



# **HRS CONNECT**

# **SANOFI USER GUIDE**

**2025**

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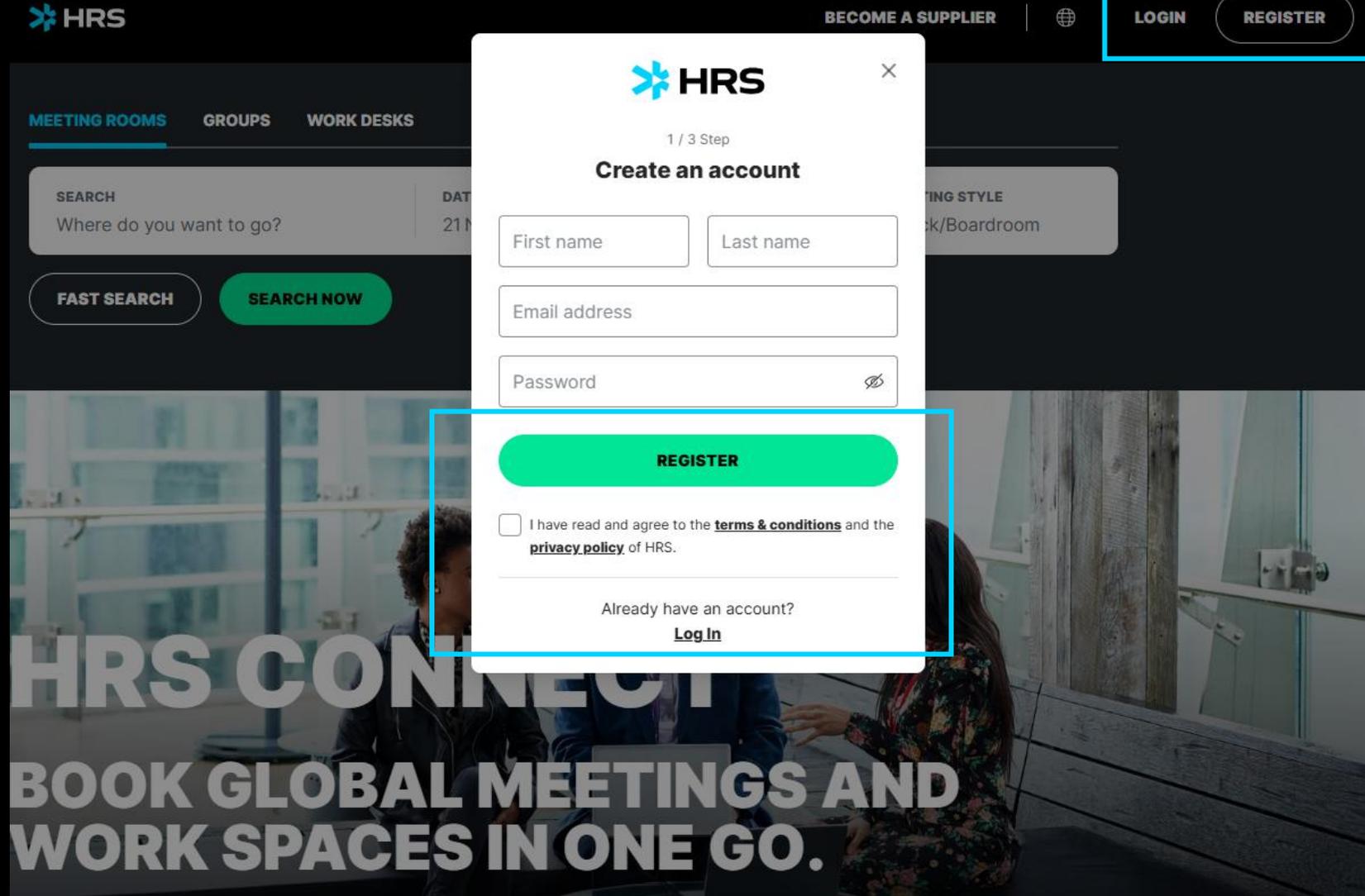


# SECTION 1

## CREATE ACCOUNT

Step 1: Visit [HRS CONNECT](#) and click 'Register' to create a new account.

Step 2: Enter your name, email address, and create a password. All communications will be sent to the email address you provide.

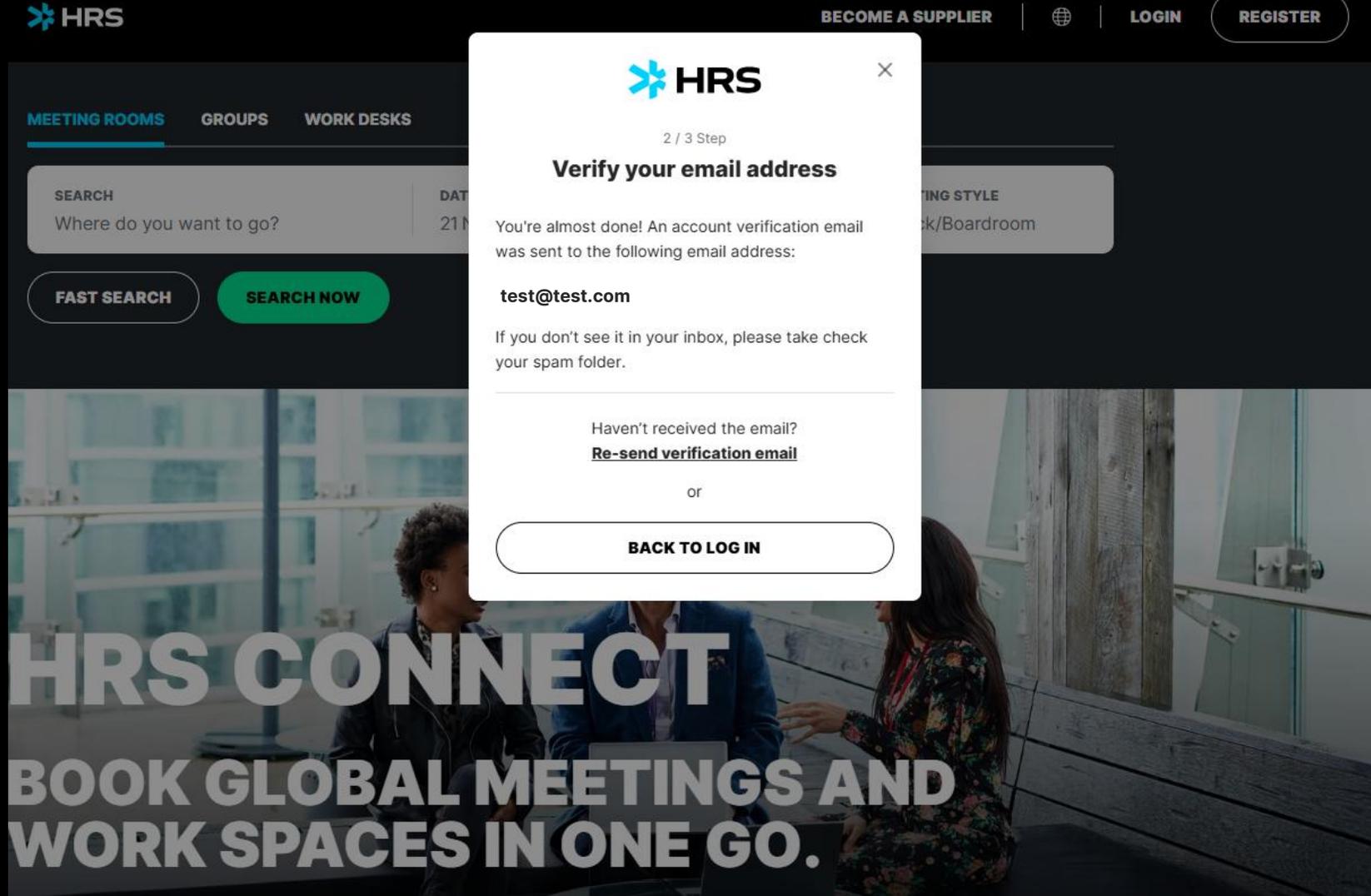


Please note: If you already have an account, simply click "Login" to log into [HRS CONNECT](#).

# SECTION 1

## CREATE ACCOUNT

Step 3: A verification link will be sent to the email address you provided.





# SECTION 1

## CREATE ACCOUNT

**Step 4:** To complete your registration, click 'Verify Email' to confirm your account.



### VERIFY ACCOUNT

You're almost there! Verify your account now to reserve spaces for your next event.

**VERIFY EMAIL**



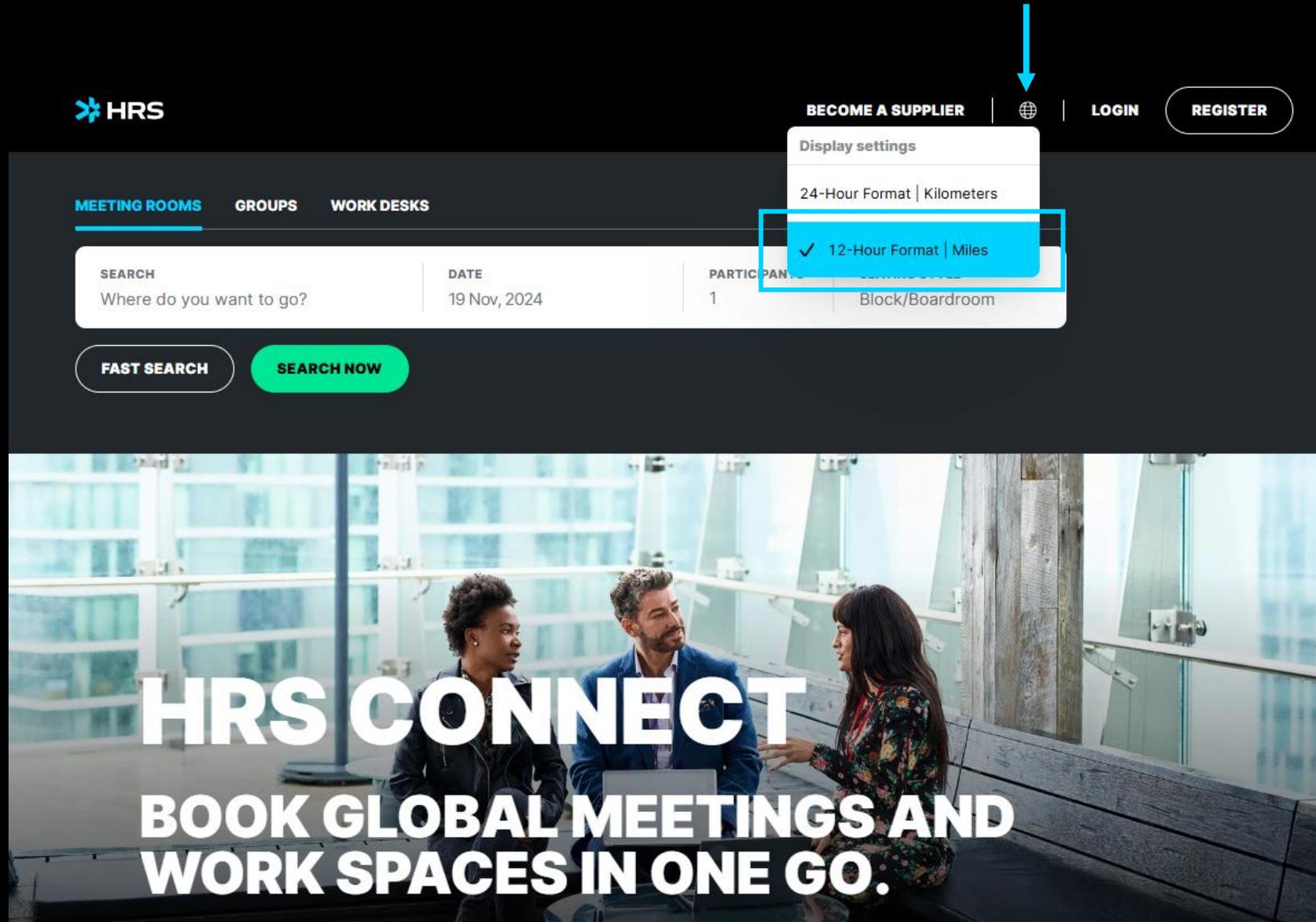
If the above button does not work, please copy the link into your browser's address bar:



# SECTION 2

## SEARCH PAGE OVERVIEW

Step 5: To display booking options in the U.S. format, click the globe icon and choose '12-Hour Format | Miles'.

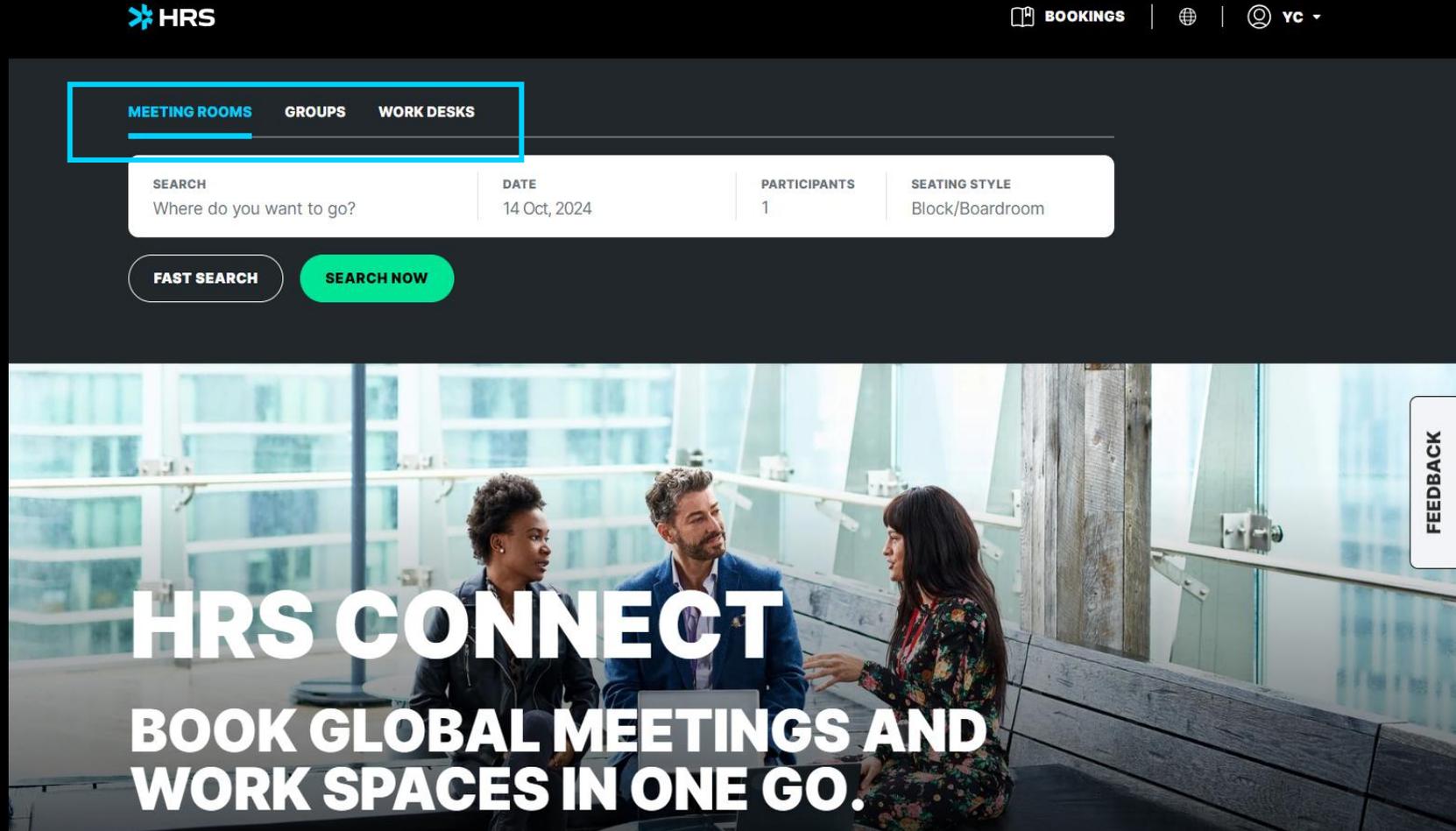


# SECTION 2

## SEARCH PAGE OVERVIEW

Step 6: Choose your search option:

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



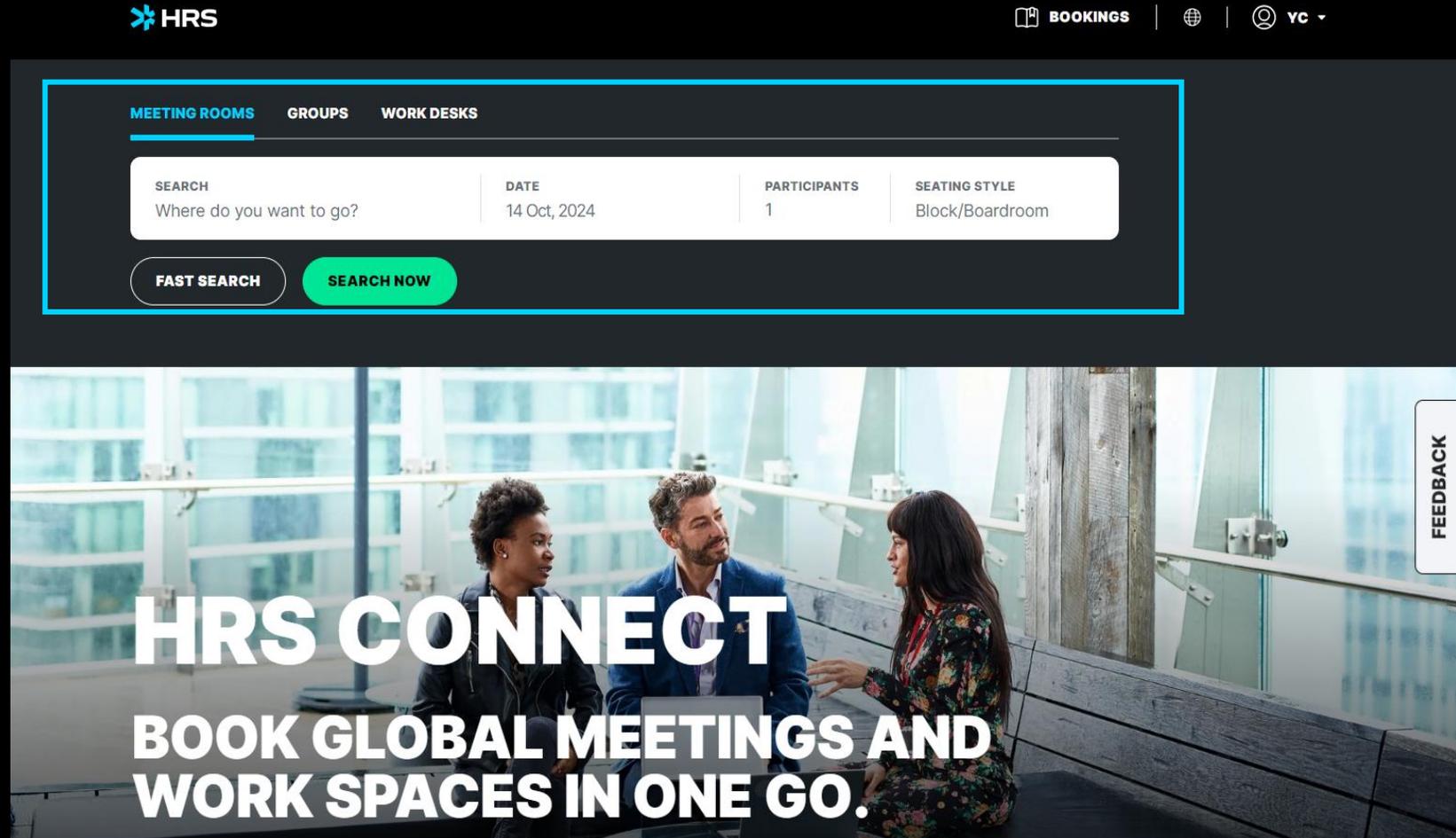
The screenshot shows the HRS Connect search interface. At the top left is the HRS logo. In the top right corner, there are links for 'BOOKINGS', a globe icon, and a user profile icon labeled 'vc'. Below the navigation is a search bar with three tabs: 'MEETING ROOMS' (highlighted with a red box), 'GROUPS', and 'WORK DESKS'. The search bar contains the following information: 'SEARCH: Where do you want to go?', 'DATE: 14 Oct, 2024', 'PARTICIPANTS: 1', and 'SEATING STYLE: Block/Boardroom'. Below the search bar are two buttons: 'FAST SEARCH' and 'SEARCH NOW'. The main content area features a large image of three people in a modern office setting. Overlaid on the image is the text 'HRS CONNECT BOOK GLOBAL MEETINGS AND WORK SPACES IN ONE GO.' A 'FEEDBACK' button is visible on the right side of the image.

# SECTION 3

## DEFINE CRITERIA & SEARCH

**Step 7:** Enter the meeting destination, date, number of participants and seating style.

**Step 8:** Click “Search Now” to further define the meeting requirements.



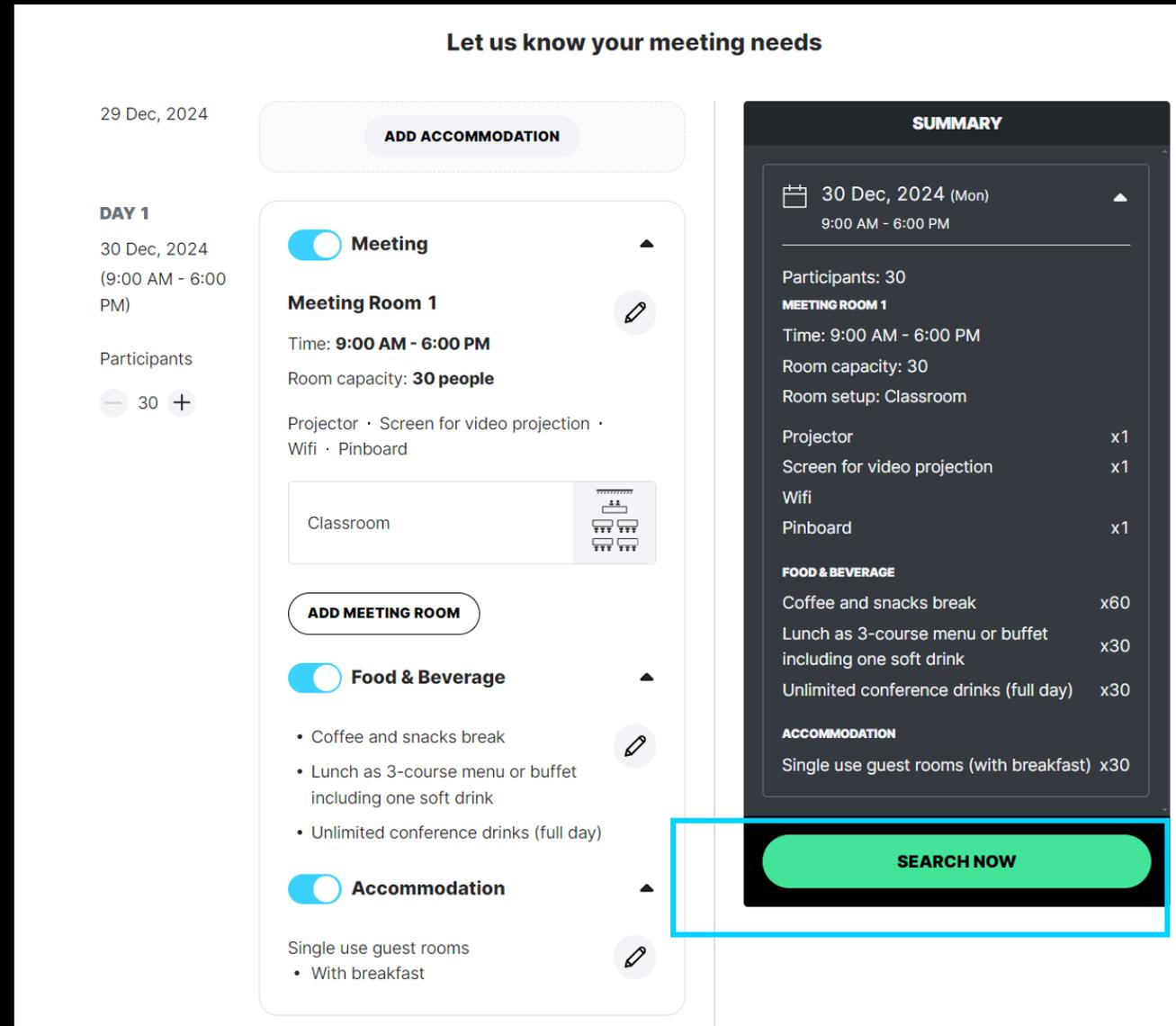
The screenshot shows the HRS Connect search interface. At the top, there is a navigation bar with the HRS logo, a 'BOOKINGS' button, a globe icon, and a user profile icon labeled 'YC'. Below the navigation bar, there are three tabs: 'MEETING ROOMS' (highlighted), 'GROUPS', and 'WORK DESKS'. A search form is displayed with four input fields: 'SEARCH' (containing 'Where do you want to go?'), 'DATE' (containing '14 Oct, 2024'), 'PARTICIPANTS' (containing '1'), and 'SEATING STYLE' (containing 'Block/Boardroom'). Below the search form are two buttons: 'FAST SEARCH' and 'SEARCH NOW'. The background of the interface is a blurred image of three people in a meeting room. Overlaid on the bottom half of the image is the text 'HRS CONNECT BOOK GLOBAL MEETINGS AND WORK SPACES IN ONE GO.' and a 'FEEDBACK' button on the right side.

# SECTION 3

## DEFINE CRITERIA & SEARCH

**Step 9:** Use the toggle button to include additional meeting requirements like accommodations, catering, and equipment. Choose the pencil icon to modify more meeting specifics.

**Step 10:** Review the criteria summary and select “Search Now” to view the venue results list.



The screenshot displays the HRS meeting booking interface. At the top, it says "Let us know your meeting needs". The date is set to 29 Dec, 2024. Under "DAY 1", the date is 30 Dec, 2024 (9:00 AM - 6:00 PM) with 30 participants. There are three main sections: "Meeting", "Food & Beverage", and "Accommodation".

- Meeting:** Toggled on. Includes "Meeting Room 1" with time 9:00 AM - 6:00 PM, room capacity of 30 people, and amenities: Projector, Screen for video projection, Wifi, and Pinboard. A "Classroom" room setup is selected.
- Food & Beverage:** Toggled on. Includes: Coffee and snacks break, Lunch as 3-course menu or buffet including one soft drink, and Unlimited conference drinks (full day).
- Accommodation:** Toggled on. Includes: Single use guest rooms with breakfast.

On the right, a "SUMMARY" panel shows the meeting details: 30 Dec, 2024 (Mon) 9:00 AM - 6:00 PM, 30 participants, Meeting Room 1 (9:00 AM - 6:00 PM, room capacity 30, Classroom setup), and the selected food, beverage, and accommodation items. A red box highlights the "SEARCH NOW" button at the bottom of the summary panel.

# SECTION 4

## FIND VENUES

Step 11: Scroll to view venues results based on the meeting criteria.

Step 12: Click on the venue name to view the venue's profile.

New York, NY, USA | 10 Dec, 2024 - 13 Dec, 2024

200 Venues found  
You've searched for: meeting room

Best price / per stay

- 

New York, United States  
**33 Hotel**  
0.4 mi 5.4 mi 8.3 mi  
Hotel · Request pricing  
1 meeting room  
[Request for offer](#)
- 

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  
[Request for offer](#)

Map showing New York City area with venue locations marked.

# SECTION 4

## FIND VENUES

**Step 13:** Select 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

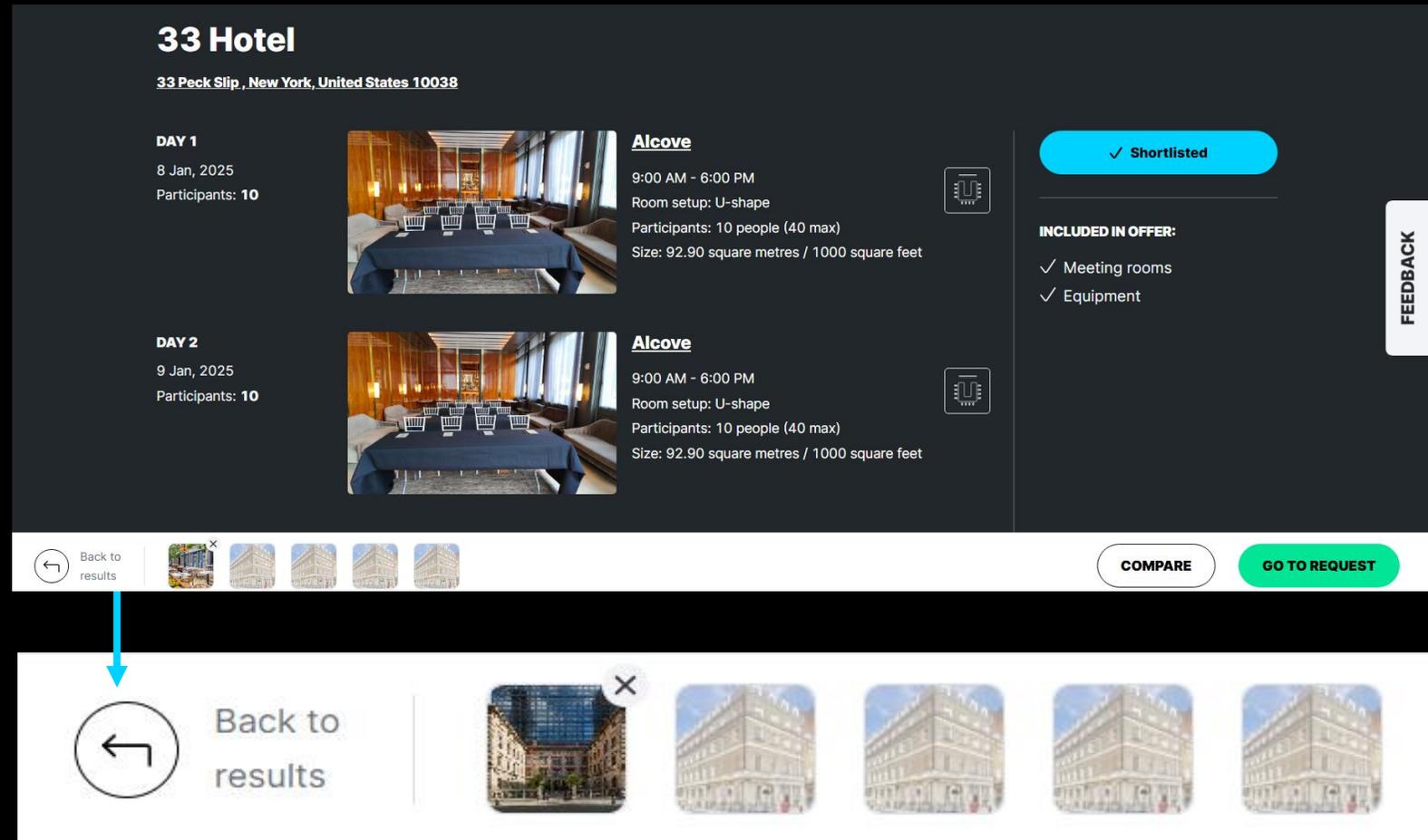
9:00 AM - 6:00 PM  
Room setup: U-shape  
Participants: 10 people (40 max)  
Size: 92.90 square metres / 1000 square feet



# 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.



**33 Hotel**  
33 Peck Slip, New York, United States 10038

**DAY 1**  
8 Jan, 2025  
Participants: 10

**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

**Alcove**  
9:00 AM - 6:00 PM  
Room setup: U-shape  
Participants: 10 people (40 max)  
Size: 92.90 square metres / 1000 square feet

✓ Shortlisted

**INCLUDED IN OFFER:**  
✓ Meeting rooms  
✓ Equipment

Back to results

COMPARE GO TO REQUEST

Back to results



# 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

GO TO REQUEST

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

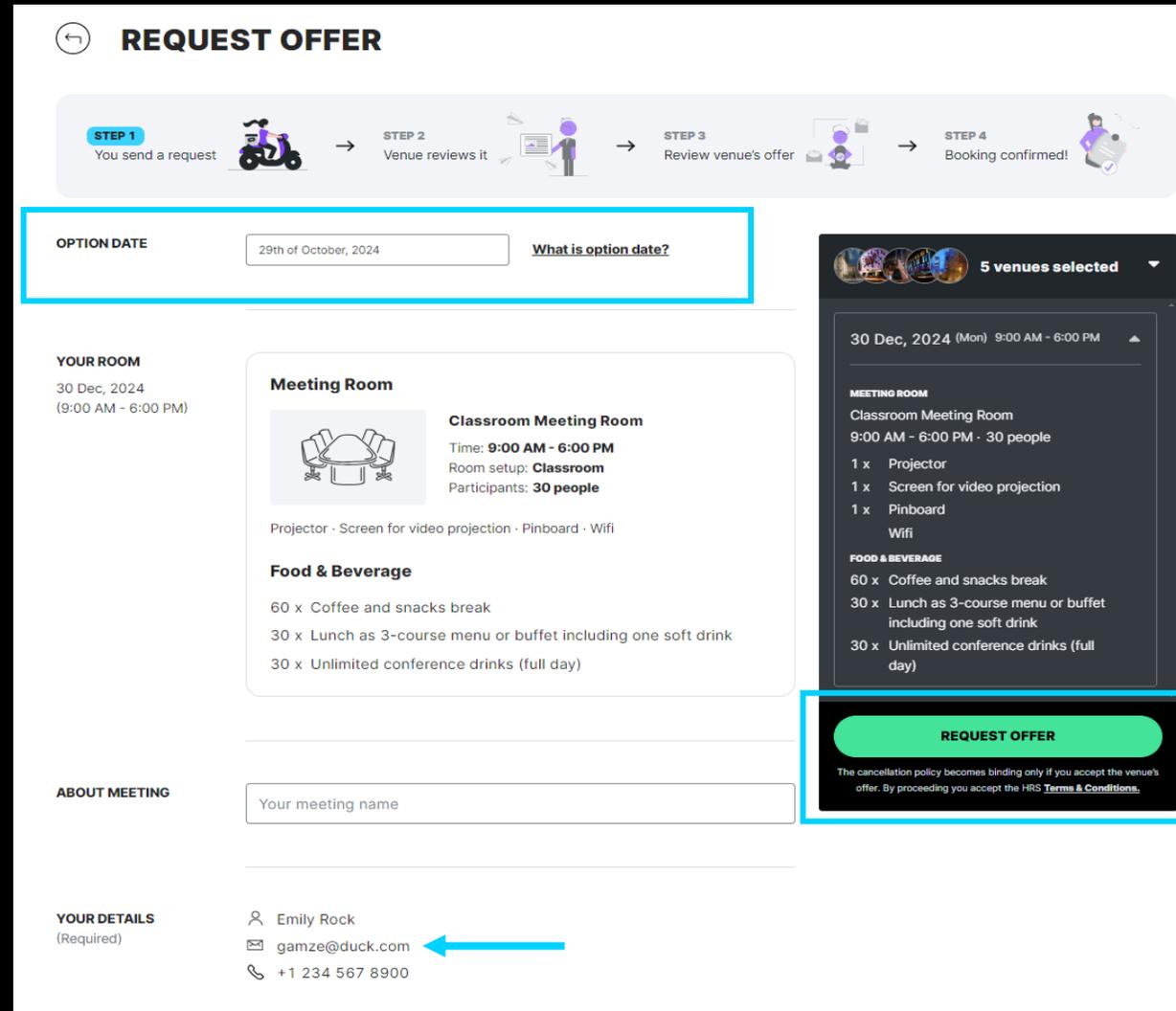
# SECTION 5

## 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 “Request offer” to send the request to the selected venues.

**Step 20:** You will receive a request confirmation email 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** 29th of October, 2024 [What is option date?](#)

**YOUR ROOM**  
30 Dec, 2024  
(9:00 AM - 6:00 PM)

**Meeting Room**

**Classroom Meeting Room**  
Time: **9:00 AM - 6:00 PM**  
Room setup: **Classroom**  
Participants: **30 people**

Projector · Screen for video projection · Pinboard · Wifi

**Food & Beverage**

60 x Coffee and snacks break  
30 x Lunch as 3-course menu or buffet including one soft drink  
30 x Unlimited conference drinks (full day)

**ABOUT MEETING**

Your meeting name

**YOUR DETAILS (Required)**

Emily Rock  
gamze@duck.com  
+1 234 567 8900

**5 venues selected**

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

**MEETING ROOM**

Classroom Meeting Room  
9:00 AM - 6:00 PM - 30 people

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

**FOOD & BEVERAGE**

60 x Coffee and snacks break  
30 x Lunch as 3-course menu or buffet including one soft drink  
30 x Unlimited conference drinks (full day)

**REQUEST OFFER**

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

\*Please note: Option Date refers to how long an offer will be valid once received.

# SECTION 5

## SELECT OFFER

**Step 21:** 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.

**Step 22:** You can view a summary of offers in the comparison view. You can select to see more information.

**Compare and select venues**

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

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

<b>Towers Lotte New York P...</b> 447 Madison Avenue, New York, United Sta...	<b>InterContinental Hotels ...</b> 110 East 49th Street, New York, United Sta...	<b>Hyatt Centric Wall Street</b> 75 Wall Street, New York, United States 10...	<b>W New York Times Square</b> 1567 Broadway, New York, United States 1...	<b>Kimpton HOTEL EVENTI</b> 849 6th Avenue, New York, United States 1...
Venue type: Hotel	Venue type: Hotel	Venue type: Hotel	Venue type: Hotel	Venue type: Hotel
Venue character: Urban	Venue character: Urban	Venue character: Urban	Venue character: Urban	Venue character: Urban
<b>TOTAL</b>	<b>\$5,200.00</b> (VAT included) <b>SELECT</b>	<b>\$3,660.00</b> (VAT included) <b>SELECT</b>	<b>\$6,150.00</b> (VAT included) <b>SELECT</b>	- Waiting for venue's offer <b>SELECT</b>

**DAY 1 30 Dec 2024**

**MEETING ROOM 1**

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

<b>Gold Room</b>	<b>Central Park II</b>	<b>Pearl</b>	<b>Meeting Room 1</b>	<b>Ventana I</b>
Room rental: \$2,500.00	Room rental: \$1,250.00	Room rental: \$1,500.00	Room rental: \$1,000.00	Room rental: \$2,000.00
Room size: 50 sq m / 538 sq ft	Room size: 1025 sq m / 11033 sq ft	Room size: 100 sq m / 1076 sq ft	Room size: 486 sq m / 5231 sq ft	Room size: 170 sq m / 1830 sq ft
Air conditioning:	Air conditioning:	Air conditioning:	Air conditioning:	Air conditioning:

Please 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 6

## PURCHASE ORDER

**Step 23:** Before booking your chosen venue, obtain a Purchase Order (PO) through eBuy 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 ebuy on their behalf (as a future development, the catalog would be opened right in ebuy).

**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** Excludes taxes and fees

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 PAYMENT DETAILS

Step 24: Once you have obtained a PO, you can proceed with the "Confirm and Book" process.

Sanofi's preferred payment method is "Corporate Payment". 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)*
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30%	Up to 14 days prior to meeting	until Mon, Dec 16, 6:00 PM (EST)*
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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**  
Includes taxes and fees

**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 25: 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** Includes taxes and fees

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

**DECLINE** **CONFIRM & BOOK**

# SECTION 6 PAYMENT DETAILS

Step 26: 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.

<b>60%</b>	Up to <b>28 days</b> prior to meeting	until Mon, Dec 2, 6:00 PM (EST)*
<b>50%</b>	Up to <b>21 days</b> prior to meeting	until Mon, Dec 9, 6:00 PM (EST)*
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<b>5%</b>	Up to <b>1 day</b> 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 EVENT!**  
540 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**  
Includes taxes and fees

**Cancellation policy**  
By proceeding you accept HRS Terms & Conditions.

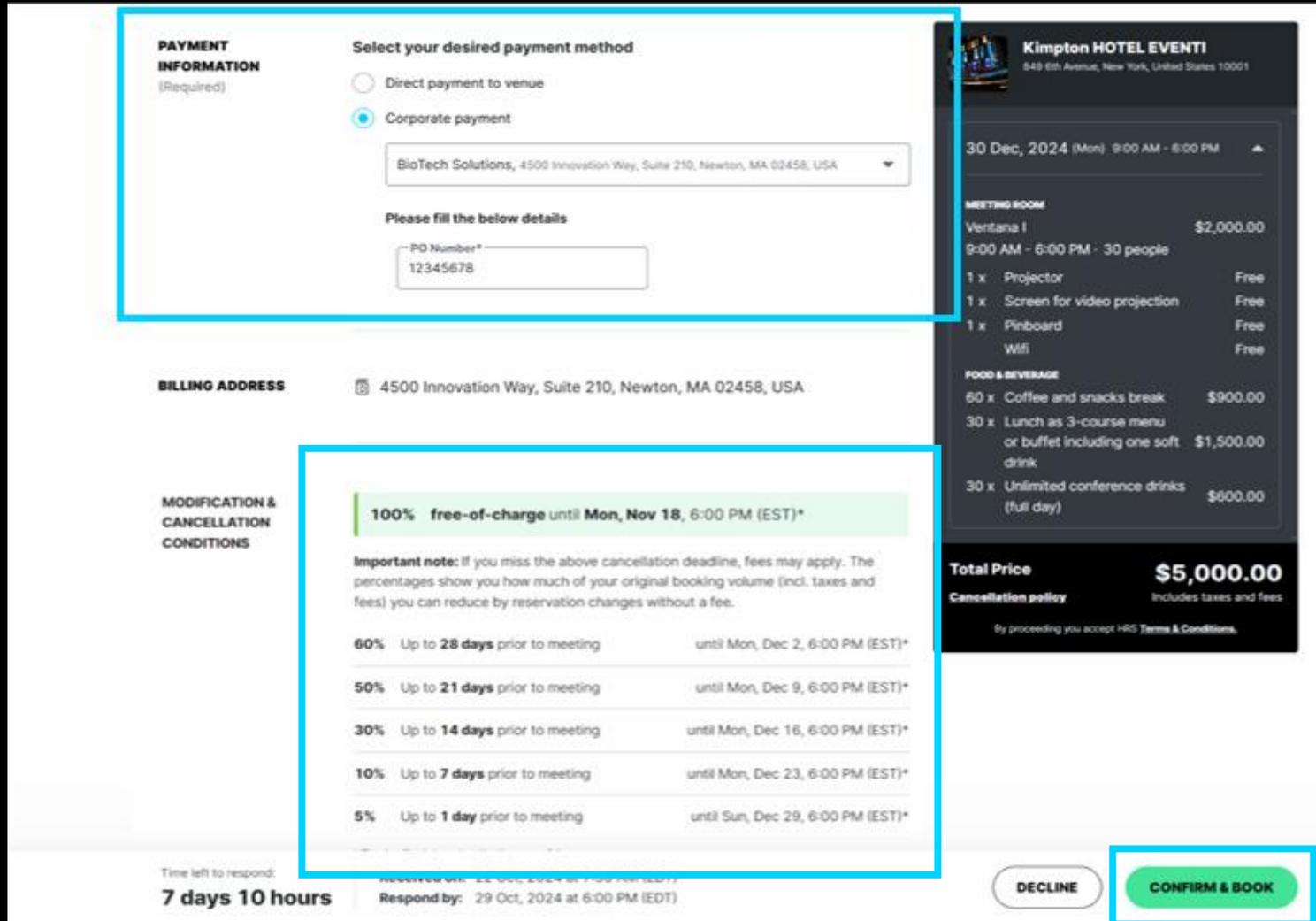
[DECLINE](#) [CONFIRM & BOOK](#)

# SECTION 6 PAYMENT DETAILS

Step 27: Review the payment information.

Step 28: Review the provided modification and cancellation conditions.

Step 29: 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)\*

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5%	Up to <b>1 day</b> 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 7:30 AM (EDT)

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

**Kimpton HOTEL EVENTI**  
849 8th 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**  
Includes taxes and fees

**Cancellation policy**

By proceeding you accept HRS Terms & Conditions.

**DECLINE** **CONFIRM & BOOK**

# SECTION 7 CONFIRM AND MANAGE REQUEST

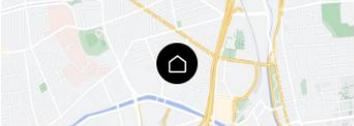
Step 30: You can view booking confirmation details and make any changes on the Booking Overview page.

BOOKINGS OVERVIEW

**BOOKING CONFIRMED**  
 Your booking is now confirmed. You should have received a confirmation email.  
 Booking ID: **8183933908**  
 Offer made by: **anna buffey**

**EDIT BOOKING**      **CANCEL BOOKING**

VENUE CONTACT DETAILS



+1 212-930-7400  
 reservations@whotel.com

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.

**Towers Lotte New York Palace**  
 447 Madison Avenue, New York, United States 10022

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

**MEETING ROOM**  
 Gold Room \$2,500.00  
 9:00 AM - 6:00 PM • 30 people  
 1 x Screen for video projection Free  
 1 x Projector Free  
 1 x Pinboard Free  
 Wifi Free

**FOOD & BEVERAGE**  
 30 x Unlimited conference drinks (full day) \$600.00  
 30 x Lunch as 3-course menu or buffet including one soft drink \$1,200.00  
 60 x Coffee and snacks break \$900.00

**Total Price \$5,200.00**  
 Includes taxes and fees

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



# SECTION 7 MANAGE AND APPROVE INVOICE

**Step 31:** After service is provided, the venue will send an invoice directly to HRS.

**Step 32:** 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](mailto:meeting@paperless.hrs.com).

Please authorise an invoice for purchase order 374538

From: meeting@paperless.hrs.com

Sent: 25.10.2024 12:38

To: planner@sanofi.com

Subject: Please authorise an invoice for purchase order 374538



**Request to release an invoice for purchase order 374538**

Dear Sir or Madam,

We have detected a discrepancy in invoice no. 535054 issued for purchase order **374538** by provider **FOUR SEASON 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 33:** The invoice approval page provides an overview, highlighting any discrepancies between the invoice and the contract.

**Step 34:** 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
289266		\$ 5,736.00	\$ 56.00 \$ 5,736.80		Waiting for Approval Approved

Difference between contract and invoice: \$ 5,736.00 vs \$ 5,833.60 (\$ 96.89 (+1.7%))

**List of services**

**Comparison of contract amount vs. invoices amount**

**List of invoices**

**Confirmation button for saving decisions**

Approve all

Request 2<sup>nd</sup> approval

Confirm

**Click on icon to view contract**

**Click on icon to view invoice**

**Toggles to decide between approve and reject**

Contracted Services				Invoices Services				
Contracted Services	Qty	Price (USD)	Total (USD)	Invoices Services	Qty	Price (USD)	Total (USD)	Approve
<b>Meeting Package</b>								
Package	17.12.2019	70	97.00	Executive Meeting Package	17.12.2019	70	85.00	5,650.00 <input type="radio"/>
Package	18.12.2019	70	6,790.90	Executive Meeting Package	18.12.2019	70	85.00	5,650.00 <input type="radio"/>
Package	16.12.2019	30	95.00	Executive Meeting Package	16.12.2019	30	91.00	2,730.00 <input type="radio"/>
<b>Additional Service</b>								
				Flasche(n) Wasser/ LCD Printer/ Packager/ LED				

# SECTION 7 MANAGE AND APPROVE INVOICE

**Step 35:** If all services are approved, select “Approve All” to confirm invoice.

**Step 36:** 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**

**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		<b>\$ 86.84 (+3.34%)</b>	

Approve all

**Services different to contract**

Contracted Services					Invoices Services				
	Qty	Price (EUR)	Total (EUR)		Qty	Price (EUR)	Total (EUR)	Approve	
<b>Additional Service</b>									
Room rent	30.09.2020	1	150.00	Main hall with seating	30.09.2020	1	220.00	220.00	<input checked="" type="checkbox"/>
Parking	01.10.2020	12	8.00	Parking	01.10.2020	7	8.00	56.00	<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 37:** After your approval is released, the invoice is sent to Coupa for final approval, after which payment will be released to the venue.

**Step 38:** If your Goods Receipt is not yet processed, please process GR. If everything matches, no approval in ebuy for the invoice should be required.

COST ACCEPTANCE - FINAL APPROVAL		
Payment information for services paid by the firm of Meet Demo Company		
<b>Details of hotel and booking:</b>		
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		
<b>The amount on the credit card is now approved by the customer for (final) debit.</b>		
<b>Credit card details:</b>		
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	
<b>Contact details:</b>		
Questions about invoicing and cost acceptance will be answered by:		
HRS Support Team		
Tel.: +49 (0) 9522 301 30 92 – Email: <a href="mailto:meeting@smartbilling.com">meeting@smartbilling.com</a>		



# SECTION 8

## 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/>.

