

Semantix Quick Guide to Hub Invoicing

1. Sign in to the Hub: <https://hub.transperfect.com/private>
2. Go to **Invoicing & Payments** tab.
3. Go to **Recent Purchase Orders**. (For purchase orders older than 45 days, see step 11.)

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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.

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

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

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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. **4**

Select Billing Entity

☐ TransPerfect

☒ Semantix A/S

Select Purchase Order(s) to see available actions.

5 1 Item Selected (10,400.29 DKK)

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6 Download Purchase Order Create Invoice

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 all purchase orders you would like to invoice under one invoice number.

6. Choose **Create Invoice**.

- **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).

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

The screenshot shows the Semantix Hub interface. On the left is a navigation sidebar with links: Home, My Profile, Invoicing & Payments (selected), Recent Purchase Orders, Search Purchase Order, Invoice History, Signed Forms & Agreements, Expert Resources, and Help. The main content area is titled 'Recent Purchase Orders'. A 'Create Invoice' modal is open in the center. The modal has a title bar with a close button (X). The text inside says: '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.' Below this is a text input field labeled 'Invoice Number *' containing the value '03-20-2025'. Below that is a 'VAT ID Number' field containing 'SE556272899701'. A note states: 'The VAT ID Number shown below will be displayed on your invoice.' Further down, there is a 'VAT ID Update' section with a link to 'Personal Details' and a paragraph explaining the update process. At the bottom of the modal is a 'Submit' button. A disclaimer at the bottom of the modal states: '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.'

8. Choose **Submit**.

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

The screenshot shows a confirmation modal titled 'Invoice Successfully Created!' with a close button (X). The text inside says: 'Invoice 03-20-2025 has been successfully created.' Below this is a 'Download Invoice' button. The background shows a table with columns 'Number' and 'Job'.

10. If you need to upload your own **Custom Invoice** (often required if you invoice through an umbrella company), click on the **Custom Invoice** link 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”.)

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

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

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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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
US1005221

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 to 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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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	
☐	Invoice Number	Vendor ID	Amount	Date Submitted ▾	Status	Inquiry	
☐	XNO100093	JD746498	8,320.23 USD	2025-04-08	Submitted		
☐	UK9047609	JD746453	2,455.12 USD	2024-11-14	Fully Paid		
☐	UK9046608	JD746453	2,455.12 USD	2024-10-08	Partially Paid		
☐	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

Cancel Submit

Frequently asked questions

When can I invoice?

In the Hub, you can invoice as soon as your purchase order is available, and you can choose which POs to add on each invoice. You can also invoice through RIPS:

<http://rips.translations.com/RIPS/>

When do I get my payment?

Payments are made in two cycles: one before the 15th and another after the 15th of each month. Payments are made per PO rather than per invoice. You may receive a partial payment if some of the POs added on your invoice are not yet ready to be paid.

If a PO is not ready to be paid within the current payment cycle, it will be paid during the next cycle, providing that the PO is ready to be paid at that time. If you wish to avoid partial payments, and ensure better tracking of payment per PO, you can invoice your POs separately.

When your invoice has been approved you will receive a payment notification email from RIPS (rapid invoice processing system).

Who can I ask about payments?

If you want to submit specific questions related to your payments and when to expect them, you can do so in RIPS under Payment Support Tool:

<http://rips.translations.com/RIPS/Transpayment>.

Alternatively, you can reach out to Semantix Finance Department (finance@se/dk/no/fi) for more general information regarding payments.

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

The submission IDs from GLE are not visible in the Hub yet. You can only see the PO number and Job number. The project managers often add the submission ID under instructions on the PO so that you can match the project with the PO/job number.

Recent Purchase Orders		
☐	PO Number	Job Number
☐	7503251	XSE1005221
☐	7503252	XSE1005222

I don't know the PO 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.

If a PO is available in Hub, you can also find the PO number on the submission > View Offer in GLE:

Offer 87437 Vendor Management (Semantix)-Vendor Training (pdf_preview)

Submission

Claim level	Target	Instruction/Notes
Language	Swedish (Sweden)	No

Available tasks (1)

Decline all available tasks

Task	Batch	Due date	Offer
Translation	Batch1	25 Sep 25, 08:00	1.00
Total			EUR 1.00

Task

Task	Batch	Rate type	Currency	PO Number / Open Hub Invoicing
Translation	Batch1	Fiat	EUR	Not available

Overview

Word Count	-	Due date Project manager 25 Sep 25, 08:00 Proposed due date Supplier 25 Sept 25, 08:00
Files	1	
Reference files	-	

I can't find a PO for a job I have completed, why is it not in the Hub?

If you can't find a PO in the Hub, it may have not been created by the project manager yet. POs will become visible for you in the Hub 12-24h after creation. Please reach out to the responsible project manager if needed.