## Welcome to the new Corporate Porta on Finnair.com

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## Finnair Corporate Portal

## A fast lane for business travellers

The Finnair Corporate Portal is designed to make your business travel smoother.

As a contractual customer, you can use the updated Corporate Portal to streamline your business travel operations with a range of new features and ticket options.



## Corporate fares on Finnair.com

When your company joins the Finnair Corporate Program, you can automatically book your corporate travel on the Finnair.com website.

If you have informed us of your travel agent's details, your corporate fares will also become available through your own travel agent, as well as through the website.

Booking flights with corporate fares is easy – it's just like booking any other flights on our website. Once you log in, your corporate fare is automatically applied, and all purchases will be registered to your corporate customer number.



# How to get started

## F

## **Getting user credentials**



#### **Getting user credentials**

Users will receive two separate emails from the email address <u>noreply@finnair.com</u> with the following subjects:



#### Username

Your username will be included in the first email, which has the subject line "Your username for Finnair Business Travel online services."



#### Password

The second email will contain your password. The subject of the email is "Your password for Finnair Business Travel online services."

## Logging into the Finnair Corporate Portal



#### Open the login dropdown

Click the "Login" button in the top righthand corner of the page to open the login dropdown.



#### Select Corporate login

Once you have opened the login dropdown, click on the "Corporate login" button at the bottom of the modal.



#### Log in to the Corporate Portal

Enter the username and password that have been sent to you by email. Please note that your Finnair Plus login details are separate from your corporate login details and cannot be used to book corporate fares. A Finnair Plus number can, however, be added to a booking during the booking process to redeem frequent flyer points.



## **Resetting your password**

	LOGIN
WELCOME ON BO	ARD
Log in to your Finnair Corporate acco	unt
RNAME OR EMAIL ADDRESS /CO005	
	Forgot your passwor
Keep me logged in	

#### Go to the corporate login

If you have forgotten your password or wish to change it, go to the Corporate Login page and click on the "Forgot your password?" link.

LOG IN		SIGN UP	CORPORATE LOGIN
FORG	от у	OUR PA	SSWORD?
			y name, and we will send you a assword by text message.
DELIVERY METHO	DD		
$\odot$ email $\bigcirc$	TEXT MESS	AGE	
USERNAME OR E	MAIL ADDI	RESS	
NEWCO005			

#### Select your delivery method

On the Forgot your password? Page, select the delivery method and enter your username or email address. You will receive a link to reset your password as an email or text message, depending on the delivery method you selected.



#### Select a new password

Once you click on the link, you can now reset your password. Your new password must contain:

- Upper and lowercase letters
- Special characters
- A minimum of 8 digits

## The new home of Finnair's corporate services



#### Easy to book

From our new home page, you can easily access the booking flow to begin a new reservation.

John Admin-	Smith •—		— ×	20	Login
New Corporc	ite Travel De	mo Accou	nt		You can always
Admin					navigate back to
					the portal by
My profile det	ails				clicking on your
				- 24	own name
Log out					and a state
		1			****
					The Key
					Call and a find

#### Manage your company details

View and edit the details of your company's registered users. All users can view company details, but only admins have the right to make changes.



#### Store and view information easily

As a traveller, you can update and store your own information for booking purposes as well as view your company's details.

## Managing your own user details

You can view and edit your own user information in the "My details" tab. Just click on "Change" and your own details will be shown in editing mode.

You can also enter your Finnair Plus number, should your company's travel policy allow it.

**Please note:** Your Finnair Plus account will not be updated based on the information here, nor will your corporate user profile updated based on your membership details.

If you are a Finnair Plus member and have given your Finnair Plus number, your information may be fetched from your membership details. You can always modify in the reservation your contact details to be used for that specific reservation.



# Booking

## Booking: Selecting your flights

After logging in with your personal corporate credentials, you will land on the corporate travel section of the Finnair website, where you can start making a booking. Your company's details and profile management are below the booking section.

Once you have selected the origin and destination of your trip, you can choose your travel dates and the number of passengers (up to nine passengers per booking) and proceed to the booking step.

The corporate discount specified in your agreement is automatically applied to the fares shown on the next page.



## Booking: Selecting your fare

The discount specified in your agreement will be automatically applied to the shown fares. By selecting a travel class, you can see all the available fares for that class. You can view a wider selection of fares by moving to the next travel class.

The selection of fares for the return flight is shown based on the available combinations with your selected fare for the outbound flight. The total fare will be displayed once you have selected all flights. Pay close attention to the fare rules when making the fare selection; the fare rules are shown together with fares.

**Please note!** On routes to Japan and North America, we are currently not able to show the fare as "Corporate" however, the discount is still applied correctly to those booking classes defined in your Finnair Corporate Programme agreement of your country.

. Select Helsinki–Singapore flight				
1. Select Helsinki– Prices are for 1 adult per direction (EU				
Read more about our travel classe	s on long-haul flights	Economy	y Premium Economy Busines	
Best flights ? From €381.72		st price €381.72	Fastest From €381.72	
Stops V Travel class V	Refundability V			
2 00:15 Wed Helsinki HEL, Helsin 1 18:20 Wed Singapore SIN, Sin		13	nnair h 5 min, direct e <b>tails and upgrades</b>	
Economy			From <b>€381.72</b>	
Premium Economy: Select tik Premium Economy Light Corporate €821.72	Premium Economy Classic Corporate €861.72	O Premium Economy Flex Corporate €970.72	Move to the next travel class	
<ul> <li>◯ Collect Avios</li> <li>IST Ticket changes Not permitted</li> <li>IST Ticket refund No</li> <li>Carry-on baggage (total 8kg)</li> <li>▲ 1x Small bag Under the front seat</li> <li>▲ 1x Carry-on bag In the overhead bin</li> </ul>	Collect Avios Collect Avios Ticket changes Yes Carry-on baggage (total Bkg) 1 x Small bag Under the front seat 1 1 x Carry-on bag In the overhead bin	<ul> <li>Collect Avios</li> <li>Collect Avios</li> <li>Ticket changes Yes</li> <li>Ticket refund Yes</li> <li>Carry-on baggage (tota 8kg)</li> <li>1 x Small bag Under the front seat</li> <li>1 x Carry-on bag In the overhead bin</li> </ul>	Collect Avios Collect Avios Business From €1,733.72 Maximised comfort and top- class service whether travelling on business or for pleasure.	
	前 1x Checked bag (23kg)	<ul> <li>1 x Checked bag (23kg)</li> <li>Seat selection Yes, Standard and Preferred seats on flights</li> </ul>	View tickets →	
	() Baggage dimensions and	operated by Finnair		



## Booking: Different fare types

Business Flex Corporate	Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers.
Business Classic Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.
Business Light Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.
<b>Premium Economy PrioFlex Corporate</b> (Available from 27th February 2024. Routes to North America and Japan are excluded.)	Our new ticket type available for contracted corporates only. Includes priority check-in, security, and boarding at airports where available. Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Premium Economy Flex Corporate	Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Premium Economy Classic Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Premium Economy Light Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
<b>Economy PrioFlex Corporate</b> (Available from the 27 February 2024. Routes to North America and Japan are excluded.)	Our new ticket type available for contracted corporates only. Includes priority check-in, security, and boarding at airports where available. Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Economy Flex Corporate	Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers.
Economy Classic Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.
Economy Light / Superlight Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.

Please note: On routes to Japan and North America, we cannot display the fare as "Corporate." However, the discount is still available when applied correctly to the booking classes defined in your agreement / Finnair Corporate Program agreement in your country.

Administrators Travel bookers

# Administrators and travel bookers



## Administrators Travel bookers

## **Passenger details**

Your name, email address, phone number and corporate customer number are filled in automatically based on your login details.

You can search, enter or edit details for yourself and other passengers easily.

The admin is not required to be included as one of the passengers in the booking.

Hello John!		
We pre-filled your passenger details base you continue.	ed on your account.	Please still double-check that everything is up to date before
Passenger1 Adult		
Select corporate passenger		
Tina Testtraveller		×
		* Mandatory fi
Gender * 🕜		
O Male		
First name as in passport *	0	Family name as in passport *
Tina		Testtraveller
Email address *		
tina.testtraveller@newcorpdemo.com		
Phone prefix *		Phone number*
Finland (+358)	~	901113339
Frequent flyer membership		
Add frequent flyer details		
Frequent flyer program		Membership number
Finnair	~	800298010

## \_\_\_\_

#### Administrators

## **Company details**

The company details section shows you the data under which your company has been registered in the Finnair Corporate Program.

Contact Person(s) are the people who manage both the account and the agreement with Finnair. You are required to add at least one contact person to your account.

Administrators can select the contact person(s) from your list of registered administrator users. If you are missing a person in this list, make sure that they have an Administrator Role added to their Contact Details.

You can also check your agreement validity from your Company details.





## Administrators Travel bookers

## Managing users

#### Administrators and travel bookers can:

- Manage the company's Finnair Corporate Portal users in the "Registered Users" section.
- Create new users
- Edit existing user information, others' and their own

**Please note:** Only administrators can deactivate users. If you want to edit your own profile, go to the list of registered users and select your own user profile.

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					AK	
	Flights         Award flight           Trip type         Round trip		Ê	To Stockholm (All)		
	Passengers and class 1. Al travel classes Use a discount code Round-trip price per adult from -	Depart Mon 10 Jun		Return Tue 16 Jul Search		
Finnair Corr	porate Program	mme				
Registered users Comp	porate Program	nme		Search name	q] ++	Add a new user
Registered users Comp	vany details	nme				
Registered users Comp				Search name Mobile phone +358901112222	Role Userr	name
Registered users Comp	any details Email john admin-smith@newcorpdema.co	m		Mobile phone +358901112222	Role Userr Admin NEW	name 20005 >
Registered users Comp Registered users Name Admin-Smith John Testfreveller Thomas	any details  Email John.admin-smith@newcorpdemo.co thomas.testiravelier@newcorpdemo.co	om com		Mobile phone +358901112222 +358901234567	Role Userr Admin NEW Traveller NEW	name 00005 > 00006 >
Registered users Comp Comp Comp Comp Comp Comp Comp Comp	enny details  Emoil john.admin-smith@newcorp.demo.co thomas.testfraveller@newcorp.demo.co theresa.testfraveller@newcorp.demo.co theresa.testfraveller@newcorp.demo.co	vm com com		Mobile phone +358901112222	Role Userr Admin NEWO Traveller NEWO	rame 20005 > 20006 > 20006 >
Registered users Comp Registered users Name Admin-Smith John Testtraveller Thomas Testtraveller Thomas	any details  Email John.admin-smith@newcorpdemo.co thomas.testiravelier@newcorpdemo.co	vm com com		Mobile phone +358901112222 +358901234567 +358907654321	Role Userr Admin NEW Traveller NEW Traveller NEW	rome           20005           20006           20006



## Administrators Travel bookers

## Editing / Deactivating users

Finnair Co	rporate Programme			
Devidence of the second				
Registered users Co	ompany defails			
Registered users Co		Search name	٩	+ Add a ne
		Search name	٩	+ Add a ne
		Search name Mobile phone		+ Add a ne
Registered users			Role	

#### Selecting a user to edit

Admins and travel bookers can view and edit your registered users.

To begin editing a user, click on the row of the selected user and this will take you to the individual user view where you can make changes.

A TO AND			ALCON LAND	
	<b>Tina Testtrav</b> Personal details	eller		( Change
	Name	Tina Testtraveller		
	Email	tina.testtraveller@newcorpdemo.com		
	Mobile phone	+358901113333		
	Job title	Key Account Manager		
	Date of birth	1 Nov 1990		
	Finnair Plus number	800298010		
	User details			Change
	Username	NEWC0006		
	Role	Traveller		

#### Edit a user's details

On the individual user page, you can change the user's Personal details.

#### Administrators can also:

- Change the role of the user to either an admin, travel booker or traveller in the "User details" section
- Deactivate a user, which means their access to the portal will be removed, and they will be taken off the list of registered users.



## **Passenger details**

If you have a traveller profile, you must be included as one of the passengers on the booking, as you do not have admin or travel booker rights. Your passenger details will be prefilled automatically.

You can still also book for colleagues travelling on the same flight as you. You will need to fill out their traveller details manually.

Hello Tina!		
	ed on your account. Please still double-check	that everything is up to date before
Passenger 1 Adult		^
		* Mandatory fields
Gender* ? Male • Female		
First name as in passport *	? Family name as in pass;	port*
Tina	Testtraveller	
Email address *		
tina.testtraveller@newcorpdemo.com		
Phone prefix *	Phone number*	
Finland (+358)	<ul> <li>✓</li> <li>901113339</li> </ul>	
Frequent flyer membership		
Add frequent flyer details		
Frequent flyer program	Membership number	
Finnair	♥ 800298010	
More		
Corporate Customer		<u></u>
-		
Corporate customer number		



## **Company details**

The company details section shows you the data under which your company has been registered in the Finnair Corporate Program.

Both admins and travel bookers can view company details, but only admins have the right to make changes.

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			Shine at a si	1
	The second second	and the	and a second and a second	
			and the second second	S.C.
Your journey star	ts here			
Flights Award flight				
Trip type Round trip	From Helsinki (HEL)	To Stockholm (All)		
Passengers and class	Depart	Return		
All travel classes  Use a discount code	Mon 10 Jun	Tue 16 Jul		
Round-trip price per adult from		Search		
My details Company details				
The personal data you provide on this page will be stored in your Finnair or reporting. <b>Read more</b>	orporate profile and will be processe	d for the purposes of managing	business trips, booking trips and r	related
	orporate profile and will be processe	d for the purposes of managing	business trips, booking trips and r	
reporting. <u>Read more</u>	orporate profile and will be processe	d for the purposes of monoging	_	
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Read more       Corporate details       Name     Test FCP Switzerland       Finnair Corporate Number     TEST99CH       Company's business ID     Biz-Id       Address     101, avenue de la Place	orporate profile and will be processe	d for the purposes of monoging	_	
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Readmore       Corporate details       Name     Test PCP Switzerland       Finnair Corporate Number     TEST99CH       Company's business ID     Biz-Id       Address     101, avenue de la Place       Postal code     1200       City     GENEVA	orporate profile and will be processe	d for the purposes of managing	_	
Read more       Corporate details       Name     Test FCP Switzerland       Finnair Corporate Number     TEST99CH       Company's business ID     Biz-Id       Address     101, avenue de la Place       Postal code     1200	orporate profile and will be processe	d for the purposes of managing	_	
Readmore       Corporate details       Name     Test PCP Switzerland       Finnair Corporate Number     TEST99CH       Company's business ID     Biz-Id       Address     101, avenue de la Place       Postal code     1200       City     GENEVA	orporate profile and will be processe	d for the purposes of managing	_	hange



## Managing users

Registered travellers can:

 See and manage only their user profile information in the "My Details" section. The traveller's personal details will be automatically used to fill in the passenger data in the reservations.

	1 Carlos and a second		Jun in		ast and a start
y detai	IS		ANK ANT	ALS A	
and the second	5 3.95 1	and a property	and the second		e Cart
attern and the second		1999 N.		Ner Strate	
		2 10 10 10 10 10 10 10 10 10 10 10 10 10			
	Your journey sto	urts here			
	Flights Award flight	listicie			
					-
	Trip type Round trip	From Helsinki (HEL)	To Stockholm (All)		
	Passengers and class 1, All travel classes	Depart Mon 10 Jun	Return Tue 16 Jul		
	Use a discount code				
	Round-trip price per adult from		s	earch	
Finnair Co	orporate Program	ime			
I	orporate Program	ime			
Finnair Co		ume			
My details Compar The personal data you pr			be processed for the purposes of ma	noging business trips, boo	king trips and related
My details Compar	ıy details		Ibe processed for the purposes of ma	naging business trips, boo	king trips and related
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My details Compared The personal data you pro- reporting. Read more Personal details Name Email Mobile phane Job title Date of birth	vy details vide on this page will be stored in your Finnal Tina Testfraveller tina.testfraveller@newcorpdemo.com +356901113339 Key Account Monager 1 Nov 1990	r Corporate profile and will	De processed for the purposes of ma	naging business trips, boo	$\frown$
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My details Compared The personal data you pro- reporting. Read more Personal details Name Email Mobile phane Job title Date of birth	vy details vide on this page will be stored in your Finnal Tina Testfraveller tina.testfraveller@newcorpdemo.com +356901113339 Key Account Monager 1 Nov 1990	r Corporate profile and will	be processed for the purposes of ma	noging business trips, bool	$\frown$

