



STAR Translation Services – Supplier Portal

The **Supplier Portal** is an online space will gather all the data for the projects you are completing with STAR:

- **Project details:** language combination, word count, deadlines, project reference, etc
- **Project files:** Transit kits, original files, reference material
- **Translation instructions**
- **Support for large files** up to 100Mb

Furthermore, the Portal will allow you to:

- Keep track of your projects' status
- Deliver your projects easily
- Check the status of the invoices you send us.

You can already access the portal and register at the following link:

<http://suppliers.star-ts.com>

When registering, please choose a login and password.

You will receive email notifications when new projects are sent to you.



Star TS Test Supplier Portal Test Project 44670 French - Message (HTML)

File Message

Follow up.

From: Fabienne <automation@star-ts.com> Sent: Wed 20/02/2013 11:24
To: pm2@star-ts.com
Cc:
Subject: Star TS Test Supplier Portal Test Project 44670 French

STAR Translation Services

Website Translation Document Translation Technical Translation Public Sector Translation

Request for Translation

Dear Fabienne,

Please start on the following project:
Star TS Test Supplier Portal Test Project 44670 French

	Count	Euro per word
New Words	718	0
Fuzzy Match Words	0	0
Perfect Match Words	0	0
Context Match Words	0	

Total value for your invoice: 0.00 Euro

- Please can I have this back on 2013-02-22 00:00:00 GMT.

Please:
login to your account [here](#) to view project details

Kind Regards,

Fabienne
Production Manager

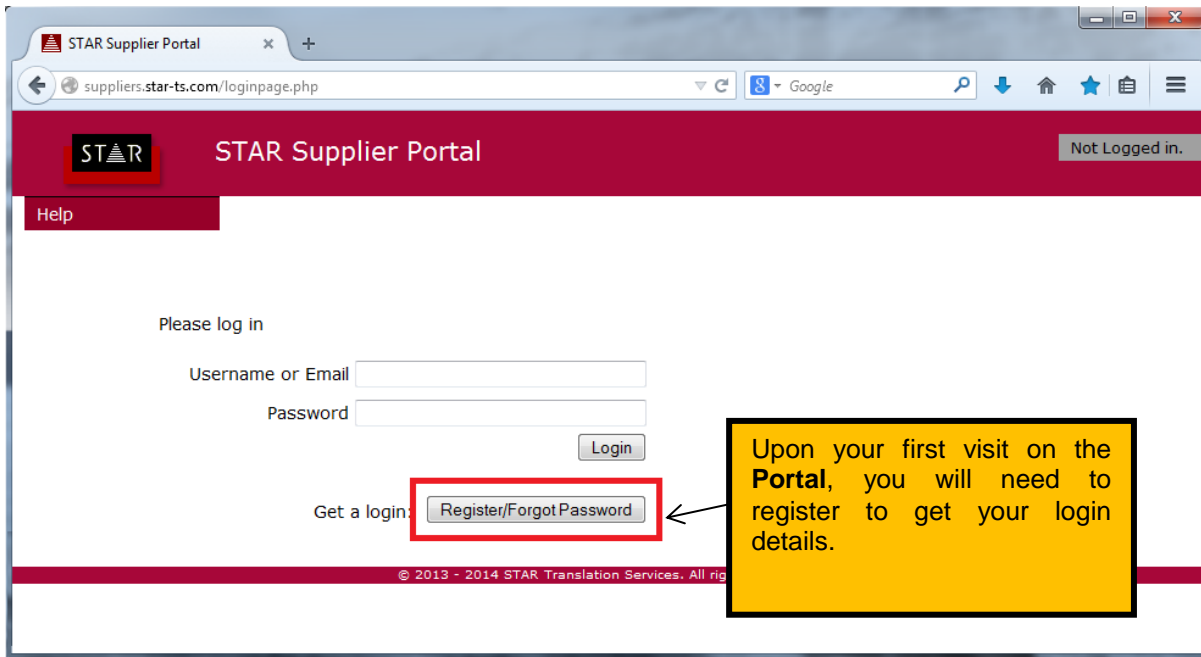
STAR Translation Services | Confidential

Docklands Innovation Park,
128-130 East Wall Road,
Dublin 3, Ireland
Phone: +353 (0)1 8365614
Fax : +353 (0)1 8364644
Web: www.star-ts.com

STAR TS : ISO9001 and EN15038 Certified Translation Provider

Once you click on the link, you will be taken to the **Supplier Portal**, where you will be able to download the Transit kit and other documents related to the project, deliver your translations and check the status of your projects and invoices.

See more about: Fabienne.



STAR Supplier Portal

Not Logged in.

Help

Please log in

Username or Email

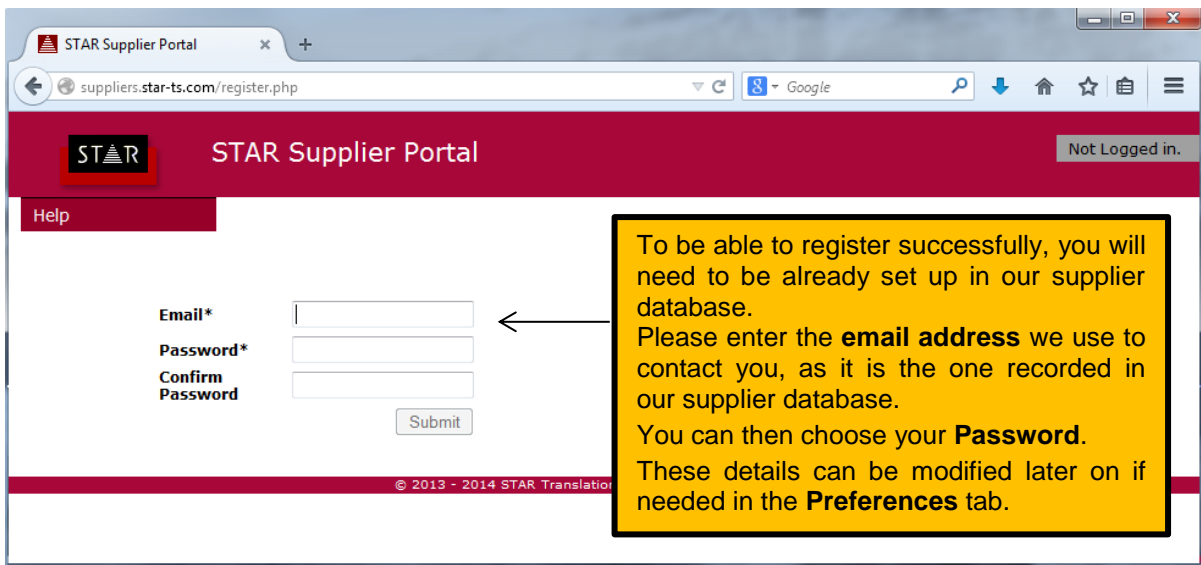
Password

Login

Get a login: [Register/Forgot Password](#)

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Upon your first visit on the **Portal**, you will need to register to get your login details.



STAR Supplier Portal

Not Logged in.

Help

Email*

Password*

Confirm Password

Submit

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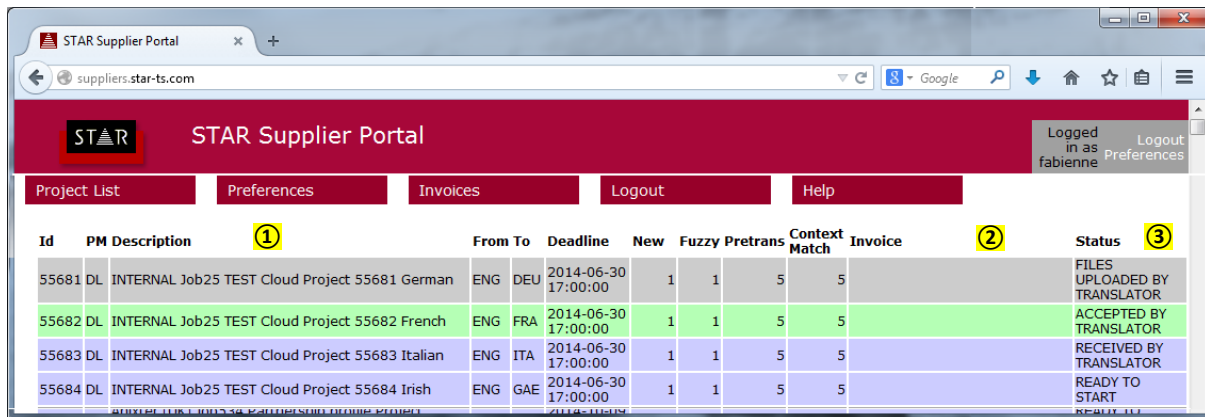
To be able to register successfully, you will need to be already set up in our supplier database. Please enter the **email address** we use to contact you, as it is the one recorded in our supplier database. You can then choose your **Password**. These details can be modified later on if needed in the **Preferences** tab.

Once you have submitted your **Registration Form**, you will receive a confirmation email.

Please click on the link provided to activate your account.

You can now log in and access your personal space on the Portal, where you can manage the projects sent on to you.

In the **Project List** tab, you will be able to:



Id	PM Description	From To	Deadline	New	Fuzzy	Pretrans	Context Match	Invoice	Status
55681	DL INTERNAL Job25 TEST Cloud Project 55681 German	ENG DEU	2014-06-30 17:00:00	1	1	5	5	5	FILES UPLOADED BY TRANSLATOR
55682	DL INTERNAL Job25 TEST Cloud Project 55682 French	ENG FRA	2014-06-30 17:00:00	1	1	5	5	5	ACCEPTED BY TRANSLATOR
55683	DL INTERNAL Job25 TEST Cloud Project 55683 Italian	ENG ITA	2014-06-30 17:00:00	1	1	5	5	5	RECEIVED BY TRANSLATOR
55684	DL INTERNAL Job25 TEST Cloud Project 55684 Irish	ENG GAE	2014-06-30 17:00:00	1	1	5	5	5	READY TO START

- ① View the list of projects that were sent to you, as well as some basic details: language combination, suggested deadline, wordcount, etc.
- ② Check if your invoices have been safely received and processed. Your invoice number will show up in the invoice field for the project if we have processed it.
- ③ Track the status of your projects. The projects will be displayed by reverse chronological order, with the newest orders appearing at the top of the screen.
 - READY TO START:** this status means the project was sent to you but you haven't accessed it yet.

44671	FP	Star TS Test Supplier Portal Test Project 44671 Canadian	ENG FRC	2013-02-22 00:00:00	718	0	0	0	0	READY TO START
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- **RECEIVED BY TRANSLATOR:** this status means you have accessed the project via your personal space on the Portal.

44672	FP	Star TS Test Supplier Portal Test Project 44672 Spanish	ENG ESP	2013-02-22 00:00:00	718	0	0	0	0	RECEIVED BY TRANSLATOR
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- **ACCEPTED BY TRANSLATOR:** the status will be updated to *accepted* once you have confirmed or modified the suggested deadline.
- **FILES UPLOADED BY TRANSLATOR:** this status will show once you have delivered the files via the portal
- **COMPLETED:** the project will show as *completed* once it is closed off. Completed projects information will stay up for some time but will eventually disappear from your list of projects. Please note that once a project is marked as *completed*, you won't be able to access the files related to it anymore.

Click on the new Project **Description** to access more details about the order.

Id	PM	Description	From	To	Deadline	New	Fuzzy	Pretrans	Context Match	Invoice	Status
44672	FP	Star TS Test Supplier Portal Test Project 44672 Spanish	ENG	ESP	2013-02-22 00:00:00	718	0	0	0	0	RECEIVED BY TRANSLATOR
44673	FP	Star TS Test Supplier Portal Test Project 44673 Spanish Mexican	ENG	ESM	2013-02-23 16:00:00	718	0	0	0	0	ACCEPTED BY TRANSLATOR
44671	FP	Star TS Test Supplier Portal Test Project 44671 Canadian	ENG	FRC	2013-02-22 00:00:00	718	0	0	0	0	READY TO START
44670	FP	Star TS Test Supplier Portal Test Project 44670 French	ENG	FRA	2013-02-22 00:00:00	718	0	0	0	0	FILES UPLOADED BY

ProjectID 44670
Project Manager FP
Description Star TS Test Supplier Portal Test Project 44670 French
From Lang en UK
To Lang FRA (fr FR)
Deadline 2013-02-22 00:00:00 [Change Date](#) [Confirm Date](#)
New 718
Fuzzy 0
Context Match 0
Pre Trans. 0
Status READY TO START
Transl. Status

DOWNLOADABLE FILES:

Filename	Date / Time	size
TestPortalFRA.rep	2013-02-20 06:23:12	452 bytes
TestPortal_FRA.PPF	2013-02-20 06:23:14	50.34 KiB
Why is context so important in translation.docx	2013-02-20 06:23:15	31.8 KiB

UPLOADED FILES:
 No Files Uploaded Yet.

UPLOAD TRANSLATED FILES:

Click or Drop files here to upload

Done Uploading - Notify PM

Notes for Project Manager regarding upload/delivery

Request for Translation

Dear Fabienne,

Please start on the following project:
 Star TS Test Supplier Portal Test Project 44670 French

	Count	Euro per word
New Words	718	0
Fuzzy Match Words	0	0
Perfect Match Words	0	0
Context Match Words	0	0

Total value for your invoice: 0.00 Euro

- Please can I have this back on 2013-02-22 00:00:00 GMT.

Please:
 login to your account [here](#) to view project details

Kind Regards,

Fabienne
 Production Manager

STAR Translation Services | Confidence in a Translated World

Docklands Innovation Park,
 128-130 East Wall Road,
 Dublin 3, Ireland
 Phone: + 353 (0)1 8365614
 Fax: + 353 (0)1 8364644
 Web: www.star-ts.com

STAR TS : ISO9001 and EN15038 Certified Translation Provider

About this Email
 This email has been sent to you from STAR Translation Services Project Management System.
 Docklands Innovation Park, 128-130 East Wall Road, Dublin 3, Ireland :
 Phone: +353 (0)1 8365614
 Certified ISO 9001:2008 and BS-EN15038-2006

① On the right hand pane, you will see a copy of the email notification you received for the new project. It will contain any additional remarks or instructions sent by the Project Manager.

② In this field, you will be able to accept the suggested **deadline** or suggest a new delivery date. Please note the project status will be updated to **Accepted by Translator** once you edit this field.

44673	FP	Star TS Test Supplier Portal Test Project 44673 Spanish Mexican	ENG	ESM	2013-02-23 16:00:00	718	0	0	0	0	ACCEPTED BY TRANSLATOR
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Once you edit the deadline, the field will become uneditable. Any further modification of the delivery date or queries regarding the deadline will have to be notified to the Project Manager by email.

③ Downloadable Files

This is where you can download all the project-related files: Transit kit, rep files, originals, reference material, etc.

④ Upload Translated Files

Use these fields to deliver your translations, adding any notes necessary.

Please note there is a 100 Mb limit per uploaded file.

⑤ Once the files are successfully uploaded, they will show up under the **Uploaded Files** field. You will be able to remove the files or upload some more files until the project is **completed**.

DOWNLOADABLE FILES:

Filename	Date / Time	size
TestPortalFRA.rep	2013-02-20 06:23:12	452 bytes
TestPortal_FRA.PPF	2013-02-20 06:23:14	50.34 KiB
Why is context so important in translation.docx	2013-02-20 06:23:15	31.8 KiB

UPLOADED FILES:

Filename	Date / Time	size	
TestPortal_FRA.TPF.PPF	2013-02-26 12:45:15	50.34 KiB	remove

UPLOAD TRANSLATED FILES:

Click or Drop files here to upload

Done Uploading - Notify PM

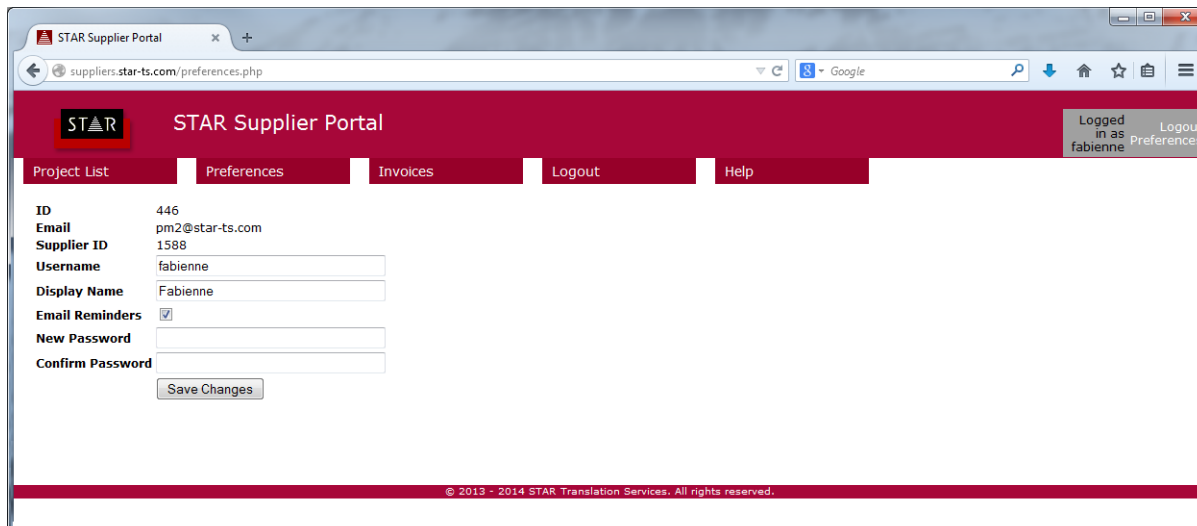
Notes for Project Manager regarding upload/delivery

The status of the project will then be updated to **Files Uploaded by Translator** in the **Project List** tab.

44670	FP	Star TS Test Supplier Portal Test Project 44670 French	ENG	FRA	2013-02-27 00:00:00	718	0	0	0	FILES UPLOADED BY TRANSLATOR
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In the **Preferences** tab, you can:

- View a summary of your Portal details
- Modify your **Username**, **Display Name** and **Password**.



The screenshot shows the 'STAR Supplier Portal' interface. The browser address bar displays 'suppliers.star-ts.com/preferences.php'. The page has a red header with the STAR logo and navigation tabs: 'Project List', 'Preferences' (selected), 'Invoices', 'Logout', and 'Help'. A user status box in the top right indicates 'Logged in as fabienne' with links for 'Logout' and 'Preferences'. The main content area contains a form with the following fields:

ID	446
Email	pm2@star-ts.com
Supplier ID	1588
Username	<input type="text" value="fabienne"/>
Display Name	<input type="text" value="Fabienne"/>
Email Reminders	<input checked="" type="checkbox"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

A 'Save Changes' button is located below the password fields. The footer of the page contains the copyright notice: '© 2013 - 2014 STAR Translation Services. All rights reserved.'

In the **Invoices** tab, you can produce invoices based on your completed projects.