

## WHO ONLINE BOOKING PLATFORM SIMPLIFIED STEP BY STEP

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## STEP 1: FIND PO AND TR NUMBER ON THE APPROVED TRAVEL AUTHORIZATION (TA)

## ON THE WHO TRAVEL AUTHORIZATION, YOU WILL FIND THE TR/PO NUMBER, THEY WILL BE REQUESTED TO MAKE THE BOOKING.

TRAVEL AUTHORIZATION Priv			nted On 17-Sep	-2018			Page	1 of 1							
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## TO CREATE YOUR ACCOUNT:

## Go to the website:

#### https://www.hcorpo.com/who/user

- Please click on the SIGN UP button
- Fill out the form with the required information
- You will receive an email notification asking you to authenticate yourself
- You will now be able to connect to the HCorpo platform

# TO CONNECT ONCE YOU HAVE CREATED YOUR ACCOUNT:

## Go to the website:

#### https://www.hcorpo.com/who/user

- Please click on the LOGIN button
- Enter your email address and password





Type-in the name of the desired destination (e.g. Geneva). You can also choose as destination the WHO Country Office or Regional Office in a given city.

Choose your check-in and your check-out dates and Click on "Search".



Hotel	
Cities, areas, points of inte	rest, addresses
GENEVA WHO HEADQU	JARTER, Geneva, Switzerland
Optional: expand your sea	rch km
Checkin	Nights Checkout
01/02/2019 🗂 Friday	5 ✔ 06/02/2019 🗂 Wednesday
Nh of rooms	A dull(c)
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▶ More Criteria	
	Quere have a
	Search







Only hotels below "Hotel City Cap" are displayed and can be booked.

**Target =** WHO country/regional offices if selected as destination.

WHO preferred hotels are tagged with WHO logo:



You are encouraged to choose one of the WHO preferred hotels.



IF THERE ARE NO AVAILABLE ROOM/RATES BELOW THE CITY CAP, YOU CAN TICK THE "OUTSIDE THE TRAVEL POLICY" CHECK BOX AND ACCESS ADDITIONAL OFFERS (A JUSTIFICATION WILL BE REQUIRED).

IF YOU TRAVEL TO GENEVA AND YOU WANT TO INCLUDE HOTELS IN NEIGHBORING FRANCE, (FERNEY VOLTAIRE) SELECT AS DETSINATION: GENEVA WHO HEADQUARTERS.



## STEP 5: BOOK YOUR ROOM

# WHEN A HOTEL OFFERS MULTIPLE RATES, YOU ARE ALWAYS ENCOURAGED TO CHOOSE THE LOWEST ONE. HOWEVER, PLEASE READ CAREFULLY THE CANCELLATION POLICY BEFORE CONFIRMING (SOME RATES MAY BE NONREFUNDABLE).

Click on "book" once the hotel is selected.









## Enter your name

Please enter the name of the traveller	Clear traveller's names
Room 1  Last name* First name* Phone Email	

Click on "Add to basket"



1

Enter the TR number and the hotel PO number and validate.

To complete your b	ooking, please ent	er the following information :
Information needed to complete your booking 1		
PO number (Purchase Order) - E.g. : 123456789 :		*

> THE CONFIRMATION AND THE VOUCHER WILL BE SENT TO YOU BY E-MAIL.





- > Voucher needs to be presented to the hotel at check-in
- The hotel room rate is paid by HCorpo on behalf of WHO. Any extra private expenses will need to be paid by the traveller at check-out
- Additional nights for private stay must be booked directly with the hotel (and never through HCorpo platform)
- Local city taxes (if applicable and not included in room rate) may be requested to be paid by the traveler (covered by the "incidentals portion of the perdiem")

## **CHANGES ON THE BOOKING**





▶ IF YOU ARE NOT ABLE TO CANCEL/MODIFY THE BOOKING OR COULD NOT FIND/BOOK A HOTEL ONLINE, PLEASE FILL IN THE OFFLINE FORM.

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## CONTACTS

#### **ON-LINE ASSISTANCE 24/7**

**Booking, modification, cancellation:** + 1 34 74 34 98 36 Info.who@hcorpo.com

#### International phone number: + 134 74 34 98 36

Switzerland number : + 41 22 518 76 49 Denmark number: +45 35158627 Italy number: +39 0559979096 UK number: + 44 20 38 07 58 30 Sweden number: + 46 8 12 42 09 66 US (Atlanta) number: + 1 47 05 58 96 77 US (Washington) number: + 1 30 19 09 40 18 US (New York) number: + 1 34 74 34 98 36 Canada number: + 1 43 82 38 01 48 Australia number: + 612 90 98 43 45 New Zealand number: + 64 99 51 58 25 Brazil number: + 5521 40 42 01 17 Kenya number: +254203893737

#### **EMERGENCY ASSISTANCE 24/7**

**During the trip, last minute requirements** +33 (0)1 77 68 17 34 (E.g: Problem at check-in)

#### FOR LOG IN ISSUE

Support.am@hcorpo.com