



## INSTRUCTIONS FOR LANGUAGE SERVICE PROVIDERS

We would ask you to kindly register your Company on our new Vendor Portal, where you will be requested to enter your Company's **data, email, phone numbers, address, skills and competences**, upload an updated version of your Company Profile, and finally insert the rates for all the language combinations and services your Company offers.

It is also very important that you add your **Staff office telephone and mobile numbers**, in order for us to contact them 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.**

IF YOU ARE AN LSP:

- 1** The basic translation service is called "TRANSLATION AND QA" (the "Q.A." is about the quality check that the translators run at the end of translation projects with CAT-Tools checking each segment. Please consider that **with the service "TRANSLATION AND QA" you are in direct competition with Freelancers.**
- 2** If you provide standard translation + editing + proofreading, please choose "TEP" to the services (TEP is a service reserved to LSPs only).
- 3** Add your Company rate for "POST EDITING" services for Machine-Translated projects.
- 4** Also, add your fields of specialization and try to **avoid "ANY"** when you select them.
- 5** If you provide DTP (Desktop Publishing) services, please add "DTP" indicating a rate per "PAGE" (InDesign, illustrator and so on) avoiding to add an hourly rate. If you can work on DWG file format, add a price per "DOCUMENT".
- 6** Remember to upload also your **Price-list**, if you have any to submit, and your **Company Profile**, inside the area: "FILE & COMPETENCES" (you can also send them directly to me, in reply to this email.)

We only accept rates expressed in source words. Do not use a calculation unit different from source word (for example: hourly rate, rate per folder, etc.), except for DTP (per-page/document rate).

Please fill all the 7 steps that you will be prompted to complete after the registration.

Once we receive all your data, we will go through your Company's 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 Company's tax information:

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

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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