

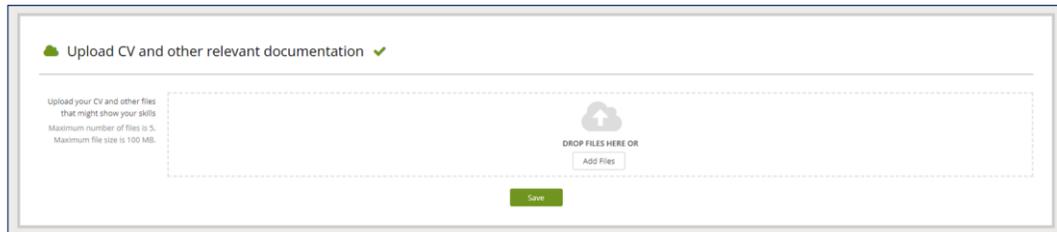
兼职翻译/翻译提供商注册步骤说明 ,
The English version of Vendors(Translator) Registration Guide is in the latter half of this article, pls scroll down.

请您务必记住, 这个页面一定要上传简历附件, 切记!!

Please remember to upload your resume attachment on this page. Remember!!, Otherwise, we will not be able to value your actual level and comprehensive abilities.

2 (如有)上传您的简历或其他与客户相关的文件。

打开 CV.png⁺



介绍 要开始使用供应商门户的全部功能, 您需要在那里创建一个供应商帐户。这可以通过两种方式实现:

- 接受客户发出的邀请。
- (如果可用) 在供应商门户登录页面上注册。

激活您的帐户

首先, 您的客户必须向您发送一封邀请电子邮件。

 翻译变得简单

验证您的个人数据并激活您的帐户

男性 女性

我已阅读并同意条款和条件

要创建帐户，请执行以下步骤：

- 1 单击从客户收到的电子邮件中的[“激活帐户”](#)链接。您将被引导到帐户激活页面。

打开 2. png

翻译变得简单

登录

验证您的个人数据并激活您的帐户

蒂凡尼 疼痛

男性 女性

witchofthechalk@chalk.com

显示密码

我已阅读并同意条款和条件

加入我们

- 2 提供必要的详细信息，阅读条款和条件，勾选相应的框，然后单击加入按钮。您将收到一个完整的注册信息！电子邮件。
- 3 单击电子邮件中的“[确认电子邮件地址](#)”链接。您将自动登录到供应商门户，在那里您可以按照  [配置文件模块](#) 文章中的描述完成您的配置文件。

注册为供应商 或者，一些客户可能会公开打开或直接向您发送供应商门户的链接，您可以在那里注册自己为供应商。在这种情况下，请执行以

下步骤：

- 1 在登录页面上，单击注册按钮。

打开注册表.png

TRANSLATION
MADE SIMPLE

Register

Sign in to the Rivendell translations Vendor Portal

E-mail address

Password

Sign In

I forgot my password

OR

Sign in with SSO

2 选择您的供应商状态：自由职业者或公司。



Sign In

Join the Rivendell translations Provider Team

To add an account, you will be required to provide information on your background and specialisation(s). Please provide detailed answers to all questions. All the information you provide will be kept secure and confidential

You may exit at any time and resume the application process later.

To start, please click on one of the options below:

I am a freelancer

I represent a company

- 3 在下面显示的字段中，提供您的基本详细信息和（可选）您所代表的公司名称。

Join the Rivendell translations Provider Team

To add an account, you will be required to provide information on your background and specialisation(s). Please provide detailed answers to all questions. All the information you provide will be kept secure and confidential

You may exit at any time and resume the application process later.

To start, please click on one of the options below:

I am a freelancer

I represent a company

What company do you represent?

 Ankh-Morpork translations

Tell us about yourself...

 Adora Belle  Dearheart

Male Female

 adora@clacks.com



 [Show password](#)

I have read and agree to the [Terms & Conditions](#)

Join

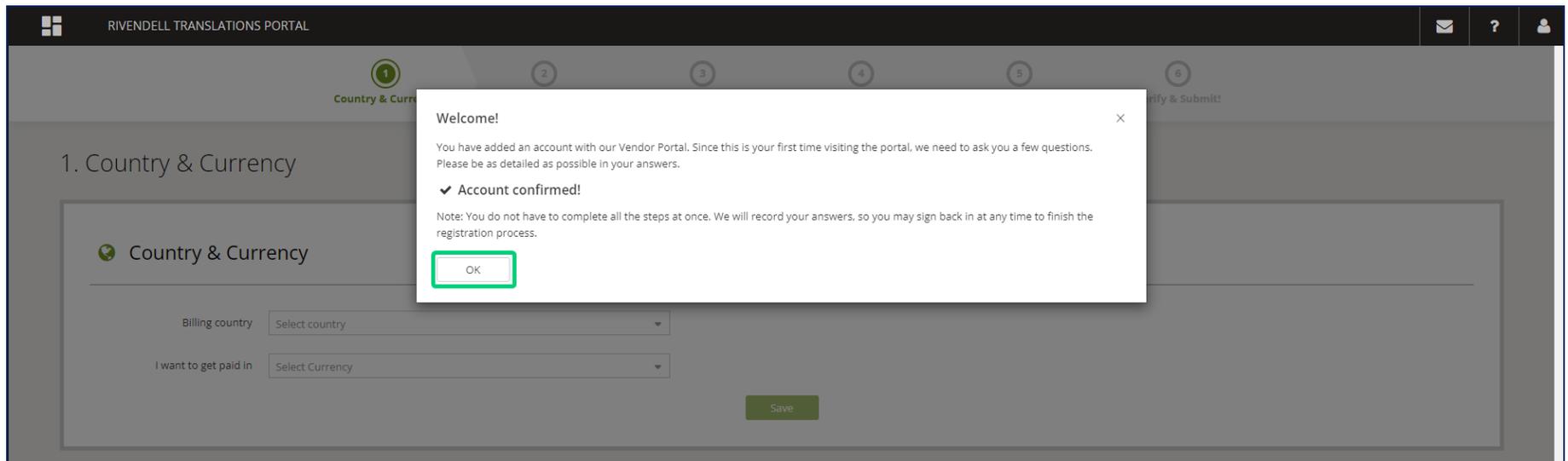
4 阅读条款和条件，勾选相应的框

5 单击“加入”按钮。

6 您将收到一个完整的注册信息！电子邮件。单击此电子邮件中的“[确认电子邮件地址](#)”链接。您将被引导到供应商门户，并被要求提供有关您自己的信息。 **您可以随时停止注册过程，而不会丢失提供的**

数据，稍后使用您的电子邮件和密码登录即可返回。

打开 6.png



7 单击“确定”按钮继续。

要跳过某个部分，请单击底部的“继续”按钮。

8 在“国家和货币”步骤中，从下拉列表中选择您的计费国家和要支付的货币。单击**保存按钮**，然后单击**继续按钮**。

打开 7.png

RIVENDELL TRANSLATIONS PORTAL

Country & Currency Services Rates Payments Contact Verify & Submit!

1. Country & Currency

Country & Currency ✓

Billing country: United Kingdom [GB]

I want to get paid in: Pound Sterling [£]

Save

Continue >

- 9 在“服务”步骤中，添加您可以执行的所有作业：
- 1 从添加服务下拉列表中，选择作业类型。
 - 2 在此工作卡中，选择源语言和目标语言以及您的主要专业领域。
- i** 要添加所有可用语言，请选中“任意”框。

打开 8. png

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit!

2. List your Services

sworn translation ✓ Delete Service 10 ▾

Source Language Target Language Main areas of expertise

Korean [KO] × Any German (Germany) [DE-DE] × Any Automotive × Education × Pharmaceuticals ×

➕ Add language pair Save

Add service Select service ▾

< Back Continue >

3 若要向此作业添加另一个语言对，请单击“添加语言对”按钮。

4 单击保存按钮。

5 对其他工作类型重复

i 此操作。如果您想为同一工作类型、语言对和专业化的不同计算单位提供不同的费率（例如，为“KO-DE-教育-源单词”和“KO-DE-教育-目标页面”提供不同的比率），请为所选服务添加几行相同的行。在下一步中，您将选择所需的单位并提供费率。

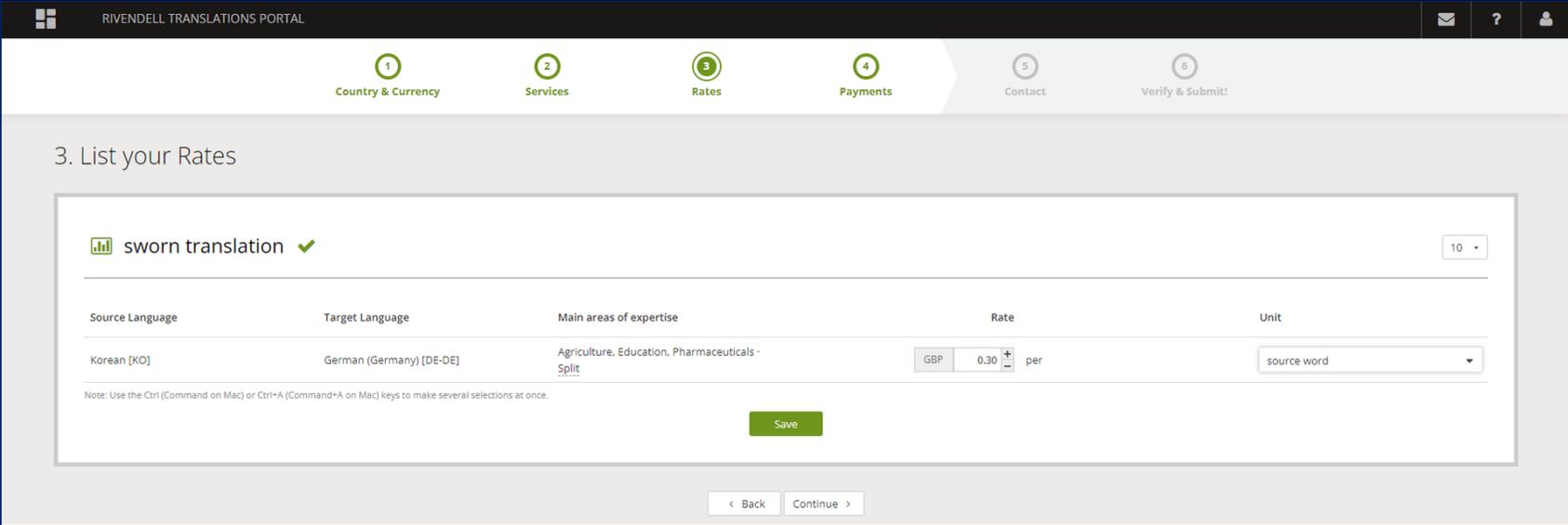
6 单击继续按钮。

10 在“费率”步骤中，提供上一节中选择的作业和语言对的费率。对于每一行：

1 选择计算单位。

2 提供正确的费率。

 要为不同的专业提供不同的费率，请单击“主要专业领域”列中的“拆分”链接。



RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit

3. List your Rates

sworn translation ✓ 10

Source Language	Target Language	Main areas of expertise	Rate	Unit
Korean [KO]	German (Germany) [DE-DE]	Agriculture, Education, Pharmaceuticals - Split	GBP 0.30 per	source word

Note: Use the Ctrl (Command on Mac) or Ctrl+A (Command+A on Mac) keys to make several selections at once.

Save

< Back Continue >

3 单击保存按钮，然后单击继续按钮。

11 （仅适用于单个供应商）在体验步骤中：

1 请提供以下信息：

- 教育类
- 专业经验
- 证书
- 工具书类
- 使用过的软件。

为此，

请单击所需卡片中的编辑按钮，然后单击添加（学校或大学/职位/证书等）按钮，然后提供所需的详细信息。

开放体验.png

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Experience 5 Payments 6 Contact 7 Verify & Submit!

4. Education and Professional Qualifications

Education ✓

Dates Attended	School	Field of Study	Degree
2000 - 2006	The Unseen University	Astronomy / Astrophysics / Space Science	Master

[** Add School or University](#) [Save](#)

Professional Experience ✓ [Edit](#)

No job history

2 (如有)上传您的简历或其他与客户相关的文件。

打开 CV.png

Upload CV and other relevant documentation ✓

Upload your CV and other files that might show your skills
Maximum number of files is 5.
Maximum file size is 100 MB.

DROP FILES HERE OR

Add Files

Save

3 (可选) 提供附加信息

Additional Information ✓

Tell us about yourself

Save

< Back Continue >

4 单击保存按钮，然后单击继续按钮。

- 12 在付款步骤中，提供您的账单地址，选择所需的付款方式，并提供所需的支付详细信息。单击**保存按钮**，然后单击**继续按钮**。

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit

4. Payments

✉ Billing Address ✓

Name

Country

Address Line 1

Address Line 2

optional

City

Postal Code

💳 Payment Method ✓

Payment Method

Owner email

- 13 在“联系”步骤中，提供您的通信地址。单击**保存按钮**，然后单击**继续按钮**。

打开 11.png

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit!

5. Contact Information

✉ Correspondence Address ✓

Name

Use billing address as correspondence address

Country

Address Line 1

Address Line 2
optional

City

Postal Code

- 14 在验证和提交步骤中，验证您之前提供的服务、费率、付款详细信息和联系信息。要更改数据，请单击所需卡上的“编辑”按钮。如果一切正常，请向下滚动到页面底部，然后单击 Submit 按钮。

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit!

6. Verify & Submit!

Services & Rates Edit

sworn translation

Source Language	Target Language	Main areas of expertise	Rate	Unit
Korean [KO]	German (Germany) [DE-DE]	Agriculture	GBP 0.3000 PER	source word
Korean [KO]	German (Germany) [DE-DE]	Pharmaceuticals	GBP 0.5000 PER	source word
Korean [KO]	German (Germany) [DE-DE]	Education	GBP 0.4000 PER	source word
Korean [KO]	German (Germany) [DE-DE]	Education	GBP 2.0000 PER	target page 1800

Payments Edit

Billing Address

Country United Kingdom [GB]

Address Line 1 Dolly Sisters 1

City Ankh-Morpork

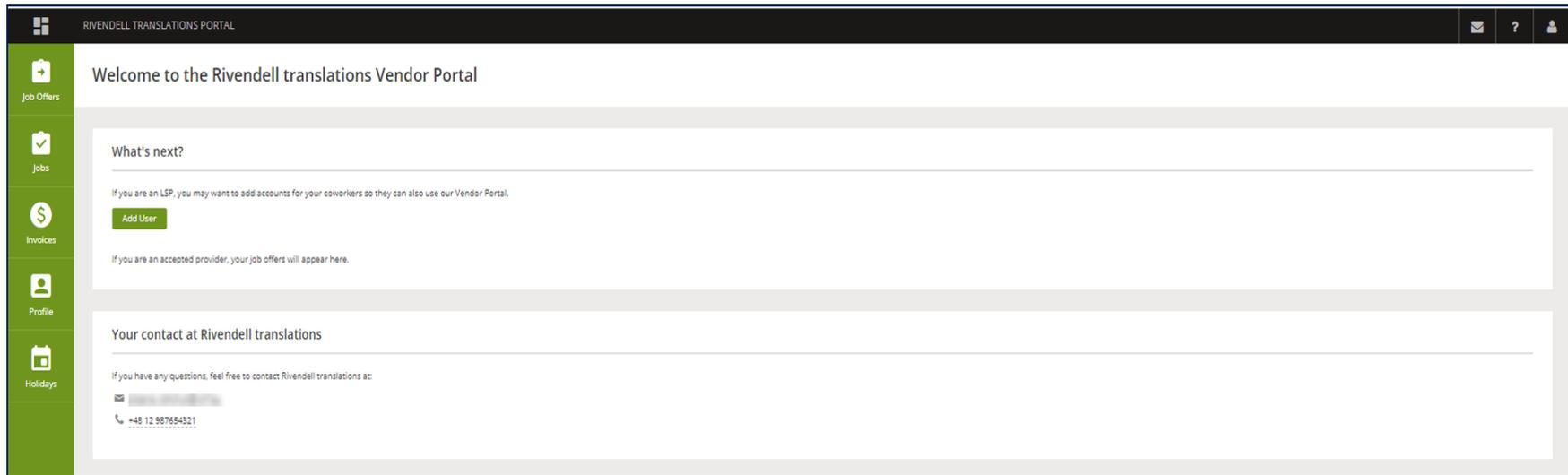
Postal Code 77-77

Payment Method

Payment Method PayPal

Owner email adora@clacks.com

15 您将被引导到供应商门户的欢迎页面，在那里您可以开始添加用户并查看您的客户联系方式。



要了解有关供应商门户的更多信息，请参阅  [XTRF 供应商门户文档](#)。

- [1 简介](#)
- [2 激活您的帐户](#)
- [3 注册为供应商](#)

[供应商门户](#)

[xtrf 概述](#)

坍塌 [配置文件模](#)
[块 配置文件模块](#)
[XTRF 知识库](#)

读这个 [配置供应商门](#)

[户设置](#) [配置供应商门](#)

[户设置](#) [XTRF 知识库](#)

读这个 [主页](#)

[门户](#) [主页门](#)

[户](#) [XTRF 知识](#)

[库](#) 读这个

[限制用户访问客户端数据](#)

[限制用户访问客户端数据](#)

[XTRF 知识库](#)

读这个

[智能记忆 Q 集成](#)

[智能记忆 Q 集成](#)

[XTRF 知识库](#) 读

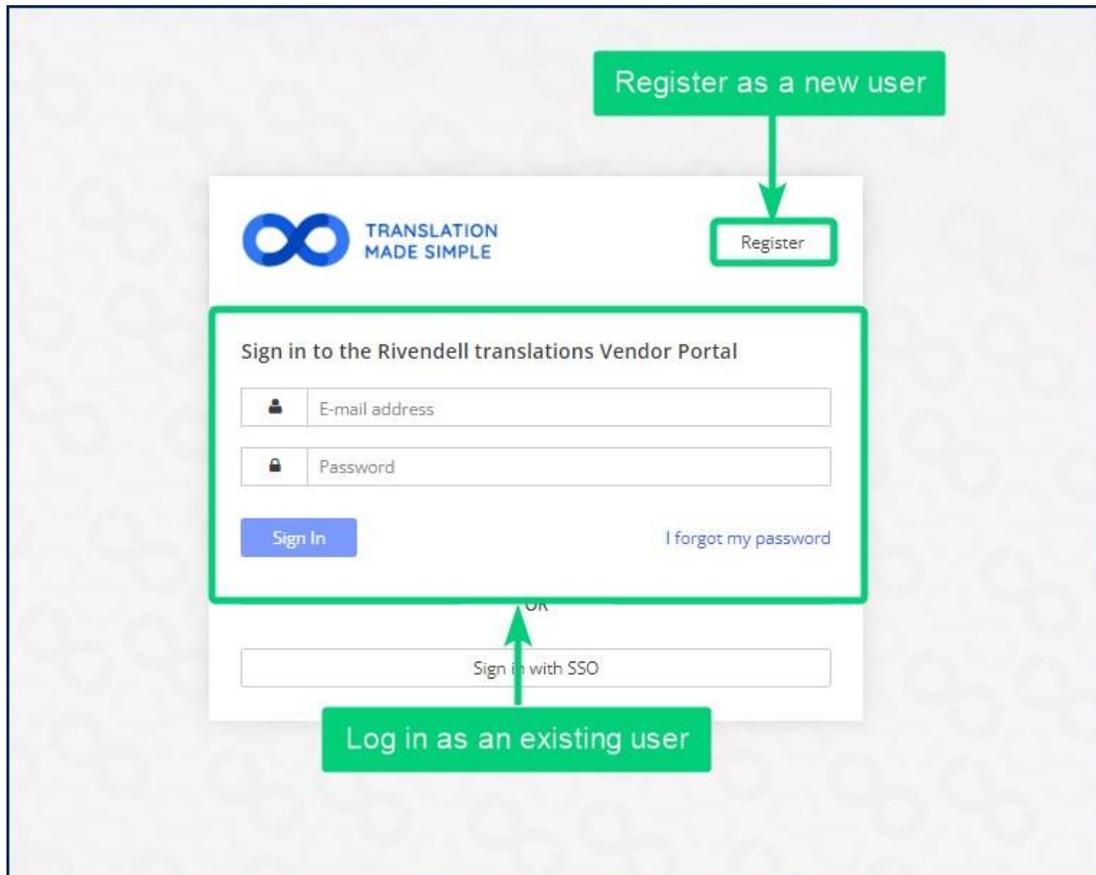
这个 [访问求职](#)

[面板](#) [访问求职](#)

[面板](#) [XTRF 知](#)

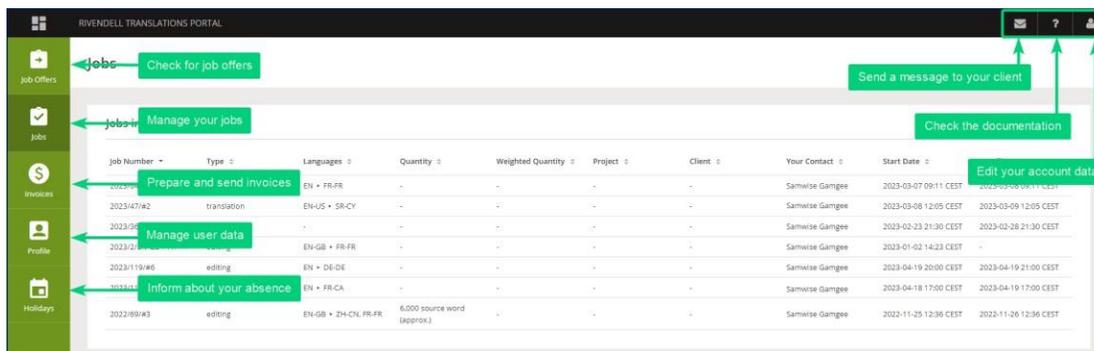
[识库](#)

[登录供应商门户](#)



要登录供应商门户，请使用您的电子邮件地址或登录名和密码。如果您以前没有使用过门户，请单击“注册”按钮创建新帐户。有关详细信息，请参阅《[创建新供应商帐户](#)》指南。

门户结构 供应商门户由几个模块组成。使用屏幕左侧的模块图标浏览门户。



要了解有关供应商门户的更多信息，请参阅以下部分：

- [工作机会模块](#)。
- [作业模块](#)。
- [发票模块](#)。

[配置文件模块](#)。

- [假期模块](#)。
- [如何在作业管理器中工作](#)。 在右上角，

单击相关图标打开其他操作和菜单：

- 单击  图标向客户的翻译办公室发送消息。
- 单击  图标查看供应商门户文档和有关软件版本的信息。
- 单击  图标打开您的帐户设置（有关详细信息，请参阅配置[文件模块-用户选项卡](#)部分）或从供应商门户注销。

工作机会模块 在此模块中，您可以查看与您的个人资料匹配的所有当前工作机会。在这里，您也可以接受或拒绝它们。如果您有新工作，您将收到一封关于此工作的电子邮件通知，该工作机会将显示在您的**新工作机会卡**中。

Job Offer Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Expires	Start Date	Deadline
2022/52/#2	proofreading	EN-GB + FR-FR, DE-DE	2,500 source word (approx.)	-	-	-	Sarwise Gangee	2023-06-06 12:20 CEST	2023-06-07 11:20 CEST	2023-06-13 11:20 CEST

Job Offer Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Expires	Start Date	Deadline
2023/EN-GB+FR-FR	proofreading	EN-GB + FR-FR	-	-	-	-	Sarwise Gangee	-	2023-01-05 08:53 CEST	-
2023/EN-GB+FR-FR	translation	EN-GB + FR-FR	-	-	-	-	Sarwise Gangee	-	2023-01-05 08:53 CEST	-

- 在“新工作机会”卡片中，您可以看到您收到的所有新工作机会。您可以在以下列中立即查看作业的重要详细信息：
 - 工作类型（翻译、校对等）。
 - 语言（源语言和目标语言）。
 - 数量（要处理的计算单位的大致数量——字符、源单词、页面等）。
 - 加权数量（使用 CAT 工具后要处理的计算单位数）。
 - 您的联系人（指定的项目经理）。
 - 到期（要约的到期时间）。
 - 开始日期和截止日期。
- 要打开报价，请单击它。您将被定向到报价页面。

Job Offer: 2022/52/#2

Instructions

There are no specific instructions for this job offer.

Received Files

Reference Files

Name	Category	Languages	Last Modified	Size
Medical_conference.doc	Source document	EN-GB	2023-06-06 11:39 CEST	1 MB

Overview

Job Type
Proofreading

Languages
EN-GB + FR-FR, DE-DE (General)

Start Date
2023-05-07 11:20 CEST

Deadline
2023-06-13 11:20 CEST

Expires
2023-06-06 12:20 CEST

Project Manager
Sarwise Gangee

在这里，您可以：

- 检查说明卡中的作业说明。
 - 在“接收到的文件”卡中下载附加的参考文件。
 - 使用右上角的按钮接受或拒绝此工作邀请。如果您的项目经理使用高级工作机会功能，还可以显示 XTRF 聊天中的协商按钮。
- 在“等待批准的职位”卡中，您可以看到您接受但尚未得到项目经理批准的职位邀请列表。

10

单击

图标更改每张卡显示的作业数。

作业模块 在此模块中，您可以查看当前分配给您的所有作业，以及您已完成的作业列表。

Job Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Start Date	Deadline
2022/48/45	editing	EN-GB + FR-FR	9,000 source word	9,000 source word	-	-	Samwise Gangee	2022-11-17 13:24 CEST	2022-12-02 13:24 CEST
2022/52/41	translation	EN-GB + FR-FR	30,000 source word	30,000 source word	-	-	Samwise Gangee	2022-03-01 13:06 CEST	2022-03-02 13:06 CEST

Job Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Start Date	Deadline
2022/52/42	proofreading	EN-GB + FR-FR	30,000 source word	30,000 source word	-	-	Samwise Gangee	2022-03-01 13:06 CEST	2022-03-02 13:07 CEST
2022/98/EN + ES-ES/1_04/1	proofreading	EN + ES-ES	-	-	-	-	Samwise Gangee	2022-03-24 09:51 CEST	2022-03-20 23:59 CEST
2022/98/EN + ES-ES/1_04/1	translation	EN + ES-ES	-	-	-	-	Samwise Gangee	2022-03-17 10:42 CEST	2022-03-24 09:51 CEST
2022/80/EN-GB + EU/5_04/1	translation	EN-GB + EU	20,505 source word	20,505 source word	-	-	Samwise Gangee	2022-12-11 22:11 CEST	2022-12-18 12:48 CEST
2022/5/EN-GB + EU/1_04/1	translation	EN-GB + EU	20,550 source word	20,550 source word	-	-	Samwise Gangee	2022-01-12 12:17 CEST	2022-01-25 11:24 CEST
2022/5/EN-GB + FR-FR/1_04/1	translation	EN-GB + FR-FR	20,550 source word	20,550 source word	-	-	Samwise Gangee	2022-01-12 12:17 CEST	-
2022/76/DE-DE + FR-FR/1_04/1	translation	DE-DE + FR-FR	-	-	-	-	Mariusz Magbairz	2022-12-08 14:27 CEST	-

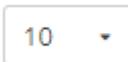
Job Number	Delivery Date	Total Amount	Invoice
2022/48/42/1	2022-12-05	EUR 90.00	Number not assigned (unpaid)

- 在“作业进行中”卡中，您可以看到当前正在处理的作业或可以开始执行的作业。您可以在以下列中立即查看作业的重要详细信息：
 - 工作编号。
 - 类型。
 - 语言。
 - 数量（要处理的计算单位数量：字符、源单词、页面等）。
 - 加权数量（使用 CAT 工具后要处理的计算单位数）。
 - 您的联系人（指定的项目经理）。
 - 开始日期和截止日期。
- 在“待定作业”卡中，您可以看到当前搁置的所有作业的列表，例如，因为工作文件尚未准备好或前面的步骤尚未完成。
- 在“已完成的作业”卡中，您可以看到已完成的所有作业、其交付日期和相关发票的总金额的列表。

Completed jobs			
Job Number	Delivery Date	Total Amount	Invoice
2022/5/#2/4	2022-11-03	EUR 1,500.00	54 (unpaid)
2022/5/#2/3	2022-11-03	EUR 1,500.00	Add New Invoice
2022/80/EN-GB + FR-FR/2_046110/1	2023-01-04	EUR 615.15	Add Invoice upon Specification Specification will be provided soon
2022/80/EN-GB + EU/4_046110/1	2023-01-04	EUR 615.15	Add New Invoice
2022/84/FR-FR + EN-GB/1_046110/1	2023-02-01	EUR 300.00	Add New Invoice
2023/29/#1/1	2023-02-06	EUR 180.00	Add New Invoice
2022/48/#2/1	2022-12-08	EUR 90.00	Number not assigned (unpaid)
2022/20/#4/1	2022-11-03	EUR 0.00	Add Invoice upon Specification Specification will be provided soon
2023/2/EN-GB + FR-FR/1_046110/2	2023-06-06	EUR 0.00	Add New Invoice
2023/6/EN + FR-CA/1_046110/1	2023-06-06	EUR 0.00	Add New Invoice

- 使用作业列表上方的筛选器显示：
 - 所有已完成的工作。
 - 未开具发票。
 - 已开票但未付款。
 - 开具发票并付款。
- 在 **发票** 列中，您可以：
 - 对于未开具发票的可开票作业：
 - *添加新发票。*
 - *根据客户准备的规格添加发票。*
 - 对于已开票的作业：
 - 预览已开票作业的发票。为此，请单击带有发票号的链接。

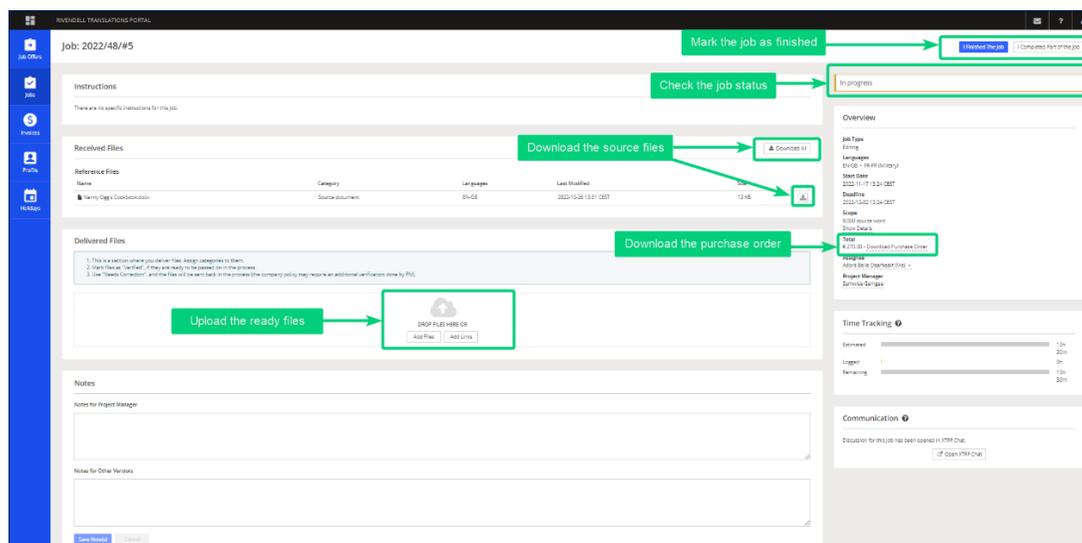
单击作业以打开其页面。在其中，您可以查看作业详细信息、上传您的工作或将作业标记为已完成。有关详细信息，请参阅“[作业](#)”页面部分。



单击图标更改每张卡显示的作业数。在本节中

- [工作页面](#)

工作页面



在工作页面上，您可以：

- 在 *说明卡* 中，检查与工作相关的注释和说明。
- 在右侧面板的顶部，检查作业状态。
- 在右侧的 *概述卡* 中，下载采购订单，更改受让人，或给项目经理写一封电子邮件。

Overview

Job Type

Translation

Languages

EN-GB ▶ FR-FR, DE-DE, PL (General)

Start Date

2022-11-03 08:25 CEST

Deadline

2022-11-04 08:25 CEST

Delivery Date

2022-11-03 08:26 CEST

Scope

100,000 source word

[Show Details](#)

Total

€ 3,000.00 • [Download Purchase Order](#)

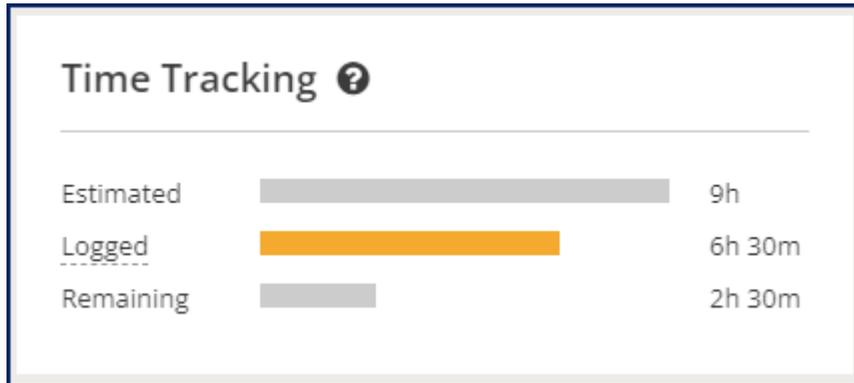
Assignee

[Adora Belle Dearheart \(Me\)](#) ▼

Project Manager

[Samwise Gamgee](#)

- (可选) 在 *时间跟踪* 卡上, 检查此作业的估计时间、通过单击“**我完成了作业**”或“**我完成的部分作业**”按钮记录的时间量以及剩余时间。



- (可选) 在 *通信* 卡中, 您可以打开 [XTRF 聊天](#), 就这项工作联系项目经理。

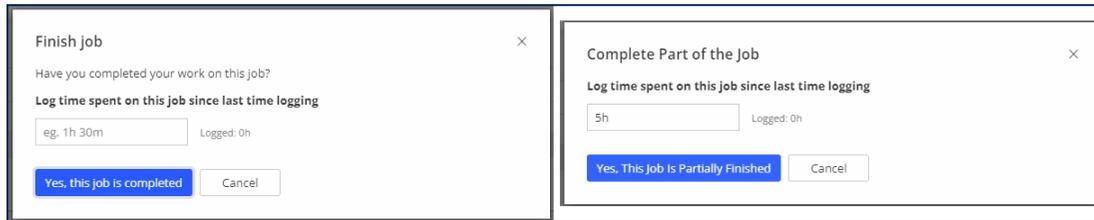
Communication ?

Discussion for this Job has been opened in XTRF Chat.

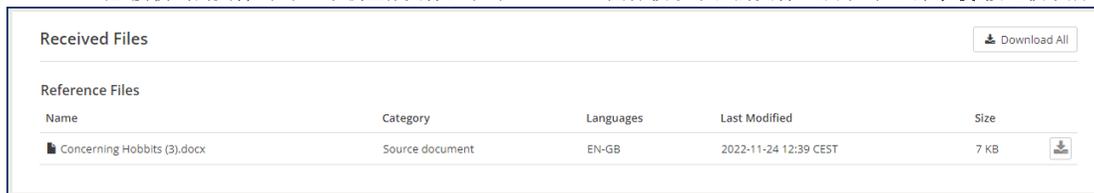
[Open XTRF Chat](#)

对于 *正在* 进行的作业, 您可以:

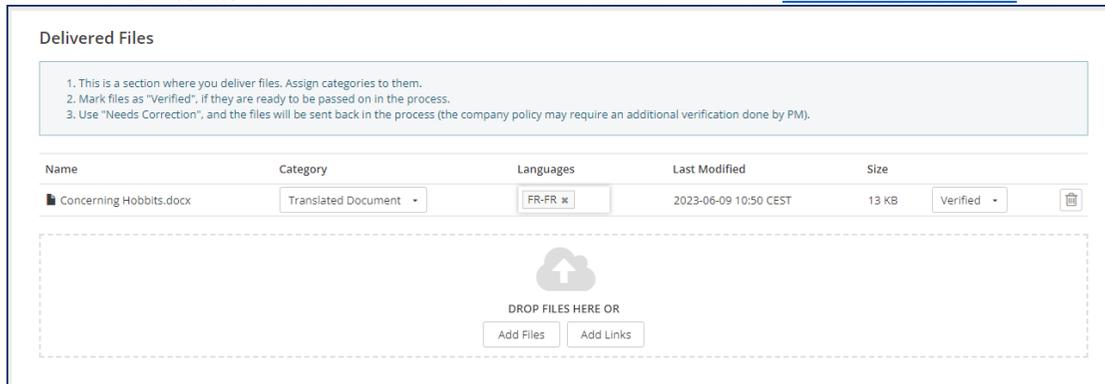
- 单击右上角的“**我已完成作业**”或“**我已部分完成作业**”按钮, 通知项目经理作业已全部或部分完成。如果启用了时间声明选项, 将显示一个弹出窗口。在其中, 您可以输入您在这项工作上花费的时间。



- 在“接收到的文件”卡中，下载工作文件。单击  图标获取单独的文件，或单击“全部下载”按钮获取所有可用文件。



- 在“已交付文件”卡中，处理好的文件后上传。有关详细信息，请参阅《[将文件上传到供应商门户](#)》指南。



- 在 *Notes* 卡中，为项目经理和（在某些工作中）其他供应商留下笔记。

在本节中

- [对以前供应商的工作进行评估（可选）](#)

对以前供应商的工作进行评估（可选） 项目经理可以要求您评估以前的供应商工作。在这种情况下，“评估工作”部分将显示在“注释”部分上方。

Evaluate Job : translation EN-GB ▶ FR-FR

Total Number of Words: Number of Checked Words:

Error Storage

Category	Minor	Major	Critical
Mistranslation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Accuracy	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
Consistency	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Country Standards	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Language	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Style	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Terminology	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

General Feedback

No critical mistakes, the overall translation is very good.

要执行评估：

1. 输入文档中的总字数和您检查的字数。
2. 输入您在文档中发现的错误数量，按严重程度（*轻微*、*重大*或*严重*）和类别排序：
 - *误译。*
 - *准确性。*
 - *一致性。*
 - *国家标准。*
 - *语言。*
 - *风格。*
 - *术语。*
3. （可选）输入*一般反馈*。
4. 单击*应用更改*按钮。 您可以更改评估细节，直到完成工作。每次进行任何更改时，单击*应用更改*按钮进行保存。

发票模块 在此模块中，您可以为已完成的工作创建新的发票，并监控已提交工作的付款状态。

The screenshot shows three sections of an invoice management interface. The left sidebar contains navigation icons for Jobs, Invoices, Profile, and Holidays. The main content area is divided into three sections, each with a table and a dropdown menu set to '10'.

Specification No.	Specification Date	Net Total	Gross Total	Jobs	Invoice
2023/2	2023-02-07	EUR 1,480.00	EUR 1,480.00		Add Invoice upon Specification

Invoice No.	Invoice Date	Net Total	Gross Total	Payment Due	Jobs	Status
54	2023-06-07	EUR 1,500.00	EUR 1,500.00	2023-06-14	2022/5/#2/4	Unpaid
-	2022-10-31	EUR 90.00	EUR 90.00	2022-11-07	2022/48/#2/1	Unpaid

Invoice No.	Invoice Date	Net Total	Gross Total	Payment Due	Jobs	Status
444/55	2022-09-01	EUR 60.00	EUR 60.00	2022-09-08	2022/26/#1/1	Paid

- 在 [发票规格卡](#) 中，您可以看到具有可用规格的作业，并根据这些规格添加新发票。有关详细信息，请参阅 [《供应商门户》指南中的“根据规范添加新发票”](#)。
- 在 [“未付款/部分付款发票”](#) 卡中，您可以看到尚未付款的发票，并在“作业”列中找到相关作业的快捷方式。
- 在 [已付发票卡](#) 中，您可以看到已付款的发票。单击发票以显示其详细信息，并下载客户提供的发票文件。
- 要添加新发票，请单击屏幕右上角的“添加**新发票**”按钮。有关详细信息，请参阅 [《供应商门户》指南中的“添加新发票”](#)。



单击

图标更改每张卡显示的发票数量。

配置文件模块 在“个人资料”模块中，您可以检查或更改您在注册期间提供的有关您或您的公司的信息。 **在本节中**

- [服务和费率选项卡](#)
- [经验选项卡（适用于单个供应商）](#)
- [付款选项卡](#)
- [联系人选项卡](#)

- [用户选项卡](#)
- [CAT 工具选项卡](#)

服务和费率选项卡 在此选项卡中，您可以：

The screenshot shows the 'Profile' page in the Rivendell Translations Portal. The 'Price Profile' section is active, showing a dropdown menu for 'Sam's regular (€) (Default)' and an 'Edit' button. Below this, the 'TM Rates' table is displayed, showing various match types and their corresponding rates for different services like SDL Trados Studio, XTM, and MEMOQ.

SDL Trados Studio		XTM		MEMOQ	
Match Type	Percent of Rate	Match Type	Percent of Rate	Match Type	Percent of Rate
Locked segments	0.00 %	Non-translatable	0.00 %	X translated	0.00 %
Perfect match	0.00 %	ICE match	0.00 %	Repetitions	30.00 %
Context match	0.00 %	Leveraged match	30.00 %	101%	0.00 %
Repetitions	30.00 %	95-99%	30.00 %	100%	30.00 %
Cross-file repetitions	30.00 %	85-94%	60.00 %	95-99%	30.00 %
100%	30.00 %	75-84%	60.00 %	85-94%	60.00 %
95-99%	30.00 %	Machine translation	100.00 %	75-84%	60.00 %
85-94%	60.00 %			50-74%	100.00 %
75-84%	60.00 %	Internal 95-99%	30.00 %	Fragments	100.00 %
50-74%	100.00 %	Internal 85-94%	60.00 %	No match	100.00 %
Internal 95-99%	30.00 %	Internal 75-84%	60.00 %		
Internal 85-94%	60.00 %	No match	100.00 %		
Internal 75-84%	80.00 %				

- 检查 CAT 工具网格。
- 查看不同服务的费率（向下滚动到“*服务费率*”部分）。

Rates for Services				
translation 10 ▾				
Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Any	GBP 0.0400 PER	source word
editing 10 ▾				
Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	English (United Kingdom) [EN-GB]	Any	GBP 0.0300 PER	source word
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Any	GBP 0.0300 PER	source word

- 更改这些费率、删除它们或添加新的费率。为此，请单击页面顶部的“**编辑**”按钮。

Rates for Services

translation Delete Service 10

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Select specializations	GBP 0.04	PER source word
++ Add language pair				

editing Delete Service 10

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	English (United Kingdom) [EN-GB]	Select specializations	GBP 0.03	PER source word 
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Select specializations	GBP 0.03	PER source word 
++ Add language pair				

Add service Select service

- 要根据规格添加新发票，请单击“**发票规格**”卡中的“**根据规格添加发票**”按钮。有关详细信息，请参阅《[供应商门户](#)》指南中的“[根据规范添加新发票](#)”。
- 要添加新的作业类型，请从“**添加服务**”下拉列表中选择它。将显示新的服务部分。在其中，输入必要的详细信息。
- 要删除服务，请单击“**删除服务**”按钮。



- 要删除语言对，请单击  图标。
- 要确认更改，请单击页面顶部的“**保存**”按钮。

重要事项

您的客户可以决定对您的个人资料所做的哪些更改需要获得批准。对于此类更改，将显示“**发送更改请求**”按钮，而不是“**保存**”按钮。要在价格配置文件之间切换，请打开页面顶部的 *价格配置文件* 下拉列表。

经验选项卡（适用于单个供应商） 在此选项卡中，您可以检查或更改有关您的教育和工作经验的信息。

RIVENDELL TRANSLATIONS PORTAL

Profile

Services & Rates Experience Payments Contact Users CAT Tools

Experience

[Edit](#)

Education			
Dates Attended	School	Field of study	Degree
1977 - 1982	The Unseen University	Translation Studies	PHD

Professional Experience		
Time Period	Company Name	Job title
06/2023 - Present	Uberwald translations	Translator

Certificates	
Year Obtained	Certificate Name
2004	Best subtitle translator

References		
Reference name and company	E-mail address	Phone
Lady Margolotta, the Uberwald League of Temperance	Margo@uberwald.com	

Software	
CAT Tools	Other applications
<input type="radio"/> No CAT tools	<input type="radio"/> No other applications

Additional information No additional information

要更改当前数据，请单击页面顶部的“编辑”按钮。所有字段都将处于活动状态。

RIVENDELL TRANSLATIONS PORTAL

Profile

Every change you make on this tab must be approved.

Save changes (highlighted)

Discard

Experience

Education

Dates Attended	School	Field of Study	Degree
1977 - 1982	The Unseen University	Translation Studies	PhD

+ Add School or University

Professional Experience

Time Period	Company Name	Job title
06/2023 - Present	Ubervald translations	Translator

+ Add Position

Certificates

Year Obtained	Certificate Name
2004	Best subtitle translator

+ Add Certificate

References

Reference name and company	E-mail address	Phone
Lady Margolotta, the Ubervald League of Temperance	MargoGubervald.com	Phone Number

+ Add Reference

Software

CAT Tools	Other applications
Select CAT Tool	Select Software

Additional Information

Tell us about yourself:

- 对现有条目进行更改或单击“添加...”。。在相关部分中单击按钮以添加新条目。
- (可选) 在“软件”部分，从下拉列表中的下拉列表中选择您正在使用的 CAT 工具和其他应用程序。
- (可选) 在“附加信息”字段中，键入要与客户共享的信息。

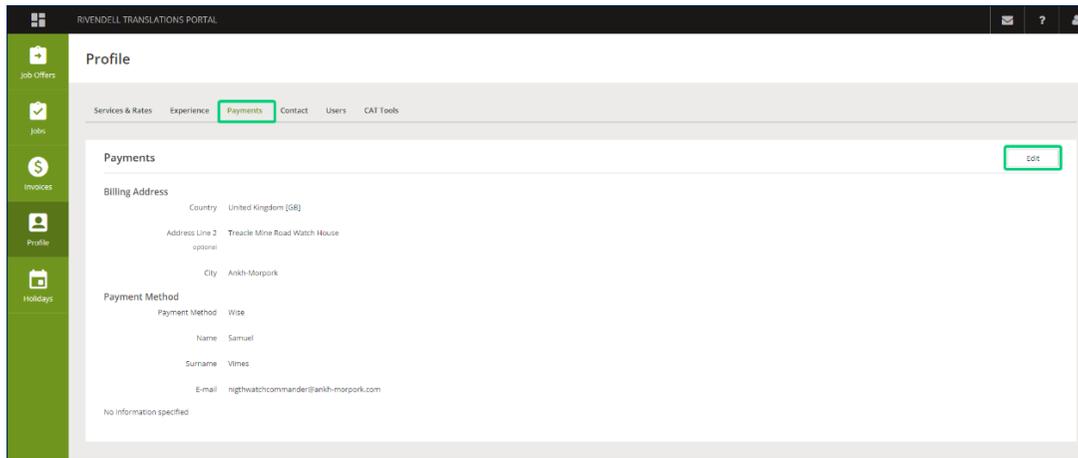


- 要删除条目，请单击  图标。
- 要确认更改，请单击页面顶部的“保存”按钮。

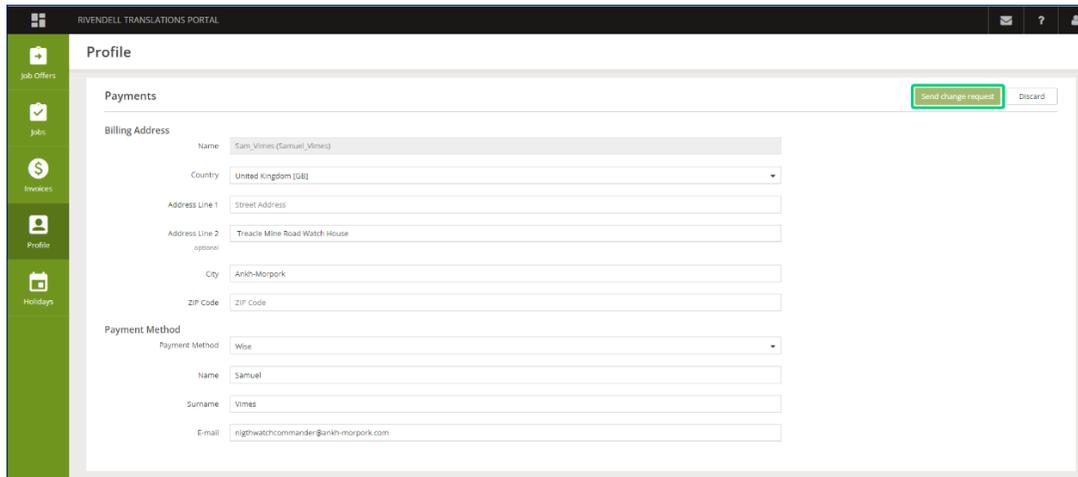
重要事项

您的客户可以决定对您的个人资料所做的哪些更改需要获得批准。对于此类更改，将显示“发送更改请求”按钮，而不是“保存”按钮。

付款选项卡 在此选项卡中，您可以检查或更改您的账单地址和付款方式。



要更改当前数据，请单击页面顶部的“编辑”按钮。所有字段都将处于活动状态。



- 对账单地址进行必要的更改。
- 从付款方式下拉列表中选择所需选项，并在以下字段中输入所需数据。
- 要确认更改，请单击页面顶部的“保存”按钮。

重要事项

您的客户可以决定对您的个人资料所做的哪些更改需要获得批准。对于此类更改，将显示“**发送更改请求**”按钮，而不是“**保存**”按钮。

联系人选项卡 在此选项卡中，您可以检查或更改您的联系信息。

The screenshot shows the 'Profile' page in the Rivendell Translations Portal. The 'Contact' tab is selected and highlighted with a green box. The 'Mailing Address' section is visible, with a green box around the 'Edit' button. The 'User Contact Information' section is also visible, with a green box around the 'Manage Users' button. The contact information includes: Name: Sam_Vimes (Samuel_Vimes), Country: United Kingdom (GB), Address Line 1: Treacle Mine Road Watch House, City: Arnh-Morpork, ZIP Code: 30-383.

- 要更改当前联系人数据，请单击页面顶部的“**编辑**”按钮。

The screenshot shows the 'Contact' form in the Rivendell Translations Portal. The 'Mailing Address' section is visible, with a green box around the 'Send change request' button. The form includes: Name: Sam_Vimes (Samuel_Vimes), Country: Select country, Address Line 1: Street Address, Address Line 2 (optional): Unit, building, floor, etc., City, ZIP Code: ZIP Code.

1. 取消选中“*使用账单地址作为邮寄地址*”复选框以添加其他地址。
2. 输入新的邮寄地址。

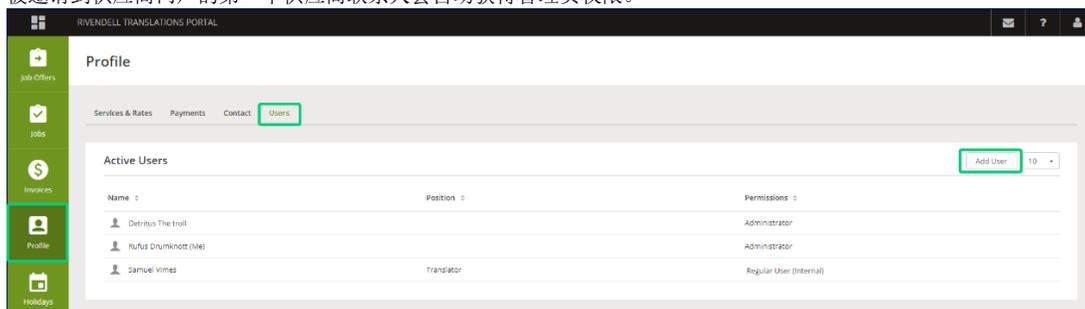
- 要确认更改，请单击页面顶部的“保存”按钮。

重要事项

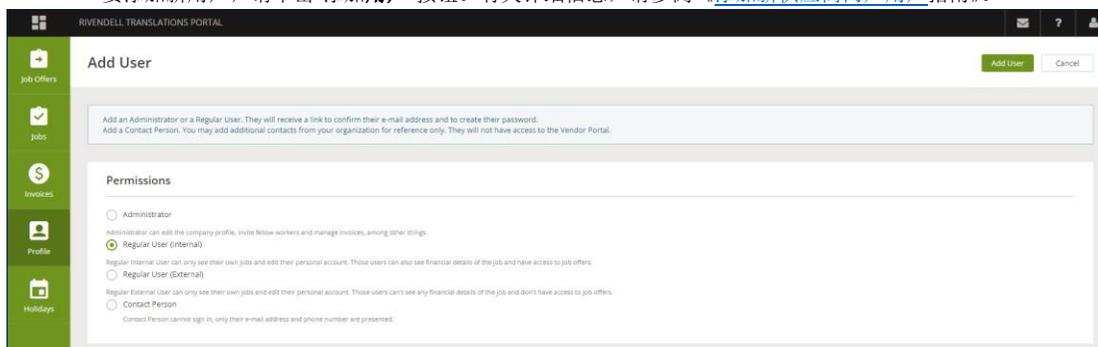
您的客户可以决定对您的个人资料所做的哪些更改需要获得批准。对于此类更改，将显示“发送更改请求”按钮，而不是“保存”按钮。

- 在“用户联系信息”卡中，单击“管理用户”按钮以快捷方式进入“用户”选项卡。

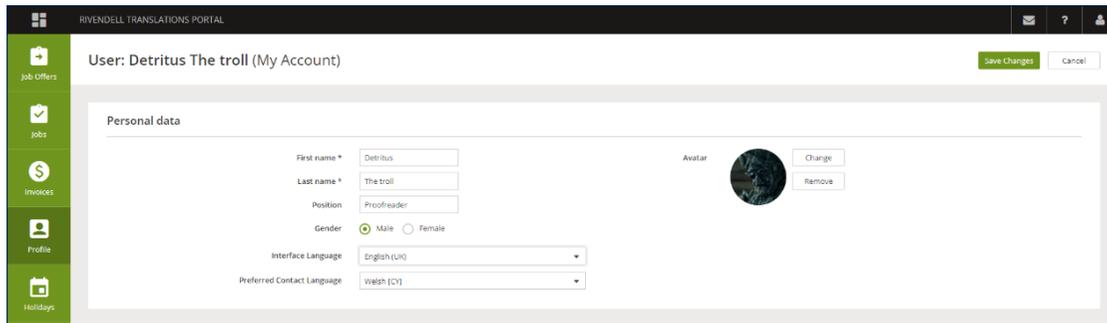
用户选项卡 在此选项卡中，具有管理员权限的用户可以管理与此供应商配置文件连接的用户帐户。被邀请到供应商门户的第一个供应商联系人会自动获得管理员权限。



- 要添加新用户，请单击“添加用户”按钮。有关详细信息，请参阅《添加新供应商门户用户指南》。



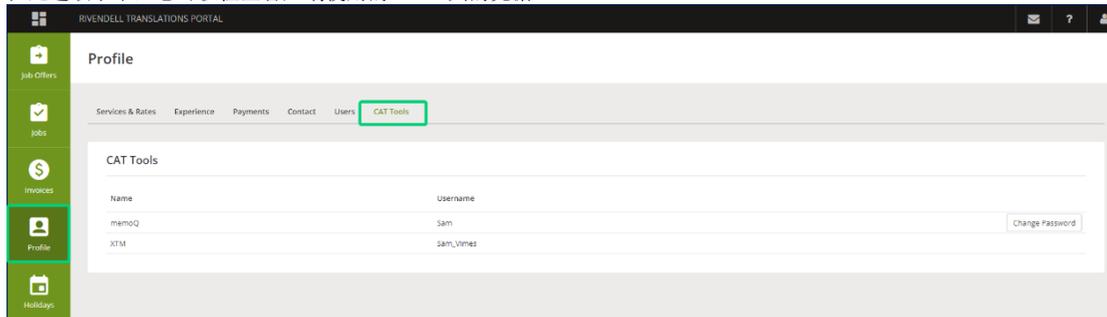
- 要更改用户的数据，请在“用户”选项卡中单击他们的姓名。您将被定向到此用户的页面。



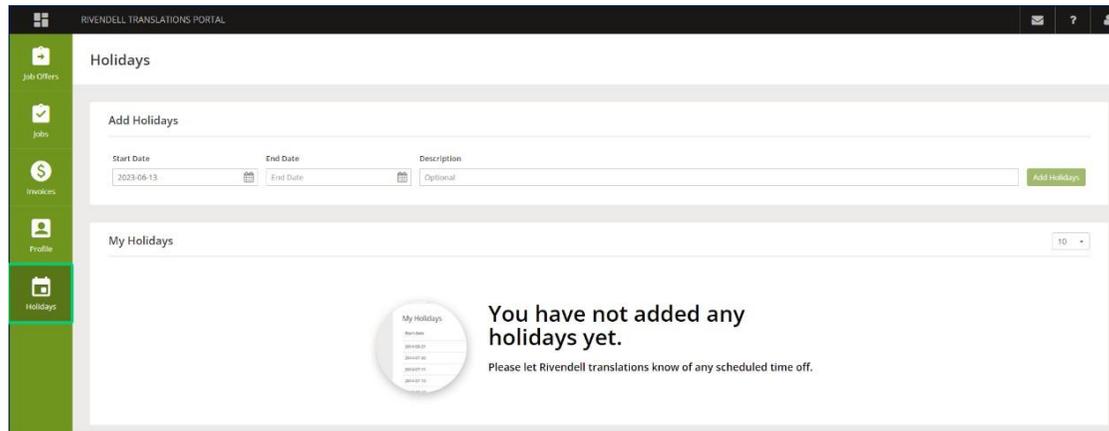
- 单击右上角的**编辑**按钮并进行所需的更改。大多数选项都在《[添加新供应商门户用户指南](#)》中进行了描述。
- 此外，在**个人数据卡**中，您可以：
 - 为此用户选择供应商门户界面的语言。
 - 上传、更改或删除此用户的头像。
- 要禁用此用户对供应商门户的访问，请向下滚动到**停用用户卡**，然后单击**停用用户**按钮。
- 要确认更改，请单击右上角的**保存更改**按钮。

CAT 工具选项卡

在此选项卡中，您可以检查客户端使用的 CAT 工具的凭据。



假期模块 在本模块中，您可以通知您的客户您即将缺席。



- 在“添加假期”部分，输入假期日期和简短描述（可选）。然后单击**添加假期**按钮。
- 在“我的假期”部分，您可以查看之前输入的所有假期条目。

您无法编辑假期条目，但可以删除并添加新条目。您在此处添加的每个假期条目都会立即反映在主页门户中。

重要事项

经理信息：供应商门户上添加的假期将立即反映在[供应商工作量视图](#)和供应商配置文件-[假期选项卡](#)中。

兼职翻译/翻译提供商注册步骤说明（English Version）

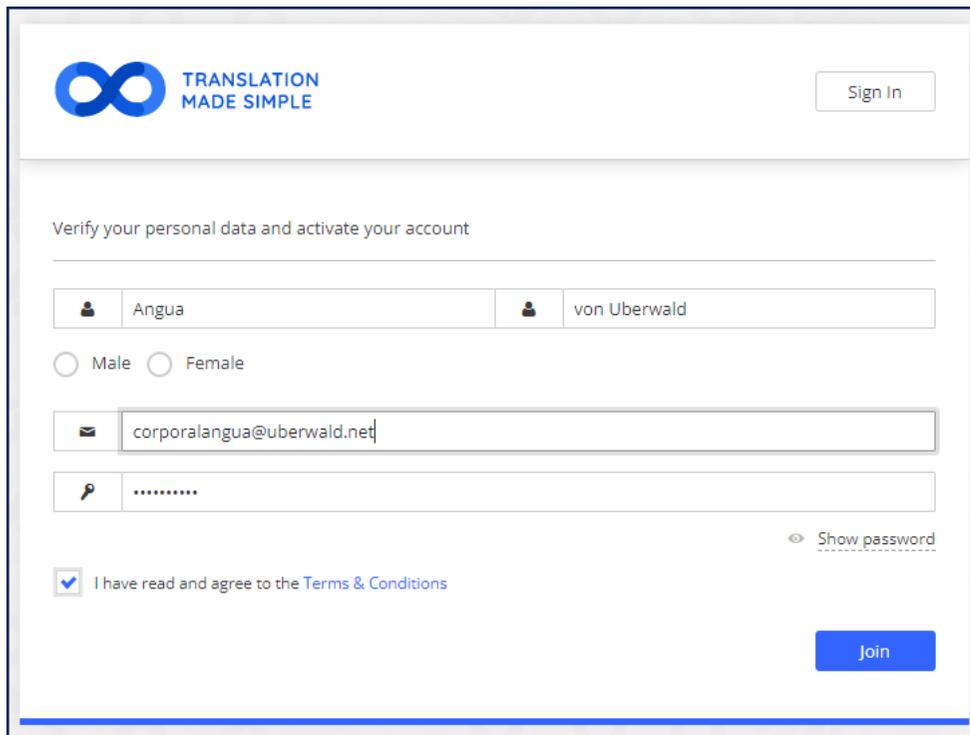
Introduction

To start using the full functionality of the Vendor Portal, you need to create a vendor account there. This can be done in two ways:

- By accepting the invitation sent by your client.
- (If available) By registering yourself on the Vendor Portal sign-in page.

Activate your account

First of all, your client has to send you an invitation e-mail.



TRANSLATION
MADE SIMPLE

Sign In

Verify your personal data and activate your account

Angua von Uberwald

Male Female

corporalangua@uberwald.net

.....

[Show password](#)

I have read and agree to the [Terms & Conditions](#)

Join

To create an account, perform the following steps:

4 Click the [Activate your account](#) link in the e-mail you received from your client. You will be directed to the account activation page.

Open 2.png

TRANSLATION
MADE SIMPLE

Sign In

Verify your personal data and activate your account

Tiffany Aching

Male Female

witchofthechalk@chalk.com

.....

[Show password](#)

I have read and agree to the [Terms & Conditions](#)

Join

5 Provide the necessary details, read the Terms & Conditions, check the corresponding box, and click the **Join** button. You will receive a *Complete your registration!* e-mail.

6 Click the [Confirm e-mail address](#) link in the e-mail. You will be automatically logged in to the Vendor Portal, where you can complete your profile as described in the  [Profile module](#) article.

Register as a vendor

Alternatively, some clients may open publicly or send you directly the link to the Vendor Portal, where you can register yourself as a vendor. In this case, perform the following steps:

16 On the sign-in page, click the **Register** button.

Open register.png

The image shows a registration page for the Rivendell translations Vendor Portal. At the top left is the logo, which consists of two interlocking blue circles followed by the text "TRANSLATION MADE SIMPLE". At the top right is a green rectangular button with the text "Register". Below the header is a section titled "Sign in to the Rivendell translations Vendor Portal". This section contains two input fields: the first is labeled "E-mail address" and has a person icon on the left; the second is labeled "Password" and has a lock icon on the left. Below these fields is a green "Sign In" button and a link that says "I forgot my password". Underneath is a horizontal line with "OR" in the center. At the bottom is a wide input field with the text "Sign in with SSO" inside it.

17 Select your vendor status: freelancer or company.



Sign In

Join the Rivendell translations Provider Team

To add an account, you will be required to provide information on your background and specialisation(s). Please provide detailed answers to all questions. All the information you provide will be kept secure and confidential

You may exit at any time and resume the application process later.

To start, please click on one of the options below:

I am a freelancer

I represent a company

18 In the fields that appear below, provide your basic details and (optional) the name of the company you represent.

Join the Rivendell translations Provider Team

To add an account, you will be required to provide information on your background and specialisation(s). Please provide detailed answers to all questions. All the information you provide will be kept secure and confidential

You may exit at any time and resume the application process later.

To start, please click on one of the options below:

I am a freelancer

I represent a company

What company do you represent?

 Ankh-Morpork translations

Tell us about yourself...

 Adora Belle  Dearheart

Male Female

 adora@clacks.com



 [Show password](#)

I have read and agree to the [Terms & Conditions](#)

Join

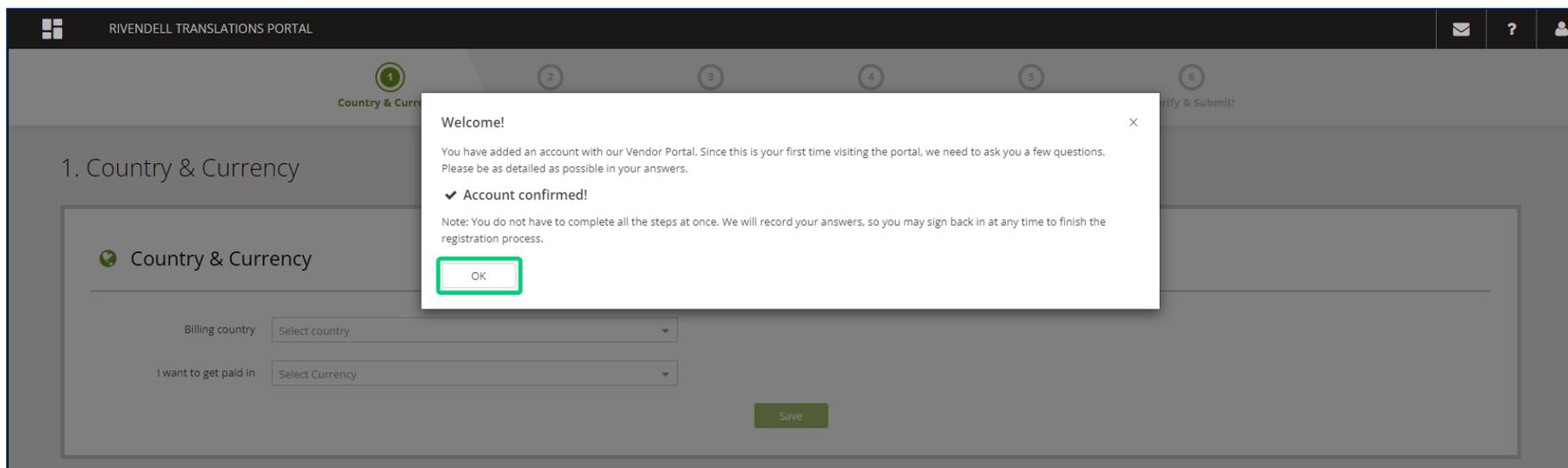
19 Read the Terms & Conditions, check the corresponding box

20 Click the **Join** button.

21 You will receive a *Complete your registration!* e-mail. Click the [Confirm e-mail address](#) link in this e-mail. You will be directed to the Vendor Portal and asked to provide information about yourself.

 You can stop the registration process at any moment without losing the provided data and return to it later by signing in with your e-mail and password.

Open 6.png



22 Click the **Ok** button to proceed.

 To skip a section, click the 'Continue' button at the bottom.

23 In the *Country & Currency* step, select your billing country and the currency you want to get paid in from the drop-down lists.

Click the **Save** button, then the **Continue** button.

Open 7.png

RIVENDELL TRANSLATIONS PORTAL

Country & Currency Services Rates Payments Contact Verify & Submit!

1. Country & Currency

Country & Currency ✓

Billing country: United Kingdom [GB]

I want to get paid in: Pound Sterling [£]

Save

Continue >

24 In the *Services* step, add all the jobs you can perform:

- 1 From the *Add service* drop-down list, select the job type.
- 2 In this job card, select the source and target languages and main areas of your expertise.

i To add all available languages, check the *Any* box.

Open 8.png

RIVENDELL TRANSLATIONS PORTAL

Country & Currency Services Rates Payments Contact Verify & Submit!

2. List your Services

sworn translation ✓ Delete Service 10

Source Language: Korean [KO] Target Language: German (Germany) [DE-DE] Main areas of expertise: Automotive, Education, Pharmaceuticals

+ Add language pair Save

Add service Select service

< Back Continue >

3 To add another language pair to this job, click the **Add language pair** button.

4 Click the **Save** button.

5 Repeat for other job types,

i If you want to provide different rates for different calculation units for the same job type, language pair, and specialization (for example, to have different rates for 'KO-DE - Education - source word' and 'KO-DE - Education - target page'), add several identical lines for the selected service. In the next step, you will select the desired units and provide the rates.

6 Click the **Continue** button.

25 In the *Rates* step, provide the rates for the jobs and language pairs selected in the previous section. For each line:

1 Select the calculation *Unit*.

2 Provide the correct *Rate*.

i To provide different rates for different specializations, click the Split link in the Main areas of expertise column.

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit

3. List your Rates

sworn translation ✓ 10

Source Language	Target Language	Main areas of expertise	Rate	Unit
Korean [KO]	German (Germany) [DE-DE]	Agriculture, Education, Pharmaceuticals - Split	GBP 0.30 per	source word

Note: Use the Ctrl (Command on Mac) or Ctrl+A (Command+A on Mac) keys to make several selections at once.

Save

< Back Continue >

3 Click the **Save** button, then the **Continue** button.

26 (For individual vendors only) In the *Experience* step:

1 Provide the information about your:

- Education
- Professional experience
- Certificates
- References
- Used software.

To do so, click the **Edit** button in the desired card, then click the **Add (School or University / Position / Certificate, etc.)** button, then provide the required details.

Open Experience.png

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Experience 5 Payments 6 Contact 7 Verify & Submit!

4. Education and Professional Qualifications

Education ✓

Dates Attended	School	Field of Study	Degree
2000 - 2006	The Unseen University	Astronomy / Astrophysics / Space Science	Master

[+ Add School or University](#) [Save](#)

Professional Experience ✓

[Edit](#)

No job history

2 (If available) Upload your CV or other files relevant to your client.

Open CV.png

 Upload CV and other relevant documentation ✓

Upload your CV and other files that might show your skills
Maximum number of files is 5.
Maximum file size is 100 MB.


DROP FILES HERE OR
Add Files

Save

3 (Optional) Provide the *Additional information*

 Additional Information ✓

Tell us about yourself

Save

< Back Continue >

- 4 Click the **Save** button, then the **Continue** button.
- 27 In the *Payments* step, provide your billing address, select the desired payment method, and provide the required payment details.
Click the **Save** buttons, then the **Continue** button.

RIVENDELL TRANSLATIONS PORTAL

Country & Currency Services Rates Payments Contact Verify & Submit

4. Payments

Billing Address ✓

Name Ankh-Morpork translations

Country United Kingdom [GB]

Address Line 1 Dolly Sisters 1

Address Line 2 Unit, building, floor, etc. optional

City Ankh-Morpork

Postal Code 77-77

Save

Payment Method ✓

Payment Method PayPal

Owner email adora@clacks.com

Save

28 In the *Contact* step, provide your correspondence address.
Click the **Save** buttons, then the **Continue** button.

Open 11.png

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit!

5. Contact Information

✉ Correspondence Address ✓

Name

Use billing address as correspondence address

Country

Address Line 1

Address Line 2
optional

City

Postal Code

29 In the *Verify & Submit* step, verify the services, rates, payment details, and contact information you provided earlier. To change the data, click the **Edit** button on the desired card. If everything is correct, scroll down to the bottom of the page and click the **Submit** button.

RIVENDELL TRANSLATIONS PORTAL

1 Country & Currency 2 Services 3 Rates 4 Payments 5 Contact 6 Verify & Submit!

6. Verify & Submit!

Services & Rates [Edit](#)

sworn translation

Source Language	Target Language	Main areas of expertise	Rate	Unit
Korean [KO]	German (Germany) [DE-DE]	Agriculture	GBP 0.3000	PER source word
Korean [KO]	German (Germany) [DE-DE]	Pharmaceuticals	GBP 0.5000	PER source word
Korean [KO]	German (Germany) [DE-DE]	Education	GBP 0.4000	PER source word
Korean [KO]	German (Germany) [DE-DE]	Education	GBP 2.0000	PER target page 1800

Payments [Edit](#)

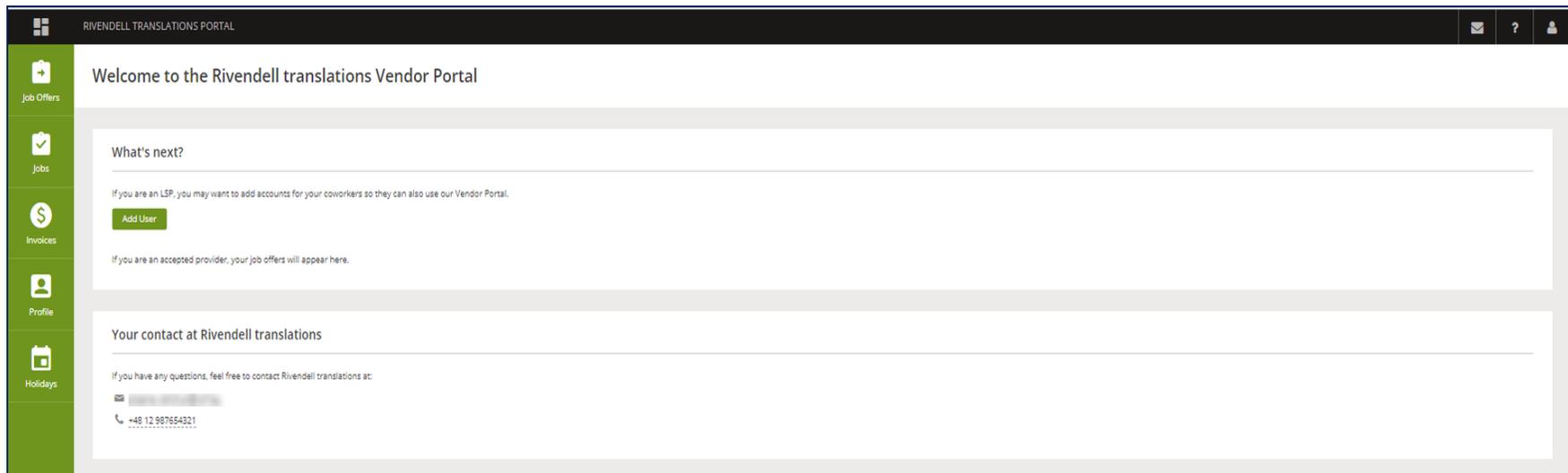
Billing Address

Country United Kingdom [GB]
 Address Line 1 Dolly Sisters 1
 City Ankh-Morpork
 Postal Code 77-77

Payment Method

Payment Method PayPal
 Owner email adora@clacks.com

30 You will be directed to the welcome page of the Vendor Portal, where you can start adding users and check your client's contact details.



To learn more about the Vendor Portal, see the  [XTRF Vendor Portal Documentation](#).

- 1 [Introduction](#)
- 2 [Activate your account](#)
- 3 [Register as a vendor](#)

[vendor-portal](#)

[xtrf-general](#)

Collapse

[Profile module](#)

Profile module

[XTRF Knowledge Base](#)

Read with this

[Configure the Vendor Portal settings](#)

Configure the Vendor Portal settings

[XTRF Knowledge Base](#)

Read with this

[Home Portal](#)

Home Portal

[XTRF Knowledge Base](#)

Read with this

[Limit user access to client data](#)

Limit user access to client data

[XTRF Knowledge Base](#)

Read with this

[Smart memoQ integration](#)

Smart memoQ integration

[XTRF Knowledge Base](#)

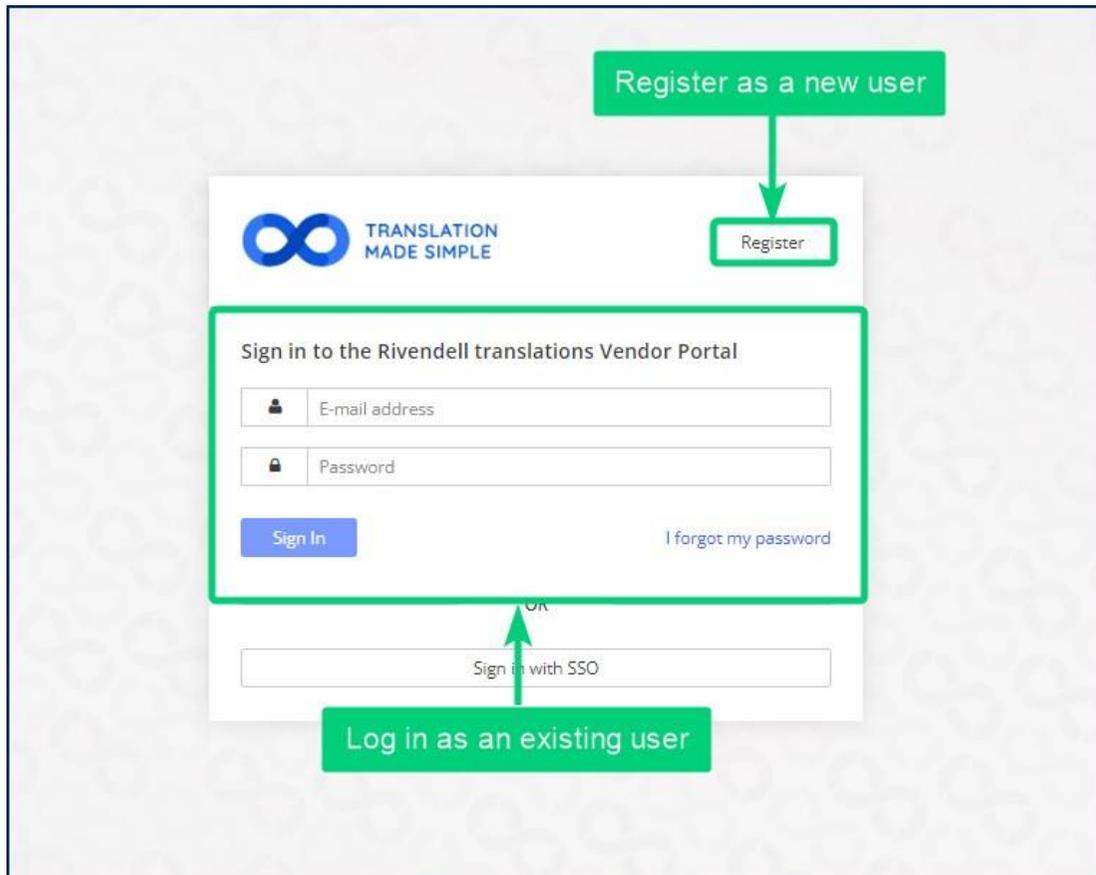
Read with this

[Access the Job Prospecting Dashboard](#)

Access the Job Prospecting Dashboard

[XTRF Knowledge Base](#)

Sign in to the Vendor Portal

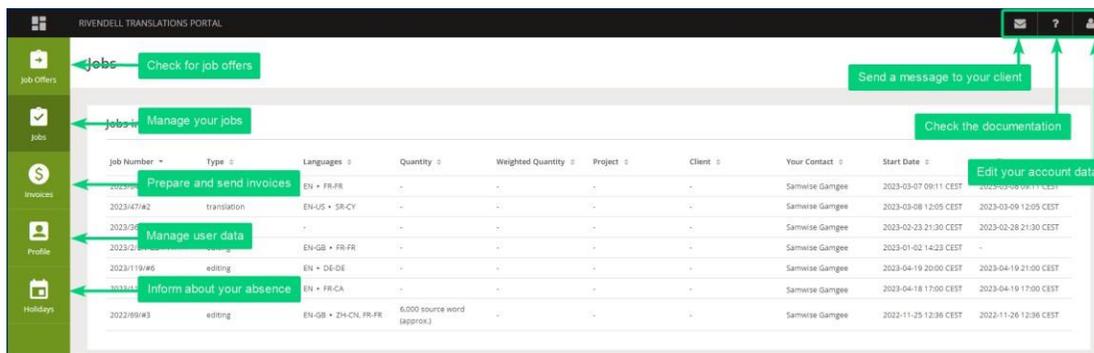


To sign in to the Vendor Portal, use your e-mail address or login and your password.

If you have not used the Portal before, click the **Register** button to create a new account. For details, see the [Create a new vendor account](#) guide.

Portal structure

The Vendor Portal consists of several modules. Use the module icons on the left-hand side of the screen to navigate through the Portal.



To find out more about the Vendor Portal, see the following sections:

- [Job Offers module.](#)
- [Jobs module.](#)
- [Invoices module.](#)
- [Profile module.](#)
- [Holidays module.](#)
- [How to work in the Job Manager.](#)

In the top right-hand corner, click the relevant icon to open additional actions and menus:

- Click the  icon to send a message to your client's translation office.
- Click the  icon to check the Vendor Portal documentation and information about the software version.
- Click the  icon to open your account settings (for details, see the [Profile module - Users tab](#) section) or sign out from the Vendor portal.

Job Offers module

In this module, you can view all current job offers that match your profile. Here you can also accept or reject them.

If there is a new job for you, you will receive an e-mail notification about this job, and the offer will be displayed in your *New Offers* card.

Job Offer Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Expires	Start Date	Deadline
2022/52/#2	proofreading	EN-GB + FR-FR, DE-DE	2,300 source word (approx.)	-	-	-	Samwise Gamagee	2023-06-06 12:20 CEST	2023-06-07 11:20 CEST	2023-06-13 11:20 CEST

Job Offer Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Expires	Start Date	Deadline
2023/EN-GB+FR-FR/#1	proofreading	EN-GB + FR-FR	-	-	-	-	Samwise Gamagee	-	2023-01-05 08:53 CEST	-
2023/EN-GB+FR-FR/#2	translation	EN-GB + FR-FR	-	-	-	-	Samwise Gamagee	-	2023-01-05 08:53 CEST	-

- In the *New Offers* card, you can see all the new job offers you have received. You can instantly check the job's important details in the columns:
 - Job *Type* (translation, proofreading, etc.).
 - *Languages* (the source and target language).
 - *Quantity* (the approximate number of calculation units to process – characters, source words, pages, etc.).
 - *Weighted Quantity* (the number of calculation units to process after using a CAT tool).
 - *Your Contact* (the assigned project manager).
 - *Expires* (the offer's expiration time).
 - *Start Date* and *Deadline*.
- To open an offer, click on it. You will be directed to the offer page.

Job Offer: 2022/52/#2

Instructions
There are no specific instructions for this job offer.

Received Files [Download All]

Name	Category	Languages	Last Modified	Size
Medical_conference.doc	Source document	EN-GB	2023-06-06 11:39 CEST	1 MB

Overview

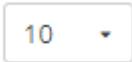
Job Type: Proofreading
 Languages: EN-GB + FR-FR, DE-DE (General)
 Start Date: 2023-06-07 11:20 CEST
 Deadline: 2023-06-13 11:20 CEST
 Expires: 2023-06-06 12:20 CEST
 Project Manager: Samwise Gamagee

Buttons: Accept, Reject

Here you can:

- check for instructions for the job in the *Instructions* card.
- download the attached reference files in the *Received Files* card.
- use the buttons in the top right-hand corner to **Accept** or **Reject** this job offer. If your project manager uses the *advanced job offers* functionality, a **Negotiate in XTRF Chat** button can also be displayed.

- In the *Offers Waiting for Approval* card, you can see a list of the job offers accepted by you but not yet approved by the project manager.



Click the icon to change the number of jobs displayed per card.

Jobs module

In this module, you can view all the jobs you are currently assigned to, as well as a list of the jobs you have completed.

Job Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Start Date	Deadline
2022/48/W5	editing	EN-GB + FR-FR	9,000 source word	9,000 source word	-	-	Samwise Gamgee	2022-11-17 13:24 CEST	2022-12-02 13:24 CEST
2023/52/W1	translation	EN-GB + FR-FR	30,000 source word	30,000 source word	-	-	Samwise Gamgee	2023-03-01 13:06 CEST	2023-03-02 13:06 CEST

Job Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Start Date	Deadline
2023/52/W2	proofreading	EN-GB + FR-FR	30,000 source word	30,000 source word	-	-	Samwise Gamgee	2023-03-01 13:06 CEST	2023-03-02 13:07 CEST
2023/98/EN + ES-ES/1_0461	proofreading	EN + ES-ES	-	-	-	-	Samwise Gamgee	2023-03-24 09:51 CEST	2023-03-30 23:59 CEST
2023/98/EN + ES-ES/1_0462	translation	EN + ES-ES	-	-	-	-	Samwise Gamgee	2023-03-17 10:42 CEST	2023-03-24 06:51 CEST
2022/80/EN-GB + EU/5_0461	translation	EN-GB + EU	20,505 source word	20,505 source word	-	-	Samwise Gamgee	2022-12-11 22:11 CEST	2022-12-18 12:48 CEST
2023/5/EN-GB + RU/1_0461	translation	EN-GB + EU	20,550 source word	20,550 source word	-	-	Samwise Gamgee	2023-01-12 12:17 CEST	2023-01-25 11:24 CEST
2023/5/EN-GB + FR-FR/1_0461	translation	EN-GB + FR-FR	20,350 source word	20,350 source word	-	-	Samwise Gamgee	2023-01-12 12:17 CEST	-
2022/76/DE-DE + FR-FR/1_0461	translation	DE-DE + FR-FR	-	-	-	-	Manusvet Magdoant	2022-12-09 14:27 CEST	-

Job Number	Delivery Date	Total Amount	Invoice
2022/48/W2/1	2022-12-08	EUR 90.00	Number not assigned (Unpaid)

- In the *Jobs in progress* card, you see the jobs you are currently working on or the ones you can start performing. You can instantly check the job's important details in the columns:
 - *Job Number*.
 - *Type*.
 - *Languages*.
 - *Quantity* (the number of calculation units to process: characters, source words, pages, etc.).
 - *Weighted Quantity* (the number of calculation units to process after using a CAT tool).
 - *Your Contact* (assigned project manager).
 - *StartDate* and *Deadline*.
- In the *Pending Jobs* card, you see a list of all jobs that are currently on hold, for example, because the work files are not ready yet or the preceding steps have not been completed.

- In the *Completed Jobs* card, you see a list of all the jobs you have already finished, their *Delivery Date*, and the *Total Amount* of the related invoices.

Job Number	Delivery Date	Total Amount	Invoice
2022/5/#2/4	2022-11-03	EUR 1,500.00	54 (unpaid)
2022/5/#2/3	2022-11-03	EUR 1,500.00	Add New Invoice
2022/80/EN-GB + FR-FR/2_046110/1	2023-01-04	EUR 615.15	Add Invoice upon Specification Specification will be provided soon
2022/80/EN-GB + EU/4_046110/1	2023-01-04	EUR 615.15	Add New Invoice
2022/84/FR-FR + EN-GB/1_046110/1	2023-02-01	EUR 300.00	Add New Invoice
2023/29/#1/1	2023-02-06	EUR 180.00	Add New Invoice
2022/48/#2/1	2022-12-08	EUR 90.00	Number not assigned (unpaid)
2022/20/#4/1	2022-11-03	EUR 0.00	Add Invoice upon Specification Specification will be provided soon
2023/2/EN-GB + FR-FR/1_046110/2	2023-06-06	EUR 0.00	Add New Invoice
2023/6/EN + FR-CA/1_046110/1	2023-06-06	EUR 0.00	Add New Invoice

- Use the filter above the job list to display:
 - All completed jobs.
 - Not invoiced.
 - Invoiced and unpaid.
 - Invoiced and paid.
- In the *Invoice* column, you can:
 - for non-invoiced invoiceable jobs:
 - *Add New Invoice*.
 - *Add Invoice upon Specification* prepared by your client.
 - for invoiced jobs:
 - preview the invoice for invoiced jobs. To do so, click the link with the invoice number.

Click on a job to open its page. In it, you can check job details, upload your work, or mark a job as finished. For details, see the [Job page](#) section.

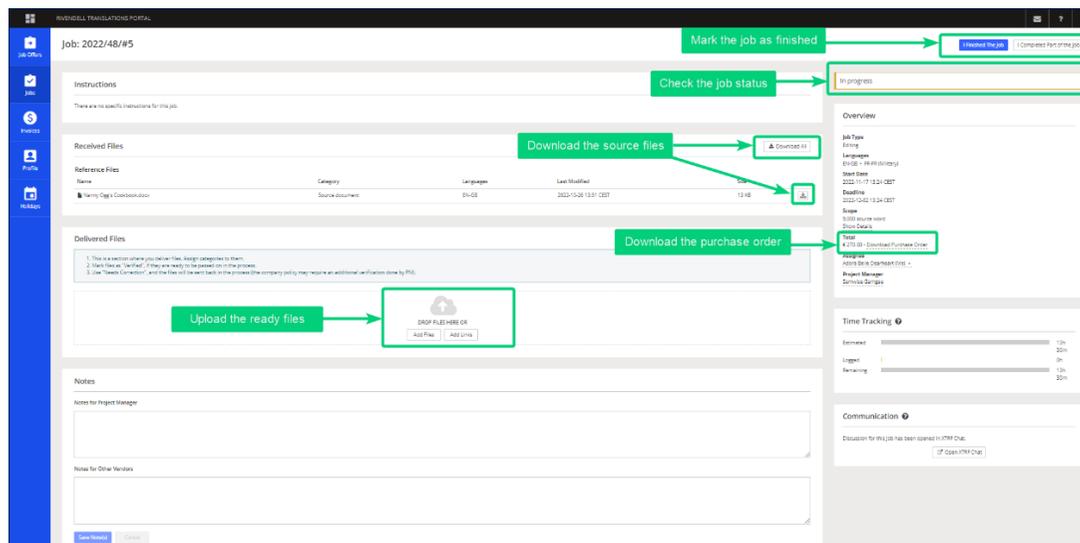


Click the icon to change the number of jobs displayed per card.

In this section

- [Job page](#)

Job page



On the job page, you can:

- in the *Instructions* card, check the job-related notes and instructions.
- at the top of the panel on the right-hand side, check the job status.
- in the *Overview* card on the right-hand side, download the purchase order, change the assignees, or write an e-mail to the project manager.

Overview

Job Type

Translation

Languages

EN-GB ▶ FR-FR, DE-DE, PL (General)

Start Date

2022-11-03 08:25 CEST

Deadline

2022-11-04 08:25 CEST

Delivery Date

2022-11-03 08:26 CEST

Scope

100,000 source word

[Show Details](#)

Total

€ 3,000.00 • [Download Purchase Order](#)

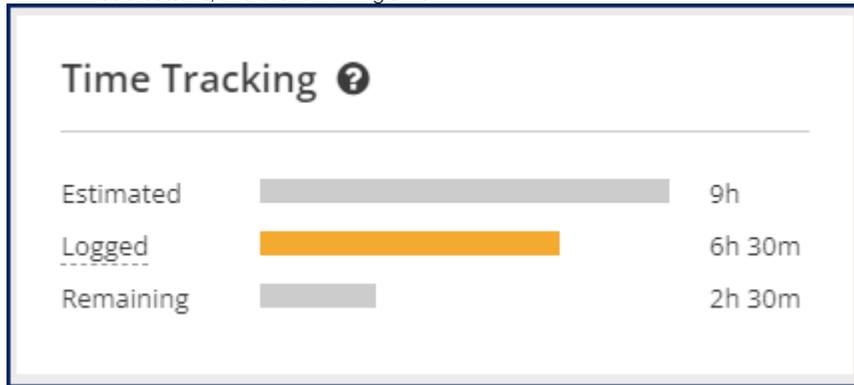
Assignee

[Adora Belle Dearheart \(Me\)](#) ▼

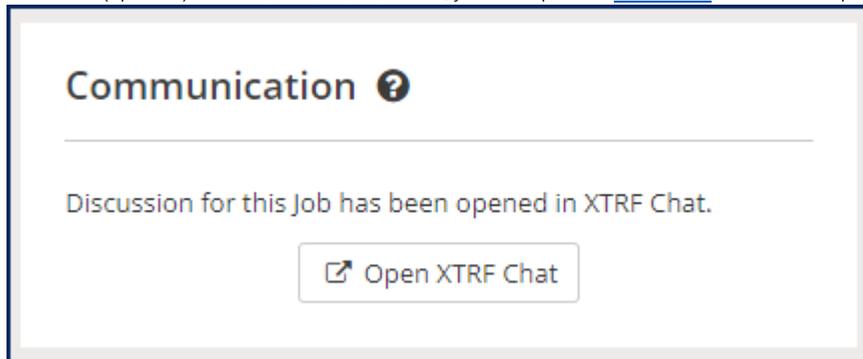
Project Manager

[Samwise Gamgee](#)

- (optional) on the *Time Tracking* card, check how much time is estimated for this job, the amount of time that you have already logged by clicking **I Finished The Job** or **I Completed Part of the Job** buttons, and the remaining time.



- (optional) in the *Communication* card, you can open the [XTRF Chat](#) to contact the project manager about this job.



For jobs that are *In progress*, you can:

- click the **I Finished The Job** or **I Completed Part of the Job** buttons in the top right-hand corner to inform the project manager that the job is fully or partially finished. If the time declaring option is enabled, a popup window will be displayed. In it, you can enter the time you spent on this job.

Finish job ×

Have you completed your work on this job?

Log time spent on this job since last time logging

Logged: 0h

Yes, this job is completed Cancel

Complete Part of the Job ×

Log time spent on this job since last time logging

Logged: 0h

Yes, This Job Is Partially Finished Cancel



- in the *Received Files* card, download the work files. Click the icon to get a separate file or the **Download All** button to get all available files.

Received Files [Download All](#)

Reference Files

Name	Category	Languages	Last Modified	Size
Concerning Hobbits (3).docx	Source document	EN-GB	2022-11-24 12:39 CEST	7 KB

- in the *Delivered Files* card, upload the ready files after processing them. For details, see the [Upload files to the Vendor Portal](#) guide.

Delivered Files

1. This is a section where you deliver files. Assign categories to them.
 2. Mark files as "Verified", if they are ready to be passed on in the process.
 3. Use "Needs Correction", and the files will be sent back in the process (the company policy may require an additional verification done by PM).

Name	Category	Languages	Last Modified	Size
Concerning Hobbits.docx	<input type="text" value="Translated Document"/>	<input type="text" value="FR-FR ✖"/>	2023-06-09 10:50 CEST	13 KB <input type="text" value="Verified"/>

DROP FILES HERE OR

Add Files Add Links

- In the *Notes* card, leave your notes for the project manager and (in some jobs) for other vendors.

In this section

- [Evaluation of the previous vendor's work \(optional\)](#)

Evaluation of the previous vendor's work (optional)

A project manager can ask you to evaluate the previous vendor's work. In this case, the *Evaluate Job* section will be displayed above the *Notes* section.

Evaluate Job : translation EN-GB ► FR-FR

Total Number of Words: Number of Checked Words:

Error Storage

Category	Minor	Major	Critical
Mistranslation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Accuracy	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
Consistency	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Country Standards	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Language	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Style	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Terminology	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

General Feedback

No critical mistakes, the overall translation is very good.

To perform the evaluation:

5. Enter the total number of words in the document and the number of words you have checked.
6. Enter the number of mistakes you have found in the document, sorted by severity (*Minor*, *Major* or *Critical*) and category:
 - *Mistranslation.*
 - *Accuracy.*
 - *Consistency.*
 - *Country Standards.*
 - *Language.*
 - *Style.*
 - *Terminology.*
7. (Optional) Enter the *General Feedback*.
8. Click the **Apply Changes** button.

You can change the evaluation details until you finish your job. Every time you make any changes, click the **Apply Changes** button to save them.

Invoices module

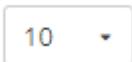
In this module, you can create new invoices for finished jobs and monitor the payment status of those already submitted.

Specification No.	Specification Date	Net Total	Gross Total	Jobs	Invoice
2023/2	2023-02-07	EUR 1,480.00	EUR 1,480.00		Add invoice upon Specification

Invoice No.	Invoice Date	Net Total	Gross Total	Payment Due	Jobs	Status
54	2023-06-07	EUR 1,500.00	EUR 1,500.00	2023-06-14	2022/5/#2/4	Unpaid
-	2022-10-31	EUR 60.00	EUR 60.00	2022-11-07	2022/48/#2/1	Unpaid

Invoice No.	Invoice Date	Net Total	Gross Total	Payment Due	Jobs	Status
444/55	2022-09-01	EUR 60.00	EUR 60.00	2022-09-08	2022/26/#1/1	Paid

- In the *Invoice Specifications* card, you can see the jobs that have available specifications and add new invoices upon those specifications. For details, see the [Add a new invoice upon specification in the Vendor Portal](#) guide.
- In the *Unpaid / Partially Paid Invoices* card, you can see the invoices that haven't been paid yet and take a shortcut to the related jobs in the *Jobs* column.
- In the *Paid Invoices* card, you can see the already paid invoices. Click on an invoice to display its details and download the invoice file provided by your customer.
- To add a new invoice, click the **Add New Invoice** button in the top right-hand corner of the screen. For details, see the [Add a new invoice in the Vendor Portal](#) guide.



Click the icon to change the number of invoices displayed per card.

Profile module

In the *Profile* module, you can check or change the information you provided about you or your company during registration.

In this section

- [Services & Rates tab](#)
- [Experience tab \(for individual vendors\)](#)
- [Payments tab](#)

- [Contact tab](#)
- [Users tab](#)
- [CAT tools tab](#)

Services & Rates tab
In this tab, you can:

Profile

Services & Rates | Experience | Payments | Contact | Users | CAT Tools

Price Profile: Sam's regular [E] (Default) [Edit]

Currency: Pound Sterling [E]

SDL Trados Studio		XTM		MEMOQ	
Match Type	Percent of Rate	Match Type	Percent of Rate	Match Type	Percent of Rate
Locked segments	0.00 %	Non-translatable	0.00 %	X translated	0.00 %
Perfect match	0.00 %	ICE match	0.00 %	Repetitions	30.00 %
Context match	0.00 %	Leveraged match	30.00 %	101%	0.00 %
Repetitions	30.00 %	95-99%	30.00 %	100%	30.00 %
Cross-file repetitions	30.00 %	85-94%	60.00 %	95-99%	30.00 %
100%	30.00 %	75-84%	60.00 %	85-94%	60.00 %
95-99%	30.00 %	Machine translation	100.00 %	75-84%	60.00 %
85-94%	60.00 %	Repetitions	30.00 %	50-74%	100.00 %
75-84%	60.00 %	Internal 95-99%	30.00 %	Fragments	100.00 %
50-74%	100.00 %	Internal 85-94%	60.00 %	No match	100.00 %
Internal 95-99%	30.00 %	Internal 75-84%	60.00 %		
Internal 85-94%	60.00 %	No match	100.00 %		
Internal 75-84%	80.00 %				

- check the CAT tool grids.
- check your rates for different services (scroll down to the *Rates for Services* section).

Rates for Services

translation 10 ▾

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Any	GBP 0.0400 PER	source word

editing 10 ▾

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	English (United Kingdom) [EN-GB]	Any	GBP 0.0300 PER	source word
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Any	GBP 0.0300 PER	source word

- change those rates, delete them, or add new ones. To do so, click the **Edit** button at the top of the page.

Rates for Services

translation Delete Service 10

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Select specializations	GBP 0.04	PER source word
Add language pair				

editing Delete Service 10

Source Language	Target Language	Main areas of expertise	Rate	Unit
English (United Kingdom) [EN-GB]	English (United Kingdom) [EN-GB]	Select specializations	GBP 0.03	PER source word
English (United Kingdom) [EN-GB]	French (France) [FR-FR]	Select specializations	GBP 0.03	PER source word
Add language pair				
Add service Select service				

- To add a new invoice upon specification, click the **Add Invoice upon Specification** button in the *Invoice Specifications* card. For details, see the [Add a new invoice upon specification on the Vendor Portal](#) guide.
- To add a new job type, select it from the *Add service* dropdown list. The new service section will be displayed. In it, enter the necessary details.
- To delete a service, click the **Delete Service** button.



- To delete a language pair, click the  icon.
- To confirm the changes, click the **Save** button at the top of the page.

Important

Your client can decide which changes to your profile should be subject to approval. For such changes, the **Send change request** button is displayed instead of the **Save** button. To switch between your price profiles, open the *Price Profile* dropdown at the top of the page.

Experience tab (for individual vendors)

In this tab, you can check or change the information about your education and work experience.

RIVENDELL TRANSLATIONS PORTAL

Profile

Services & Rates Experience Payments Contact Users CAT Tools

Experience [Edit](#)

Education			
Dates Attended	School	Field of study	Degree
1977 - 1982	The Unseen University	Translation Studies	PHD

Professional Experience		
Time Period	Company Name	Job title
06/2023 - Present	Uberwald translations	Translator

Certificates	
Year Obtained	Certificate Name
2004	Best subtitle translator

References		
Reference name and company	E-mail address	Phone
Lady Margolotta, the Uberwald League of Temperance	Margo@uberwald.com	

Software	
CAT Tools	Other applications
<input type="checkbox"/> No CAT tools	<input type="checkbox"/> No other applications

Additional information No additional information

To change the current data, click the **Edit** button at the top of the page. All the fields will become active.

RIVENDILL TRANSLATIONS PORTAL

Profile

Every change you make on this tab must be approved.

Send change request Discard

Experience

Education

Dates Attended	School	Field of Study	Degree
1977 - 1982	The Unseen University	Translation Studies	PhD

Professional Experience

Time Period	Company Name	Job title
06/2023 - Present	Ubervald translations	Translator

Certificates

Year Obtained	Certificate Name
2004	Best subtitle translator

References

Reference name and company	E-mail address	Phone
Lady Margolotta, the Ubervald League of Temperance	MargoGubervald.com	Phone Number

Software

CAT Tools	Other applications
Select CAT Tool	Select Software

Additional Information

Tell us about yourself!

- Make changes to the existing entries or click the **Add...** button in the relevant sections to add new entries.
- (Optional) In the *Software* section, from the dropdown lists, select the CAT tools and other applications you are using.
- (Optional) In the *Additional Information* field, type in the information you want to share with your client.



- To delete an entry, click the  icon.
- To confirm the changes, click the **Save** button at the top of the page.

Important

Your client can decide which changes to your profile should be subject to approval. For such changes, the **Send change request** button is displayed instead of the **Save** button.

Payments tab

In this tab, you can check or change your billing address and payment method.

RIVENDELL TRANSLATIONS PORTAL

Profile

Services & Rates Experience **Payments** Contact Users CAT Tools

Payments Edit

Billing Address

Country United Kingdom (GB)

Address Line 1 Treacle Mine Road Watch House

Address Line 2 optional

City Ankh-Morpork

Payment Method

Payment Method Wise

Name Samuel

Surname Vimes

E-mail nighthatchcommander@ankh-morpork.com

No information specified

To change the current data, click the **Edit** button at the top of the page. All the fields will become active.

RIVENDELL TRANSLATIONS PORTAL

Profile

Payments Send change request Discard

Billing Address

Name Sam_Vimes (Samuel_Vimes)

Country United Kingdom (GB)

Address Line 1 Street Address

Address Line 2 optional Treacle Mine Road Watch House

City Ankh-Morpork

ZIP Code ZIP Code

Payment Method

Payment Method Wise

Name Samuel

Surname Vimes

E-mail nighthatchcommander@ankh-morpork.com

- Enter the necessary changes to the *Billing Address*.
- Select the required option from the *Payment Method* dropdown and enter the required data in the fields below.
- To confirm the changes, click the **Save** button at the top of the page.

Important

Your client can decide which changes to your profile should be subject to approval. For such changes, the **Send change request** button is displayed instead of the **Save** button.

Contact tab

In this tab, you can check or change your contact information.

The screenshot shows the 'Profile' page in the Rivendell Translations Portal. The 'Contact' tab is selected. The 'Mailing Address' section is visible, with the 'Use billing address as mailing address' checkbox checked. The address details are: Name: Sam_Vimes (Samuel_Vimes), Country: United Kingdom (GB), Address Line 1: Treacle Mine Road Watch House, City: Ashk-Morpork, ZIP Code: 30-383. An 'Edit' button is located at the top right of the mailing address section. Below this, the 'User Contact Information' section shows a table with one entry for Samuel Vimes (Me) and a 'Manage Users' button with a dropdown menu.

- To change the current contact data, click the **Edit** button at the top of the page.

The screenshot shows the 'Edit' form for the 'Contact' tab. The 'Mailing Address' section is visible. The 'Use billing address as mailing address' checkbox is unchecked. The form fields are: Name: Sam_Vimes (Samuel_Vimes), Country: Select country, Address Line 1: Street Address, Address Line 2 (optional): Unit, building, floor, etc., City: City, ZIP Code: ZIP Code. At the top right of the form, there are two buttons: 'Send change request' and 'Discard'.

1. Deselect the *Use billing address as mailing address* checkbox to add a different address.
2. Enter the new mailing address.

- To confirm the changes, click the **Save** button at the top of the page.

Important

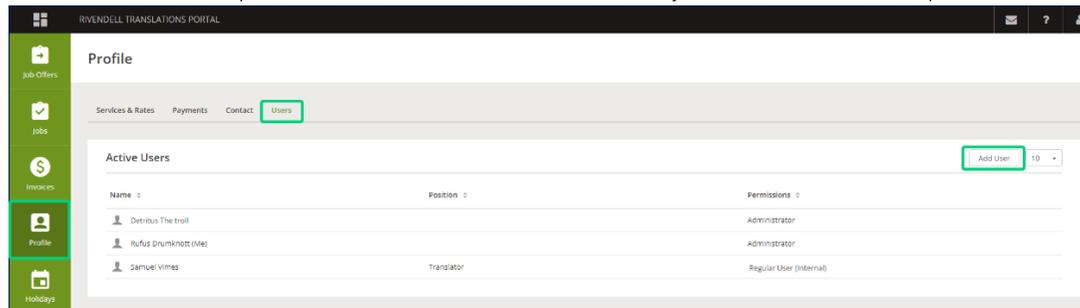
Your client can decide which changes to your profile should be subject to approval. For such changes, the **Send change request** button is displayed instead of the **Save** button.

- In the *User Contact Information* card, click the **Manage Users** button to take a shortcut to the **Users** tab.

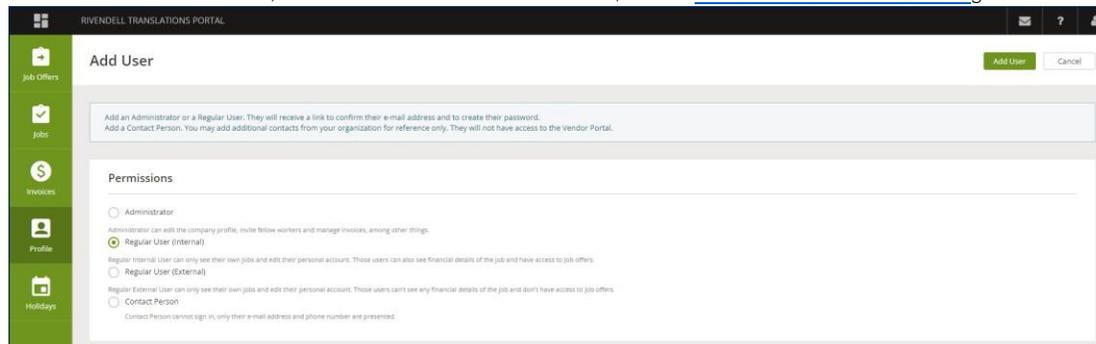
Users tab

In this tab, users with Administrator permissions can manage user accounts connected with this vendor profile.

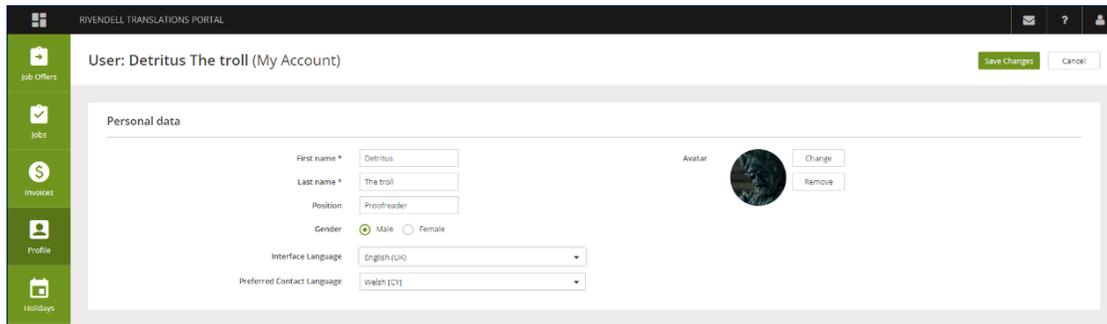
The first vendor's contact person invited to the Vendor Portal automatically receives the Administrator permissions.



- To add a new user, click the **Add User** button. For details, see the [Add a new Vendor Portal user](#) guide.



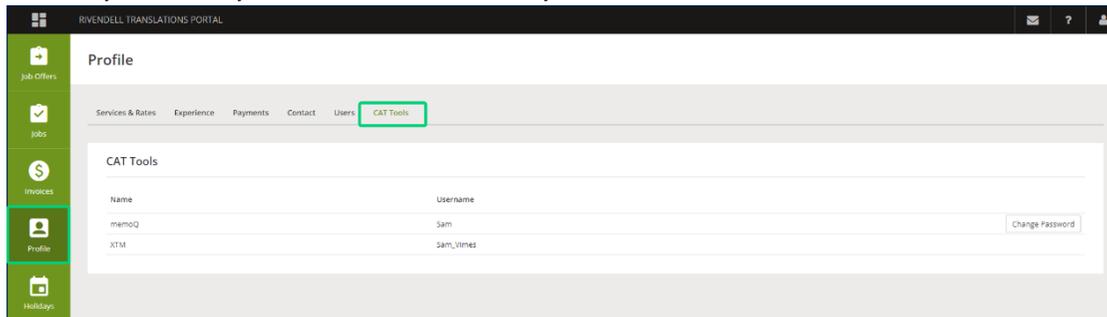
- To change the user's data, click on their name in the **Users** tab. You will be directed to this user's page.



- Click the **Edit** button in the top right-hand corner and make the required changes. Most of the options are described in the [Add a new Vendor Portal user guide](#).
- Additionally, in the *Personal data* card, you can:
 - select the language of the Vendor Portal interface for this user.
 - upload, change, or remove this user's avatar.
- To disable access to the Vendor Portal for this user, scroll down to the *Deactivate User* card and click the **Deactivate User** button.
- To confirm the changes, click the **Save Changes** button in the top right-hand corner.

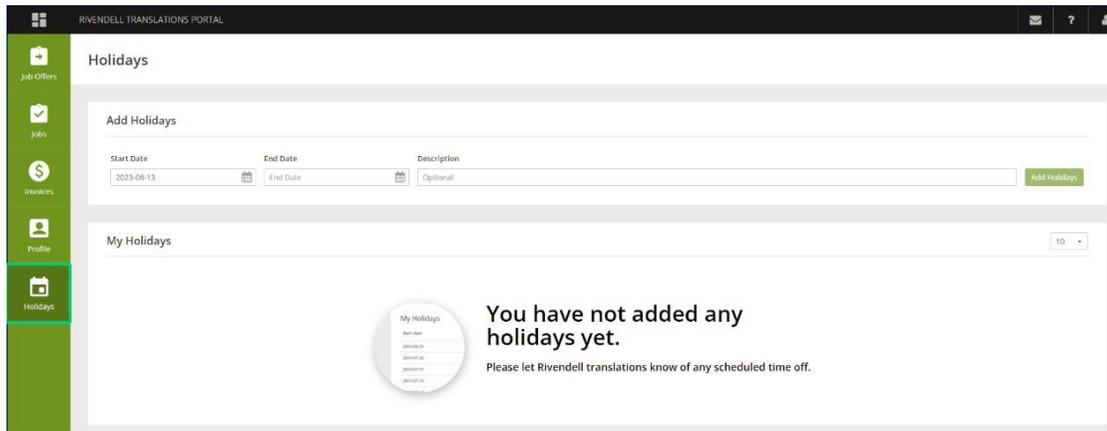
CAT tools tab

In this tab, you can check your credentials for the CAT tools your client uses.



Holidays module

In this module, you can inform your clients about your upcoming absence.



- In the *Add Holidays* section, enter the dates of your holidays and a short description (optional). Then click the **Add Holidays** button.
- In the *My Holidays* section, you can check all the holiday entries you have made before.

You cannot edit a holiday entry, but you can delete it and add a new one.

Each holiday entry you add here will be immediately reflected in the Home Portal.

Important

Info for managers: The holidays added on the Vendor Portal will be immediately reflected in the [Vendor Workload view](#) and in [Vendor Profile - Holidays tab](#).