

Upload invoicing documentation

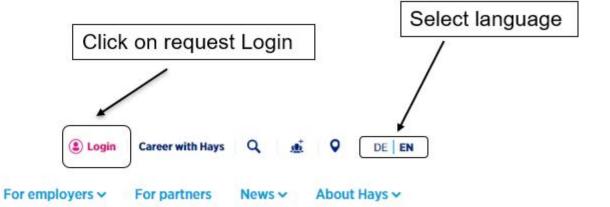
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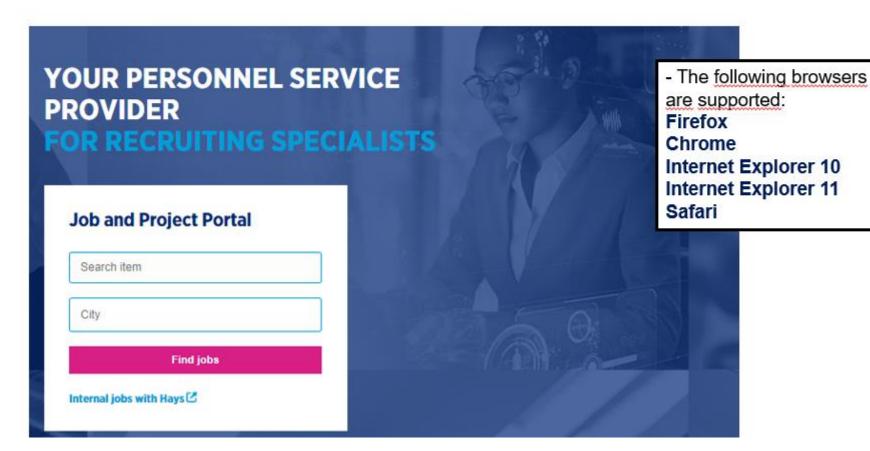
UCATION/PHARM ACCOUNTANCY & MA/CONSTRUCTI TY/CONTACT CEN CONTACT CENTR **URING & OPERATI** ATIONS/EDUCATI **ON TECHNOLOGY** HNOLOGY/LEGAL **NT/HEALTH & SAF** SAFETY/POLICY& **NKING/RESOURC OURCES & MINING** INSURANCE/ENG **NGINEERING/HU** RESOURCES/LOG LOGISTICS/FÁCILITIES MANAGEMENT/FINANCIAL CIAL SERVICES/SOCIAL CARE/SALES & MARKETI ING/ENERGY/OFFICE SUPPORT/RESPONSE MANA HEÁLTHCARÉ/OIL & GAS/ARCHITECTURE/ASSESS & DEVELOPMENT/PUBLIC SERVICES/ACCOUNTAN NCY & FINANCE/EDUCATION/PHARMA/CONSTRU **NSTRUCTION & PROPERTY/RESOURCE MANAGEM MENT/MANUFACTURING & OPERATIONS/RETAIL/I** INFORMATION TECHNOLOGY/SALES & MÁRKETING RATEGY/BANKIN **PUBLIC SERVICES** MARKETING/ENE **RESOURCES&MIN** INING/TELECOMS **ENGINEERING/H HUMAN RESOURC CONTACT CENTRI** TRES/FINANCIAL **ES/SOCIAL CARE** PHARMA/MANUF NG/ENERGY/HEA HEALTHCARE/AR OFFICE SUPPORT PROCUREMENT/H **LEGAL/OIL & GAS**



For freelancers >

For job seekers v







Enter your username and password

DE | EN | FR

You are here hays.de / Login SIGN IN REGISTER **IN JUST TWO MINUTES** Email address Email address Register now Password 0 You do not have an account yet? Password reset register now and enjoy all benefits provided by us. Sign in \bowtie Receive job offers via email SUPPORT Quick and simple application If you have any further questions regarding your login, please send an e-mail to login@hays.de. Save job offers on multiple devices and apply 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-Präferenzen

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

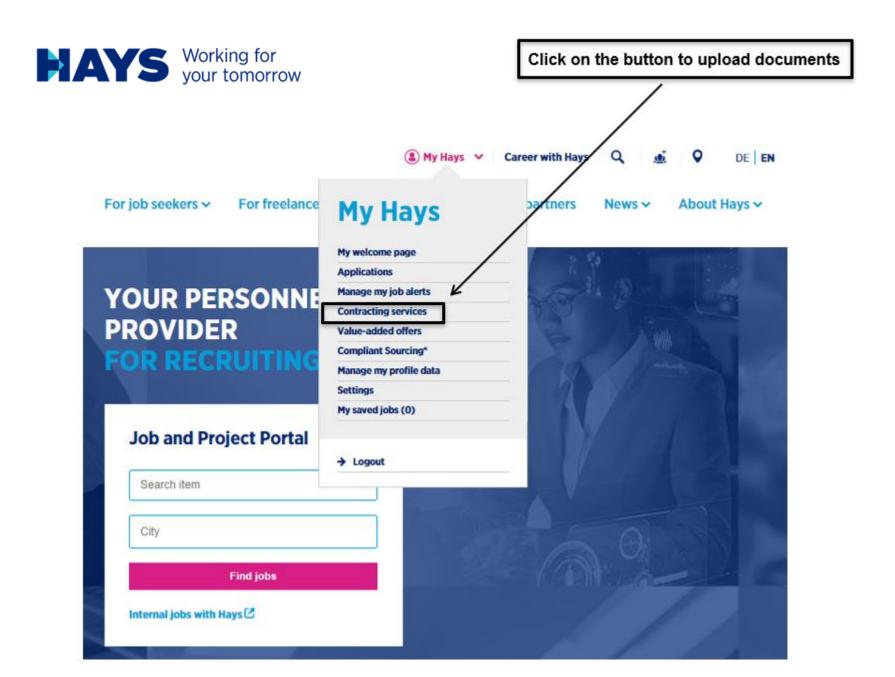


You have to fill in all fields, please tick the box to accept the privacy policy, and then click the "Send" button.

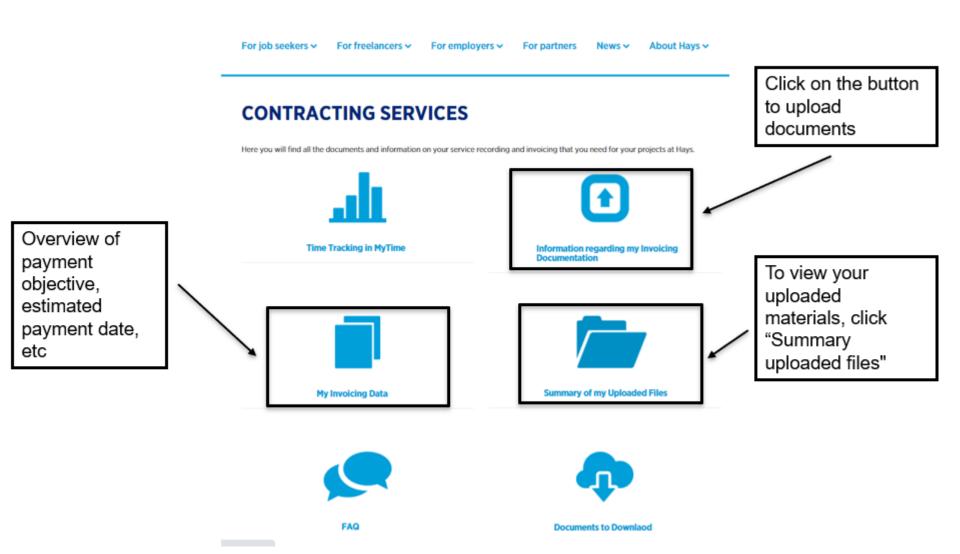
Your login data will be sent to your e-mail address

MY REGISTRATION

| Form of address ³ | | | | |
|--|--|--|--|--|
| ♦ Ms. ♦ Hr. | | | | |
| First name* | | | | |
| | | | | |
| Last name.* | | | | |
| | | | | |
| Email address.* | | | | |
| | | | | |
| Confirm email.address.* | | | | |
| | | | | |
| Please choose a password* | | | | |
| (a) | | | | |
| 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 | | | | |
| Lem aware that I can revoke my commit all any time with effect for the fature, e.g. by e-mail, via the unsaturable link. Your data will be processed in accordance with our data protection policy. This policy also excludes builter information about year current and rights. | | | | |
| Film not a robot reserved. reserved. | | | | |
| *Mandatory field Send | | | | |









For job seekers & freelancers >

For employers v

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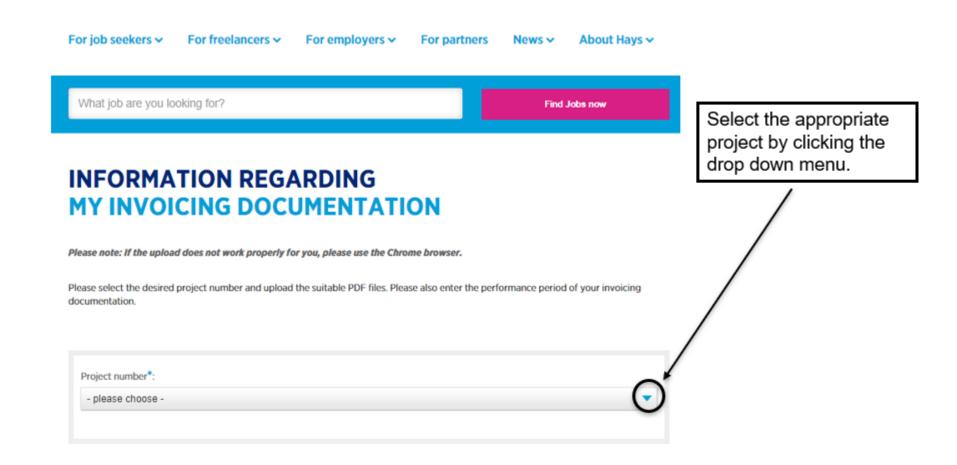
SUMMARY OF MY UPLOADED FILES

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.

| Uploaded | Receipt no. | Receipt date | File name | Contact person |
|------------|-------------|--------------|---------------------------------------|-----------------|
| 2021-24-11 | | 2021-24-11 | hays-quickguide-portal-engl_20190Lpdf | Sach Bearbeiter |
| 2021-24-11 | | 2021-24-11 | hays-quickguide-portal-engl_20190Lpdf | Sach Bearbeiter |
| 2021-25-10 | | 2021-25-10 | Test-TSLpdf | Sach Bearbeiter |
| 2021-14-10 | | 2021-14-10 | Angebot 401474 (I).pdf | Sach Bearbeiter |
| 2021-13-10 | | 2021-13-10 | Angebot 401474 (I).pdf | Sach Bearbeiter |



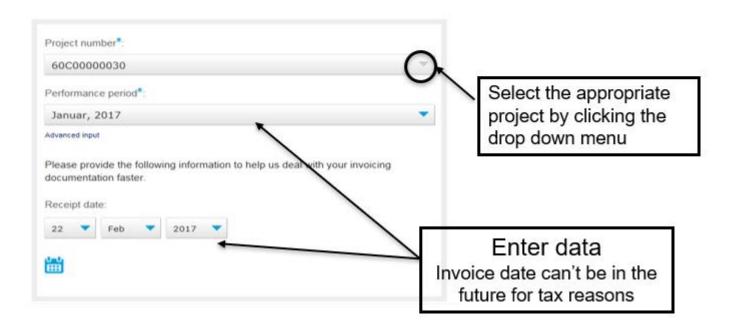




INFORMATION REGARDING MY INVOICING DOCUMENTATION

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.



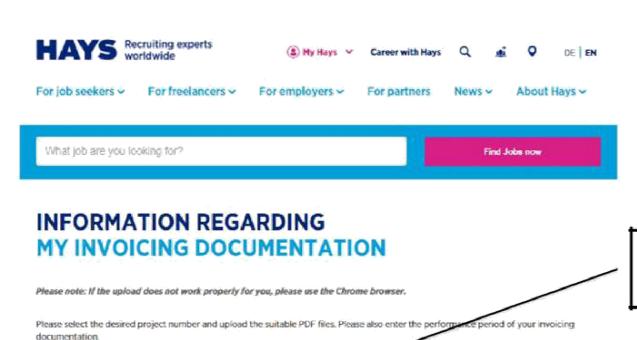


Message appears if no bank connection has been entered. Processing is canceled

A 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



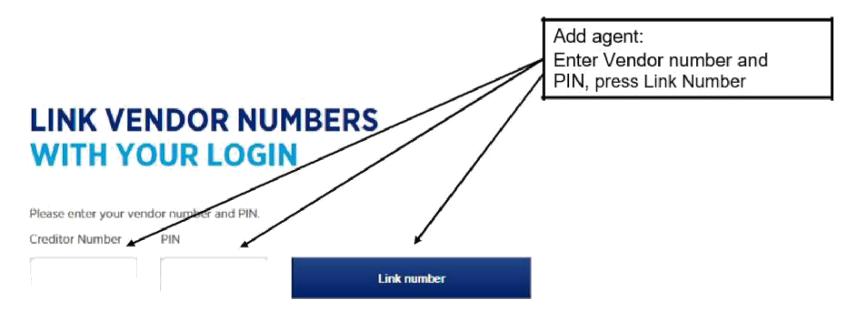


PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.

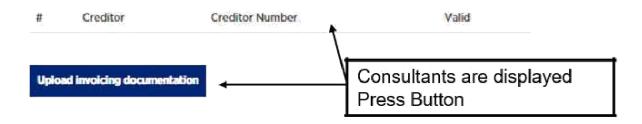
Project number*:
- please choose -

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





LIST OF LINKED VENDOR NUMBERS





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

You only need to do this if you want to link a new PIN to your account. 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".



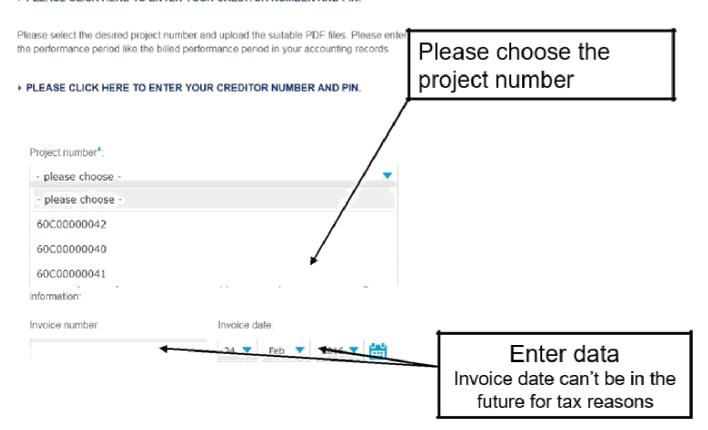
LIST OF LINKED VENDOR NUMBERS





DETAILS FOR MY ACCOUNTING RECORDS

> PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.





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 bave questions about your uploaded documents, please contact us by email:

E: GSV-Datenerfassung@hays.de

The responsible clerk is registered here



- Drag the documents into will be uploaded here 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

