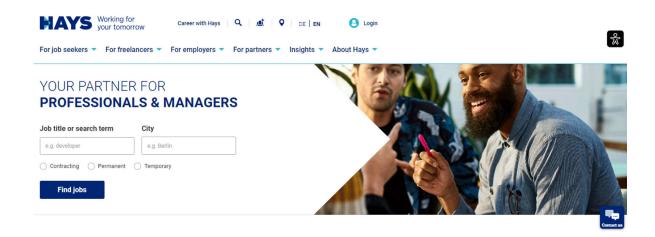


Upload Invoicing Documentation

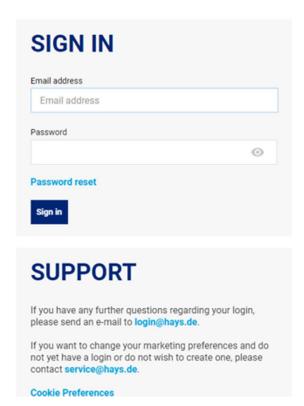
Login

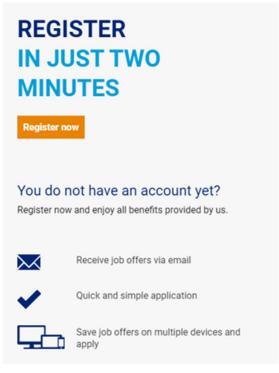


- Enter your username and password

 Registration is required if you should have no login data, yet.

You are here hays.de / Login





Registration

You have to fill in all fields. Please tick the box to accept the privacy policy, and click the "send" button.

Your login data will be sent to your e-mail Address.

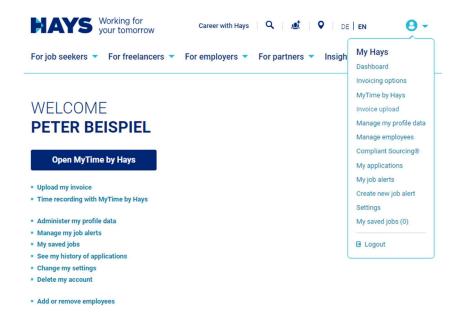
ACCOUNT CREATION

Forn	n of address *				
O N	1s. OMr. ODiver	se O Not s	tated		
First	name *				
Last	name *				
Ema	il address *				
Con	firm email address *				
Plea	se choose a password *				
					0
Re-e	enter password *				
					<u> </u>
Data	protection and marketing p	urposes			
	I confirm that I have read	d and understoo	od the privacy r	oolicy. *	
	I would like to receive in careers, training, project				
	Hays may also use my dimprovements to its sen number in a pseudonym European Economic Are requirements on their wastatement.	vices. Hays may ous manner to a, in order to im	y also pass on a dvertising par port Hays adve	my email address tners, including ti ertising that is tail	s and/or telephone hose outside of the lored to my
	I am aware that I can revoke in an email, for example. We privacy statement. There ye of all Hays companies in Ge	e will process the ou will also find ot	data which you h her information o	ave entered in acco	rdance with our data sent, your rights and a list
	I'm not a robot	reCAPTCHA Privacy * Terma			



Upload

You can access the upload area via the "Upload my invoice" button or alternatively via the "Invoice upload" in the "Contracting Services" area.



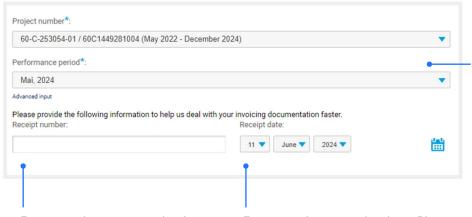
You are here: hays.de / My Hays / Applicants / Invoicing options / Upload invoice

UPLOAD OF 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.



Enter your document number here.

Enter your document data here. Please note that the document data may NOT be in the future.

You can use the dropdown fields to select your projects and the billing month.

Invoice and timesheets

Please drag and drop your documents into the appropriate fields

- Invoice
- Time sheet
- Travel expenses (if available)

Please note that documents can only be uploaded and processed in PDF format.

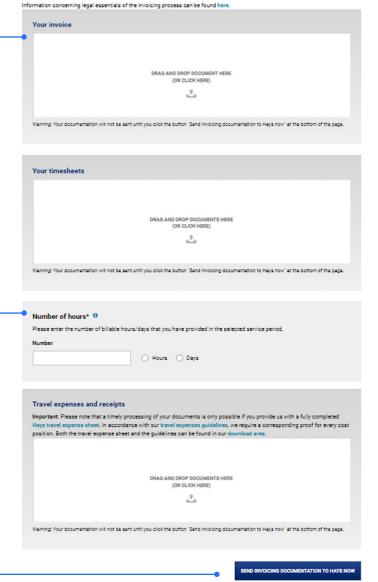
The maximum file size is limited to 5 MB.

Number of hours

As soon as you send us a time sheet, please let us know the number of hours/days worked in advance. You can make a selection between hours/days and enter the respective number in the field provided.

Please note that this field is mandatory. This preliminary information serves to improve the further processing of your billing data.

To submit your files, click on "Send invoicing documentation to Hays now".



Confirmation after successful upload

You are here: hays.de / My Hays / Applicants / Invoicing options / Upload invoice

UPLOAD OF 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.

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

Projectnumber: 60C21461101

Uploaded files:

TESTDATEI.pdf

More information about invoice upload

MORE INFORMATION ABOUT INVOICE UPLOAD



My Invoicing Data



Summary of my uploaded Files



FAQ



Documents to Download

Here you will find an overview of your successfully uploaded files.

- Summary of my uploaded Files:

Here you can see an overview of your uploaded files, including the date of transmission.

- My Invoicing Data:

Here you can see an overview of your data after it has been processed by your administrator.

