



# Guide for employees at companies using the purchase solution for businesses and organisations

## **What is the purchase solution for businesses and organisations?**

The purchase solution for businesses and organisations makes it possible for a company or an organisation to allow employees to purchase public transport tickets on the company's account.

## **How to purchase public transport tickets on your company's account.**

As an employee and traveller, you will be able to select your company as payment method in:

- The Skyss Ticket app
- The Skyss Webshop

The company or organisation must first be registered and add the employees to the list of users.

## **Innhold**

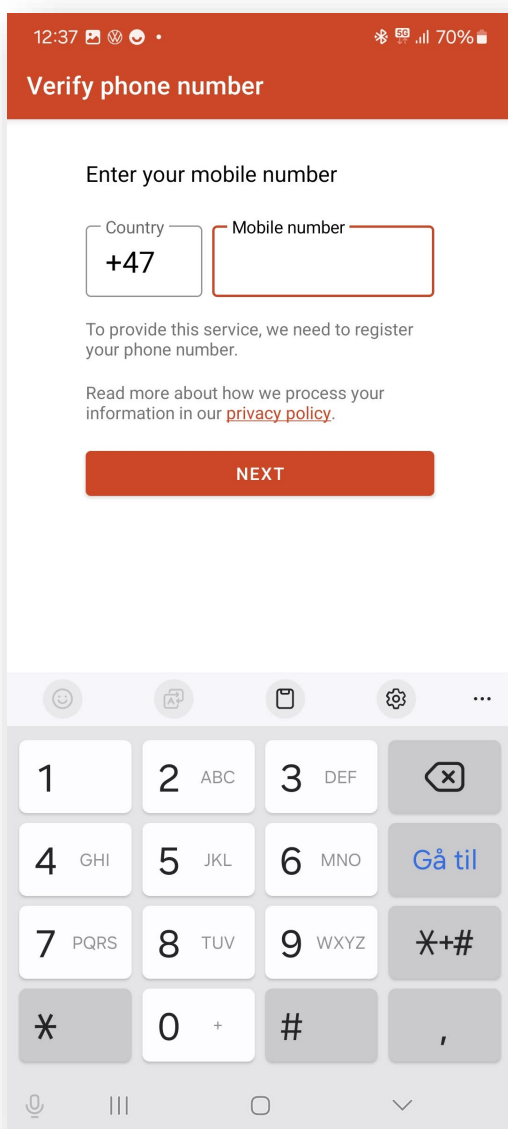
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## Skyss Ticket app

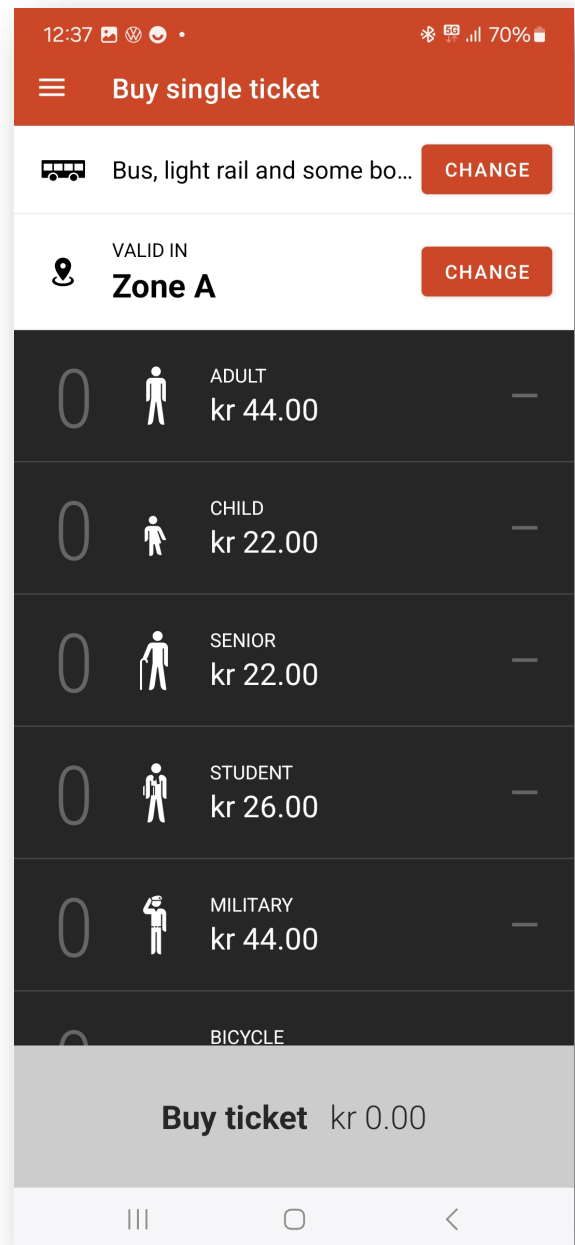
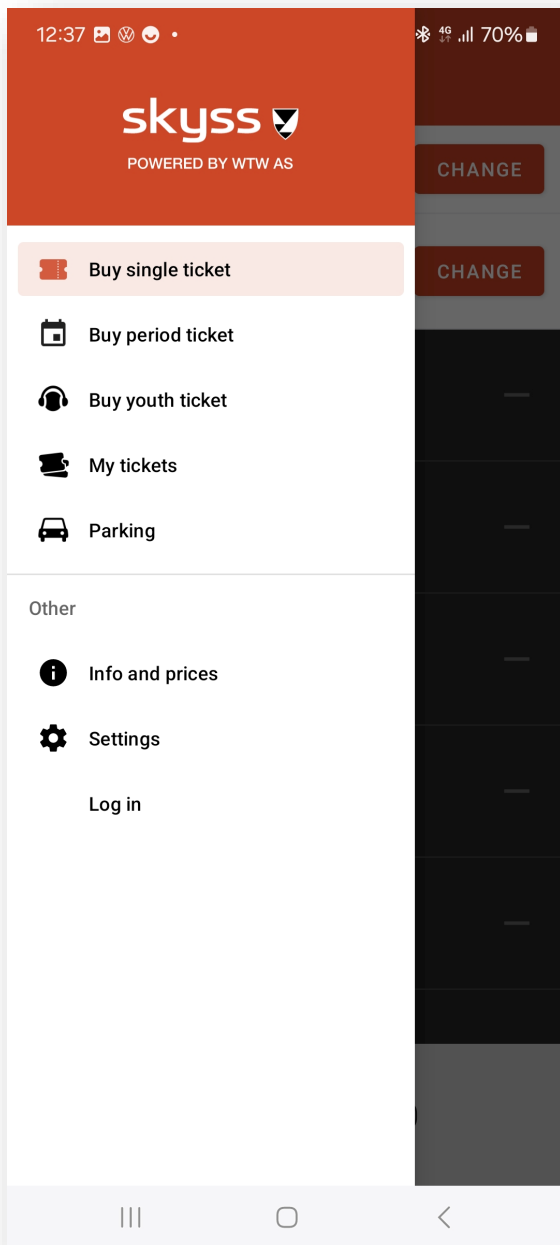
How do I select my company as payment method in the Skyss Ticket app?

Download or update the app in the Apple Store or Google Play to access your company as payment method.

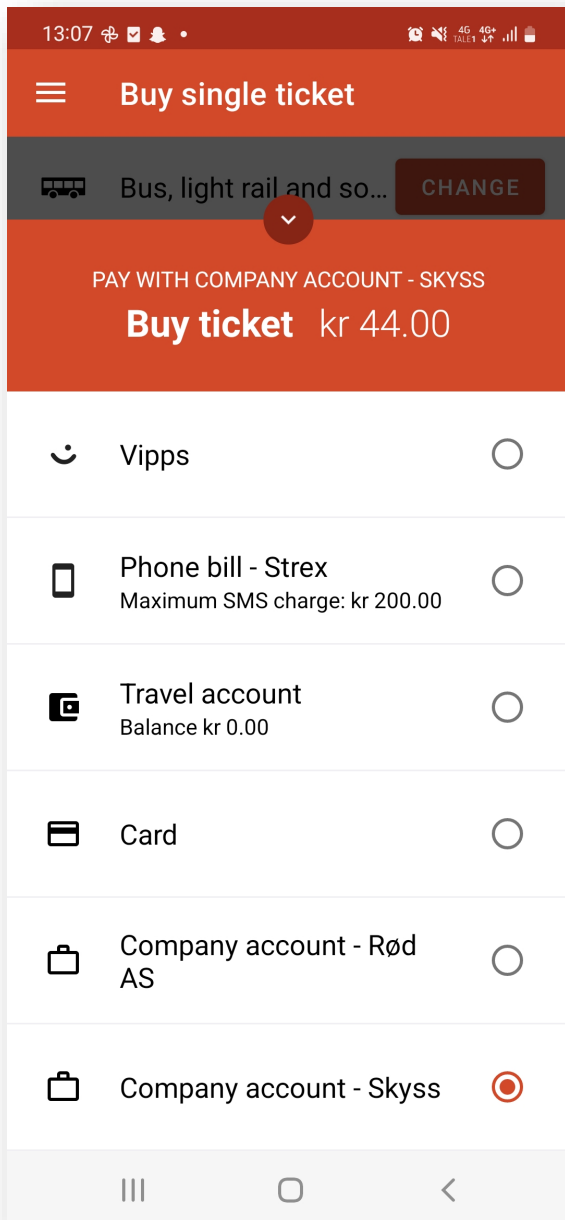


### Register and log in

Use your phone number that is registered with your company.



Choose the ticket type you want to buy.



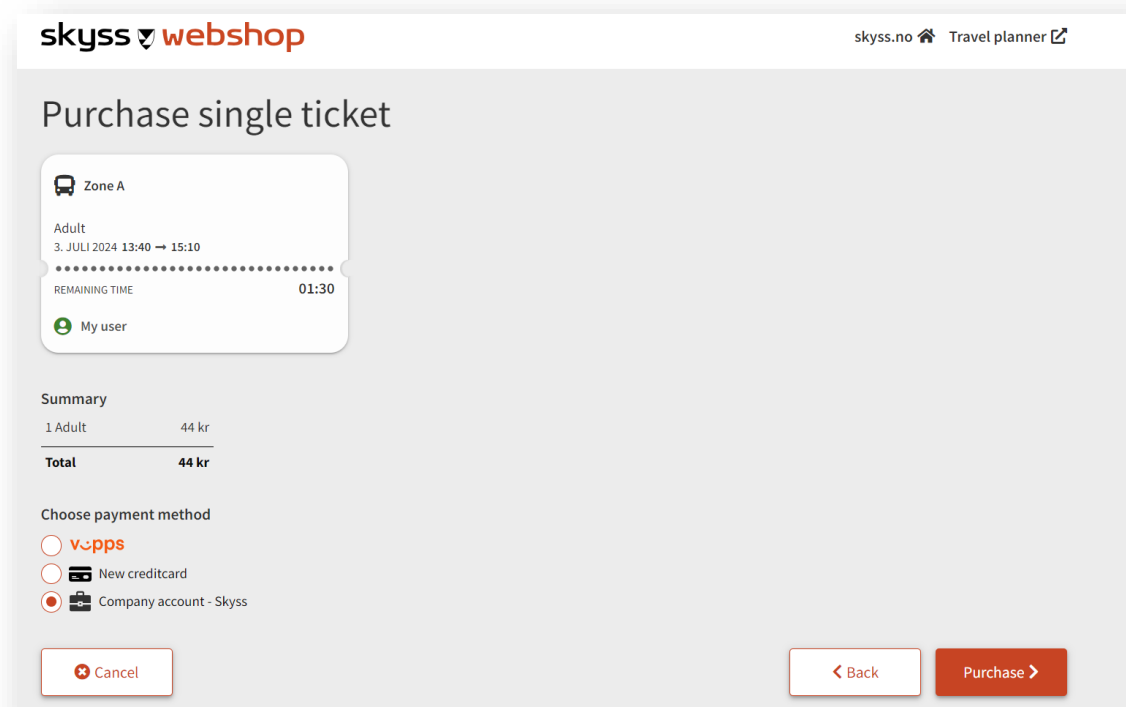
In the app, you can select the payment method for each individual ticket purchase. You first select the ticket you wish to purchase and then click the big red Purchase ticket button to view the menu option for payment methods. Read more about the Skyss Ticket app at [skyss.no](http://skyss.no).



## The Skyss Webshop


How do I select my company as payment method in the Skyss Webshop?

- Log in or register as a new user using your registered email address with the company or organisation.
- Select company account as payment method before purchasing the ticket.
- Choose single tickets and 24-hour tickets
- Select zone and travel time. Make sure your company has been selected as payment method. You can receive a single ticket on your Skyss Travel Card, by SMS text message and via email.




skyss webshop skyss.no [Travel planner](#)

### Purchase single ticket

 Zone A

Adult  
3. JULI 2024 13:40 → 15:10

REMAINING TIME 01:30


 My user


**Summary**

1 Adult	44 kr
<b>Total</b>	<b>44 kr</b>

**Choose payment method**

vppps

 New creditcard

 Company account - Skyss

### Purchasing season tickets

You must have a Skyss Travel Card in order to purchase a season ticket in the Webshop. Season tickets for 7, 30 or 180 days are linked to your Skyss Travel Card. Read more about ordering and using the Skyss Travel Card at [skyss.no](https://skyss.no).



## Personal information about you

What information does your company or organisation have?

They can:

- Access an overview of purchased tickets. Searching by name, they will find all the ticket purchases made by an employee.
- Set restrictions on employee purchases, including a daily or monthly spending limit on tickets, restrictions regarding zones and types of tickets, and when you can purchase tickets.