

# VENDOR PORTAL

## REGISTRATION INSTRUCTIONS

Thank you for your interest in working with Eriksen Translations as a freelance vendor. You will find registration tips and instructions below. Please note that you may need to click the green “Save” button after each field and will need to click the white “Continue” button at the bottom of the screen to access the next section. If you are registering on behalf of a translation agency, you will not be asked to complete section 4. Experience.

1. Country & Currency
  - *Billing country.* This must match your tax residence.
  - *Currency.* We only offer payment in USD at this time.
2. Services
  - *Native language(s).* Select your native language(s), including any variants, ex. French [FR] and French (France) [FR-CA].
  - *Service.* Add each service you offer, in which language pairs and in which areas of expertise. **NOTE:** all registrations offering linguistic services in any language pair and/or in all areas of expertise will be rejected. We do not partner with vendors offering this breadth of service.
3. Rates
  - *Minimum charge.* Your minimum charge per project. This is not typically a per-word rate.
  - *Service rates.* Each service entered in the last section should be displayed here. You must provide a rate and a unit of measure, ex. USD 0.10 per source word.
4. Experience
  - *Education, Professional experience, Certificates & References.* You are able to tell us about your professional history in these four sections. If you hold relevant degrees and/or certificates, list them here.
  - *Software.* Select the CAT tools and other software applications you’re using. This is extremely important for us in identifying vendors to contact for new projects.
  - *Upload CV and other relevant documentation.* We require a CV or resume from any freelance vendor.
  - *Additional information.* If you have a professional bio or would like to tell us more about yourself, you may include that here.
5. Payments
  - *Billing address.* This must match your tax residence.
  - *Payment method.* Note that ACH is only available to vendors able to provide a completed W-9. If you do not have a valid US tax ID number or SSN, please select another form of payment.
6. Contact Information
  - *Mailing address.* If your mailing address is different than your billing address, provide that information here.
7. Verify & Submit
  - Review your information from previous sections and click the green “Submit” button.