

Upload invoicing documentation

www.hays.de

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OFFICE SUPPORT
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Click on request Login

Select language



YOUR PERSONNEL SERVICE PROVIDER FOR RECRUITING SPECIALISTS

Job and Project Portal

[Find jobs](#)

[Internal jobs with Hays](#)

- The following browsers are supported:

- Firefox**
- Chrome**
- Internet Explorer 10**
- Internet Explorer 11**
- Safari**

Enter your username and password

You are here [hays.de](#) / Login

SIGN IN

Email address

Password

[Password reset](#)

[Sign in](#)

REGISTER IN JUST TWO MINUTES

[Register now](#)

You do not have an account yet?

Register now and enjoy all benefits provided by us.



Receive job offers via email



Quick and simple application



Save job offers on multiple devices and apply

SUPPORT

If you have any further questions regarding your login, please send an e-mail to login@hays.de.

If you want to change your marketing preferences and do not yet have a login or do not wish to create one, please contact service@hays.de.

[Cookie-Präferenzen](#)

Registration is required, if you should have no log-in data, yet.

MY REGISTRATION

Form of address *

Ms. Mr.

First name *

Last name *

Email address *

Confirm email address *

Please choose a password *

Re-enter password *

Data protection and marketing purposes


I confirm that I have read and understood the [privacy policy](#). *

I want to receive e-mails on the following topics to my e-mail address

Information on Hays (studies, events, surveys, services, portfolio, etc.)

Job, career, further education & projects

I am aware that I can revoke my consent at any time with effect for the future, e.g. by e-mail, via the unsubscribe link. Your data will be processed in accordance with our [data protection policy](#). This policy also includes further information about your consent and rights.

I'm not a robot 
reCAPTCHA
Privacy - Terms

*Mandatory field

Send

You have to fill in all fields, please tick the box to accept the privacy policy, and then click the “Send” button.

Your login data will be sent to your e-mail address

Click on the button to upload documents

The image shows a screenshot of the HAYS website. At the top left is the HAYS logo with the tagline 'Recruiting experts worldwide'. To the right of the logo is a navigation bar with 'My Hays' (with a dropdown arrow), 'Career with Hays', a search icon, a location pin icon, and language options 'DE | EN'. Below this is another navigation bar with 'For job seekers', 'For freelance', 'Partners', 'News', and 'About Hays'. The main content area features a large blue banner with the text 'YOUR PERSONNEL PROVIDER FOR RECRUITING'. Below the banner is a 'Job and Project Portal' section with a search bar labeled 'Search item', a 'City' input field, and a pink 'Find jobs' button. At the bottom of this section is a link for 'Internal jobs with Hays'. A 'My Hays' dropdown menu is open, listing several options: 'My welcome page', 'Applications', 'Manage my job alerts', 'Contracting services' (which is highlighted with a black box), 'Value-added offers', 'Compliant Sourcing*', 'Manage my profile data', 'Settings', and 'My saved jobs (0)'. At the bottom of the dropdown is a 'Logout' link with a right-pointing arrow. A black box at the top right of the image contains the text 'Click on the button to upload documents', with an arrow pointing to the 'Contracting services' option in the dropdown menu.

CONTRACTING SERVICES

Here you will find all the documents and information on your service recording and invoicing that you need for your projects at Hays.



Time Tracking in MyTime



Information regarding my Invoicing Documentation



My Invoicing Data



Summary of my Uploaded Files



FAQ



Documents to Download

Overview of payment objective, estimated payment date, etc



Click on the button to upload documents



To view your uploaded materials, click "Summary uploaded files"



[Find Jobs now](#)

You are here: [hays.at](#) / [My Hays](#) / [Kandidaten](#) / [Contracting services](#) / [Summary uploaded files](#)

SUMMARY OF MY UPLOADED FILES

Here you'll find a summary of your uploaded files of the last 12 weeks.

For general inquiries regarding the self-billing process, please don't hesitate to contact your person in charge.

Uploaded	Receipt no.	Receipt date	File name	Contact person
2021-24-11		2021-24-11	hays-quickguide-portal-engl_201901.pdf	Sach Bearbeiter
2021-24-11		2021-24-11	hays-quickguide-portal-engl_201901.pdf	Sach Bearbeiter
2021-25-10		2021-25-10	Test-TS1.pdf	Sach Bearbeiter
2021-14-10		2021-14-10	Angebot 401474 (1).pdf	Sach Bearbeiter
2021-13-10		2021-13-10	Angebot 401474 (1).pdf	Sach Bearbeiter

What job are you looking for?


Find Jobs now


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INFORMATION REGARDING MY INVOICING DOCUMENTATION

Please note: If the upload does not work properly for you, please use the Chrome browser.





Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.

Project number*:
80M12345678 

Performance period*:
Oktober, 2021 

Advanced input

Please provide the following information to help us deal with your invoicing documentation faster.

Receipt date:
24  Nov  2021  

Select the appropriate project by clicking the drop down menu

Enter data
For tax reasons you can't chose any future date

UPLOAD INVOICING DOCUMENTATION

(Permitted file format: PDF (unsigned), maximum upload size 2MB)

Please upload the following documents separately in the relevant fields.

Only your time card and travel expenses (where applicable) are relevant for self billing procedures.

You must click the button "Send invoicing documentation to Hays now" at the bottom of the page for your documentation to be sent.

You will be helping us to improve our processes while ensuring the timely handling of your documents.

Should you have questions about your uploaded documents, please contact us by email:

E: GSV-Datenerfassung@hays.de



The responsible clerk is registered here

- Drag the documents into the corresponding fields.
- **Upload of multiple timesheets, travel expenses and receipts is possible**
- maximum size 2MB

To submit a change request for your bank account, click on this button (this concerns all open claims).

This field allows you to add billing-relevant data, such as information about remote services, travel costs

Click this button for sending your invoicing documentation to Hays

The screenshot displays the Hays portal interface with several key sections:

- YOUR TIMESHEETS**: A section with a large text area that says "DRAG AND DROP DOCUMENTS HERE (OR CLICK HERE)" and a warning message: "Warning! Your documentation will not be sent until you click the button 'Send invoicing documentation to Hays now' at the bottom of the page."
- YOUR TIMESHEETS**: A second section showing a document upload area with a file named "201603...t fehit P" (376.9 KB) and a "DELETE" button. A callout box points to this area with the text: "See the documents, which will be uploaded here".
- TRAVEL EXPENSES AND RECEIPTS**: A section with a large text area that says "DRAG AND DROP DOCUMENTS HERE (OR CLICK HERE)" and the same warning message.
- My registered banking account data**: A section displaying account information: Bank: Bankster Bad Bank, Account owner: Hays WebDev Testuser, IBAN: AL7420*****4321, Swift: USALALTRXX. Below this is a blue button labeled "SEND NEW ACCOUNT DATA".
- Comment (optional)**: A text input field for additional information.
- SEND INVOICING DOCUMENTATION TO HAYS NOW**: A large blue button at the bottom of the page, circled in red, which is the primary action button for submitting documentation.

Find Jobs now

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INFORMATION REGARDING MY INVOICING DOCUMENTATION

Please note: If the upload does not work properly for you, please use the Chrome browser.

Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.

Thank you very much! Your invoicing documentation has been successfully sent.

Projectnumber: **80M12345678**

Uploaded files:

- [hays-quickguide-portal-engl_201901.pdf](#)

Project number*:

- please choose - ▼

Confirmation that billing documents were uploaded successfully

Should you have different projects, you can select another one and upload the documents