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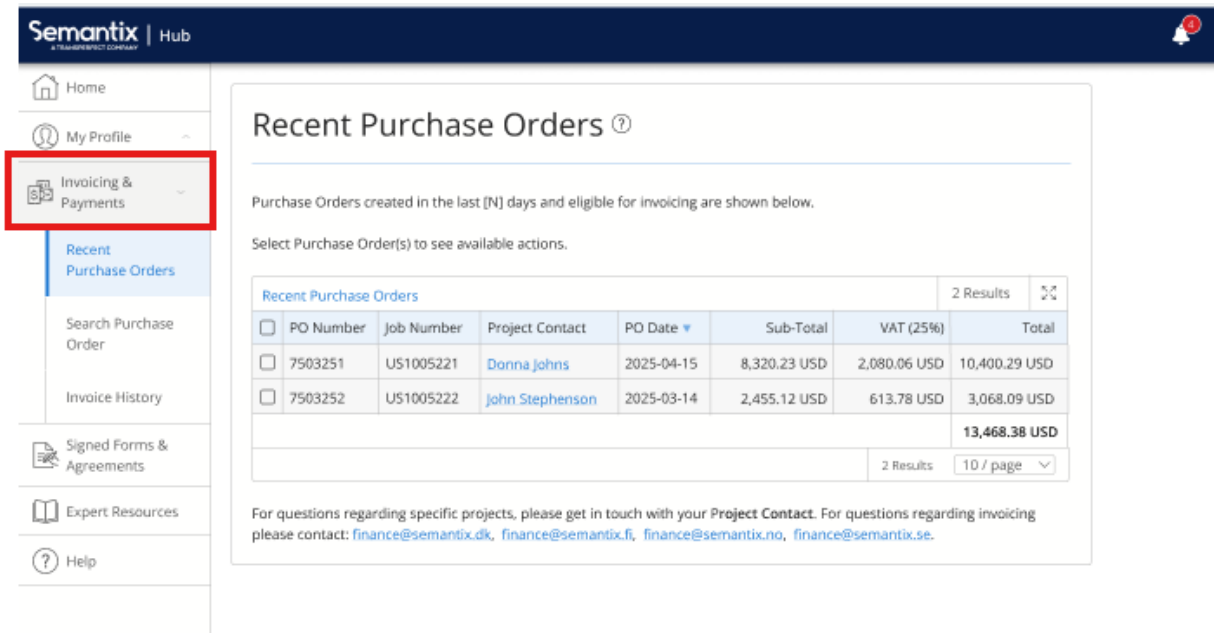
Semantix Quick Guide to Hub Invoicing

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



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**.

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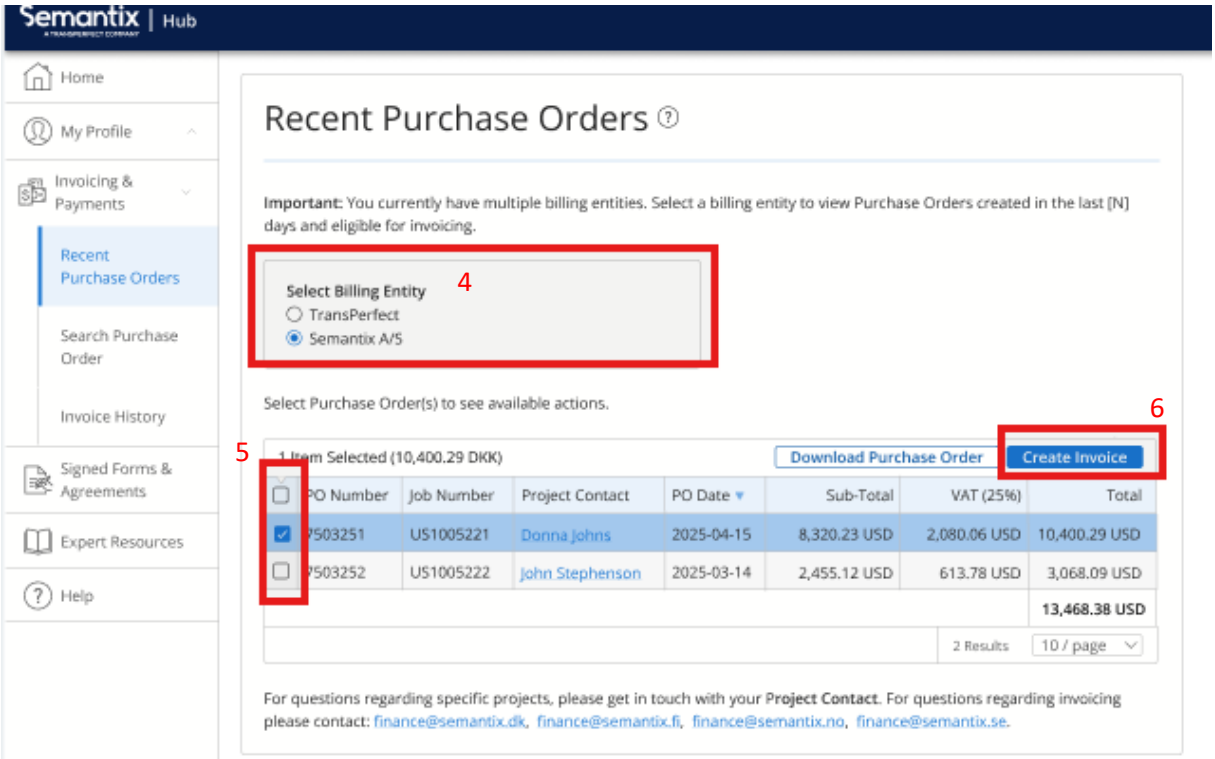
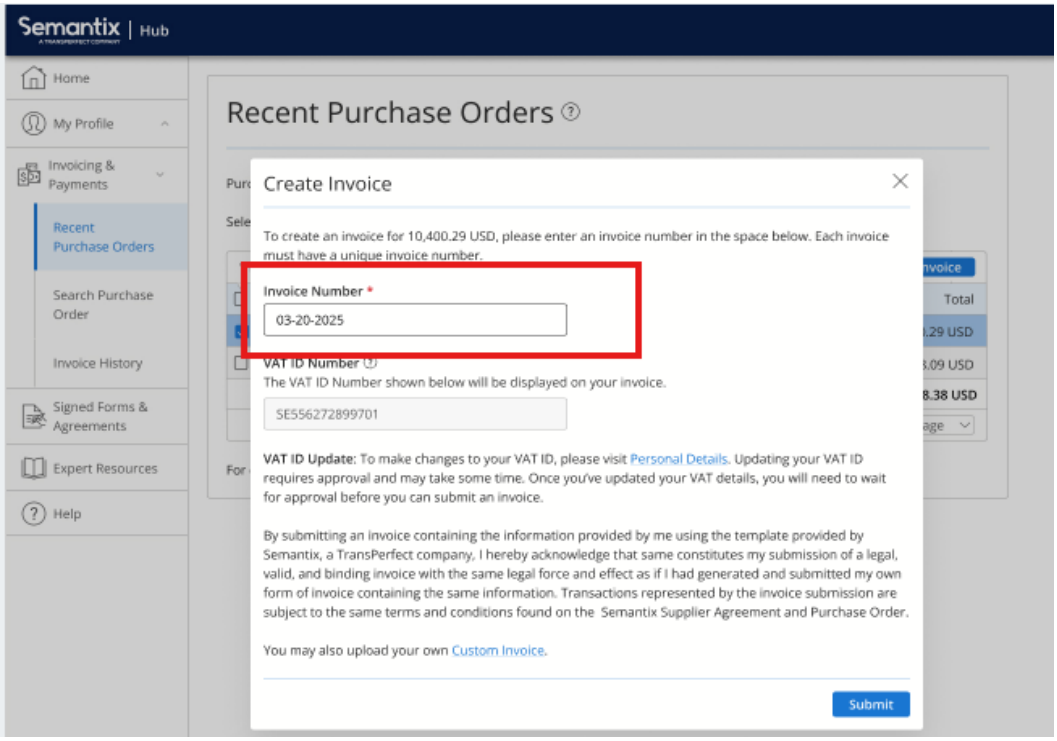
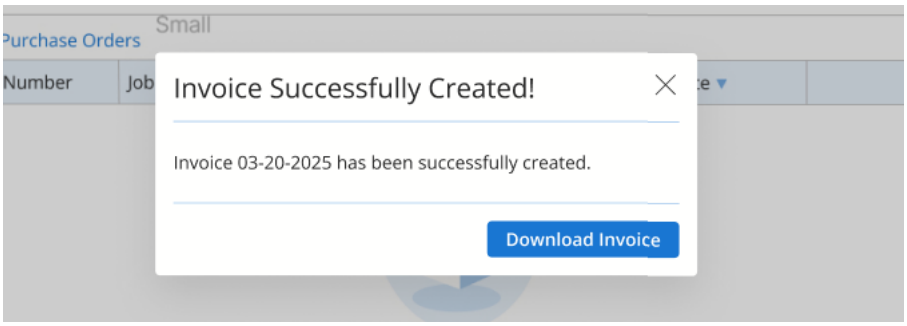


7. Add an **Invoice Number** (any number for your records).

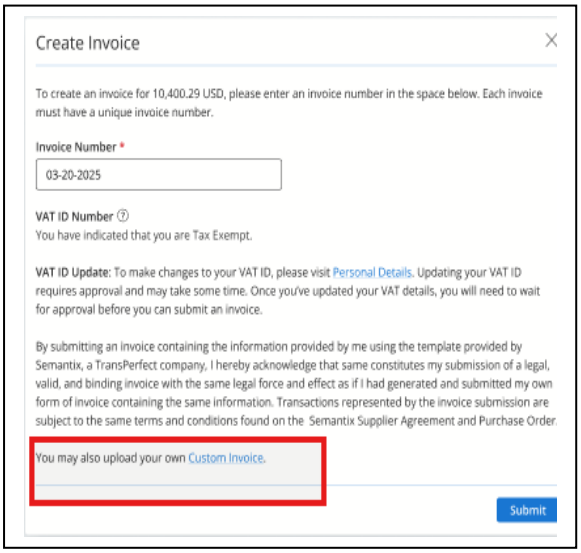


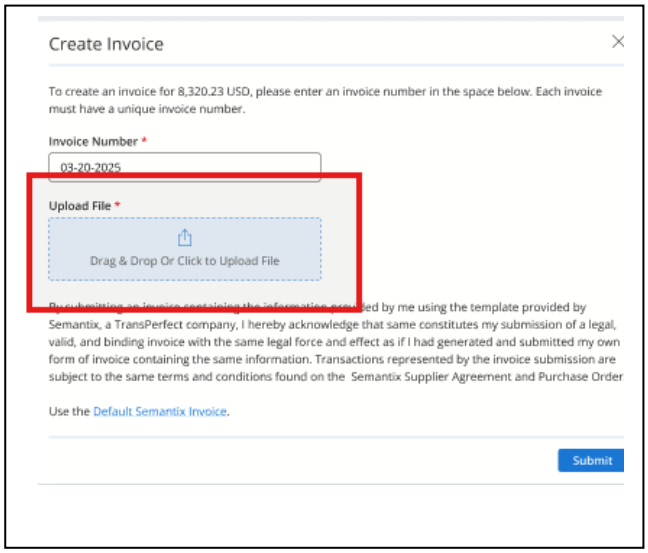
8. Click **Submit.**

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.**

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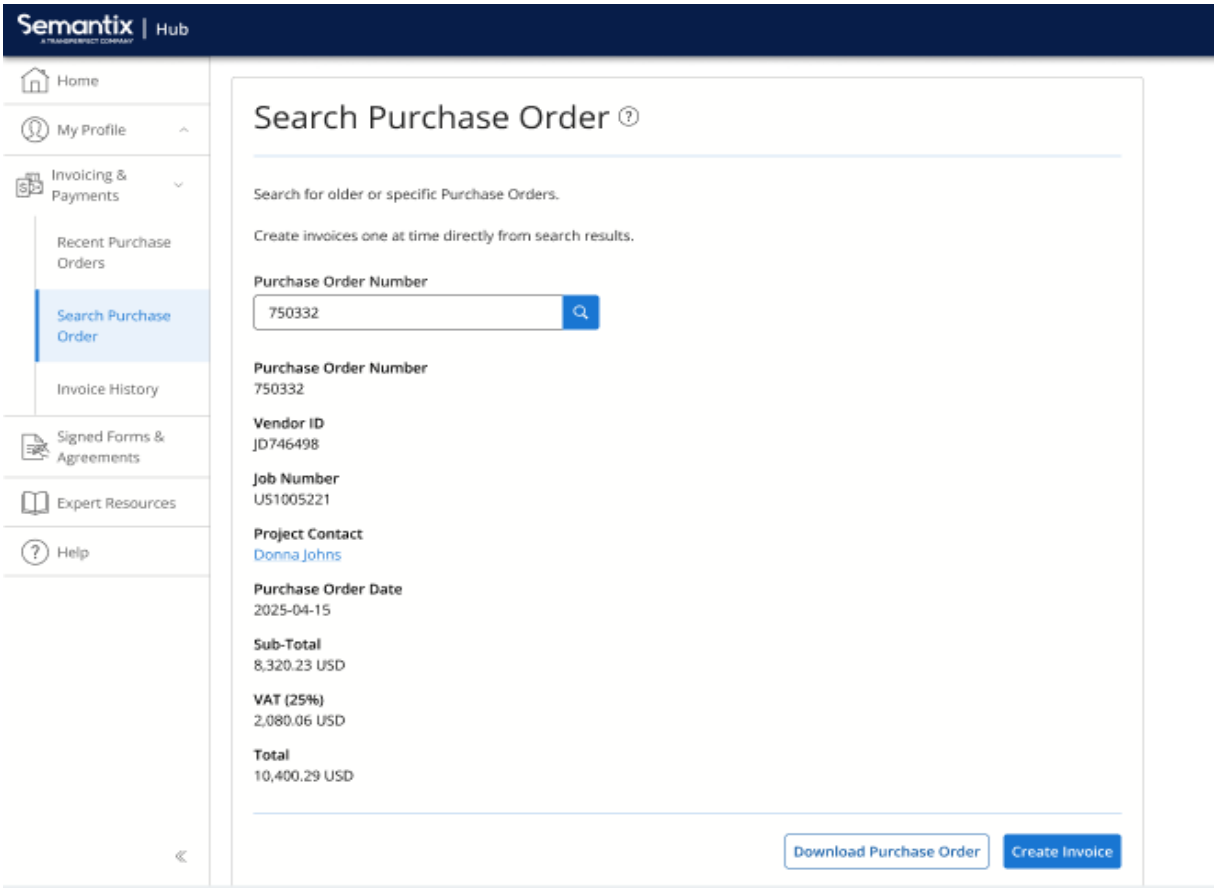

12. Once the invoice is created, go to **Invoice History** to check the status of the invoice or submit inquiries.

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

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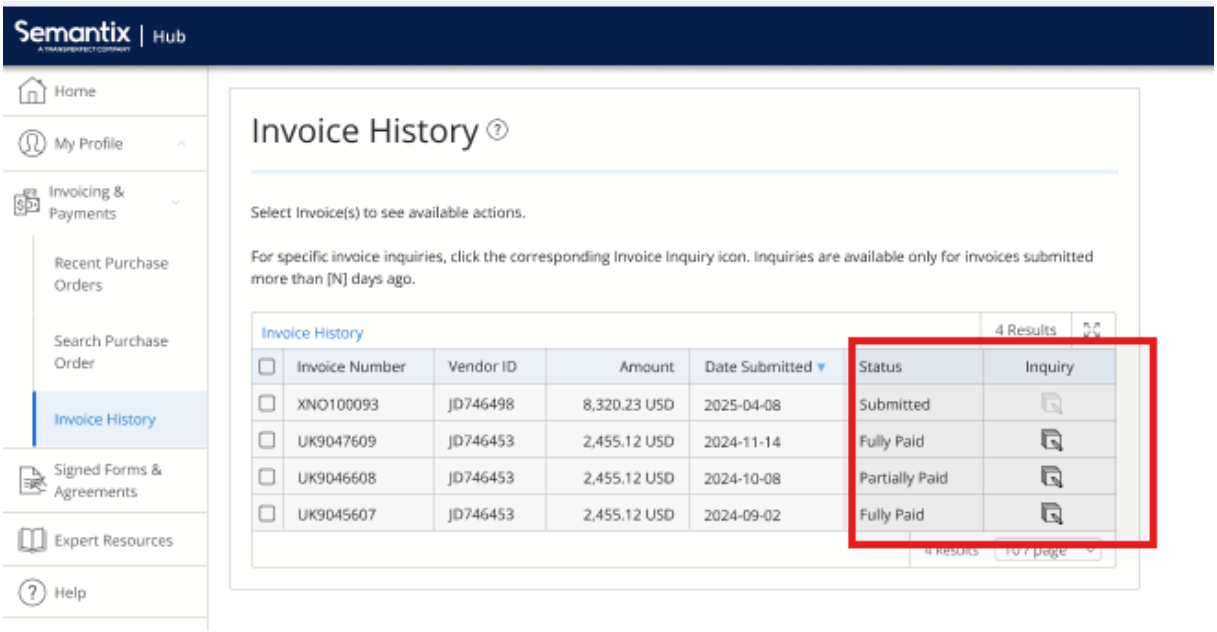

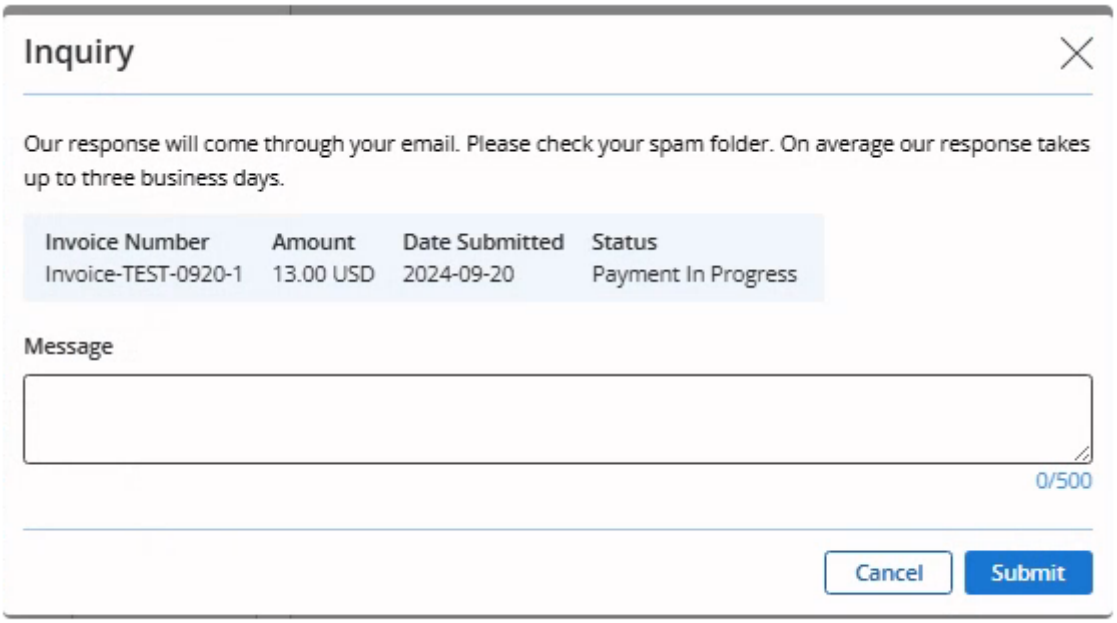

Frequently asked questions

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

PO Number	Job Number
7503251	XSE1005221
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.