

# VENDOR PORTAL

## STEP-BY-STEP TUTORIAL

### 1. Country and Currency

- Select your country of residence (for tax purposes) from the drop-down menu.
- Eriksen Translations pays all vendors in U.S. dollars only.
- Click the "save" button. The box will turn green, indicating your information has been saved.
- Click the "continue" button to proceed.

### 2. List your Services

- Select your native language(s) from the drop-down menu. This should be the language that you were born hearing and speaking, and in which you received your education. To add more than one language, click in the white area of the box and select the additional language(s). Click "save."
- Add your source language. The native language that you have selected will auto-populate in the target language field.
- Select the services you wish to offer from the drop-down menu. Your native language will auto-populate in the target language field. After you make your selection, choose a source language.
- Select your areas of expertise from the drop-down menu by clicking in the rectangle labeled "select specialization(s)." To add additional specializations, click the white area of the rectangle next to the previously chosen specialization. If you offer this service in more than one language combination, please enter additional combinations by clicking "add language pair." **You may select a maximum of 10 specializations per service and per language combination.** Click "save."
- If you offer additional services, please add them in the same manner by clicking "Add service." You must save the information for one service before adding another service. When you have entered all the services you wish to provide, click "continue."

### 3. List your Rates

- If you have a minimum charge, you can enter it either by typing a number in the small white rectangle or by using the "+" and "-" buttons. Click "save." Note: minimum charge refers to a minimum per job, not a per-word rate.
- Input your rates for the services you offer. If applicable, choose the unit for which the rate is based. Note: for translation and editing services, Eriksen pays on a per-word basis; please do not select other options. Click "save" after you input the rate and unit information for each individual service.
- Once you have entered all of your rates, click "continue."

#### 4. Education and Professional Qualifications

- Click "edit" to add information about your education. Click "add school or university." Complete the fields: "year started," "year completed," "name of school," "field of study," and "degree."
- Tell us about your professional experience.
- If you have professional certificates in addition to your degrees, provide this information.
- Eriksen Translations does not require references.
- In the software box, select the CAT tools and other applications you have experience using.
- **Eriksen requires that all vendors submit a CV/resume.** You may also upload samples of previous work, copies of your degree or certificate(s), transcripts, or other documents which show your professional qualifications. Either drag and drop files into the rectangle, or select files from your PC to upload.

#### 5. Payments

- Enter your billing address.
- Please select the method by which you wish to be paid if you are approved as a vendor. We offer the following options:
  1. Checks – Select this option if you would like us to pay you by check in U.S. dollars.
  2. ACH – Please select this option if you would like your payment deposited directly into your account via Automated Clearing House (available for U.S. accounts only). There is no fee for this service.
  3. PayPal – You may want to consider using PayPal ([www.paypal.com](http://www.paypal.com)). Be aware that PayPal does not work in all countries, so please check PayPal's country list carefully. In some countries the recipient cannot move the funds to a local U.S. bank account.
  4. Wires – We will deduct a \$10 fee per transfer. This does not include the fee your bank might charge you.
  5. Skrill (formerly known as Moneybookers) – Just like PayPal, Skrill does not work in all countries. Visit their website at [www.skrill.com](http://www.skrill.com).

#### 6. Contact Information

- Enter your mailing address. If it is the same as your billing address, click the "use billing address as mailing address" box.

#### 7. Verify & Submit

- Review your information. Edit as necessary. Click "finish" when you are ready to submit. Eriksen's vendor manager will review your qualifications and contact you if we have a need for your services.

