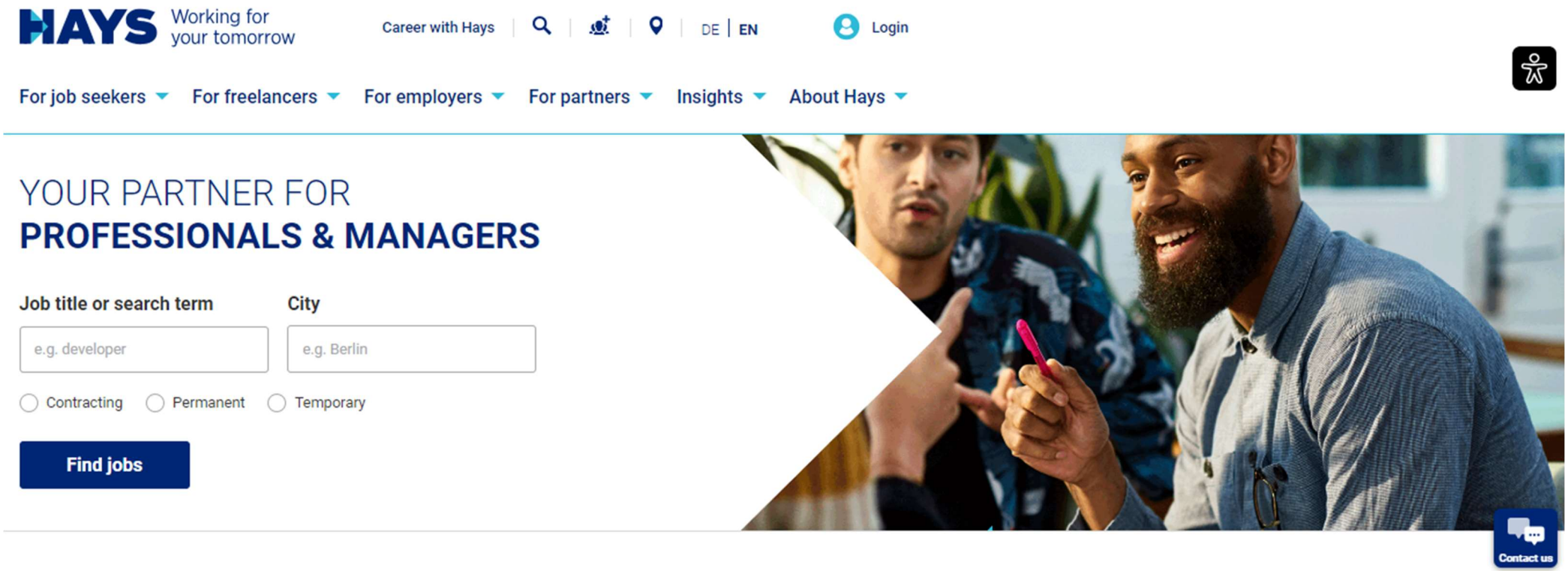
HAYS Working for your tomorrow

UPLOAD **INVOICING DOCUMENTATION**

Version: Juni/2024 1, PSO GSV_zug ENG

hays.de

Login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For job seekers
For freelancers
For employers
For partners
Insights
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Job title or search term
City
e.g. developer
e.g. Berlin
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Permanent
Temporary
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Enter your username and password

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

You are here hays.de / Login

SIGN IN

Email address

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 *

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.

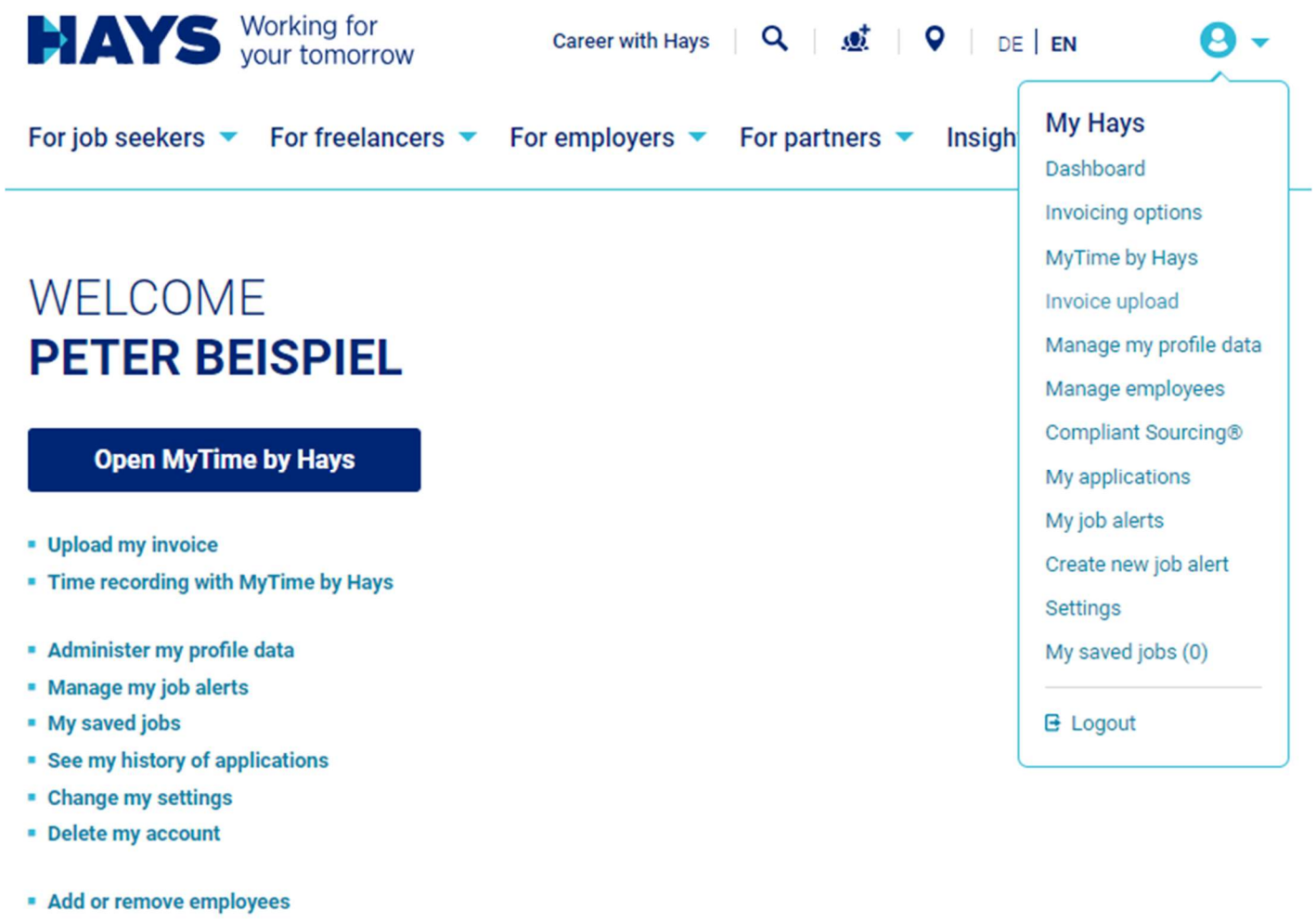
Hays may also use my data for market research purposes in order to make further improvements to its services. Hays may also pass on my email address and/or telephone number in a pseudonymous manner to advertising partners, including those outside of the European Economic Area, in order to import Hays 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 reCAPTCHA Privacy - Terms

*Mandatory field

Send



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.

▸ **PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.**

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

You should receive your PIN number before you start your first project.

You are here: hays.de / My Hays / Applicants / Invoicing options / Creditors PIN

LINK CREDITORS PIN **WITH YOUR LOGIN**

Please enter your vendor number and PIN.

Creditor Number	PIN	
12345	Test123	**Link number**

If the link was successful, you will receive a corresponding success message.

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

- **Creditor Number: 601310**
- **PIN: 53L6P5**

You can check whether you have already made your link under “List of vendor numbers already linked”.

List of linked vendor numbers

#	Creditor	Creditor Number	Valid
1	**Contracting intern**	**601310**	✔

Upload invoicing documentation

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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.

Project number*:

60-C-214611-01 / 60C0029056003 (June 2020 - December 2024)

Performance period*:

Mai, 2024

Advanced input

Please provide the following information to help us deal with your invoicing documentation faster.
Receipt date:

11 June 2024

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

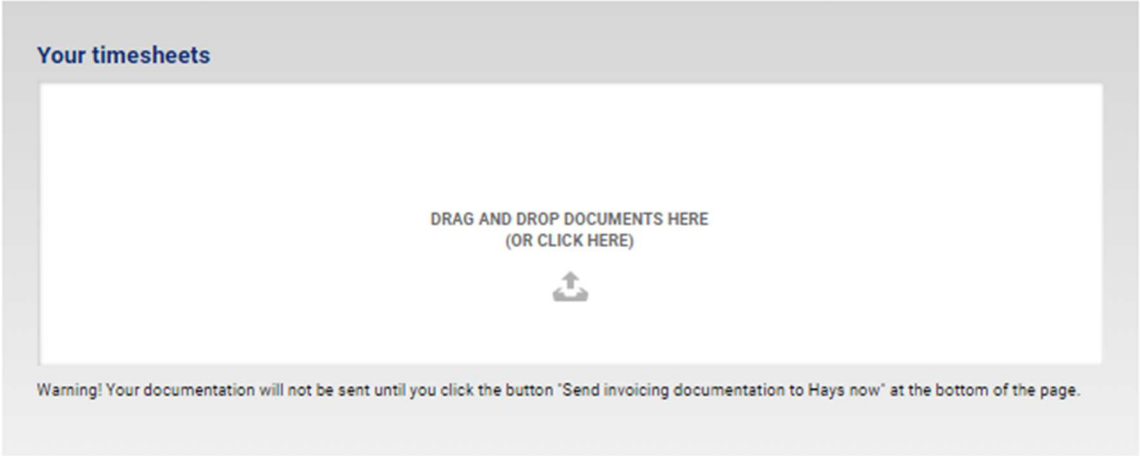
Enter your document data here. Please note that the document data may NOT be in the future.

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.



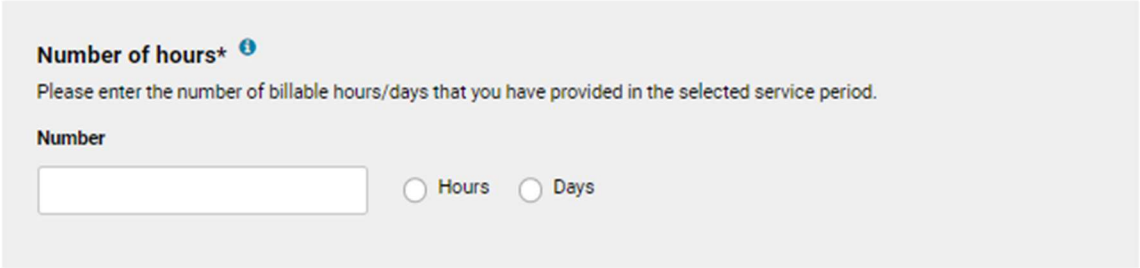
Number of hours

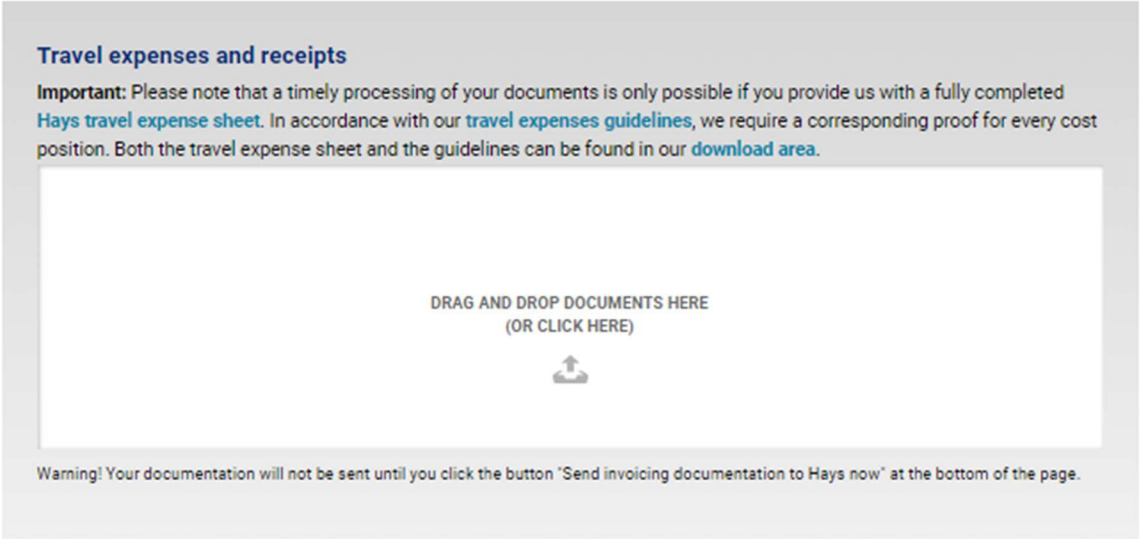
As soon as you send us a time sheet, please let us know the number of hours/days worked in advance.

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

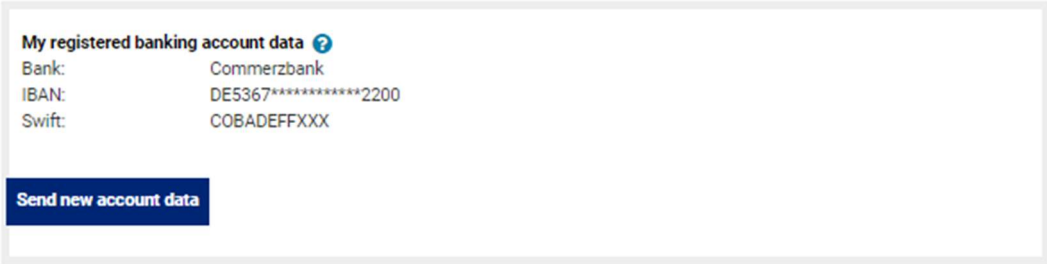
Please note that this field is mandatory.

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





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.

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

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**

Confirmation after successful 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.