

## ORDER PORTAL Better management of translations

Via the highly secure portal, you can access the services of 24translate safely at any time. There, you can manage translation orders and other language services particularly efficiently.

# Why is the central management of translations important?

- It saves time through simplified commissioning, delivery and billing
- Translation budgets remain under control thanks to increased cost transparency
- Data security is enhanced through the protected uploading and downloading of documents
- Procurement is optimised via a standardised procurement channel



## Use of the order portal makes good business sense...

- if it is important that translations can be commissioned around the clock, 365 days a year.
- if current processes for offer creation, commissioning and billing of translations are inefficient.
- if internal e-procurement systems (e.g. SAP Ariba or Coupa) are to be used for the procurement of translations.
- if confidential content needs translating, and data security is the top priority.
- if translations are to be procured only through the intended language service providers.



## The order portal in use

Following online registration, the portal can be used at any time and in several languages via standard browsers without the installation of additional programs.

If the translation volume increases or if the company has particular requirements, 24translate can set up an individual customer portal with extended functions.

Good words, good busi	te ness.		
	Vesite order 24)(solarit My 24trans Your contact details Give advance not		
What would you like Welcome to your personal start page. T	to do? his is the starting point for translations at 24tran	slate.	
AP -			
Start order Place your tailor-made order here. Create order	Request quotes Here you can request quotes. Request quotes	Give advance notice of fexts Upload a document to give notice of an order or to submit a change. Give advance notice of texts	Collect order Download documents from your order summary. Go to order summary
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Give feedback A feedback form is included with every delivery. Go to order summary	24jtcm Your compendium for pre-translated sentence regements with optimum search functions - in all source and target languages. Go to 24jtcm	24[term 24[term - Your company-specific online terminology management tool Switch to 24]term	24joubtitle 24joubtile (coming soon) – Order transcription and multilingual subtilling for your videos, right here

#### The portal offers the following features:

- Free personal login per user
- Access to all translation services
- Offer creation through integrated price calculator
- Overview of the status of translation orders
- Downloading of translations and invoices

#### Individual portals also offer:

- Individualised homepage with company logo and photo
- Login with multi-factor authentication (MFA) or single sign-on (SSO)
- Entry of PO numbers and cost centres
- Punch-out integration in e-procurement systems

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- Feedback function
- Access to translation memory and glossaries

認識で	

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