VENDOR PORTAL GUIDE

Updated March 2024

Intrinz Inc.
12175 Visionary Way
Fishers, Indiana 46038

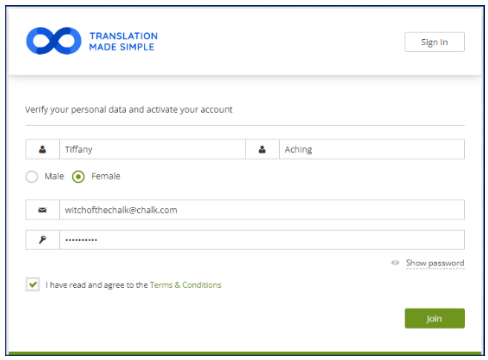
Table of Contents

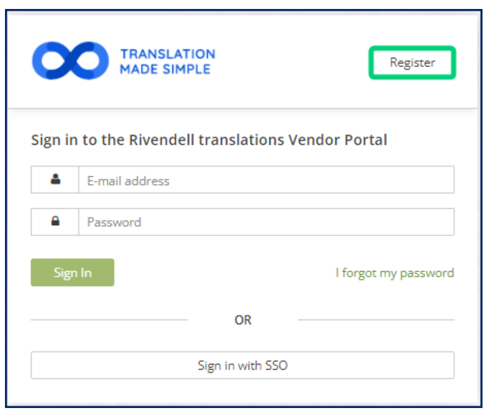
Activating Your Account

Intrinz, Inc will send you an invitation to create your vendor account.

To create an account, perform the following steps:

1. Click the Activate your account link in the e-mail you received from Intrinz Inc. You will be directed to the account activation page.





2. 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.
3. 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.

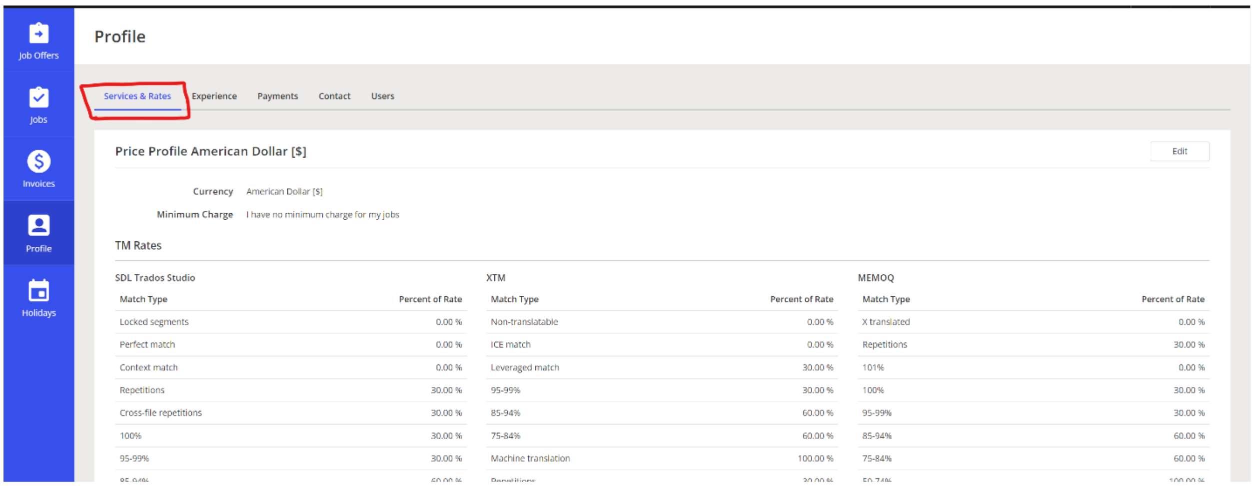
Updating Your Profile

To update your profile, navigate to the button on the sidebar labeled **Profile**. In this section, you can check or change your information within our system.

Services and Rates

In this tab, you can:

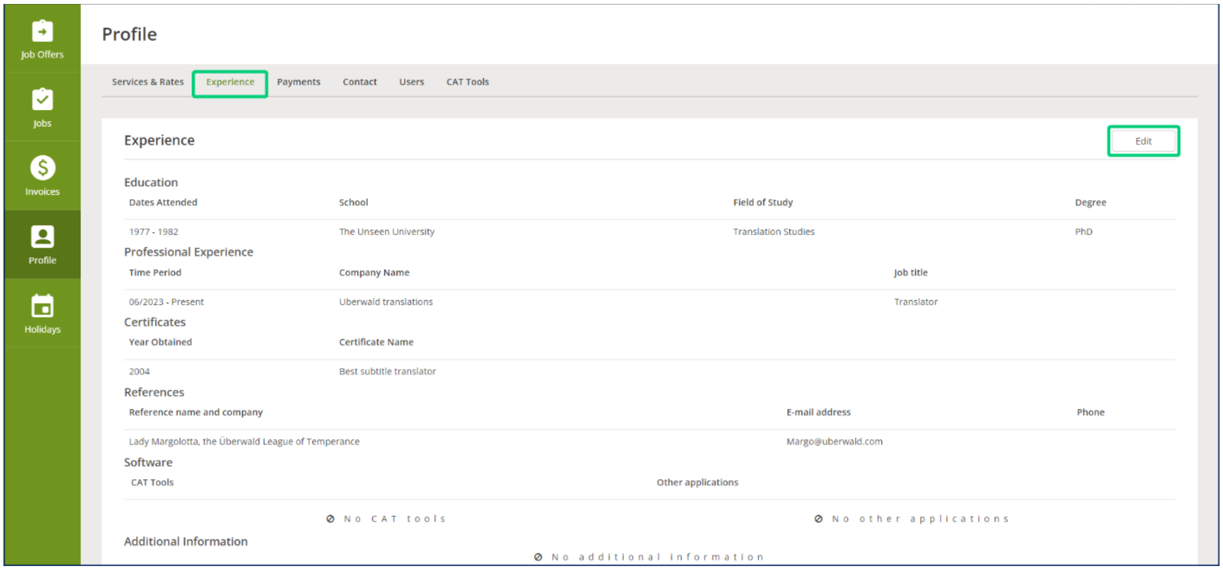
- Check the CAT tool grids.
- Check your rates for different services (scroll down to the *Rates for Services* section).



To change the current data, click the **Edit** button at the top of the page. All the fields will become active. For Services and Rates, please utilize the Change Request function. Once you have made any proposed changes, select **Send change request**. If you'd like the Intrinz Inc. team to make the adjustments for you, please send us an email at translation@intrinzincorp.com with your edits and we can adjust these for you at any time.

Experience

In this tab, you can check or change the information about your education and work experience. This includes Education, Professional Experience, Certificates, References, and Software.



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

- Make changes to the existing entries or click the **Add...** buttons in the desired sections to add new entries.
- In the Software section, select the CAT tools and other applications you are using from the drop-down lists.
- In the Additional Information field, type in the information you want to share with your client.
- To delete an entry, click the **Delete** icon.

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

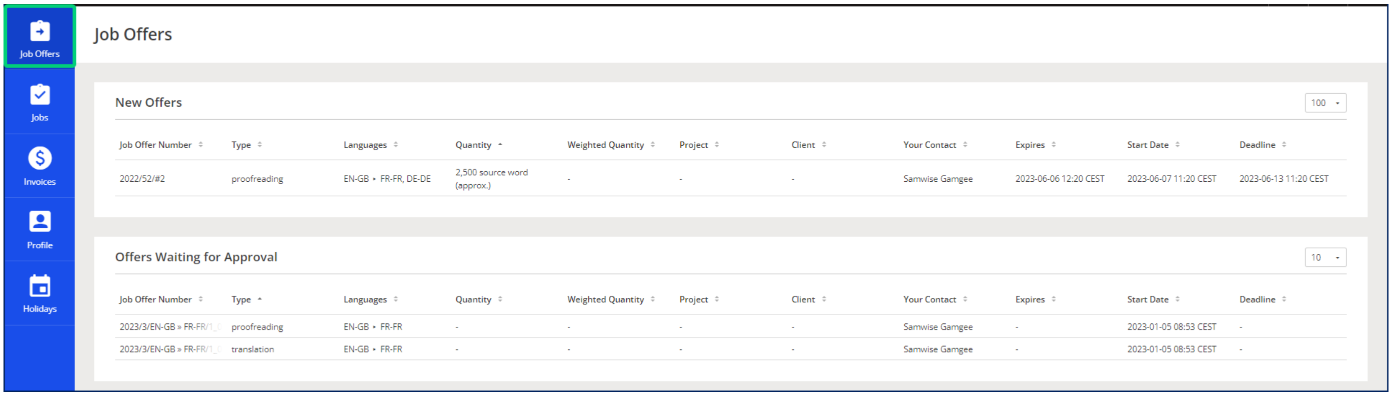
Contact Information

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

- To change the current contact data, click the **Edit** button at the top of the page.
    - Uncheck the *Use billing address as mailing address* box to provide a different address.
    - Enter the new mailing address.
    - To confirm the changes, click the **Save** button at the top of the *Contact* card.

Accepting Job Offers

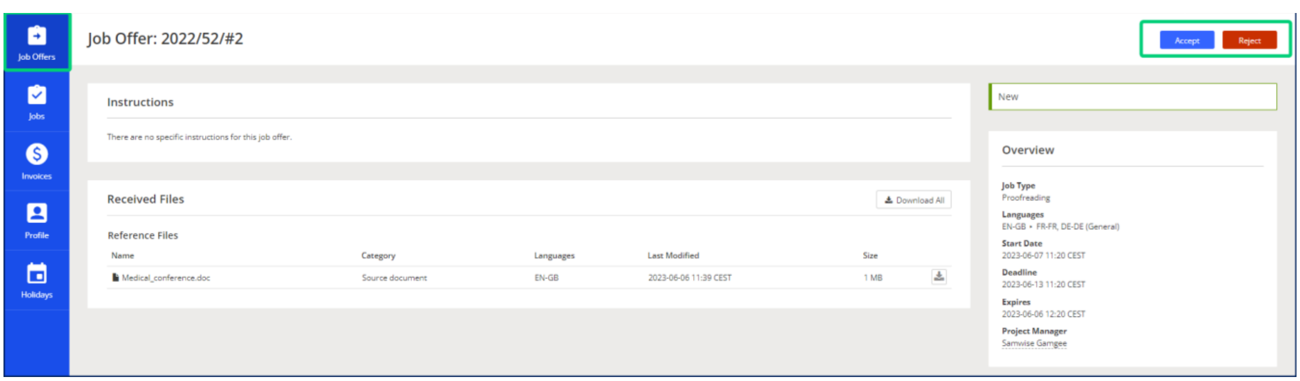
To access any open job offers, navigate to the button on the sidebar labeled **Job Offers**. If there is a new job suitable for you, you will receive an e-mail notification about this job and the offer will be listed in your **New Offers** list.



In the *New Offers* card, you can see all 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.

You can click the offer to open it.



Before accepting a job:

- Check for instructions for the job in the *Instructions* card. Ensure this job's deadline and instructions work for you.
- Download the reference files in the *Received Files* card if you would like to review the source material before accepting.
- If you have any questions about a job, please reach out to your project manager.

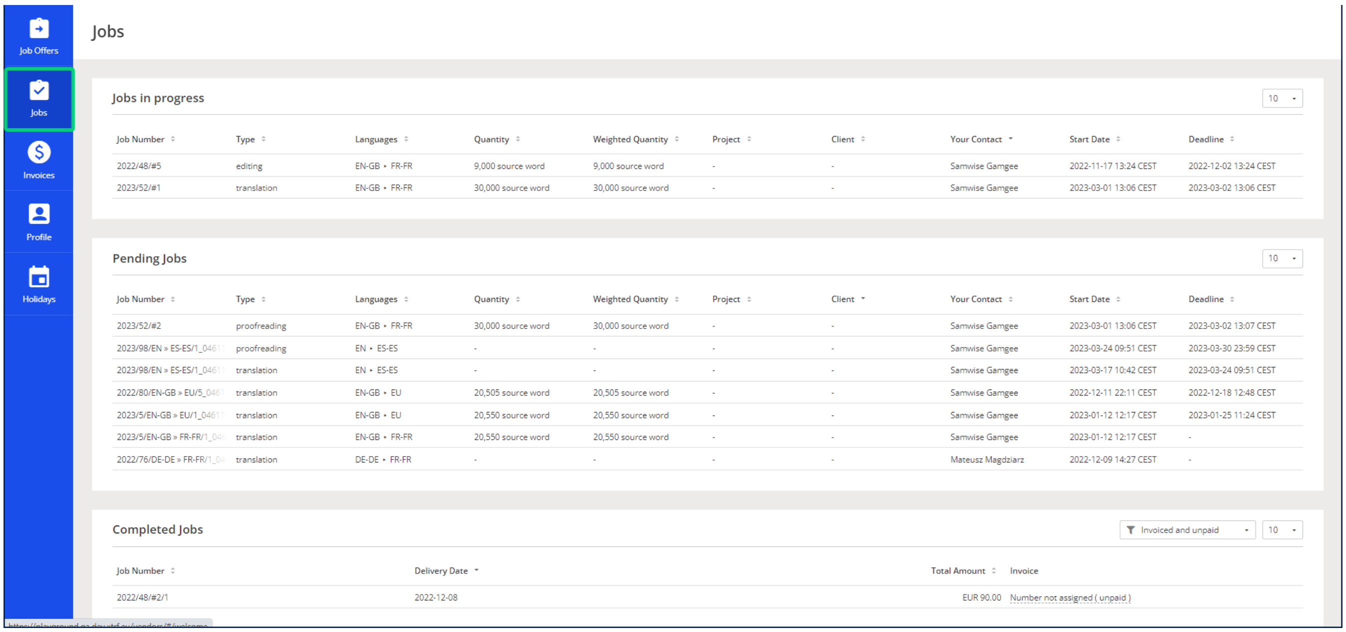
When you're ready to accept a job:

- Use the buttons in the top right-hand corner to **Accept** or **Reject** this job offer.

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

How to Complete a Job

To access your in-progress (accepted) or completed jobs, navigate to the button on the sidebar labeled **Jobs**. In this section, you can view all the jobs you are currently assigned to, as well as the list of the jobs you have completed.



Overview

In the *Jobs in progress* card, you can 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)
- Start Date and Deadline.

In the *Pending Jobs* card, you can see the list of all jobs that are currently on hold, for example, because the work files are not ready yet or the preceding steps are not completed.

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

You can filter your jobs using the filter drop down in the top right corner 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*
- For invoiced jobs:
    - Preview the invoice for invoiced jobs (Click the link with the invoice number).

Job Page

To check the job's details, upload your work, or mark the job as finished, click on a job's line in one of the cards. You will be directed to this job's page.

On the job's page, you can:

- For jobs with the *In progress* status:
    - 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 pop-up window will appear where you can enter the time you spent on this job.
- In the *Instructions* card, check the job-related notes and instructions.
- In the *Received Files* card, download the work and reference files.
- In the *Delivered Files* card, upload the ready files after processing them.
    - To upload a file:
        - Drag and drop the file to the **DROP FILES HERE** area, or
        - Click the **Add Files** button and select the file on your local machine, or
        - (If the project manager enables this option) Click the **Add Links** button and provide a link to the ready file.

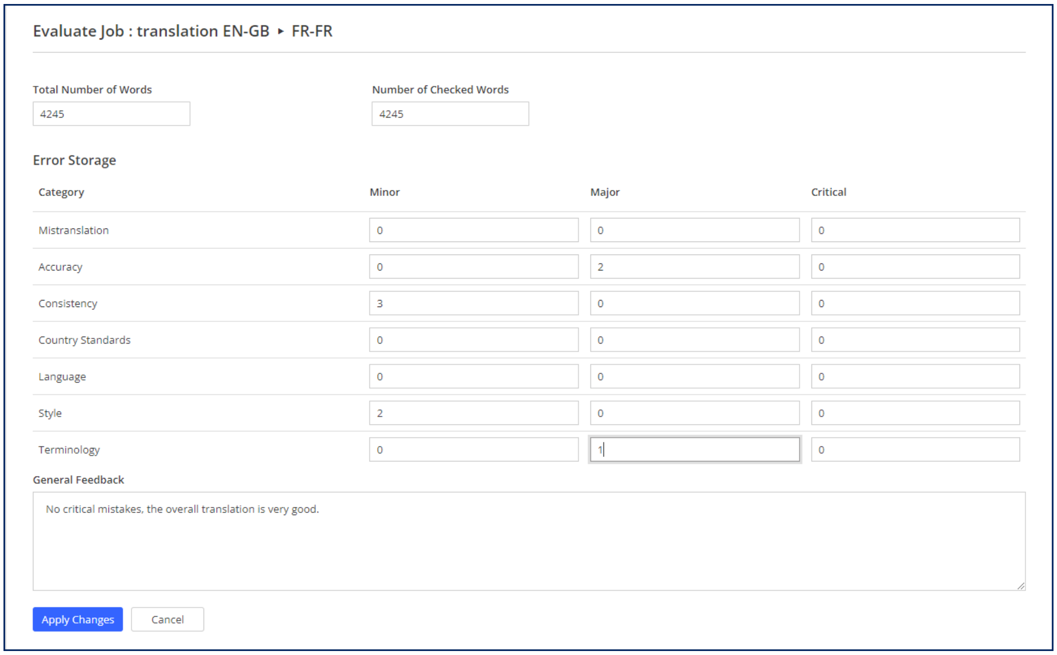
        - Note: You cannot upload files whose filenames contain the following characters: < > : ; " / \ | ? *
    - After uploading a file:
        - Select its Category
        - Select the file's Language(s)
        - (Optional) In the last drop-down list, select whether this file is already Verified, Needs corrections, or No need to verify
- In the *Notes* card, leave your notes for the project manager and (optional) for other vendors.
- At the top of the right-hand panel, check the job status.
- In the *Overview* card on the right, download the purchase order, change the assignees, or write an e-mail to the project manager.

Evaluation

You will be asked to evaluate the work of the previous vendor if you are completing a task that is proofreading or editing. This section will appear before the *Notes* section.

To perform the evaluation:

1. Provide the total number of words in the document and the number of words you have checked.
2. Provide the number of mistakes you have found in the document, sorted by severity (Minor, Major or Critical) and category:
    a. Mistranslation
    b. Accuracy
    c. Consistency
    d. Country Standards
    e. Language
    f. Style
    g. Terminology
3. Provide **General Feedback**. This could include any specific notes for the previous vendor, any preferential changes you made, etc.
4. Click the **Apply Changes** button.



Evaluate Job : translation EN-GB ▸ FR-FR

Total Number of Words: 4245

Number of Checked Words: 4245

Error Storage

Category	Minor	Major	Critical
Mistranslation	0	0	0
Accuracy	0	2	0
Consistency	3	0	0
Country Standards	0	0	0
Language	0	0	0
Style	2	0	0
Terminology	0	1	0

General Feedback

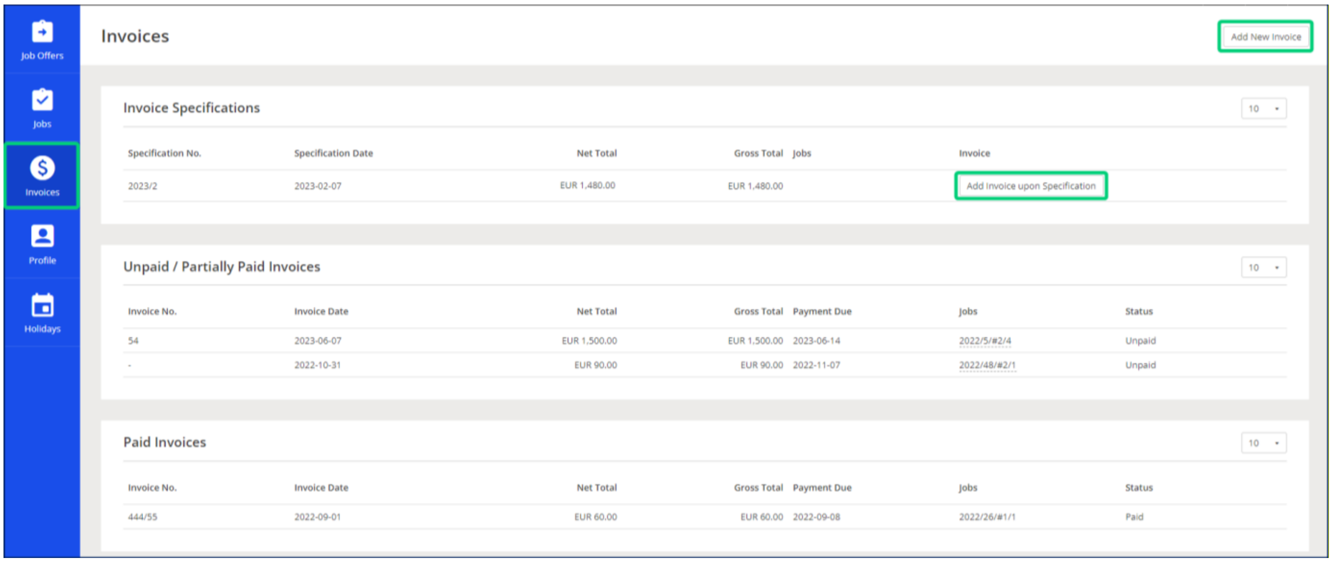
No critical mistakes, the overall translation is very good.

Apply Changes | Cancel

Submitting Invoices and Receiving Payment

To review invoices, navigate to the button on the sidebar labeled **Invoices**. In this section, you can create new invoices for finished jobs and monitor the payment status of those already submitted.

If you need to update your preferred payment details, please check your profile.



- In the *Invoice Specifications* card, you can check the jobs that have available specifications and add new invoices upon those specifications. *At this time, Intrinz will not be using Invoice Specifications unless there is an extenuating circumstance that requires it.*
- In the *Unpaid / Partially Paid Invoices* card, you can check 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 the invoice to see its details and download the invoice file provided by your customer.

Adding a new invoice

1. Click the **Add New Invoice** button in the top right-hand corner. You will be directed to the New Invoice page.
2. In the *Jobs to be Invoiced* card, select the jobs you want to invoice from the Add Jobs drop-down list.
3. In the *Enter invoice details* card:
    a. Provide the Invoice No. and Invoice Date.
    b. Select the Payment Method from the drop-down list.

    c. Select the invoice signer from the Signed by drop-down list.
4. In the Jobs approved for invoice, check the details of the jobs you can invoice.
5. In the Upload Invoice File section, upload your invoice:
    a. Drag and drop the file to the **DROP FILES HERE** area, or
    b. Click the **Add Files** button and select the file on your local machine
6. In the last card:
    a. (Optional) Click the **Write additional notes for ...** link to add notes about the invoice.
    b. Check the box to confirm that the amount of the attached invoice corresponds to the Gross Total from the Enter invoice details card.
7. Click the **Add Invoice** button at the bottom of the page.

Intrinz Inc. submits vendor payments on the 15th and at the end of each month, 30 days from the date the invoice is submitted and confirmed (NET30). The vendor is responsible for submitting their invoice for payment. Project Managers will follow up as needed for outstanding jobs that are ready for invoice, but it is up to the vendor to complete the submission. If you have any questions regarding payment, please reach out to your project manager.

Submitting Holidays or Days Off

To share which days you are unavailable to work, whether due to your personal schedule, upcoming holiday, or vacation, navigate to the button on the sidebar labeled **Holidays**. In this section, you can inform us about any upcoming days you will be unavailable for new requests.

- In the *Add Holidays* section, provide the dates of your holidays and (optional) a short description, then click the **Add Holidays** button.
- In the *My Holidays* section, you can check all the holiday entries you've made before
- Note: You can't edit a holiday entry, but you can delete it and add a new one.