

# Translata Vendor Portal

Deadlines, word counts, invoicing details, oh my! These days, it's easy to lose track of your work activity when your inbox is completely overloaded. Well, what if we told you that you can find all of your Translata project info in one place?

Introducing the new and improved Translata Vendor Portal! No more having to dig through your e-mails to find that elusive purchase order. Now you can get a clear overview of everything you need right at your fingertips. Can't remember what projects you haven't invoiced for yet? Not a problem! Accidentally deleted an e-mail with important order information? Not a problem!

Simply log in to the Translata Vendor Portal to find exactly what you need, no communication with project managers necessary!

# What all can you do in the Vendor Portal?

1. In the **My Profile** section, you can see your data as it's recorded in our database. If any data is out of date, please contact us at the e-mail address below the tables.

**Details**

Full name	Email address	Phone
Sven Svensson	svensven@gmail.com	
City	Country	Postal code
City	Sweden	123456
Address		
Street City, 123456		
Comp. ID	VAT ID	Int. VAT ID
Min fee	Software	
0 EUR		

**Services**

Id	Service	Rate	Unit
20083	Translation en->sv	0.05 EUR	word

Is the data not up-to-date? Please, let us know at [vendor@translata.sk](mailto:vendor@translata.sk)

2. The **Dashboard** provides a brief calendar view of your orders, as well as unspent/uninvoiced assignments.

**August 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 0:00 PO089302: Website	27	28	29
30 0:00 PO089303: Products	31 0:00 PO089304: Landing page	1	2	3	4	5

Status: OPEN PAST DUE DELIVERED

**Open jobs**

PO no.	Job name	Service	Due date
PO089302	Website	Translation en > sv	26. 08. 2021
PO089304	Landing page	Translation en > sv	31. 08. 2021

**Uninvoiced jobs**

PO no.	Job name	Service	Due date
PO089303	Products	Translation en > sv	30. 08. 2021

- In **My Jobs**, you'll find all assignments by order number, name, dates, status, and responsible project manager.

**My jobs**

PO no. Start date (from) Start date (until) Manager

Job name Due date (from) Due date (until) STATUS INVOICING STATUS

[FILTER](#) [EXPORT TO XLSX](#) Show 25 entries

PO no.	Job name	Service	Start date	Due date	Volume	Rate	Total	Manager	Invoice no.	Status	Actions
PO089302	Website	Translation en > sv	25.08.2021	26.08.2021	500 words	0,05	25,00 EUR	Eichler		OPEN	<a href="#">✓</a> <a href="#">↓</a> <a href="#">☰</a>
PO089303	Products	Translation en > sv	25.08.2021	30.08.2021	100 words	0,05	5,00 EUR	Eichler		DELIVERED	<a href="#">✓</a> <a href="#">↓</a> <a href="#">☰</a>
PO089304	Landing page	Translation en > sv	25.08.2021	31.08.2021	1000 words	0,05	50,00 EUR	Eichler		OPEN	<a href="#">✓</a> <a href="#">↓</a> <a href="#">☰</a>

Showing 1 to 3 of 3 entries

TRANSLATA ABOUT US CONTACT © 2021, made by Translata.

- You can get the same overview of invoices in the **Invoices** section.

**Invoices**

Invoice number Date issued (from) Date issued (until) Project no.

PO no. Due date (from) Due date (until) STATUS

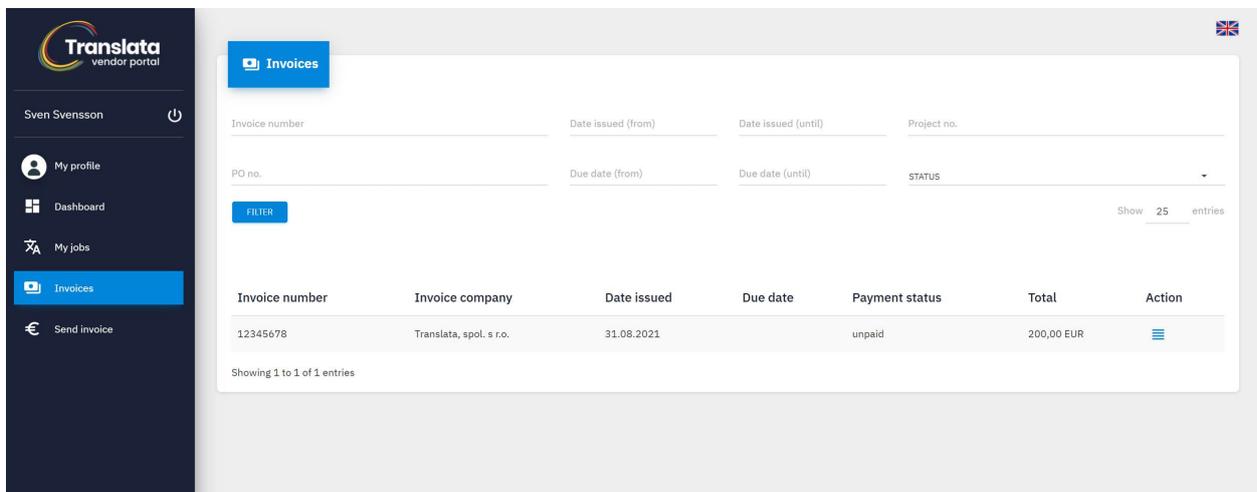
[FILTER](#) Show 25 entries

Invoice number	Invoice company	Date issued	Due date	Payment status	Total	Action
13708918y12	Translata, spol. s r.o.	29.03.2021	28.04.2021	unpaid	4,00 EUR	<a href="#">☰</a>
13708918y13	Translata, spol. s r.o.	29.03.2021	28.04.2021	unpaid	0,04 EUR	<a href="#">☰</a>
13708918y14	Translata, spol. s r.o.	29.03.2021	28.04.2021	unpaid	0,04 EUR	<a href="#">☰</a>
86158928	Translata, spol. s r.o.	29.03.2021	28.04.2021	unpaid	0,04 EUR	<a href="#">☰</a>
etest123	Translata Europe, spol. s r.o.	22.06.2021	22.07.2021	unpaid	1,00 EUR	<a href="#">☰</a>
test12354	Translata, spol. s r.o.	30.04.2021	30.05.2021	unpaid	0,04 EUR	<a href="#">☰</a>
test2342	Localization Guru	30.04.2021	30.05.2021	unpaid	0,40 EUR	<a href="#">☰</a>

Showing 1 to 7 of 7 entries

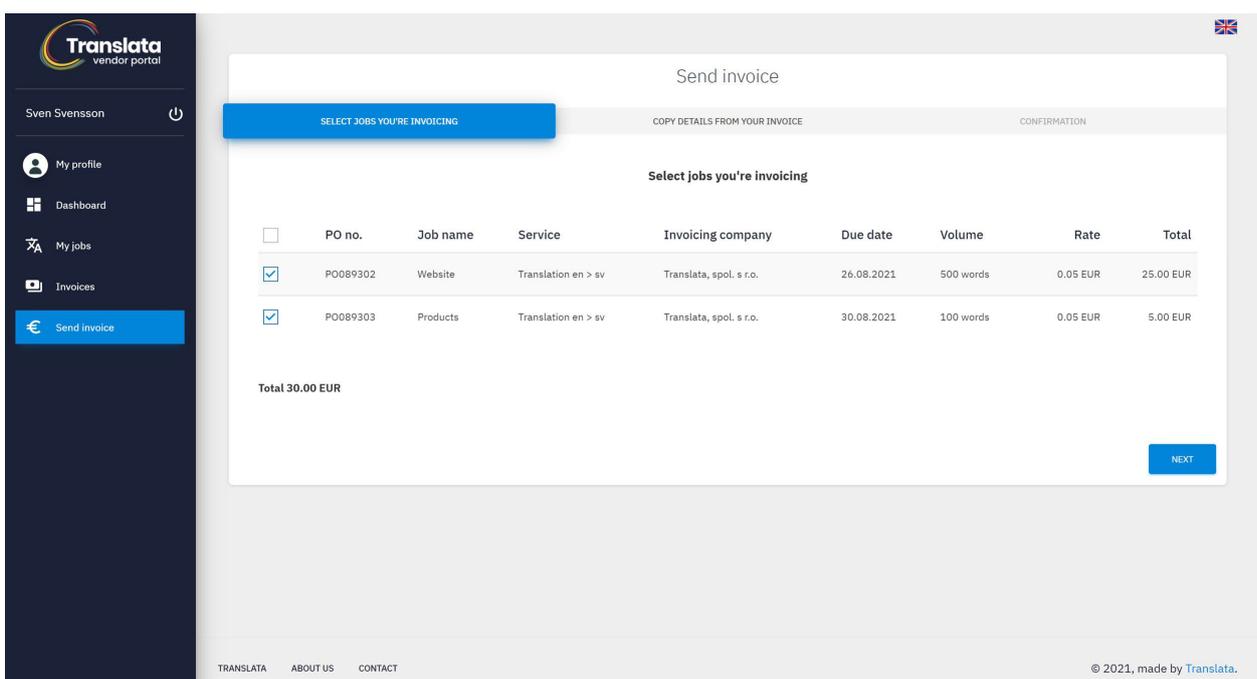
TRANSLATA ABOUT US CONTACT © 2021, made by Translata.

5. With **Send Invoice**, you can send your invoice directly to our finance department in three easy steps. No more having to send us an e-mail.



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1. First select all the items that are to be invoiced. This will ensure that the items amounts on your invoice match our records. You can also use the list as a basis for your invoice: *(orders issued by different invoicing companies, e.g. Translata, Translata Slovakia, Translata PS, must be invoiced separately to each billing company).*



- Then fill in your invoice details - invoice number, payment due dates, VS, etc.:

The screenshot shows the 'Send invoice' page in the Translata vendor portal. The user is logged in as 'Sven Svensson'. The page is divided into three sections: 'SELECT JOBS YOU'RE INVOICING', 'COPY DETAILS FROM YOUR INVOICE', and 'CONFIRMATION'. The 'COPY DETAILS FROM YOUR INVOICE' section is active, showing a form to 'Fill in details'.

Form fields include:

- Invoice no. \* 122021
- Delivered on \* 31.08.2021
- Issued on \* 25.08.2021
- Due date \* 24.09.2021
- Payment method \* BANK TRANSFER
- Variable symbol \* 122021
- Constant symbol 0308
- Specific symbol

A note indicates '2000 characters remaining'. A 'NEXT' button is visible at the bottom right.

- Finally upload your invoice, check, and send:

The screenshot shows the 'Send invoice' page in the Translata vendor portal, step 3: 'Review the items, upload your invoice, and send'. The 'CONFIRMATION' section is active. The page displays a summary of the invoice details and a table of items.

Invoice Summary:

- Invoice 122021**
- Delivered on: 31.08.2021
- Issued on: 25.08.2021
- Due date: 24.09.2021
- Variable symbol: 122021
- Constant symbol: 0308
- Specific symbol:
- Payment type: bank transfer
- Note:

ID	Job name	Service	Invoicing company	Due date	Volume	Rate	Total
PO089302	Website	Translation en > sv	Translata, spol. s r.o.	26.08.2021	500 words	0.05 EUR	25.00 EUR
PO089303	Products	Translation en > sv	Translata, spol. s r.o.	30.08.2021	100 words	0.05 EUR	5.00 EUR
<b>Total</b>							<b>30.00 EUR</b>

Below the table is a large circular area with a cloud upload icon and the text 'DROP YOUR INVOICE HERE OR CLICK TO UPLOAD'. An 'ALL GOOD - SEND!' button is located at the bottom right.

## About us

Founded in 2005, Translata is a trusted translation agency based in Slovakia with a strong foothold on the international market. Our greatest asset is our highly skilled team of language enthusiasts who work around the clock to deliver multi-lingual content of the highest standard. We believe in an individual approach and our clients value our reliability to provide them with the best possible solutions.