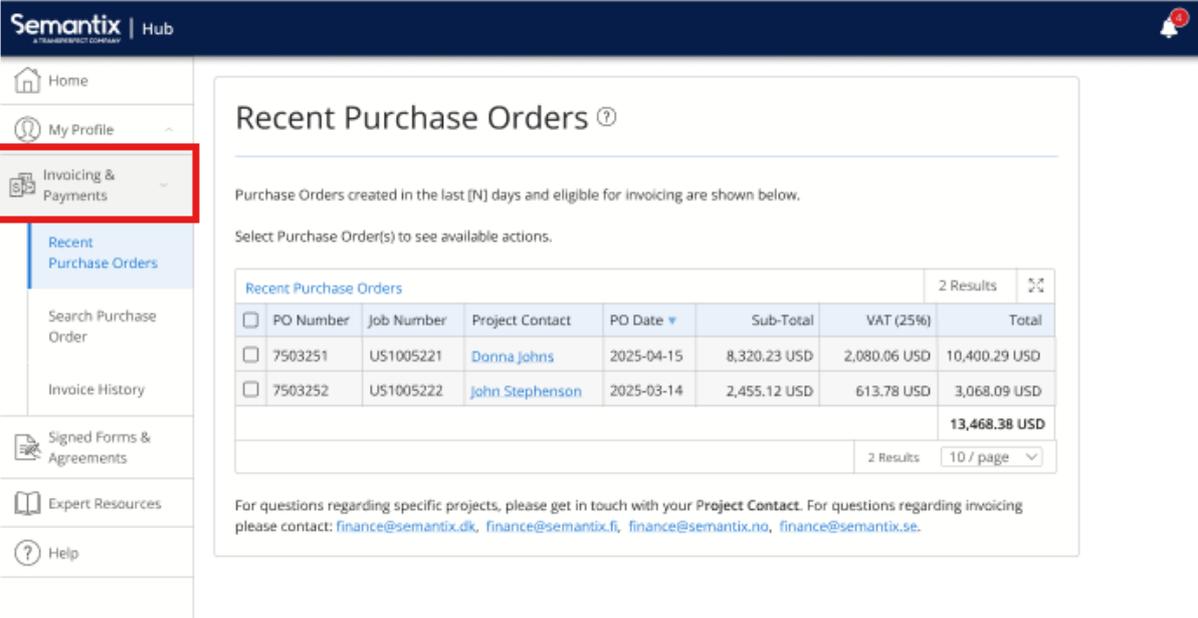


Semantix Quick Guide to Hub Invoicing

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



Semantix | Hub

Home
My Profile
Invoicing & Payments
Recent Purchase Orders
Search Purchase Order
Invoice History
Signed Forms & Agreements
Expert Resources
Help

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).
5. Select all purchase orders you would like to invoice under one invoice number.
 - **NOTE!** Please always reach out to the project manager (referred to as project contact in the Hub) for inquiries about a specific purchase order, e.g. incorrect amount. For general invoicing questions, contact the Semantix Finance team (see screenshot, different email addresses depending on the Semantix billing entity).
6. Click **Create Invoice**.

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 **4**

TransPerfect

Semantix A/S

Select Purchase Order(s) to see available actions.

1 Item Selected (10,400.29 DKK) Download Purchase Order **Create Invoice** **6**

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.

7. Add an **Invoice Number** (any number for your records).

Create Invoice ✕

Select Purchase Order(s) to create an invoice for. 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 ⓘ

The VAT ID Number shown below will be displayed on your invoice.

SE556272899701

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.

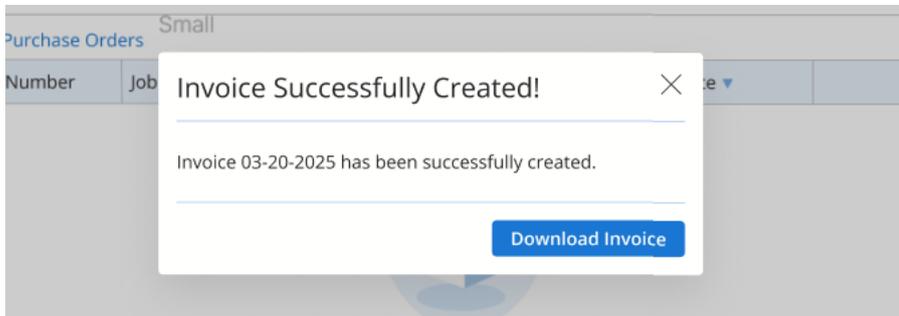
By submitting an invoice containing the information provided by me using the template provided by Semantix, a TransPerfect company, I hereby acknowledge that same constitutes my submission of a legal, valid, and binding invoice with the same legal force and effect as if I had generated and submitted 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](#).

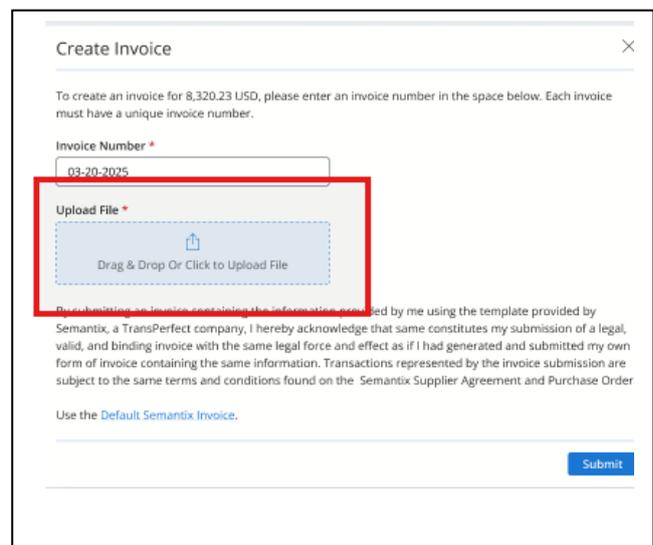
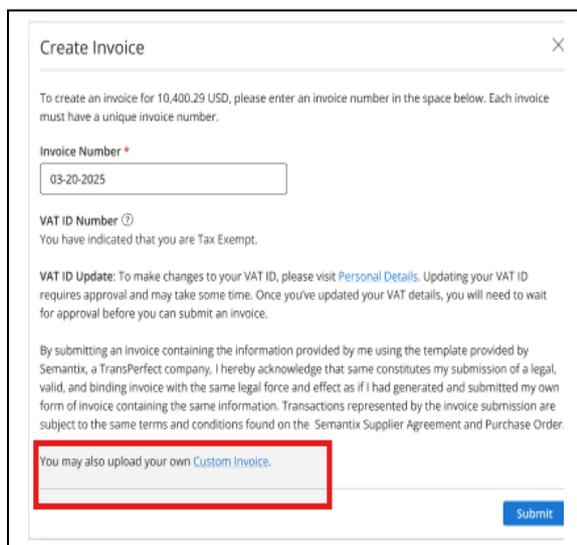
Submit

8. Click **Submit**.

9. Close the window on **X** or **Download Invoice** if desired.



10. If you need to upload your own **Custom Invoice** (often required if you invoice through an umbrella company), click the link **Custom Invoice** in the **Create Invoice** window. In the pop up-window enter the **Invoice Number**, as specified in your invoice created in the system of the umbrella company, and drag & drop/click in the field to **Upload file**. Click **Submit**. (For detailed instructions about invoicing through an umbrella company, see the document “Hub instructions for invoicing Semantix through an umbrella company”.)



11. You can also search for a specific purchase order that you would like to invoice. Go to **Search Purchase Order** and enter the **Purchase Order Number**. Make sure that the amount is correct and click **Create Invoice**.

Semantix | Hub

Home
My Profile
Invoicing & Payments
Recent Purchase Orders
Search Purchase Order
Invoice History
Signed Forms & Agreements
Expert Resources
Help

Search Purchase Order ?

Search for older or specific Purchase Orders.
Create invoices one at time directly from search results.

Purchase Order Number
750332

Purchase Order Number
750332

Vendor ID
JD746498

Job Number
U51005221

Project Contact
Donna Johns

Purchase Order Date
2025-04-15

Sub-Total
8,320.23 USD

VAT (25%)
2,080.06 USD

Total
10,400.29 USD

[Download Purchase Order](#) [Create Invoice](#)

12. Once the invoice is created, go to **Invoice History** to check the status of the invoice or submit inquiries.

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

Semantix | Hub

- Home
- My Profile
- Invoicing & Payments
 - Recent Purchase Orders
 - Search Purchase Order
 - Invoice History**
- Signed Forms & Agreements
- Expert Resources
- 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 [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		

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

Cancel
Submit

Frequently asked questions

How does the invoicing process work in the Hub?

The invoicing process is shorter, easier and smoother in the Hub. In the Semantix Vendor Portal you are not able to invoice projects until the last working day of every month, and the invoice is paid 30 days after the invoice is uploaded. This means that when invoicing via the Vendor Portal, it can take up to 60 days from when you have delivered a project to when your payment arrives.

In the Hub, you can invoice as soon as your purchase order is available or add several purchase orders on one invoice and invoice at month-end if you prefer. This means that you can receive your payment up to 30 days after you have delivered your project, since you do not have to wait until the last working day of the month to invoice.

Payments are made bi-weekly by TransPerfect Accounting team. When your invoice has been approved you will receive a payment notification email from a system called RIPS (rapid invoice processing system).

Where can I see the submission ID from GlobalLink Enterprise (GLE) in the Hub?

The submission ID from GLE is not visible in the Hub. But, the submission name in GLE always includes the **Job number** next to the PO number. In the example, XSExxx is the job number, and SE stands for the billing entity Semantix Sweden.

Recent Purchase Orders							
<input type="checkbox"/>	PO Number	Job Number					
<input type="checkbox"/>	7503251	XSE1005221					
<input type="checkbox"/>	7503252	XSE1005222					

★ ↓ ID ▾	Project name ▾	Status ▾	Submission name ▾	Due date ▾	Date created ▾	Date started ▾
☆ 0089875	Semantix	■ Completed	Tetra Pak Digital Marketing-XSE034549-Monthly Terminology - September	21 Oct 25, 17:00	7 Oct 25, 12:03	15 Oct 25, 13:56
☆ 0085164	Semantix	■ Completed	Tetra Pak Digital Marketing-XSE034549-Monthly Terminology - July-August	17 Sep 25, 10:00	2 Sep 25, 12:56	15 Sep 25, 15:07

I don't know the purchase order number for a project I did, whom do I contact?

Please reach out to the project manager. They will be able to provide you with a copy of the purchase order.

I can't find a purchase order for a job I did recently or long time ago, why is it not in the Hub?

If you can't find a purchase order in the Hub, it could be because the purchase order has not been created by the project manager yet (but you can still start the project if it is available in GLE, for instance). Also, older purchase orders can only be found in the Semantix Vendor Portal (XTRF). Please check if the purchase order can be found there instead and reach out to the responsible project manager for further assistance.