**Annex 3:** InnoEnergy criteria list

Company name:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quest** | **Criteria** | **In scope?** | **Comments field by tenderer** |
| 1 | Possibility to book **flights** direct via online portal? |  |  |
| 2 | Possibility to book **hotels** direct via online portal? |  |  |
| 3 | Possibility to book **trains** direct via online portal? |  |  |
| 4 | Possibility to book **car hire** direct via online portal? |  |  |
| 5 | Possibility to book **all the above** also offline (agent assisted) by calling? |  |  |
| 6 | Possibility to book **all the above** also by (phone) app? |  |  |
| 7 | Does the portal allow multi-functional approvals (e.g. thresholds, seniority etc.) linked to own travel policy compliancy? |  |  |
| 8 | Possibility to bulk upload user profiles? |  |  |
| 9 | Possibility to send a link to new users to complete their own profile? |  |  |
| 10 | Possibility to create guest user profiles for temporary use? |  |  |
| 11 | Possibility to link different (travel) policies for different profiles (group-user types) |  |  |
| 12 | SSO (Single Sign On) technical requirement possible? |  |  |
| 13 | Possibility to change the portal to other language besides English? |  |  |
| 14 | Does your company also have an event-management service to support organizing large events? |  |  |
| 15 | 24/7 support desk available for critical travellers’ support? |  |  |
| 16 | Possibility for group bookings above 10 people? |  |  |
| 17 | Possibility for group bookings above 5 people? |  |  |
| 18 | LCC bookings (e.g. Ryanair and other low-cost carriers) as part of the booking possibilities? |  |  |
| 19 | VISUM arrangements for non-EU travel service? |  |  |
| 20 | SPOC (1 account manager) being in contact with IE for structural collaboration |  |  |
| 21 | POS structure available in countries we operate (de-centralized approach) |  |  |
| 22 | Monthly total invoice per co-location (Sweden, Netherlands, France, Spain, Germany, and Poland) with a breakdown per traveller (linked to cost centre provided by IE) |  |  |
| 23 | No use of credit cards, payment only via invoices (however: pre-deposit agreement with IE is possible) |  |  |
| 24 | 30-day payment terms acceptable |  |  |

* By submitting this Annex 3 as part of the complete tender package, I hereby declare this form has been filled truthfully and the serviced marked as possible can and will be provided as part of the work scope within the offered price agreement.

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| **Free comment field for additional remarks or information from tenderer:** |
|  |

**Signature by tenderer representative**

Company name:

Representative name:

Representative function:

Date:

Signature: