

Company Administrator Guidelines



Dublin Bus



Bus Éireann



Irish Rail

Company Administrator Guidelines

Introduction

This manual is designed to assist you in navigating the new look Tax saver on-line ordering system.

Background

The Tax saver scheme commenced in 2000 due to changes in legislation in that years budget. There are now over two thousand companies ordering tens of thousands of tickets for employees.

Irish Rail introduced an on-line ordering system in 2005 which has been operating successfully for the past six years. Bus Éireann and Dublin Bus are now moving onto the Tax saver on-line ordering site that will enable company administrators to purchase all Bus Éireann, Dublin Bus and Irish Rail tickets on-line.

How do these changes affect your company?

- For those of you who have used the current **Irish Rail on-line system**, the screen layout will be different but the overall functionality of the system remains the same.
- For **new users** of the on-line ordering system, you must have the following:
 - Registered email address
 - Allocated password forwarded by the system.

For individual page help, click on the Help tab on the right hand corner of the page.

New On-Line Ordering Address

You will find the new combined ordering site by logging onto www.buy.taxsaver.ie

Invoicing and Ticket Distribution

Please note that invoicing and ticket distribution will still be undertaken by each company directly.

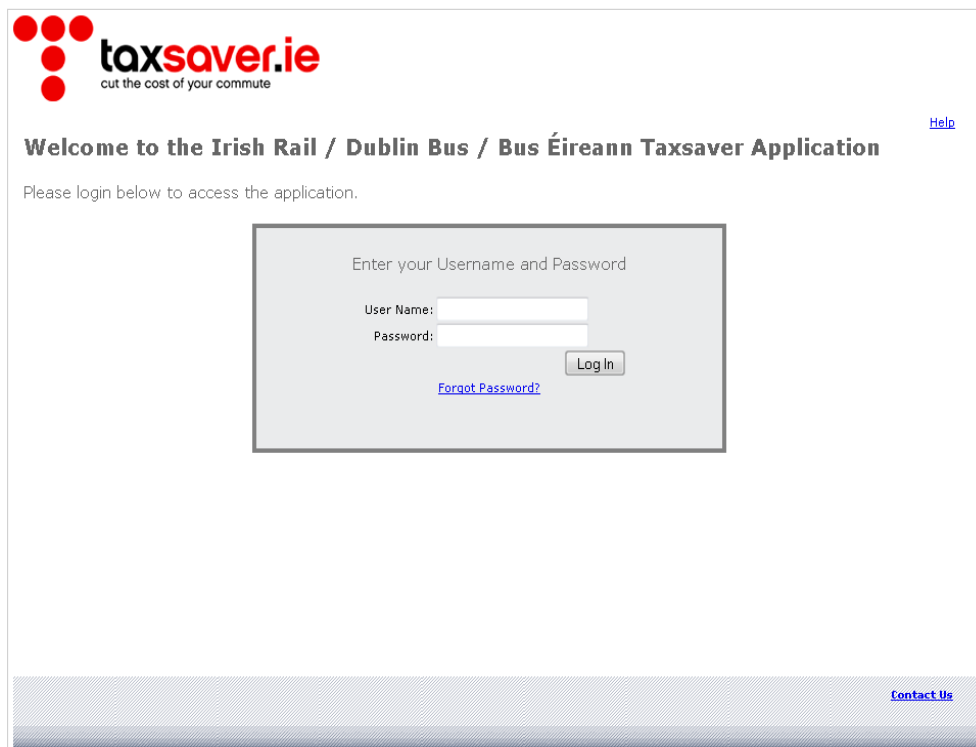
- ❖ All Bus Éireann on-line orders will be invoiced, issued and delivered by Bus Éireann.
- ❖ All Dublin Bus on-line orders will be invoiced, issued and delivered by Dublin Bus.
- ❖ All Irish Rail on-line orders will be invoiced, issued and delivered by Irish Rail.

Screen Shots of the New System

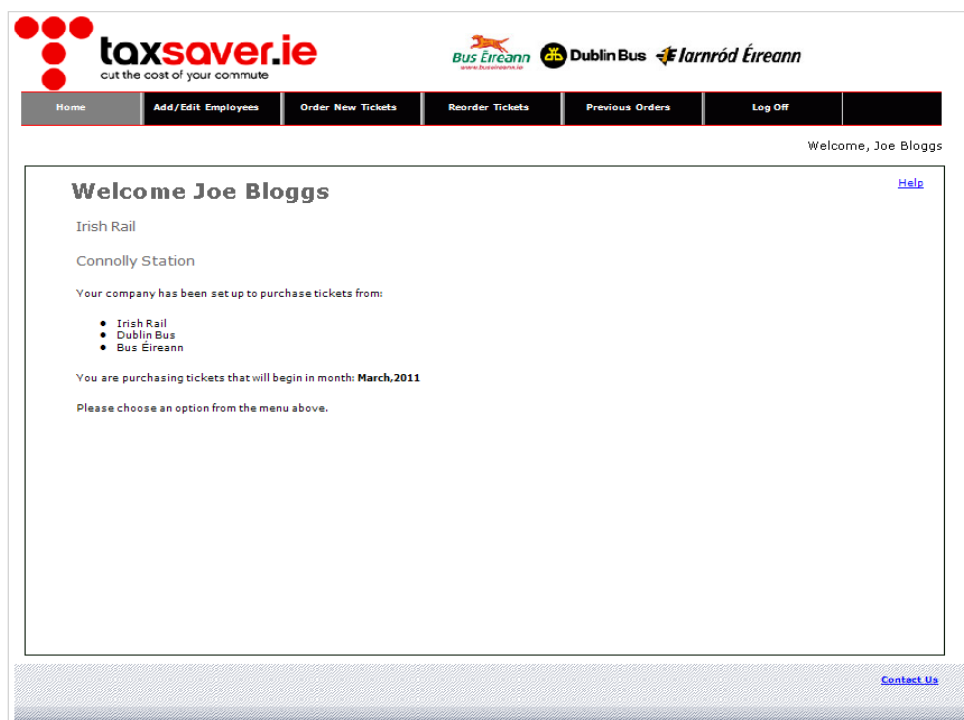
Login Page

Username: Email address

Password: forwarded separately by system



The screenshot shows the login page for tax saver.ie. At the top left is the logo with the text "taxsaver.ie cut the cost of your commute". To the right is a "Help" link. The main heading is "Welcome to the Irish Rail / Dublin Bus / Bus Éireann Tax saver Application". Below this is the instruction "Please login below to access the application." A central grey box contains the login form with the text "Enter your Username and Password". It includes fields for "User Name:" and "Password:", a "Log In" button, and a "Forgot Password?" link. At the bottom right of the page is a "Contact Us" link.



The screenshot shows the user dashboard for tax saver.ie. At the top left is the logo. To the right are logos for "Bus Éireann", "Dublin Bus", and "Iarnród Éireann". Below these is a navigation menu with links: "Home", "Add/Edit Employees", "Order New Tickets", "Reorder Tickets", "Previous Orders", and "Log Off". A welcome message says "Welcome, Joe Bloggs". The main content area is titled "Welcome Joe Bloggs" and includes a "Help" link. It lists "Irish Rail" and "Connolly Station". A message states "Your company has been set up to purchase tickets from:" followed by a bulleted list: "Irish Rail", "Dublin Bus", and "Bus Éireann". Below this, it says "You are purchasing tickets that will begin in month: March, 2011" and "Please choose an option from the menu above." At the bottom right is a "Contact Us" link.

Company Administrator Guidelines

Employees (Add/Edit)

- Add new employee to the system.
- Input employees name and address.
- If there are two employees with the same name, then please add initial.
- Input Photo ID number or Digital Photo as required.
- Edit current employee if required.

tax saver.ie
cut the cost of your commute

Home Add/Edit Employees Order Tickets Reorder Tickets Previous Orders Log Off

Welcome, Joe Bloggs

Set Up a New Employee [Help](#)

First Name:

Last Name:

Address Line 1:

Address Line 2:

Town / City:

Choose Photo:

Photo ID (Monthly Tickets): ** IR and DB Only



Employee stored and image uploaded correctly.

[Contact Us](#)

Company Administrator Guidelines

Order Tickets Page

1. Choose employee
2. Select company (Bus Éireann, Dublin Bus and Irish Rail)
3. Select Ticket Type
4. Repeat process for additional employee orders
5. Add to Cart
6. When order complete, click proceed.

taxsaver.ie
cut the cost of your commute

Bus Éireann Dublin Bus Iarnród Éireann

Home Add/Edit Employees Order New Tickets Reorder Tickets Previous Orders Log Off

Welcome, Joe Bloggs

Order Tickets

[Help](#)

1. Choose Employee
2. Select Company (Bus Éireann, Dublin Bus, Irish Rail)
3. Select TicketType
4. Repeat process for additional employee orders
5. Add to Cart
6. When order is complete, click Proceed

Choose an employee

- Irish Rail tickets **ADD TO CART**

- Dublin Bus tickets **ADD TO CART**

- Bus Éireann tickets **ADD TO CART**

[Contact Us](#)

Company Administrator Guidelines

Click Proceed to Confirm Order

taxsaver.ie
cut the cost of your commute

Home Add/Edit Employees Order New Tickets Reorder Tickets Previous Orders Log Off

Welcome, Joe Bloggs

Order Tickets

1. Choose Employee
2. Select Company (Bus Éireann, Dublin Bus, Irish Rail)
3. Select TicketType
4. Repeat process for additional employee orders
5. Add to Cart
6. When order is complete, click Proceed

Choose an employee: Bloggs Joe

- Irish Rail tickets: Annual Commuter Rail & DART **ADD TO CART**

- Dublin Bus tickets: Annual Bus Only Travelwide **ADD TO CART**

- Bus Éireann tickets: Annual Cork City and Suburban Services **ADD TO CART**

Name	Ticket	Start Date	End Date	Origin	Destination	Ticket Price	
IE A Keeney James	Annual Commuter Rail & DART& LUAS	01 Mar 2011	29 Feb 2012	-	-	1430.00	DELETE
						Total	1430.00

PROCEED

[Contact Us](#)

Order Confirmation Page

taxsaver.ie
cut the cost of your commute

Home Add/Edit Employees Order Tickets Reorder Tickets Previous Orders Log Off

Welcome, Joe Bloggs

Order Confirmation - Reference Number : 400083

Thank you for your order with Tax saver.ie - Your order is being processed.

Please Note:
February to December tickets ordered before the deadline date of the **18th of the month** will be delivered between the **24th - 28th of the month**.
January tickets ordered before the deadline date of the **1st December** will be delivered between the **10th - 20th December**.

If you have any queries regarding this order please contact Iarnród Éireann at the address below:

Iarnród Éireann
35 Lower Abbey Street
Dublin 1

* Please quote the above order number in all correspondence.

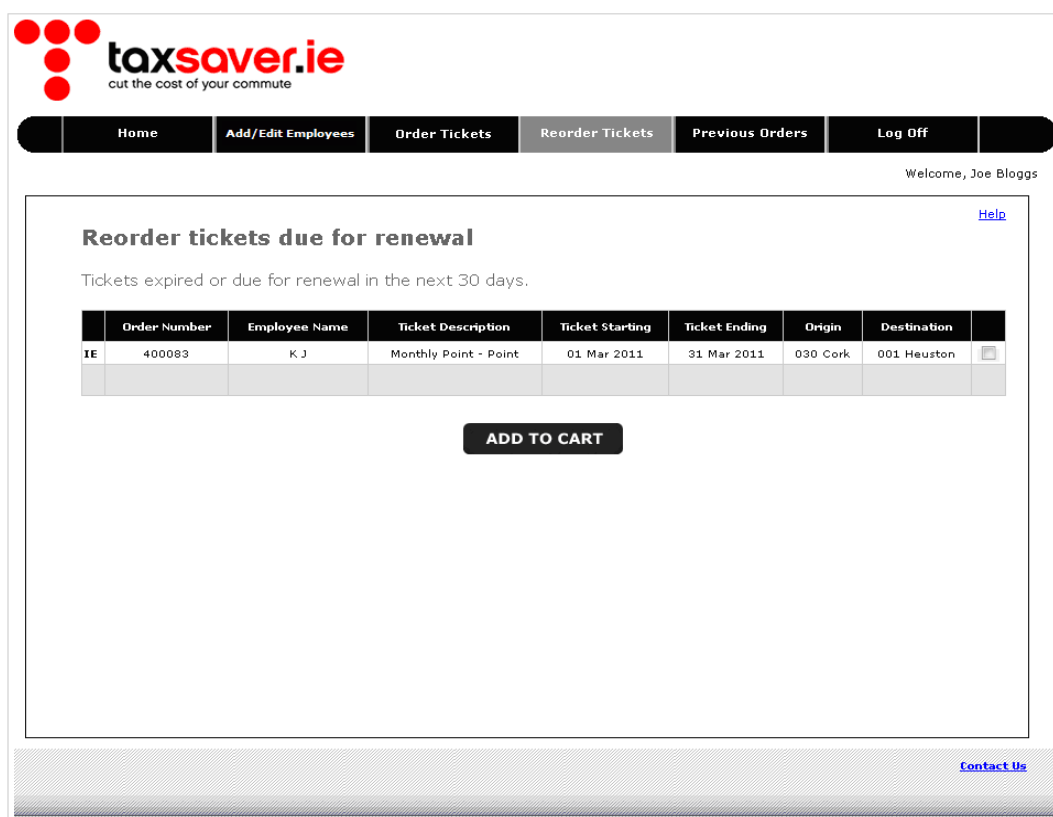
NEW ORDER **LOG OFF**

[Contact Us](#)

Company Administrator Guidelines

Reorder Tickets (that are due for renewal)

- You will receive an email reminder each month on tickets due for renewal.
- To reorder your tickets, you need to log onto www.buy.taxsaver.ie
- Place a tick in the checkbox and reorder employee's ticket.
- Repeat process for additional reorder employee orders
- Click Add to Cart.
- You can add new employees by clicking on Order New Ticket and add to cart.
- Click Proceed to confirm order.



taxsaver.ie
cut the cost of your commute

Home Add/Edit Employees Order Tickets **Reorder Tickets** Previous Orders Log Off

Welcome, Joe Bloggs

Reorder tickets due for renewal

[Help](#)

Tickets expired or due for renewal in the next 30 days.


	Order Number	Employee Name	Ticket Description	Ticket Starting	Ticket Ending	Origin	Destination	
IE	400083	K J	Monthly Point - Point	01 Mar 2011	31 Mar 2011	030 Cork	001 Heuston	<input type="checkbox"/>

ADD TO CART

[Contact Us](#)

Previous Orders

- This page lists all previous orders made by the company.



cut the cost of your commute

Home Add/Edit Employees Order Tickets Reorder Tickets **Previous Orders** Log Off

Welcome, Joe Bloggs

Previous Orders: [Help](#)

	Order Amount	Order Date	IE Po Number	DB Po Number	BE Po Number	Contact
400084	€832.00	25 Jan 2011 20:44				Joe Bloggs
400083	€4774.00	25 Jan 2011 20:39				Joe Bloggs
400082	€1363.00	25 Jan 2011 17:06		Po12346	Po12347	Joe Bloggs
400080	€1288.00	25 Jan 2011 15:59		5555	6666	Joe Bloggs
400079	€1930.00	25 Jan 2011 15:58				Joe Bloggs
400078	€29711.00	25 Jan 2011 15:52				Joe Bloggs
400077	€196.00	25 Jan 2011 15:35				Joe Bloggs
400076	€1838.00	25 Jan 2011 15:26				Joe Bloggs
400075	€2173.00	25 Jan 2011 15:17				Joe Bloggs
400074	€4500.00	25 Jan 2011 15:13				Joe Bloggs

[1](#) [2](#) [3](#)

[Contact Us](#)

Company Administrator Guidelines

Contact Details

Bus Éireann

Phone: (01) 703 3435 Email: taxsaver@buseireann.ie

Dublin Bus

Phone: (01) 703 3021 email: taxsaver@dublinbus.ie

Irish Rail

Phone: (01) 703 4639 email: taxsaver@irishrail.ie

For information on Terms and Conditions please visit: <http://www.taxsaver.ie/Employers/Terms-and-Conditions-for-Employers/>