Translata Vendor Portal

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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 If any data is out of date, please contact us at the e-mail address below the tables.

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

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

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

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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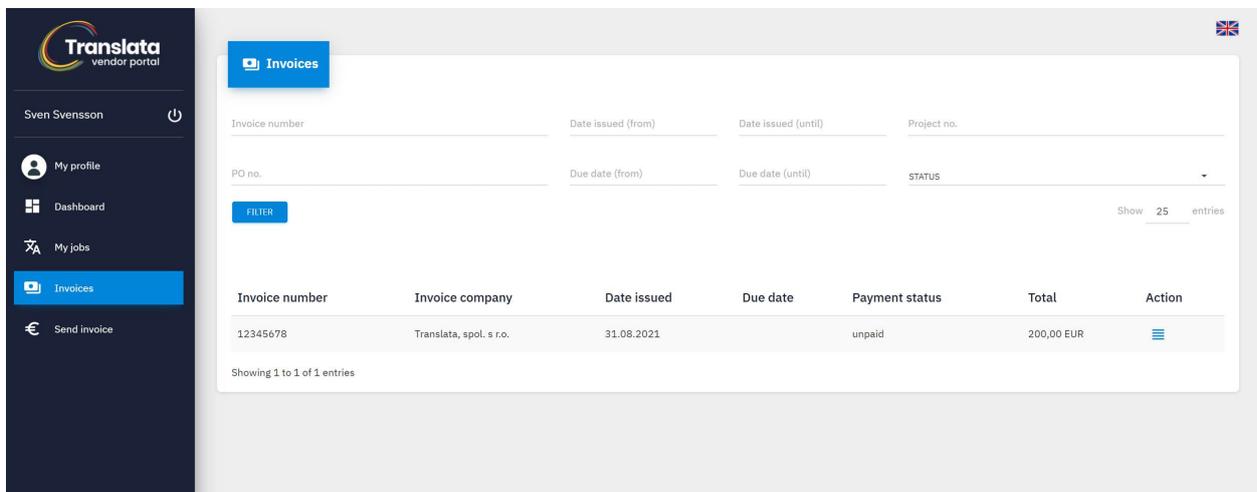
1. First select all the items that are to be invoiced. This will ensure that the items amounts on your invoice match our records. You can also use the list as a basis for your invoice:

(orders issued by different invoicing companies, e.g. Translata, Translata Slovakia, Translata PS, must be invoiced separately to each billing company).
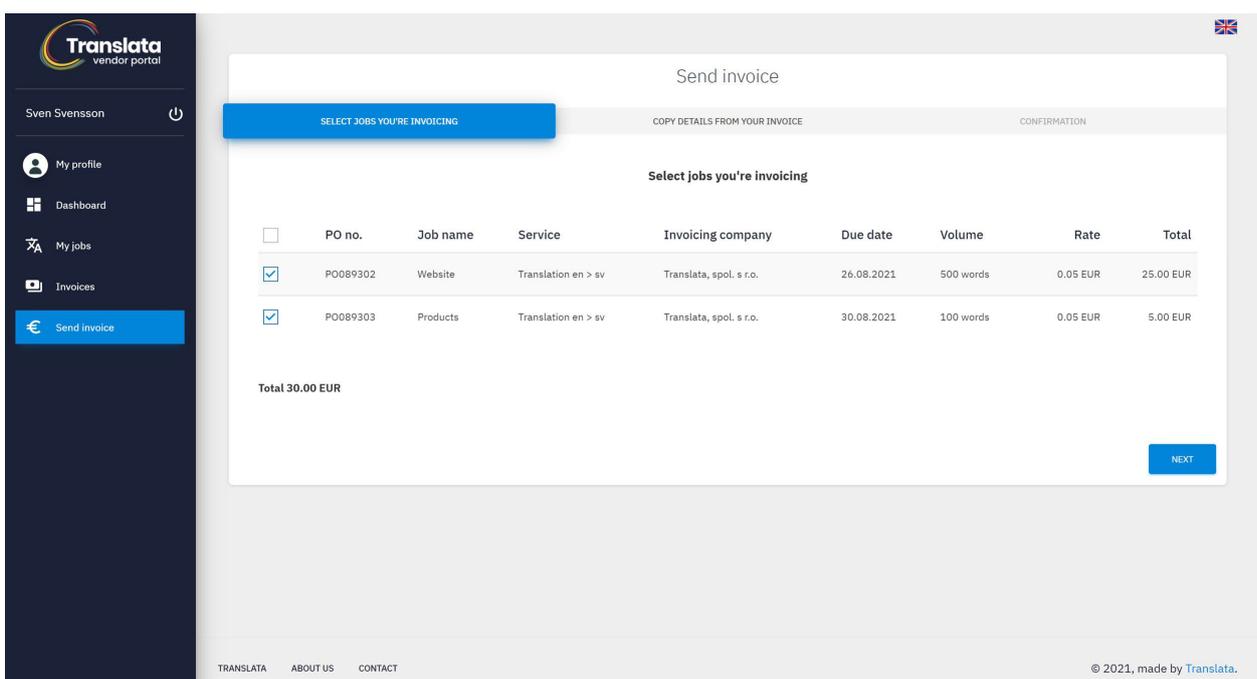
2.   Then fill in your invoice details - invoice number, payment due dates, VS, etc.:

3.   Finally upload your invoice, check, and send:

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.