

# Welcome to Grab for Work

**USER GUIDE** Ver 1.0

Visit [grab.com/work](https://grab.com/work) for more information



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# 1. GETTING STARTED

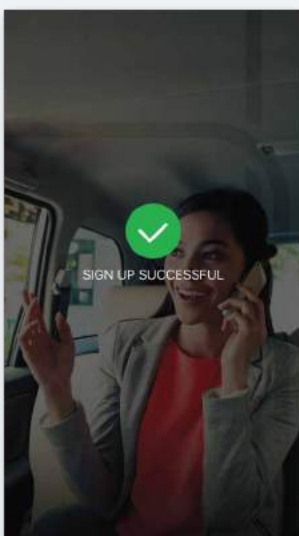
## 1.1 Set up the Grab app

Setting up the Grab app enables you to get a fast, safe and reliable ride with the largest pool of drivers in Southeast Asia.

- 1 Download the Grab app from the App Store or Google Play™.
- 2 Login with Facebook or your mobile number.
- 3 Key in your details and click **Next**.



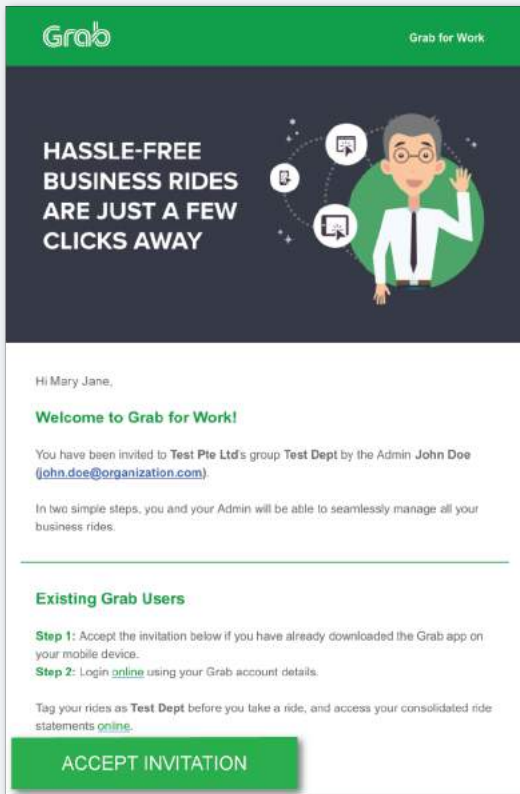
- 4 Key in the 4-digit activation code sent via SMS.
- 5 Success! Your account has been verified.



## 1.2 Join the Grab for Work group

Joining the group enables you to consolidate your corporate rides into e-statements. This allows you to stay organised and manage your corporate travel easily.

- 1 Retrieve the Grab for Work group invitation from your email.



- 2 Click **ACCEPT INVITATION** and you'll be redirected to the login page.

- 3 Key in your mobile number and click **SEND PIN TO MY GRAB APP**.



- 4 Key in the 6-digit activation code sent to your Grab app and click **Login**.

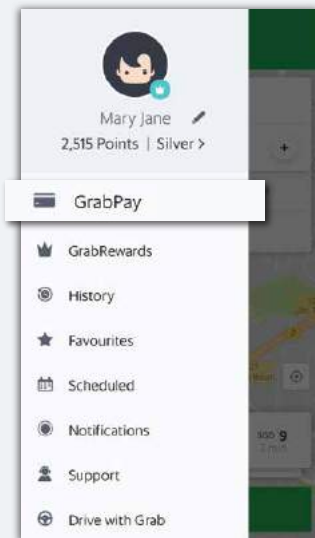
- 5 Success! You have joined the Grab for Work group.

## 2. GRABPAY

### 2.1 Link a personal credit / debit card

Setting up GrabPay enables you to make convenient cashless payments for your rides all through the Grab app.

- 1 Click on the top left menu icon in the Grab app.
- 2 Click on **GrabPay**.



- 3 Click **ADD PAYMENT METHODS**.

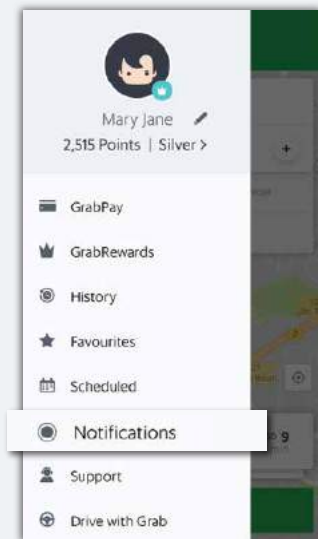


- 4 Input your credit / debit card details.
- 5 Click **Save** to confirm.

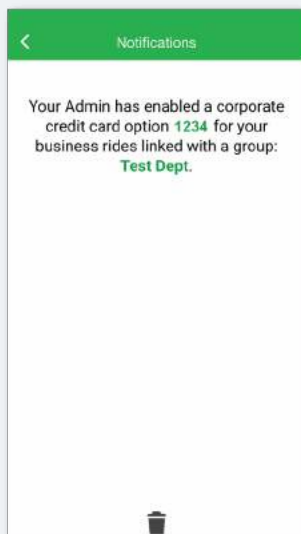
## 2.2 Adding a group corporate credit / debit card

You should receive a notification if the group corporate credit / debit card option has been enabled by your administrator. This allows you to charge your rides directly to your company.

- 1 Click on **Notifications**.



- 2 Check that you have received the notification.



## 3. CORPORATE RIDE

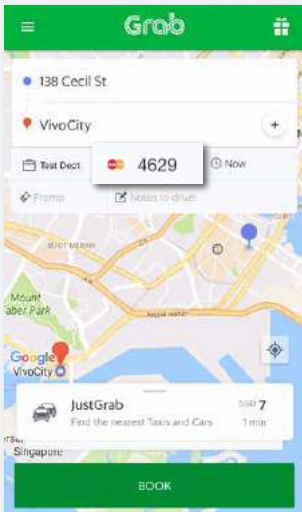
### 3.1 Book a corporate ride

Book a corporate ride by tagging it to the Grab for Work group. This allows you to consolidate your corporate rides into e-statements for easy travel management and submission of claims.

- 1 Enter your pick-up and drop-off locations in the Grab app.
- 2 Tag your corporate rides.



- 3 Select payment method.



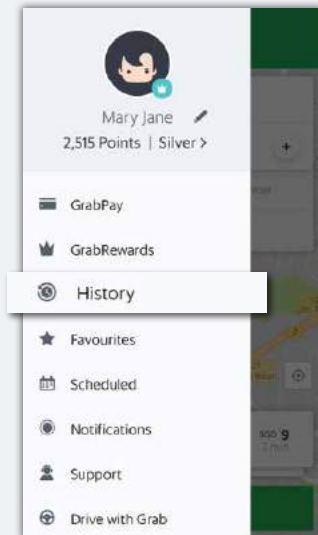
- 4 Select vehicle fleet type.
- 5 Click **Book**.
- 6 Your driver should arrive at your pick-up location shortly after your booking is confirmed.

## 3.2 Edit a corporate ride tag

If you did not tag your ride previously, this feature allows you to amend the tag accordingly after the trip.

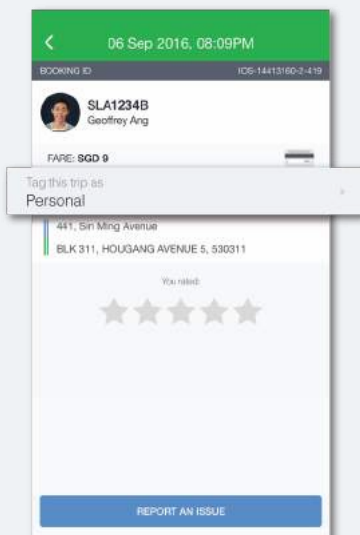
1 Click on the top left menu icon in the Grab app.

2 Click on **History**.



3 Select the trip you wish to tag.

4 Click **Tag this trip as** and change tag.



5 Click **<** at the top left to save your changes.

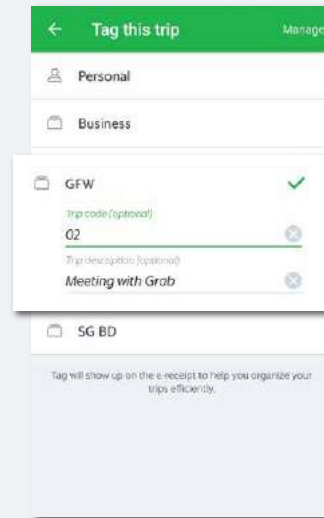
### 3.3 Tag management settings

You can set up a preferred work email and schedule consolidated ride reports for your business rides by managing your tag settings.

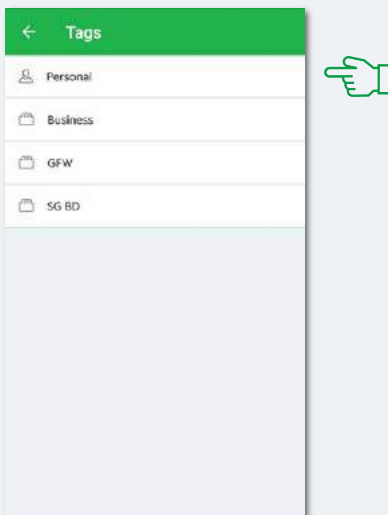
- 1 Enter the **Tag** section.



- 2 Click on **Manage** on the top right.

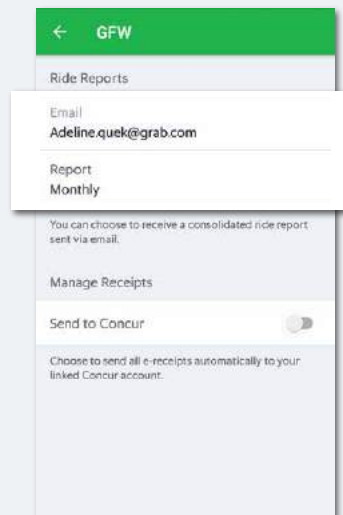


- 3 Click on any tags that you wish to customize the settings for.



- 4 Add in a preferred email. Set the report to weekly or monthly. Link up to Concur (optional only for Concur users)\*

\*Link up both apps via [Concur-Grab Link](#)

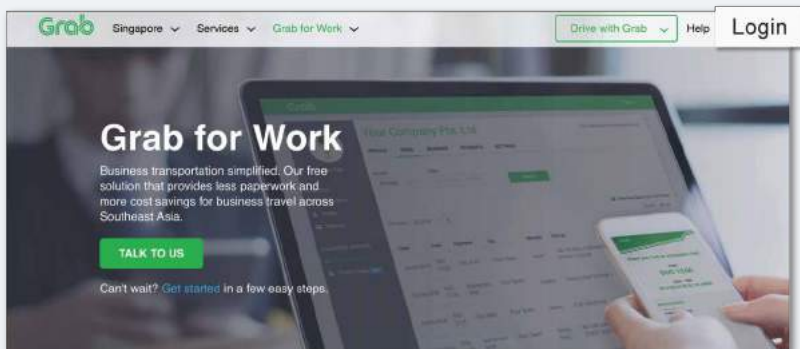


## 4. GRAB FOR WORK DASHBOARD

### 4.1 Access the Grab for Work group

Access the Grab for Work group on your browser to schedule and download your corporate ride statements.

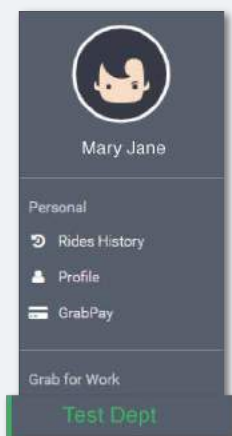
- 1 Visit [grab.com/work](https://grab.com/work) and click on the **Login** button.



- 2 You'll be redirected to the login page.



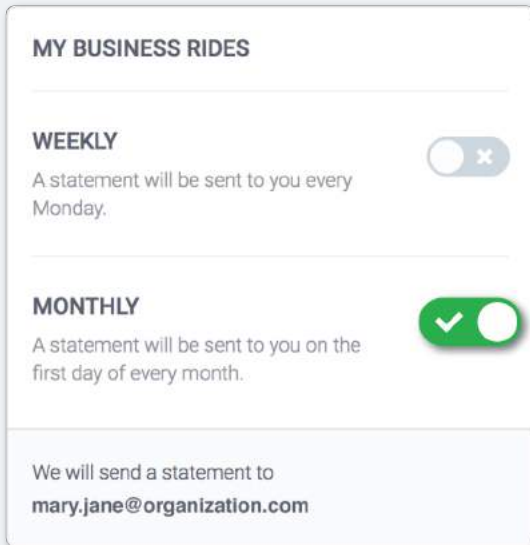
- 3 Key in your mobile number and click **SEND PIN TO MY GRAB APP**.
- 4 Key in the 6-digit activation code sent to your Grab app and click **Login**.
- 5 Click on your Grab for Work group to access the dashboard.



## 4.2 Schedule ride statements

Schedule how often your corporate ride statements will be sent to your work email.

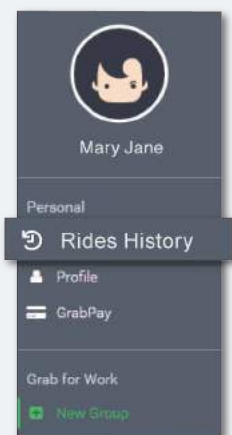
- 1 Click on the **SETTINGS** tab.
- 2 Toggle buttons to schedule ride statements to be sent weekly or monthly.



## 4.3 Download consolidated ride statements / e-receipts

Download consolidated ride statements for your corporate travel expense management. If you require e-receipts for submission of claims you can download them in a ZIP file as well.

- 1 Click on **Rides History**.



- 2 Filter by date and your Grab for Work group.
- 3 Click **PDF** or **CSV** to download ride statements in their respective formats. You can also download consolidated e-receipts in a ZIP file by clicking the .



**Grab for Work**

Business transportation simplified