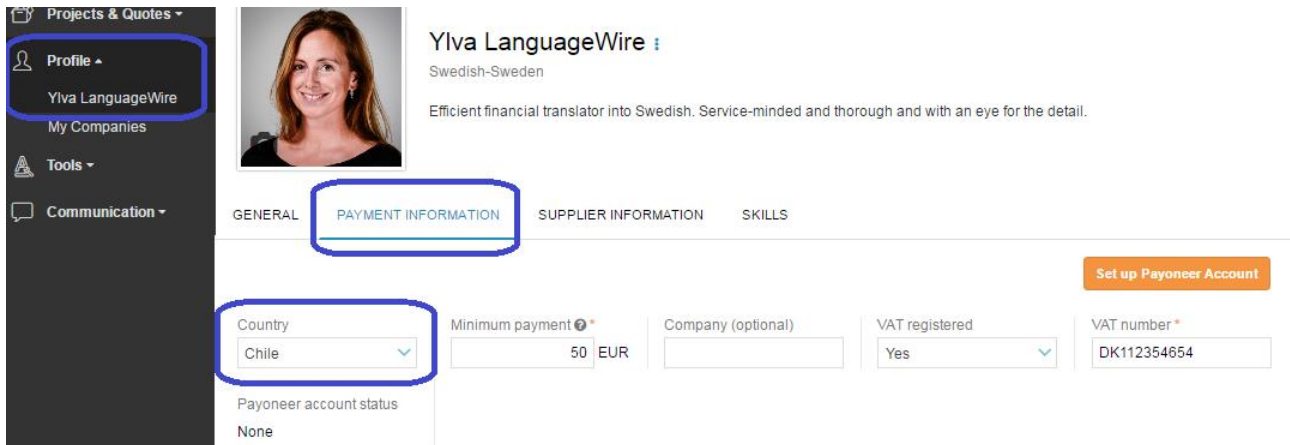


GETTING PAID - PAYMENT PROCEDURE

Log in to <https://agito.languagewire.com/>

CLICK “PROFILE”, “YOUR NAME” AND SELECT THE TAB “PAYMENT INFORMATION”



Projects & Quotes ▾

Profile ▾

Ylva LanguageWire

My Companies

Tools ▾

Communication ▾

Ylva LanguageWire :
Swedish-Sweden
Efficient financial translator into Swedish. Service-minded and thorough and with an eye for the detail.

GENERAL **PAYMENT INFORMATION** SUPPLIER INFORMATION SKILLS

Country: Chile

Minimum payment: 50 EUR

Company (optional):

VAT registered: Yes

VAT number: DK112354654

Payoneer account status: None

Set up Payoneer Account

COUNTRIES INSIDE THE SEPA REGION:

Fill in your bank information in your Agito profile if you live in a [SEPA country](#). Please enter all the payment details, such as IBAN, BIC, Country, Bank name, bank address and name of the account holder.

EXCEPTIONS:

Denmark: we ask you to enter your registration number and the account number.

Norway: we ask you to enter the 11-digit account number.

Sweden: Please enter “clearing number and account number”. You cannot enter a bank giro or a post giro number. However, you can ask your bank for the bank account number that supports the giro number.

COUNTRIES OUTSIDE THE SEPA REGION:

We cooperate with our American partner for secure and low cost payments, Payoneer. LanguageWire only make payments outside the SEPA region via Payoneer. LanguageWire cannot pay you in any other way.

Payoneer offers bank transfer or a prepaid MasterCard as payment methods. Payoneer support:

https://payoneer.custhelp.com/app/Contact_us

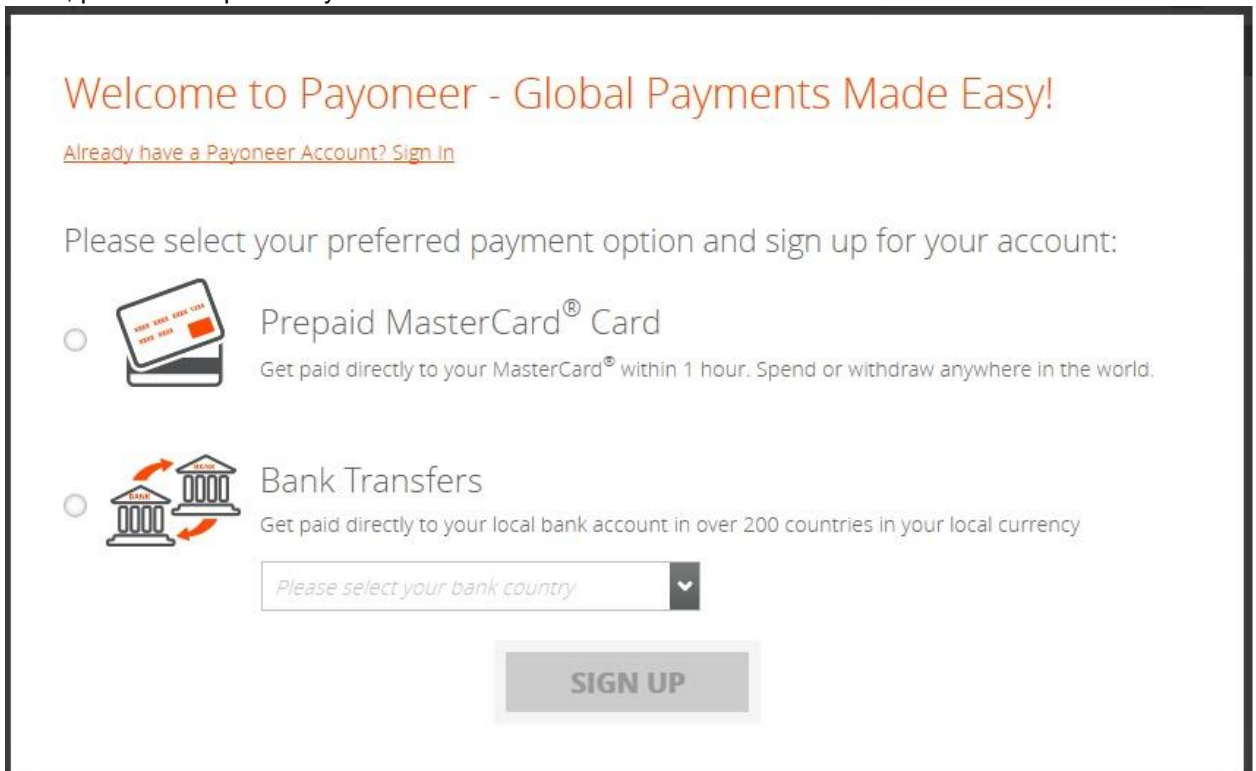
- Please select your bank country on your “Payment Information” page.
- Then, click on the link “Setup Payoneer Account” taking you to the Payoneer registration page so you can set up an account with our partner for secure and low cost payments, Payoneer. It looks like this:

GENERAL **PAYMENT INFORMATION** SUPPLIER INFORMATION SKILLS

Country: Chile Minimum payment: 50 EUR Company (optional): VAT registered: Yes VAT num: DK112354654 [Set up Payoneer Account](#)

Payoneer account status: None

- Then, please set up the Payoneer account. It looks like this:



- Set up a profile by choosing whether you want to set up a profile for a prepaid MasterCard or for (local) bank transfers. You read about the fees when you start the registration.
- By signing up to your Payoneer account through the LanguageWire profile, both your accounts are linked together and everything is set for your future payments.
- If you already have a Payoneer account from before, then click here:

Welcome to Payoneer - Global Payments Made Easy!

[Already have a Payoneer Account? Sign In](#)

Please select your preferred payment option and sign up for your account:



Prepaid MasterCard® Card

- Payoneer will handle your application. Payoneer account status will show as “Pending”:

GENERAL **PAYMENT INFORMATION** SUPPLIER INFORMATION SKILLS

Country: Faroe Islands

Payoneer account status: **PENDING**

Minimum payment: 0 EUR

Company (optional):

VAT registered: Yes

VAT number: 585572

[Edit Your Payoneer Settings](#)

Notes on payment

- When Payoneer has registered your new account, a text will say “Approved”:

GENERAL **PAYMENT INFORMATION** SUPPLIER INFORMATION SKILLS

Country: USA

Payoneer account status: **APPROVED**

Minimum payment: 1000 EUR

Company (optional):

VAT registered: No

VAT number:

[Edit Your Payoneer Settings](#)

Notes on payment
Add [Add](#)

- If your Payoneer account is not approved, or there are any doubts about it, the Payoneer account status will say: **Validation failed**.

GENERAL INFORMATION ABOUT PAYMENTS:

MINIMUM PAYMENT

This field refers to the possibility of postponing the payment until the voucher exceeds a certain amount. Edit your “Minimum payment”. This amount refers to how much you would like to earn before we send the payment. You may wish to change this minimum payment, as bank transfer costs tend to be the same whether for large or small amounts. If you don’t edit this minimum amount, it is automatically set at EUR 0. The choice, however, is yours.

Country Chile	Minimum payment 50 EUR	Compa
Payoneer account status		

WE SEND ALL PAYMENTS FROM DENMARK

We send all payments from our headquarters in Denmark. If you live in Denmark, we add VAT to your payment. If you live abroad, we don't add VAT to your payment.

VAT NUMBER

This is LanguageWire A/S' (Denmark) VAT number:

DK25567846

YOUR VAT NUMBER

It is of major importance that you add your own VAT number on your profile. Go to: Profile/your name/Payment information and you find the section at the top of the page. It looks like this:

Company (optional) Nordic translation	VAT registered Yes	VAT number * DK112354654
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HOW DOES LANGUAGEWIRE PAY ME?

When you work for LanguageWire you don't have to invoice us at all. Actually, you don't have to spend any of your time and resources on administrative tasks when working with LanguageWire. We take care of it all for you.

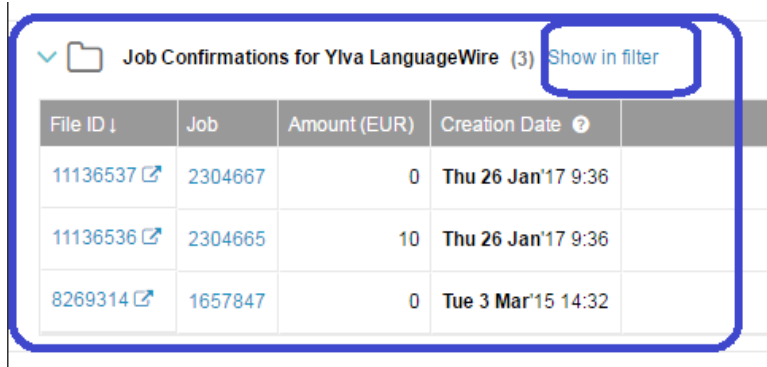
1. You will always receive an order confirmation when you begin a new job for LanguageWire.
2. You will receive your payment automatically, and we will transfer it to the bank account indicated by you in your profile under **Profile – (Name) - Payment information**. You will receive a **settlement voucher** showing your payment for jobs completed between the 16th of one month and the 15th of the subsequent month. Thus, a job that is finished on the 15th of June will be paid for on the 1st of July. A job that is finished on the 16th of June will be paid for on the 1st of August.
3. You have a complete overview of payments received by and due to you in your LanguageWire profile (Profile - name - **Payment information** in your personal account). Here you will see that a "Minimum payment" is indicated. You may wish to change this minimum payment amount, as bank transfer costs tend to be the same whether they are for large or small amounts. If you don't edit this minimum amount, it is automatically set at EUR100.
4. LanguageWire A/S makes all payments from Denmark. If you live in Denmark, we add VAT to your payment. If you live abroad, we don't add VAT to your payment according to Danish and European tax legislation. If you get your payment from us via Payoneer, the money is, from a legal aspect, still considered to be sent from Denmark.

We hope that this information will help you to get to know our system.

JOB CONFIRMATIONS

You receive a job confirmation for every job that you accept. The system saves these confirmations in your profile under **Profile - name - Payment information**.


You can see the date when we have sent the job confirmations from the system.



File ID ↓	Job	Amount (EUR)	Creation Date ⓘ
11136537	2304667	0	Thu 26 Jan'17 9:36
11136536	2304665	10	Thu 26 Jan'17 9:36
8269314	1657847	0	Tue 3 Mar'15 14:32

If you click “Show in filter”, you can search on a specific job number or on the date “Creation date” in order to only display the jobs that have been created a certain date. You can also export the job confirmations into an .xls or a .csv file for your own reference.

Job Confirmations for Ylva LanguageWire



File ID ↓	Job	Amount (EUR)	Creation Date ⓘ
11136537	2304667	0	Thu 26 Jan'17 9:36
11136536	2304665	10	Thu 26 Jan'17 9:36
8269314	1657847	0	Tue 3 Mar'15 14:32

VOUCHERS

You will receive a monthly settlement voucher showing your payment for jobs done between the 16th of one month and the 15th of the subsequent month. Thus, a job that is finished on the 15th of June will be paid for on the 1st of July. A job that is finished on the 16th of June will be paid for on the 1st of August.

We save these vouchers in your profile under **Profile – (Name) - Payment information - Vouchers**. You can display the voucher and all its jobs by clicking the voucher number.

Vouchers (10 of 79) Show all			
Number	Jobs	Total Amount (EUR)	Payment Date
85406	5: 2234691; 2236813; 2246567; 2249738; 2253948	2221.11	Fri 30 Dec'16
84374	14: 2158918; 2161540; 2166037; 2176589; 2180005; 2189754; 2189758; 2190338; 2192537; 2200998; 2206227; 2208766; 22... 11739	4938.19	Wed 30 Nov'16
82400	23: 2098572; 2100675; 2104472; 2108241; 2108768; 2110374; 2118589; 2119849; 2124614; 2127165; 2127192; 2128877; 21... 54236	5439.61	Fri 30 Sep'16
80510	23: 2029875; 2032027; 2034902; 2040782; 2041010; 2042045; 2043556; 2046017; 2047401; 2053549; 2055835; 2066727; 20... 96319	1799.33	Wed 31 Aug'16
78624	3: 1966256; 1996312; 2017718	2830	Tue 31 May'16
77634	5: 1966255; 1972455; 1988434; 1992944; 1999798	806.53	Fri 29 Apr'16

You can click “Show all” if you would like to search for some of the fields, such as job number:

Once you have clicked “Show all”, the search fields are available. You can also export the vouchers into an .xls or a .csv file for your own reference.

JOBS TO BE PAID

You have an overview over the next payment(s) here. At the bottom, you find the total amount that we owe you. The system updates this amount as you are completing more jobs. Make sure that you set the “Minimum payment” to an amount that is lower than what we owe you in case you want us to pay you at the next slot. Please read the section “General information about payments” above.

Jobs to Be Paid (3)					
File ID	Job	Amount (EUR)	Creation Date	To Be Paid	
Jobs to Be Paid in February					
11066252	2287415	60	Wed 11 Jan'17 13:53	February	
10999435	2272087	95	Thu 22 Dec'16 15:21	February	
10998008	2270882	220	Thu 22 Dec'16 10:22	February	
		Total: 375			

Thanks for your attention.

All the best,

Supplier Relations: <https://www.languagewire.com/en/ls/suppliers-get-started>

Email us: supplier@languagewire.com