

# UPLOAD INVOICING DOCUMENTATION





Select language



Login

# YOUR PARTNER FOR PROFESSIONALS & MANAGERS

Over 22,000 jobs online

## Job and Project Portal

### Search item

### City

**Find jobs**

[Internal jobs with Hays](#)





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

## SIGN IN

Email address

Password

[Password reset](#)

[Sign in](#)

Enter your username and password

## 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 Preferences](#)

## REGISTER IN JUST TWO MINUTES

[Register now](#)

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

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





## 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 would like to receive information from Hays that is tailored to my requirements regarding jobs, careers, training, projects, the services which Hays provides and the company's portfolio.

Hays may also use my data for market research purposes in order to make further improvements to its services. Hays may also pass on my email address and/or telephone number in a pseudonymous manner to advertising partners, including those outside of the European Economic Area, in order to import Hays advertising that is tailored to my requirements on their websites. More information about this can be found in the [data privacy statement](#).

I am aware that I can revoke my consent at any time with effect for the future by clicking the unsubscribe link in an email, for example. We will process the data which you have entered in accordance with our [data privacy statement](#). There you will also find other information concerning your consent, your rights and a list of all Hays companies in Germany, Austria and Switzerland and our advertising partners.

I'm not a robot 

\*Mandatory field

Send

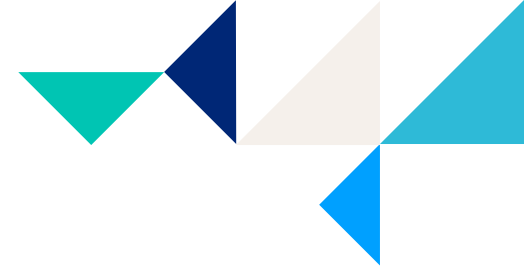
You have to fill in all fields. Please tick the box to accept the privacy policy, and click the "send" button.

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



The screenshot shows the HAYS website interface. At the top left is the HAYS logo and tagline. The navigation bar includes 'Career with Hays', search, user profile, location, and language (DE | EN) options. Below the navigation bar are tabs for 'For job seekers', 'For freelancers', 'For employers', 'For partners', and 'New'. The main content area is titled 'WELCOME PETER BEISPIEL' and features a blue button 'Open MyTime by Hays'. Below this is a section 'WHAT DO YOU WANT TO DO?' with a list of actions: 'Upload my invoice', 'Time recording with MyTime by Hays', 'Administer my profile data', 'Manage my job alerts', 'My saved jobs', 'See my history of applications', 'Change my settings', and 'Delete my account'. At the bottom of this list is 'Add or remove employees'. On the right side, a 'My Hays' dropdown menu is open, listing: 'Welcome', 'Settings', 'My welcome page', 'Contracting services', 'Manage my profile data', 'Manage employees', 'Compliant Sourcing®', 'My applications', 'My job alerts', 'Settings', 'My saved jobs (0)', and 'Logout'.

You can access the upload area via the „Upload billing documents“ button or alternatively via the „Contracting Services“ area.



You are here: [hays.de](#) / [My Hays](#) / [Applicants](#) / [Contracting services](#) / [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.](#)

Project number\*:  
RALC-214811.01 / RALC0020066003 / June 2020 - December 2023

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## LINK CREDITORS PIN WITH YOUR LOGIN

Please enter your vendor number and PIN.

Creditor Number	PIN	<a href="#">Link number</a>
<input type="text" value="123456"/>	<input type="text" value="123456"/>	

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## LINK CREDITORS PIN WITH YOUR LOGIN

Please enter your vendor number and PIN.

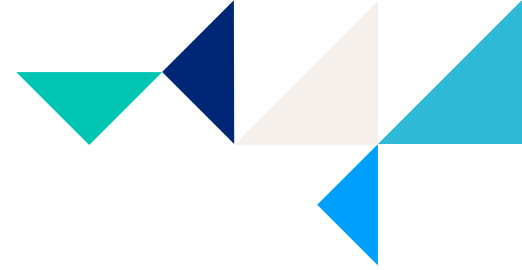
A link was established between your login and our vendor number.

- Creditor Number: [REDACTED]
- PIN: [REDACTED]

Creditor Number PIN

To see the projects of all your employees, you must first link your vendor number with your PIN number. You should have already received the PIN number before starting the first project.





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

Project number\*:  
60-C-214611-01 / 60C0029056003 (June 2020 - December 2023) ▾

Performance period\*:  
Juli, 2023 ▾

Advanced input  
Please provide the following information to help us deal with your invoicing documentation faster.  
Receipt date:  
\$ ▾ Aug ▾ 2023 ▾ 

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

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



Please drag your documents into the appropriate fields


- time sheet
- Travel expense receipts (if available)

Please note that documents can only be uploaded and processed as PDF files.

Maximum file size 2 MB.

**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.

**Travel expenses and receipts**

**Important:** Please note that a timely processing of your documents is only possible if you provide us with a fully completed [Hays travel expense sheet](#). In accordance with our [travel expenses guidelines](#), we require a corresponding proof for every cost position. Both the travel expense sheet and the guidelines can be found in our [download area](#).

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.





To submit a request to change your bank account information, please click here.

Additional information can be provided in this field. For example „On site“ and „Remote“ services

**My registered banking account data** ?

Bank: Commerzbank  
IBAN: DE5367\*\*\*\*\*2200  
Swift: COBADEFFXXX

**Send new account data**

Comment (optional): ?

**SEND INVOICING DOCUMENTATION TO HAYS NOW**

To submit your files, click on „Send billing documents to Hays now“.

SEND INVOICING DOCUMENTATION TO HAYS NOW

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

Projectnumber: **60C21461101**

Uploaded files:

- TESTDATEI.pdf

Confirmation after successful upload



## MORE INFORMATION ABOUT INVOICE UPLOAD



**My Invoicing Data**



**Summary of my uploaded Files**

Here you get an overview of your successfully uploaded files.



**FAQ**



**Documents to Download**





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## 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 or write an e-mail to [GSV-Datenerfassung@hays.de](mailto:GSV-Datenerfassung@hays.de).

Uploaded	Receipt no.	Receipt date	File name	Contact person
08/08/2023		08/08/2023	TESTDATE1.pdf	

Overview of uploaded files

