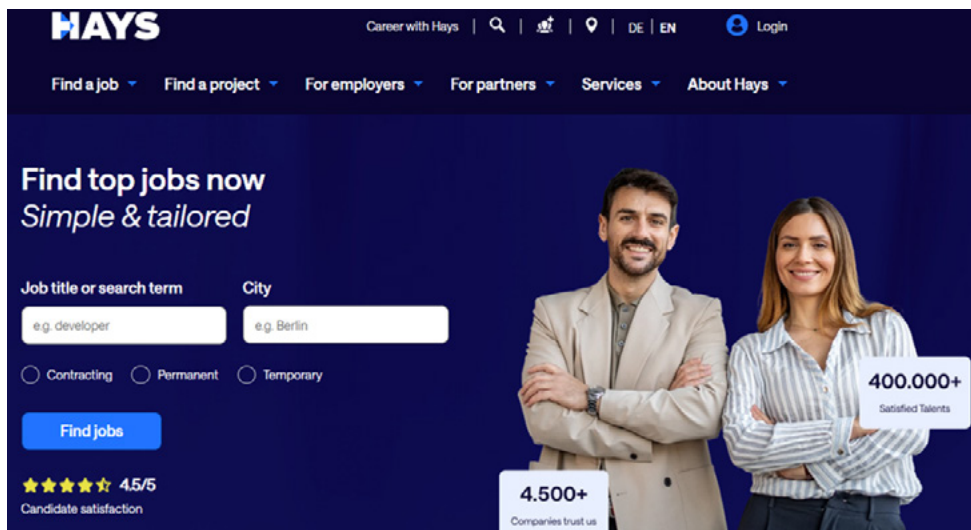


Upload
Invoicing
Documentation

Login



- Enter your username and password

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

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

SIGN IN

Email address

Password

[Password reset](#)

[Sign in](#)

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](#)

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

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

Form of address *

Ms. Mr. Diverse Not stated

First name *

Please enter your first name

Name *

Please enter your surname

Email address *

Please enter your e-mail address

Repeat email address *

Please re-enter your e-mail address

Password *

Please enter your password



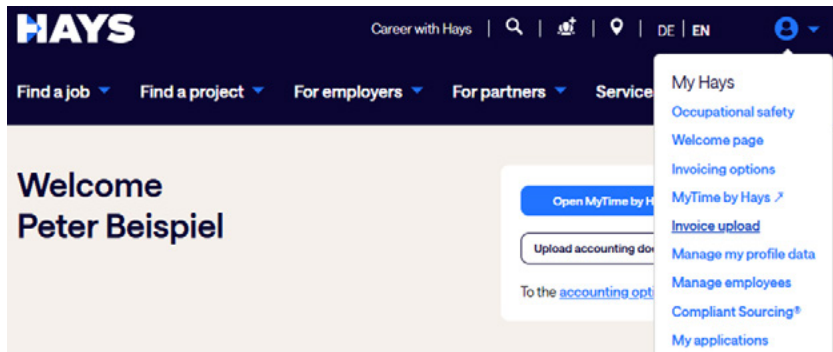
Re-enter password *

Please re-enter your password



Upload

You can access the upload area via the “Upload accounting documents” button or alternatively via the “My Hays” -> “Invoice Upload”.



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.](#)

A screenshot of the upload form. It features a 'Project number*' dropdown menu with the value '60-C.; *****3 (June 2020 - December 2026)'. Below it is a 'Performance period*' dropdown menu with the value 'Jan, 2026'. Underneath, there is an 'Advanced input' section with the text 'Please provide the following information to help us deal with your invoicing documentation faster.' and 'Receipt date:'. The receipt date is entered as '29 Jan 2026' with a calendar icon to the right.

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

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

Please drag and drop your documents into the appropriate fields.

- 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

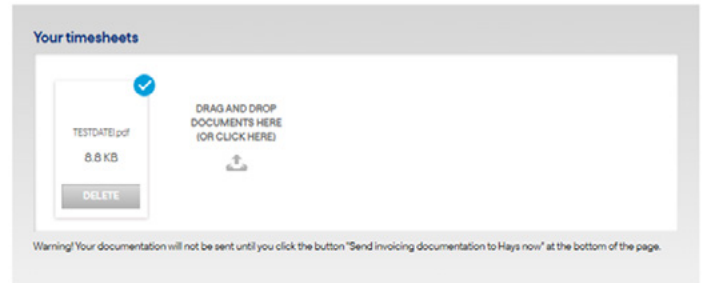
As soon as you send us a time sheet, please let us know the number of hours/days worked in advance.

You can make a selection between hours/days and enter the respective number in the field provided.

If you are working on several sub-projects, please add up the hours/days worked or alternatively send us several individual statements.

Please note that this field is mandatory.

This preliminary information serves to improve the further processing of your invoicing data.

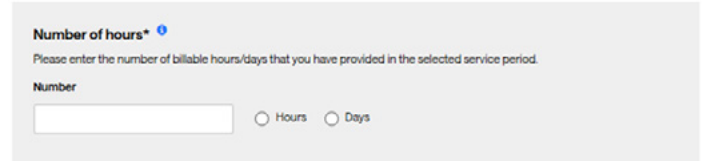


Your timesheets

TESTDATE.pdf
8.8 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.

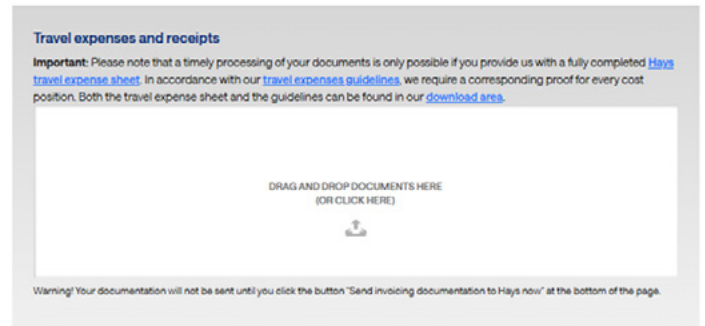


Number of hours*

Please enter the number of billable hours/days that you have provided in the selected service period.

Number

Hours Days



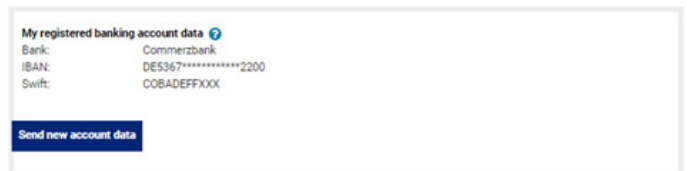
Travel expenses and receipts

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.



My registered banking account data

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

Send new account data

Additional information can be provided in this field, for example "on site" and "remote" services.



Comment (optional):

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

SEND INVOICING DOCUMENTATION TO HAYS NOW

Confirmation after successful upload

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.

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

Projectnumber: 60C*****

Uploaded files:

- TESTDATEI.pdf

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.