there is a navigation bar with the NS logo, a menu icon, and links for 'Search', 'Mijn NS', and 'Nederlands'. Below the navigation bar, the user is logged in as 'Mr S. Boulaksil' with a 'Log out' link.

On the left side, there is a 'Company:' dropdown menu set to 'NS Zakelijk'. Below this is a vertical list of navigation options: 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. At the bottom of this list is an 'Advanced view' section with a warning: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' and a link 'To simple view'.

The main content area is titled 'Order NS-Business Card' and features a yellow header 'Select your subscription'. Below this header is a list of subscription options, each with a card icon, a title, a 'More information' link, and an 'Order' button:

- NS-Business Card without a subscription** (with card icon) → More information → Order
- Dal subscription** (with card icon) → More information → Order
- Traject Vrij subscription** (with card icon) → More information → Order
- Traject Vrij subscription with Split Billing** (with card icon) → More information → Order
- Trein Vrij subscription** (with train icon) → More information → Order
- Trein Vrij subscription + Bus Tram Metro Vrij** (with train and bus icons) → More information → Order. Note: This combination is identical to the OV Vrij subscription.

At the bottom left of the subscription list, there is a '← Back' link.

Order for one cardholder

Step 3: Upload photo (if applicable)

An NS-Business Card with Traject Vrij, Traject Vrij with Split Billing, Trein Vrij or OV Vrij subscription is a personal card containing a passport photo. If the system does not yet have a passport photo of this person, you should supply a passport photo. You can upload the photo immediately in your Mijn NS Zakelijk account.

For a Traject Vrij, Traject Vrij with Split Billing, Trein Vrij or OV Vrij Subscription, if a cardholder's passport photo is known in the system you will be given the option to use the existing photo or upload a new one.

You will only have the option to use an existing passport photo if the cardholder has stated that his/her passport photo can be retained for a longer period of time.

The screenshot displays the 'Order NS-Business Card' web interface. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search icon, 'Mijn NS' with a user icon, and 'Nederlands' with a flag icon. Below the navigation bar, the user is logged in as 'Welcome Mr S. Boulaksil' with a 'Log out' link. The main content area is titled 'Order NS-Business Card' and features a progress indicator with four steps: '1. Choice', '2. Specification', '3. Upload photo' (which is the active step), and '4. Confirm'. On the left side, there is a sidebar menu with options like 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. Below the sidebar, there is an 'Advanced view' section with a message: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' and a link 'To simple view'. The main content area contains a yellow header 'Choose a photo for your new card' and a message: 'We do not have a photo of this cardholder yet. Please upload a photo. I want a new photo on my NS-Business Card.' Below this, there is a 'Select passport photo:' label and a 'Select file' button. A large empty box is provided for the photo upload. To the right of the box, there is a list of requirements for the passport photo, each with a green checkmark: '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'. At the bottom left of the main content area, there is a 'Back' link.

Order for one cardholder

Step 4: Confirm order

After uploading a passport photo, you will arrive at the order confirmation page. Here you can see an overview of the cardholder details and card specifications.

The displayed shipping address is agreed in the contract with your company. This address can be the home address of the cardholder, or a specified company address. The card will be sent to this address within two weeks.

To approve the NS-Business Card Product Terms & Conditions and the General Conditions, you can select the relevant checkboxes. Then confirm your order by clicking on 'Confirm order'. You will receive a confirmation e-mail. The cardholder will also receive this e-mail.

The screenshot displays the 'Order NS-Business Card' confirmation page. The interface includes a top navigation bar with a search function, user profile ('Mijn NS'), and language selection ('Nederlands'). A welcome message for 'Mr S. Boulaksil' and a 'Log out' link are visible. The left sidebar contains a 'Company:' dropdown set to 'NS' and a menu with options like 'Home screen', 'Manage cards and cardholders', and 'Order NS-Business Card'. The main content area features a progress bar with three steps: '1. Choice', '2. Specification', and '3. Confirm'. Below this is a yellow 'Check and confirm your order' section containing cardholder details (Mr S. Boulaksil, 16-06-1988), shipping address (Laan van Puntenburg 100, 3511 ER UTRECHT), and starting date (immediately upon receipt). A pricing table shows the NS-Business Card costs €4.41 monthly (excluding €4.05), with a 9% VAT amount of €0.38. Below the pricing, subscription options are listed: 'Dal subscription' and '2nd class'. The 'Door-to-door services' section includes options for Taxi, Greenwheels car, International travel, and OV-fiets and bicycle storage facility, each with 'On' and 'Off' radio buttons.

Company: NS

Order NS-Business Card

1. Choice 2. Specification 3. Confirm

Check and confirm your order

Cardholder	Mr S. Boulaksil
Date of birth	16-06-1988
Shipping address ?	Laan van Puntenburg 100 3511 ER UTRECHT The Netherlands
Starting date	Immediately upon receipt of card

NS-Business Card Amount each month incl. btw € 4,41 *
monthly, excl. btw € 4,05
btw-amount (9%) € 0,38
→ Show year price

Subscription	Dal subscription	→ Select a different subscription
Class	2nd class	→ Change specifications

Advanced view

You are in advanced view. If you only manage a small number of cards, use the simple view.

→ To simple view

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

Door-to-door services

The NS-Business Card also lets you use various door-to-door services. You can select which services you want to use below. The selection you make here will apply to all NS-Business Cards you order now. You can switch the various door-to-door services on or off for each individual card in Mijn NS Zakelijk.

	On	Off
Taxi	<input type="radio"/>	<input checked="" type="radio"/>
Greenwheels car	<input type="radio"/>	<input checked="" type="radio"/>
International travel	<input type="radio"/>	<input checked="" type="radio"/>
OV-fiets and bicycle storage facility	<input checked="" type="radio"/>	<input type="radio"/>

Order for one cardholder

Step 5: Monitor order

You can view the status of the order via the 'Manage cards and cardholders' menu. Select 'All orders' to request a total list. However, you can also filter on specific statuses, such as 'Being Processed'. Click on the status in the list to view the details of your order. You can also of course search on cardholder name.

The screenshot displays the NS website interface for managing cards and cardholders. At the top, there is a navigation bar with the NS logo, a menu icon, a search bar, and user information (Mijn NS, Nederlands). Below the navigation bar, the user is logged in as Mr S. Boulakil.

The main content area is divided into several sections:

- Company:** A dropdown menu showing 'NS'.
- Home screen:** A section with a notification box stating 'There are no current notifications. You can find previous notifications in [NS notifications](#)'.
- Navigation Menu:** A vertical list of buttons on the left side, including 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card', 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'.
- Cards and cardholders:** A section titled 'Search and manage' containing a search form with the following fields:
 - Name:
 - E-mail address:
 - Card number:
 - Characteristic:
 - Card types:
 - Department:
 - Status: - Class:
 - Subscription:
- Advanced view:** A section with a yellow background containing the text: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' and a button 'To simple view'.
- Search and Manage Buttons:** A row of buttons at the bottom of the search form: 'Show search results', 'Download search results', 'Upload/change cardholders', 'Add cardholder', and 'Terminate multiple cards'.

Order for multiple cardholders

It is possible to order NS-Business Cards for multiple cardholders simultaneously. This applies to the NS-Business Card without subscription and the NS-Business Card with Dal subscription.

Step 0: Upload cardholders

Cardholders' details must be known in the system before you can place an order for multiple cardholders. If the cardholders are not yet known in the system, you first need to add these in Mijn NS Zakelijk. Use the 'Upload and change cardholders' tool, accessible via the link beneath the menu item 'Manage Cards and cardholders'. There you can find detailed instructions for simultaneous upload or amendments for multiple cardholders.

If the cardholders are already known in the system, please continue to Step 1: Select cardholders.

The screenshot displays the 'Home screen' of the Mijn NS Zakelijk portal. At the top, there is a navigation bar with the NS logo, a 'Menu' icon, a search bar, and user information for 'Mijn NS' and 'Nederlands'. Below the navigation bar, the user is greeted with 'Welcome Mr S. Boulaksil' and a 'Log out' link. On the left side, there is a 'Company:' dropdown menu set to 'NS' and a vertical list of menu items: 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card', 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main content area is titled 'Home screen' and contains a notification box stating 'There are no current notifications. You can find previous notifications in [NS notifications](#).' Below this is the 'Cards and cardholders' section, which includes a 'Search and manage' panel. This panel has search filters for Name, E-mail address, Card number (with a partial number 3528), and Characteristic. It also has dropdown menus for Card types (All), Department (NS), Status (All except for terminated), Search result (Cardholders only), and Class (All). A 'Subscription' section lists options: No subscription, Dal subscription, Traject Vrij subscription, Traject Vrij subscription with Split Billing, and Trein Vrij subscription. At the bottom of the search panel, there are buttons for 'Show search results', 'Download search results', 'Upload/change cardholders' (circled in red), 'Add cardholder', and 'Terminate multiple cards'. On the left side of the main content area, there is an 'Advanced view' section with a message: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' and a link 'To simple view'.

Order for multiple cardholders

Step 1: Select cardholders

Select the cardholders by first filtering on a characteristic that links this group, such as a department or a characteristic that you assigned to this specific group when uploading the details. Click on 'Show search results'.

Then select all cardholders by clicking on the 'Select all' link. Click individually on each cardholder to add them to the NS-Business Card.

The screenshot displays the 'Cards and cardholders' management interface. On the left is a navigation menu with options like 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card', 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main area is titled 'Cards and cardholders' and contains a 'Search and manage' section with various filters and search options.

Search and manage filters:

- Name:
- E-mail address:
- Card number:
- Characteristic:
- Card types:
- Department:
- Status:
- Search result:
- Class:
- Subscription:

Action buttons: Show search results, Download search results, Upload/change cardholders, Add cardholder, Terminate multiple cards.

Advanced view: You are in advanced view. If you only manage a small number of cards, use the simple view. [To simple view](#)

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

Search results: 1 results found.

Buttons for results: Order for 1 selected cardholder(s), Change door-to-door services for 0 selected cards.

Actions: [Select all](#), [Deselect all](#). Show 10 per page.

Name	Department	Subscription	Card number
<input checked="" type="checkbox"/>	As		

Please note!

Simultaneous ordering for multiple cardholders is only possible for non-personal NS-Business Cards. In such cases, you should select an NS-Business Card without subscription or with Dal subscription. No passport photo is needed for this card.

Order for multiple cardholders

Next, click on 'Order for x selected cardholder(s)'. Then follow the order process.

The screenshot displays the 'Cards and cardholders' management page in the NS Zakelijk portal. The page includes a navigation menu on the left, a search and filter section at the top right, and a main content area with search filters and a table of cardholders.

Company: NS Zakelijk

Search and manage

Search filters:

- Name: []
- E-mail address: []
- Card number: 3528 [] [] [] []
- Characteristic: TEST UPLOAD NIELS
- Card types: All
- Department: All
- Status: All except for terminated
- Search result: Cardholders only
- Class: All
- Subscription:
 - No subscription
 - Dal subscription
 - Traject Vrij subscription
 - Traject Vrij subscription with Split Billing
 - Train Vrij subscription

Buttons: Show search results, Download search results, Upload/change cardholders, Add cardholder, Terminate multiple cards.

Advanced view

You are in advanced view. If you only manage a small number of cards, use the simple view.

[To simple view](#)

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

1 results found.

Buttons: Order for 1 selected cardholder(s), Change door-to-door services for 0 selected cards.

→ Select all
→ Deselect all

Show 10 per page

Name	Department	Subscription	Card number
<input checked="" type="checkbox"/>	As		

Order for a department/company

Step 1: Select department

Use this option to order an NS-Business Card in the name of a department or company (a so-called department or company card). A department card is not linked to a person and can be used by different people. Cardholders of a department card can also access Mijn NS Zakelijk. Please also see the separate instruction 'Link department cards'.

To order a department card or a company card, click on the department for which you wish to order an NS-Business Card. Then click on Order for a department

The screenshot shows the NS Zakelijk web interface. At the top, there is a navigation bar with the NS logo, a menu icon, a search icon, and links for 'Mijn NS' and 'Nederlands'. Below the navigation bar, the user is logged in as 'Mr S. Boulakslil' and can click 'Log out'. The main content area is titled 'Order NS-Business Card' and features a sidebar menu on the left with options like 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main content area is divided into two columns: 'Personal NS-Business Card' and 'NS-Business Card for a department'. The 'NS-Business Card for a department' column has a dropdown menu labeled 'Select department' which is circled in red. Below this dropdown are two buttons: 'Order for existing cardholder' and 'Order for a department' (highlighted in yellow). There is also a section for 'Multiple cardholders' with instructions on how to submit an order for several cardholders.

Please note!

You can only select a department that is known in your Mijn NS Zakelijk account. This has been agreed with your company at contract level. If you wish to add a new department, please contact your NS account manager or send an e-mail to nszakelijk@ns.nl.

Order for a department/company

Step 2: Select card details

After selecting the required department, you will be able to indicate whether you want to order an NS-Business Card without subscription or an NS-Business Card with Dal subscription. More details about the benefits of each individual subscription can be found under the 'More information' links.

The screenshot shows a web application interface for ordering an NS-Business Card. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search icon, 'Mijn NS' with a user icon, and 'Nederlands' with a flag icon. Below the navigation bar, the user is logged in as 'Mr S. Boulaksil' with a 'Log out' link. On the left side, there is a sidebar menu with the following items: 'Company:' (with a dropdown menu showing 'NS Zakelijk'), 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted in yellow), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main content area is titled 'Order NS-Business Card' and features a yellow box labeled 'Select your subscription'. Inside this box, there are two options: 'NS-Business Card without a subscription' and 'Dal subscription'. Each option includes a small image of the card, a 'More information' link, and an 'Order' button with a right-pointing arrow. Below the yellow box, there is a 'Back' link.

Ordering for multiple cardholders or ordering a company card

After selecting a subscription, enter the card specifications. Select the card class and the start date. There are two options. The first option is that you start the card immediately. In this case you will receive the card within two weeks and travel will be possible immediately on receipt. The second option is that you select a specific start date. The card will then be valid from that point.

The department name or company name will be shown as standard on the card. If you only want to show the company name (company card) on the card, deselect the 'Show department on card' box.

You will then have the option of indicating a cost centre. This cost centre will be shown on the monthly invoice.

The screenshot displays the 'Order NS-Business Card' interface. At the top left, there is a logo and a 'Menu' button. At the top right, there are search, user profile ('Mijn NS'), and language ('Nederlands') options. Below the navigation menu, the user is logged in as 'Mr S. Boulaksil' with a 'Log out' link. The main content area is titled 'Order NS-Business Card' and features a progress bar with three steps: '1. Choice', '2. Specification' (highlighted), and '3. Confirm'. A 'Company:' dropdown menu is set to 'NS Zakelijk'. The 'Specifications' section includes a 'Class' dropdown, a 'Starting date' section with radio buttons for 'Card can be used immediately upon receipt' (selected) and 'Can be used from: [] /mm /yyyy', a checked checkbox for 'Show department on card', and input fields for 'Number of cards' (set to 1) and 'Cost centre'. A 'No subscription' message is shown at the top of the form area with a link to 'Select a different subscription'. At the bottom, there are 'Back' and 'Continue' buttons.

Order for a department/company

Step 3: Confirm order

After clicking on 'Continue', you will arrive at your order confirmation page. Here you can see an overview of the department details and card specifications. The displayed shipping address is agreed in the contract with your company. The card will be sent to this address within two weeks.

To approve the NS-Business Card Product Terms & Conditions and the General Conditions, you can select the relevant checkboxes. Then confirm your order by clicking on 'Confirm order'. You will receive a confirmation e-mail.

The screenshot displays the 'Order NS-Business Card' confirmation page on the NS Zakelijk website. The page is structured as follows:

- Header:** Includes the NS logo, a 'Menu' button, a search bar, 'Mijn NS' profile, and 'Nederlands' language selector. A welcome message for 'Mr S. Boulaaksl' and a 'Log out' link are present.
- Company Selection:** A dropdown menu shows 'NS Zakelijk' is selected.
- Navigation:** A vertical sidebar on the left contains links for 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card' (highlighted), 'My orders', 'Approve orders', 'Invoice overview', 'My downloads', 'Company details', 'Personal information', 'NS notifications', and 'Management reports'.
- Progress Bar:** Shows three steps: '1. Choice', '2. Specification', and '3. Confirm' (the current step).
- Check and confirm your order:** A yellow-bordered section containing:
 - Department:** NS Zakelijk
 - Shipping address:** PO Box 2572, 3500 GN UTRECHT, The Netherlands
 - Starting date:** Immediately upon receipt of card
 - NS-Business Card:** Amount each month incl. btw € 0,00 *. Includes a link to 'Show year price'.
 - Subscription:** No subscription. Includes a link to 'Select a different subscription'.
 - Class:** 2nd class. Includes a link to 'Change specifications'.
 - Cost centre:** (Empty field)
 - Show department on card:** Yes
- Advanced view:** A yellow box indicating the user is in advanced view and providing a link to 'To simple view'.
- Questions about Mijn NS Zakelijk:** A yellow box with links to 'Frequently asked questions about Mijn NS Zakelijk' and 'Detailed instructions for Mijn NS Zakelijk'. It also provides contact information: '+31 (0)30 300 11 11' and 'NSZakelijk@ns.nl'.
- Door-to-door services:** A section with a descriptive paragraph and a table of service options:

	On	Off
Taxi	<input checked="" type="radio"/>	<input type="radio"/>
Greenwheels car	<input checked="" type="radio"/>	<input type="radio"/>
International travel	<input type="radio"/>	<input checked="" 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"/>

Order for a department/company

Step 4: Monitor order

You can view the status of the order via the 'Manage cards and cardholders' menu.

Select 'All orders' to request a total list. However, you can also filter on specific statuses, such as 'Being Processed'.

Click on the status in the list to view the details of your order.

The screenshot displays the NS Zakelijk user interface. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search icon, and user information: 'Mijn NS' and 'Nederlands'. Below the navigation bar, the user is logged in as 'Mr S. Boulakli' with a 'Log out' link.

The main content area is divided into several sections:

- Company:** A dropdown menu is set to 'NS Zakelijk'.
- Home screen:** A notification box states, 'There are no current notifications. You can find previous notifications in [NS notifications](#).'
- Navigation Menu:** A vertical list of buttons on the left side includes: Home screen (highlighted), Manage cards and cardholders, Order NS-Business Card, My orders, Approve orders, Invoice overview, My downloads, Company details, Personal Information, NS notifications, and Management reports.
- Advanced view:** A yellow box with the text: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' and a link '→ To simple view'.
- Cards and cardholders:** A section titled 'Search and manage' containing:
 - Search filters: Name, E-mail address, Card number (with '3528' entered), and Characteristic.
 - Dropdown menus for Card types (set to 'All'), Department (set to 'All'), Status (with a dropdown menu open showing 'All except for terminated', 'Active', 'Terminated', and 'Due to start'), and Class (set to 'All').
 - Subscription options: No subscription, Dail subscription, Traject Vrij subscription, Traject Vrij subscription with Split Billing, and Trein Vrij subscription.
 - Action buttons: 'Show search results', 'Download search results', 'Upload/change cardholders', 'Add cardholder', and 'Terminate multiple cards'.