



VENDOR PORTAL GUIDE

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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.

TRANSLATION MADE SIMPLE Sign In

Verify your personal data and activate your account

Tiffany Aching

Male Female

witchofthechalk@chalk.com

.....

I have read and agree to the Terms & Conditions Show password

Join

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. 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.

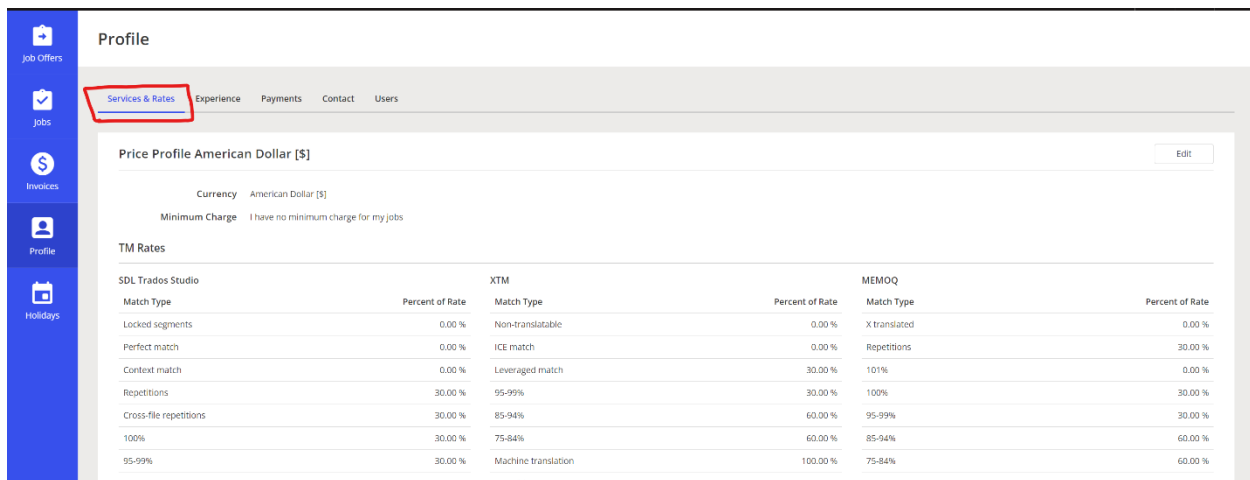
Updating Your Profile

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).



The screenshot shows the 'Profile' page with the 'Services & Rates' tab selected. The main content area displays the 'Price Profile American Dollar [\$]' with an 'Edit' button. Below this, there is a section for 'TM Rates' with a table showing match types and their corresponding rates for 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 %

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.

The screenshot shows a web interface for a user profile. The left sidebar contains navigation icons for Job Offers, Jobs, Invoices, Profile, and Holidays. The main content area is titled 'Profile' and has a sub-header 'Experience' which is highlighted with a green box. Below this, there are several data sections:

- Education:** A table with columns 'Dates Attended', 'School', 'Field of Study', and 'Degree'. One entry shows '1977 - 1982' at 'The Unseen University' for 'Translation Studies' resulting in a 'PHD'.
- Professional Experience:** A table with columns 'Time Period', 'Company Name', and 'Job title'. One entry shows '06/2023 - Present' at 'Uberwald translations' as a 'Translator'.
- Certificates:** A table with columns 'Year Obtained' and 'Certificate Name'. One entry shows '2004' for 'Best subtitle translator'.
- References:** A table with columns 'Reference name and company', 'E-mail address', and 'Phone'. One entry shows 'Lady Margolotta, the Uberwald League of Temperance' with email 'Margo@uberwald.com'.
- Software:** A section for 'CAT Tools' and 'Other applications', both showing 'No CAT tools' and 'No other applications' respectively.
- Additional Information:** A section showing 'No additional information'.

An 'Edit' button is located in the top right corner of the Experience section, highlighted with a green box.

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.

The screenshot shows the 'Job Offers' dashboard. On the left is a blue sidebar with icons for Job Offers, Jobs, Invoices, Profile, and Holidays. The main content area is titled 'Job Offers' and contains two sections: 'New Offers' and 'Offers Waiting for Approval'. Both sections have a table with columns: Job Offer Number, Type, Languages, Quantity, Weighted Quantity, Project, Client, Your Contact, Expires, Start Date, and Deadline. The 'New Offers' section shows one offer with Job Offer Number 2022/52/#2, Type proofreading, Languages EN-GB • FR-FR, DE-DE, Quantity 2,500 source word (approx.), and Your Contact Samwise Gamgee. The 'Offers Waiting for Approval' section shows two offers, both with Job Offer Number 2023/3/EN-GB • FR-FR/1, Type proofreading and translation, Languages EN-GB • FR-FR, and Your Contact Samwise Gamgee.

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.

The screenshot shows the details for Job Offer: 2022/52/#2. At the top right are 'Accept' and 'Reject' buttons. The main content area is divided into three sections: 'Instructions' (with a message: 'There are no specific instructions for this job offer.'), 'Received Files' (with a 'Download All' button), and 'Reference Files'. The 'Reference Files' section contains a table with columns: Name, Category, Languages, Last Modified, and Size. One file is listed: 'Medical_conference.doc', Source document, EN-GB, 2023-06-06 11:39 CEST, 1 MB. On the right is an 'Overview' section with a 'New' input field and details for 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), and Project Manager (Samwise Gamgee).

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.

The screenshot shows the 'Jobs' section of a software interface. The sidebar on the left has 'Jobs' highlighted. The main area displays three tables:

Jobs in progress

Job Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Start Date	Deadline
2022/48/#5	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/#1	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

Pending Jobs

Job Number	Type	Languages	Quantity	Weighted Quantity	Project	Client	Your Contact	Start Date	Deadline
2023/52/#2	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_0461	translation	EN + ES-ES	-	-	-	-	Samwise Gamgee	2023-03-17 10:42 CEST	2023-03-24 09:51 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 + EU/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	20,550 source word	20,550 source word	-	-	Samwise Gamgee	2023-01-12 12:17 CEST	-
2022/76/DE-DE + FR-FR/1_0461	translation	DE-DE + FR-FR	-	-	-	-	Mateusz Magdziarz	2022-12-09 14:27 CEST	-

Completed Jobs

Job Number	Delivery Date	Total Amount	Invoice
2022/48/#2/1	2022-12-08	EUR 90.00	Number not assigned (unpaid)

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.

The screenshot shows the 'Invoices' dashboard with a sidebar on the left containing icons for Job Offers, Jobs, Invoices (highlighted), Profile, and Holidays. The main content area is titled 'Invoices' and has an 'Add New Invoice' button in the top right. It is divided into three sections:

- Invoice Specifications:** A table with columns: Specification No., Specification Date, Net Total, Gross Total, Jobs, and Invoice. A row shows Specification No. 2023/2, Specification Date 2023-02-07, Net Total EUR 1,480.00, Gross Total EUR 1,480.00, and an 'Add Invoice upon Specification' button.
- Unpaid / Partially Paid Invoices:** A table with columns: Invoice No., Invoice Date, Net Total, Gross Total, Payment Due, Jobs, and Status. It lists two invoices: one with Invoice No. 54, Invoice Date 2023-06-07, Net Total EUR 1,500.00, Gross Total EUR 1,500.00, Payment Due 2023-06-14, Jobs 2022/5/#2/4, and Status Unpaid; and another with Invoice No. -, Invoice Date 2022-10-31, Net Total EUR 90.00, Gross Total EUR 90.00, Payment Due 2022-11-07, Jobs 2022/48/#2/1, and Status Unpaid.
- Paid Invoices:** A table with columns: Invoice No., Invoice Date, Net Total, Gross Total, Payment Due, Jobs, and Status. It lists one invoice with Invoice No. 444/55, Invoice Date 2023-09-01, Net Total EUR 60.00, Gross Total EUR 60.00, Payment Due 2022-09-08, Jobs 2022/26/#1/1, and Status Paid.

- 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.