

Upload invoicing documentation

www.hays.de

ACCOUNTANCY& UCATION/PHARM MA/CONSTRUCTI TY/CONTACT CEN **CONTACT CENTR URING & OPERATI** ATIONS/EDUCATI **ON TECHNOLOGY HNOLOGY/LEGAL NT/HEALTH & SAF SAFETY/POLICY&** NKING/RESOURC **OURCES & MINING** INSURANCE/ENG **NGINEERING/HU RESOURCES/LOG** LOGISTICS/FÁCILITIES MANAGEMENT/FINANCIAL CIAL SERVICES/SOCIAL CARE/SALES & MARKETI ING/ENERGY/OFFICE SUPPORT/RESPONSE MANA HEALTHCARE/OIL & GAS/ARCHITECTURE/ASSESS & DEVELOPMENT/PUBLIC SERVICES/ACCOUNTAN NCY & FINANCE/EDUCATION/PHARMA/CONSTRU **NSTRUCTION & PROPERTY/RESOURCE MANAGEM MENT/MANUFACTURING & OPERATIONS/RETAIL/I** INFORMATION TECHNOLOGY/SALES & MÁRKETING **RATEGY/BANKIN PUBLIC SERVICES** MARKETING/ENE **RESOURCES & MIN** INING/TELECOMS **ENGINEERING/H HUMAN RESOURC** CONTACT CENTRI TRES/FINANCIAL **ES/SOCIAL CARE** PHARMA/MANUF NG/ENERGY/HEA HEALTHCARE/AR **OFFICE SUPPORT** PROCUREMENT/H **LEGAL/OIL & GAS**





For job seekers v

For freelancers >



News v

For partners

DE EN

Select language

About Hays >

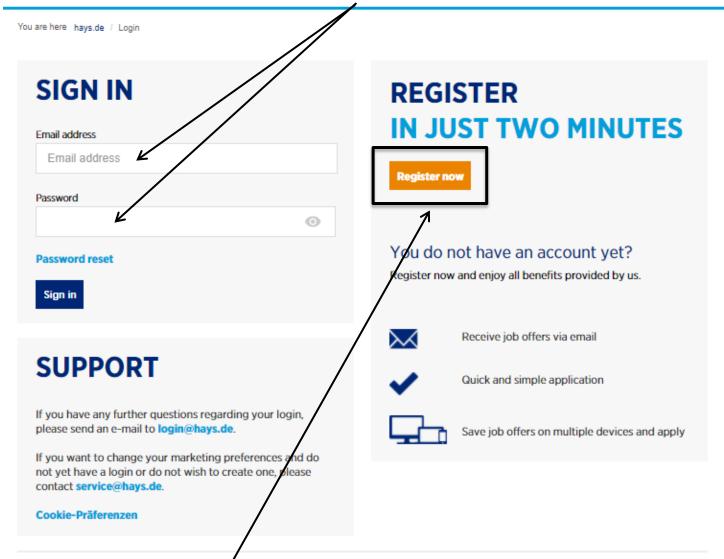
YOUR PERSONNEL SERVICE - The following browsers are supported: **PROVIDER Firefox** FOR RECRUITING SPECIALISTS Chrome **Internet Explorer 10 Internet Explorer 11** Safari **Job and Project Portal** Search item City Find jobs Internal jobs with Hays 2

For employers v



Enter your username and password

DE EN FR



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



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

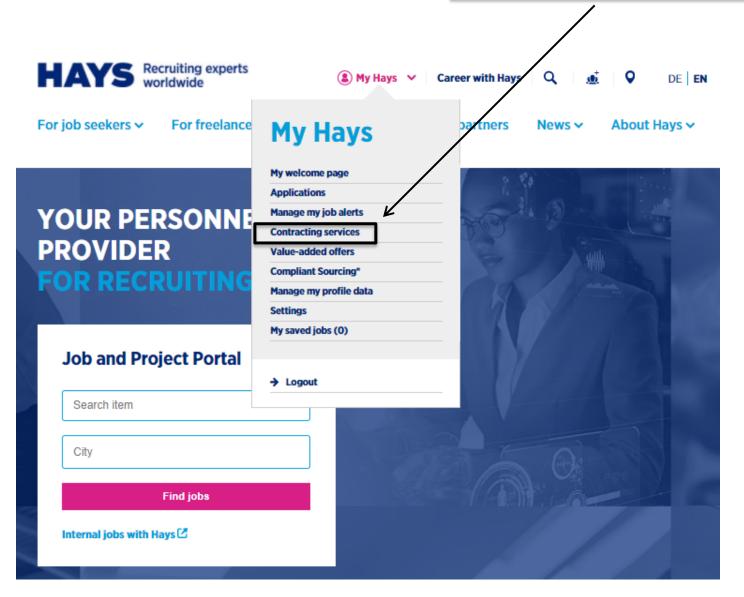
Your login data will be sent to your e-mail address

MY REGISTRATION

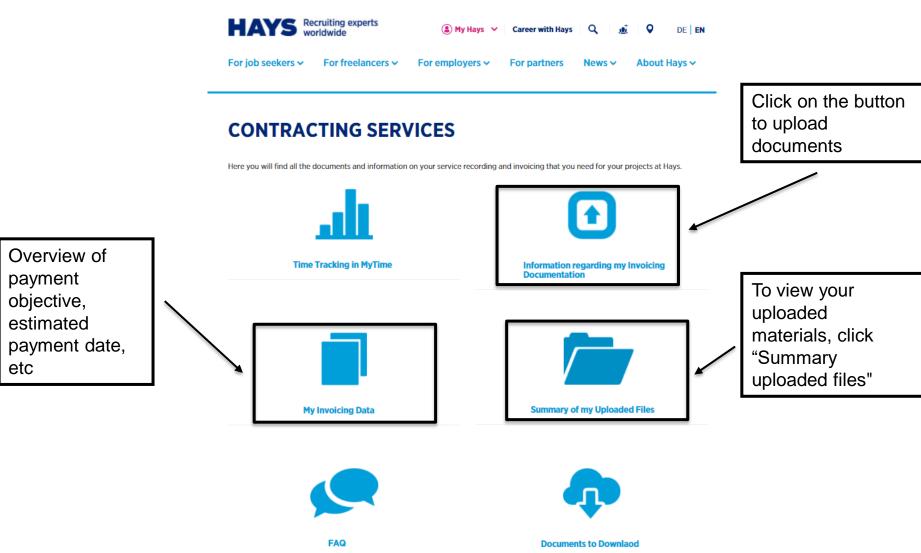
Form of address*				
○ Ms. ○ Mr.				
First name*				
Last name*				
Email address*				
Confirm email address*				
Please choose a password*				
⊙				
Re-enter password*				
Data protection and marketing purposes				
☐ I confirm that I have read and understood the privacy policy.*				
I want to receive 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				
Lam 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 rectarous productions prince - Terms				
*Mandatory field Send				



Click on the button to upload documents



HAYS Recruiting experts worldwide









For job seekers & freelancers >

For employers >

About Hays ∨

What job are you looking for?

Find Jobs now

You are here: hays.at / My Hays / Kandidaten / Contracting services / Summary uploaded files

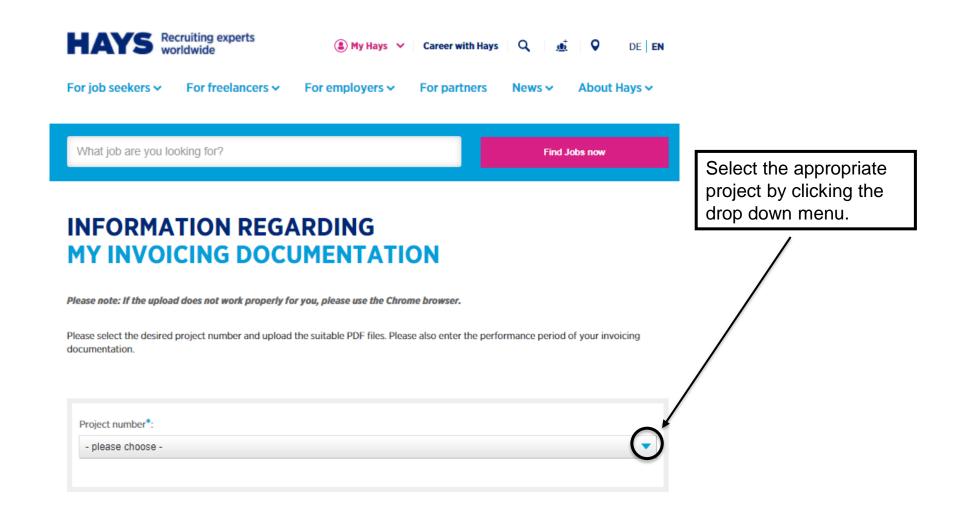
SUMMARY OF MY UPLOADED FILES

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_20190Lpdf	Sach Bearbeiter
2021-24-11		2021-24-11	hays-quickguide-portal-engl_20190Lpdf	Sach Bearbeiter
2021-25-10		2021-25-10	Test-TSLpdf	Sach Bearbeiter
2021-14-10		2021-14-10	Angebot 401474 (1).pdf	Sach Bearbeiter
2021-13-10		2021-13-10	Angebot 401474 (I).pdf	Sach Bearbeiter

HAYS Recruiting experts worldwide

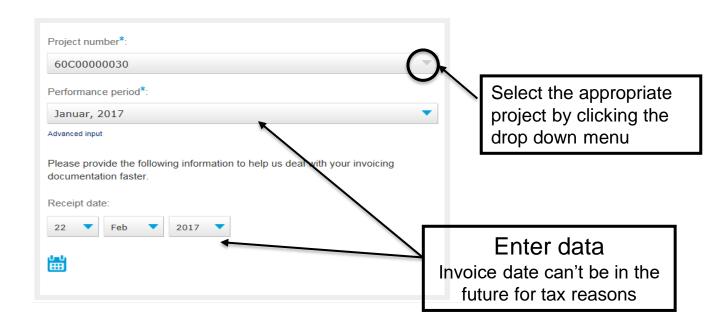




INFORMATION REGARDING MY INVOICING DOCUMENTATION

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

PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.



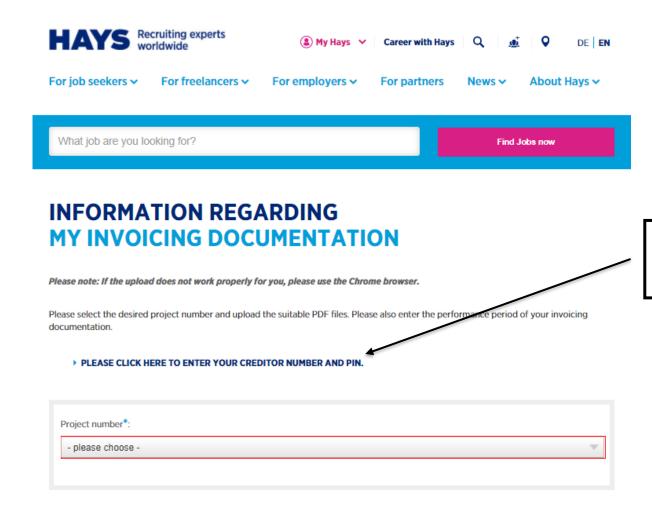


Message appears if no bank connection has been entered. Processing is canceled

A No banking account data could be found. Please provide us the information where to transfer the credit to in the first place.

SEND NEW ACCOUNT DATA





If a new project needs to be added, please click here



Upload invoicing documentation



Consultants are displayed

Press Button



LINK VENDOR NUMBERS WITH YOUR LOGIN

Please enter your vendor number and PIN.

A link was established between your login and our vendor number.

· Creditor Number: 1000031

PIN: ABC123

This operation is only necessary if you belong to a freelancer association and so submit invoices on behalf of other freelancers.

If you are only invoicing for yourself, please continue to "Upload invoicing documentation".



1000031

ABC123

LINK NUMBER

LIST OF LINKED VENDOR NUMBERS

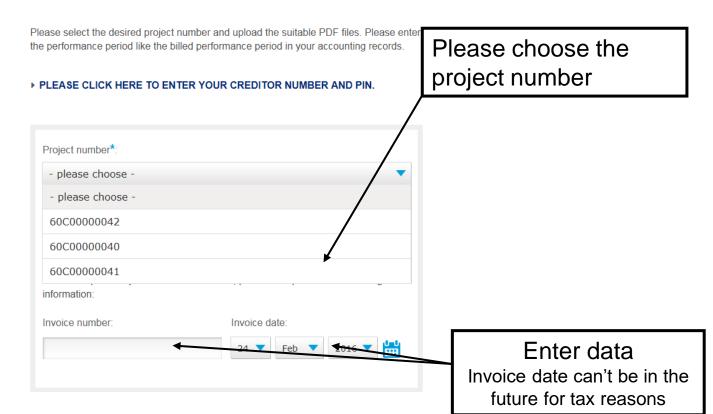


You only need to do this if you want to link a new PIN to your account.



DETAILS FOR MY ACCOUNTING RECORDS

▶ PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.





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

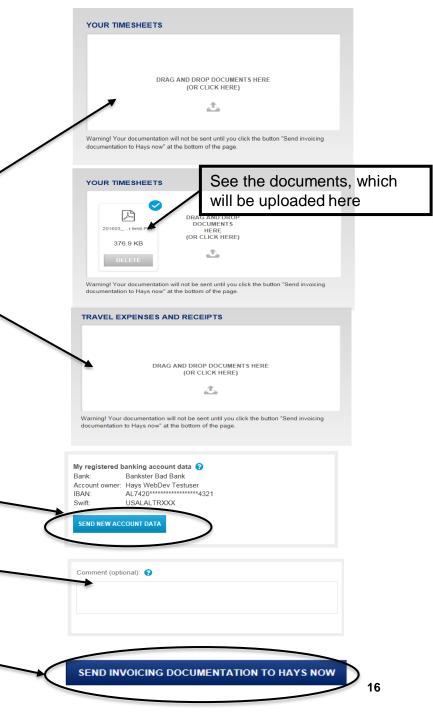


- Drag the documents into the corresponding fields.
- Upload of multiple timesheets, travel expenses and receipts is possible
- maximum size 2MB

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



HAYS Recruiting experts worldwide

