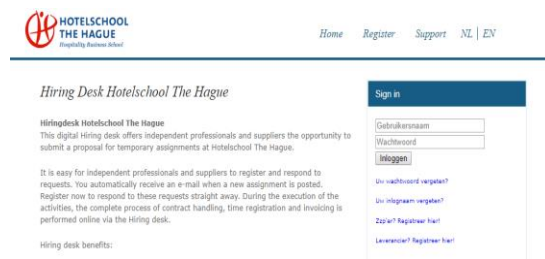


## Login



Above you see the homepage of the hiring desk Hotelschool The Hague ([www.staffingms-hotelschool.nl](http://www.staffingms-hotelschool.nl)). You can login with your username and password.

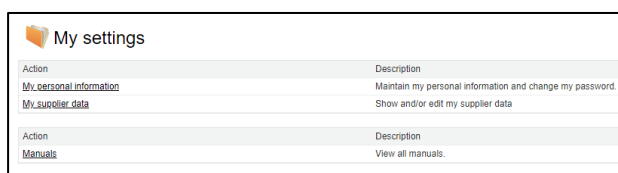
Please note: Enter your login details manually. Don't copy and paste because this usually doesn't work. Use only the email address and no additions like 'mail to:'.

## Preferred candidate

The hiring desk receives your assignment from HR Hotelschool The Hague. The hiring desk will contact you to activate your account and explain the hiring desk process.

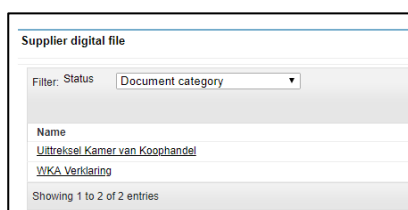
## User profile

Please go to 'my settings' or 'supplier information' to change and update all the needed information. The required information is indicated by red and blue stripes when you edit your settings.



Comprehensive manuals are here available.

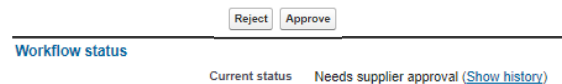
Besides the general required information, it is necessary to complete your supplier file. Your registration of the chamber of commerce, g-rekening agreement (if applicable) and Verklaring Betalingsgedrag WKA (or nakoming fiscale verplichting for freelancers) are mandatory.



## Assignments

There can be multiple assignments per candidate. In the last column you will find the status of the assignment. If you click on the JOB number, the assignment will be opened.

When the manager accepts the assignment you will receive an automatic notification to accept as well.



## Digital file

After accepting the assignment the digital file is prepared. This must be completed before the start of the assignment. If the digital file is incomplete, there will be a restriction on the time entry. This means that invoices can't be made.

To complete the digital file, open the assignment and scroll down to 'digital file documents'. Open the relevant document and upload or approve the document.

### Freelancer digital file

- Modelovereenkomst Freelancer- to approve
- Modelovereenkomst Customer- to approve
- Registration of the chamber of commerce – upload
- VAT number registration form or print screen VIES (only for Dutch freelancers/suppliers) – upload
- Verklaring Betalingsgedrag WKA (or nakoming fiscale verplichting for freelancers) every 3 months (only for Dutch freelancers/suppliers)
- VOG (certificate of conduct) – upload

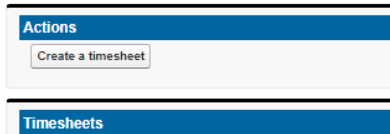
### Agency worker/supplier digital file

- Hiring terms and conditions Staffing MS Broker – to approve
- Confirmation of assignment customer – for notification
- Confirmation of assignment supplier – for notification
- Confidentiality agreement – to approve
- VOG (certificate of conduct) – upload

## Timesheets

The hours can be registered via the timesheet tab in the hiring desk.

### Timesheets



Enter the hours in the timesheet and send the timesheet for approval to the manager. After the manager's approval the freelancer or supplier will receive the hours for approval. Please check this carefully because the approved hours are the basis for the invoice.

## Invoicing and payment

Invoicing takes place once a month based on reversed billing. For Hotelschool The Hague this will be the 6<sup>th</sup> working day of the new month. The invoice contains retroactively approved hours until the last working day of the calendar month. All invoice flows are digital.

Please note that with incomplete financial information the invoice can't be made. See User Profile how to complete this information.

## Payment calendar

The payment calendar is published on the support page of the hiring desk Hotelschool The Hague. Payment period is 30 days after invoice date. The hiring desk is obliged to pay the suppliers/freelancers within 48 hours after receiving the payment of the Hotelschool The Hague.

## Invoices

When the invoice is created you will receive an automatic notification. For security reasons the invoice (PDF) is not included.

The supplier user or freelancer must log in to the application to view and process the invoice. Via the invoices tab you can see the invoices. Invoices with an ! before the invoice number needs to be opened and adjusted with your own invoice number.

## Edit invoice number

After opening the invoice, press the button 'edit'. Enter your own invoice number and press 'save'. Note that you only adjust the invoice number and not the invoice details. Filling in your own number is important for your own administration. If you don't change the invoice number your invoice will automatically be submitted to the current number after three days. Don't forget to submit the invoice.