

How to use our corporate webform



This step-by step guide is designed to help you fill out our corporate webform so you can get access to our corporate discounts as quickly as possible.

- ➔ The webform
- ➔ Booking details
- ➔ Company details
- ➔ Contact details
- ➔ Booking codes
- ➔ FAQs

Disclaimer

- Don't submit a partially complete form. Missing information may delay your subscription to our corporate discount program.
- If you book through a travel agency or an online tool, contact them first to get your booking codes and a travel spend report of the last 12 months demonstrating the total amount split by class of travel on Eurostar services.
- If you book directly on eurostar.com, please use [this registration form](#) instead.

The webform

Important: If you book through a travel agency or an online tool, contact them first to get your booking codes and a travel spend report for the past 12 months demonstrating the total amount split by class of travel on Eurostar services. Missing information may delay the processing of your corporate commercial agreement request.

Step 1

Open the webform

- Go to <https://corporate-rates.eurostar.com/> to get started.
- It's available in English, French, Dutch, and German.
- To change the language, use the menu in the top right corner.



Help centreEnglish

Corporate rates request form

Before submitting the form, please ensure that all information provided is accurate, as no changes can be made after submission. Please note that submitting this form does not guarantee the provision of rates. Rates will only be made available following confirmation from Eurostar.

Booking details

How you normally purchase

☐ Online Booking Tool

☐ Travel Agency

☐ Eurostar.com

Country of purchase

☐ Belgium

☐ France

☐ Germany

☐ The Netherlands

☐ UK

☐ US

☐ Other

Eurostar travel spent during the last 12 months (in €)

The main routes on which you travel in both ways (max 3)

☐ Belgium - Germany

☐ Belgium - The Netherlands

☐ France - Belgium

☐ France - Germany

☐ France - The Netherlands

☐ London - Belgium

☐ London - France

☐ London - The Netherlands

Booking Tool

AETM

Albatros

Atriis

COB SNCB/NMBS

First class share (Eurostar Premier & Eurostar Plus)

Company details

Booking details

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Step 2

Choose how you book

- Select if you usually book through an online tool, a travel agency, or eurostar.com. If you use both a travel agency and an online booking tool, you must contact both to get the necessary codes to access discounted fares.

Booking details

How you normally purchase

- ☐ Online Booking Tool
- ☒ Travel Agency
- ☐ Eurostar.com

Step 3

Pick your routes

- Choose up to three routes you and your colleagues use most often. We'll do our best to add them into your corporate agreement (subject to conditions).

The main routes on which you travel in both ways (max 3) ⓘ

- ☒ Belgium - Germany
- ☒ Belgium - The Netherlands
- ☒ France - Belgium
- ☐ France - Germany
- ☐ France - The Netherlands
- ☐ London - Belgium
- ☐ London - France
- ☐ London - The Netherlands

Booking details

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Step 4

Choose your country and TMC

- Select the country you're booking from and your TMC*.

Country of purchase

☐ Belgium

☐ France

☐ Germany

☐ The Netherlands

☒ UK

☐ US

☐ Other

TMC United Kingdom ⓘ

ACE TRAVEL MANAGEMENT

ADVANTAGE BUSINESS TRAVEL

ALTOUR

AMEX GBT

* Hold down Ctrl (or Command on Mac) while clicking to select multiple TMC from the dropdown.

Step 5

Choose your online booking tool

- Select your booking tool provider*.

Booking Tool ⓘ

Atriis

COB SNCB/NMBS

CONCUR

Cytric

* Hold down Ctrl (or Command on Mac) while clicking to select multiple booking tools from the dropdown.

Company details

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Step 6

Choose how much your company has spent

- Choose how much your company spent on Eurostar travel in the last 12 months (in euros). Then select what percentage was spent on tickets in Eurostar Premier and Eurostar Plus.

Eurostar travel spent during the last 12 months (in €)

25K - 50K

- You'll need to upload an Excel report with your total spend, including PNRs, class of service, and routes – this is required to apply for discounted rates.

Eurostar revenue report by service class and route over the past 12 months

 Please attach all relevant documents

Step 7

Enter your company's details

- Provide your company's address, registered name, legal ID, and legal ID number.

Company details

Registered address street	Company registered name
Registered address postcode	Legal ID
Registered address city	Legal ID number
Registered address state	
Registered address country	

Legal ID number

GB123456789

 You already have an Account, please contact eurostarforbusiness@eurostar.com to create or reactivate your account

If your legal ID matches our database, it means your company is already registered. You should contact eurostarforbusiness@eurostar.com to start using your corporate fares or to reactivate your programme.

Contact details

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Step 8

Enter your company's main contact details

- Fill in the details for your contract's main contact. He/she must be a company employee.

Main contact details

This person will receive the confirmation email after submitting the form and must be an employee of the company, not the agency, as our agreement is established directly with the company. The main contact will also receive the agreement as a viewer.

First name	Email address
Last name	Confirmation email address
Job title	Phone number
Preferred language	

When the form is submitted, a confirmation email will be sent to your main contact.

- They must be a company employee and not a travel agent.
- The main contact will receive a copy of the agreement, but only in view-only mode.
- Please note that your travel agency will not receive a confirmation email, a copy of the agreement nor further communications from Eurostar, so be sure to forward all relevant information to them.

Booking codes

Important: If you book through a travel agency or an online tool, contact them first to get your booking codes and a travel spend report for the past 12 months demonstrating the total amount split by class of travel on Eurostar services. Missing information may delay the processing of your corporate commercial agreement request.

Step 10

Enter your booking codes

- Select each booking code and enter the required details when each accordion opens.
- If you're booking from the UK through an online booking tool, you may need an FCE code. Your provider should be able to provide you with the correct FCE.

A vertical list of seven light gray rectangular buttons, each with a right-pointing chevron and text. The buttons are: '> FCE', '> OSI 9F CORP code', '> Amadeus corporate codes', '> Apollo corporate codes', '> Galileo corporate codes', '> Sabre corporate codes', and '> Worldspan corporate codes'.

- You should ensure that all fields related to the code are completed.

A screenshot of a form titled 'FCE' with a dropdown arrow. Below the title is a link: 'If you don't have an FCE and you are booking on the French market, please create one [here](#).' There is a text input field labeled 'FCE' with a small 'i' icon. Below the input field is a button labeled 'Add another FCE', which is circled in red.

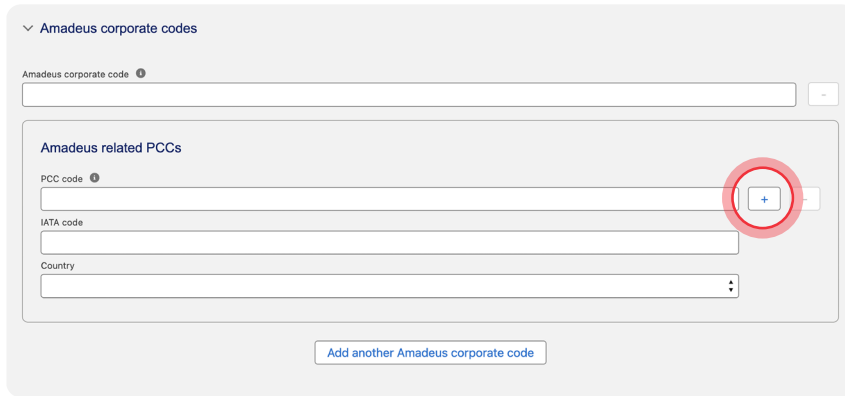
- If you have multiple bookings of the same type, you can add as many as needed. Simply click the button at the bottom of the form.

A screenshot of a form titled 'FCE' with a dropdown arrow. Below the title is a link: 'If you don't have an FCE and you are booking on the French market, please create one [here](#).' There are two text input fields, each labeled 'FCE' with a small 'i' icon. To the right of the second input field is a button with a plus sign, circled in red. Below the input fields is a button labeled 'Add another FCE'.

Booking codes

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- If you're using a GDS booking code (Sabre, Amadeus, Galileo/Travelport, Appollo, or Worldspan), you can add a PCC code. Simply click the '+' on the right side of the PCC code field.



The **PCC code** will be your office ID. For example, it could be something like LONG425PR.

- Your **Amadeus corporate code** will be six digits long. If your code is something like RU002516, only enter the numbers 002516.
- Your **Sabre corporate code** will consist of three letters followed by two numbers. For example, it could be EUR25.
- Your **Galileo (Travelport) corporate code** will consist of a series of characters (between 2 and 6). For example, it could be ACME01 or DOD.

- If you're booking via SNCF, you'll need to provide an **FCE Code**. Please use [this link](#) to request one. Please note the website is available in French only.
- If you are booking via SNCB or NS, we'll provide you with a **GND code**.

FAQs

Important: If you book through a travel agency or an online tool, contact them first to get your booking codes and a travel spend report for the past 12 months demonstrating the total amount split by class of travel on Eurostar services. Missing information may delay the processing of your corporate commercial agreement request.

What do you need to qualify for corporate discount fares?

Customers must spend £/€50,000 or more per year to be eligible for discounts. The spend is based on your company's last 12-month spend report.

What format should sales reports be provided in?

Sales reports must be submitted as an Excel file. Reports in other formats will be rejected.

What specific details must sales reports include?

Sales reports must include PNRs, booking dates, and transaction amounts broken down by Eurostar travel class.

How long does it take to get discounted fares?

It takes 5 to 10 working days after all details have been provided to access your discounted fares. To have your corporate agreement start on the first of month, please apply before the twentieth of the previous month. Applications submitted after this date will delay your access to your discounted fares until the following month (e.g. if you apply on 24 October, your agreement will start on 1 December).

Can a Travel Management Company (TMC) apply on behalf of their client?

Yes, they can. But the company and contact information must belong to the client. For support, travel agents can contact their Eurostar representative at direct.agencies@eurostar.com

Does my travel agency receive any communication from Eurostar on behalf of the client after submitting the form?

Yes, your TMC point of contact will receive the confirmation email,

a copy of the agreement, and will be contacted if any further information is needed. Make sure you share all relevant information with your travel agency so they can load your corporate fares.

Who should I contact to get my PCC or corporate code?

Contact your travel agency directly.

Why must PCC and corporate codes match exactly as registered with the travel agency or OBT?

Even small differences (like extra spaces, wrong capitalisation, or formatting errors) can stop fares from loading correctly. To avoid issues, make sure the codes match exactly as registered.

What must a company do if it changes its OBT, TMC, or booking method?

Please inform Eurostar to ensure continued access to corporate rates. This is especially important for GDS bookings that require an office ID setup. Send any updated booking details to eurostarforbusiness@eurostar.com or direct.agencies@eurostar.com

For any changes to your contract settings, please get in touch with the point of contact mentioned in your commercial agreement.

Which companies can receive FCE codes from SNCF?

Only companies registered in France.

Who issues GND codes?

Only Eurostar can issue GND codes.

FAQs

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My travel agency is unable to see the fares. What should I do?

Email us at eurostarforbusiness@eurostar.com so we can check if the fares are loaded correctly. If everything looks good on our side, the agent should contact the distributor to check on their end.

Also, when simulating a reservation to check corporate fares, make sure to do it in Eurostar Plus or Eurostar Premier.

What is a corporate code and where can I find it?

A corporate code is a unique ID assigned to a corporate customer. It allows them to access to special rates and within the Global Distribution System (GDS).

- Sabre codes usually consist of three letters and two numbers (e.g. EUR25).
- Amadeus codes are usually a six-digit number.

If you're unsure where to find your code, contact your travel agent. They should have it, as it's the same code you'll use for airline deals in GDS. Make sure all required details are included on the form.

I use an online booking tool to book my tickets. Which codes should I add?

To access your rates through your online booking tool, you'll need to enter your corporate code, GND, or FCE (depending on your market and your distribution option). Your travel agency or booking tool provider will be able to help you.

I'm not sure which countries purchases will be made in. Can I set up the contract and add more later?

Yes, you can. However, it's best to include as much information as possible upfront to avoid delays in accessing discount fares.

New country access is processed only on the 25th of each month and becomes active on the 1st of the following month.

What is an OSI 9F CORP Code?

It's a code that travel agencies add when booking tickets through GDS AIR in the UK, France, Belgium, The Netherlands, Germany, or the USA.

This code helps us track bookings and makes contract renewals easier by including all travel classes and bookings. It is usually OSI 9F CORP followed by the name of your company.

What if my travel agency does not know the PCC or office ID?

Ask them to confirm with their GDS administrator. Eurostar cannot issue PCCs.

What happens if I enter the wrong corporate code?

Using the wrong code can cause delays in processing your corporate commercial agreement request. Always double-check with your TMC before submitting.

Can I use one corporate code across multiple PCCs or my office ID?

Yes you can, but make sure each PCC is entered correctly in the form.

