



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.

Company:
NS Zakelijk

Home screen

There are no current notifications. You can find previous notifications in [NS notifications](#).

Cards and cardholders

Search and manage

Name Card types

E-mail address Department

Card number Status

Characteristic 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](#)

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](#)

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 This screen features fewer menu buttons, and the block for managing cards and cardholders has been replaced by a block with one-click buttons.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.

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

Welcome Mr S. Boulaksil → Log out

Search Mijn NS Nederlands

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.

The screenshot shows the 'Manage cards and cardholders' interface. The top navigation bar includes the NS logo, a 'Menu' button, a search bar, 'Mijn NS' profile, and 'Nederlands' language selector. 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 'Home screen' and contains a notification: '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, Department, Status, Search result, and Class. A 'Subscription' dropdown 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 are buttons for 'Show search results', 'Download search results', 'Upload/change cardholders', 'Add cardholder', and 'Terminate multiple cards'. A callout box points to the search filters, and another callout box points to the 'Add cardholder' button.

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: 3528 ...
Characteristic:

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
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 10 per page

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

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.

The screenshot displays the 'Cards and cardholders' interface for a user named Mr S. Bouleksil. The page is organized into several sections:

- Header:** Includes the NS logo, a 'Menu' button, a search bar, and user information ('Mijn NS', 'Nederlands', 'Welcome Mr S. Bouleksil', 'Log out').
- Company Selection:** A dropdown menu is set to 'NS Zakelijk'. Below it is a list of navigation options: Home screen, Manage cards and cardholders (highlighted), 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 explains that the user is in advanced view and provides a link to 'To simple view'.
- Questions about Mijn NS Zakelijk:** A yellow box at the bottom left.
- Card Details:** The main section is titled 'Cards and cardholders' and features a yellow header for 'NS-Business Card 3528 0104'. It includes:
 - AI- (AI-):** A list of actions: Show trips and transactions, Show cost centre, Show refund requests, and View orders.
 - Subscription:** Shows 'No subscription', 'Class 1st', and 'Starting date 24-11-2016'.
 - Manage online:** A box with actions: Terminate NS-Business Card, NS-Business Card stolen, lost or damaged? Block card and request a duplicate, and Change subscription.
- Door-to-door services:** A section titled 'Door-to-door services' with a link for 'Information about door-to-door services'. It contains a table of services with 'On' and 'Off' toggle buttons:

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

The screenshot shows the 'Trips and transactions' page on the NS Mijn NS website. The page is titled 'Trips and transactions' and includes a 'Download to Excel' button. The main content area displays a table of train journeys with the following columns: Date/Category, Trip (from, to), and Price (ex. VAT). The table lists several journeys, each with a 'Train travels' icon and a price of € 3,68. The 'Trip (from, to)' column shows journeys between Vleuten and Utrecht Centraal. The 'Price (ex. VAT)' column shows a price of € 3,68 for each journey. The 'Date/Category' column shows dates ranging from 04-12-2018 to 28-11-2018. The 'Train travels' icon is present for each journey. The 'Price (ex. VAT)' column shows a price of € 3,68 for each journey. The 'Date/Category' column shows dates ranging from 04-12-2018 to 28-11-2018. The 'Train travels' icon is present for each journey. The 'Price (ex. VAT)' column shows a price of € 3,68 for each journey.

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

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.

The screenshot displays the 'Order NS-Business Card' interface. On the left, a navigation menu lists various options, with 'Order NS-Business Card' highlighted in yellow. The main content area is titled 'Order NS-Business Card' and features a yellow header bar with the text 'Order' and a link to 'Detailed instructions on how to order the NS-Business Card'. Below this, there are two main sections: 'Personal NS-Business Card' and 'NS-Business Card for a department'. The 'Personal NS-Business Card' section includes a dropdown menu and two buttons: 'Order for existing cardholder' and 'Order for new cardholder'. The 'NS-Business Card for a department' section includes a 'Select department' dropdown menu and an 'Order for a department' button. A 'Multiple cardholders' section is also present, with a note: '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.' The top navigation bar includes a search icon, 'Mijn NS', and 'Nederlands'. The user is logged in as 'Mr S. Boulaksil' with a 'Log out' link.

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. On the left is a navigation menu with options like 'Home screen', 'Manage cards and cardholders', 'My orders', and 'Approve orders' (which is highlighted). The main content area has a header with 'Approve orders' and a 'Refresh list' button. Below this is a yellow filter box with 'Department' and 'Cards' dropdowns. A message states '0 orders' with a link to 'Detailed instructions on how to confirm an order'. Below the message is a table 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 of the page.

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. At the top left, there is a logo and a 'Menu' button. At the top right, there is a search bar, 'Mijn NS' profile, and 'Nederlands' language selector. Below the header, the user is logged in as 'Mr S. Boulskil' with a 'Log out' link. On the left side, there is a 'Company:' dropdown menu set to 'NS Zakelijk' and a vertical list of navigation items: 'Home screen', 'Manage cards and cardholders', 'Order NS-Business Card', 'My orders', 'Approve orders', 'Invoice overview', 'My downloads' (highlighted), 'Company details', 'Personal information', 'NS notifications', and 'Management reports'. The main content area is titled 'My downloads' and contains two sections: 'Search results cards and cardholders' and 'Transaction overviews'. The 'Search results cards and cardholders' section shows a list of search results, with one result highlighted: 'Zoekresultaten 2020-02-17 20:58:51.zip'. The 'Transaction overviews' section shows a message: 'There are currently no downloads available.' A callout box points to the search results section, stating: 'You can find these downloaded search results here. The results will remain available for seven days.' 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'.

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.

The screenshot shows the 'Invoice overview' page in the NS Zakelijk system. The page layout includes a top navigation bar with the NS logo, a 'Menu' icon, a search bar, and user information ('Mijn NS' and 'Nederlands'). A sidebar on the left contains a 'Company' dropdown set to 'NS Zakelijk' and a list of navigation options, with 'Invoice overview' highlighted. The main content area displays the 'Invoice overview' title and a search filter box with the following fields:

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

A 'Search' button is located at the bottom right of the filter box. Below the filter box, 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'.

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.

The screenshot displays the 'Invoice overview' page in a web application. At the top, there is a navigation bar with a logo, a 'Menu' button, and search, user, and language options. The main content area features a sidebar with navigation links, a search filter, and a table of invoices.

Navigation Menu (Left):

- 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

Search Filter (Top Right):

Department: All | Invoice number: | Agreement *: 0650003843 | Pay/received: Both | Invoice date: All | Payment status: All

Table of Invoices:

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 (Bottom Left):

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.

The screenshot displays the 'Company details' page in the NS Zakelijk user interface. The page is divided into several sections:

- Navigation:** A top navigation bar includes the NS logo, a 'Menu' button, a search icon, 'Mijn NS', and 'Nederlands'. A secondary navigation bar shows 'Welcome Mr S. Boulaksil' and a 'Log out' link.
- Company Selection:** A dropdown menu is set to 'NS Zakelijk'.
- Left Sidebar:** A list of menu items with right-pointing arrows: Home screen, Manage cards and cardholders, Order NS-Business Card, My orders, Approve orders, Invoice overview, My downloads, **Company details** (highlighted), 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'.
- Questions about Mijn NS Zakelijk:** A yellow box at the bottom left.
- Company details Overview:** A large yellow-bordered box containing:
 - Customer:** NS Zakelijk
 - Company code:** (blank)
 - PO Box:** (blank)
 - Postal code:** (blank)
 - City/Town:** UTRECHT
 - Country:** The Netherlands
 - Phone number:** (blank)
 - Fax number:** -
 - E-mail address:** -
 - Payment method:** manual transfer
 - Account number:** (blank)
 - Subscription payment:** in annual installments, with a 'Change subscription payment' button.
 - Main contact person:** mevrouw
 - Phone number:** (blank)
 - Mobile phone number:** -
 - E-mail address:** (blank)
- Agreements Table:** A table with columns: Agreement code, Reference, Starting date, End date, and a 'Details' link.

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.

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 including '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 sidebar 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' (highlighted in yellow), 'NS notifications', and 'Management reports'. Below the sidebar, there is an 'Advanced view' section with a description and a link to 'To simple view'. The main content area is titled 'Personal information' and contains three sections: 'Login details', 'E-mail address', and 'Phone number'. Each section shows the current value and a 'Change' button with a right-pointing arrow. The 'E-mail address' section shows '@ns.nl', the 'Phone number' section shows '06'. Below these sections is a 'Set your preferences' section with a heading and a paragraph explaining that users can indicate whether they want NS to send information by e-mail. There are three checkboxes with corresponding text and help icons: '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', and 'Yes, I want to take part in NS surveys'. At the bottom of the 'Set your preferences' section, there is a note about having a 'Mijn NS' account and a link to 'Mijn NS'.

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

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 left is the NS logo and a 'Menu' button. At the top right are 'Search', 'Mijn NS', and 'Nederlands' options. Below the header, the user is logged in as 'Mr S. Boulaksil' with a 'Log out' link. On the left, a 'Company:' dropdown menu is set to 'NS Zakelijk'. Below it is 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' (highlighted in yellow), and 'Management reports'. To the right of this list is the 'NS notifications' section, which contains a yellow-bordered box with the text 'There are no current notifications.' At the bottom left, there is an 'Advanced view' section with a yellow header and a message: 'You are in advanced view. If you only manage a small number of cards, use the simple view.' with a link '→ 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 page includes a navigation menu on the left, a search bar, and a user profile section. The main content area features a 'Management reports' section with filters for period, department, and card type, and a table of cost categories.

Company: NS Zakelijk

Management reports
of 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](#) →

Select period: Month | Select
 Select a department or cost centre: All departments | All cost centres
 Select a card type: All card types | [Search](#) → | [Reset](#) →

Costs:	Costs:	Cost:	Costs:	Carbon savings	Corrections
No subscription	Dai	Traject Vrij	Trein Vrij		

Advanced view

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

→ [To simple view](#)