



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 26
7	ADDITIONAL SUPPORT	PAGE 30



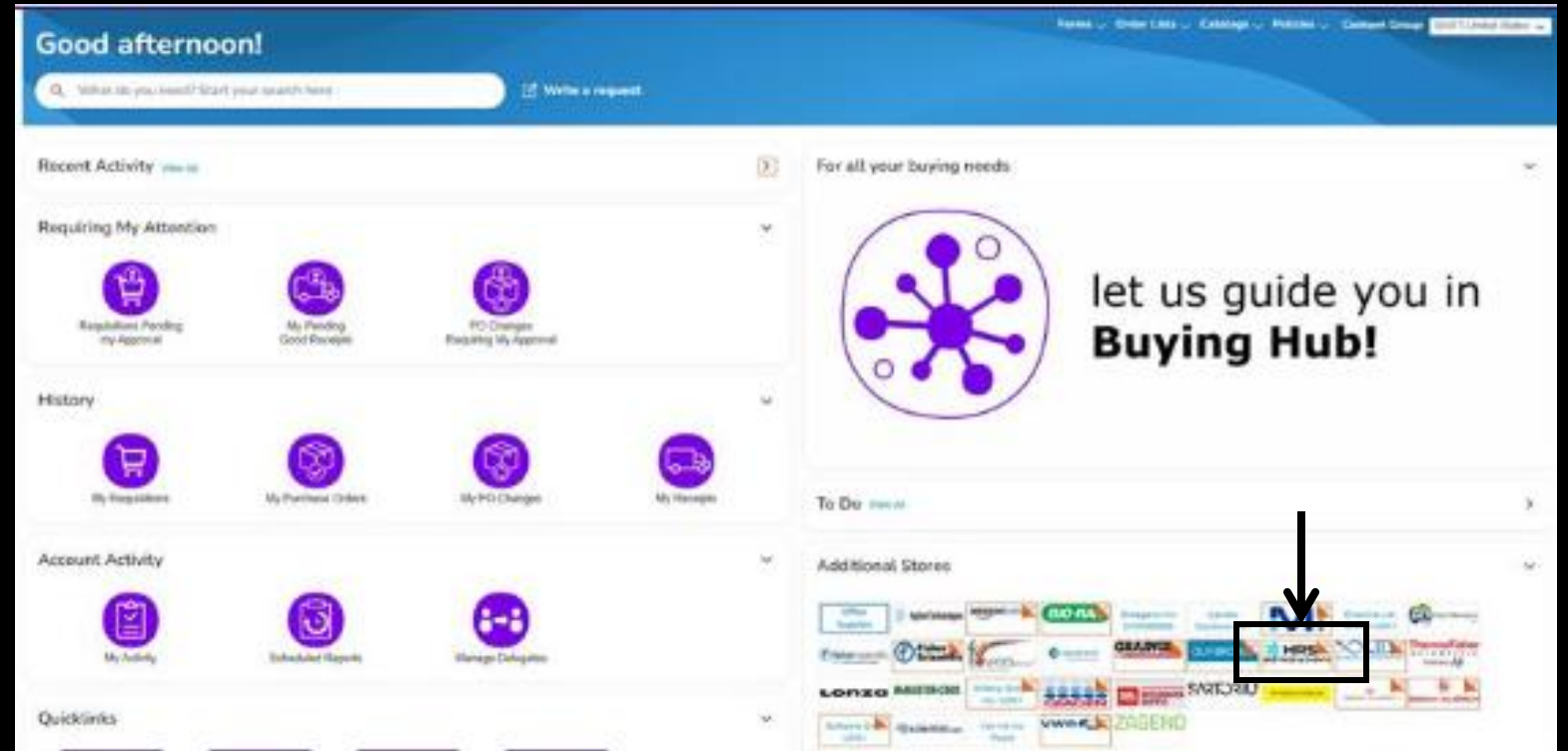
SECTION 1

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.





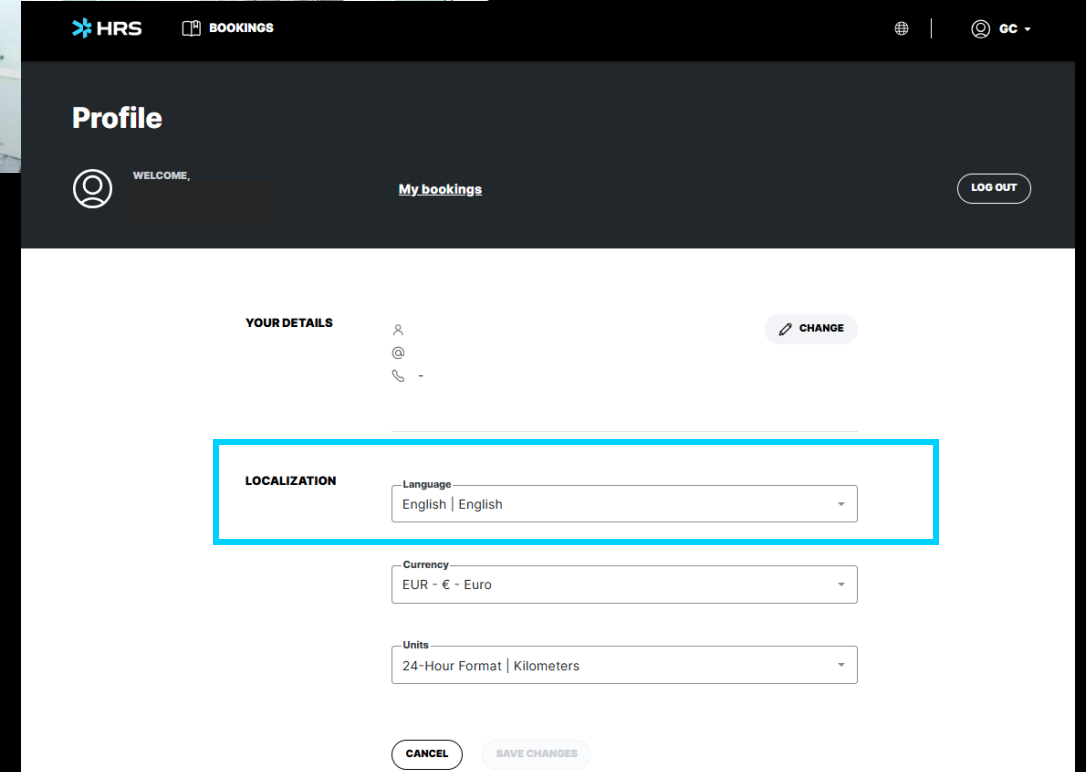
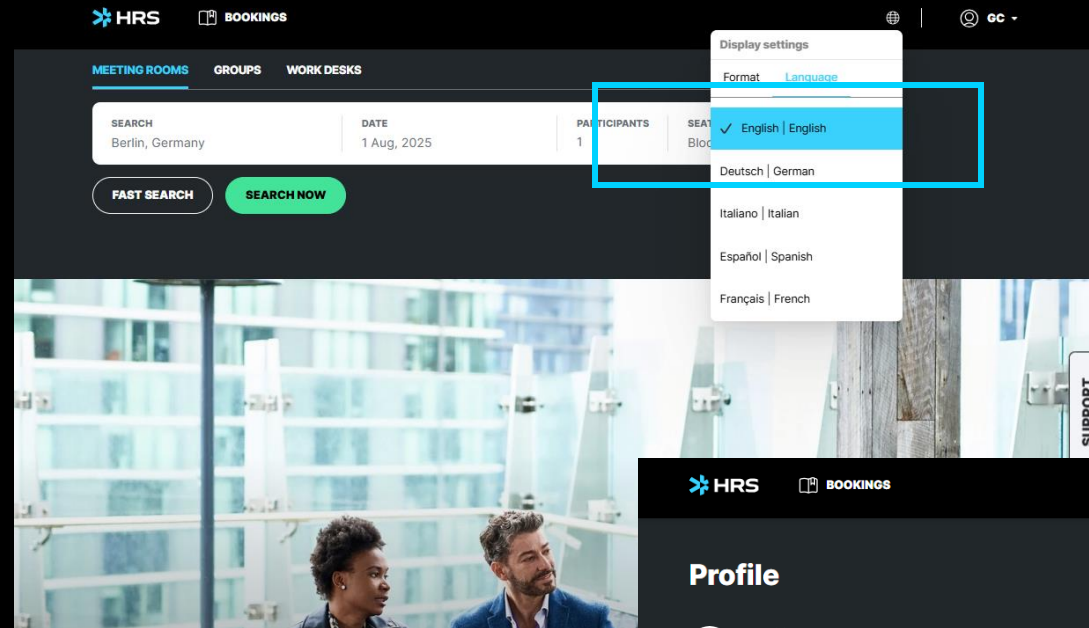
SECTION 2

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.

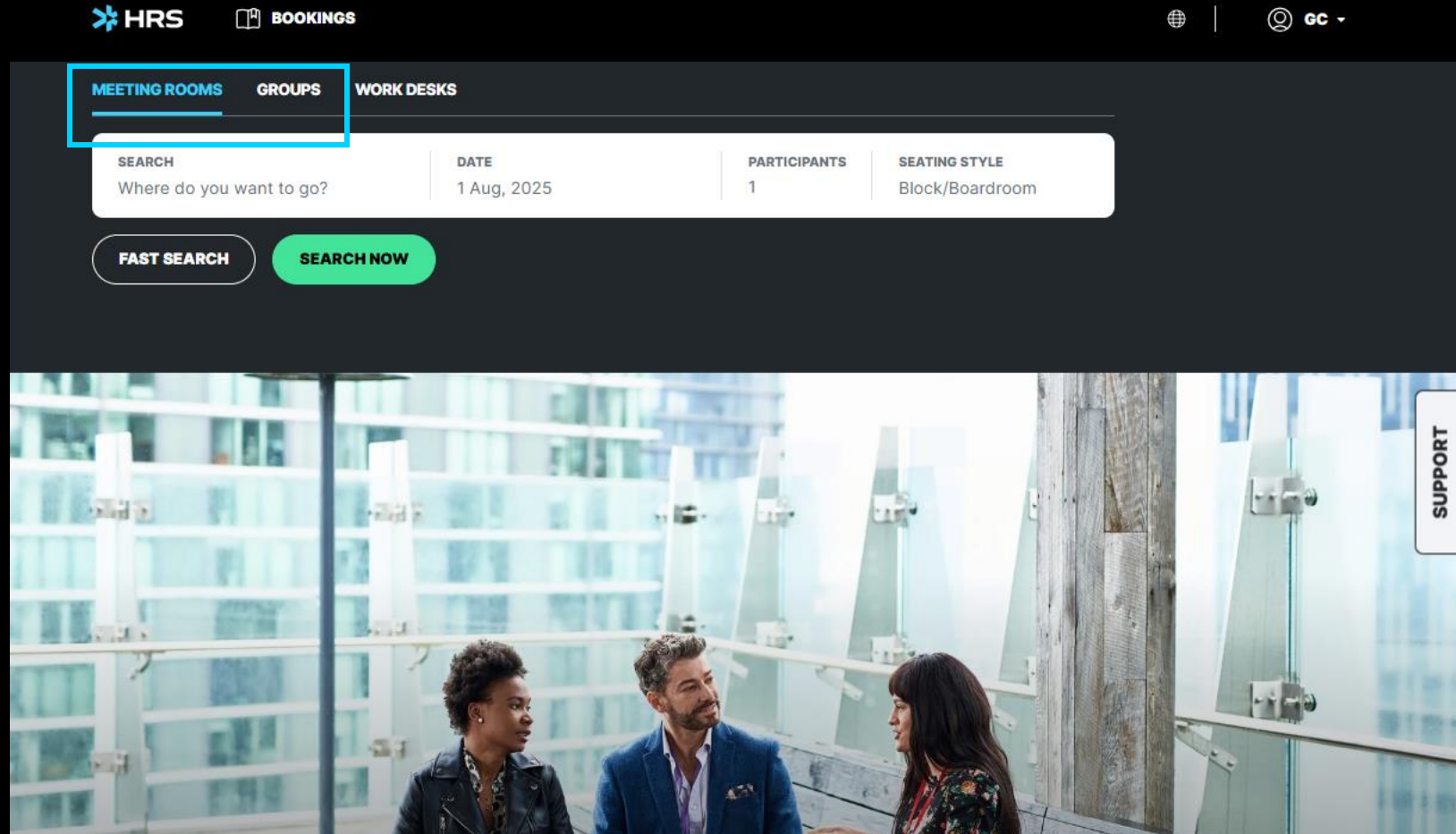


SECTION 2

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.



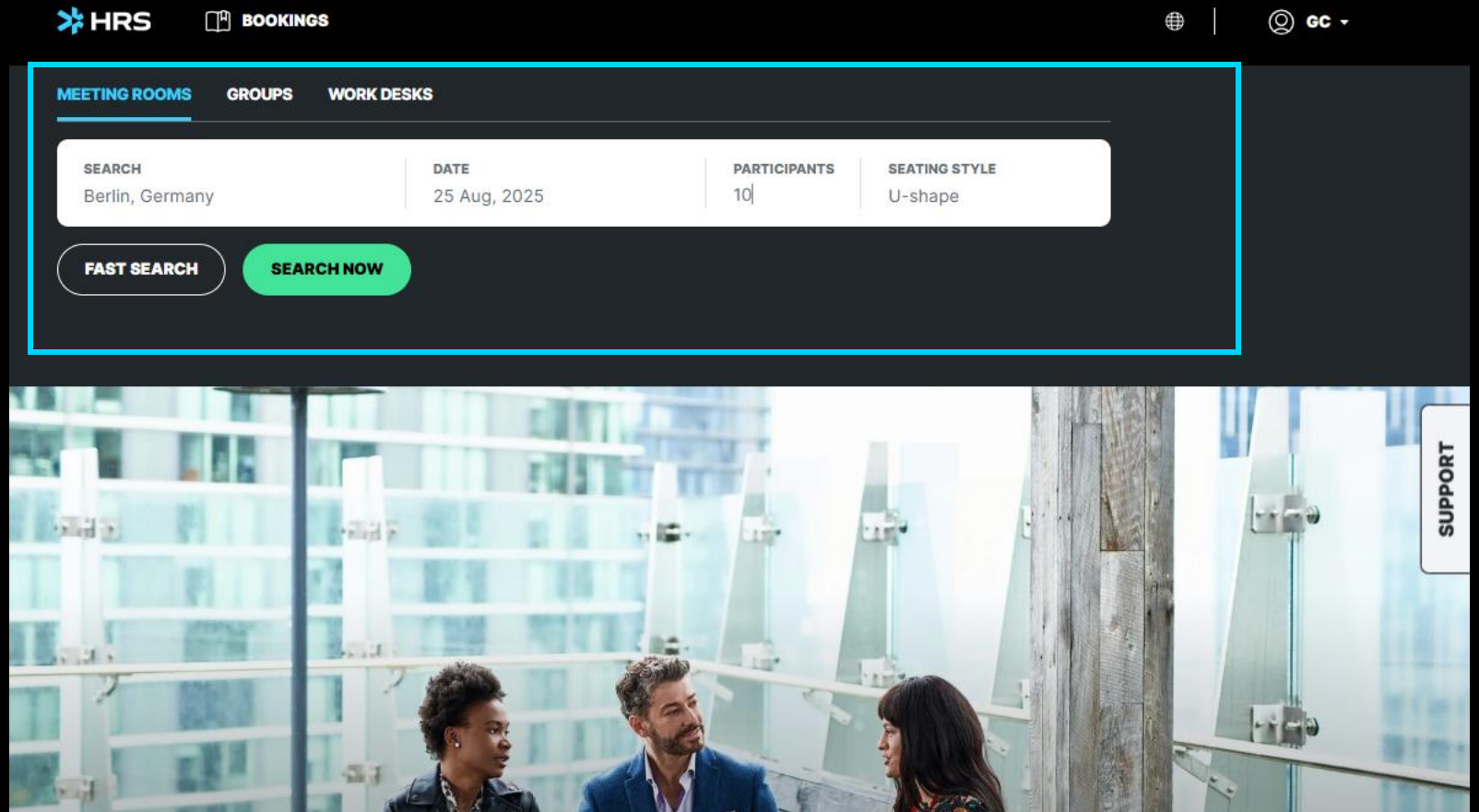
The screenshot shows the HRS website interface. At the top, there is a navigation bar with the HRS logo, a 'BOOKINGS' button, and a user profile icon labeled 'GC'. Below this is a search bar with three tabs: 'MEETING ROOMS' (highlighted with a red box), 'GROUPS', and 'WORK DESKS'. The search bar contains the following fields: 'SEARCH' with the placeholder text 'Where do you want to go?', 'DATE' with the value '1 Aug, 2025', 'PARTICIPANTS' with the value '1', and 'SEATING STYLE' with the value 'Block/Boardroom'. Below the search bar are two buttons: 'FAST SEARCH' and 'SEARCH NOW'. The bottom of the page features a large image of three people (two women and one man) standing on a balcony with a glass railing, looking out at a modern building. A vertical 'SUPPORT' button is visible on the right side of the image.

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.



The screenshot displays the HRS website's search interface. At the top, the HRS logo and 'BOOKINGS' are visible. Below the navigation bar, there are three tabs: 'MEETING ROOMS' (selected), 'GROUPS', and 'WORK DESKS'. A search form is present with four fields: 'SEARCH' (containing 'Berlin, Germany'), 'DATE' (containing '25 Aug, 2025'), 'PARTICIPANTS' (containing '10'), and 'SEATING STYLE' (containing 'U-shape'). Below the form are two buttons: 'FAST SEARCH' and 'SEARCH NOW'. The background of the website shows a modern office interior with large windows and people working.

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

FAST SEARCH **SEARCH NOW**

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

7

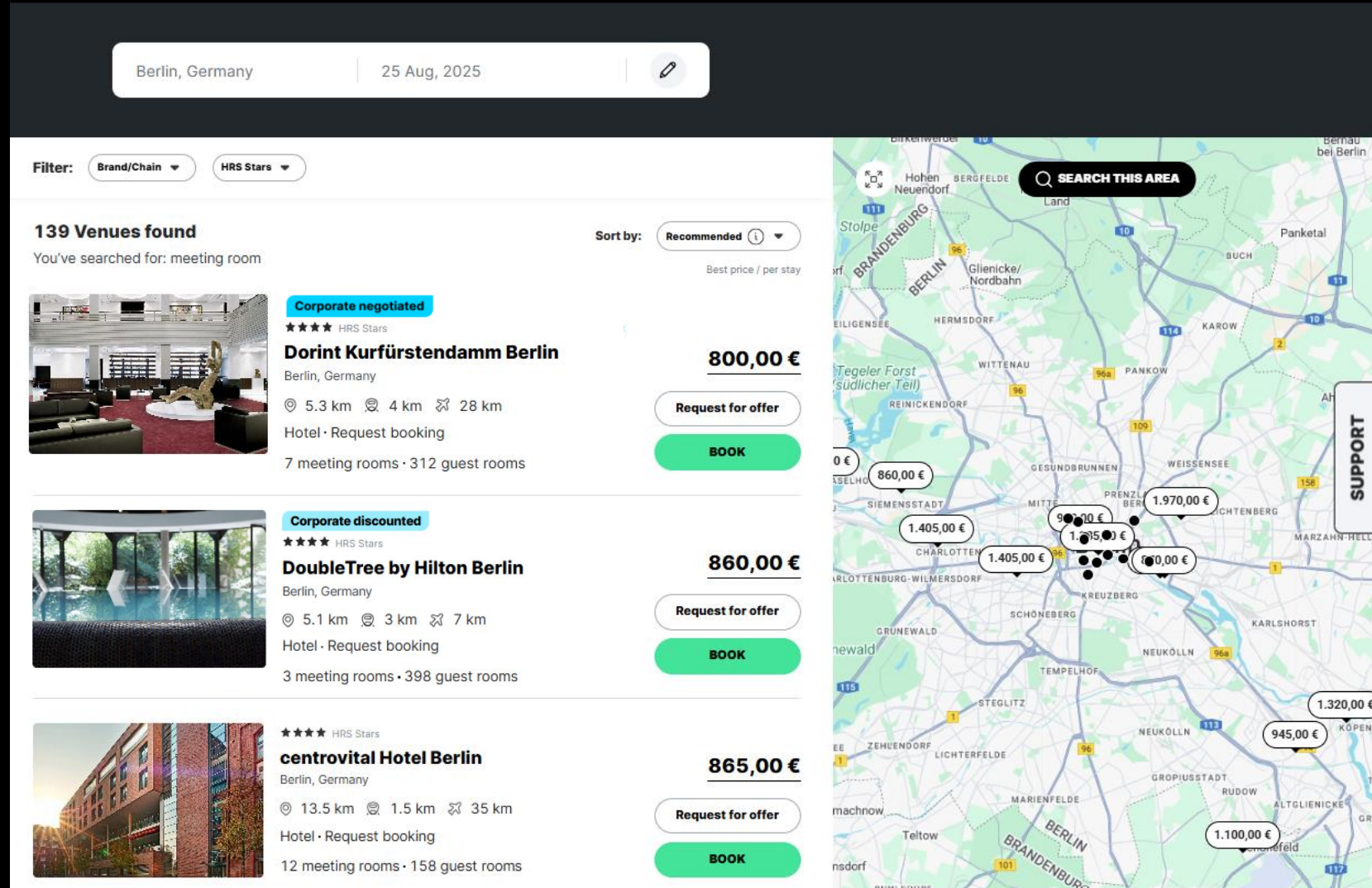
SECTION 4

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.



HRS BOOKINGS

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

Corporate negotiated
★★★★ HRS Stars
Dorint Kurfürstendamm Berlin
Berlin, Germany
5.3 km 4 km 28 km
Hotel · Request booking
7 meeting rooms · 312 guest rooms
800,00 €
Request for offer
BOOK

Corporate discounted
★★★★ HRS Stars
DoubleTree by Hilton Berlin
Berlin, Germany
5.1 km 3 km 7 km
Hotel · Request booking
3 meeting rooms · 398 guest rooms
860,00 €
Request for offer
BOOK

★★★★ HRS Stars
centrovital Hotel Berlin
Berlin, Germany
13.5 km 1.5 km 35 km
Hotel · Request booking
12 meeting rooms · 158 guest rooms
865,00 €
Request for offer
BOOK

SEARCH THIS AREA

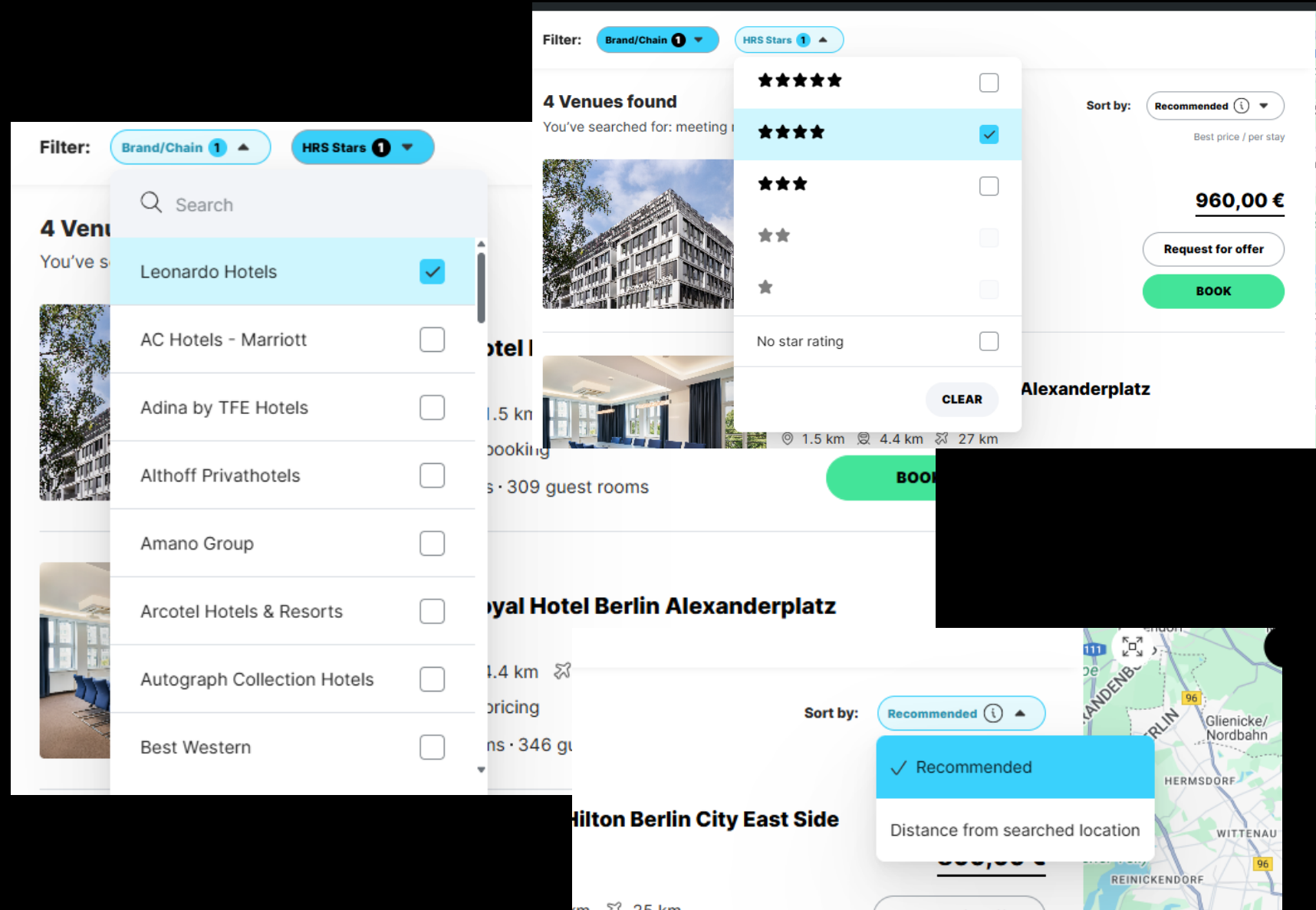
SUPPORT

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

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

Request for offer

INCLUDED IN OFFER:
✓ Meeting rooms
✓ Equipment

MORE PHOTOS

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

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
0.5 mi 1.2 mi 12 mi
Hotel - Request pricing
10 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.



New York, United States
NoMo SoHo
0.6 mi 1.9 mi 8.8 mi
Apartment hotel · Request pricing
8 meeting rooms · 264 guest rooms
[Request for offer](#)



New York, United States
The James New York - NoMad
2.4 mi 0.6 mi 8 mi
Apartment hotel · Request pricing
8 meeting rooms · 337 guest rooms
[Shortlisted](#)



New York, United States
Royalton Park Avenue
2.4 mi 0.9 mi 8 mi
Apartment hotel · Request pricing
4 meeting rooms · 249 guest rooms
[Shortlisted](#)



New York, United States
Refinery Hotel New York
2.9 mi 0.6 mi 9 mi
Hotel · Request pricing
1 meeting room · 197 guest rooms
[Shortlisted](#)



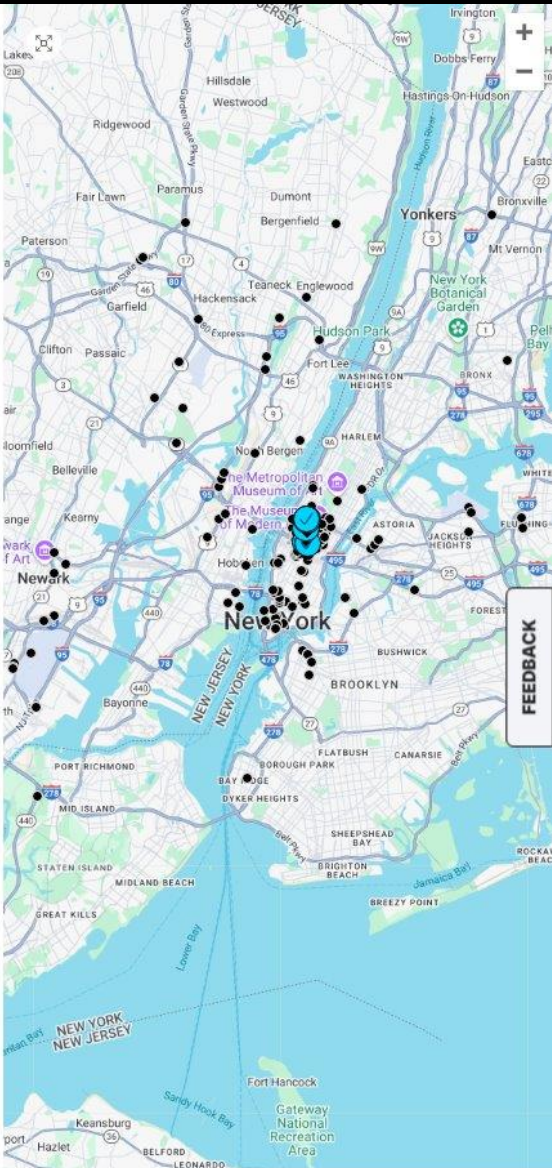
New York, United States
Millennium Premier New York Times Square
3.2 mi 0.6 mi 10 mi
Hotel · Request pricing
10 meeting rooms · 124 guest rooms
[Shortlisted](#)



New York, United States
Millennium Hotel Broadway Times Square
3.2 mi 0.6 mi 10 mi
Hotel · Request pricing
3 meeting rooms · 626 guest rooms
[Shortlisted](#)

Select up to 5 venues
Done! Let's request offers





[COMPARE](#)[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






GC


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 ⓘ	☐	☐
Food & Beverage	☐	☐
Accommodation Incl. Breakfast	☐	☐

ⓘ 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.






GC


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 ⓘ	☐	☐
Food & Beverage	☐	☐
Accommodation Incl. Breakfast	☐	☐

ⓘ 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

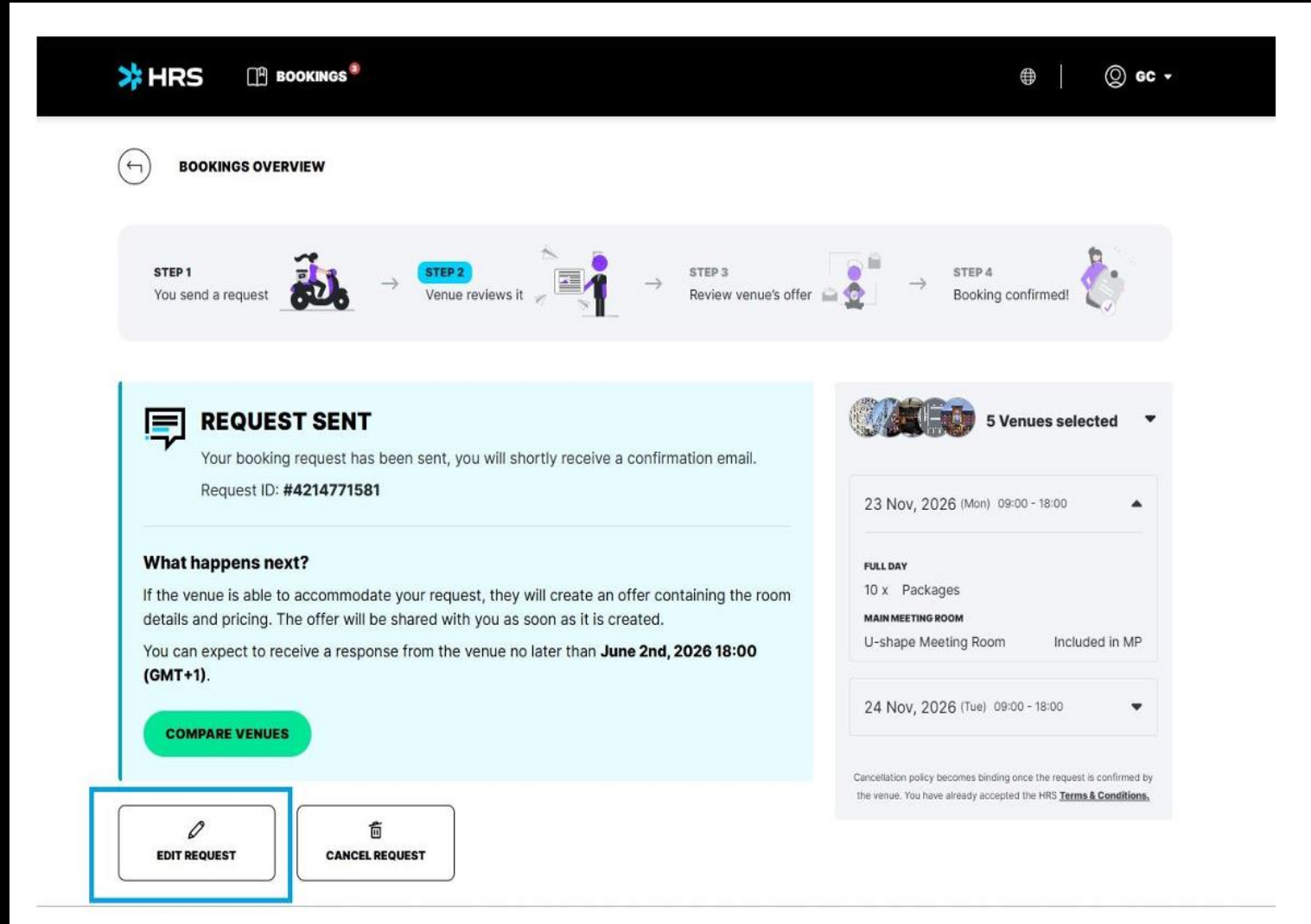
The cancellation policy becomes binding only if you accept the venue's offer. By proceeding you accept the HRS [Terms & Conditions](#).

SECTION 5

REQUEST OFFERS

Step 22: Select “Edit Request” to update meeting details before making the final booking decision.

Step 23: Review the updated information and save your changes. The updated request will be shared with suppliers for review.



The screenshot displays the HRS Bookings Overview interface. At the top, the HRS logo and 'BOOKINGS' are visible. Below, a 'BOOKINGS OVERVIEW' section shows a four-step process: STEP 1 (You send a request), STEP 2 (Venue reviews it), STEP 3 (Review venue's offer), and STEP 4 (Booking confirmed!).

The main content area is titled 'REQUEST SENT' and includes the text: 'Your booking request has been sent, you will shortly receive a confirmation email. Request ID: #4214771581'. Below this, a section 'What happens next?' explains that the venue will create an offer and share it, with a response expected by June 2nd, 2026 18:00 (GMT+1). A green 'COMPARE VENUES' button is present.

On the right, a sidebar shows '5 Venues selected' and details for two dates: 23 Nov, 2026 (Mon) 09:00 - 18:00 and 24 Nov, 2026 (Tue) 09:00 - 18:00. The details for the 23rd include 'FULL DAY', '10 x Packages', and 'MAIN MEETING ROOM' (U-shape Meeting Room, Included in MP).

At the bottom, two buttons are visible: 'EDIT REQUEST' (highlighted with a red box) and 'CANCEL REQUEST'.

Note: You can modify request details without creating a new request, helping keep all communication and updates within Connect.

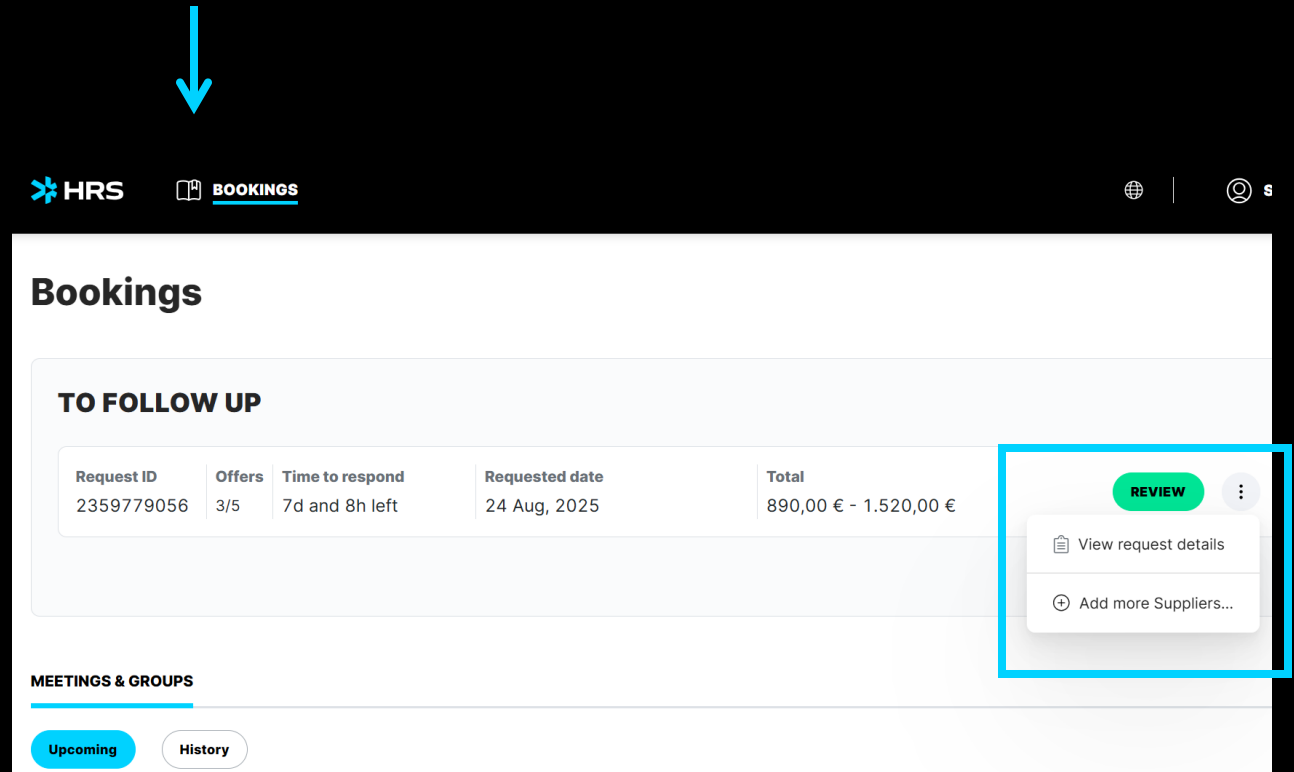
SECTION 5

REVIEW RECORDS

Step 24: 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 25: In case the offers are not fitting your preferences, you can forward your request to more suppliers.



The screenshot shows the HRS Bookings dashboard. At the top, there's a navigation bar with the HRS logo and a 'BOOKINGS' tab. Below this, the 'Bookings' section is titled. Underneath, there's a 'TO FOLLOW UP' section containing a table with request details. A red box highlights the 'REVIEW' button and the 'View request details' and 'Add more Suppliers...' options in the dropdown menu.

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

MEETINGS & GROUPS

Upcoming 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 26:** 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.

Compare and select venues

	 W New York Union Squ... 213 Park Avenue South, New York, Unite...	 Hyatt Centric Wall Street 75 Wall Street, New York, United States ...	 InterContinental Hotel... 267 West 44th Street, New York, United...
Confirm by ⓘ	17 Jul, 2026 7 days 7 hours left	17 Jul, 2026 7 days 7 hours left	17 Jul, 2026 7 days 7 hours left
Modification and Cancellation Conditions	Your Company's Cancellation Policy	Your Company's Cancellation Policy	Your Company's Cancellation Policy
Deposit	\$100.00 on 23 Jul, 2026	\$800.00 on 30 Jul, 2026	\$100.00 on 28 Jul, 2026
TOTAL	\$3,430.00 Excluding taxes and fees SELECT	\$3,500.00 Excluding taxes and fees SELECT	\$8,690.00 Excluding taxes and fees SELECT
Actions	NEGOTIATE	NEGOTIATE	NEGOTIATE
Negotiation success	-	-	New deposit terms

Note: Some services may display a " Third Party " label, indicating that the service will be fulfilled by an external provider rather than directly by the venue.



SECTION 5

SELECT OFFER

Step 27 (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

			
	W New York Union Squ... 213 Park Avenue South, New York, Unite...	Hyatt Centric Wall Street 75 Wall Street, New York, United States ...	InterContinental Hotel... 267 West 44th Street, New York, United...
Confirm by ⓘ	17 Jul, 2026 7 days 7 hours left	17 Jul, 2026 7 days 7 hours left	17 Jul, 2026 7 days 7 hours left
Modification and Cancellation Conditions	Your Company's Cancellation Policy	Your Company's Cancellation Policy	Your Company's Cancellation Policy
Deposit	\$100.00 on 23 Jul, 2026	\$800.00 on 30 Jul, 2026	\$100.00 on 28 Jul, 2026
TOTAL	\$3,430.00 Excluding taxes and fees	\$3,500.00 Excluding taxes and fees	\$8,690.00 Excluding taxes and fees
	SELECT	SELECT	SELECT
Actions	NEGOTIATE	NEGOTIATE	NEGOTIATE
Negotiation success	-	-	New deposit terms

SECTION 5

SELECT OFFER

Step 28: To download a PDF of the offers, click the ellipsis and then download

Step 29: From the pop-up, select whether you want to download a PDF of an individual offer, or the offer comparison

Compare and select venues

1 Time left to offer: 1 day 24 hours

2 Time left to confirm: 7 days 11 hours

	Towers Lotte New York P...	InterContinental Hotels...	Hyatt
Venue type	Hotel	Hotel	
Venue character	Urban	Urban	
TOTAL	\$5,200.00 (VAT included)	\$3,660.00 (VAT included)	\$6,100.00 (VAT included)
	SELECT	SELECT	SELECT

DAY 1 30 Dec 2022

MEETING ROOM 1
Time: 9:00 AM - 6:00 PM
Room setup: Classroom
Participants: 30 people

	Gold Room	Central Park II			
Room rental	\$2,500.00	\$1,250.00	\$1,500.00	\$1,000.00	\$2,000.00
Room size	50 sq m / 538 sq ft	1025 sq m / 11033 sq ft	100 sq m / 1076 sq ft	486 sq m / 5231 sq ft	170 sq m / 1830 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 30: 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 therefore request a PO up to 40% higher than the quoted amount.
- Please add a comment to your requisition to ensure smooth approval flow: **“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.**

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

1 x Screen for video projection

1 x Pinboard

Wifi

Free

Free

Free

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

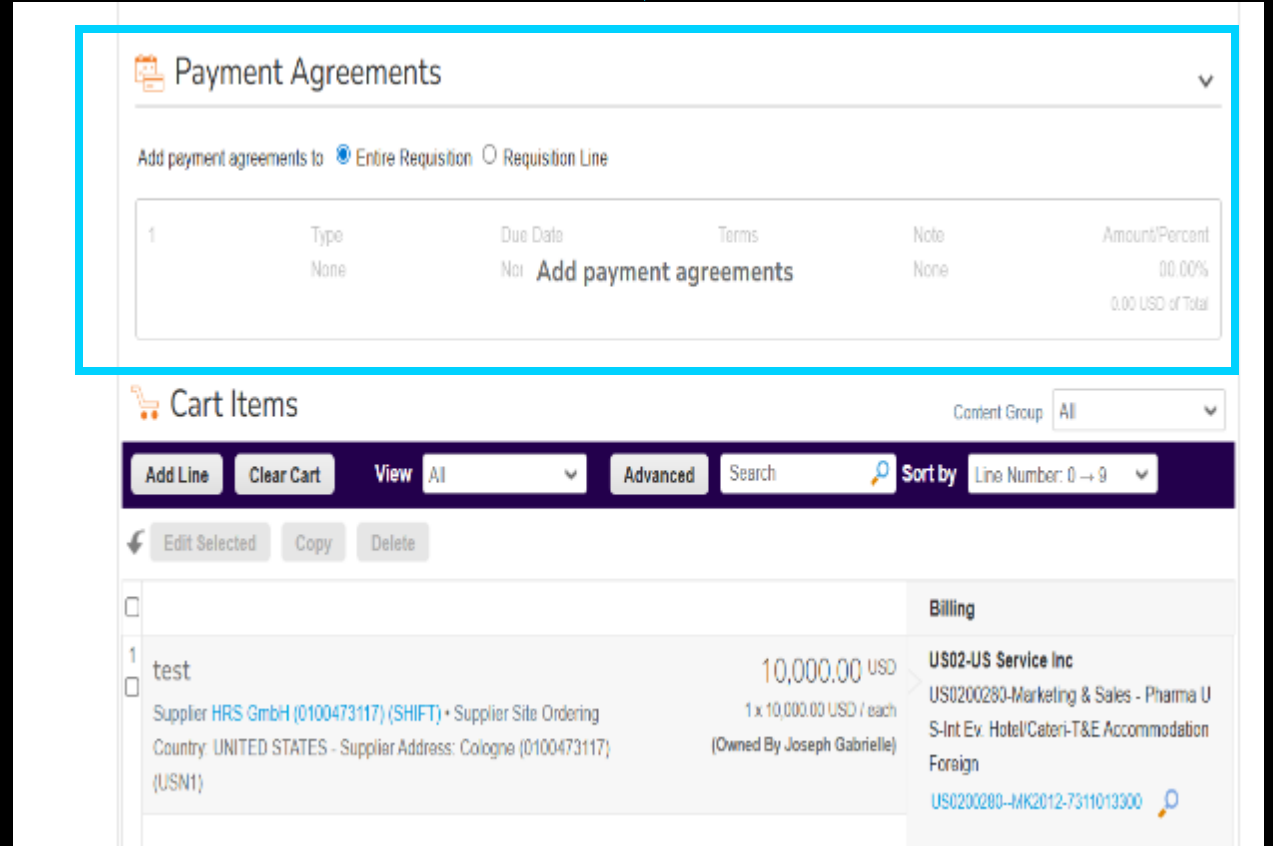
*Please note: Expired offers can be reopened by requesting a new option date in Connect. Additional extension requests can be submitted if the supplier does not respond before the response deadline. You can request an extended Option Date as shown in Step 18.

SECTION 6

PURCHASE ORDER CONTINUED

- Step 31 (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 'Payment Agreements' section is highlighted with a red box. Below it, the 'Cart Items' section is visible, showing a single item with a quantity of 1 and a total amount of 10,000.00 USD. The 'Payment Agreements' section includes a table with columns: 1, Type, Due Date, Terms, Note, and Amount/Percent. The table contains one row with the following data: 1, None, No, Add payment agreements, None, 00.00%, 0.00 USD of Total.

1	Type	Due Date	Terms	Note	Amount/Percent
1	None	No	Add payment agreements	None	00.00% 0.00 USD of Total

Below the 'Payment Agreements' section, the 'Cart Items' section is visible. It includes a table with columns: 1, test, Supplier HRS GmbH (0100473117) (SHIFT) • Supplier Site Ordering Country: UNITED STATES - Supplier Address: Cologne (0100473117) (USN1), 10,000.00 USD, 1 x 10,000.00 USD / each (Owned By Joseph Gabrielle), and Billing. The 'Billing' column contains the text: US02-US Service Inc, US0200280-Marketing & Sales - Pharma U, S-Int Ev. Hotel/Cateri-T&E Accommodation Foreign, and US0200280-MK2012-7311013300.



SECTION 6

PAYMENT DETAILS

Step 32: 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.

PAYMENT INFORMATION
(Required)

BILLING ADDRESS

MODIFICATION & CANCELLATION CONDITIONS

Select your desired payment method

☐ Direct payment to venue

☒ Corporate payment

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

Q 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

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

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.

Received on:

22 Oct, 2024 at 7:36 AM (EDT)

Respond by:

29 Oct, 2024 at 6:00 PM (EDT)

Time left to respond:

7 days 10 hours

DECLINE

CONFIRM & BOOK



SECTION 6

PAYMENT DETAILS

Step 34: 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
12345678

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](#).

DECLINE

CONFIRM & BOOK

Please note: Coupa will be integrated with HRS connect for automatic PO generation at a later date.



SECTION 6

PAYMENT DETAILS

Step 35: Review the payment information.

Step 36: Review the provided modification and cancellation conditions.

Step 37: 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
12345678

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](#).

DECLINE

CONFIRM & BOOK

SECTION 6

CONFIRM AND MANAGE BOOKINGS

Step 38: Review your booking confirmation and manage your reservation from the confirmation page.

Step 39: 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.

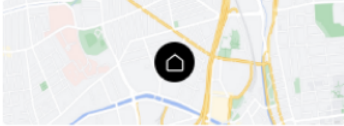
Request ID: **6230936656**


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](#).

Note: Use **Edit Booking** to modify a confirmed booking. Booking changes can be requested up to **24 hours** before the meeting.



SECTION 6

CONFIRM AND MANAGE BOOKINGS

Step 40: Use **Book Again** to create a new request based on a previous meeting, helping save time when planning similar meetings and events.

Step 41: Review and update the pre-filled details as needed before submitting the new request.

HRS

BOOKINGS

| **ec**

Bookings

TO FOLLOW UP

Request ID	Offers	Expires in	Requested date	
5471184167	0/5	3d and 11h left	4 Oct, 2026	REVIEW

MEETINGS & GROUPS

Upcoming

History

Booking ID	Date	Location	Venue name	Booking type	Price	Status	
2980791312	1 Jul, 2026	London	Clayton Chiswick	Meeting	£2,300.00	Confirmed	Book again Manage deputies
1114127499	1 Jul, 2026	London	THE ROYAL HORSEGUARDS	Bedroom	1,000,00 €		
7321601659	2 Jul, 2026	London	Clayton Chiswick	Meeting	£1,500.00	Confirmed	

←

RE-BOOK REQUEST

#2980791312 · London, United Kingdom · 7 Jul, 2026

6 Jul, 2026

ADD ACCOMMODATION

DAY 1

7 Jul, 2026
(9:00 AM - 6:00 PM)

Participants
10

ADD COMMENT

Individual Pricing

Meeting package

Half day

Full day

Full day with dinner

FULL DAY PACKAGE

Meeting Room & Equipment

Main Meeting Room

Time: 9:00 AM - 6:00 PM

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

Extra food & beverage

Accommodation

10 x Single use guest rooms (with breakfast)

BACK

SEARCH NOW

Note: Book Again copies the previous request setup and requirements, but **does not copy** venue selections, offers, or the previously booked hotel. A new sourcing process will be created for the request.



SECTION 7

MANAGE AND APPROVE INVOICE

Step 42: After service is provided, the venue will send an invoice directly to HRS.

Step 43: 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 44: The invoice approval page provides an overview, highlighting any discrepancies between the invoice and the contract.

Step 45: 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
Terms And Conditions
+49 (0)231 4067890

Supplier Information

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

List of invoices

Contract No.	Contract PDF	Contract amount	Invoice Amount	Invoice PDF	Invoice Status
269066		\$ 5,736.00	\$ 5,833.69		Waiting for Approval
		\$ 5,736.00	\$ 5,736.00		Approved

Click on icon to view contract

Click on icon to view invoice

Confirmation button for saving decisions

Approve all ☐ ☒ Request 2nd approval Confirm

List of services

Comparison of contract amount vs. invoices amount

Difference between contract and invoice \$ 96.69 (+1.7%)

Services different to contract

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	☐ ☒
Package	18.12.2019	70	97.00	Executive Meeting Package	18.12.2019	70	85.00	☐ ☒
Package	16.12.2019	30	95.00	Executive Meeting Package	16.12.2019	30	91.00	☐ ☒
Additional Service								

Toggles to decide between approve and reject

SECTION 7

MANAGE AND APPROVE INVOICE

Step 46: If all services are approved, select “Approve All” to confirm invoice.

Step 47: If any services are rejected, the hotel is automatically notified, and the rejection process is initiated.

MO00006 - TEST CY MEETINGCENTER

From: 30.09.2020 → To: 01.10.2020

Help

Customer Information

Supplier Information

MEET DEMO COMPANY

4200 Innovation Way, Suite 200

Linh Dinh

Terms And Conditions

N/A

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

Escalate to 2nd level

Confirm

Services different to contract

Contracted Services	Qty	Price (EUR)	Total (EUR)	Invoices Services	Qty	Price (EUR)	Total (EUR)	Approve
Room rent	30.09.2020	1	150.00	Main hall with seating	30.09.2020	1	220.00	☒
Parking	01.10.2020	12	96.00	Parking	01.10.2020	7	8.00	☒

Reject Error

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

Comment

Close Save

No

Yes

SECTION 7

MANAGE AND APPROVE INVOICE

Step 48: 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/>.

