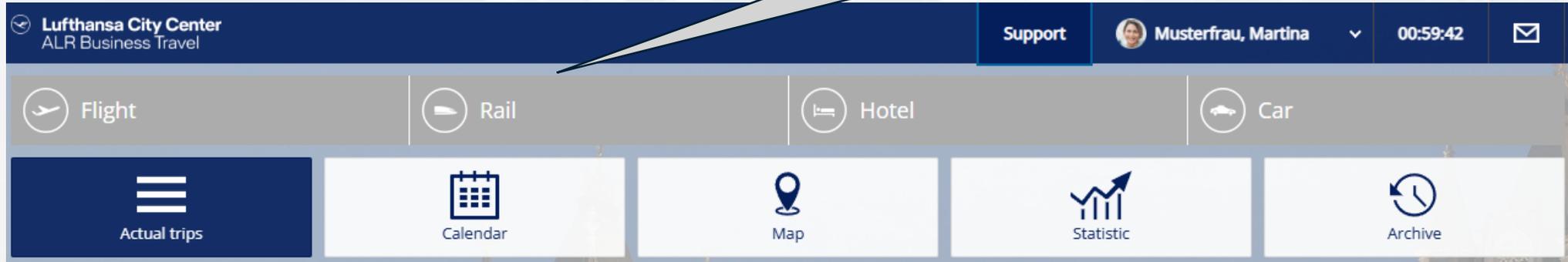




# Rail reservation via bahn.business

# Start rail reservation

Start a new rail reservation here.

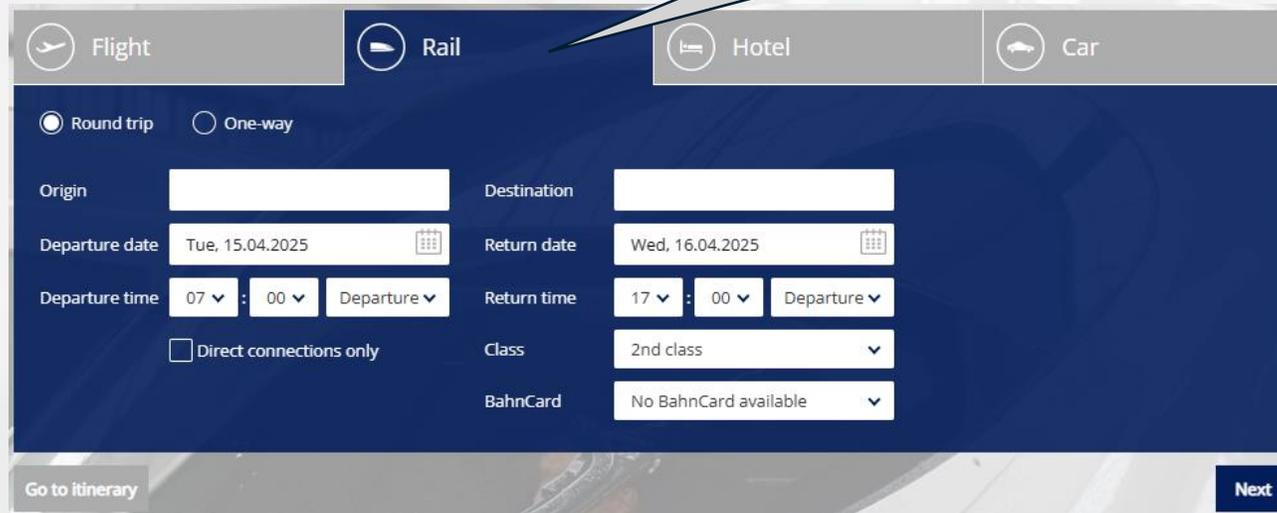


## The selection shows:

- yourself
- the travellers who have selected you as a travel arranger
- as a travel manager, use the magnifying glass to search for the traveller you want to book for

In the next step, the traveller is selected.

# Rail input mask



The screenshot shows the 'Rail' input mask with the following fields and options:

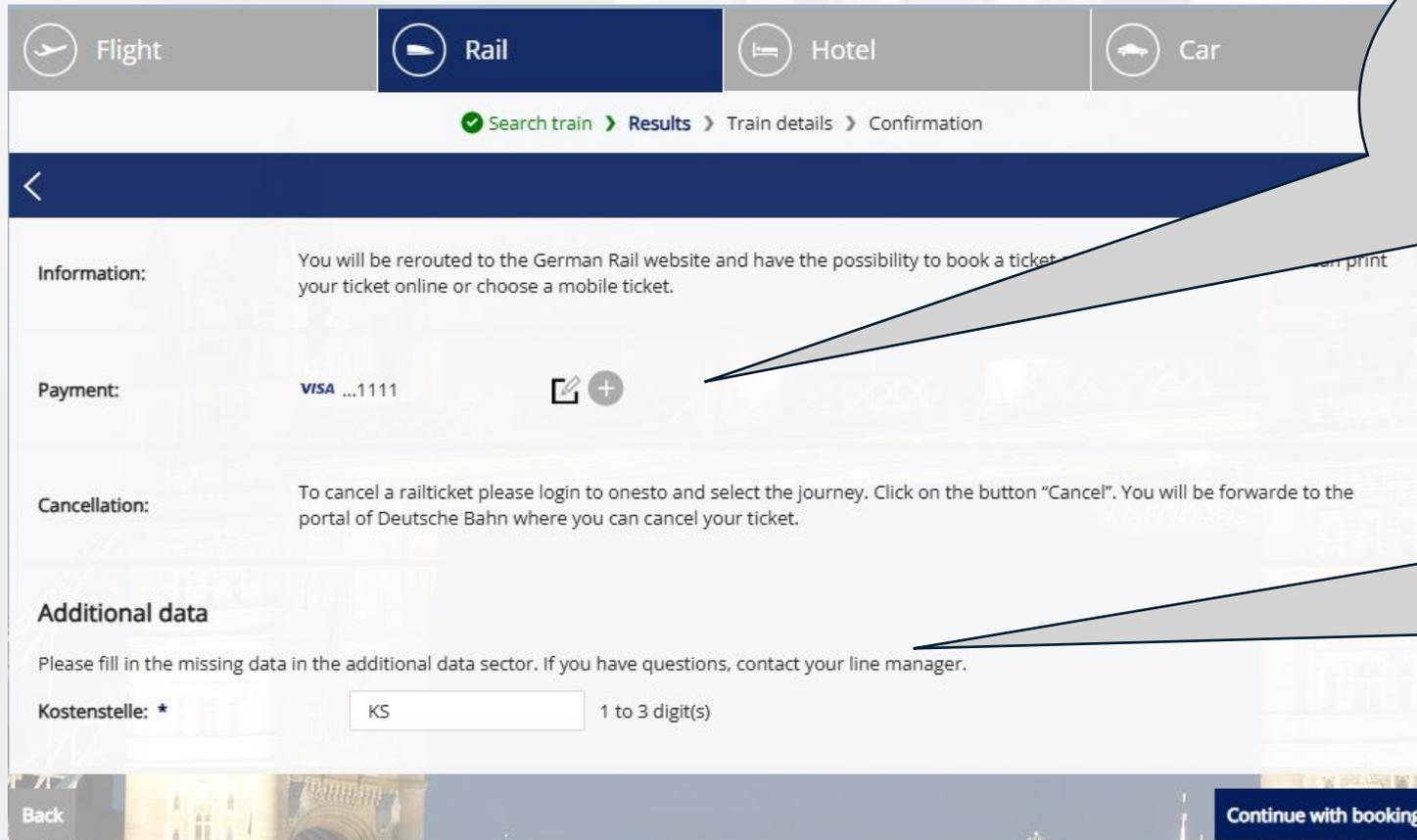
- Navigation tabs: Flight, **Rail**, Hotel, Car
- Trip type:  Round trip,  One-way
- Origin: [Empty text box]
- Destination: [Empty text box]
- Departure date: Tue, 15.04.2025 [Calendar icon]
- Return date: Wed, 16.04.2025 [Calendar icon]
- Departure time: 07 : 00 [Dropdown] Departure [Dropdown]
- Return time: 17 : 00 [Dropdown] Departure [Dropdown]
- Direct connections only
- Class: 2nd class [Dropdown]
- BahnCard: No BahnCard available [Dropdown]
- Buttons: Go to itinerary, Next

Callout 1 (top): Enter your preferences for the rail search here.

Callout 2 (bottom): Click "Next" when you have entered all preferences.

- You can specify whether you want a one-way trip or a round trip.
- If you put the "x" next to direct connections only, you will only see direct connections - where possible.
- If your rail card is not yet stored in your profile, you can add it here for the search.

# Redirect page to the bahn.business portal



Flight Rail Hotel Car

Search train > Results > Train details > Confirmation

**Information:** You will be rerouted to the German Rail website and have the possibility to book a ticket on your ticket online or choose a mobile ticket.

**Payment:** VISA ...1111

**Cancellation:** To cancel a railticket please login to onesto and select the journey. Click on the button "Cancel". You will be forwarded to the portal of Deutsche Bahn where you can cancel your ticket.

**Additional data**  
Please fill in the missing data in the additional data sector. If you have questions, contact your line manager.

Kostenstelle: \*  1 to 3 digit(s)

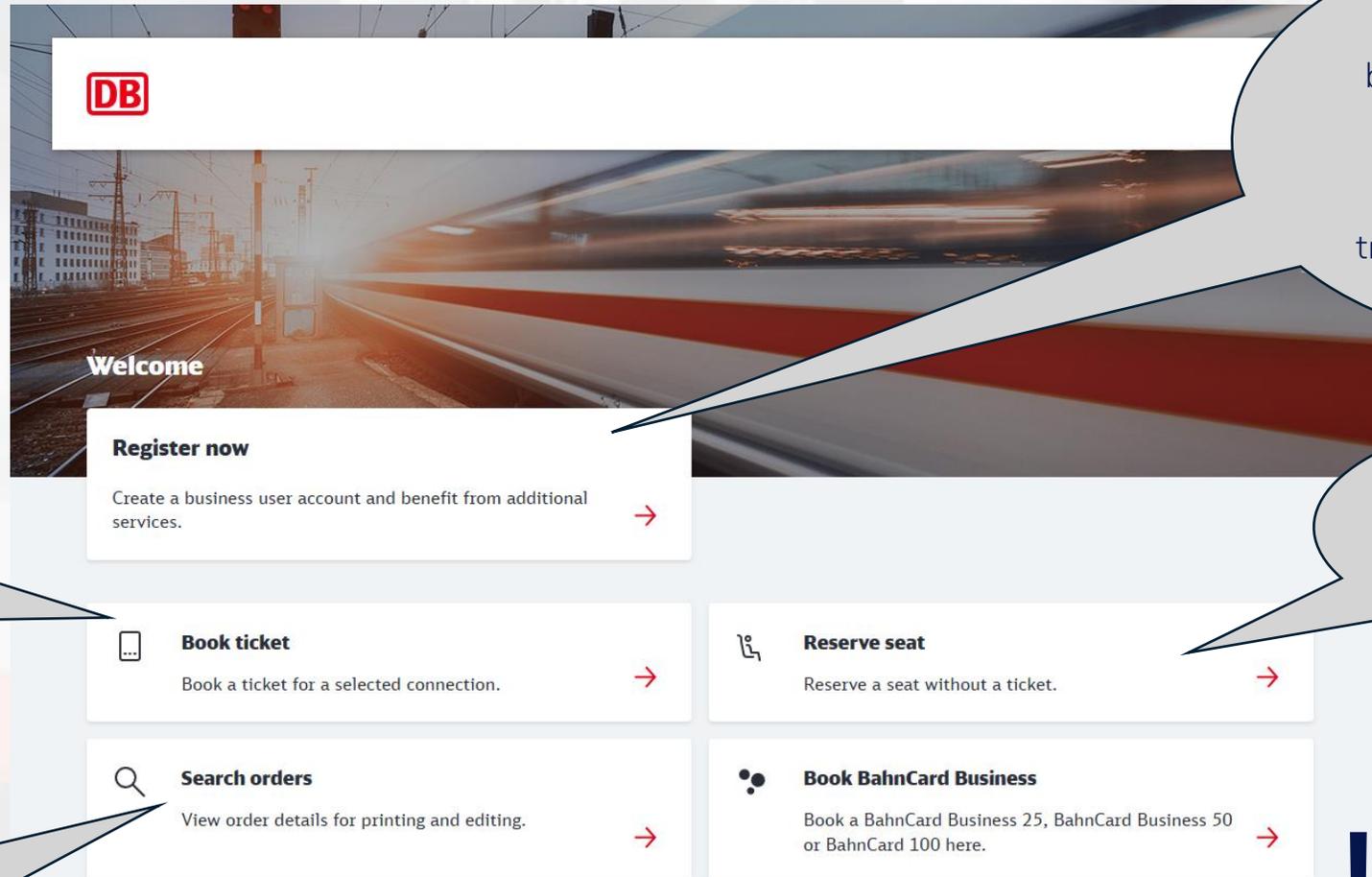
Back [Continue with booking](#)

Payment is processed using a central company card or a personal credit card in accordance with the terms agreed with your company. If both are possible, you can choose between the company credit card and the personal card here.

Before you are redirected to the bahn.business portal, you have the opportunity to provide additional data for the processing of travel expenses.

By clicking on "Continue with booking", you will be directed to the connection search at Deutsche Bahn.

# Landing page in the bahn.business portal



If you do not yet have a business user account with Deutsche Bahn, you can register here. Your tickets will then be automatically transferred to DB Navigator.

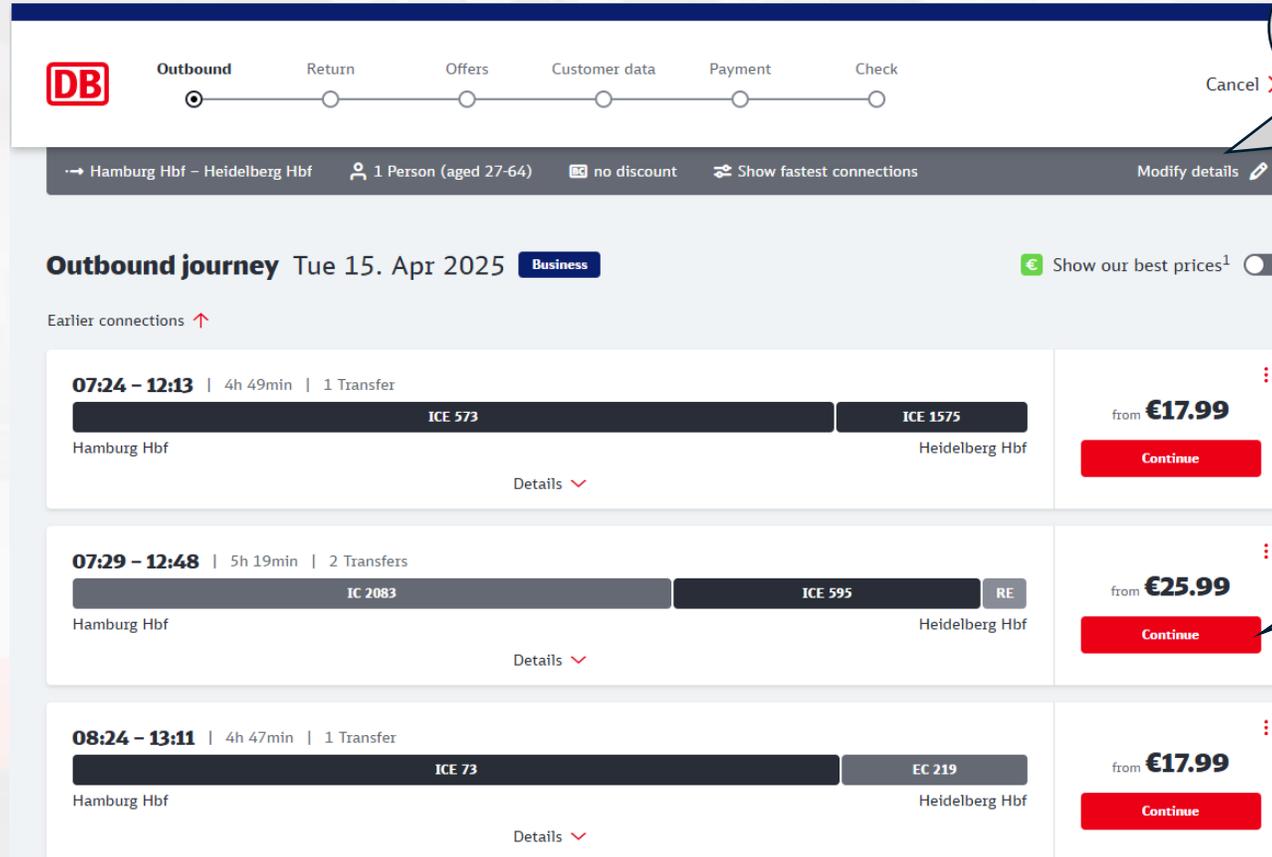
Click here to access the booking form.

It is possible to make seat reservations without purchasing a ticket.

You can search for existing orders.

! If you book on behalf of someone else (travel arranger or representative), the landing page will be skipped.

# Reservation mask in the bahn.business portal



**DB** Outbound Return Offers Customer data Payment Check Cancel X

→ Hamburg Hbf – Heidelberg Hbf 1 Person (aged 27-64) no discount Show fastest connections Modify details

**Outbound journey** Tue 15. Apr 2025 **Business** Show our best prices<sup>1</sup>

Earlier connections ↑

Time	Duration	Transfers	Train 1	Train 2	Price	Action
07:24 – 12:13	4h 49min	1 Transfer	ICE 573 Hamburg Hbf	ICE 1575 Heidelberg Hbf	from €17.99	Continue
07:29 – 12:48	5h 19min	2 Transfers	IC 2083 Hamburg Hbf	ICE 595 RE Heidelberg Hbf	from €25.99	Continue
08:24 – 13:11	4h 47min	1 Transfer	ICE 73 Hamburg Hbf	EC 219 Heidelberg Hbf	from €17.99	Continue

If the search does not deliver the desired results directly, you can adjust the query parameters using “Modify details”.

Once you have decided on a train connection, click on “Continue”.

# Rate selection in the bahn.business portal

Hamburg Hbf – Heidelberg Hbf | 1 Person (aged 27-64) | no discount | Show fastest connections | Show passenger details →

**Offers** Business Tue 15. Apr 2025, 07:24 – 12:13 | Wed 16. Apr 2025, 17:46 – 22:46

**Information about the City-Ticket:** The City-Ticket is issued together with your Super Sparpreis and Sparpreis ticket, depending on the journey you have booked. ×

2 Kl. Outbound and return journey	2 Kl. Outbound and return journey	2 Kl. Outbound and return journey	
<b>€332.75</b>	<b>€301.40</b>	<b>€35.98</b>	
<b>Kombiangebot</b> Outbound journey €153.75 <b>Flexpreis Business</b> ✔ Unrestricted choice of trains ✔ Free cancellation ✔ City-Ticket for Hamburg and Heidelberg included ... More Return journey €179.00 <b>Flexpreis Business</b> ✔ Unrestricted choice of trains ✔ Free cancellation ✔ City-Ticket for Heidelberg and Hamburg included ... More → Details	<b>Flexpreis</b> ✔ Unrestricted choice of trains ✔ Cancellation free of charge up to and including 15.04.2025 ✔ City-Ticket for Hamburg and Heidelberg included → Details	<b>Super Sparpreis</b> ! Train-specific travel ! No cancellations → Details	
Select	Select	Select	

Once you have decided on a train connection, you can select the rate that suits you best in the next step.

# Selection of optional additional services

**Additional options**

**Seat reservation** Outbound and return journey: 1 seat 10,40 €

**1st class upgrade** €241.10  
✔ Seat included ✔ More space and comfort → Details

**BahnCard Business 50, 2nd class** €313.00  
✔ 50% discount on Flexpreis and 25% discount on Sparpreis fares (except City-Ticket) ✔ Save EUR 150,70 on this ticket  
ⓘ Please observe your company's travel policy  
→ Details

Ticket price €301.40

**Total price** **€301.40**  
incl. VAT

 **PayPal** Pay after 30 days. [Find out more](#)

← Back **Continue**

You can book optional additional services before completing your booking.

Click "Continue" if you do not want to add any further additional services.

# Entering the billing address

 Outbound  Return  Offers  **Customer data**  Payment  Check  Cancel X

## Personal details Business

### Name

Title\*  
Ms

Academic title

First name\*  
Martina

Last name\*  
Musterfrau

Contact e-mail address\*  
yvonne.vennemann@gmx.de

### Billing address

Company/Institution\*  
TestfirmaGAP

Title  
Ms

Academic title

First name  
Martina

Last name  
Musterfrau

Street and house number\*  
Garmischer Str. 35

Other address info

Postcode\*  
81373

Town/city\*  
München

Country\*  
Germany

E-mail address for sending invoices\*  
yvonne.vennemann@gmx.de

Total price  
incl. VAT **€301.40**

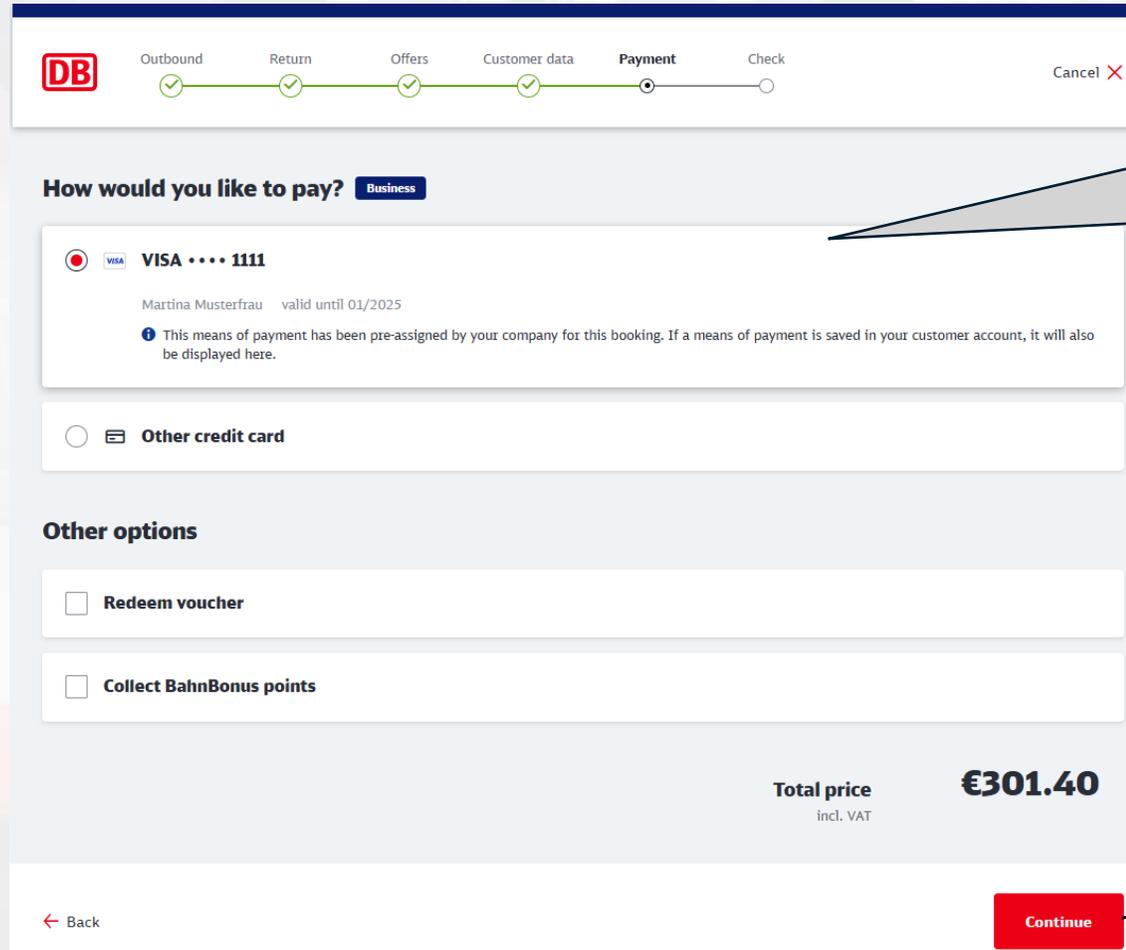
← Back

Continue

Billing address and personal information are automatically transferred from onesto to the bahn.business portal.

Click on „Continue“.

# Billing of the train reservation



**DB** Outbound Return Offers Customer data **Payment** Check Cancel X

**How would you like to pay?** Business

 **VISA \*\*\*\* 1111**  
Martina Musterfrau valid until 01/2025  
**i** This means of payment has been pre-assigned by your company for this booking. If a means of payment is saved in your customer account, it will also be displayed here.

 **Other credit card**

**Other options**

Redeem voucher

Collect BahnBonus points

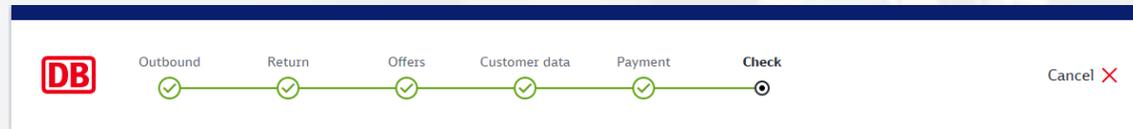
Total price **€301.40**  
incl. VAT

[← Back](#) [Continue](#)

The payment terms and the additional data relevant for billing are transferred from onesto and are already pre-filled.

Click on „Continue“.

# Reservation completion



Please check your booking. **Business**

## Outbound and return journey

**Flexpreis, 2nd Cl.**  
Outbound and return journey, City-Ticket for Hamburg and Heidelberg incl.  
1 Person (aged 27-64) → Conditions

Your outward journey on Tue 15. Apr 2025

**07:24 – 12:13** | 4h 49min | 1 Transfer  
**ICE 573**  
Hamburg Hbf  
Details ▾

Your return journey on Wed 16. Apr 2025

**17:46 – 22:46** | 5h | 1 Transfer  
**ICE 1572**  
Heidelberg Hbf  
Details ▾

Your details

Ms Martina Musterfrau  
yvonne.vennemann@gmx.de Change ✓

Date of birth  
15/05/1986 Change ✓

Registered address  
Garmischer Str. 35  
81373 München  
Germany Change ✓

Billing address  
TestfirmaGAP  
Ms Martina Musterfrau  
Garmischer Str. 35  
81373 München  
Germany Change ✓

Pay with credit card  
VISA \*\*\*\* 1111 Change ✓

If you want to earn an estimated 302 reward and status points, select "Collect BahnBonus points". Change ✓

Receive PDF ticket by e-mail: Please note: The ticket will be sent as an unencrypted attachment to the e-mail address provided.

**Total price** €301.40  
incl. VAT

By purchasing, I accept the conditions of carriage, the contracting parties regulations and the terms of use.

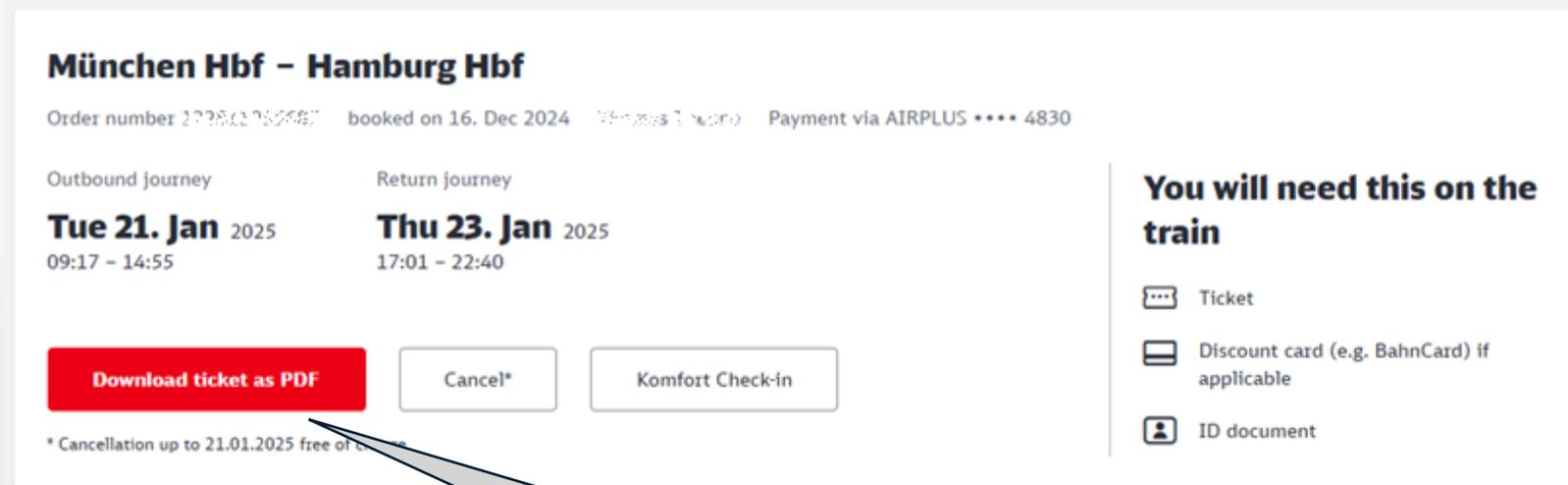
Subscribe to the bahn.de newsletter: Have tailored information based on your registration data, booking data and your newsletter use sent to you at yvonne.vennemann@gmx.de. You can unsubscribe from this service at any time.  
Please confirm your subscription to the newsletter by using the e-mail that was sent to yvonne.vennemann@gmx.de.

← Back Buy now

Before completing the reservation, the trip details will be displayed again.

Click on "Buy now" if you want to complete the reservation.

## Confirmation page in the bahn.business portal



**München Hbf – Hamburg Hbf**

Order number 2778612786667 booked on 16. Dec 2024 19:05:05 1. Klasse Payment via AIRPLUS \*\*\*\* 4830

Outbound journey	Return journey
<b>Tue 21. Jan</b> 2025 09:17 – 14:55	<b>Thu 23. Jan</b> 2025 17:01 – 22:40

[Download ticket as PDF](#) [Cancel\\*](#) [Komfort Check-in](#)

\* Cancellation up to 21.01.2025 free of charge

**You will need this on the train**

-  Ticket
-  Discount card (e.g. BahnCard) if applicable
-  ID document

- The traveller receives the online ticket and the travel receipt in 2 separate emails after booking is completed.
- When the browser tab/window is closed, the booking data is synchronized to onesto.
- The ticket is not imported into the onesto process but can only be accessed in your bahn.business portal.

After completing the reservation, the booking confirmation will be displayed and you can download the ticket as a PDF file.

# Cancellation of rail tickets

**Musterfrau, Martina** ▶ Note for the printout  
Tue, 21.01.2025 - Thu, 23.01.2025

Reservation number: TESTBOOKING 0.00 € **Cancelled**

Tue, 21.01.2025	09:17	<a href="#">München Hbf</a>	<b>ICE</b>	1st class	Wagen: 26, Platz: 72, Open saloon
	14:55	<a href="#">Hamburg Hbf</a>	ICE 680 (DB Fern...		
Thu, 23.01.2025	17:01	<a href="#">Hamburg Hbf</a>	<b>ICE</b>	1st class	Platz: 82, Open saloon
	22:40	<a href="#">München Hbf</a>	ICE 683 (DB Fern...		

Tickets can be cancelled on the onesto interface.



# Contact

**Do you have any questions or suggestions regarding onesto?**

The Online Solutions Team is happy to assist you.

☎ +49 89 286611 - 600

✉ [onlinesolutions@lcc-alr.de](mailto:onlinesolutions@lcc-alr.de)

## The department Online Solutions



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