

INSTRUCTIONS TO REGISTER ON THE VENDOR PORTAL

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 competencies, upload your updated CV and finally insert your rates for all the language combination and services you manage

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.

IF YOU ARE REGISTERING AS A FREELANCE TRANSLATOR, PLEASE:

- 1** Consider that the standard service of translation is called “TRANSLATION AND QA”. By “QA” we mean the quality assurance based on the checks that the translators run with Memsourse (our main Cat-Tool), with a quality check for each segment before delivery of the completed translation. By clicking on the link below, you can follow the webinar on the use of Memsourse CAT-Tool and on MTPE with Memsourse, held by Gonzalo Urriza, Production Manager of Yellow Hub.

→ [Memsourse Webinar](#)
→ [MTPE on Memsourse](#)
- 2** If you also do revisions (monolingual review) please add the service: “REVIEW” on the vendor portal. For this service, do not indicate an hourly rate, but only a source word rate. Please consider that the majority of translators apply a rate based on 1/3 of the standard rate of Translation and QA.
- 3** If you also perform proofreading services (bilingual proofreading) please select: “PROOFREADING”. For this service, do not use an hourly rate but only a source word rate. Please consider that the standard rate for this service is usually half of the Translation and QA rate.
- 4** In case you also provide post-editing services, please enter in your Vendor Portal the rate for “POST-EDITING” for Machine Translated projects.
- 5** Add also your fields of specialization and try to avoid “ANY” when you select them.
- 6** Remember to upload also your updated CV and certifications in the area: “FILE & QUALIFICATIONS”

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

IF YOU ARE REGISTERING AS AN INTERPRETER, PLEASE:

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 e-mail us **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.

IF YOU ARE REGISTERING AS A LANGUAGE SERVICE PROVIDER, PLEASE:

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 for LSPs only)

3 If 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 the source word (for example hourly rate, the rate per folder, etc.), except for DTP (per-page/document rate)

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 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 Vendor Management team may contact you for further inquiries or clarifications.



Piero Bertuzzi

Head of Procurement
piero.bertuzzi@yellowhub.it



Fjodor Ardizzoia

Vendor Manager
fjodor.ardizzoia@yellowhub.it
+39 02 679795214



Jasmine Oliverio

Vendor Manager
amministrazione@tdtraduzioni.com
+39 02 21597210