Guide for the purchase solution for businesses and organisations
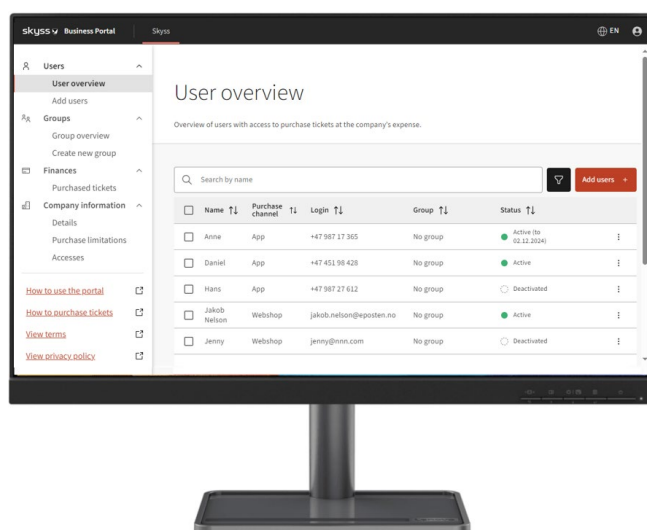
What is the purchase solution for businesses and organisations?
The purchase solution for businesses and organisations makes it possible for your company or organisation to allow employees to purchase public transport tickets on the company's account.

In the **Business Portal**, an administrative user manages who has access to purchase tickets in the Skyss Webshop and the Skyss Ticket app, using the company as payment method.

Content

Getting started with the solution

Go to https://bedriftsportalen.skyss.no/onboarding

Here you must first register your company or organisation. Search for your company and select it. Follow the instructions on the screen.

Your company

Enter the name or organization number of the company. Select your company.

🔍 Vestland fylkes   ✕

VESTLAND FYLKESKOMMUNE	821 311 632	Select
VESTLAND FYLKESKOMMUNE BYBANEN UTBYGGING	912 218 775	Select
VESTLAND FYLKESKOMMUNE DRIFTSOMRÅDE 2	990 831 017	Select
VESTLAND FYLKESKOMMUNE DRIFTSOMRÅDE 4	990 815 755	Select

If there is a unit above your company, you will be asked if you want to select it.

Your company

VESTLAND FYLKESKOMMUNE BYBANEN UTBYGGING   912 218 775

There are units above the company you have selected. Do you want the invoice to be sent to a different unit?

◯ Yes   ⦿ No

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● Step 1   ◯ Step 2   ◯ Step 3   ◯ Step 4
Company   Administrator   Terms and   Verify email
information   information   conditions

Enter your invoice information

You need to enter the invoice information and invoice reference regarding who is the administrator of the solution.

Your company

VESTLAND FYLKESKOMMUNE BYBANEN UTBYGGING   912 218 775

Invoice recipient

VESTLAND FYLKESKOMMUNE BYBANEN UTBYGGING   912 218 775

Address (required)

Postboks 7900

Add address line +

City (required)   **Postal code (required)**

BERGEN   5020

Reference for invoice (optional)

If the company is registered to receive EHF invoices, Skyss sends invoices by EHF.

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Register administrator

Enter the information regarding the person who will administer the solution.
Click Next.

Administrator information

You are added as the administrator upon registering the company. You may change this in the Business Portal later.

Name (required)

Name Namesen

Phone number (required)

+47 474 74 747

Email (required)

name.namesen@email.com

Confirm email (required)

name.namesen@email.com

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Accept Terms and Conditions

Accept the Terms and Conditions and click Next. You will receive an email from Skyss. You will need to verify your email to register your company.

Terms and conditions for Skyss Business Portal

Click "Next" to receive a verification email for your company. Please review terms and conditions before proceeding.

See terms and conditions here ↗

☑ Accept terms and conditions

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information   information   conditions

User overview

In **User overview**, you will find an overview of the employees who have been granted access to purchase public transport tickets on your company's account, in addition to activated and deactivated users.

Add users

Under **Add users**, you can add new users who will be able to purchase tickets on the company's account. You can add multiple employees at the same time. Please see the next chapter for how to upload a file containing employee information.

Information to be entered for each user:
- Name – enter the full name of the user
- Purchase channel – should the employee use the Webshop or the Skyss Ticket app to purchase tickets? If both purchase channels are to be used, you must add the employee twice, with one line for each purchase channel.
- Login – Enter the employee's mobile phone number when selecting the app. This must be the same mobile phone on which they have installed the Skyss Ticket app. If you select the Webshop, enter the employee's email address, which will also be the employee's login to the Webshop.
- Active from – Here you can select the date from which the employee will be able to select the company as payment method when he/she is purchasing tickets.
- Active until – Here you can select a date for when the employee will no longer be allowed to select the company as a payment option. Completing this section is optional.

To save, remember to click **Add users**

Upload list of users

You can upload a file containing all users. The max file size is 500kb and the supported file type is XLSX.

Click **Download user list template** and fill out the relevant fields. Then, drag the file into the image or select the location of the file on your computer.

How to fill out the user list template (it is in Norwegian, explained below)

- Enter the full name of the user (Navn)
- Type App or Webshop. You can also select from the arrow to the right of the field. Make sure you spell it verbatim, with a capital A or N (Kjøpskanal, Nettbutikk= Webshop)
- Enter the email address of the employee who will be using the Webshop. The email address is also used for logging in to the Webshop. (E-post)
- If the employee will be using the Skyss Ticket app, you must enter the country code of the mobile phone on which the employee has installed the app. (Landkode)
- Mobile phone. This must be filled out when using the app and must begin with the number 4 or 9. (Mobilnummer)
- Date from – Date when the employee can begin charging the company. The date format is DD.MM.YYYY. (Aktiv fra)
- Active until – Date when the employee can no longer charge the company for ticket purchases. Completing this section is optional. (Aktiv til)

Remember to save by clicking **Add users.**

Changing information?
In the user overview, you can change names and groups of users. If an incorrect phone number or email address has been added, you must delete the user and then add the user again.
You can activate and deactivate users, change the Active from and Active until dates, and delete users.
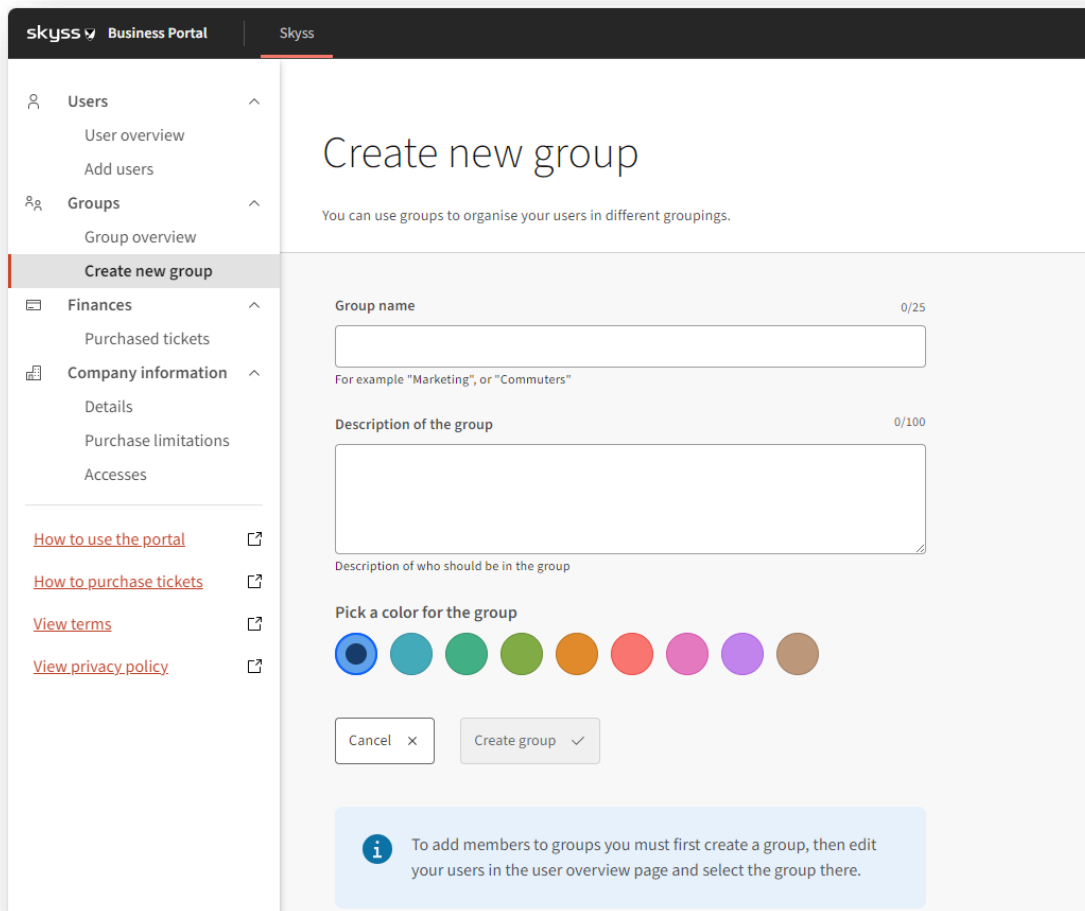
Groups
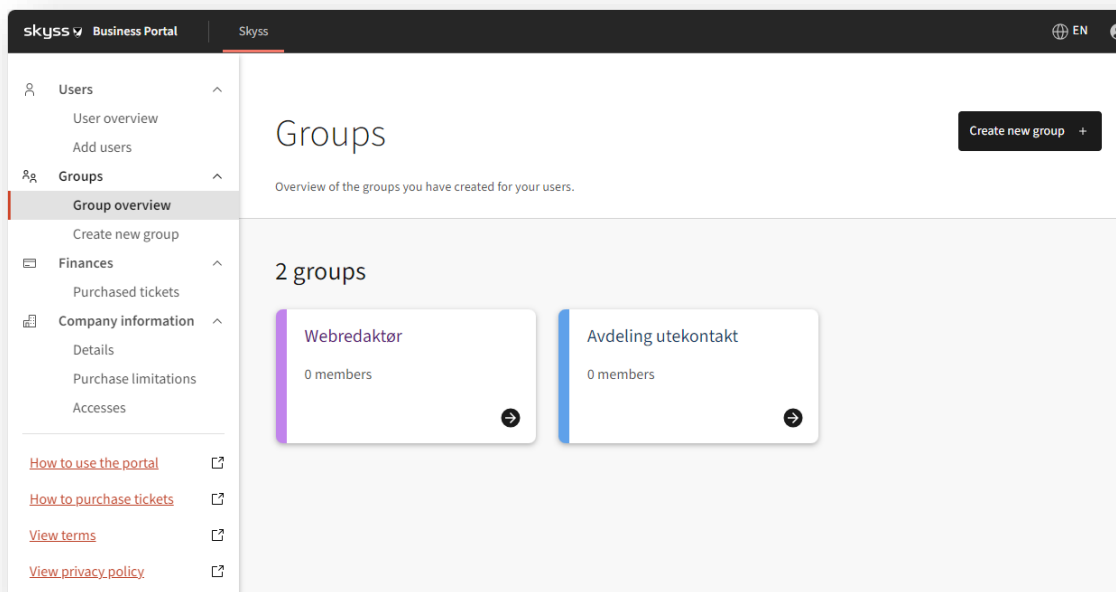
In **Group overview** you can view all the groups you have created. In the example, there are two groups called Webredaktor and Avdeling utekontakt with zero members. You can click on a group to view more detailed information about it.

Create new group

To add a new group, go to the menu and click **Create new group**.
Write the desired name of the group and provide a description of and colour for the group (optional). You must first create the group before you can add users.
Remember to click Create group

Invoicing
If groups have been created, the invoice documentation will be divided per group.
Users who do not belong to a group will be grouped in the invoice documentation as employees without a group.

Purchase limitations
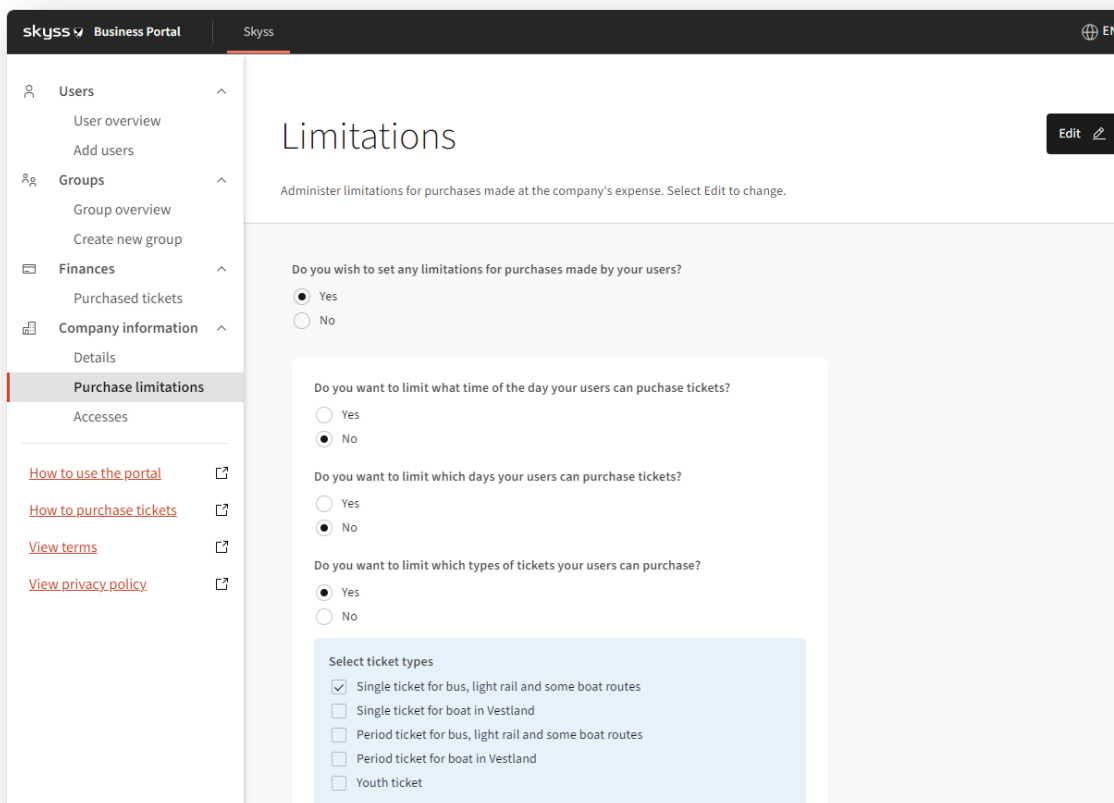
Limitations

Here you can restrict when and for what amounts the employee can purchase tickets on the company's account. To place restrictions on a user, click Edit in the top right-hand corner.
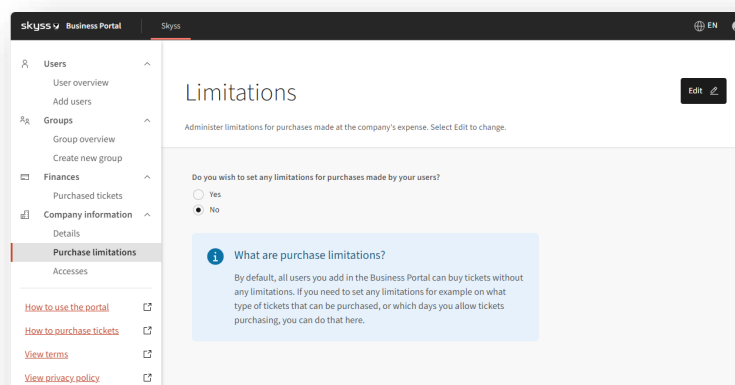
By clicking Yes, you will see the details for each option.

Available limitations

- When users are able to purchase tickets
- On what days tickets can be purchased
- What types of tickets
- In what zones
- Daily spending limit
- Monthly spending limit
- Details

Do you want to limit what time of the day your users can puchase tickets?

(•) Yes
( ) No

Specify time period

From time   To time

[hh : mm]   [hh : mm]

Do you want to limit which days your users can purchase tickets?

(•) Yes
( ) No

Select days

☐ Week days (Monday to Friday)
☐ Weekends (Saturday and Sunday)
☐ Public holidays

Do you want to limit which types of tickets your users can purchase?
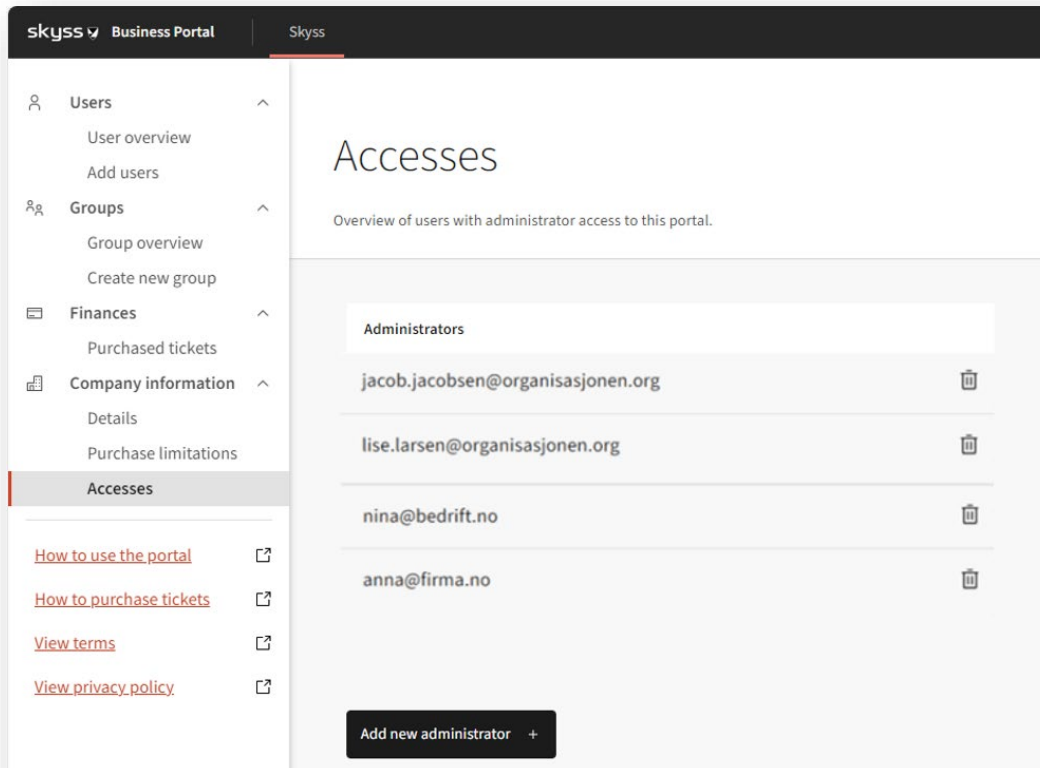
(•) Yes
( ) No

Select ticket types

☐ Single ticket for bus, light rail and some boat routes
☐ Single ticket for boat in Vestland
☐ Period ticket for bus, light rail and some boat routes
☐ Period ticket for boat in Vestland
☐ Youth ticket

Accesses

You will see who currently has administrative access.
To add a new administrator, click **Add new administrator**.
Enter the email address of the new administrator and click **Add administrator.**
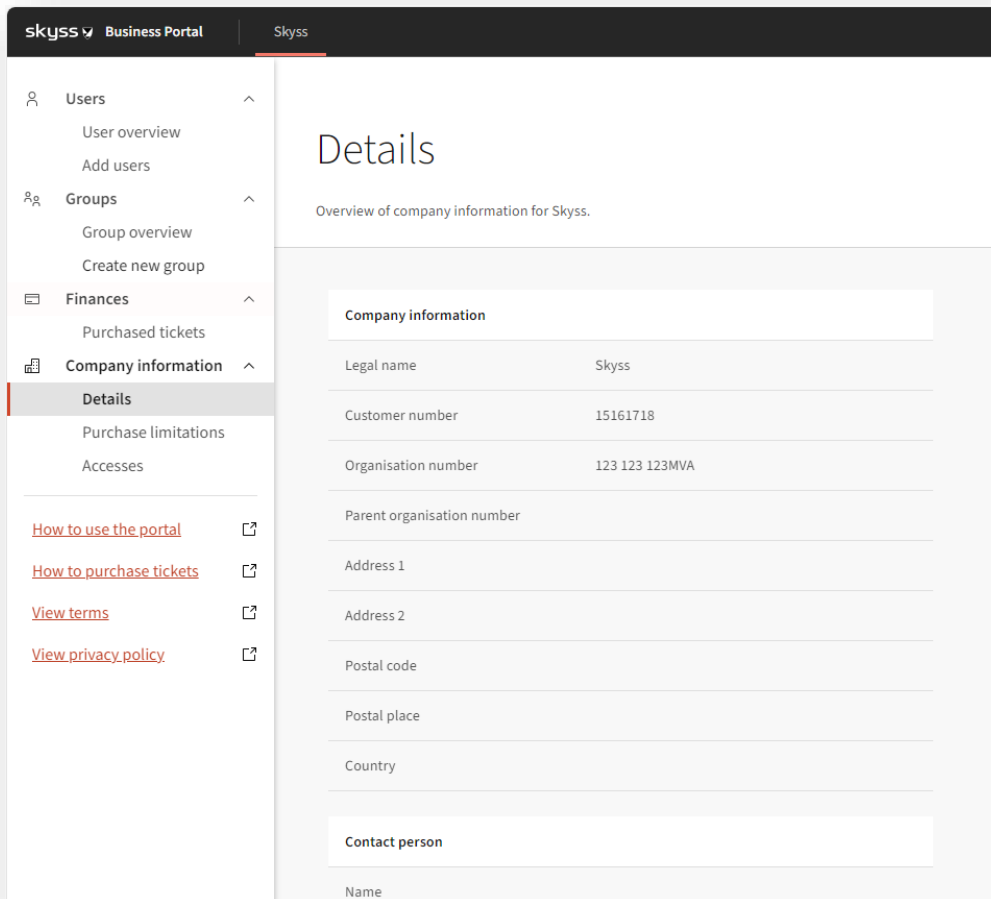
He/she will receive an invitation to the Business Portal and can log in as a new administrator.

Company information

In the menu under company information – Details, you can add and change information about your company/organisation. Click Edit in the top right-hand corner if you would like to make any changes. You cannot change your customer number or organisation number. If you need to make such changes, please contact the Skyss Customer Service.

Purchased tickets

Under the menu item **Finance,** you can select **Purchased tickets** to obtain a complete overview of purchases made on your company's account. You can sort by clicking on the column header, and selecting the period for which you want the information to be displayed.

Viewable information:
- Who has made purchases and what group they are part of
- Time of purchase
- Ticket of type
- Distance travelled
- Identity of passenger
- Amount