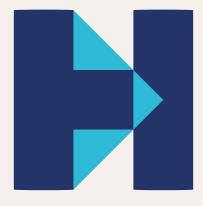


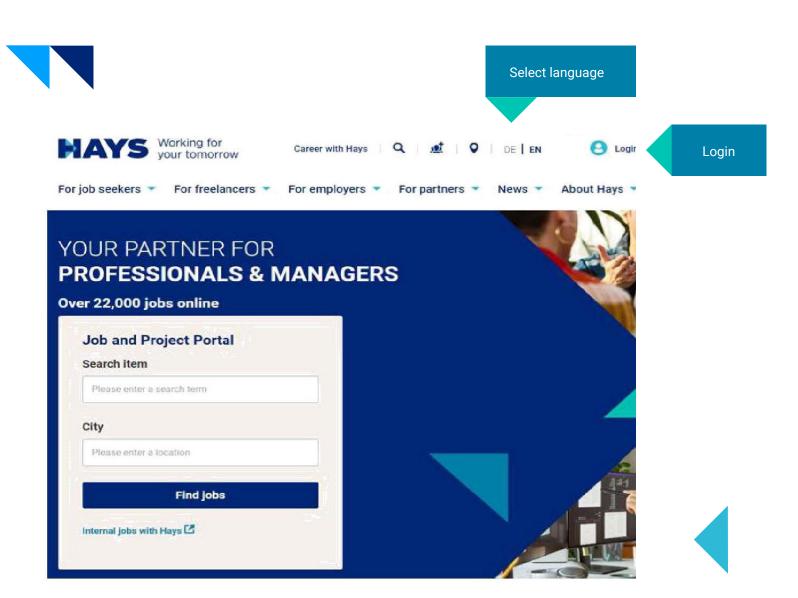
## UPLOAD INVOICING DOCUMENTATION













You are here hays de / Login

## SIGN IN

Enter your username and password

| Password       |   |
|----------------|---|
|                | 0 |
| Password reset |   |

## 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.

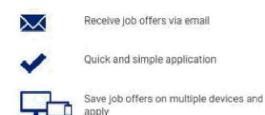
Cookie Preferences

# 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.

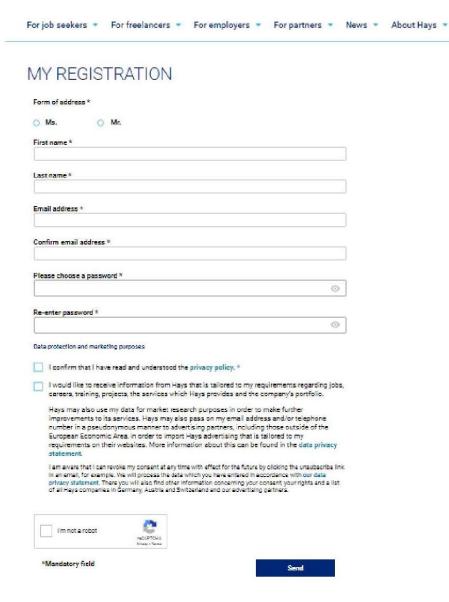




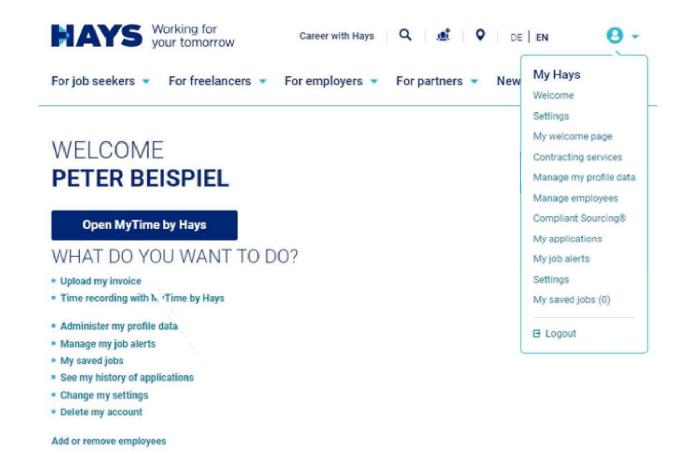


You have to fill in all fields. Please tick the box to accept the privacy policy, an click the "send" button.

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







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*:     |                   |                 |                |        |              |
|----------------------|-------------------|-----------------|----------------|--------|--------------|
| 80.C-214811-01 / 80C | 2020 - De         | cember 2023)    |                |        |              |
| For job seekers 💌    | For freelancers • | For employers 🕶 | For partners • | News - | About Hays - |

You are here: hays.de / My Hays / Applicants / Contracting services / Creditors PIN

#### LINK CREDITORS PIN

#### WITH YOUR LOGIN

Please enter your vendor number and PIN.

Creditor Number

123456

123456

Link number

You are here: hays.de / My Hays / Applicants / Contracting services / Creditors PIN

#### LINK CREDITORS PIN

#### WITH YOUR LOGIN

Please enter your vendor number and PIN.

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

- PIN: 53L6P5

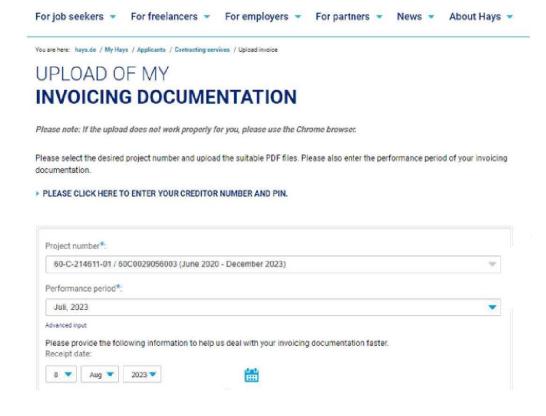
To see the projects of all your employees, you must first link your vendor number with your PIN number.

You should have already received the PIN number before starting the first project.









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.

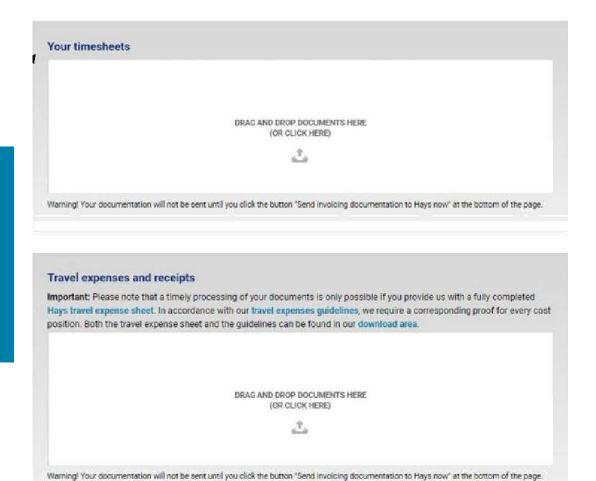


Please drag your documents into the appropriate fields

- 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.





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 rea                        | istered banking account data 🕢              |               |
|-------------------------------|---|---------------|
| Bank:                         | Commerzbank                                 |               |
| IRAN-                         | DE5367*******2200                           |               |
| Swift:                        | COBADEFFXXX                                 |               |
|                               |   |               |
| Company of the Company of the |   |               |
| Send no                       | w account data                              |               |
|                               |   |               |
|                               |   |               |
|                               |   |               |
| Comm                          | ent (optional): 🔞                           |               |
|                               |   |               |
| lac.                          |   |               |
|                               |   |               |
| -                             |   |               |
|                               |   |               |
|                               |   |               |
|                               | SEND INVOICING DOCUMENTATIO                 | N TO HAYS NOW |
|                               |   |               |
|                               |   |               |
|                               |   |               |
|                               |   |               |
| Т                             | o submit your files, click on "Send billing |               |
| d                             | ocuments to Hays now".                      |               |
| - a                           | ocuments to mays now.                       |               |
|                               |   |               |



SEND INVOICING DOCUMENTATION TO HAYS NOW

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

Projectnumber: 60C21461101

Uploaded files: • TESTDATEL.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** 





You are here: hays.de / My Hays / Applicants / Contracting services / Upload invoice / Summary of 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 or write an e-mail to GSV-Datenerfassung@hays.de.

| Uploaded   | Receipt no. | Receipt date | File name    | Contact person |
|------------|-------------|--------------|--------------|----------------|
| 08/08/2023 |             | 09/09/2023   | TESTDATELpdf |                |

Overview of uploaded files