INSTRUCTION FOR FREELANCERS

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 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.

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 Memsource (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 Memsource CAT-Tool, held by Gonzalo Urriza, Production Manager of Yellow Hub.

→ Memsource Webinar

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 of 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 in the area: "**FILE & QUALIFICATIONS**"

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 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 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.

Fjodor Ardizzoia
Vendor Manager
fjodor.ardizzoia@yellowhub.it