

Invoicing Semantix through an umbrella company in the Hub

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How invoicing through an umbrella company works

If you do not want to start your own company but you would still like to work as a freelancer, you can choose between different umbrella companies in the Nordic countries. You may find similar companies outside the Nordic region as well.

These umbrella companies usually offer the same services, but you can surely find some differences between them. You may choose whichever company you prefer the most.

When you issue an invoice through an umbrella company, you are usually employed by that company during the period of the assignment.

What is the process usually like?

- You create an account on the umbrella company's website. (You can usually do this for free.)
- You add your payment information on your profile page on the umbrella company's website.
- You save your clients on your profile page. (You may need to create an invoice first to be able to save a new client.)
- You create your invoice. (In most cases, the umbrella company reviews and approves your invoices before you can get access to your ready invoices.)
- You or the umbrella company sends the invoice to your clients. (In the case of Semantix, **you must** upload your invoices yourself in the Hub.)
- The umbrella company takes full employer responsibility and handles all administration.
- Your clients (e.g. Semantix) transfer the payment to the umbrella company.
- You receive your salary from the umbrella company, but they first deduct tax, pension, employer's fee, their administration fee, etc.

NOTE! You find more detailed information on the umbrella companies' websites. There might be differences depending on the country you are based in. If you have any questions about the process or anything else, you should contact the umbrella company you have chosen. Semantix cannot answer specific questions related to individual companies and cannot recommend any umbrella company either.

Invoicing Semantix through an umbrella company

If you issue invoices through an umbrella company, you need to add information about the umbrella company in the Hub as Semantix transfers your payment to them. They deduct tax, pension, employer's fee, their administration fee, etc. and then transfer your salary (after tax and other deductions) to you.

Required information in the Hub:

1. Sign in to the Hub: <https://hub.transperfect.com/private>
2. Go to **My Profile > Personal Details**.

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Resume & More

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Personal Details

Personal details are necessary for us to be able to reach out to you. Please make sure they are always up to date.

Work Status
Individual/Freelancer

Name
Jane Doe

Address
Storgatan 15
Göteborg, Västra Götalands län 411 38
Sweden

Contact Information
janedoe123@gmail.com
+1 773-564-6556

Tax Information
Are you VAT Registered in the country in which you pay taxes: Yes, I am VAT Registered
Tax Country: Sweden
VAT ID Number: SE556123-4567

3. Click the pencil to enter the umbrella company name as the **Business Name**.

- **NOTE!** The Business Name is the umbrella company's legal name, the name that appears on the invoices. As banks may return payment if the account owner is incorrectly stated when

transferring payments, it is important that you add the correct name in the system.

Edit Personal Details ⓘ

Work Status ⓘ

Vendor type

Individual/Freelancer

Business Name

Business Entity

Name ⓘ

First Name *

Last Name *

4. Click the “Yes, I am VAT registered” box, enter **Tax Country** and the **VAT ID Number** for the umbrella company, or your own **VAT ID Number** if applicable to the relevant umbrella company in your country (e.g. Finland).

Tax Information ⓘ

Are you VAT Registered in the country in which you pay taxes? *

Yes, I am VAT Registered

No, I am not VAT Registered

Tax Country *

VAT ID Number *

5. Click **Save**.
 6. Go to **My Profile > Payment Method** and enter the bank details of the umbrella company.
- **NOTE!** Enter the **Business Name** (umbrella company name) that you filled in under **Personal Details** in the field **Your Name as it Appears on the Account**. As banks may return payment if the account owner is incorrectly stated when transferring payments,

it is important that you add the correct name in both places in the Hub.

Payment Method ⓘ

Since you indicated that you live in Sweden, the following methods are available to you. Select the payment method with which you would like to be paid.

Electronic Funds Transfer (EFT)

Bank Location * ⓘ
Sweden

Payment Currency * ⓘ
 Swedish Krona
 Euro

BIC/SWIFT Code (8 to 11 Digits) * ⓘ
A63542876

IBAN Number (22 Characters) * ⓘ
2897267152676352791873

Your Name as it Appears on the Account * ⓘ
Jane Doe

You may also leave us a [Payment Note](#).

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IMPORTANT! If you have changed or are about to change umbrella companies, or have started your own business, you **must** update the information in the Hub accordingly before you issue your next invoice. The invoice will be rejected otherwise and the transfer of your payment may be delayed as well.

Invoicing in the Hub

Most umbrella companies require that you use their invoicing template and/or that you create the invoice on their website. In this case, you need to upload your own **Custom Invoice** by following the steps below.

1. Sign in to the Hub: <https://hub.transperfect.com/private>
2. Click **Invoicing & Payments** tab.
3. Go to **Recent Purchase Orders**.

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Recent Purchase Orders ?

Purchase Orders created in the last [N] days and eligible for invoicing are shown below.

Select Purchase Order(s) to see available actions.

Recent Purchase Orders							2 Results	
<input type="checkbox"/>	PO Number	Job Number	Project Contact	PO Date	Sub-Total	VAT (25%)	Total	
<input type="checkbox"/>	7503251	US1005221	Donna Johns	2025-04-15	8,320.23 USD	2,080.06 USD	10,400.29 USD	
<input type="checkbox"/>	7503252	US1005222	John Stephenson	2025-03-14	2,455.12 USD	613.78 USD	3,068.09 USD	
							13,468.38 USD	

2 Results 10 / page

For questions regarding specific projects, please get in touch with your **Project Contact**. For questions regarding invoicing please contact: finance@semantix.dk, finance@semantix.fi, finance@semantix.no, finance@semantix.se.

4. Select **Billing Entity** (if you have purchase orders for several entities, you can select one entity at a time).

➤ **NOTE!** You cannot invoice jobs completed for different Semantix companies together.

Recent Purchase Orders ?

Important: You currently have multiple billing entities. Select a billing entity to view Purchase Orders created in the last [N] days and eligible for invoicing.

Select Billing Entity

TransPerfect

Semantix A/S

1 Item Selected (10,400.29 DKK)

Download Purchase Order Create Invoice

PO Number	Job Number	Project Contact	PO Date	Sub-Total	VAT (25%)	Total
<input checked="" type="checkbox"/> 7503251	US1005221	Donna Johns	2025-04-15	8,320.23 USD	2,080.06 USD	10,400.29 USD
<input type="checkbox"/> 7503252	US1005222	John Stephenson	2025-03-14	2,455.12 USD	613.78 USD	3,068.09 USD
						13,468.38 USD

2 Results 10 / page

For questions regarding specific projects, please get in touch with your Project Contact. For questions regarding invoicing please contact: finance@semantix.dk, finance@semantix.fi, finance@semantix.no, finance@semantix.se.

5. Select and download all **Purchase Orders** you would like to invoice under one invoice number. You will receive information about the total PO amount plus VAT you need to add on your invoice.

- **NOTE!** Please check that the total amount is correct. Always reach out to the project manager (referred to as project contact in the Hub) for inquiries about a specific purchase order, such as an incorrect amount or a missing purchase order. For general invoicing questions, contact the Semantix Finance team. (Different e-mail addresses depending on the Semantix billing entity: finance@semantix.dk, finance@semantix.fi, finance@semantix.no, finance@semantix.se)

6. Create your invoice on the umbrella company's website according to the instructions provided by them. You can contact the umbrella company if you need clarification regarding their system.

Make sure that:

- The invoice matches the information in the purchase order(s): Semantix billing entity and the corresponding VAT number, total

sum (with/without VAT), reference person and optionally the job numbers.

Example of Semantix billing entity:

Semantix A/S
Sønderhøj 3
DK-8260 Viby J, Denmark
+45 (0) 7879 9799
www.semantix.com/dk
VAT no: DK18302691

- The invoice is in PDF format. Invoices in Excel or Word will be rejected by the system.
 - The umbrella company **sends the invoice (PDF file) to you** and not to Semantix. If you cannot add your own e-mail address when you create your invoice on the umbrella company's website, you should contact the umbrella company right away. (In most cases, you can request a copy of the invoice to be sent to your e-mail address or add yourself as the recipient of the invoice.)
 - The payment terms are correct and it is 30 days. The umbrella company might automatically add fewer days as payment terms. If that is the case, you should contact the umbrella company before sending your invoice to Semantix and ask them to change the payment terms to 30 days.
 - You upload your invoice on the day that is shown as invoice date on your invoice. If the day reflects the day the invoice was created and not when it was approved, contact the umbrella company to change the invoicing date. If that is not possible, the payment terms should be changed accordingly: The 30 days will be counted from the date the invoice is uploaded in the Hub.
7. To upload your invoice, repeat steps 1–5 above.
 8. When you have selected the **Purchase Orders** you would like to invoice, click **Create Invoice**.
 9. In the pop-up window click **Custom Invoice**.

Create Invoice

To create an invoice for 10,400.29 USD, please enter an invoice number in the space below. Each invoice must have a unique invoice number.

Invoice Number *

03-20-2025

VAT ID Number (?)
You have indicated that you are Tax Exempt.

VAT ID Update: To make changes to your VAT ID, please visit [Personal Details](#). Updating your VAT ID requires approval and may take some time. Once you've updated your VAT details, you will need to wait for approval before you can submit an invoice.

By submitting an invoice containing the information provided by me using the template provided by Semantix, a TransPerfect company, I hereby acknowledge that same constitutes my submission of a legal, valid, and binding invoice with the same legal force and effect as if I had generated and submitted my own form of invoice containing the same information. Transactions represented by the invoice submission are subject to the same terms and conditions found on the Semantix Supplier Agreement and Purchase Order.

You may also upload your own [Custom Invoice](#).

Submit

10. Enter the **Invoice Number** as specified on your invoice.

- **NOTE!** Make sure you add the correct invoice number. The invoice number is a reference for both your umbrella company and Semantix so your payment can be tracked.

11. Drag & drop or click the field to upload file and click **Submit**.

- **NOTE!** Make sure you upload your invoice and not another file.

Large

Create Invoice

To create an invoice for 8,320.23 USD, please enter an invoice number in the space below. Each invoice must have a unique invoice number.

Invoice Number *

03-20-2025

Upload File *

Drag & Drop Or Click to Upload File

By submitting an invoice containing the information provided by me using the template provided by Semantix, a TransPerfect company, I hereby acknowledge that same constitutes my submission of a legal, valid, and binding invoice with the same legal force and effect as if I had generated and submitted my own form of invoice containing the same information. Transactions represented by the invoice submission are subject to the same terms and conditions found on the Semantix Supplier Agreement and Purchase Order.

Use the [Default Semantix Invoice](#).

Submit

Invoice Successfully Created!

Invoice 03-20-2025 has been successfully created.

Download Invoice

Large

12. Repeat the steps if you have invoices for more than one billing entity.

- **NOTE!** You cannot invoice jobs completed for different Semantix companies together.

13. Once the invoice is uploaded and submitted, select **Invoice History** to check the status of the invoice or submit inquiries. You can also search for Purchase Orders to see whether or not you have already invoiced those. The Hub will provide you with that information.

- **NOTE!** Inquiries for specific invoices **must be in English** and can only be submitted until the day after your payment was due.

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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 [N] days ago.

Invoice History						4 Results	🔍
<input type="checkbox"/>	Invoice Number	Vendor ID	Amount	Date Submitted ▾	Status	Inquiry	
<input type="checkbox"/>	XNO100093	JD746498	8,320.23 USD	2025-04-08	Submitted		
<input type="checkbox"/>	UK9047609	JD746453	2,455.12 USD	2024-11-14	Fully Paid		
<input type="checkbox"/>	UK9046608	JD746453	2,455.12 USD	2024-10-08	Partially Paid		
<input type="checkbox"/>	UK9045607	JD746453	2,455.12 USD	2024-09-02	Fully Paid		

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Inquiry ✕

Our response will come through your email. Please check your spam folder. On average our response takes up to three business days.

Invoice Number	Amount	Date Submitted	Status
Invoice-TEST-0920-1	13.00 USD	2024-09-20	Payment In Progress

Message

0/500

Payment terms

You can invoice directly when the purchase order is available in the Hub and choose how often you would like to invoice depending on your need. Our payment terms are 30 days (with maximum 2 payments each month). This limit does not affect the number of invoices you can or have to upload per month as Semantix will transfer your payment for all outstanding invoices as one within a payment period. In other words, one invoice does not necessarily mean one payment.

Semantix transfers your payment to the umbrella company and not to you. Then you receive your salary from the umbrella company. It is always a good idea to check how and when the umbrella company handles payroll.

NOTE! If you cannot choose 30 days as payment terms when creating your invoice, please contact the umbrella company. Perhaps it is possible to leave a comment about this when you create your invoice. Always check that the payment terms on your invoice are correct before uploading your invoice in the Hub.

Frequently asked questions

Which umbrella company can I choose to be able to invoice Semantix?

Feel free to choose the company of your preference. Semantix cannot give you any advice on this.

How does an umbrella company operate?

Those who want to work as freelancers but do not want to start their own business can use umbrella companies to invoice. When you issue an invoice through an umbrella company, you are usually employed by the company during the period of the assignment. The umbrella company handles all administration. Before transferring your salary to you, they deduct tax, pension, employer's fee, their administration fee, etc.

Whom can I contact if I have questions about the umbrella company?

You can find all relevant information on the umbrella company's website. If you still have questions, you need to contact the umbrella company's customer service. Semantix cannot give you any information related to how your chosen umbrella company operates.

What is a business name in the case of an umbrella company?

The business name is the umbrella company's legal name, the name that appears on the invoices. As banks may return payment if the account owner is incorrectly stated when transferring payments, it is important that you add the correct legal name as ***Business Name*** and in the field ***Your Name as it Appears on the Account*** in the Hub.

Can I have my own VAT ID Number when issuing invoices through an umbrella company?

This varies from country to country. This is possible in Finland, for example. Make sure you fully understand how your chosen umbrella company's processes work.

Is it possible to change umbrella companies?

Yes, it is perfectly fine to change umbrella companies, but you **must** update the personal details and payment method **in the Hub** accordingly before you invoice through the new company. The change may require you to sign a new

Supplier's Agreement. If you don't do it on time, your invoice will be rejected and the transfer of your payment may be delayed as well.

Can I start my own business if I don't want to continue invoicing through an umbrella company?

You can start your own business at any time. You know what works best for you. Please update the information in the Hub accordingly. Make sure you do it before you start invoicing through the new company. The change may require you to sign a new Supplier's Agreement. If you don't do it on time, your invoice will be rejected and the transfer of your payment may be delayed as well.

Will the umbrella company send my invoice to Semantix?

No, you need to ask the umbrella company to send the invoice (a PDF file) to **you**. Please follow the instructions listed in the section **Invoicing in the Hub**. Please make sure you upload your invoice and not another file.

Whom should I contact if my purchase order is incorrect or a purchase order is missing?

You need to contact your project manager (referred to as project contact in the Hub) for inquiries about a specific purchase order, such as an incorrect amount or a missing purchase order. Only your project manager can answer specific questions about projects and assignments.

When can I upload my invoices?

As soon as your purchase order is available in the Hub, you can upload your invoice, but we recommend you invoice several purchase orders at month end for administration purposes and to minimise any bank fees.

Can I invoice jobs completed for different Semantix companies together?

No, it is not possible. You need to issue several invoices if you have done jobs for two or more Semantix companies.

Do I receive my payment from Semantix?

No, Semantix (via TransPerfect) transfers your payment to the umbrella company so that they can deduct tax, pension, employer's fee, their administration fee, etc. The umbrella company then transfers your salary (after tax and other deductions) to you. That is why it is important to add the correct **Business Name** and **Your Name as it Appears on the Account** in the Hub. It is

always a good idea to check how and when the umbrella company handles payroll.

When does Semantix transfer my payment to the umbrella company?

The money will be transferred up to 30 days after the invoice has been uploaded in the system. If you cannot choose 30 days as a due date when creating your invoice, please contact the umbrella company. Perhaps it is possible to leave a comment about this when you create your invoice.

When will I get paid?

Our payment terms are up to 30 days. The 30 days will be counted from the day the invoice is uploaded. Therefore, you should upload the invoice on the day that is added as invoice date on the invoice.

If it usually takes time for the umbrella company to review and approve your invoice and the due date is set according to the date the invoice was created (not approved!), you should ask the umbrella company to change the due date to a later date to ensure that the 30 days starts when you upload your invoice in the Hub.

Since Semantix (via TransPerfect) transfers the payment to the umbrella company first, you need to check with them how they handle payroll.

Whom can I add as a reference person on the invoice?

You may add the project manager, someone from Semantix Vendor Management, or you can simply write Semantix Vendor Management. You most likely need to add an e-mail address as well. There you could add your own e-mail address, so you would receive the invoice from the umbrella company.

What kind of information do I need to add on the invoice?

You need to add your name as a reference person (usually referred to as **our reference** on the invoice) and the subtotal (**total ex VAT**) plus VAT (**VAT %**) if applicable. You also need to add the Semantix billing entity, and its corresponding VAT number. It can also be good to add the job number for your reference.

What information can I provide if the umbrella company asks me about the number of hours worked?

You can write 1 as a unit (number of hours) and add the subtotal without VAT (*total ex VAT*) plus VAT (*VAT %*).

What kind of information am I not allowed to share on the invoice about my assignments?

You cannot list client, project or file names – or any personal data received during the assignment.

Why is it important that I add the correct invoice number in the Hub?

The invoice number is a reference for both your umbrella company and Semantix so your payment can be tracked. In the case of some companies, the invoice number is also the OCR number.

What do I need to consider when it comes to payment references (OCR)?

Umbrella companies usually have an OCR number and that tends to be the invoice number in many cases. This can vary from country to country, however. In Finland, the payment is returned if it is not paid with an OCR number.

This OCR number is for domestic payments only. All payments moving forward will be made as foreign payments. If necessary, inform your chosen umbrella company about this change affecting payments.