TRAIN RESERVATIONS Self-booker experience



This document explains how Self-Booker uses Orchidea Train Platform

Insert personal credentials to log in

1

Egencia	Book ~	Trips Tools ~	Admin Y Community	
Hello,	Flights			
	Hotels			
	Trains			
	Cars	≞ Hotels	🖶 Trains	🛱 Cars

2 Insert the route you would like to book and click on "cerca" to find availabilities



3 The system will show you all the train available for the route you selected – you will be able to filter the selection on your left hand side



oy.	.italo 🗻 9968 🗿				
lors	Departure from/on:	Arrival to/on:	Duration:	Changes:	95.90 €
0 (24)	07:05	10:15	03:10	0	20.20
VITALIA(15)	Roma Termini	Milano Centrale			
S	SBSSCIABOSSA				
(24)	FRECCIAROSSA FR-9512	0			
ECCIAROSSA (15)	Departure from/on:	Arrival to/on:	Duration:	Changes:	102.00 €
s stops (39)	07:10	10:50	03:40	0	
rtures	Roma Termini	Milano Centrale			
na Termini (29)	FRECCIAROSSA FR-9610	0			
o stops (29)	Departure from/on:	Arrival to/on:	Duration:	Changes:	102.00 €
na Tiburtina (10)	07:20	10:35	03:15	0	102.00 €
o stops (10)	Roma Termini	Milano Centrale			

4 Once you find the train you would like to book select the yellow arrow on the right and the system will show you classes and rates available

Departure from/on: D7:10 Roma Termini		Arrival to/on: 10:50 Milano Centrale	Dura 1 03:-		Changes: O	49.90 € ¹
Roma Termini O Milano (Central	e	INFORMATION	ON RATES	Trip total	11 adult : 49,90
	arture: na Termi	ni	O 07:10 Wed 04 December 24	Arrival: Milano Centrale		☑ 10:50 Wed 04 December 24
Click on the name of the rate to get all the information		Super Economy 🛛	Ecc	onomy	BASE 🛈	
STANDARD	0	● 49,90 €	0	74,90 €	O 95,	00€
PREMIUM	0	◯ 52,90 €	0	80,90 €	O 112	2,00 €
BUSINESS	0	◯ 59,90 €	0	93,90 €	0 129	9,00 €
BUSINESS AREA SILENZIO	0	◯ 59,90 €	0	93,90 €	0 129	9,00 €
BUSINESS SALOTTINO	0	() 65,90 €	0	102,90 €	0 139	9,00 €
EXECUTIVE	0				0 295	5,00 €
		Super Economy	Eco	onomy 🛈	BASE 🛈	

N.B. If you need to look at the fares conditions, clicking on (1), a pop-up will open up explaining all the conditions.

SUPER ECONOMY



Further details:

Tickets can be purchased up to midnight on the sixth day before the departure of your train, with various levels of discounts on the full Base price. At the time of purchase, the best price available will be offered. The discount may not be combined with other reduced rates or discounts, excluding reduced-price fares for children, subject to the minimum fare for the offer in question.

49.90 E SELECT AND CONTINUE

System shows you the recap

At this point passenger can either go back and select a different train, make a new search or continue and fill all the information required and select "continue" to go ahead with the booking

ISTOMER INFO EGN110100	2113			TRIP SUMMARY		
First name:	2	Last name:		& Adults: 1		
E-mail:		Address:		Roma Termini	0	Milano Centrale
City: 0 SERT PASSENGERS		Mobile:		⊘ 07:10		⊙ 10:50 ∰ Wed 04 Dec 2024
isenger: 1 - Type: Adulto				O Travel duration: 03:40		Changes: 0
Title: * Firs	t Name:	* Last Name:		TRIP DETAILS		
				Roma Termini O Milano Cer	ntrale	
* E-mail:	Mobile:	Ca	artaFreccia/XGo Italo Più:	FRECCIAROSSA TR	ain: FRE	CCIAROSSA FR-9512
Mandatory email for the first p	assenger			Roma Termini	ø	Milano Centrale
Centro costi principale	Centro costi secondario	ID Impiegato	Centro di costo quattro	⊙ 07:10 ∰ Wed 04 Dec 2024		⊘ 10:50 ∰ Wed 04 Dec 2024
Centro di costo 5	Centro di costo 6	Centro di costo 7		Super Foonomy 6 49. STANDARD		49.90
Enter at least one of the tw	o fields			Tot	al price	49.90

8

TRIP SUMMARY & Adults: 1 O Durata del viaggio: 03:40 Roma Termini 🕈 Milano Centrale O 07:10 O 10:50 1 Wed 04 Dec 2024 🛗 Wed 04 Dec 2024 Cambi 0 TRIP DETAILS 49.90 € CLASS/OFFERT Roma Termini Milano Centrale TRAIN MICCAMPERE O 07:10 O 10:50 Super Economy () Train: FRECCIAROSSA FR-9512 🛗 Wed 04 Dec 2024 🛗 Wed 04 Dec 2024 STANDARD Total price 49.90 € CUSTOMER INFO EGN1101002113 First name: Last name: Address: E-mail: 0 Mobile: City: Passenger summary 1 Adulto First name: Centro costi principale: - Centro costi secondario: - ID Impiegato: - Centro di costo quattro: - Centro di costo 5: - Centro di costo 6: - Centro di costo 7:

Allows you to select your seat (if needed)

	2 / Roma Termini-Milano Centrale	Select the carriag
Seat selection supplement 0 Euro		
The choice of seat is optional and If you wish to continue without ma	I costs 2 euros. aking a preference, the system will assign one automatically at no additional cost.	
	1A 2A 3A 4A 5A 6A 7A 8A 9A 10A 11A 12A 13A 14A 15A 16A 17A 18A 2B 3B 4B 5B 66 7B 8B 9B 10B 11B 12B 13B 14B 15B 16B 17B 🗲	
	ETR 500	
	2C 3C 4C 5C 6C 7C 8C 9C 18C 11C 12C 13C 14C 15C 16C 17C 10 20 30 40 50 60 70 80 80 100 110 120 120 140 150 150 150 190 WC	
	E Selected seat Seat available Seat not available Front seat	
dd some note, i	fany	
te		
Enter your notes (optional)		

9 Click on "buy as agreed" and "confirm and continue" to make the booking and issue the ticket

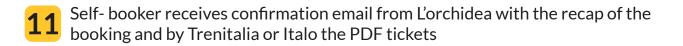
Cancellation policies	
* I accept the carrier's conditions of transport TRENITALIA and I have read the information for the protection of personal data	
BUY AS AGREED	
	* Mandatory fi
	CONFIRM AND CONTINUE

Click OK

	egencia-treni.lorchideasrl.it dice
enova Brignole-F	Continuando il sistema emetterà automaticamente il biglietto che sarà inserito nel vostro profilo ordini e che riceverete come SMS e come mail
	Si desidera proseguire con la prenotazione?
18D 17D	OK Annulla
180 170 18c 17c	6C 15C 14C 13C 12C 11C 10C 9C 8C 7C 6C 5C 4C 3C 2C
	ETR460-B5
6. C	

10 Check that your booking was successful

Cancellation policies	
* I accept the carrier's conditions of transport TRENITALIA and I have read the information for the protection of personal data	
BUY AS AGREED	
	* Mandatory fie
	CONFIRM AND CONTINUE



PLEASE NOTE THAT EGENCIA CUSTOMER SERVICE IS ALWAYS AVAILABLE TO ASSIST YOU WITH ANY CHANGES

> THANK YOU FOR YOUR ATTENTION The Train Team