



Mijn NS Zakelijk Contact persons

Mijn NS Zakelijk is your personal online management environment for the NS-Business Card. User-friendly, secure and available 24/7.



The home screen

This is the start page for Mijn NS Zakelijk. Here, you have direct access to the most commonly used functionalities 'Cards' and 'Manage card holders'. You can also view the latest NS updates.

Here, you can see that you have logged in. If you are inactive over a longer period of time, you will automatically log out. Of course, you can also log out yourself.

The screenshot shows the 'Mijn NS Zakelijk' home screen. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search bar, and user information: 'Mijn NS', 'Nederlands', and 'Welcome Mr S. Boulskil → Log out'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a vertical menu with options: '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 'Home screen' option is highlighted. The main content area has a 'Home screen' heading and 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' box with various filters (Name, E-mail address, Card number, Characteristic, Card types, Department, Status, Search result, Class) and a 'Subscription' dropdown menu. At the bottom of the 'Search and manage' box are buttons for 'Show search results', 'Download search results', 'Upload/change cardholders', 'Add cardholder', and 'Terminate multiple cards'. To the left of the 'Cards and cardholders' section, there is an 'Advanced view' box with a link to 'To simple view' and a 'Questions about Mijn NS Zakelijk' box with links to 'Frequently asked questions about Mijn NS Zakelijk' and 'Detailed instructions for Mijn NS Zakelijk'.

Here you can switch between the advanced display, as shown, or a simplified display (see next page).

If you have any questions about how to use Mijn NS Zakelijk, or where to find specific functionalities, the Frequently Asked Questions and detailed instructions can provide more information.

The home screen

If you manage a relatively small number of cards within your organisation, or if you are a cardholder yourself, the simplest display for the start screen may be easier for you to use. This screen features fewer menu buttons, and the block for managing cards and cardholders has been replaced by a block with one-click buttons.

Here you can find only the most commonly used menu buttons.

The one-click buttons allow you to quickly reach the subject you are looking for.

The screenshot displays the NS Home screen. At the top, there is a header bar with the NS logo, a 'Menu' button, a search bar, and user information including 'Mijn NS' and 'Nederlands'. Below the header, the main content area is divided into several sections. On the left, a 'Company:' dropdown menu is set to 'NS Zakelijk'. Below this is a vertical list of menu items: 'Home screen', 'Manage cards and cardholders', 'Travel history', 'Order NS-Business Card', 'My orders', 'Invoice overview', 'My downloads', 'Company details', and 'Personal information'. A 'Simple view' section at the bottom left explains the current view and provides a link to 'To advanced view'. The main content area features a 'Home screen' section with a notification about previous notifications. Below this is a 'Manage online' section with several one-click buttons: 'Taxi' (Book taxi), '2nd to 1st class, or vice versa' (Request a class change), 'Greenwheels car' (Book Greenwheels car), 'International travel' (Book an international trip), and 'Travel history' (View travel history).

Company: NS Zakelijk

Home screen

Manage cards and cardholders

Travel history

Order NS-Business Card

My orders

Invoice overview

My downloads

Company details

Personal information

Simple view

You are in simple view. Is the number of cardholders in your company growing? With advanced view, you can easily search and manage your employees' cards.

→ To advanced view

Home screen

There are no current notifications. You can find previous notifications in advanced view under NS notifications.

Manage online

Taxi
→ Book taxi

2nd to 1st class, or vice versa
→ Request a class change

Greenwheels car
→ Book Greenwheels car

International travel
→ Book an international trip

Travel history
→ View travel history

Search for and manage cards and cardholders

The menu button 'Manage cards and cardholders' allows you to find, view and edit information about cards and cardholders. You can also add new cardholders, make selections and download information.

The screen also allows you to search for a variety of search terms.

Home screen

Company: NS Zakelijk

Home screen →

Manage cards and cardholders →

Order NS-Business Card →

My orders →

Approve orders →

Invoice overview →

My downloads →

Company details →

Personal information →

NS notifications →

Management reports →

Welcome Mr S. Boulaksil → Log out

Cards and cardholders

Search and manage

Name

E-mail address

Card number

Characteristic

Card types

Department

Status

Search result

Class

Subscription

- No subscription
- Dal subscription
- Traject Vrij subscription
- Traject Vrij subscription with Split Billing
- Trein Vrij subscription

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

If you need to add multiple cardholders or edit the details for several cardholders simultaneously, use this button. For more detailed instructions, please consult the relevant manual in Mijn NS Zakelijk.

You can use this button when you only need to add a single cardholder.

Cards and cardholders

The search results will display a number of options enabling you to click and select a specific cardholder or card.

Company: NS Zakelijk

Home screen →

Manage cards and cardholders →

Order NS-Business Card →

My orders →

Approve orders →

Invoice overview →

My downloads →

Company details →

Personal information →

NS notifications →

Management reports →

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

Cards and cardholders

Search and manage

Name:

E-mail address:

Card number:

Characteristic:

Card types:

Department:

Status:

Search result:

Class:

Subscription

No subscription

Dal subscription

Traject Vrij subscription

Traject Vrij subscription with Split Billing

Trein Vrij subscription

Show search results → **Download search results** →

Upload/change cardholders → **Add cardholder** →

Terminate multiple cards →

• To change personal information: Click on the person's name.

• To view card details, change a card, book a trip or add a characteristic: Click on the card number.

• To order the same NS-Business Card for multiple cardholders: Select the cardholders by ticking the boxes next to their name and click on Order.

168 results found.

Order for 0 selected cardholder(s) →

Change door-to-door services for 0 selected cards →

→ Select all

→ Deselect all

Show per page

	Name	Department	Subscription Card number
<input type="checkbox"/>	Al	Persoonlijke Kaarten	None
<input type="checkbox"/>	An		35280104

Click on a name to view and edit personal details.

Clicking on a column heading allows you to sort the search results.

When you click on a card number, you can view information such as card details and travel history, add information to journeys, request class changes or change subscriptions (see next page).

Cards and cardholders

When you click on a card number or search for a specific card number, the following screen will appear.

Here you can view information such as travel history, and add information to journeys (see next page).

You can also arrange several issues here, such as requesting a permanent class change or change your card subscription.

Company:
NS Zakelijk

- Home screen →
- Manage cards and cardholders →**
- Order NS-Business Card →
- My orders →
- Approve orders →
- Invoice overview →
- My downloads →
- Company details →
- Personal information →
- NS notifications →
- Management reports →

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

Cards and cardholders

NS-Business Card 3528 0104 → Andere kaart zoeken

→ **AI-**

- Show trips and transactions
- Show cost centre
- Show refund requests
- View orders

NS Zakelijk
Persoonlijke Kaarten

Subscription No subscription

Class 1st

Starting date 24-11-2016

Manage online

- Terminate NS-Business Card
- NS-Business Card stolen, lost or damaged? Block card and request a duplicate.
- Change subscription

Door-to-door services

→ Information about door-to-door services

	On	Off
Taxi Book taxi	<input checked="" type="radio"/>	<input type="radio"/>
Greenwheels car Book Greenwheels car	<input checked="" type="radio"/>	<input type="radio"/>
International travel Book an international trip	<input checked="" type="radio"/>	<input type="radio"/>

Travel history and transactions

You can view the travel history and transactions for each card. Here you can designate journeys as 'personal' or 'business', add information to a journey, or request refunds for delays or when you forget to check in or out.

You can indicate if you have forgotten to check in or out up to 5x per year, in order to avoid being billed for a correction fee.

You can also download travel histories and transactions as an Excel file.

Trips and transactions

Card number: 3528 0104 7743 3250
 Starting date: 18 7 2018
 End date: 4 12 2018
 Category: All
 Trip type: All
 Departure station:
 Arrival station:
 Clear Search

→ Delay on the Intercity Direct?
 → Delay on your international train journey?

Mark All **Business** | Personal | Commute (?)

Date/Category	Trip (from, to)	Price (ex. VAT)
04-12-2018 Train travels	Vleuten Utrecht Centraal → Add characteristic	€ 3,68 Business Personal Commute
03-12-2018 Train travels	Utrecht Centraal Vleuten → Add characteristic	€ 3,68 Business Personal Commute
03-12-2018 Train travels	Vleuten Utrecht Centraal → Add characteristic	€ 3,68 Business Personal Commute
29-11-2018 Train travels	Utrecht Centraal Vleuten → Add characteristic	€ 3,68 Business Personal Commute
29-11-2018 Train travels	Vleuten Utrecht Centraal → Add characteristic	€ 3,68 Business Personal Commute
28-11-2018 Train travels	Utrecht Centraal Vleuten → Add characteristic	€ 3,68 Business Personal Commute

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

Hier kunt u een kenmerk toevoegen, zoals het doel van de reis of een kostenplaatsnummer.

Here you can indicate if the journey was for personal or business purposes. This option is available per journey or for all journeys.

Order an NS-Business Card

The menu button 'Order an NS-Business Card' allows you to order one or more NS-Business Cards at the same time. You can also choose to order a personal card or a department card.

Order a single personal card here:

- For an existing cardholder (an employee who is already known in your Mijn NS Zakelijk account): enter the name and select the correct person. Then click on 'Order for existing cardholder'.
- For a new cardholder (not yet known in your Mijn NS Zakelijk account): create a new cardholder via 'Manage cards and cardholders' -> 'Add cardholder' and then order an NS-Business Card.

Company: NS Zakelijk

Home screen →

Manage cards and cardholders →

Order NS-Business Card →

My orders →

Approve orders →

Invoice overview →

My downloads →

Company details →

Personal information →

NS notifications →

Management reports →

Advanced view

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

→ To simple view

Welcome Mr S. Boulaksil → Log out

Order NS-Business Card

Order → Detailed instructions on how to order the NS-Business Card

Personal NS-Business Card

Select person

Order for existing cardholder →

Order for new cardholder →

NS-Business Card for a department

Select department

Order for a department →

Multiple cardholders

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.

Here you can order one or multiple departmental or business cards

- First select the department for which you want to order a card
- Then click on 'Order' and select an NS-Business Card without subscription or an NS-Business Card with Dal subscription.

Approve orders

In the menu 'Approve orders' you can approve or reject orders. This can be (bulk) orders placed by your employees as well as by yourself.

The screenshot shows the 'Approve orders' page in a web application. The top navigation bar includes a logo, a 'Menu' button, a search icon, and user information: 'Welcome Mr S. Boulaksil' and 'Log out'. The sidebar menu on the left lists various options, with 'Approve orders' highlighted in orange. The main content area has a yellow header with the title 'Approve orders' and a 'Refresh list' button. Below the header, there is a filter section with two dropdown menus: 'Department' (set to 'all departments') and 'Cards' (set to 'all cards'). Under the filters, it shows '0 orders' and a link to 'Detailed instructions on how to confirm an order'. A table header is visible with columns: Name, Department, Order date, Starting date, and Subscription. A blue line points from the 'Subscription' column header to a text box at the bottom right.

When a cardholder places an order, you can approve or reject the order here. The cardholder will then receive a confirmation of this.

My downloads

You can view your downloads in the 'My downloads' overview.

You can find these downloaded search results here. The results will remain available for seven days.

The screenshot displays the 'My downloads' overview page. The top navigation bar includes the NS logo, a 'Menu' button, a search bar, and links for 'Mijn NS' and 'Nederlands'. The user is logged in as 'Mr S. Boulaskil' with a 'Log out' link.

Company: NS Zakelijk (dropdown menu)

My downloads

Search results cards and cardholders

Here is a list of search results you have requested via ['Manage cards and cardholders'](#). These files will remain available for seven days.

[Zoekresultaten 2020-02-17 20:58:51.zip](#)

Transaction overviews

Here are the transaction overviews you have requested via ['Invoice overview'](#). These files will remain available for seven days.

There are currently no downloads available.

Advanced view

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

→ To simple view

Invoice overview

In the invoice overview, you can view invoices from up to 18 months in the past.

You can also download invoices including attachments (invoice specification & transaction overview). First, select the contract for the invoice you would like to download, then select the invoice date. Or you can also enter the invoice number in order to download the attachment or attachments.

Company: NS Zakelijk

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My orders →

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Management reports →

Advanced view

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

→ To simple view

Invoice overview Overview of billable transactions

Department All Invoice number Invoice number

Agreement * 0650003843 Pay/received Both

Invoice date All Payment status All

Search →

Invoice overview

In the search results, you can open and download the invoice (pdf) per month, as well as the invoice specification (pdf) and the transaction overview (csv). You can edit the transaction overview in Excel if necessary.

Company: NS Zakelijk

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

[Home screen](#) → [Manage cards and cardholders](#) → [Order NS-Business Card](#) → [My orders](#) → [Approve orders](#) → **[Invoice overview](#)** → [My downloads](#) → [Company details](#) → [Personal information](#) → [NS notifications](#) → [Management reports](#)

Invoice overview

Overview of billable transactions

Department: All Invoice number: Agreement *: 0850003843 Pay/received: Both Invoice date: All Payment status: All

[Search](#)

Date	Invoice #	Status	Pay/received	Department
14-09-2018	5400155578	✓ Paid	€ 410,92 to retrieve	
				Invoice Invoice specification Transaction overview
14-08-2018	5400151948	✓ Paid	€ 239,58 to retrieve	
				Invoice Invoice specification Transaction overview
14-07-2018	5400148295	✓ Paid	€ 120,01 to retrieve	
				Invoice Invoice specification Transaction overview
14-06-2018	5301474911	✓ Paid	€ 9.938,47	

Advanced view

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

→ [To simple view](#)

Company details

When you click on the 'Company details' menu button, you can view all of the details about your company and contract known to NS Zakelijk.

Company: NS Zakelijk

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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

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

Company details

Overview

Customer	NS Zakelijk
Company code	
PO Box	
Postal code	
City/Town	UTRECHT
Country	The Netherlands
Phone number	
Fax number	-
E-mail address	-
Payment method	manual transfer
Account number	
Subscription payment	in annual installments Change subscription payment
Main contact person	mevrouw
Phone number	
Mobile phone number	-
E-mail address	

Agreement code	Reference	Starting date	End date	
0650003843	50037	01-02-2013	31-12-9999	Details

Personal details

When you click on the 'Personal details' button, you can view or edit your own personal details, and change your settings. Your name, telephone number and e-mail address are also visible to the cardholders.

Company: NS Zakelijk

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Order NS-Business Card →

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

Personal information

Login details

E-mail address

Current e-mail address [@ns.nl](#) [Change e-mail address](#) →

Password

Change your personal password here. [Change password](#) →

Phone number

Current phone number 06 [Change phone number](#) →

Set your preferences

Here you can indicate whether you want NS to send you information by e-mail. If you do not want NS to contact you with information or requests, you can uncheck the boxes.

☐ Yes, I want NS to send me information and offers (the newsletter, among other information). ?

☐ Yes, I want NS to send me travel information and service messages. ?

☐ Yes, I want to take part in NS surveys. ?

You may also have a Mijn NS account. You can change your information preferences for that e-mail address there. To do so, please go to [Mijn NS](#) →

Advanced view

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

→ [To simple view](#)

Messages from NS

The menu button 'Messages from NS' shows all of the messages you have received from NS, as well as system messages.

The screenshot displays the NS portal interface. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search bar, and user information including 'Mijn NS' and 'Nederlands'. Below the navigation bar, the main content area is divided into two columns. On the left, there is a sidebar with a 'Company:' dropdown menu set to 'NS Zakelijk'. Below this is a 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' (highlighted in yellow), and 'Management reports'. On the right, the 'NS notifications' section is titled, and a message box states 'There are no current notifications.' Below the sidebar, there is an 'Advanced view' section with a yellow header. It contains 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'.

Company: NS Zakelijk

Home screen →

Manage cards and cardholders →

Order NS-Business Card →

My orders →

Approve orders →

Invoice overview →

My downloads →

Company details →

Personal information →

NS notifications →

Management reports →

NS notifications

There are no current notifications.

Advanced view

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

→ To simple view

Management reports

Use the 'Management reports' menu button to request management reports. You can request reports for various periods regarding issues such as the percentage of journeys during peak or off-peak hours, per day of the week, and per card type.

The screenshot shows the 'Management reports' page for NS Zakelijk. The interface includes a top navigation bar with the NS logo, a menu icon, a search bar, and user information (Mijn NS, Nederlands). A sidebar on the left contains a list of navigation options, with 'Management reports' highlighted in orange. The main content area is titled 'Management reports of NS Zakelijk' and includes a 'Company:' dropdown menu set to 'NS Zakelijk'. Below this, there are three filter sections: 'Select period' (Month), 'Select a department or cost centre' (All departments), and 'Select a card type' (All card types). A 'Search' button is present next to the card type filter. Below the filters, there is a horizontal list of tabs: 'Costs: No subscription', 'Costs: Dal', 'Cost: Traject Vrij', 'Costs: Trein Vrij', 'Carbon savings', and 'Corrections'. The 'Costs: No subscription' tab is currently selected. At the bottom left, 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'.

Company:
NS Zakelijk

Management reports
of NS Zakelijk

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

Home screen →

Manage cards and cardholders →

Order NS-Business Card →

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Advanced view

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

→ [To simple view](#)

Select period: Month

Select a department or cost centre: All departments

Select a card type: All card types

[Search](#) [Reset](#)

Costs: No subscription | Costs: Dal | Cost: Traject Vrij | Costs: Trein Vrij | Carbon savings | Corrections