



HRS CONNECT SANOFI USER GUIDE

2026

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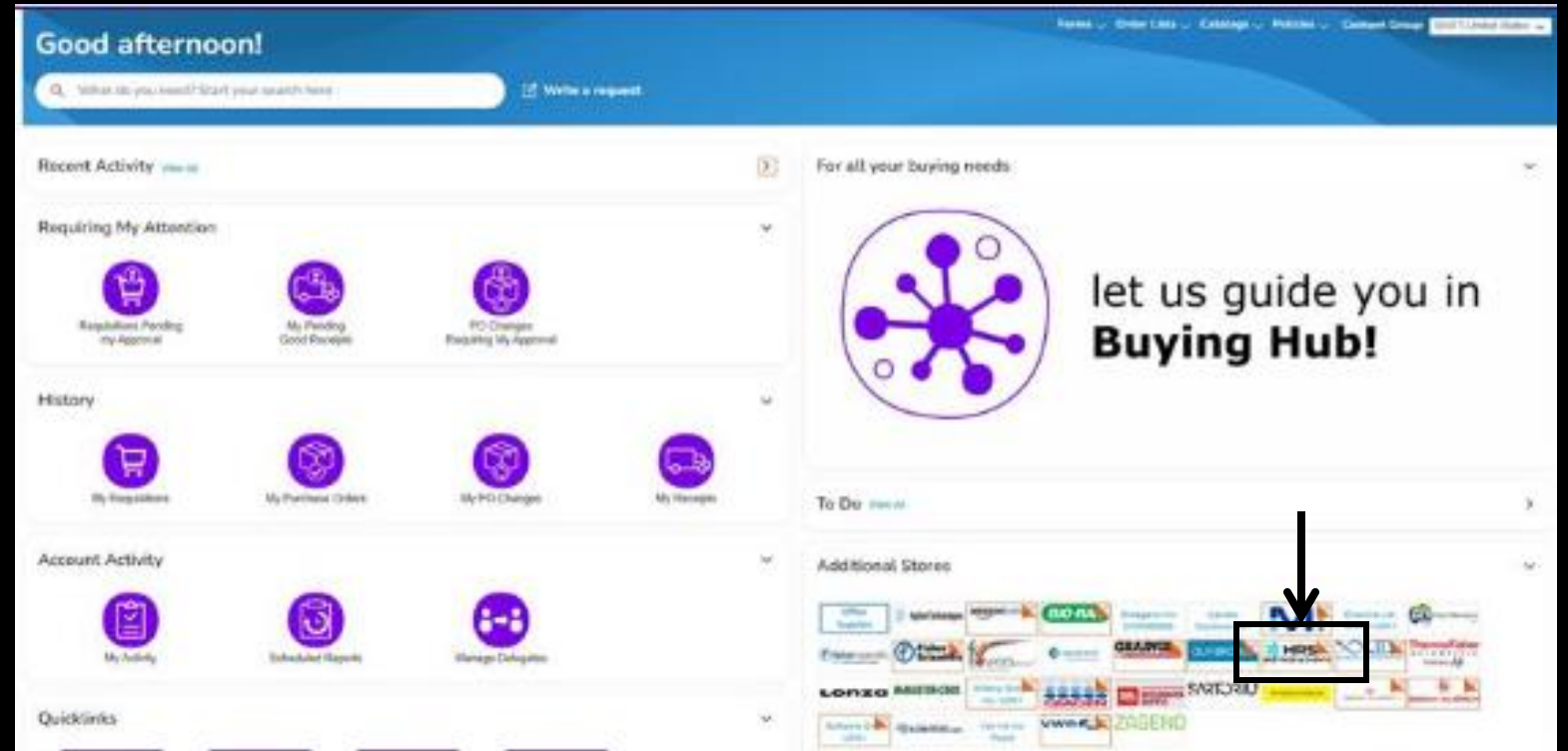
SECTION 1

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.





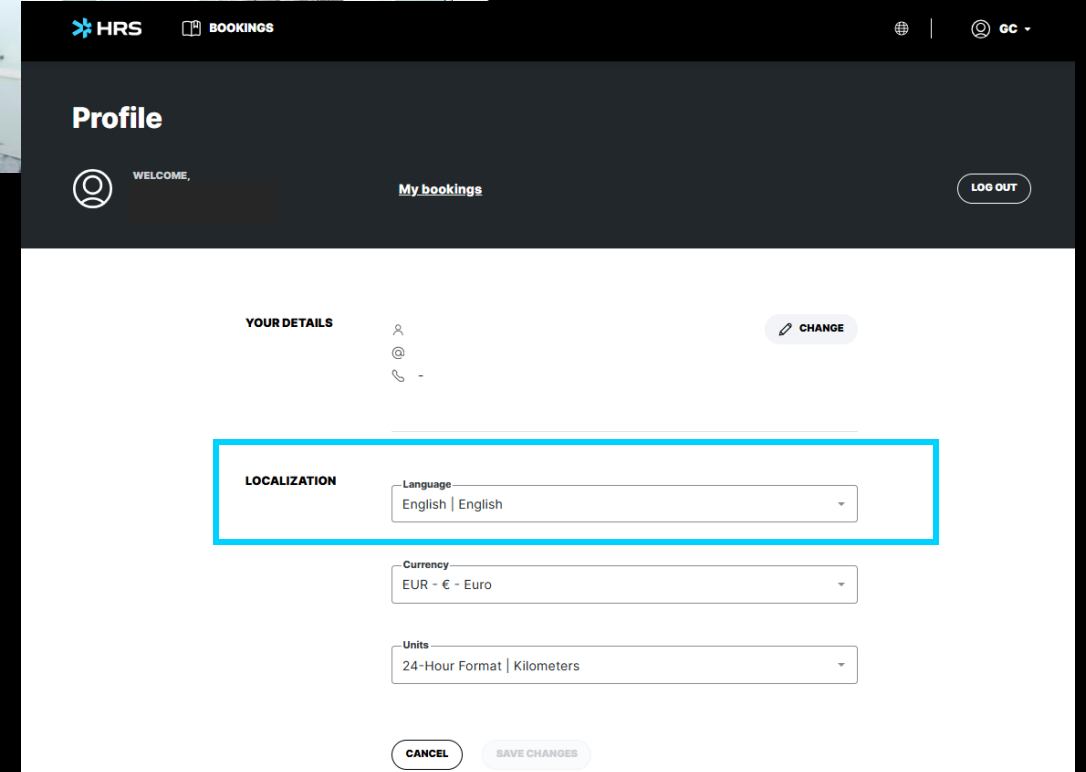
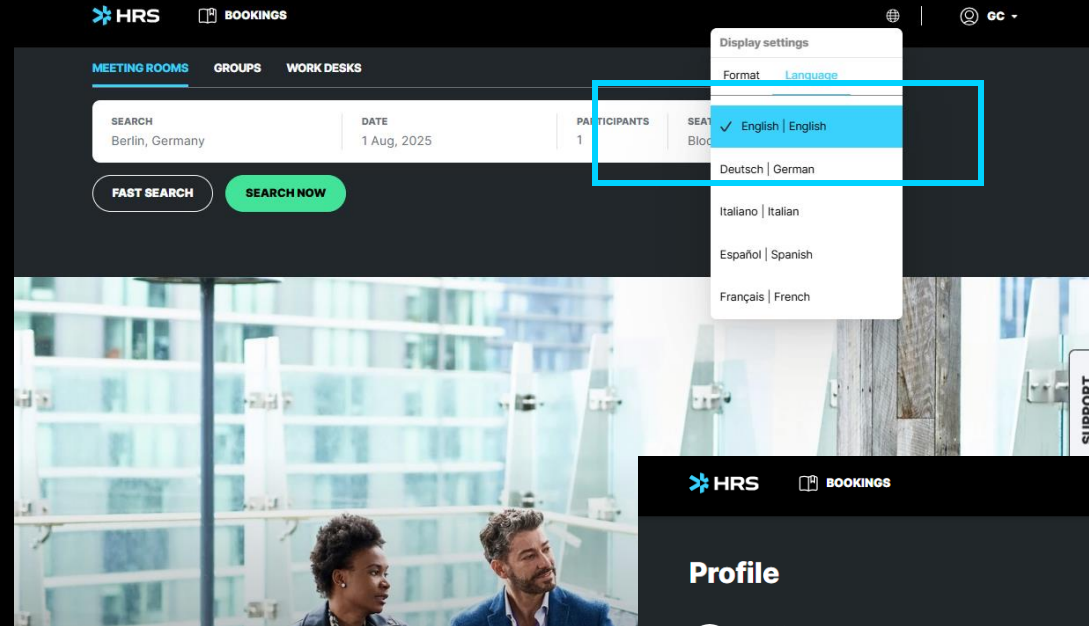
SECTION 2

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.

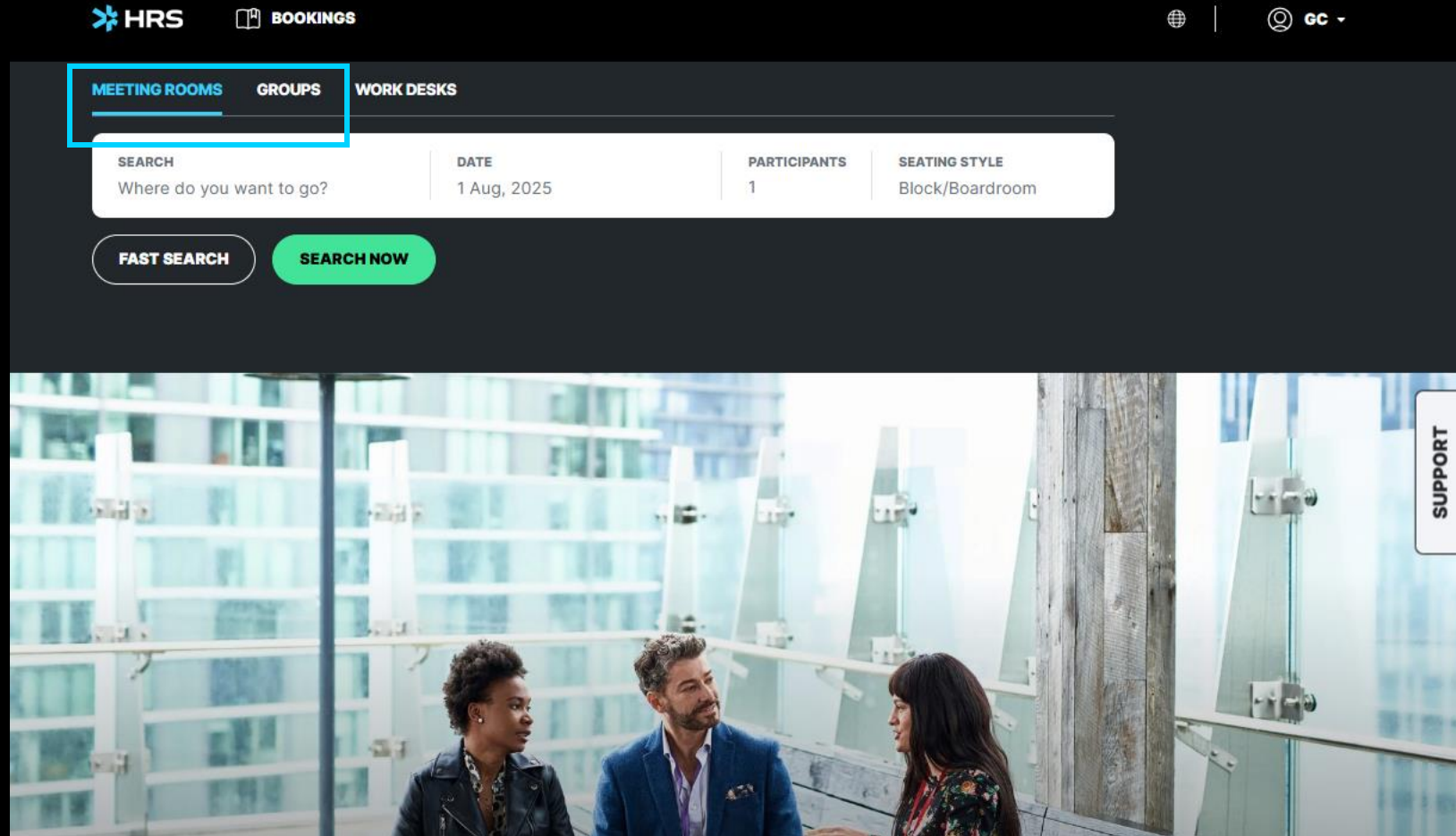


SECTION 2

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.



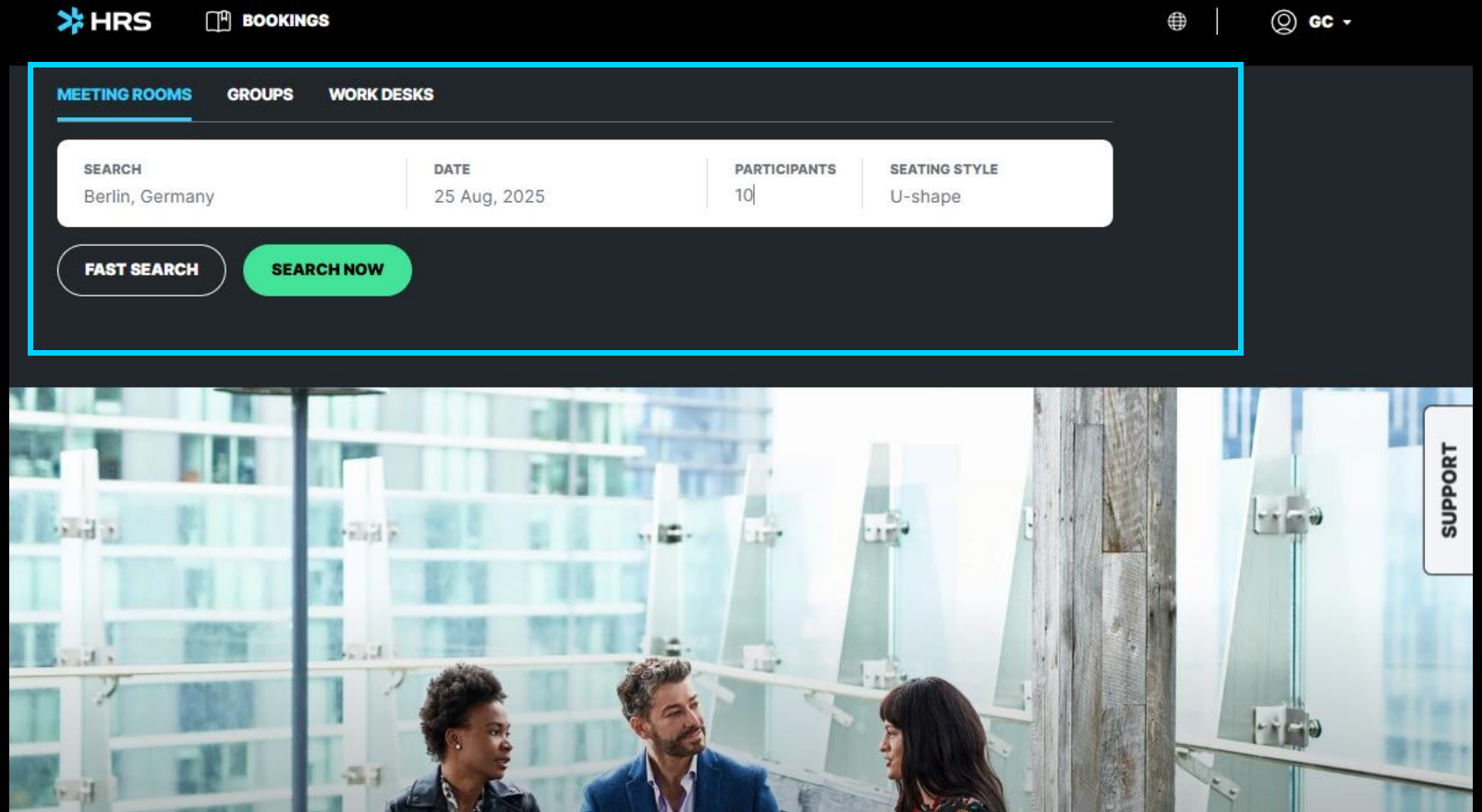
The screenshot shows the HRS website's search interface. At the top, the HRS logo and a 'BOOKINGS' button are visible. Below them, three tabs are present: 'MEETING ROOMS' (highlighted with a red box), 'GROUPS', and 'WORK DESKS'. A search bar is located below the tabs, containing the text 'Where do you want to go?'. To the right of the search bar, there are fields for 'DATE' (1 Aug, 2025), 'PARTICIPANTS' (1), and 'SEATING STYLE' (Block/Boardroom). Below the search bar, there are two buttons: 'FAST SEARCH' and 'SEARCH NOW'. The background of the page features a photograph of three people (two women and one man) standing on a balcony with a glass railing, looking out at a modern building. A 'SUPPORT' button is visible on the right side of the page.

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 booking 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 bottom of the image shows a blurred background of three people in a modern office setting, with a 'SUPPORT' button visible on the right side.

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

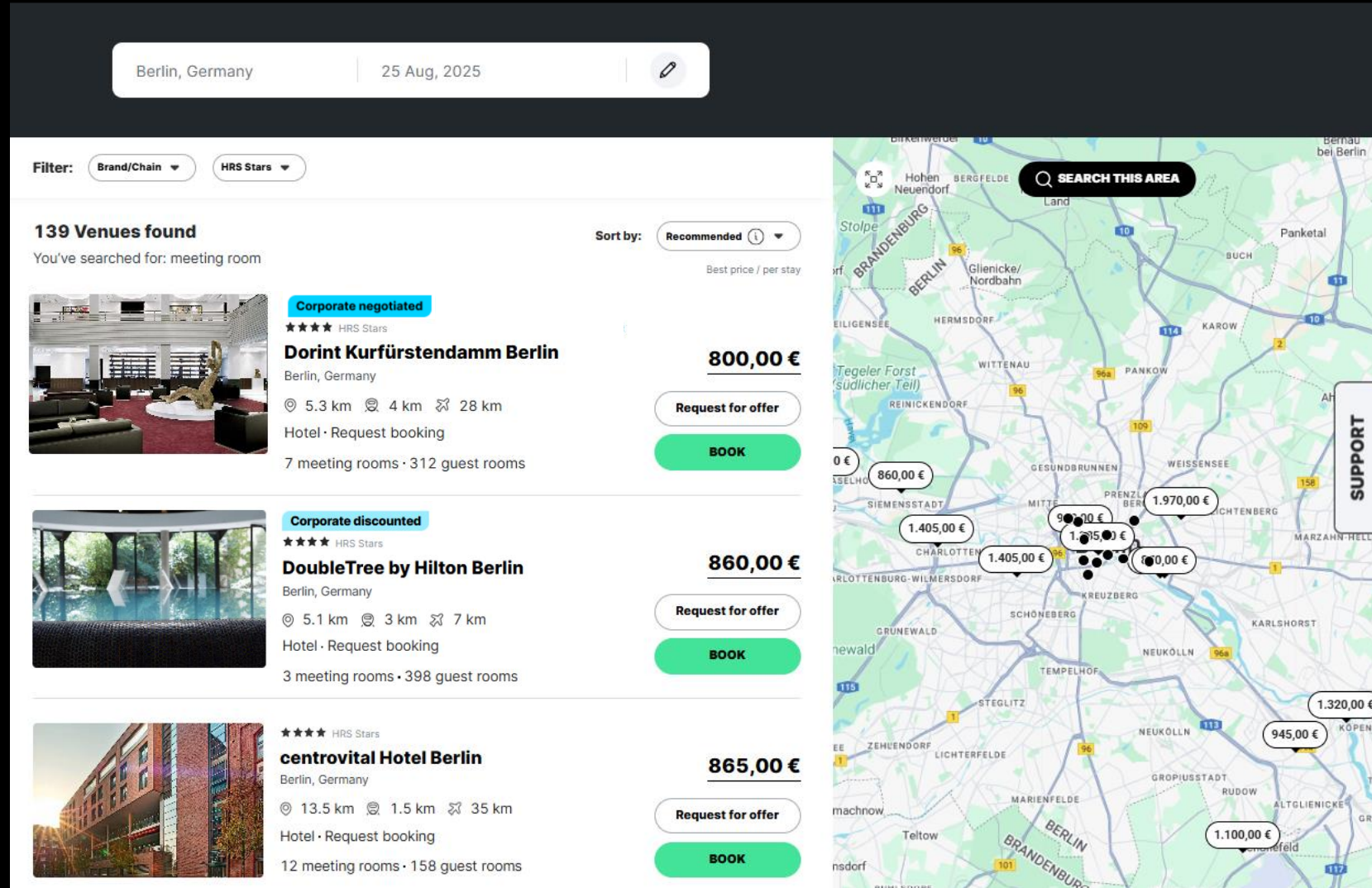
SECTION 4

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.



The screenshot displays the HRS website interface for finding venues. At the top, the HRS logo and 'BOOKINGS' are visible. The search bar shows 'Berlin, Germany' and '25 Aug, 2025'. Below the search bar, filters for 'Brand/Chain' and 'HRS Stars' are present. The results section shows '139 Venues found' and 'You've searched for: meeting room'. The venues are sorted by 'Recommended'. Three venues are listed:

- Dorint Kurfürstendamm Berlin**: Corporate negotiated, 5.3 km, 4 km, 28 km, 7 meeting rooms, 312 guest rooms. Price: 800,00 €. Buttons: Request for offer, BOOK.
- DoubleTree by Hilton Berlin**: Corporate discounted, 5.1 km, 3 km, 7 km, 3 meeting rooms, 398 guest rooms. Price: 860,00 €. Buttons: Request for offer, BOOK.
- centrovital Hotel Berlin**: 13.5 km, 1.5 km, 35 km, 12 meeting rooms, 158 guest rooms. Price: 865,00 €. Buttons: Request for offer, BOOK.

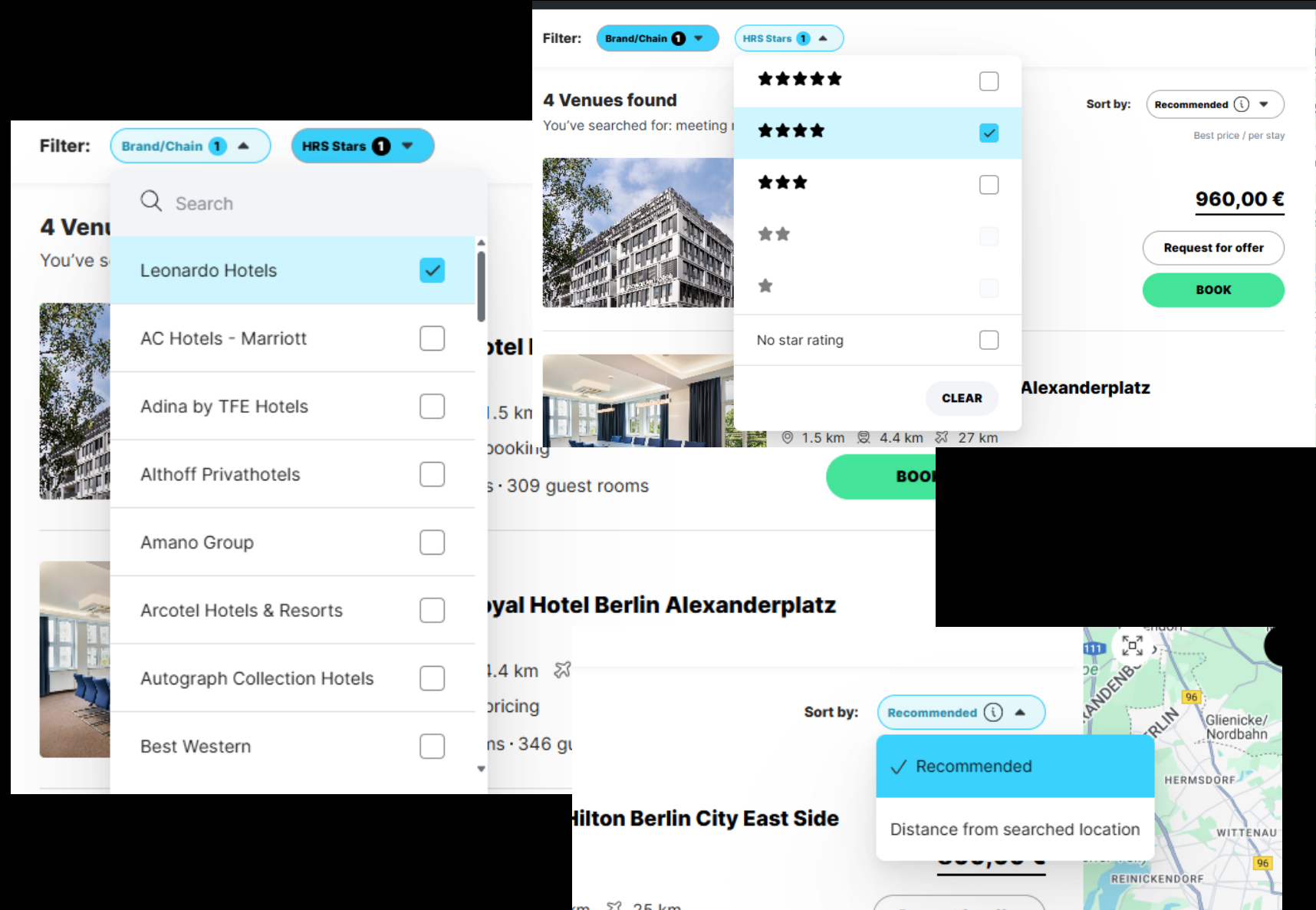
On the right, a map of Berlin shows the locations of these venues with price markers: 860,00 €, 1,405,00 €, 1,970,00 €, 1,320,00 €, 945,00 €, and 1,100,00 €.

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

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
0.4 mi 1.2 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

Sort by: Recommended

Request pricing

Hyatt Centric The Loop Chicago

[Shortlisted](#)

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, name, location, 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 venue list, it says 'Select up to 5 venues' and 'Done! Let's request offers'. To the right of the venue list is a map of New York City with a blue pin indicating the selected location. At the bottom right of the map, there are buttons for '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






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.



BOOKINGS



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](#).

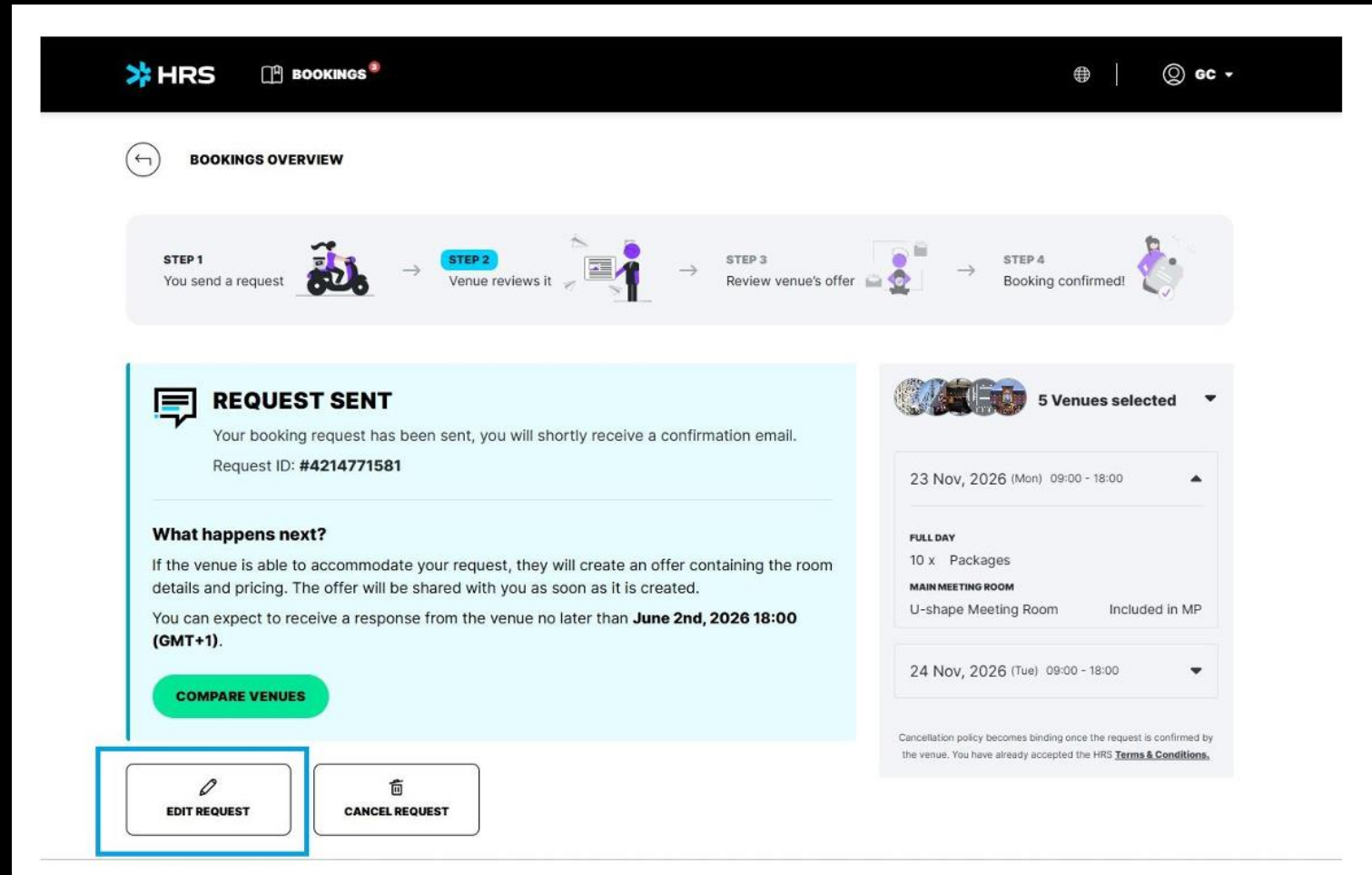
14

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 page. At the top, the HRS logo and 'BOOKINGS' are visible. Below the header, 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 features a 'REQUEST SENT' notification: 'Your booking request has been sent, you will shortly receive a confirmation email. Request ID: #4214771581'. Below this, a section titled 'What happens next?' explains that the venue will create an offer with room details and pricing, and that a response is 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' with a dropdown arrow. It lists two dates: '23 Nov, 2026 (Mon) 09:00 - 18:00' and '24 Nov, 2026 (Tue) 09:00 - 18:00'. Under the first date, it specifies 'FULL DAY', '10 x Packages', and 'MAIN MEETING ROOM' as 'U-shape Meeting Room' included in the '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.

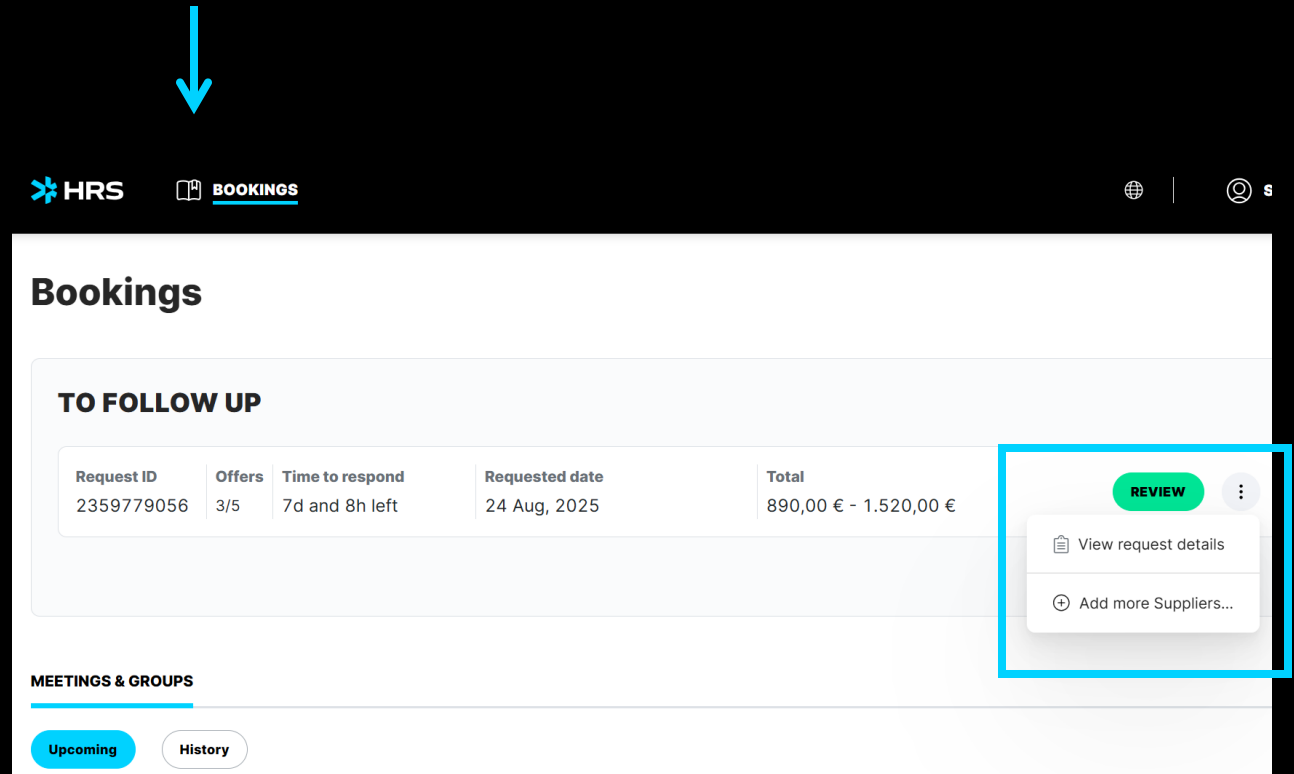
SECTION 5

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: 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

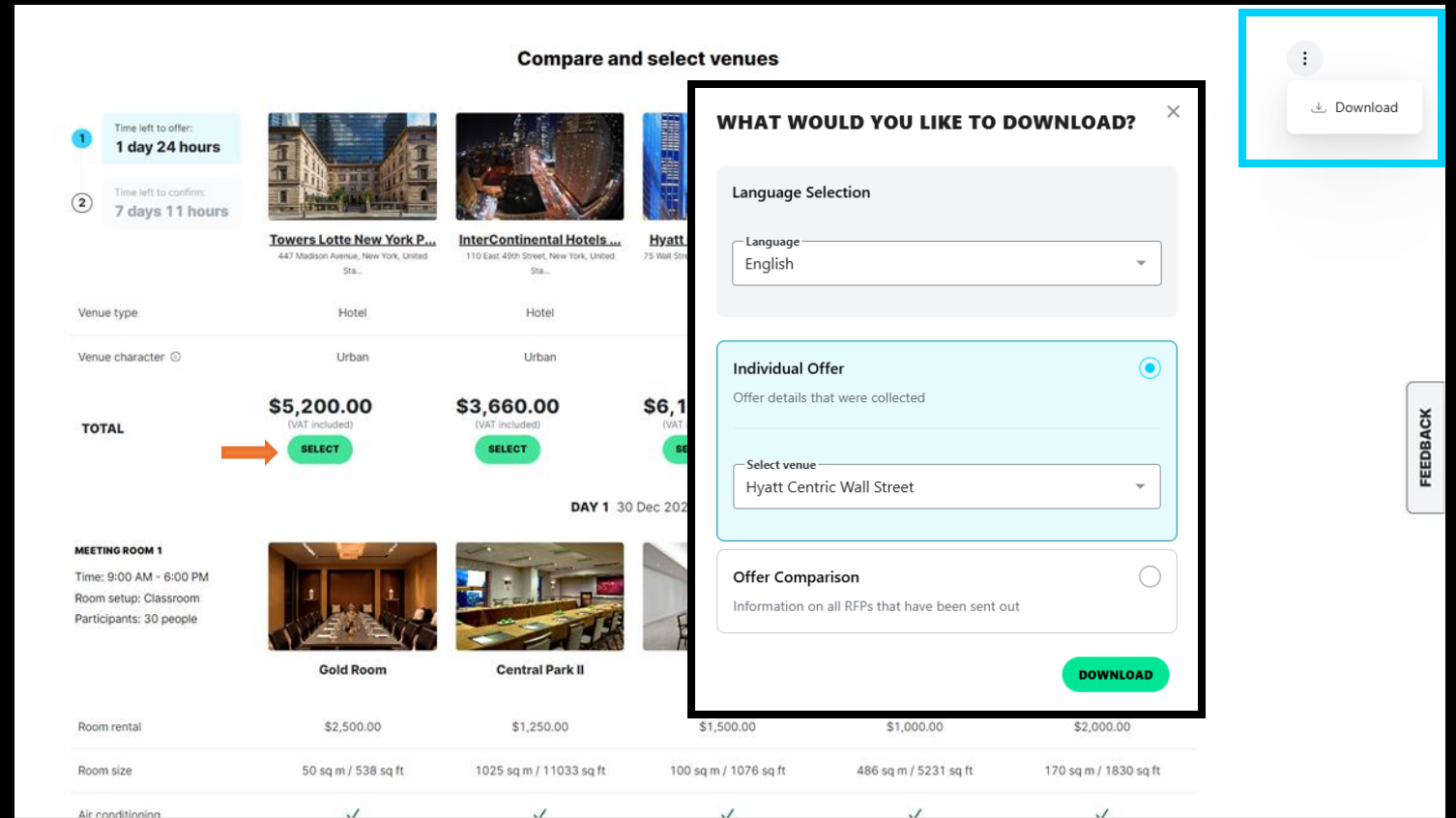
 W New York Union Squ... 213 Park Avenue South, New York, Unite...	 Hyatt Centric Wall Street 75 Wall Street, New York, United States ...	 InterContinental Hotel... 267 West 44th Street, New York, United...
Confirm by ⓘ 17 Jul, 2026 7 days 7 hours left	17 Jul, 2026 7 days 7 hours left	17 Jul, 2026 7 days 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 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

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

Time left to offer: 1 day 24 hours
Time left to confirm: 7 days 11 hours

	Towers Lotte New York P...	InterContinental Hotels...	Hyatt
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			
	Gold Room	Central Park II	
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 Requisition

Step 30: After selecting the preferred supplier offer, select the appropriate Sanofi entity and click "Send to Coupa".

Step 31: This action opens the 'Send to Coupa' pop-up window, where you will confirm the approval deadline.

Note: **Coupa Pay** uses Coupa's built-in **virtual credit card** functionality.


BOOKINGS OVERVIEW

STEP 1

You send a request

→

STEP 2

Venue reviews it

→

STEP 3

Review venue's offer

→

STEP 4

Booking confirmed!

Payment

Centrally paid by company

- Food & Beverage
- Meeting
- Accommodation

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

Select which company account will be billed for these charges.

Sanofi Pasteur Inc., Discover Drive, 18370 Swiftwater PA, United States



Testhotel Hoevelberg
 32 Blaubach, Cologne, Germany 50667

15 Oct, 2026 (Thu) 9:00 AM - 6:00 PM

▼

Total Price

1.170,00 €

Cancellation policy

(*) All prices include VAT. Additional local taxes, levies, or mandatory fees, such as tourism, accommodation or cultural promotion taxes, as well as resort or destination fees, may apply in accordance with local regulations and may be charged separately by the hotel.

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

Billing Address

(Required)

Sanofi Pasteur Inc., Discover Drive, 18370 Swiftwater PA, United States

Your room

15 Oct, 2026 | 9:00 AM - 6:00 PM



Paris
 Time: **9:00 AM - 6:00 PM**
 Room setup: **Block/Boardroom**
 Participants: **1 person (50 max)**

Room rental

500,00 €

1 x Screen for video projection

Free

1 x Pinboard

Free

Time left to respond:

7 days 1 hour

Received on:

01 Oct, 2026 at 17:26 (GMT+2)

Respond by:

08 Oct, 2026 at 18:00 (GMT+2)

DECLINE

SEND TO COUPA

20

SECTION 6

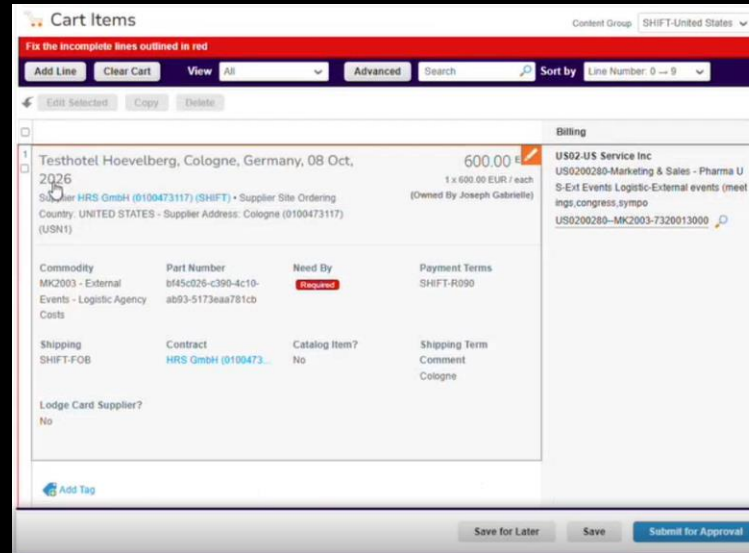
Purchase Requisition

Step 35: In Coupa, complete all mandatory information.

Step 36: Depending on the booker's Delegation of Authority (DOA) limits, the request may be automatically approved or routed for approval.

You will receive an email once the booking is confirmed.

Note: **Coupa Pay** uses Coupa's built-in **virtual credit card** functionality.



Cart Items | Context Group: SHIFT-United States

Fix the incomplete lines outlined in red

Add Line | Clear Cart | View: All | Advanced | Search | Sort by: Line Number: 0 - 9

Edit Selected | Copy | Delete

* Item	* Supplier	* Supplier Site	* Commodity
Testhotel Hoevelberg, Cologne, G	HRS GmbH (0100473117) (SHIFT)	Ordering Country: UNITED STATE	MK2003 - External Events - L

* Price	Qty	Unit Of Measure	Part Number
600.00 EUR	1.0	each	bf45c026-c390-4c10-ab93-5173a

Shipping: SHIFT-FOB | Payment Terms: SHIFT-R090

* Need By: 10/08/2026 (Required) | Backing Document: Contract | Contract: HRS GmbH (0100473117) (SHIFT)-US (Published) | Savings %: 0.000

Transmission Method: Supplier Default | Manufacturer Name: | Manufacturer Part Number: |

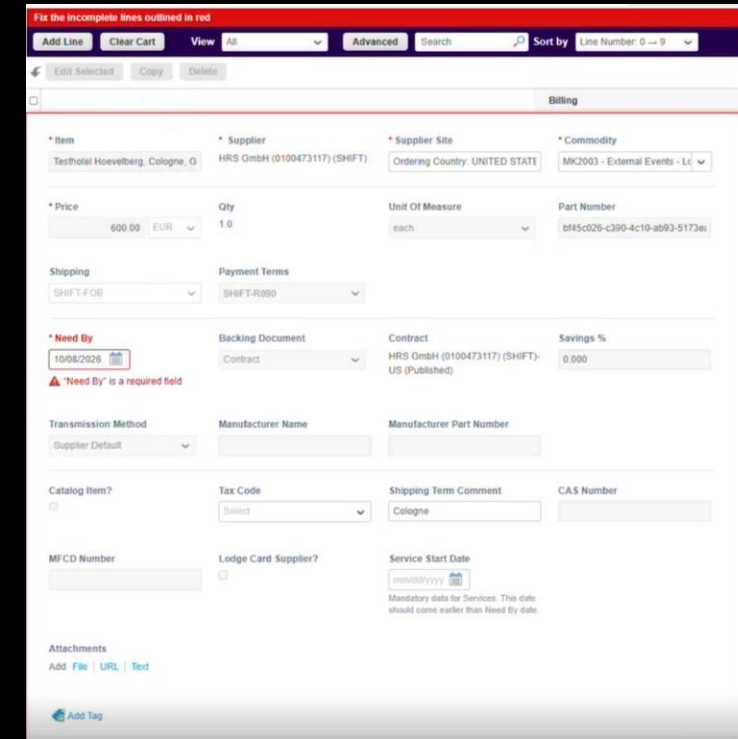
Catalog Item?: | Tax Code: | Shipping Term Comment: Cologne | CAS Number: |

MFC Number: | Lodge Card Supplier?: | Service Start Date: mm/dd/yyyy

Attachments: Add | File | URL | Text

Add Tag

Save for Later | Save | Submit for Approval



Billing

Fix the incomplete lines outlined in red

Add Line | Clear Cart | View: All | Advanced | Search | Sort by: Line Number: 0 - 9

Edit Selected | Copy | Delete

* Item	* Supplier	* Supplier Site	* Commodity
Testhotel Hoevelberg, Cologne, G	HRS GmbH (0100473117) (SHIFT)	Ordering Country: UNITED STATE	MK2003 - External Events - L

* Price	Qty	Unit Of Measure	Part Number
600.00 EUR	1.0	each	bf45c026-c390-4c10-ab93-5173a

Shipping: SHIFT-FOB | Payment Terms: SHIFT-R090

* Need By: 10/08/2026 (Required) | Backing Document: Contract | Contract: HRS GmbH (0100473117) (SHIFT)-US (Published) | Savings %: 0.000

Transmission Method: Supplier Default | Manufacturer Name: | Manufacturer Part Number: |

Catalog Item?: | Tax Code: | Shipping Term Comment: Cologne | CAS Number: |

MFC Number: | Lodge Card Supplier?: | Service Start Date: mm/dd/yyyy

Attachments: Add | File | URL | Text

Add Tag

SECTION 6

Purchase Order

Step 37: If your request requires approval, it will display a "Waiting for Approval" status in Connect until the approval process is complete.


BOOKINGS OVERVIEW

STEP 1
You send a request



STEP 2
Venue reviews it



STEP 3
Review venue's offer



STEP 4
Booking confirmed!



WAITING FOR APPROVAL IN COUPA
 Your offer has been sent to Coupa. Your booking is not confirmed yet.

 Your company can approve this offer until 08 Oct, 2026 at 18:00 (GMT+2).

 You will receive an email when your booking is confirmed.

Payment


Centrally paid by company

- Food & Beverage
- Meeting
- Accommodation

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

Select which company account will be billed for these charges.

Select a corporate payment account

Your room
 15 Oct, 2026 | 9:00 AM - 6:00 PM



Main Meeting Room
Paris
 Time: **9:00 AM - 6:00 PM**
 Room setup: **Block/Boardroom**
 Participants: **1 person (50 max)**

Room rental	500,00 €
1 x Screen for video projection	Free
1 x Pinboard	Free
1 x Projector	100,00 €


Testhotel Hoevelberg
 32 Blaubach, Cologne, Germany 50667

15 Oct, 2026 (Thu) 9:00 AM - 6:00 PM

MAIN MEETING ROOM
 Paris
 9:00 AM - 6:00 PM · 1 person

1 x Screen for video projection	Free
1 x Pinboard	Free
1 x Projector	100,00 €
1 x Flip chart	70,00 €
WiFi	Free

FOOD & BEVERAGE
 2 x Coffee and snacks break 200,00 €
 1 x Lunch as 3-course menu or buffet including one soft drink 100,00 €
 1 x Unlimited conference drinks (full day) 100,00 €

ACCOMMODATION
 1 x Single use guest rooms (with breakfast) 100,00 €

Total Price **1.170,00 €**

Cancellation policy
 (*) All prices include VAT. Additional local taxes, levies, or mandatory fees, such as tourism, accommodation or cultural promotion taxes, as well as resort or destination fees, may apply in accordance with local regulations and may be charged separately by the hotel.

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

SECTION 6

Purchase Order

Step 38: After Coupa approval, Connect completes the booking automatically.

- **Step 39:** Check the confirmation email and review the request ID, venue, dates, pricing, and booking details.
- Note: The PO number will be available on this page in a future release


BOOKINGS OVERVIEW


BOOKING CONFIRMED

Your booking is now confirmed. You should have received a confirmation email.

Request ID: **4668683304**

Offer made by: **Master Bernd**

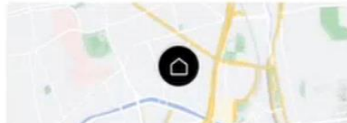

BOOK AGAIN


DOWNLOAD


EDIT BOOKING


CANCEL BOOKING

Venue contact details



+4922120774226

test9999@mailto.plus

[Terms & Conditions](#)

Modification and Cancellation Conditions



Testhotel Hoevelberg
32 Blaubach, Cologne, Germany 50667

8 Oct, 2026 (Thu) 09:00 - 18:00

MAIN MEETING ROOM
Paris 500,00 €
09:00 - 18:00 · 1 person

1 x	Screen for video projection	Free
1 x	Pinboard	Free
1 x	Projector	100,00 €
1 x	Flip chart	Free
	WiFi	Free

Total Price

600,00 €

Cancellation policy

(*) All prices include VAT. Additional local taxes, levies, or mandatory fees, such as tourism, accommodation or cultural promotion taxes, as well as resort or destination fees, may apply in accordance with local regulations and may be charged separately by the hotel.



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.

The screenshot shows the HRS Bookings dashboard. At the top, there's a 'TO FOLLOW UP' section with a table containing one row: Request ID 5471184167, Offers 0/5, Expires in 3d and 11h left, and Requested date 4 Oct, 2026. A green 'REVIEW' button is next to it. Below this is the 'MEETINGS & GROUPS' section with 'Upcoming' and 'History' tabs. The 'Upcoming' tab is active, showing a table of bookings. The table has columns: Booking ID, Date, Location, Venue name, Booking type, Price, and Status. There are three rows of bookings. The second row, for booking ID 1114127499, has a 'Book again' button highlighted in a blue box. Other buttons like 'Manage deputies' and 'Confirmed' are also visible.

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

The screenshot shows the 'RE-BOOK REQUEST' form. At the top, it says 'RE-BOOK REQUEST' and shows the request ID #2980791312. Below this, there's a section for 'DAY 1' with details: 7 Jul, 2026 (9:00 AM - 6:00 PM), 10 participants, and a 'Main Meeting Room' with a capacity of 10 people. The room is pre-filled with details: 1x Flip chart, 1x Screen, 1x Pinboard, 1x Projector, and Wifi. There's also a 'Food & Beverage' section with details: 10 x First coffee and snacks break, 10 x Second coffee and snacks break, 10 x Lunch as 3-course menu or buffet, and 10 x Unlimited conference drinks (full day). A 'Book again' button is highlighted in a blue box. Other buttons like 'ADD COMMENT', 'EXTRA EQUIPMENT', 'EXTRA FOOD & BEVERAGE', 'BACK', and 'SEARCH NOW' are also visible.

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 12:36

To: dan 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 (123) 4067890

Supplier Information

DEMO HOTEL
447 Madison Avenue, New York
noreply@demo.demo
+ (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		Approved

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

Comparison of contract amount vs. invoices amount

List of services

Click on icon to view contract

Click on icon to view invoice

Confirmation button for saving decisions

Approve all ☐ Request 2nd approval ☐ Confirm

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	5,950.00 ☐
Package	18.12.2019	70	97.00	Executive Meeting Package	18.12.2019	70	85.00	5,950.00 ☐
Package	16.12.2019	30	95.00	Executive Meeting Package	16.12.2019	30	91.00	2,730.00 ☐
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

ME 4200 Innovation Way, Suite 200
 Bahnhofstraße 8, 97500 Ebelsbach 
 Linh Dinh

[Terms And Conditions](#)
 N/A

Supplier Information

TE 447 Madison Avenue, New York
 90443, 90443 Koeln 
 + (49) 952 245 749 14
 c.young@itelya.de
 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					Invoices Services				
	Qty	Price (EUR)	Total (EUR)		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	☒	
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: Approve the final hotel invoice.

HRS creates and uploads the settlement to Coupa, including the hotel invoice amount and applicable fees.

Step 49: ⚠ ACTION REQUIRED: Review the settlement in Coupa and update the PO to match the final settlement amount.

Step 50: Once the PO adjustment is completed and approved, 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/>.

How to contact us:

SanofiUS.MeetingSupport@hrs.com

