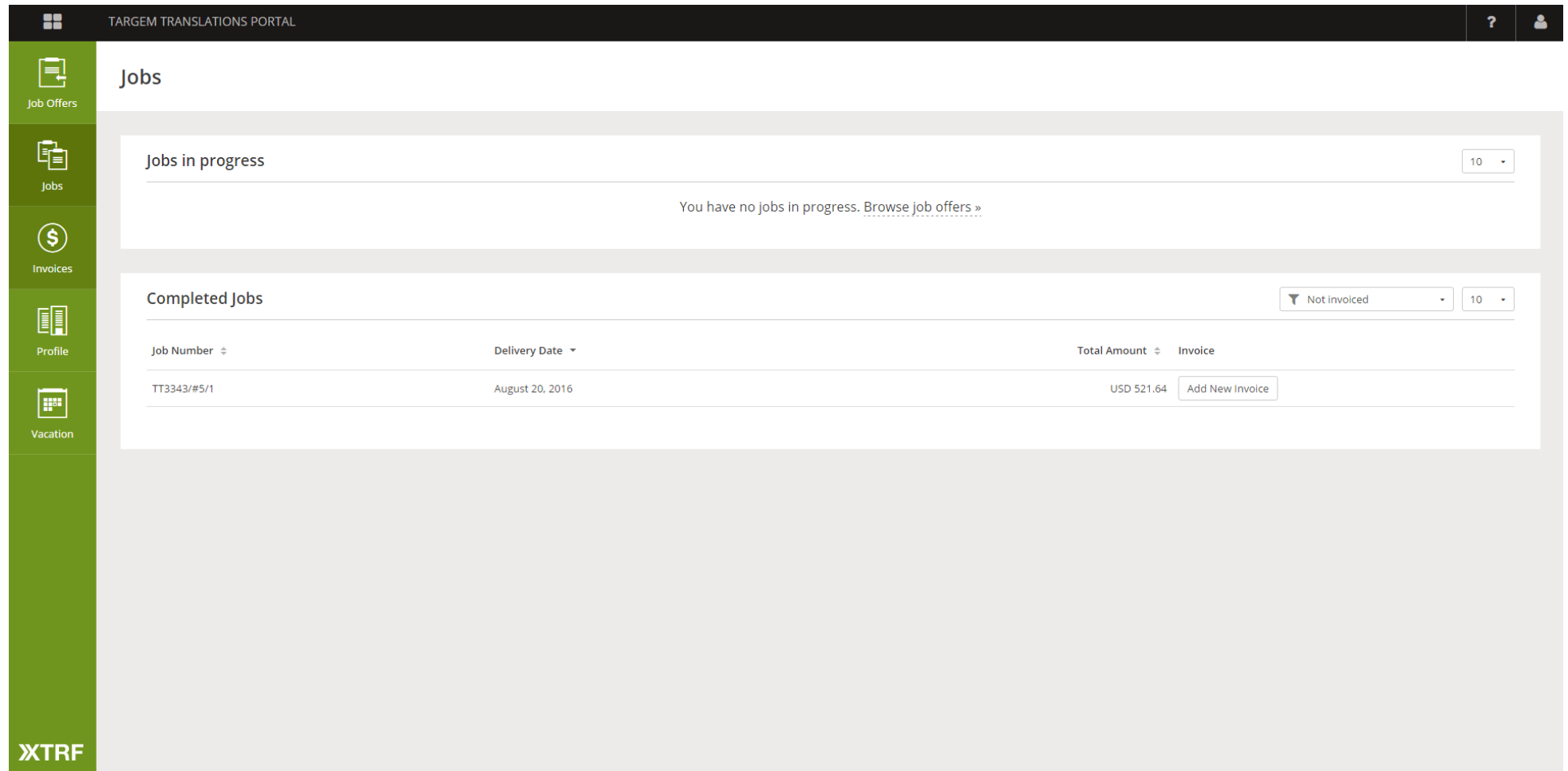


Invoicing Instructions

To create and submit an invoice, please follow the guidelines listed below:

In the Vendor Portal on the left hand side click on the **Jobs** tab and look for **Completed Jobs**. Click **Add New Invoice**.



The screenshot shows the 'TARGEM TRANSLATIONS PORTAL' interface. On the left is a green sidebar with navigation icons for Job Offers, Jobs, Invoices, Profile, and Vacation. The main content area is titled 'Jobs' and is divided into two sections: 'Jobs in progress' and 'Completed Jobs'. The 'Jobs in progress' section shows a message: 'You have no jobs in progress. [Browse job offers »](#)'. The 'Completed Jobs' section features a table with columns for Job Number, Delivery Date, Total Amount, and Invoice. A single job entry is visible with Job Number TT3343/#5/1, Delivery Date August 20, 2016, and Total Amount USD 521.64. An 'Add New Invoice' button is located next to the Total Amount. A filter dropdown set to 'Not Invoiced' and a page size dropdown set to '10' are also present.

Job Number	Delivery Date	Total Amount	Invoice
TT3343/#5/1	August 20, 2016	USD 521.64	Add New Invoice

Questions you may have...

1. The job you wish to bill is under **Jobs in Progress** and labeled **In Progress**: this is an indication that the job has not been delivered. If you have previously delivered via email, please submit the documents on the platform to enable billing.
2. The job you wish to bill is under **Jobs in Progress** and labeled **Pending**: please reach out to your project manager.
3. The amount populated is the purchase order is incorrect or requires updating: please reach out to your project manager.

TARGEM TRANSLATIONS PORTAL

Job Offers

Jobs

Invoices

Profile

Vacation

Profile

Vacation

New invoice

1. Jobs to be Invoiced

10

Add Jobs

Select a job to be added to the invoice

Jobs to be Invoiced

Job Number	Languages	Your Contact	Delivery Date	Total Amount
TT3343/#5/1	EN-US • FR	Rachel Weiss	August 20, 2016 7:03 PM EDT	521.64

2. Enter invoice details

Invoice No. *

Invoice Date *

Payment Method

Payment Terms Full payment 30 days after invoice date - \$521.64 (until: September 20, 2016);

Net Total USD 521.64 Gross Total USD 521.64

3. Upload Invoice File

DROP FILE HERE OR

Select file

Write additional notes for Targem Translations (optional)

Add Invoice Cancel

1. The job you selected in the previous step will automatically populate in section 1. Add any *additional* jobs you wish to invoice at this time. If you do not have additional jobs to invoice, move on to section 2.
2. Add your unique invoice number. The date auto populates. Select payment method. Browse invoice. Click on **add invoice**.

We thank you very much again for your valued participation and partnership, and hope to continue working with you for years to come.