

# Upload invoicing documentation

[www.hays.de](http://www.hays.de)

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CONTACT CENTR  
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& DEVELOPMENT/PUBLIC SERVICES/ACCOUNTAN  
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ES/SOCIAL CARE  
NG/ENERGY/HEA  
OFFICE SUPPORT  
LEGAL/OIL & GAS

Click on request Login

Select language



# YOUR PERSONNEL SERVICE PROVIDER FOR RECRUITING SPECIALISTS

## Job and Project Portal

[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](mailto: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](mailto: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 screenshot shows the HAYS website interface. At the top left is the HAYS logo and tagline. The navigation bar includes 'My Hays' (with a dropdown arrow), 'Career with Hays', search, location, and language (DE | EN) options. Below the navigation are links for 'For job seekers', 'For freelance', 'Partners', 'News', and 'About Hays'. A large blue banner on the left reads 'YOUR PERSONNEL PROVIDER FOR RECRUITING'. Below this is a 'Job and Project Portal' section with search filters for 'Search item' and 'City', a pink 'Find jobs' button, and a link for 'Internal jobs with Hays'. A 'My Hays' dropdown menu is open, listing: 'My welcome page', 'Applications', 'Manage my job alerts', 'Contracting services' (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 contains the text 'Click on the button to upload documents', with an arrow pointing to the 'Contracting services' menu item.

## 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

[Find Jobs now](#)

## 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\*:

- please choose -



Select the appropriate project by clicking the drop down menu.



## 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.](#)


Project number\*:  
60C00000030

Performance period\*:  
Januar, 2017

Advanced input

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


Receipt date:  
22 Feb 2017



Select the appropriate project by clicking the drop down menu

Enter data  
Invoice date can't be in the future for tax reasons

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

 **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**

What job are you looking for?

Find Jobs now

## 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.

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

Project number\*:

- please choose -

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

## LINK VENDOR NUMBERS WITH YOUR LOGIN

Please enter your vendor number and PIN.

Creditor Number

PIN

Link number

Add agent:  
Enter Vendor number and PIN,  
press Link Number

### LIST OF LINKED VENDOR NUMBERS

#	Creditor	Creditor Number	Valid
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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".

Creditor Number

PIN

1000031

ABC123

LINK NUMBER

### LIST OF LINKED VENDOR NUMBERS

#	Creditor	Creditor Number	Valid
1	Elwetrütsch GmbH	1000031	✓

UPLOAD INVOICING DOCUMENTATION

Linked vendors are displayed. Now on "Upload invoice documents".

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.](#)

Please select the desired project number and upload the suitable PDF files. Please enter the performance period like the billed performance period in your accounting records.

▶ [PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.](#)


Please choose the project number

Project number\*:

- please choose -	▼
- please choose -	
60C00000042	
60C00000040	
60C00000041	

information:

Invoice number:

Invoice date:    

Enter data  
Invoice date can't be in the future for tax reasons

## 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](mailto: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

**YOUR TIMESHEETS**

DRAG AND DROP DOCUMENTS HERE  
(OR CLICK HERE)



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**

201603...t fehit P  
376.9 KB  
DELETE

DRAG AND DROP DOCUMENTS HERE  
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

**TRAVEL EXPENSES AND RECEIPTS**

DRAG AND DROP DOCUMENTS HERE  
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

**My registered banking account data** ?

Bank: Bankster Bad Bank  
Account owner: Hays WebDev Testuser  
IBAN: AL7420\*\*\*\*\*4321  
Swift: USALALTRXX

**SEND NEW ACCOUNT DATA**

Comment (optional): ?

**SEND INVOICING DOCUMENTATION TO HAYS NOW**



What job are you looking for?

Find Jobs now

You are here: [hays.at](#) / [My Hays](#) / [Kandidaten](#) / [Contracting services](#) / [Upload invoice](#)

## 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