



## INSTRUCTIONS FOR INTERPRETERS

We would ask you to kindly register on our new Vendor Portal where you will be requested to enter your data, email, phone number, address, skills and competences, upload your updated cv and certifications, and finally insert your rates for all the language combination and services you provide.

It is also very important that you add your office telephone and your mobile number, in order for us to contact you directly and swiftly should we have an urgent request for a specific translation project.

Please use this [link](#) to create your XTRF profile. You may follow the instructions on this document.

### PLEASE CONSIDER:

**1**

You should enter your rates and language combinations for

- liaison interpreting
- consecutive interpreting
- simultaneous interpreting

According to your specializations, without selecting "Any".

**2**

The usual standard units should be hours, half-day and day. Please insert your rates for each of these units, without selecting other options (such as task, service, etc.).

**3**

If you also provide other services, such as translation, transcription, voice-over, etc., please feel free to add them to your profile. You may also choose to add them later on. For these services, the items and the relevant units are the following:

- Translation & QA, rates per source word.
- Transcription, rates per minute of speech.
- Voice-over, rates per minute and/or hour.

**4**

If you also provide "bidule" system lease services, please do not add this service on our Portal, but send us an e-mail with the relevant specifications (number of headsets, hourly/daily cost, etc.).

**5**

Remember to upload also your updated CV and certifications in the area: "FILE & QUALIFICATIONS".

We only accept rates expressed according to the units listed above. Do not use other calculation units.

Please fill all the steps that you will be prompted to complete after the registration.

Once we receive all your data, we will go through your profile and the rates you inserted. We will then approve activate your profile and contact you as soon as a new opportunity arises.

In order for us to complete your profile, we would also ask you to fill in the table below with your tax information:

PLEASE, FILL IN THE FOLLOWING TABLE IN WORD FORMAT  
AND SEND IT TO FJODOR.ARDIZZOIA@YELLOWHUB.IT

LEGAL NAME	
COUNTRY	
VAT NUMBER (for foreign vendors, please state your legal name if you do not have a VAT NUMBER)	
TAX CODE (ONLY FOR ITALIAN VENDORS)	
TAX REGIME (ONLY FOR ITALIAN VENDORS)*	

\* As for the tax regime, it might be REGIME ORDINARIO, REGIME FORFETTARIO or REGIME LAVORO OCCASIONALE.

Our Head of Procurement and Recruiting may contact you for further enquiries or clarifications.



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