

Invoicing in Semantix vendor portal (XTRF)

You will receive a job specification on the morning of the last day of each month. After that, you can upload your invoice in the portal. The specification will include all jobs that you have delivered during the month. However, jobs completed after 17:00 (GMT+1) on the second last day of each month will not be included in the job specification until the next month. Which Semantix company branch to invoice will be stated in each specification.

There are two things to remember when invoicing:

1. The invoice must match the job specification *exactly* regarding sum total, Semantix company branch name and corresponding VAT number.
2. The invoice must be in PDF format. Invoices in Excel or Word will be rejected by the system.

Before you invoice

Before you upload your first invoice, you need to log into your vendor profile and make sure that you have filled out all the information necessary for the payment to be made. Make sure that you have

- Chosen a payment method.
- Filled out your **sort code**, your **account number**, **bank name**, **IBAN** and **SWIFT**. This information is not mandatory for every country, so if your country does not use sort codes, account numbers or IBAN, you can disregard them.
- Informed Semantix of your VAT number, if you have one, and your organization number or EID if you do not have one. You can do this by sending an e-mail to vendor.management@semantix.eu.

One or more job specifications

You can receive one or more job specifications, depending on how many Semantix branches you have received projects from during the past month.

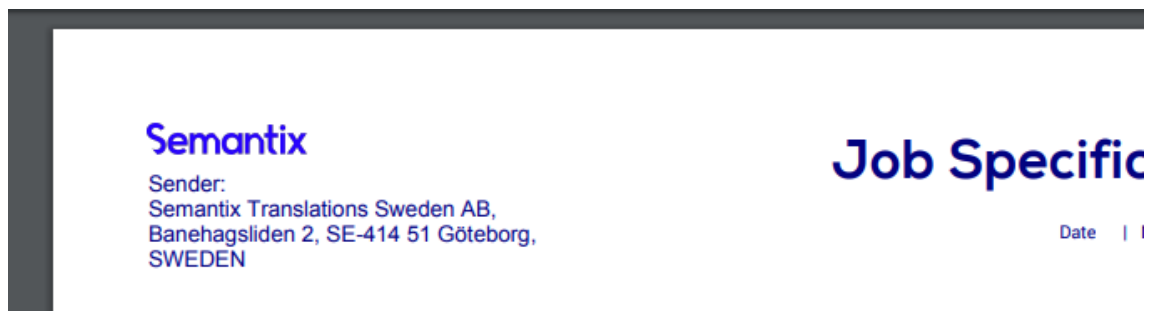
Semantix consists of several legal entities – branches – based in the Nordic countries. They are



Semantix Eqvator AB
Semantix Språkcentrum AB
Semantix Translations Sweden AB
Semantix Finland Oy
Semantix AS
Semantix Translations Norway AS
Semantix A/S
Semantix Translations Denmark A/S

Only one legal entity per invoice

Invoicing projects from two or more Semantix branches on the same invoice is not possible. Hence, double-checking your job specification is very important (see sender address in image below). If you have delivered a project for only one Semantix branch during the past month, you will only have to upload one invoice. If you have delivered projects for two or more Semantix branches, you will need to upload two or more invoices.



The easy way: Specification first, invoice second

When you have received and verified your monthly specification, create and upload an invoice that matches it.

If you want to create your invoice before your specification arrives, you can identify the Semantix branch by the project numbers' first two digits.

Semantix legal entity (branch)	Project numbers' first two digits
Semantix AS	70
Semantix Translations Norway AS	71
Semantix Eqvator AB	72
Semantix Språkcentrum AB	73
Semantix Translations Sweden AB	75

Semantix Finland Oy	76
Semantix A/S	77
Semantix Translations Denmark A/S	78

NB: If your specification is incorrect, please contact the responsible project manager, or Semantix' Vendor Team.

Uploading your invoice

Your specification notification email looks like this:

A new job specification is now available in Semantix Translations' vendor portal.

Please invoice it at your earliest convenience following the step-by-step instruction below:

1. Log in to Semantix Translations' vendor portal.
2. Click the link inside the introductory text "This invoice will be added upon invoice specification 6xxxxxx delivered by Semantix Translations" to view your job specification.
3. Check that the total for each job listed is what you expect it to be.
4. Check that the Subtotal, VAT, and Total values are correct based on the ordering Semantix company.
5. If any value seems incorrect, please contact the project manager in question and await a revised job specification.
6. Otherwise, create your invoice in the way you usually do, and make sure to save it as a PDF for step 8.
7. In Semantix Translations' vendor portal, enter the *Invoice No.* and *Invoice Date* of the invoice you just created; please note that the invoice date must be the date of uploading, not earlier. It is not possible to upload the invoice before the invoice date.
8. Click *Select file* to upload your invoice as a PDF. **Note** that the invoice must be PDF format, otherwise it will get stuck in the system and not passed on for payment.
9. Click *Add Invoice*.

Do you want to fit an early delivery to your specification?

If you deliver a project ahead of deadline and would like to add it to this month's invoice, please inform your project manager before the month's last business day.

Merging specifications

If you have several specifications from the same Semantix company and want to avoid bank fees, we can merge them for you. Please send a request to either finance@semantix.se or vendor.management@semantix.eu, stating precisely which specifications to merge.

Payment terms

Unless agreed otherwise, payment will be sent 30 days after you have uploaded your invoice.

FAQ

How do I find my specification?

When you are logged in to your profile on the Semantix Vendor Portal, navigate to the tab *Invoices*. If you have jobs to invoice, click on the button *Add Invoice upon Specification*. You will

be directed to the page where you upload your invoice. Your specification number is underlined in the blue box at the top of the page, under *New invoice upon Specification*:

This invoice will be added upon invoice specification delivered by Semantix.

Clicking on the underlined specification number will download it as a PDF.

A project is missing from my specification. What do I do?

Contact the responsible project manager, or Vendor Management at vendor.management@semantix.eu.

Why can't upload my invoice?

You can upload your specification once you have received your specification. Your specification will be ready by the last working day of each month. If the message "Specification will arrive soon" still appears on the month's last working day, please contact Vendor Management at vendor.management@semantix.eu.

My bank charges a fee for every invoice. Is there a way around that?

While you can't avoid banking fees completely, you can choose to merge specifications and invoice small projects together – as long as they are for the same Semantix branch. Please see *Merging specifications* for more information.