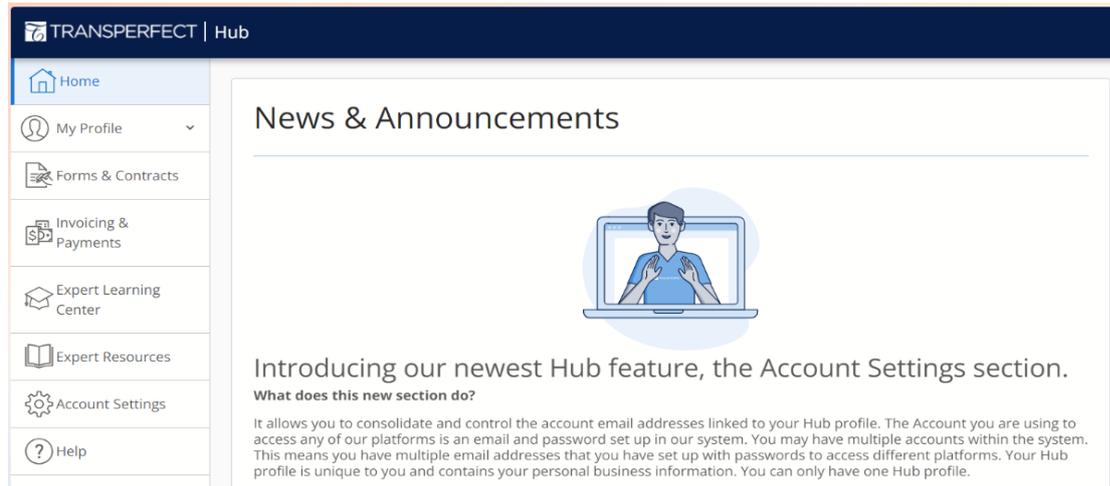


Hub Overview

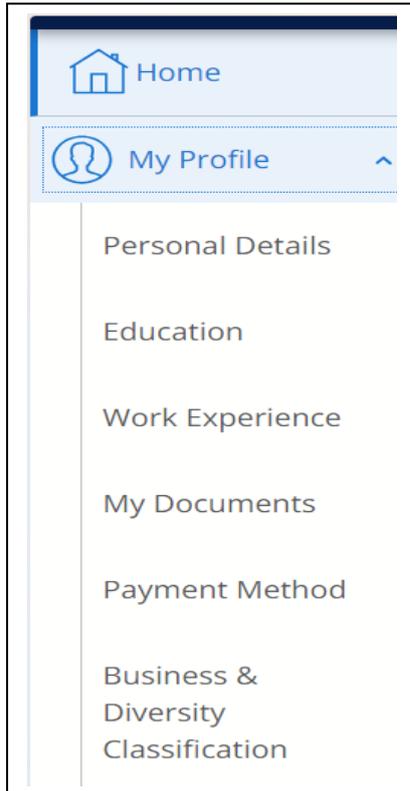
What is the Hub?

The Hub is the central platform for managing business and personal information (only available in English). You sign in with your email address connected to the Hub account and password: <https://hub.transperfect.com/private>



My Profile

The My Profile section is where you enter and update personal and professional information. **NOTE! Please always keep the information correct and up to date to minimize issues with invoicing, payments or other problems connected to your profile.**



Personal Details:

Update contact information, addresses, and other personal data.

Education:

List educational background.

Work Experience:

List work experiences.

My Documents:

Upload and manage important documents, such as certifications.

Payment Method:

Set up or update preferred payment method.

Business & Diversity Classification:

Enter relevant classifications if applicable in your country.

Invoicing & Payments

In this section you can see, select and invoice purchase orders. For detailed instructions on how to invoice, see “Semantix Quick Guide Hub Invoicing”.

TRANSPERFECT Hub

Recent Purchase Orders

Purchase Orders created in the last 45 days and eligible for invoicing are shown below.

Select Purchase Order(s) to see available actions.

2 Items Selected Selected PO Amount 178.05 USD Download Purchase Order [Create Invoice](#)

<input type="checkbox"/>	PO Number	Job Number	Project Contact	PO Date	Total
<input checked="" type="checkbox"/>	7554259	US1007229	John Smith	2025-07-09	89.03 USD
<input checked="" type="checkbox"/>	7554258	US1007229	John Smith	2025-07-09	89.02 USD
<input type="checkbox"/>	7554257	US1007229	John Smith	2025-07-09	89.01 USD
					267.06 USD

3 Results 10 / page

If you need to submit a self-issued invoice (instead of using the TransPerfect generated one), please visit RIPS. For questions regarding invoicing, please create a support ticket.

Recent Purchase Orders:

See your recent purchase orders and create invoices for them. You can also download the purchase orders.

Search Purchase Order:

Search for and invoice a specific purchase order.

Invoice History:

See your invoices and what status they have in the payment process. You can also submit payment inquiries for specific invoices.

TRANSPERFECT | Hub

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Invoicing & Payments
Recent Purchase Orders
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Expert Learning Center
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Account Settings
Help

Invoice History

Select Invoice(s) to see available actions.

For specific invoice inquiries, click the corresponding Invoice Inquiry icon. Inquiries are available only for invoices submitted more than 45 days ago.

Invoice Number	Vendor ID	Amount	Date Submitted	Status	Actions
1288	TEST1601	178.03 USD	2025-07-24	Submitted	
Test1234#-	TEST1601	356.18 USD	2025-07-22	Submitted	
rosh-0611-1	TEST1601	11.65 EUR	2025-06-11	Submitted	
ROSH-0606-3	TEST1601	9.00 EUR	2025-06-06	Submitted	
ROSH-0606-2	TEST1601	18.00 EUR	2025-06-06	Submitted	
test22	TEST1601	154.60 EUR	2025-03-07	Submitted	
RM-00009	TEST1601	5.50 EUR	2025-01-06	Submitted	Inquire about this invoice
abcd-test-34	TEST1601	6.00 EUR	2024-10-04	Submitted	
Invoice-TEST-0920...	TEST1601	13.00 USD	2024-09-20	Payment in ...	
InvoiceSync	TEST1601	6.00 EUR	2024-07-17	Submitted	

68 Results < 1 2 3 4 5 6 7 > | 10 / page

Expert Learning Center (ELC)

The Expert Learning Center provides you with access to valuable resources such as e-learning modules about different systems and CAT tools.

TRANSPERFECT | EXPERT LEARNING CENTER BREAKING NEWS COURSE MENU BETWEEN THE LINES CALENDAR OF EVENTS

Hi, Anna! 🍌



Show



Show



Show

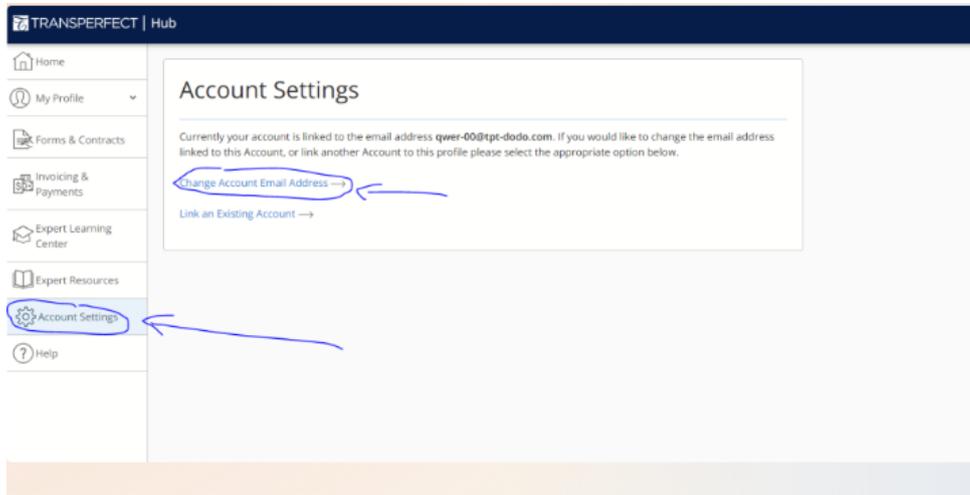
Search courses 🔍

Expert Resources

This section contains guides, tutorials, and other training materials.

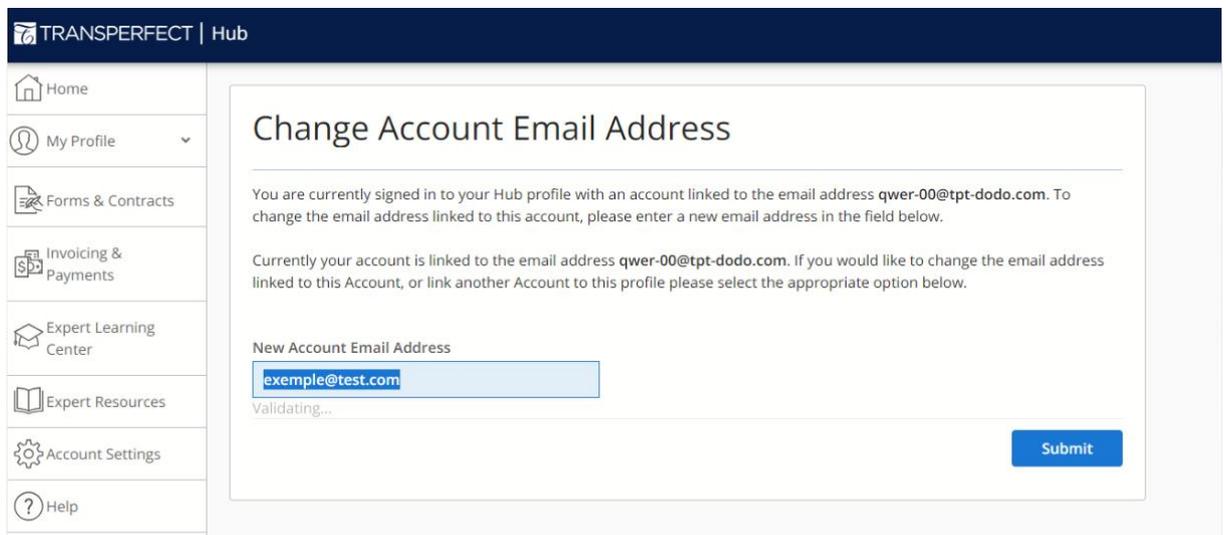
Account Settings

Under Account Settings, you can manage email addresses linked to your Hub profile.



How to change your account email address:

1. Sign in using your current account email.
2. Go to **Account Settings**.
3. Select **“Change Account Email Address”**: Follow the verification steps to update your email address to a new one that isn’t already in the system.



How to link an existing account:

1. Sign in using any account you want to link.
2. Go to the **Account Settings**.
3. Select **“Link an Existing Account”**: Follow the verification steps to link or unlink an account.

Help

This section provides you with frequently asked questions and troubleshooting tips. For issues or additional help, use the contact information on this page. You can also see the status of your inquiries here.