

VENDOR PORTAL

REGISTRATION INSTRUCTIONS

Thank you for your interest in working with Eriksen Translations as a vendor. You will find registration tips and instructions below. Please note that you may need to click the “Save” button after each field and will need to click the “Continue” button at the bottom of the screen to access the next section. If you are registering on behalf of a translation agency, you will not be asked to complete section 4. Experience.

1. Currency
 - *Billing country.*
 - *Currency.* For payment in currencies other than USD, conversion fees will apply.
2. Services
 - *Native language(s).* Select your native language(s), including any variants, ex. French [FR] and French (France) [FR-FR].
 - *Service.* Add each service you offer, in which language pairs and in which areas of expertise. **NOTE:** all registrations offering linguistic services in any language pair and/or in all areas of expertise will be rejected. We do not partner with vendors offering this breadth of service.
3. Rates
 - *Minimum charge.* Your minimum charge per project. This is not typically a per-word rate.
 - *Service rates.* Each service entered in the last section should be displayed here. You must provide a rate and a unit of measure, ex. USD 0.10 per source word.
4. Experience
 - *Education, professional experience, certificates and references.* You are able to tell us about your professional history in these four sections. If you hold relevant degrees and/or certificates, list them here.
 - *Software.* Select the CAT tools and other software applications you’re using. This is extremely important for us in identifying vendors to contact for new projects.
 - *Upload CV and other relevant documentation.* We require a CV or resume from all freelancers.
 - *Additional information.* If you have a professional bio or would like to tell us more about yourself, you may include that here.
5. Payments
 - *Billing address.*
 - *Payment method.* Before your first invoice is processed, you will be asked to register with our payment platform [Tipalti](#) and choose your preferred payment method. For payment in currencies other than USD, conversion fees will apply.
6. Contact Information
 - *Mailing address.* If your mailing address is different than your billing address, provide that information here.
7. Verify and Submit
 - Review your information from previous sections and click the “Submit” button.