

# Vendor Quick Start Guide

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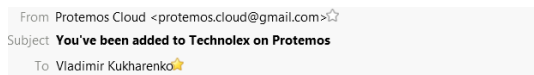
## Introduction

Protemos is a project management system for translation agencies and freelancers. Vendors of translation agencies receive and upload their jobs using this system. It is also used for recording invoices and payments.

This Vendor Guide is intended for the users registered as vendors within the translation agency accounts. If you have your own account, please read [Protemos Quick Start Guide](#).

## How to add the vendor account

1. The translation agency you cooperate with adds your vendor account in the system. You receive the invitation email.



From: Proteмос Cloud <protemos.cloud@gmail.com>  
Subject: **You've been added to Technolex on Proteмос**  
To: Vladimir Kukhareenko

Hi Vladimir,

Vladimir Kukhareenko added you to Technolex account on Proteмос.

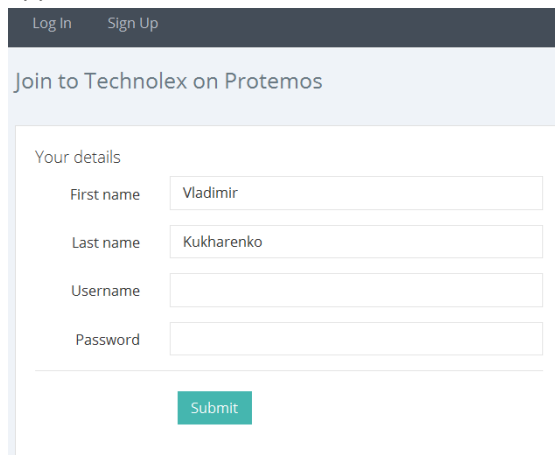
We are using Proteмос to collaborate and manage our projects.

[Accept this invitation to get started](#).

You can also [decline this invitation](#) if you do not want to participate.

Sincerely,  
Protemos Team.

- 2.
3. Accept the invitation by clicking the **Accept this invitation to get started** link. The following window appears:



Log In Sign Up

Join to Technolex on Proteмос

Your details

First name

Last name

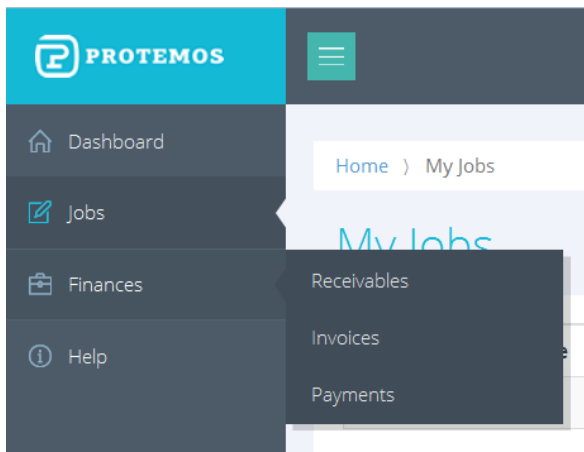
Username

Password

4. Choose your own user name and password and press **Submit**.
5. Your account will be created.

## How to get started

The two main sections that you need to focus on are **Jobs** and **Finances**:



**Jobs** will open the list of jobs assigned to you.

**Finances** contains financial info:

**Receivables:** the amount you earn for each job

**Invoices:** the invoices due to be paid or already paid by the translation agency

**Payments:** the payments paid by the translation agency

## How to receive and upload the jobs

1. The manager assigns you jobs via ProteMos system. You are notified by email.
- 2.

Dear Vladimir Kukhareno,

Please be informed that project manager Vladimir Kukhareno has approved to start the Job 1089 (Demo project) that was assigned to you.

Your action is needed. Please check details then confirm or decline job here - <http://protemos.com/job/1089>

Sincerely,  
Protemos Team.

- 3.
4. Open the link from the email (you need to log into the system). In this example it is <http://protemos.com/job/1089> You will see the job window consisting of the following sections:

### DETAILS

Status	Started
Service	Translation
Language pair	English – Russian
Started	25 Aug 2015 - 14:06 <i>2 minutes ago</i>
Deadline	30 Aug 2015 - 14:00 <i>due in 4 days</i>
Created	25 Aug 2015 - 14:06 by Vladimir Kukhareno
Project manager	Vladimir Kukhareno

(the job details)

RECEIVABLES

#	Invoice	Unit	Unit amount	Price per unit	Total	Currency
1083	<i>not set</i>	Word	2456	0.2	491.20	UAH

(the job volume and price)

JOB INPUT FILES

Download all as ZIP

File #	Filename	Size	Uploaded at	Uploader
231	Quotes.docx	16.14 KB	25 Aug 2015 - 14:05	Vladimir Kukharengo

(the files you need to work with)

- Make sure you accept the job conditions and confirm the job by pressing the **Confirm job** button:

Home > My Jobs > 1089

Job 1089 Demo project

**DETAILS**

Status	Started
Service	Translation
Language pair	English – Russian
Started	25 Aug 2015 - 14:06 <i>2 minutes ago</i>
Deadline	30 Aug 2015 - 14:00 <i>due in 4 days</i>
Created	25 Aug 2015 - 14:06 by Vladimir Kukharengo
Project manager	Vladimir Kukharengo

**ACTIONS**

Your action is needed. Please check details, receivables and input files then confirm start or decline this job.

**Confirm Job**

Decline Job

Send message to Project Manager

- Download the files and complete the job.
- Having completed the job, upload the finalized files into the system by pressing the **Add output files** button on the job page:

JOB OUTPUT FILES

Add output files Download all as ZIP

File #	Filename	Size	Uploaded at	Uploader
No results found.				

- Make sure that files with the completed job are uploaded into the system and press the **Complete job** button:

Home > My Jobs > 1089

Job 1089 Demo project

**DETAILS**

Status	In Work
Service	Translation
Language pair	English – Russian

**ACTIONS**

**Complete Job**

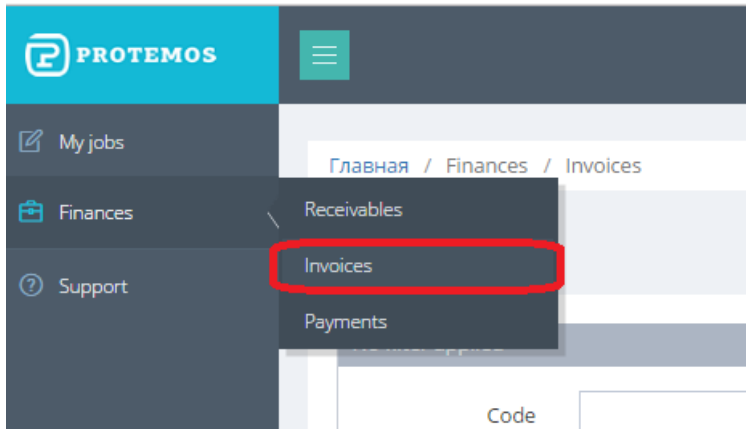
Send message to Project Manager

- The manager will be notified by email that you have completed the job, accept it and the job will be completed.

## Invoicing

Both you and the translation agency can create invoices for the jobs completed by you.

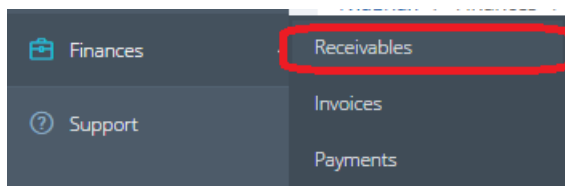
To view the list of invoices, click **Finances – Invoices**:



If the translation agency creates an invoice by itself, you will be notified by email from the system asking to see if it is correct.

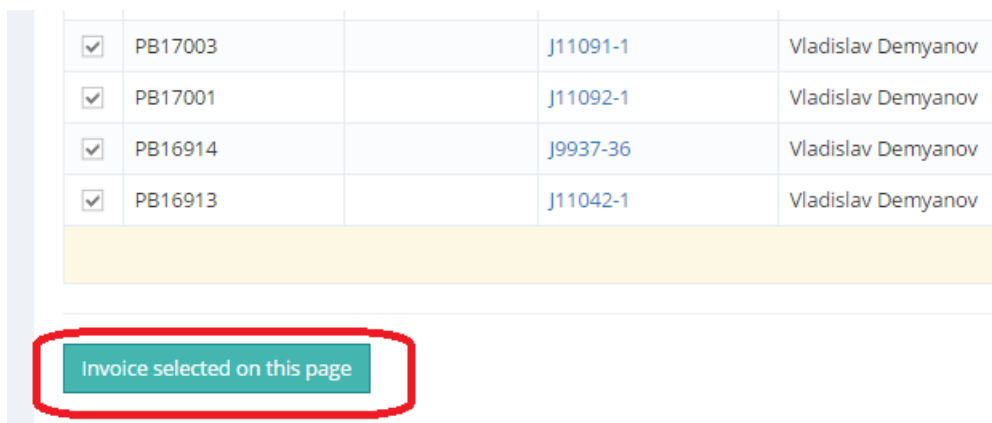
If the translation agency asks you to create invoices on your own, please do the following:

1. Click **Finances - Receivables**



The list of the receivables will be displayed.

2. Select the amounts you want to include in the invoice and press the **Invoice selected on this page** button

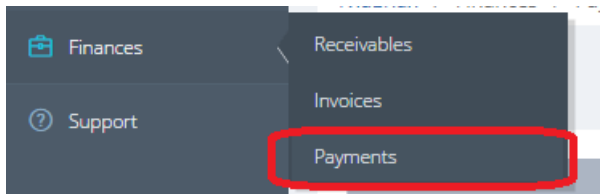


3. Your invoice will be stored in the client's database. All you have to do then is just wait for the payment.

## Payments

When the translation agency has entered the payment sent to you in its database, you will be notified by email.

To view all the payments sent to you, navigate to the Payments page:

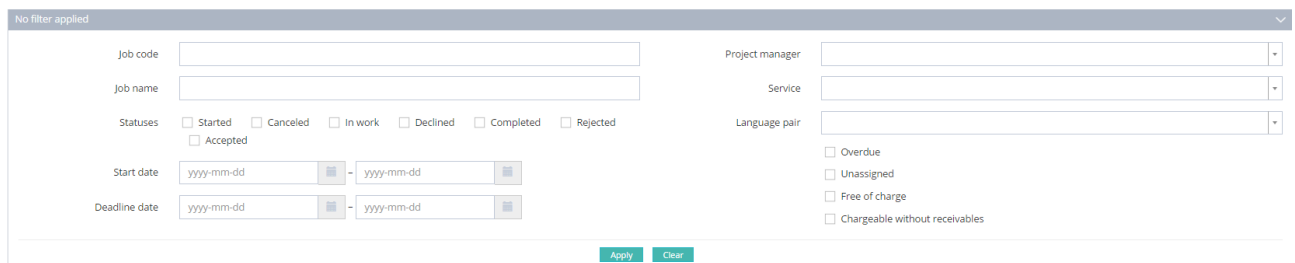


## Filters

Each page has filters you can use to hide the unnecessary entries in the tables.

### My jobs

The jobs filter looks as follows:



**Job code:** filters the jobs by a specific code

**Job name:** filters the jobs by a specific name

**Statuses:** filters the jobs by a specific status (**Started, Canceled, In work, Declined, Completed, Rejected, Accepted**)

**Start date:** filters the jobs by a specific start date

**Deadline date:** filters the jobs by a specific deadline date

**Project manager:** filters the jobs assigned by a specific project manager

**Service:** filters the jobs by a specific service

**Language pair:** filters the jobs by a specific language pair

**Overdue:** filters the jobs that are overdue

**Free of charge:** filters the jobs that are free of charge

**Chargeable without receivables:** filters the jobs that are chargeable but do not have entered receivables

### Receivables

The filter looks as follows:

Filter is applied

Payable code

Project manager

Job statuses  Started  Canceled  In work  Declined  Completed  Rejected  Accepted

Job deadline date  -

No invoice

**Payable code** — displays only the amounts with the code containing specific characters

**Project manager** — displays only the payables for the jobs added by a specific manager

**No invoice** — displays only the payables with no invoice

**Job deadline date** — displays only the amounts for the jobs with a specified deadline time span

**Draft/Started /Canceled /In Work/Declined/Completed/Rejected/Accepted** — displays only the amounts for the jobs with the specified status

## Payments

The filter looks as follows:

No filter applied

Code

Creation date  -

Paid at date  -

No linked invoices

Not fully covered

**Code:** displays only the payments with a specific code

**Creation date:** displays only the payments created within a specific period of time

**Paid at date:** displays only the payments made within a specific period of time

**No linked invoices:** displays only the payments not linked to any invoices

**Not fully covered:** displays only the payments with the amounts not fully covered by the invoices

## Your own Protemos account

Protemos system is intended both for translation agencies and freelance translators. Register your own account in the system and record your orders from other clients, invoice them, record their payments, store your files and generate reports about your work.

To get more information, please read [Protemos Quick Start Guide](#).