



HRS CONNECT

SANOFI USER GUIDE

2026

CONTENT

1 **CREATE ACCOUNT** **PAGE 03**

2 **SEARCH PAGE OVERVIEW** **PAGE 05**

3 **DEFINE CRITERIA & SEARCH** **PAGE 06**

4 **FIND, REVIEW AND SHORTLIST VENUES** **PAGE 08**

5 **SUBMIT REQUESTS AND SELECT OFFER** **PAGE 13**

6 **CONFIRM AND MANAGE BOOKINGS** **PAGE 25**

7 **ADDITIONAL SUPPORT** **PAGE 30**



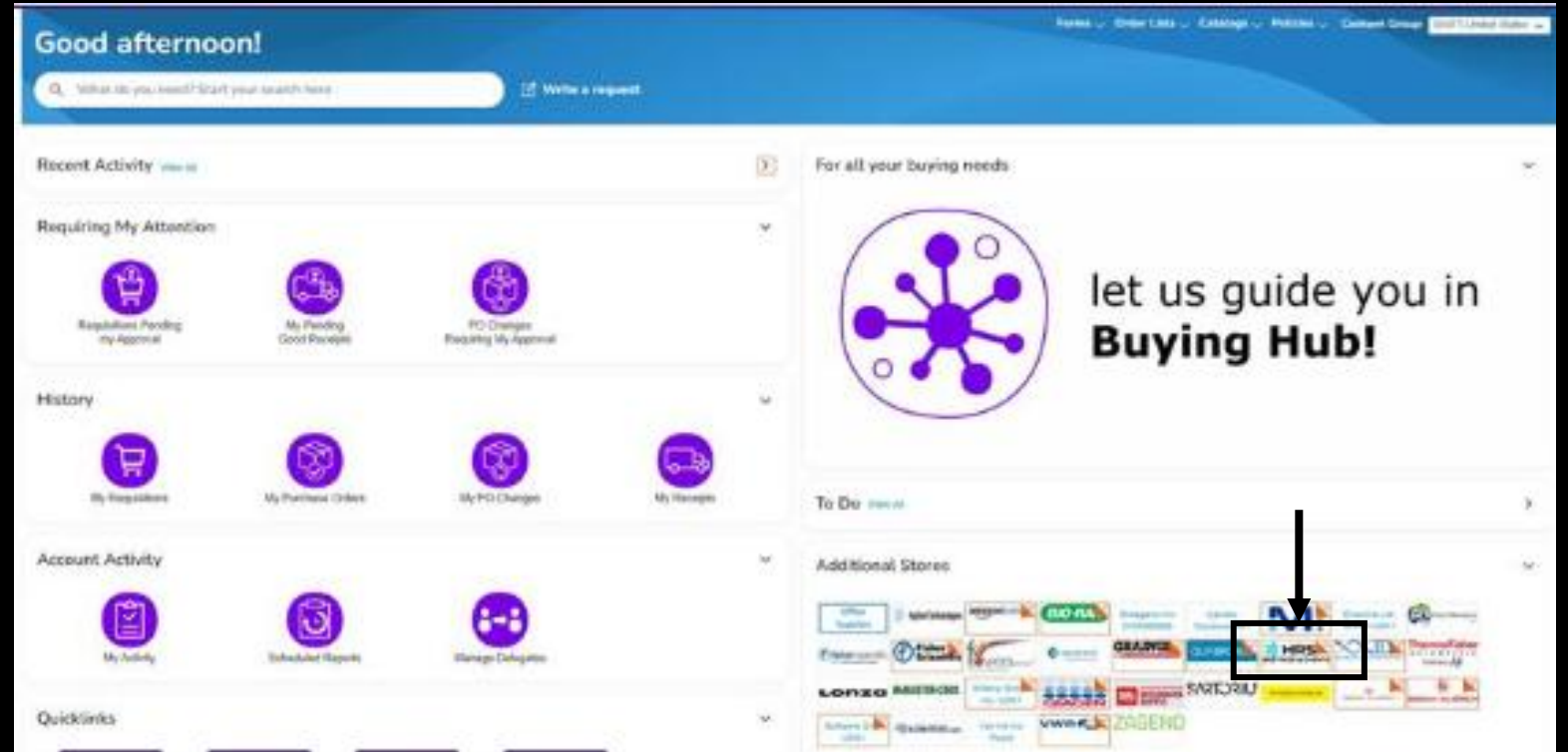
SECTION 1

ACCESS THE COUPA PORTAL

Step 1: Login to Coupa and navigate to the Catalog section

Step 2: Select HRS Meetings & Events. You will be redirected to [HRS CONNECT](#) to begin your meeting booking request.

Connect automatically creates an account if one does not already exist.





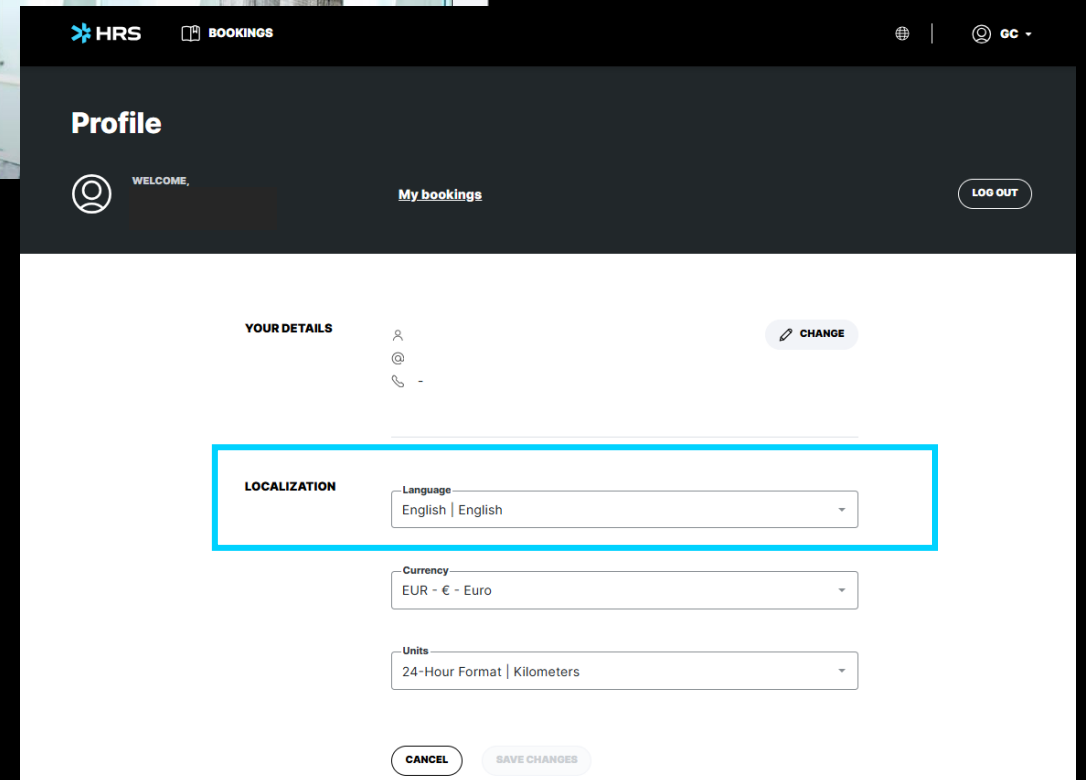
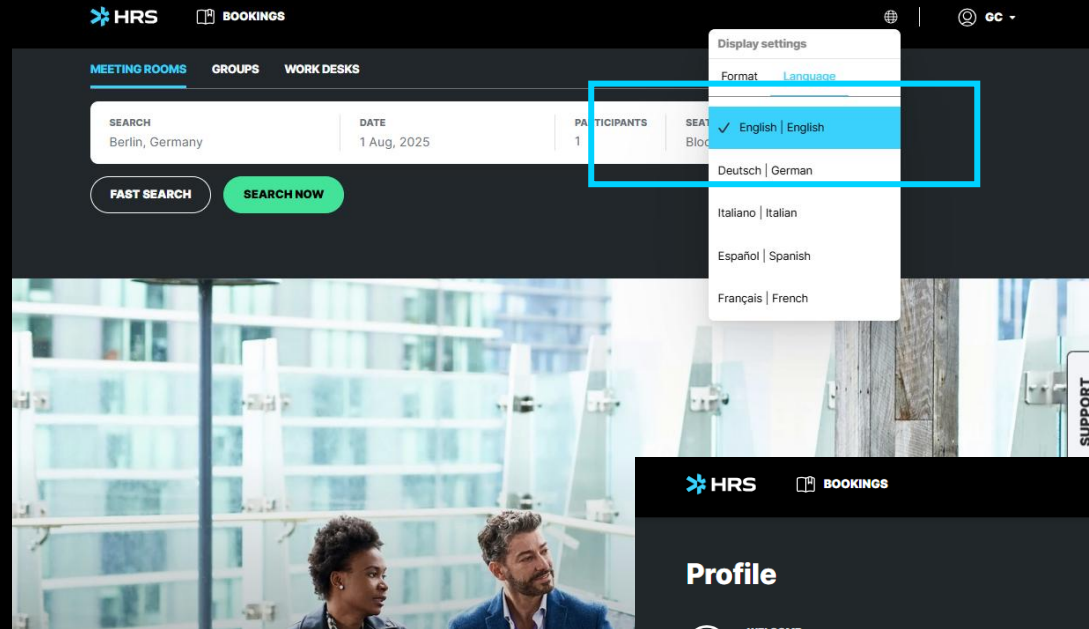
SECTION 2

SEARCH PAGE OVERVIEW

Step 3: Set your preferences:

- Language Selection: you can change the interface language by clicking the globe icon in the top menu.
- Profile Settings: By clicking on the profile icon, you can update your personal details. These settings will be used in system-generated emails and communication.

*Coupa configuration serves as the source of truth for user profile information and preferences upon login.

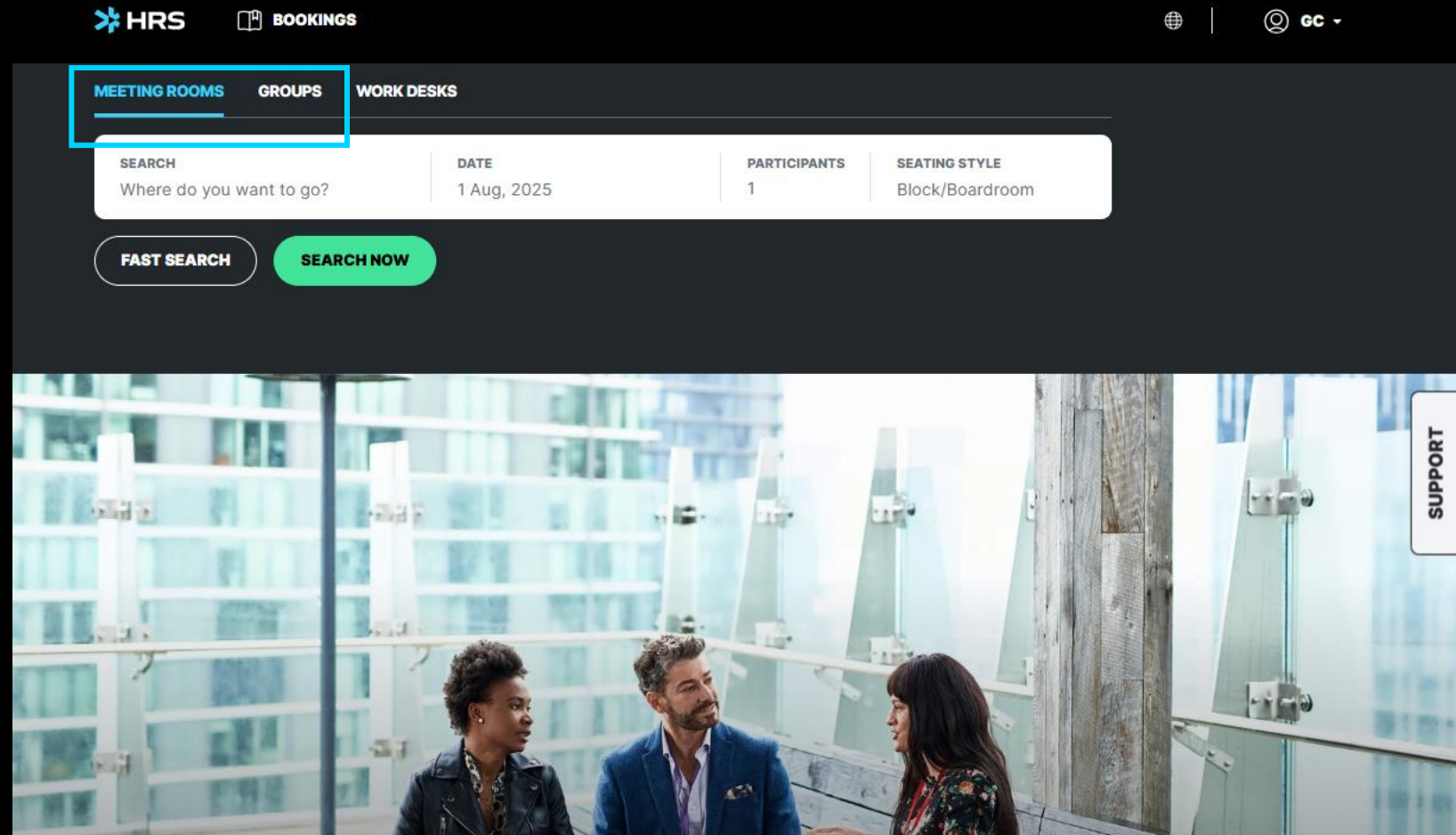


SECTION 2

SEARCH PAGE OVERVIEW

Step 4: Choose your search option:

- Meeting Rooms: Select to search for available meeting spaces. Bedrooms will be an optional add-on with this selection.
- Groups: Select "Groups" for sleeping accommodations of more than 10 rooms.

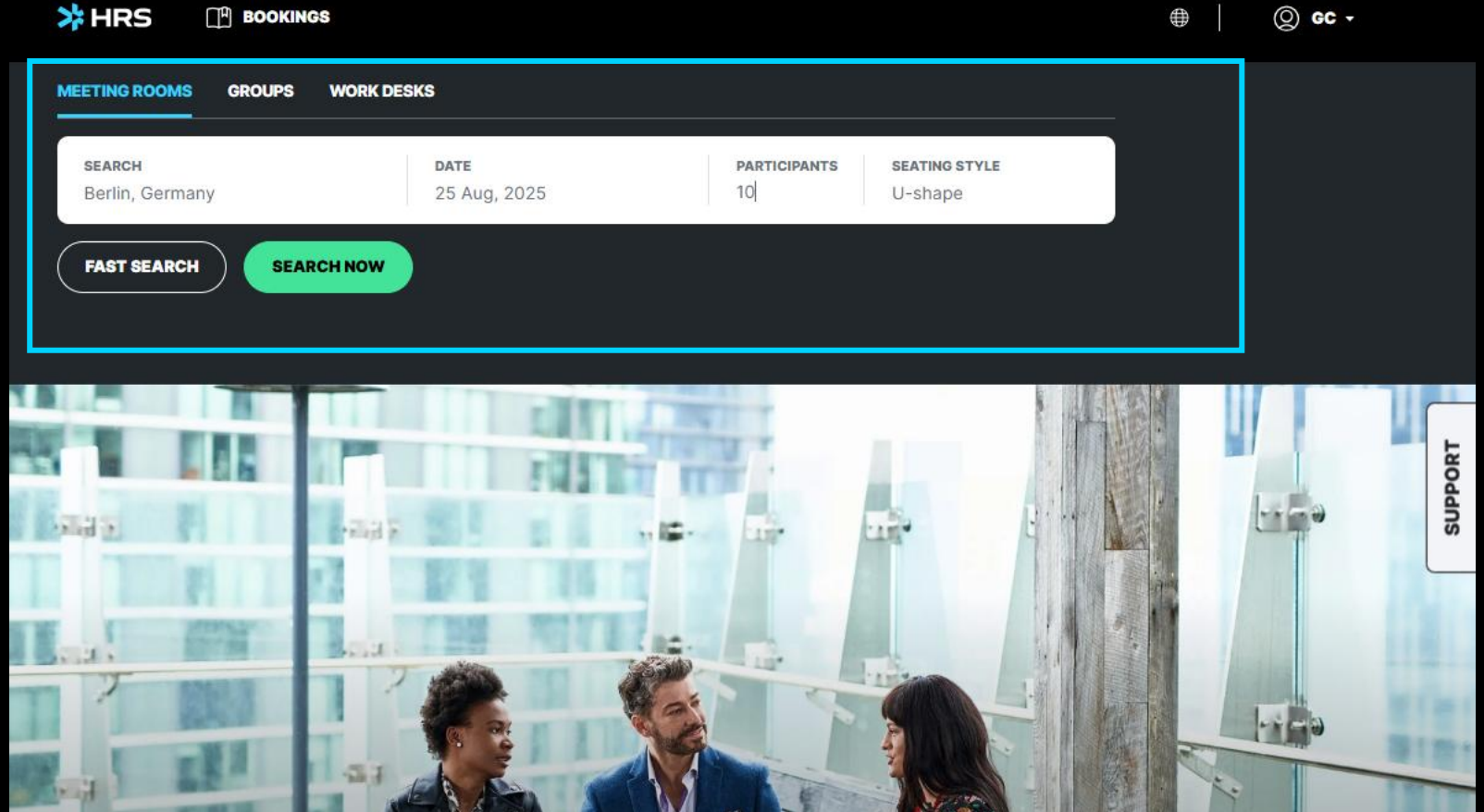






SECTION 3

DEFINE CRITERIA & SEARCH

Step 5: Enter the meeting destination, date, number of participants and seating style.

Step 6: Click “Search Now” to further define the meeting requirements.



  BOOKINGS  |  GC ▾

MEETING ROOMS GROUPS WORK DESKS

SEARCH Berlin, Germany	DATE 25 Aug, 2025	PARTICIPANTS 10	SEATING STYLE U-shape
---------------------------	----------------------	--------------------	--------------------------

FAST SEARCH SEARCH NOW

SUPPORT

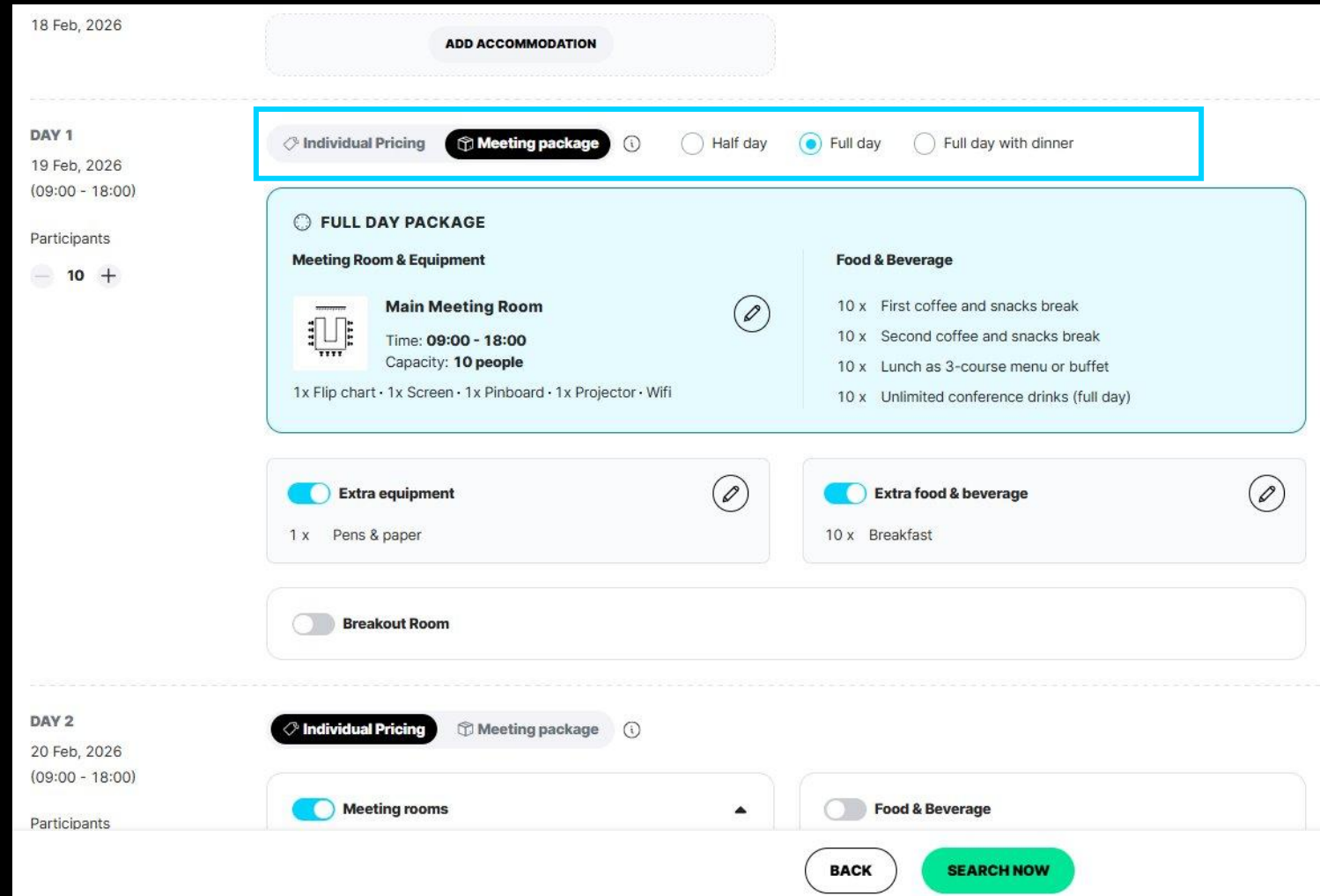
SECTION 3

DEFINE CRITERIA & SEARCH

Step 7: Use the toggle button to select Individual Pricing or Meeting Package.

- With Individual Pricing, you can configure and price each meeting element separately.
- With Meeting Package, you can bundle meeting rooms, standard equipment, and food & beverage based on your meeting duration (i.e. half day or full day).
- If a meeting room is required and there are more than 10 participants, Meeting Package will be pre-selected for you.
- You can use the pencil icon to adjust or add extra services.

Step 8: Review the summary and select “Search Now” to view the venue results list.



18 Feb, 2026

ADD ACCOMMODATION

DAY 1
19 Feb, 2026
(09:00 - 18:00)

Participants
- 10 +

Individual Pricing Meeting package ⓘ Half day Full day Full day with dinner

FULL DAY PACKAGE

Meeting Room & Equipment

Main Meeting Room ⓘ
Time: 09:00 - 18:00
Capacity: 10 people
1x Flip chart · 1x Screen · 1x Pinboard · 1x Projector · Wifi

Food & Beverage

10 x First coffee and snacks break
10 x Second coffee and snacks break
10 x Lunch as 3-course menu or buffet
10 x Unlimited conference drinks (full day)

Extra equipment ⓘ
1 x Pens & paper

Extra food & beverage ⓘ
10 x Breakfast

Breakout Room

DAY 2
20 Feb, 2026
(09:00 - 18:00)

Participants

Individual Pricing Meeting package ⓘ

Meeting rooms ▲

Food & Beverage

BACK **SEARCH NOW**

SECTION 4

FIND VENUES

Step 9: Scroll to view venues results based on the meeting criteria and your company policy*.

- Venues labeled “**Corporate negotiated**” means your company has a negotiated corporate agreement with the hotel.
- Venues labeled “**Corporate discounted**” means no corporate rate exists, but HRS has partnered with the venue to offer a Meeting Consortia Rate (MCR).

Step 10: Click on the venue name to view the venue’s profile.

Search Results: Berlin, Germany | 25 Aug, 2025

Filter: Brand/Chain | HRS Stars

139 Venues found
You've searched for: meeting room

Sort by: Recommended | Best price / per stay

Venue Name	Rating	Price (€)	Meeting Rooms	Guest Rooms	Distance (km)	Booking Type
Dorint Kurfürstendamm Berlin	★★★★ Corporate negotiated	800,00 €	7	312	5.3 km	Request booking
DoubleTree by Hilton Berlin	★★★★ Corporate discounted	860,00 €	3	398	5.1 km	Request booking
centrovital Hotel Berlin	★★★★	865,00 €	12	158	13.5 km	Request booking

Map: Search this area in Berlin, Germany. Price markers range from 860,00 € to 1,970,00 €.

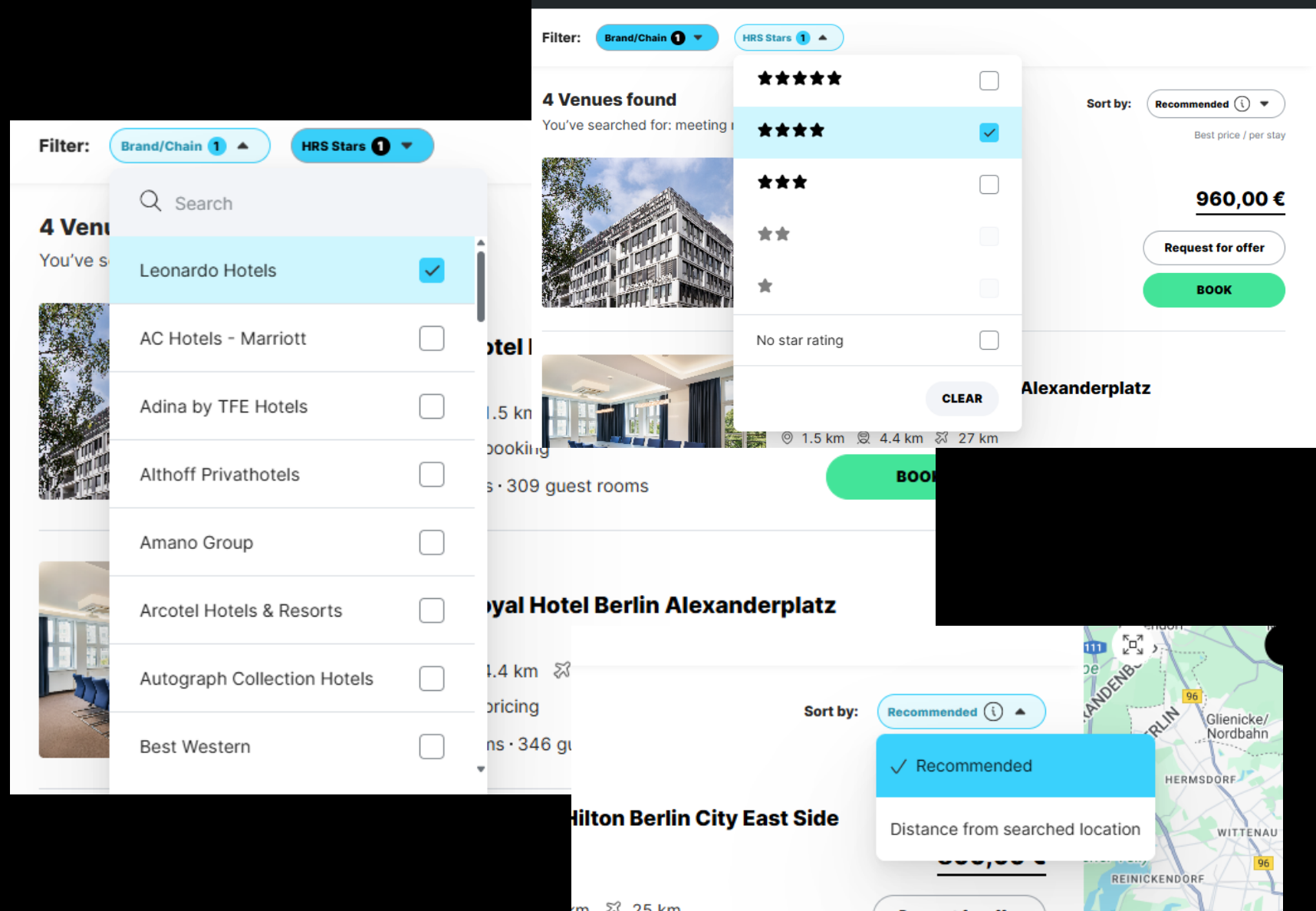
*Please note: Prices are calculated based on the negotiated rates with T&Cs.

SECTION 4

FILTERS & SORTING

Step 11: Refine your hotel search by selecting specific brands, chains, or star ratings to match your preferences.

Step 12: Choose how you want to view your results—either by Recommended (curated suggestions) or by Distance from your selected location.

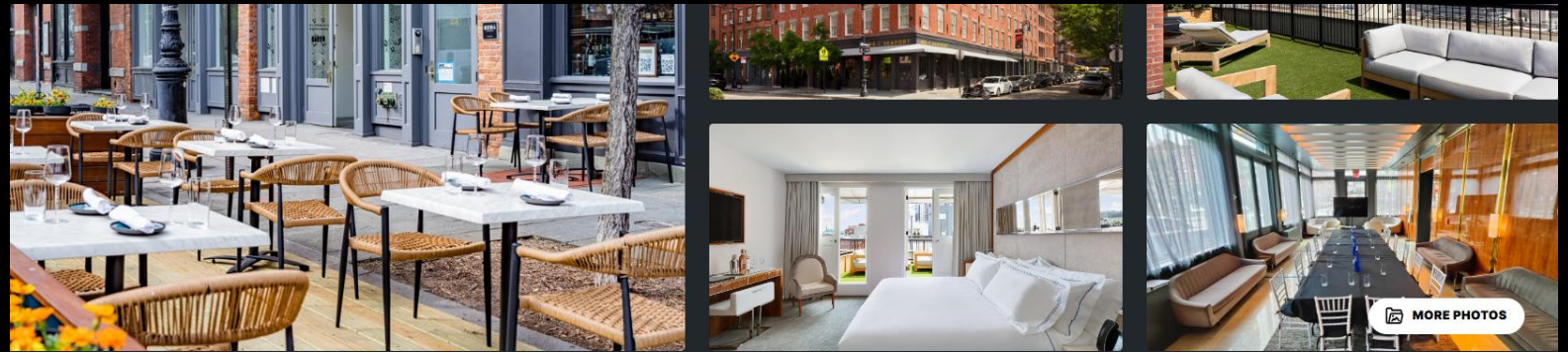


SECTION 4

FIND VENUES

Step 13: Click on the meeting room name to view space details. Scroll to view venue description, amenities, and more.

Step 14: To request an offer or shortlist the venue, select “Request for offer”.



33 Hotel

33 Peck Slip, New York, United States 10038

DAY 1

8 Jan, 2025

Participants: 10



Alcove

9:00 AM - 6:00 PM

Room setup: U-shape

Participants: 10 people (40 max)

Size: 92.90 square metres / 1000 square feet



Request for offer

INCLUDED IN OFFER:

- ✓ Meeting rooms
- ✓ Equipment

DAY 2

9 Jan, 2025

Participants: 10



Alcove

9:00 AM - 6:00 PM

Room setup: U-shape

Participants: 10 people (40 max)

Size: 92.90 square metres / 1000 square feet



FEEDBACK



SECTION 4 ADD VENUES TO SHORTLIST

Step 15: To add more venues to your shortlist, select “Back to Results” to shortlist additional venues from the list.

80 Venues found Sort by: Recommended

You've searched for: meeting room

- The Allegro Royal Sonesta Hotel Chicago Loop**
Chicago, United States
0.1 mi 0.7 mi 12 mi
Hotel - Request pricing
10 meeting rooms - 483 guest rooms
[Shortlisted](#)
- Hyatt Centric The Loop Chicago**
Chicago, United States
0.2 mi 0.6 mi 11 mi
Hotel - Request pricing
10 meeting rooms - 257 guest rooms
[Shortlisted](#)
- Central Loop Club Quarters Hotel**
Chicago, United States
0.3 mi 0.5 mi 10.7 mi
Hotel - Request pricing
9 meeting rooms - 429 guest rooms
[Request for offer](#)
- Virgin Hotels Chicago**
Chicago, United States
0.4 mi 0.6 mi 12.2 mi
Hotel - Request pricing
6 meeting rooms - 250 guest rooms
[Request for offer](#)
- The Royal Sonesta Chicago Downtown**
Chicago, United States
0.4 mi 1.2 mi 12 mi
Hotel - Request pricing
11 meeting rooms - 381 guest rooms
[Request for offer](#)
- The Royal Sonesta Chicago River North**
Chicago, United States
1.2 mi 1.8 mi 12 mi
Hotel - Request pricing
11 meeting rooms - 381 guest rooms
[Request for offer](#)

Select at least 3 to 5 venues
You have selected 2 venues

Select at least 3 to 5 venues
You have selected 1 venue



SECTION 4

ADD VENUES TO SHORTLIST

Step 16: Select “Request for offer” to shortlist additional venues*.

Step 17: Once shortlist is completed (with a minimum of 3 venues), select “Go To Request” to request multiple offers.

The screenshot displays the HRS venue selection interface. On the left, a list of venues is shown, each with a thumbnail image, location, name, distance, and a button to either 'Request for offer' or 'Shortlisted'. The venues listed are:

- NoMo SoHo**: New York, United States. 0.6 mi, 1.9 mi, 8.8 mi. Apartment hotel - Request pricing. 8 meeting rooms - 264 guest rooms. Button: Request for offer.
- The James New York- NoMad**: New York, United States. 2.4 mi, 0.6 mi, 8 mi. Apartment hotel - Request pricing. 8 meeting rooms - 337 guest rooms. Button: Shortlisted.
- Royalton Park Avenue**: New York, United States. 2.4 mi, 0.9 mi, 8 mi. Apartment hotel - Request pricing. 4 meeting rooms - 249 guest rooms. Button: Shortlisted.
- Refinery Hotel New York**: New York, United States. 2.9 mi, 0.6 mi, 9 mi. Hotel - Request pricing. 1 meeting room - 197 guest rooms. Button: Shortlisted.
- Millennium Premier New York Times Square**: New York, United States. 3.2 mi, 0.6 mi, 10 mi. Hotel - Request pricing. 10 meeting rooms - 124 guest rooms. Button: Shortlisted.
- Millennium Hotel Broadway Times Square**: New York, United States. 3.2 mi, 0.6 mi, 10 mi. Hotel - Request pricing. 3 meeting rooms - 626 guest rooms. Button: Shortlisted.

At the bottom of the list, there is a summary: "Select up to 5 venues" and "Done! Let's request offers" with a row of five venue thumbnails. On the right side, a map of New York City is shown with various venue markers. A "FEEDBACK" button is visible on the right edge of the map. At the bottom right of the interface, there are two buttons: "COMPARE" and "GO TO REQUEST".

*Please note: To increase your odds of receiving acceptable bids, you must select 3-5 venues on the shortlist.

SECTION 5

REQUEST OFFERS

Step 18: The option date* is set to a default of 7 days. You can adjust the option date as needed by clicking within the date field.

Step 19: Select how payment for each service will be handled. You have the option to toggle each service to be either pre-paid by the master company account, or on-site upon arrival

REQUEST OFFER

STEP 1 You send a request → STEP 2 Venue reviews it → STEP 3 Review venue's offer → STEP 4 Booking confirmed!

OPTION DATE 20th of April, 2026 [What is option date?](#)

PAYMENT Choose which services are paid by your company and which are paid by attendees on-site.

	PAID CENTRALLY ⓘ	PAID BY ATTENDEE ON-SITE ⓘ
Meeting ⓘ	<input type="radio"/>	<input type="radio"/>
Food & Beverage	<input type="radio"/>	<input type="radio"/>
Accommodation Incl. Breakfast	<input type="radio"/>	<input type="radio"/>

ⓘ Unless otherwise agreed between the organizer and the venue, incidentals (e. g. minibar, parking, room service) will be paid by the attendee on-site.

YOUR ROOM
24 Apr, 2026
(09:00 - 18:00)

Full Day With Dinner Package

Meeting Room & Equipment

U-shape Meeting Room
Time: 09:00 - 18:00
Participants: 10 people

3 Venues selected

24 Apr, 2026 (Fri) 09:00 - 18:00

FULL DAY WITH DINNER PACKAGE
10 x Packages

MAIN MEETING ROOM
U-shape Meeting Room Included in MP

ADDITIONAL FOOD & BEVERAGE
10 x Unlimited coffee and tea
10 x Breakfast

25 Apr, 2026 (Sat)

ACCOMMODATION
10 x Single use guest rooms (with breakfast)

REQUEST OFFER

The cancellation policy becomes binding only if you accept the venue's offer. By proceeding you accept the HRS [Terms & Conditions](#).

*Option date is the window after receiving an offer when the venue holds the space for you to make your decision. If you make a booking before the option date, it is immediately binding. If you would like to book an offer after the option date, the supplier is required to reconfirm your request-to-book.

SECTION 5

REQUEST OFFERS

Step 20: Select “Request offer” to send the request to the selected venues.

Step 21: You will receive an email confirming that your request was submitted to the business email address in your profile.

REQUEST OFFER

STEP 1 You send a request → **STEP 2** Venue reviews it → **STEP 3** Review venue's offer → **STEP 4** Booking confirmed!

OPTION DATE 20th of April, 2026 [What is option date?](#)

PAYMENT Choose which services are paid by your company and which are paid by attendees on-site.

	PAID CENTRALLY ⓘ	PAID BY ATTENDEE ON-SITE ⓘ
Meeting ⓘ	<input type="radio"/>	<input type="radio"/>
Food & Beverage	<input type="radio"/>	<input type="radio"/>
Accommodation Incl. Breakfast	<input type="radio"/>	<input type="radio"/>

ⓘ Unless otherwise agreed between the organizer and the venue, incidentals (e. g. minibar, parking, room service) will be paid by the attendee on-site.

YOUR ROOM
24 Apr, 2026
(09:00 - 18:00)

Full Day With Dinner Package

Meeting Room & Equipment

U-shape Meeting Room
Time: **09:00 - 18:00**
Participants: **10 people**

3 Venues selected

24 Apr, 2026 (Fri) 09:00 - 18:00

FULL DAY WITH DINNER PACKAGE
10 x Packages
MAIN MEETING ROOM
U-shape Meeting Room Included in MP
ADDITIONAL FOOD & BEVERAGE
10 x Unlimited coffee and tea
10 x Breakfast

25 Apr, 2026 (Sat)

ACCOMMODATION
10 x Single use guest rooms (with breakfast)

REQUEST OFFER

The cancellation policy becomes binding only if you accept the venue's offer. By proceeding you accept the HRS [Terms & Conditions](#).

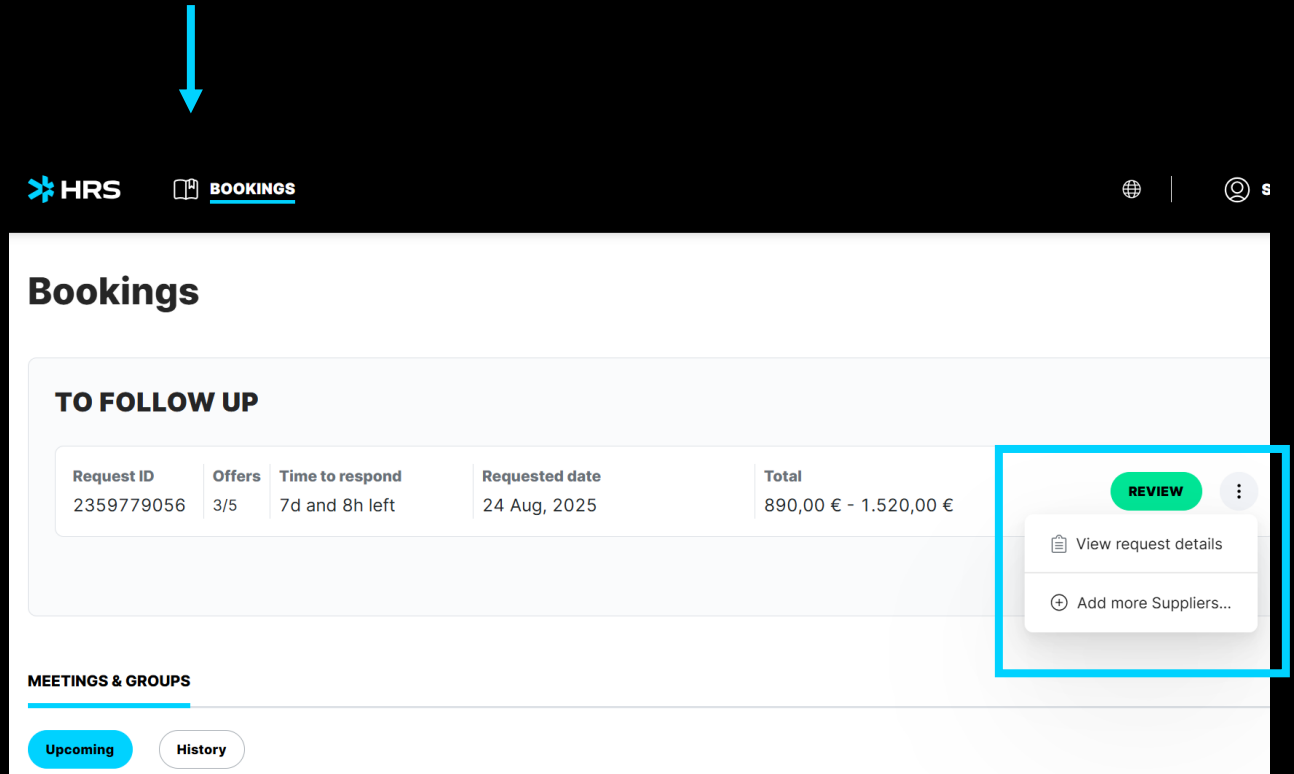
SECTION 5

REVIEW RECORDS

Step 22: If a venue can accommodate the request, you will receive an offer confirming the space available and pricing.

- Note: The expectation is for hotels to respond within 48 hours of request date, but the system will allow for up to 72 hours (excluding weekends).

Step 23: In case the offers are not fitting your preferences, you can forward your request to more suppliers.



The screenshot shows the HRS dashboard with the 'BOOKINGS' tab selected. The main heading is 'Bookings'. Below it, there is a section titled 'TO FOLLOW UP' containing a table with the following data:

Request ID	Offers	Time to respond	Requested date	Total
2359779056	3/5	7d and 8h left	24 Aug, 2025	890,00 € - 1.520,00 €

To the right of the table, there is a green 'REVIEW' button and a dropdown menu with the following options:

- View request details
- Add more Suppliers...

At the bottom of the page, there is a section titled 'MEETINGS & GROUPS' with two tabs: 'Upcoming' and 'History'.

Note: You will receive an email notification every time a new offer is received. To view all your offers, simply click on Bookings in the top-right header of your dashboard.



SECTION 5 SELECT OFFER

- **Step 24:** View and compare offers in the Comparison View to evaluate pricing, terms, and availability.
- Select an offer to confirm your booking.
- If offer adjustments are needed, click the negotiate button to request a negotiation directly from the offer.
- Negotiations can be used to request revised pricing or propose updates to cancellation or deposit terms.
- Once submitted, the offer status updates to "Negotiation Requested" allowing you to track progress in Comparison View.

	Design Office Unter de...	Dorint Kurfürstendam...	Leonardo Royal Hotel B...	IntercityHotel Hauptba...	Holiday Inn BERLIN - Cl...
Confirm by	31 Jul, 2025 8 days 8 hours left	31 Jul, 2025 8 days 8 hours left	31 Jul, 2025 8 days 8 hours left	29 Jul, 2025 4 days 8 hours left	-
Modification and Cancellation Conditions	HRS Cancellation Policy	HRS Cancellation Policy	HRS Cancellation Policy	-	-
Deposit	No deposit	No deposit	No deposit	-	-
TOTAL	1.175,00 € <small>(VAT included)</small>	1.435,00 € <small>(VAT included)</small>	825,00 € <small>(VAT included)</small>	Waiting for venue's offer	Meeting room(s) not available Show decline reasons
	SELECT	SELECT	SELECT	SELECT	
	NEGOTIATE	NEGOTIATE	NEGOTIATE		

NEGOTIATION

Venue
Parkhotel Rügen

Dates requested
10 Jan, 2027 → 12 Jan, 2027

Total
2.885,00 €

What do you want to negotiate?

Is there any chance that we can go down 10% in order to meet the budget?

72 / 400

What's next? Submitting will finalise your request and forward it to the venue. Further changes will not be possible.

BACK **SEND**





SECTION 5

SELECT OFFER

Step 25 (continued): Review negotiated offers in Comparison View

- Successfully negotiated offers display the savings amount and percentage directly below the total price.
- Updated pricing reflects the supplier's approved response to the negotiation request.
- Select the preferred offer to proceed with confirmation.

Compare and select venues

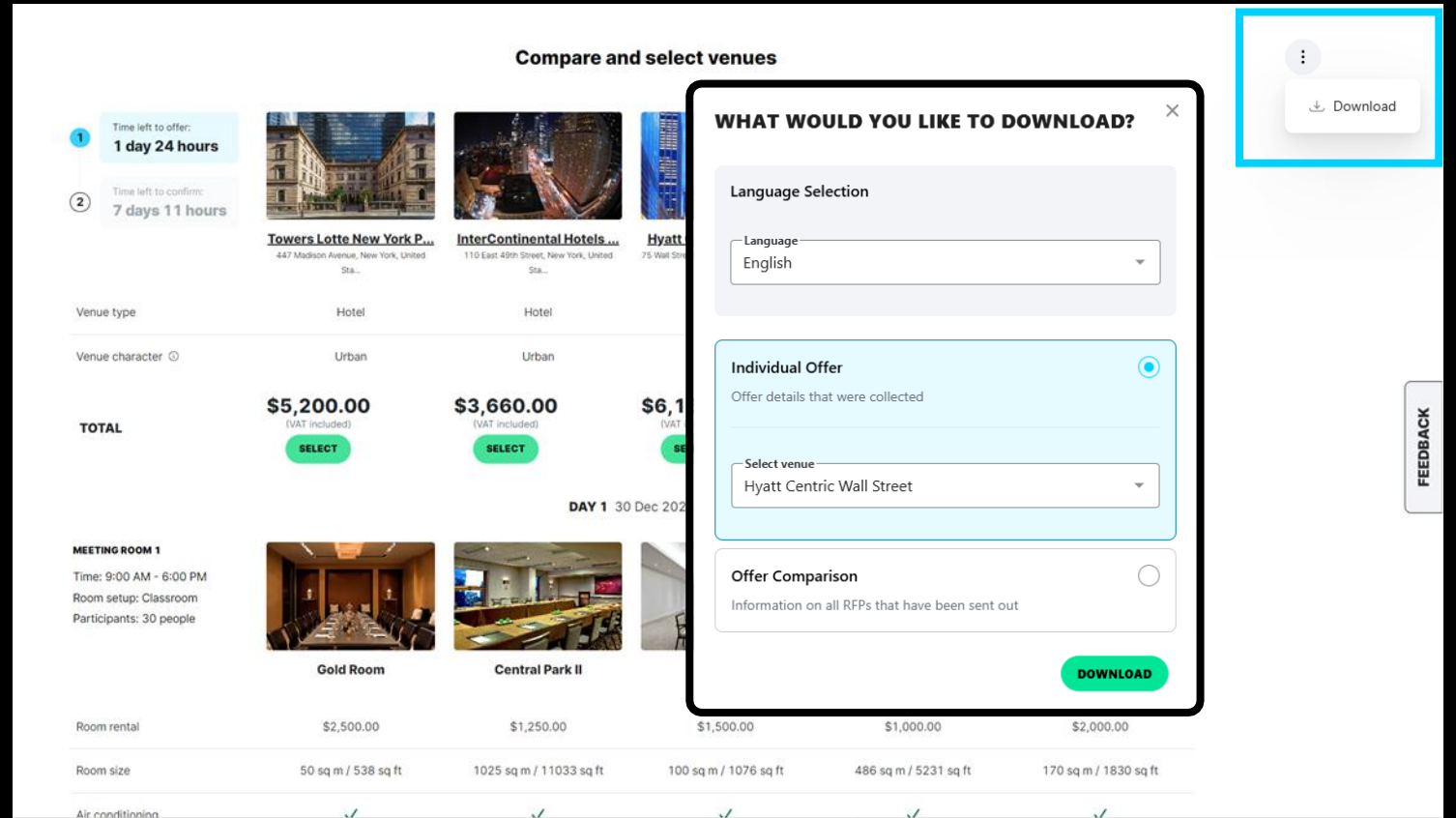
			 Corporate discounted	
	NH Collection Berlin Mi... 96 Friedrichstraße, Berlin, Germany 101...	Meliá Berlin 103 Friedrichstraße, Berlin, Germany 10...	Leonardo Royal Hotel B... 90-94 Otto-Braun-Straße, Berlin, Germa...	INNSiDE Berlin Mitte 33b Chausseestraße, Berlin, Germany 1...
Confirm by ⓘ	Extension pending 30 Jan, 2026 15 days 2 hours left	Extension declined 30 Jan, 2026 15 days 2 hours left	Extended 13 Feb, 2026 29 days 2 hours left	Extension pending 30 Jan, 2026 15 days 2 hours left
Modification and Cancellation Conditions	HRS Cancellation Policy	Venue's Cancellation Policy	HRS Cancellation Policy	Venue's Cancellation Policy
Deposit	No deposit	5.000,00 € on 11 Feb, 2026	No deposit	No deposit
TOTAL	7.950,00 € (VAT included)	7.450,00 € (VAT included)	5.950,00 € (VAT included)	6.950,00 € (VAT included)
	SELECT	SELECT	SELECT	SELECT
Actions	NEGOTIATE	NEGOTIATE	-	NEGOTIATE
Negotiation success	-	-	-	1000 € (13 % Savings) + Ne...

SECTION 5

SELECT OFFER

Step 26: To download a PDF of the offers, click the ellipsis and then download

Step 27: From the pop-up, select whether you want to download a PDF of an individual offer, or the offer comparison



Compare and select venues

Time left to offer: **1 day 24 hours**

Time left to confirm: **7 days 11 hours**

	Towers Lotte New York P...	InterContinental Hotels...	Hyatt Centric Wall Street
Venue type	Hotel	Hotel	Hotel
Venue character	Urban	Urban	Urban
TOTAL	\$5,200.00 (VAT included) SELECT	\$3,660.00 (VAT included) SELECT	\$6,100.00 (VAT included) SELECT
MEETING ROOM 1			
Time: 9:00 AM - 6:00 PM			
Room setup: Classroom			
Participants: 30 people			
Room rental	\$2,500.00	\$1,250.00	\$1,500.00
Room size	50 sq m / 538 sq ft	1025 sq m / 11033 sq ft	100 sq m / 1076 sq ft
Air conditioning	✓	✓	✓

WHAT WOULD YOU LIKE TO DOWNLOAD?

Language Selection

Language: English

Individual Offer

Offer details that were collected

Select venue: Hyatt Centric Wall Street

Offer Comparison

Information on all RFPs that have been sent out

DOWNLOAD

Download

FEEDBACK



SECTION 6 PURCHASE ORDER

Step 28: Before booking your chosen venue, obtain a Purchase Order (PO) through Coupa for the total event cost. Important details to keep in mind:

- The provided quote **does not** include taxes or additional fees.
- Request a PO up to 40% higher than the quoted amount to account for variations.
- Room rates and meetings costs are fixed, taxes and incidentals are covered in the blanket amount.”
- Be sure to respond to the **offer before it expires, as shown by the countdown timer**
- If sourcing on behalf of someone else, we recommend to submit the requisition in Coupa on their behalf (as a future development, the catalog would be opened right in Coupa).

YOUR DETAILS
(Required)

Emily Rock
emilyrock@sanofi.com
+1 234 567 8900

PAYMENT INFORMATION
(Required)

Select your desired payment method

Direct payment to venue

Corporate payment

Select a corporate payment account

MODIFICATION & CANCELLATION CONDITIONS

100% free-of-charge until Mon, Nov 18, 6:00 PM (EST)*

Important note: If you miss the above cancellation deadline, fees may apply. The percentages show you how much of your original booking volume (incl. taxes and fees) you can reduce by reservation changes without a fee.

60%	Up to 28 days prior to meeting	until Mon, Dec 2, 6:00 PM (EST)*
50%	Up to 21 days prior to meeting	until Mon, Dec 9, 6:00 PM (EST)*
30%	Up to 14 days prior to meeting	until Mon, Dec 16, 6:00 PM (EST)*
10%	Up to 7 days prior to meeting	until Mon, Dec 23, 6:00 PM (EST)*
5%	Up to 1 day prior to meeting	until Sun, Dec 29, 6:00 PM (EST)*
0%	Below 1 day prior to meeting	from Sun, Dec 29, 6:01 PM (EST)*

Kimpton HOTEL EVENTI
849 6th Avenue, New York, United States 10001

30 Dec, 2024 (Mon) 9:00 AM - 6:00 PM

MEETING ROOM

Ventana I \$2,000.00
9:00 AM - 6:00 PM · 30 people

1 x Projector	Free
1 x Screen for video projection	Free
1 x Pinboard	Free
Wifi	Free

FOOD & BEVERAGE

60 x Coffee and snacks break	\$900.00
30 x Lunch as 3-course menu or buffet including one soft drink	\$1,500.00
30 x Unlimited conference drinks (full day)	\$600.00

Total Price \$5,000.00

Cancellation policy

By proceeding you accept HRS Terms & Conditions.

Time left to respond: **7 days 10 hours**

Received on: 22 Oct, 2024 at 7:36 AM (EDT)
Respond by: 29 Oct, 2024 at 6:00 PM (EDT)

DECLINE **CONFIRM & BOOK**

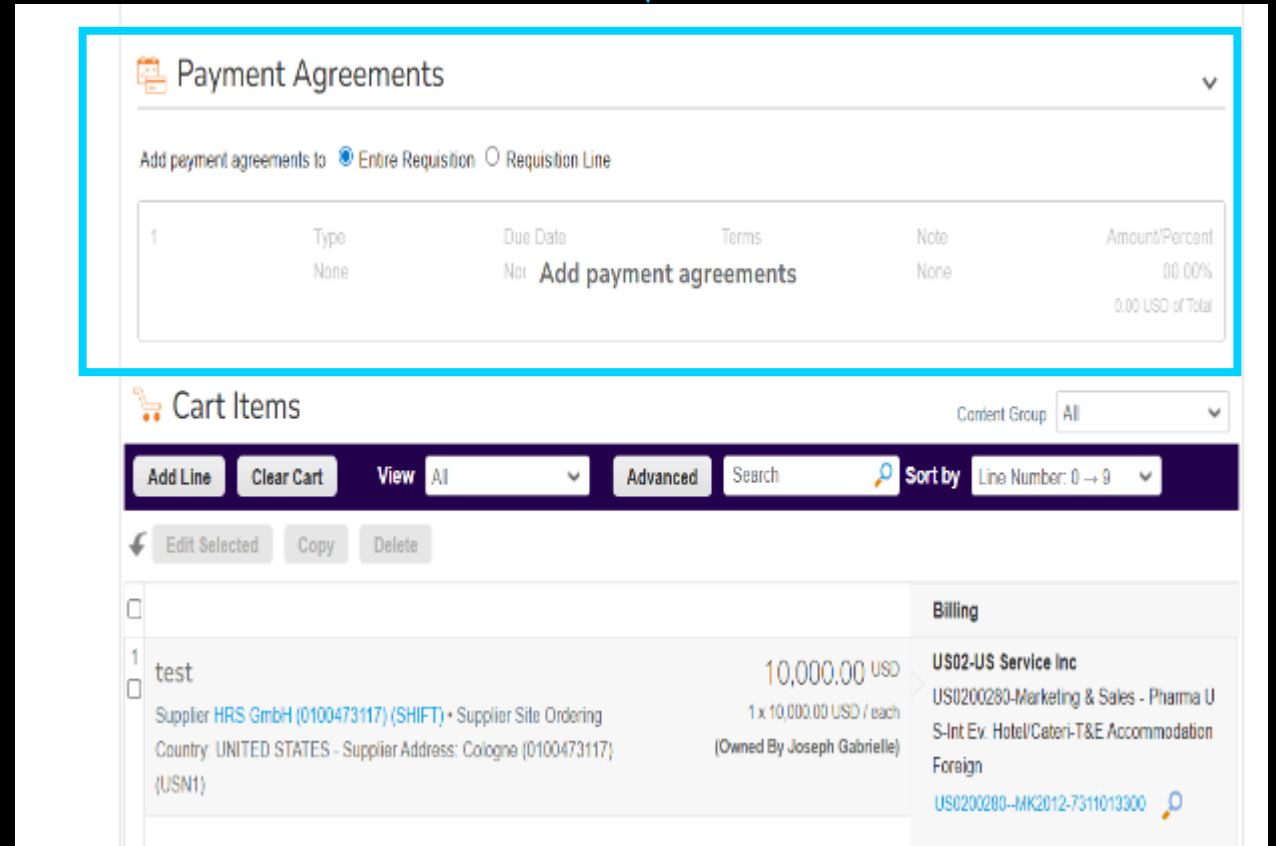
*Please note: Typical time to respond to an offer (Option Date) is 7 days. You can request an extended Option Date as shown in Step 18.

SECTION 6

PURCHASE ORDER CONTINUED

- Step 28 (continued): In Coupa, **do not use** the Payment Agreement section unless instructed by HRS.

DO NOT USE SECTION ↓



The screenshot displays the Coupa interface. The top section, 'Payment Agreements', is highlighted with a red border. It includes a header with a calendar icon and a dropdown arrow, and a sub-header 'Add payment agreements to' with radio buttons for 'Entire Requisition' (selected) and 'Requisition Line'. Below this is a table with columns: '1', 'Type', 'Due Date', 'Terms', 'Note', and 'Amount/Percent'. The table contains one row with 'None' for Type and Due Date, 'Add payment agreements' for Terms, 'None' for Note, and '00.00%' for Amount/Percent. Below the table is a link '0.00 USD of Total'. The bottom section is 'Cart Items', featuring a 'Content Group' dropdown set to 'All', and a toolbar with 'Add Line', 'Clear Cart', 'View' (set to 'All'), 'Advanced', 'Search', and 'Sort by' (set to 'Line Number: 0 -> 9'). Below the toolbar are 'Edit Selected', 'Copy', and 'Delete' buttons. The main content area shows a table with a checkbox, a '1' in a column, and a 'test' item. The item details include 'Supplier HRS GmbH (0100473117) (SHIFT) • Supplier Site Ordering', 'Country: UNITED STATES - Supplier Address: Cologne (0100473117) (USN1)', and a price of '10,000.00 USD' with '1 x 10,000.00 USD / each' and '(Owned By Joseph Gabrielle)'. To the right, the 'Billing' section lists 'US02-US Service Inc', 'US0200280-Marketing & Sales - Pharma U', 'S-Int Ev. Hotel/Cateri-T&E Accommodation Foreign', and a link 'US0200280-MK2012-7311013300'.



SECTION 6 PAYMENT DETAILS

Step 29: Once you have obtained a PO, you can proceed with the "Confirm and Book" process.

Sanofi's preferred payment method is "Corporate Payment", which will trigger the Coupa Pay process. You must select this option, which will trigger the Coupa Pay process.

YOUR DETAILS
(Required)

Emily Rock
emilyrock@sanofi.com
+1 234 567 8900

PAYMENT INFORMATION
(Required)

Select your desired payment method

Direct payment to venue

Corporate payment ←

Select a corporate payment account

MODIFICATION & CANCELLATION CONDITIONS

100% free-of-charge until Mon, Nov 18, 6:00 PM (EST)*

Important note: If you miss the above cancellation deadline, fees may apply. The percentages show you how much of your original booking volume (incl. taxes and fees) you can reduce by reservation changes without a fee.

60%	Up to 28 days prior to meeting	until Mon, Dec 2, 6:00 PM (EST)*
50%	Up to 21 days prior to meeting	until Mon, Dec 9, 6:00 PM (EST)*
30%	Up to 14 days prior to meeting	until Mon, Dec 16, 6:00 PM (EST)*
10%	Up to 7 days prior to meeting	until Mon, Dec 23, 6:00 PM (EST)*
5%	Up to 1 day prior to meeting	until Sun, Dec 29, 6:00 PM (EST)*
0%	Below 1 day prior to meeting	from Sun, Dec 29, 6:01 PM (EST)*

Time left to respond:
7 days 10 hours

Received on: 22 Oct, 2024 at 7:36 AM (EDT)
Respond by: 29 Oct, 2024 at 6:00 PM (EDT)

Kimpton HOTEL EVENTI
849 6th Avenue, New York, United States 10001

30 Dec, 2024 (Mon) 9:00 AM - 6:00 PM

MEETING ROOM

Ventana I \$2,000.00
9:00 AM - 6:00 PM · 30 people

1 x Projector	Free
1 x Screen for video projection	Free
1 x Pinboard	Free
Wifi	Free

FOOD & BEVERAGE

60 x Coffee and snacks break	\$900.00
30 x Lunch as 3-course menu or buffet including one soft drink	\$1,500.00
30 x Unlimited conference drinks (full day)	\$600.00

Total Price **\$5,000.00**

Cancellation policy

By proceeding you accept HRS [Terms & Conditions](#).

DECLINE **CONFIRM & BOOK**

Please note: Selecting "Direct Payment to Venue" means that payment will be made by you directly at the venue upon arrival.

SECTION 6 PAYMENT DETAILS

Step 30: Type the name of the appropriate Sanofi entity into the corporate payment search bar. A drop-down menu will appear—select the correct entity from the list.

PAYMENT INFORMATION
(Required)

Select your desired payment method

Direct payment to venue

Corporate payment

BioTech Solutions, 4500 Innovation Way, Suite 210, Newton, MA 02458, USA

Search

BioTech Solutions,
4500 Innovation Way, Suite 210, Newton, MA 02458, USA

BioTech Aventis
5678 Innovation Way, Suite 300, Cambridge, MA 02139, USA

BioTech Pasteur
1010 Vaccine Way, Suite 200, Atlanta, GA 30301, USA

BILLING ADDRESS

MODIFICATION & CANCELLATION CONDITIONS

percentages show you how much of your original booking volume (incl. taxes and fees) you can reduce by reservation changes without a fee.

60%	Up to 28 days prior to meeting	until Mon, Dec 2, 6:00 PM (EST)
50%	Up to 21 days prior to meeting	until Mon, Dec 9, 6:00 PM (EST)
30%	Up to 14 days prior to meeting	until Mon, Dec 16, 6:00 PM (EST)
10%	Up to 7 days prior to meeting	until Mon, Dec 23, 6:00 PM (EST)*
5%	Up to 1 day prior to meeting	until Sun, Dec 29, 6:00 PM (EST)*
0%	Below 1 day prior to meeting	from Sun, Dec 29, 6:01 PM (EST)*

Time left to respond:
7 days 10 hours

Received on: 22 Oct, 2024 at 7:36 AM (EDT)
Respond by: 29 Oct, 2024 at 6:00 PM (EDT)

Kimpton HOTEL EVENTI
849 6th Avenue, New York, United States 10001

30 Dec, 2024 (Mon) 9:00 AM - 6:00 PM

MEETING ROOM

Ventana I \$2,000.00
9:00 AM - 6:00 PM · 30 people

1 x Projector Free
1 x Screen for video projection Free
1 x Pinboard Free
Wifi Free

FOOD & BEVERAGE

60 x Coffee and snacks break \$900.00
30 x Lunch as 3-course menu or buffet including one soft drink \$1,500.00
30 x Unlimited conference drinks (full day) \$600.00

Total Price **\$5,000.00**

Cancellation policy
By proceeding you accept HRS [Terms & Conditions](#).

DECLINE **CONFIRM & BOOK**



SECTION 6 PAYMENT DETAILS

Step 31: Enter the Purchase Order (PO) number.

PAYMENT INFORMATION (Required)

Select your desired payment method

Direct payment to venue

Corporate payment

BioTech Solutions, 4500 Innovation Way, Suite 210, Newton, MA 02458, USA

Please fill the below details

PO Number

BILLING ADDRESS

4500 Innovation Way, Suite 210, Newton, MA 02458, USA

MODIFICATION & CANCELLATION CONDITIONS

100% free-of-charge until **Mon, Nov 18, 6:00 PM (EST)***

Important note: If you miss the above cancellation deadline, fees may apply. The percentages show you how much of your original booking volume (incl. taxes and fees) you can reduce by reservation changes without a fee.

60%	Up to 28 days prior to meeting	until Mon, Dec 2, 6:00 PM (EST)*
50%	Up to 21 days prior to meeting	until Mon, Dec 9, 6:00 PM (EST)*
30%	Up to 14 days prior to meeting	until Mon, Dec 16, 6:00 PM (EST)*
10%	Up to 7 days prior to meeting	until Mon, Dec 23, 6:00 PM (EST)*
5%	Up to 1 day prior to meeting	until Sun, Dec 29, 6:00 PM (EST)*

Time left to respond:
7 days 10 hours

Received on: 22 Oct, 2024 at 7:36 AM (EDT)
Respond by: 29 Oct, 2024 at 6:00 PM (EDT)

Kimpton HOTEL EVENTI

849 6th Avenue, New York, United States 10001

30 Dec, 2024 (Mon) 9:00 AM - 6:00 PM

MEETING ROOM

Ventana I	\$2,000.00
9:00 AM - 6:00 PM · 30 people	
1 x Projector	Free
1 x Screen for video projection	Free
1 x Pinboard	Free
Wifi	Free

FOOD & BEVERAGE

60 x Coffee and snacks break	\$900.00
30 x Lunch as 3-course menu or buffet including one soft drink	\$1,500.00
30 x Unlimited conference drinks (full day)	\$600.00

Total Price \$5,000.00

Cancellation policy

By proceeding you accept HRS [Terms & Conditions](#).

SECTION 6

PAYMENT DETAILS

Step 32: Review the payment information.

Step 33: Review the provided modification and cancellation conditions.

Step 34: If all is correct, select “Confirm & Book” to complete your booking.

PAYMENT INFORMATION (Required)

Select your desired payment method

Direct payment to venue

Corporate payment

BioTech Solutions, 4500 Innovation Way, Suite 210, Newton, MA 02458, USA

Please fill the below details

PO Number

BILLING ADDRESS

4500 Innovation Way, Suite 210, Newton, MA 02458, USA

MODIFICATION & CANCELLATION CONDITIONS

100% free-of-charge until **Mon, Nov 18, 6:00 PM (EST)***

Important note: If you miss the above cancellation deadline, fees may apply. The percentages show you how much of your original booking volume (incl. taxes and fees) you can reduce by reservation changes without a fee.

60%	Up to 28 days prior to meeting	until Mon, Dec 2, 6:00 PM (EST)*
50%	Up to 21 days prior to meeting	until Mon, Dec 9, 6:00 PM (EST)*
30%	Up to 14 days prior to meeting	until Mon, Dec 16, 6:00 PM (EST)*
10%	Up to 7 days prior to meeting	until Mon, Dec 23, 6:00 PM (EST)*
5%	Up to 1 day prior to meeting	until Sun, Dec 29, 6:00 PM (EST)*

Kimpton HOTEL EVENTI

849 6th Avenue, New York, United States 10001

30 Dec, 2024 (Mon) 9:00 AM - 6:00 PM

MEETING ROOM

Ventana I	\$2,000.00
9:00 AM - 6:00 PM · 30 people	
1 x Projector	Free
1 x Screen for video projection	Free
1 x Pinboard	Free
Wifi	Free

FOOD & BEVERAGE

60 x Coffee and snacks break	\$900.00
30 x Lunch as 3-course menu or buffet including one soft drink	\$1,500.00
30 x Unlimited conference drinks (full day)	\$600.00

Total Price \$5,000.00

Cancellation policy

By proceeding you accept HRS [Terms & Conditions](#).

Time left to respond: **7 days 10 hours**

Received on: 22 Oct, 2024 at 7:36 AM (EDT)
Respond by: 29 Oct, 2024 at 6:00 PM (EDT)

[DECLINE](#) [CONFIRM & BOOK](#)

SECTION 6 CONFIRM AND MANAGE BOOKINGS

Step 35: Review your booking confirmation and manage your reservation from the confirmation page.

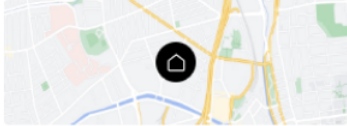
Step 36: Download a PDF of the booking confirmation by clicking “download.”

BOOKINGS OVERVIEW

BOOKING CONFIRMED
 Your booking is now confirmed. You should have received a confirmation email.
 Request ID: **6230936656**

DOWNLOAD
EDIT BOOKING
CANCEL BOOKING

VENUE CONTACT DETAILS



+491746654154

TERMS & CONDITIONS


Modification and Cancellation Conditions

Please review the HRS Cancellation Policy as provided below:

30% Up to **7 days** prior to meeting until Mon, Apr 20, 05:00 PM (CDT)

Important note: The percentages show you how much of the original booking volume (incl. taxes and fees) the booker can reduce by reservation changes or cancellations without a fee.

10% Up to **1 day** prior to meeting until Sun, Apr 26, 06:00 PM (EDT)*



Hyatt Centric Wall Street
 75 Wall Street, New York, United States 10005

27 Apr, 2026 (Mon) 9:00 AM - 6:00 PM

MAIN MEETING ROOM

Pearl \$1,500.00
 9:00 AM - 6:00 PM · 10 people

1 x	Screen for video projection	Free
1 x	Pinboard	Free
1 x	Projector	Free
1 x	Flip chart	Free
	WiFi	Free

FOOD & BEVERAGE

10 x	Lunch as 3-course menu or buffet including one soft drink	\$650.00
10 x	Unlimited conference drinks (full day)	\$300.00

ACCOMMODATION

10 x	Single use guest rooms (with breakfast)	\$350.00
------	---	----------

28 Apr, 2026 (Tue) 9:00 AM - 6:00 PM

Total Price **\$4,650.00**

Cancellation policy Excluding taxes and fees

Cancellation policy becomes binding once the request is confirmed by the venue. You have already accepted the HRS **Terms & Conditions**.



SECTION 7 MANAGE AND APPROVE INVOICE

Step 37: After service is provided, the venue will send an invoice directly to HRS.

Step 38: HRS will send you an email containing a link to your digitized invoice. Click the link to review and approve the invoice.

Please note: You will receive an email from meeting@paperless.hrs.com.

Please authorise an invoice for contract 374538

From: meeting@paperless.hrs.com

Sent: 25.10.2024 12:38

To: planner@sanofi.com

Subject: Please authorise an invoice for contract 374538



Request to release an invoice for contract 374538

Dear Sir or Madam,

We have detected a discrepancy in invoice no. 535054 issued for contract **374538** by provider **FOUR SEASONS SILICON VALLEY**.

Meeting Start: 13.07.2024

Meeting Name: VIP Group

Please follow the link in the reservation [here](#) to release or reject the invoice(s).

Best regards,

Your HRS Support Team

SECTION 7

MANAGE AND APPROVE INVOICE

Step 39: The invoice approval page provides an overview, highlighting any discrepancies between the invoice and the contract.

Step 40: Switch the radio button to the right to approve services or left to reject services.

Elements of approval page:

Meta information

MEETING NUMBER - MEETING TITLE From: 16.12.2019 → To: 18.12.2019

Customer Information

SMART BILLING TEST COMPANY

4200 Innovation Way, Suite 200
Max Mustermann
+49 (123) 4067890

[Terms And Conditions](#)

Supplier Information

DEMO HOTEL

447 Madison Avenue, New York
noreply@demo.demo
+ (49) 700 432 1
N/A

Contract No.	Contract PDF	Contract amount	Invoice Amount	Invoice PDF	Invoice Status
289066		\$ 5,736.00	\$ 56.00 \$ 5,736.80		Waiting for Approval Approved

Difference between contract and invoice: \$ 5,736.00 vs \$ 5,832.60 (\$ 96.60 (+1.7%))

List of services

Contracted Services	Qty	Price (USD)	Total (USD)	Invoices Services	Qty	Price (USD)	Total (USD)	Approve
Meeting Package								
Package	17.12.2019	70	97.00	Executive Meeting Package	17.12.2019	70	85.00	<input type="radio"/> <input checked="" type="radio"/>
Package	18.12.2019	70	6,790.90	Executive Meeting Package	18.12.2019	70	85.00	<input type="radio"/> <input checked="" type="radio"/>
Package	16.12.2019	30	1,850.90	Executive Meeting Package	16.12.2019	30	91.00	<input type="radio"/> <input checked="" type="radio"/>
Additional Service								

List of invoices

Confirmation button for saving decisions

Approve all

Request 2nd approval

Comparison of contract amount vs. invoices amount

Click on icon to view contract

Click on icon to view invoice

Toggles to decide between approve and reject

Please note: You can forward the invoice to a second-level approver's email address for further review.



SECTION 7 MANAGE AND APPROVE INVOICE

Step 41: If all services are approved, select “Approve All” to confirm invoice.

Step 42: If any services are rejected, the hotel is automatically notified, and the rejection process is initiated.

Please note: Payment is only released to the venue after all services within the invoice are approved.

MO00006 - TEST CY MEETINGCENTER From: 30.09.2020 → To: 01.10.2020 Help ?

Customer Information

MEET DEMO COMPANY
4200 Innovation Way, Suite 200
Linh Dinh
[Terms And Conditions](#)
N/A

Supplier Information

TEST CY MEETINGCENTER
447 Madison Avenue, New York
c.young@itelya.de
+ (49) 952 245 749 14
N/A

Contract No.	Contract PDF	Contract amount	Invoice Amount	Invoice PDF	Invoice Status
841026		\$ 2,598.00	\$ 2,684.84		Waiting for Approval

\$ 2,598.00 \$ 2,684.84
Difference between contract and invoice \$ 86.84 (+3.34%)

Approve all

Services different to contract

Contracted Services	Qty	Price (EUR)	Total (EUR)	Invoices Services	Qty	Price (EUR)	Total (EUR)	Approve
Additional Service								
Room rent	30.09.2020	1	150.00	Main hall with seating	30.09.2020	1	220.00	<input checked="" type="checkbox"/>
Parking	01.10.2020	12	96.00	Parking	01.10.2020	7	8.00	<input checked="" type="checkbox"/>

Reject Error

* Please input the reason why you do not accept this service!

Comment

No Yes

SECTION 7

MANAGE AND APPROVE INVOICE

Step 43: After your approval is released, the invoice is sent to Coupa for final approval, after which payment will be released to the venue.

COST ACCEPTANCE - FINAL APPROVAL		
Payment information for services paid by the firm of Meet Demo Company		
Details of hotel and booking:		
Hotel name:	TEST CY MEETINGCENTER	
Meeting name:	TEST CY Meetingcenter	
Contract number:	841026	
Hotel – offer number:		
Invoice number:	0210L/4	
Meeting start: 30.09.2020	Meeting end: 01.10.2020	Total days meeting: 1
Approved meeting expenses: 2628.00 EUR		
The amount on the credit card is now approved by the customer for (final) debit.		
Credit card details:		
Bookings and payments for the approved hotel services are carried out on behalf of the company and only with the company name and details set out in "Details for invoicing" by charging the added credit card. Only this credit card is valid for the invoice.		
The credit card must be debited in EUR.		
Card number:	XXXX XXXX XXXX 1716	
Valid :	04/21	
Card holder:	ITELYA GmbH & Co. KG	
Contact details:		
Questions about invoicing and cost acceptance will be answered by:		
HRS Support Team		
Tel.: +49 (0) 9522 301 30 92 – Email: meeting@smartbilling.com		



SECTION 7

ADDITIONAL SUPPORT

For support resources, visit our Knowledge Base, where you'll find detailed video tutorials and answers to frequently asked questions (FAQs).

It's your one-stop resource to get the most out of HRS Connect. Access it anytime at:

<https://www.hrs.com/enterprise/sanofi-knowledge-base/>.

