



Your Booking Guide for the HRS Corporate Booking Portal

Experience a convenient and efficient booking process.

Welcome to HRS- World's leading hotel booking portal:

- ✓ 350,000 hotels worldwide in all categories
- ✓ HRS corporate rates: discounts of 5-30 % in over 40,000 hotels
- ✓ Quality control through more than 5 million customer evaluations
- ✓ Individual, meeting and group booking online and offline all under one roof
- ✓ Fee-free service

Your booking with HRS: fast, simple and secure!

What do I find on the booking page?

Click on the provided company link

► Click on the provided company link

This allows you to access special rates for booking your accommodation for your next business trip.

The screenshot shows the HRS internal booking portal. Annotations point to various features:

- Organisation of a meeting**: Points to the 'Meetings' tab in the top navigation bar.
- Your personal My HRS Login**: Points to the 'My HRS (Logout)' link in the top navigation bar.
- Change and cancel your bookings**: Points to the 'Change/cancel' link in the top navigation bar.
- Your company's key locations**: Points to the 'Your destination' search field.
- Hotel search**: Points to the 'Search for hotel' button.
- Information about your Travel-management**: Points to the 'Welcome to the internal HRS Booking Portal!' message and the 'Dear colleagues please book your business travel only via our internal HRS Booking Portal and consider the travel policy which you can find in the Intranet' text.
- Download Corporate App**: Points to the 'Download now!' link in the corporate portal section.

► You will find the contact to HRS service agent on the portal. Please use the customer service phone number to:

- make hotel reservations via phone directly with the HRS service agent who will be able to retrieve your company profile in the system
- access your company profile and company negotiated rates in the HRS mobile app

How to search for a hotel?

► In the search field you can specify:

- The destination - country, city, address etc. (The destination can also be selected from the list of locations specified by your company)
- Arrival and departure dates
- The number and type of room(s), and the number of guests

To search for a specific hotel, please enter the hotel name in the Additional search criteria field.

Search for hotels near your company location

Other search criteria:
- Hotel / hotel chain
- Star category
- Search area or proximity

Flexible hotel search:
- Location, region or address
- Point of interest
- Postcode

The screenshot shows the HRS search form with the following fields and options:

- Your destination**: A text input field with a placeholder 'Town, hotel, region, address, island, zip'.
- OR Select destination from company locations**: A dropdown menu.
- Arrival**: A date picker set to 9/25/20.
- Departure**: A date picker set to 9/26/20.
- Single rooms**: A text input field with the value '1'.
- Double rooms**: A text input field.
- Other search criteria**: A dropdown menu.
- Search for hotel**: A blue button.

Select the best hotel from the hotel list

The HRS Corporate Booking Portal allows you to sort hotels by additional criteria such as price, discounts or distance from the selected destination. The HRS stars filter criteria helps you choose a proven hotel rated and recommended by other HRS users.

Sort hotels by prioritized categories

Overview of already entered travel data

Refine the search criteria:

- Price
- Incl. breakfast
- Incl. WiFi
- Top quality hotel
- HRS stars
- Customer evaluation

Photos and other details for individual hotels

Other options for narrowing your search



Tick the box in front of the hotel picture to:

The screenshot shows the HRS Corporate Booking Portal interface. At the top, it says '214 Available hotels in Köln (Nordrhein-Westfalen)'. Below this, there are several filters and sorting options. The main list of hotels includes columns for hotel name, location, HRS stars, price per room/night, discounts, and distance to the destination. Each hotel entry has a small photo and a 'Self inspected' badge. The list includes hotels like CityClass Europa am Dom, CityClass Residence am Dom, Centro Hotel Kommerz, XII Apostel Albergo, CityClass Caprice am Dom, Domsptzen, Lindner Dom Residence, and Cerano City am Dom. At the bottom, there are buttons for 'Compare', 'Show on map', 'Show note', and 'Print'.

Compare hotels directly with each other

See hotel locations displayed on a map

Add hotels to notepad

Corporate discount: 5 - 30 %

Business Tariff 30.6%

Hot tariff: advance purchase rate with restricted booking condition

Hot tariff

Negotiated rates: These are marked in the hotel list by your company logo



The rate displayed in the hotel overview list is the current most favorable rate available thanks to the HRS multisource feature. Click the hotel description button to view the hotel information in detail (description, photos, guest reviews).

Clean & Safe Label

At HRS, our main priority is to ensure the health, safety and security of our customers and business partners. This is why HRS has partnered with SGS, the world's leading inspection, verification, testing and certification company, to develop the Clean & Safe Protocol. Learn more about the label on our [corporate website](#).

Self Inspected label

- ✓ Represented when the hotel partner has **conducted the HRS Secure & Safe Protocol self-assessment** confirming the mandatory criteria being met in the hotel
- ✓ **50+ measures** to be implemented to ensure clean and safe hotel operations and guest care
- ✓ Checklists are **continuously monitored and updated** in line with global standards and guidelines

Expert Inspected label

- ✓ Represented when **SGS' auditors conducted a successful inspection** or the hotel has defined its own protocols for enhanced health and safety, and conducted an inspection by a third party specialized in verification and inspection.
- ✓ Clearly differentiated symbol **proving audited excellence**

Green Stay Label

Green Stay provides corporations and travelers a well-defined global standard for the comparison of the ecological sustainability of lodging suppliers. Green Stay reporting is based on the Hotel Carbon Measurement Initiative (HCMi) founded in 2011 by the World Travel & Tourism Council (WTTc) and the International Tourism Partnership which was further developed by a working group of numerous Hotel Associations.

Green Stay provides corporations and travelers a well-defined global standard for the comparison of the ecological sustainability of lodging suppliers. Green Stay supports:

- ▶ Travelers in making green booking decisions
- ▶ Corporations in building more sustainable lodging programs by providing normalized data from hotels on energy, water and waste usage.

Learn more about the label on our [corporate website](#).



+49 221 2077 600 24/7 customer service powered by **HRS** English

204 Available hotels in Hamburg (Hamburg)

Prices in: EUR ▾

Recommendations Hotel name City/region HRS stars Price per room/night Discounts Distance to ▾

Change travel data

Your destination

Hamburg (Hamburg)

OR Select destination from company locations

Arrival: 30/12/20 Departure: 31/12/20

Single rooms: 1 Double rooms:

Other search criteria

Search for hotel

Refine search results

Price: 20 - 400 EUR

☐ Free cancellation up to 6 p.m.

☐ Parking (174)

☐ WiFi in public area (186)

☐ Free Internet in room (189)

<input type="checkbox"/>		Hotel 1 Hamburg - Hamburg	★★★ 7.5	Sgt. 69.00 EUR Business Tariff 33% incl. breakfast	7.0 6.5 3.9
<input type="checkbox"/>		Hotel 2 Hamburg - St. Pauli	Green Stay	Sgt. 65.20 EUR	
<input type="checkbox"/>		Hotel 3 Hamburg - Hamburg	Expert inspected		
<input type="checkbox"/>		Hotel 4 Hamburg - Rothenburg	Green Stay		
<input type="checkbox"/>		Hotel 5 Hamburg - St. Pauli	Expert inspected		
<input type="checkbox"/>		Hotel 6 Hamburg - St. Pauli			

HRS awarded Green Stay

This hotel has been awarded a Green Stay label, based on its environmental footprint it is amongst the most efficient in its area.

Energy 45 kg CO ₂ /night	Water 215 liter/night	Waste 0.5 kg/night
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Show more information about Green Stay

Certifications

Green Growth 2050 Certified (ID: hdf3k)

SGS (ID: 1451FDS)

Sustainability programs

The Green Path

Detailed Hotel information


Information & photosVideosPrices & offersFacilitiesLocationRating9/25/20 | 17:29

★★★★ HRS stars
Savoy
Turiner Str. 9, 50668, Köln - Altstadt Nord

Clean & Safe
SELF
Inspected

Arrival: Wed. 11/25/20
Departure: Thu. 11/26/20
Rooms: 1 single room (Sgl.)
Persons: 1 adult

Hotel photos (Total 42)



Terrace

Restaurant

Fitness room

Wellness area

Reception

Bar

Interior view

Terrace

Garden

Free for HRS guests: Free use of the sauna, WLAN in room

VAT: Included
Visitor tax: Not included in the total price: 5.00 % per room per night

Total price: 95.00 EUR

✓ Secure SSL data transfer ✓ Data protection guaranteed ✓ HRS price assurance with money-back guarantee

Go to reservation

Additional information about the hotel sorted by categories

Overview of your booking details

Clean & Safe Label

All hotel pictures at a glance

Photos shown in categories for easier decision making

Free inclusions for HRS guests

Easy to see: price and booking button

Clear overview of HRS advantages

Accepted payment methods

Information & photosVideosPrices & offersFacilitiesLocationRating9/25/20 | 17:30

✓ English-speaking staff available during the day
✓ English-speaking staff available at night
✓ Multilingual staff on hand 24 hours a day
— Porter service
✓ Laundry service
✓ Show more services and details

✓ Shoe-polishing machine
✓ Room service: 7,50 EUR 00:00-23:59.00
✓ Free daily newspapers
— Check-out terminal
✓ Gift vouchers available for Wellness/Spa Bereich

Accepted payment methods

— China UnionPay credit card
✓ Visa
— Discover
✓ Eurocard/MasterCard
✓ American Express
— Diners Club

✓ Electronic cash
— (Bank) transfer
— Japan Credit Bureau (JCB Intl.)
— Travelers' checks
— Billing to corporate account possible
— Credit cards are not accepted

NB: The fees quoted by the hotel are approximate and only intended as a guide.

Information about the hotel's accepted payment methods can be found under „Hotel details“ – „Facilities“

Hotel reservation in 3 easy steps

HRS

You are here: [Search hotel \(Home page\)](#) > [Hotel list](#) > [Booking](#)

1 Your data 2 Booking 3 confirm

Reason for booking: ☒ Business ☐ Leisure

Personal details

Guest: First name Last name

E-mail address: For booking confirmation and hotel rating

Booker details: Enter your details ^

Booker (only if different from guest): First name Last name

E-mail address: E-mail to send booking confirmation

Phone no.: ---please select--- Fixed line or cell phone

Do you have any other requests? [Enter requests for hotel ^](#)

Reservation data

Indicate the area of the department to which you belong, so your booking can be correctly allocated.

Your department: Selection ^

Billing address: Enter billing address in advance ^

Company:

Personal details: First name Last name

Street address:

Zip code / location:

Country: ---please select---

Project Number * ---please select---

Loyalty number:

Payment data: Please select your desired payment method.

☐ You are paying yourself

☒ Payment with credit card used

Guaranteed booking? ☐ I will be arriving after 6:00 pm (local time). Please reserve my room. Entry of credit card details required.

Type: Choose your card type

Number:

Expiry date: Month Year

Cardholder: Name on card

PCI BOOKING

[Cancel](#)

[Back](#) [Check data](#) [Continue to the next step](#)

Booking has not been sent yet!

1. Step: Traveler Profile

Fill in the details of the business traveler, the person making the booking (if different) and your company.

If you already have a My HRS ID, you can now log in and use booking templates to speed up the booking process. Detailed information about your My HRS profile is included below.

Important:

A credit card number is required for a guaranteed booking. Please pay attention to any additional information behind the optional entry fields.

2. Step: Data Verification

At this stage you can check that all details have been entered correctly, check the price and the conditions of the booking. If all of the details are correct, please proceed to the next step - confirm your reservation.

3. Step: Confirm your hotel reservation

During the third step you can see the booking confirmation with all the details of the trip. This confirmation will also be sent to the provided email address.

Additional services available on this page:

- possibility to send further confirmation via SMS or email (e.g. in another language)
- possibility to add the dates and details of the reservation in the calendar
- add a hotel to your list of favorite hotels
- save guest data as a hotel booking template

HRS

[Search hotel](#) [Meetings](#) [Groups](#) [My HRS \(Logout\)](#) [Change/cancel](#)

You are here: [Search hotel \(Home page\)](#) > [Hotel list](#) > [Booking](#)

1 Your data **2 Booking** **3 confirm**

Thank you for reservation

The booking confirmation has been sent to jana.volkova@hrs.com.

Hotel: Savoy

Address: Turiner Str. 9, 50668 Köln - Altstadt Nord, Germany

Arrival/Departure: Fri. 9/25/20 - Sat. 9/26/20 (1 Night)

Your HRS process number: 142516069

Your HRS access code: 37093

Total price: 135.00 EUR

[Print](#) [Receive as SMS](#) [Export for calendar](#)

Would you recommend HRS to your friends and colleagues?

How likely are you to recommend the HRS website?

0 1 2 3 4 5 6 7 8 9 10

Unlikely Very likely

Please let us know the reason for your trip:

☐ Leisure ☐ Business

Which areas of our website could be improved?

[Send rating](#)

Available services for your booking

Booking confirmation: [Send copy \(in another language, for example\) >](#)

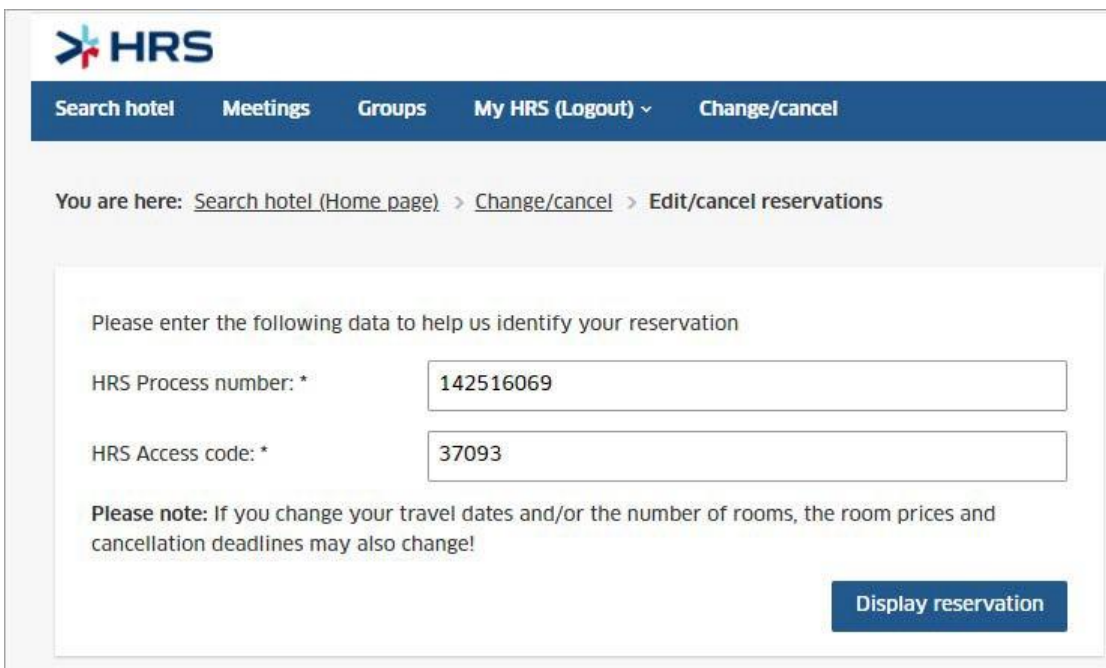
Arrival at the hotel: [Plan route >](#) [Send hotel address to satnav >](#)

My HRS Services: [Save this hotel to your Favorites >](#) [Create booking template >](#)

[Additional booking for this guest >](#) [Additional booking in the same hotel >](#)

Modification or cancellation of a hotel reservation

To change or cancel an existing booking, use the Change/Cancel menu item in the main navigation.



HRS

Search hotel Meetings Groups My HRS (Logout) ~ Change/cancel

You are here: [Search hotel \(Home page\)](#) > [Change/cancel](#) > [Edit/cancel reservations](#)

Please enter the following data to help us identify your reservation

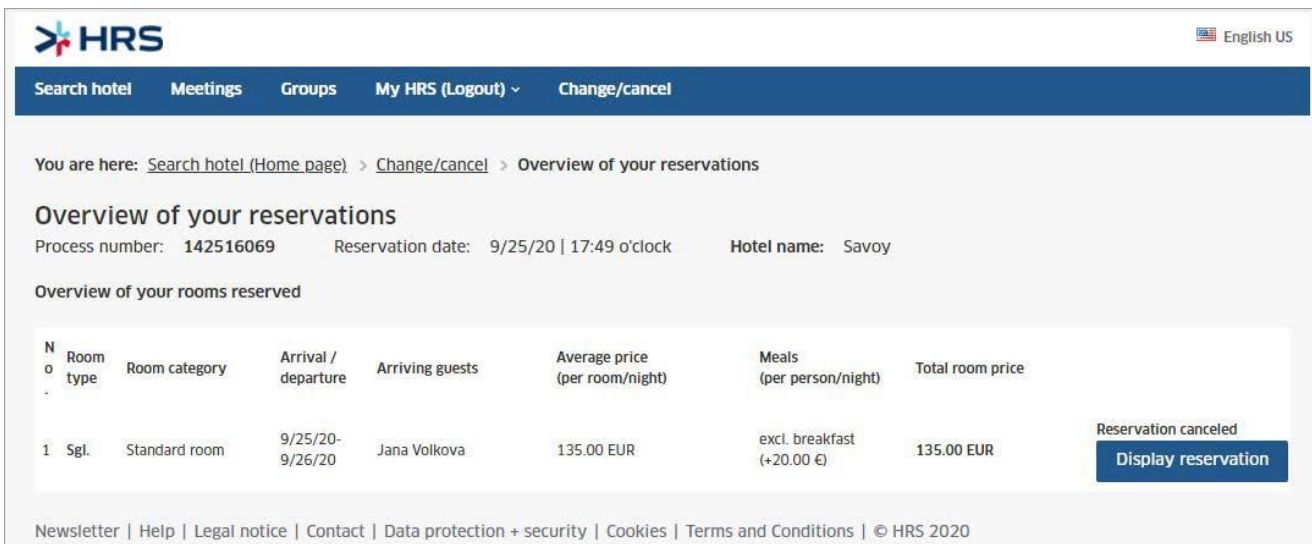
HRS Process number: *

HRS Access code: *

Please note: If you change your travel dates and/or the number of rooms, the room prices and cancellation deadlines may also change!

[Display reservation](#)

The reservation number and access code can be found in the booking confirmation email.



HRS English US

Search hotel Meetings Groups My HRS (Logout) ~ Change/cancel

You are here: [Search hotel \(Home page\)](#) > [Change/cancel](#) > [Overview of your reservations](#)

Overview of your reservations

Process number: 142516069 Reservation date: 9/25/20 | 17:49 o'clock Hotel name: Savoy

Overview of your rooms reserved

No.	Room type	Room category	Arrival / departure	Arriving guests	Average price (per room/night)	Meals (per person/night)	Total room price
1	Sgl.	Standard room	9/25/20-9/26/20	Jana Volkova	135.00 EUR	excl. breakfast (+20.00 €)	135.00 EUR

Reservation canceled

[Display reservation](#)

Newsletter | Help | Legal notice | Contact | Data protection + security | Cookies | Terms and Conditions | © HRS 2020

On this page you can cancel or modify the accommodation reservation - change the date of the trip or the name of the guest (within the available offer).

If you have booked your accommodation after logging in to My HRS, you can find it later in the Reservation history menu item.

My HRS – personal user profile

- ▶ Register with My HRS for easier and faster hotel bookings, and personalized system settings.

The screenshot displays the 'My HRS' interface. At the top, the HRS logo is on the left, and 'English US' is on the right. A dark blue navigation bar contains links: 'Search hotel', 'Meetings', 'Groups', 'My HRS (Logout) v', and 'Change/cancel'. Below this, a user profile dropdown is open for 'JANA', showing options like 'Logout', 'Access data', 'Traveller profiles', 'Hotel favorites', 'Reservation history', and 'Hotel rating'. To the left of the dropdown is a search form with fields for 'Your destination' (with a placeholder 'Town, hotel, region, address, is'), 'Arrival' (9/25/20), 'Departure' (9/26/20), 'Single rooms' (1), and 'Double room'. A 'Search for hotel' button is at the bottom of the form. To the right of the search form is a large banner with the text 'Welcome to the internal HRS Booking Portal!' and a background image of a hotel sign. Below the banner, three checkmarks highlight benefits: 'Save up to 30% with HRS Discounts', 'Free additional services for HRS guests only', and 'Over 300,000 hotels worldwide'. At the bottom, there are two promotional sections. The left section, 'THE NEW HRS BOOKING PORTAL', features a woman working on a laptop and text about a new chapter for corporate customers. The right section, 'Your corporate portal now available in the HRS app', shows a smartphone displaying the app interface and a 'Download now!' link.

HRS English US

Search hotel Meetings Groups **My HRS (Logout) v** Change/cancel

Hello JANA

Logout

Access data

Traveller profiles

Hotel favorites

Reservation history

Hotel rating

Your destination

Town, hotel, region, address, is

OR Select destination from company location

Arrival 9/25/20

Departure 9/26/20

Single rooms 1

Double room

Other search criteria Search for hotel

Welcome to the internal HRS Booking Portal!

agues please book your business travel only via our internal HRS Booking Portal and consider the travel policy which you can find in the intranet

more

✓ Save up to 30% with HRS Discounts

✓ Free additional services for HRS guests only

✓ Over 300,000 hotels worldwide

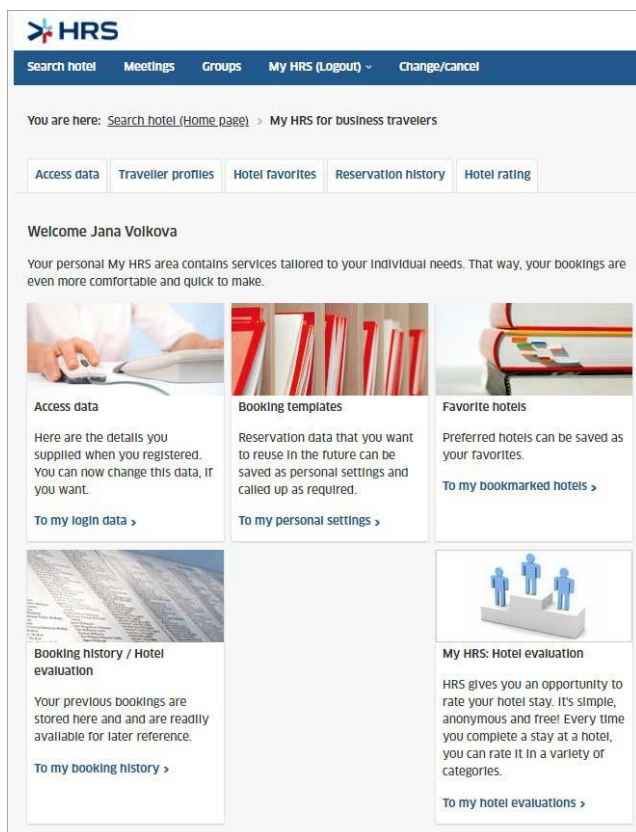
THE NEW HRS BOOKING PORTAL

Look forward to a new chapter with HRS, the world's leading hotel portal for corporate customers. Thanks to our new booking portal, companies can enjoy a faster and more convenient booking process.

Your corporate portal now available in the HRS app

Book your corporate rates anytime and on the go.

Download now! >



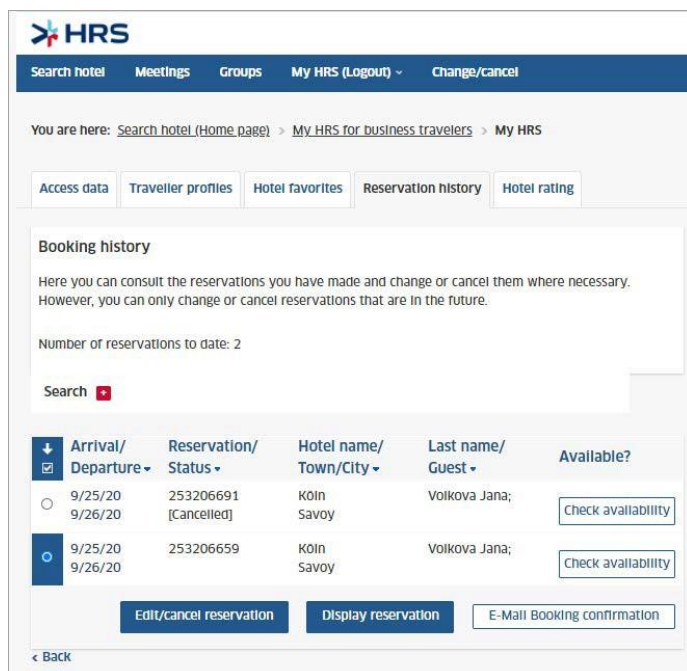
After logging in to My HRS, the following options are available:

Access data – change your profile details such as password or address.

Traveler profiles – fill in booking templates for easy one-click booking experience.

Credit card details, invoice details, etc. can also be entered here.

Hotel favorites - this is where you can quickly check the availability of your preferred hotel.



Reservation history - from here you can easily manage your hotel reservations. It is not necessary to retrieve booking details in order to check, change or cancel your booking.

Hotel rating - here you will find hotel reviews previously submitted by My HRS user.

Travel Arranger booking

- ▶ The HRS Portal allows the travel manager to book for another person and offers access to the booking profiles from any user in the company.

The screenshot shows the HRS Portal booking interface for a company named "COMPANY NAME". The page is titled "You are here: Search hotel (Home page) > Hotel list > Booking". It features a three-step process: 1 Your data, 2 Booking, and 3 Confirm. The "1 Your data" step is active, showing fields for "Reason for booking" (Business selected), "Booking for a colleague?" (checked), "Please enter the colleague's name or email address" (John), "Please select colleague" (John Doe (JOHN.DOE@Mail.COM)), "My HRS booking templates" (Standard), and "Use selected personal settings". Below this is the "Personal details" section with fields for "Guest" (John Doe), "Email address" (john.doe@mail.com), "Phone no." (Germany +49 000000), and "Do you have any other requests?" (Submit requests to hotel). The "Booking data" section is also visible. On the right, the hotel details for "Motel One Frankfurt Messe" are shown, including the address, a photo, the dates (Friday, 21/05/21 to Saturday, 22/05/21), and the total price (79.00 EUR for 1 Night, 1 Room). A "Data protection & security" section lists several guarantees: HRS price assurance with money-back guarantee, Secure SSL data transfer, Data protection guaranteed, Transparent pricing - no hidden charges, Reservations free of charge, and Immediate booking confirmation.

● HRS Portal offers Travel Arranger functionality

● Easy and intuitive to use - at the end of the booking process

- ▶ Travel managers have 2 different ways of booking for travelers:

- Direct selection of traveler and the relevant booking profile (billing address etc.) directly from the drop-down list
- Creation of personal "booking profiles" in the name of the traveler under the travel arrangers profile
 - E.g. useful for Travel managers that look after defined set of travelers

- ▶ Once the booking template is selected, all fields will be automatically filled with the available information.

COMPANY NAME customer service powered by **HRS** English

You are here: [Search hotel \(Home page\)](#) > [Hotel list](#) > [Booking](#)

1 Your data

2 Booking

3 Confirm

Reason for booking: ☒ Business ☐ Leisure

Booking for a colleague? ☒ I would like to book on behalf of a colleague.

Please enter the colleague's name or email address:

My HRS booking templates: ▼

[Use selected personal settings](#)

Personal details

Guest:

Email address:

Phone no.: ▼

Do you have any other requests? [Submit requests to hotel](#) ▼


Booking data

Indicate the area of the department to which you belong, so your booking can be correctly allocated.

*** HRS stars

Motel One Frankfurt Messe

Europa-Allee 25, 60327 Frankfurt am Main - Europaviertel



→ Friday, 21/05/21

→ Saturday, 22/05/21

Total price 79.00 EUR

1 Night, 1 Room

Data protection & security

- ✓ HRS price assurance with money-back guarantee
- ✓ Secure SSL data transfer
- ✓ Data protection guaranteed
- ✓ Transparent pricing - no hidden charges
- ✓ Reservations free of charge
- ✓ Immediate booking confirmation

- All user profile data will be migrated from **Hotel.de** platform to **HRS Corporate Booking Portal** - and hence available immediately
- All registered users will be available to be selected for booking, including the correct billing address
- New users / travelers can be imported through automated update processes

► Booking for a new colleague or an external company without myHRS Profile

COMPANY NAME

ner service

powered by HRS

English

You are here: [Search hotel \(Home page\)](#) > [Hotel list](#) > [Booking](#)

1 Your data

2 Booking

3 Confirm

Reason for booking: ☒ Business ☐ Leisure

Booking for a colleague? ☐ I would like to book on behalf of a colleague.

My HRS booking templates: ----please select----

Use selected personal settings

Personal details

Guest:

Email address:

Booker details: Enter your details ^

Booker (if different from guest):

Email address:

Phone no.:

Do you have any other requests? [Submit requests to hotel](#)

Booking data

Indicate the area of the department to which you belong, so your booking can be correctly allocated.

Your department: * Company Group

Billing address: Enter billing address in advance ^

Company:

Personal details:

Street address:

Postcode / location:

Country:

Department *

Cost Center *

Employee Number *

Business Unit * ----please select----

3-letter code (3LC):

Loyalty number:

Payment data:

Guaranteed reservation (Arrival before or after 6 pm local time). The room will be kept open for you for the entire night, no matter when you arrive (within reception opening hours).

Type: Choose your card type

Number:

Expiry date: Month Year

Cardholder:

Cancel

*** HRS stars

Motel One Frankfurt Messe

Europa-Allee 25, 60327 Frankfurt am Main - Europaviertel

→ Friday, 21/05/21

* → Saturday, 22/05/21

Total price **79.00 EUR**

1 Night, 1 Room

Data protection & security

- ✓ HRS price assurance with money-back guarantee
- ✓ Secure SSL data transfer
- ✓ Data protection guaranteed
- ✓ Transparent pricing - no hidden charges
- ✓ Reservations free of charge
- ✓ Immediate booking confirmation

< Back

Check data

Continue to the next step

Booking has not been sent yet!

The HRS Portal allows any user to book for another person without the need to access the users individual profile. Here the user just needs to enter the name and the email address from the traveler. Also the billing address can be changed to match the traveler.

- ▶ If the traveler needs to get a room booked in the future, the travel manager could save the information in a booking template

COMPANY NAME

Customer service

powered by

HRS

English

Search hotel

Offers

Meetings

Groups

My HRS (Logout)

Change/Cancel

You are here: Search hotel (Home page)

>

My HRS for business travellers

>

My HRS

Access data

Traveller profiles

Favourite hotels

Booking history

Hotel rating

Booking template

Here you can change personal settings you have created.

Reason for booking:

☒ Business booking

☐ Leisure booking

Save settings as default

☒ Yes, save these settings as the default settings.

Name of personal settings:

John Doe

Arriving guests

1. Guest:

John

Doe

Email address:

john.doe@email.com

Add guest

Booker details

Enter your details

Phone no.:

Germany +49

123456789

Do you have any other requests?

Submit requests to hotel

HRS protects your privacy

Your personal data is treated in strict confidence and never passed on to third parties. It is subject to the legal data protection regulations and transferred across SSL-encrypted connections.

Your destination

Town, region, address, island, postcode

OR Select destination from company locations

Arrival

21/05/21

Departure

22/05/21

Single rooms

1

Double rooms

Other search criteria

Search for hotel

Travel Arrangers that frequently book.

14

Any questions?

Don't hesitate to contact us! If you have any questions regarding your company-specific Corporate Booking Portal or specific webinars tailored to your needs, please contact our team.

Contact details for your country: www.hrs.com/enterprise/

If you need assistance with your booking or if you want to book by phone, please contact our 24/7 customer service center:

☎ +49 221 2077-600
@ office@hrs.de

