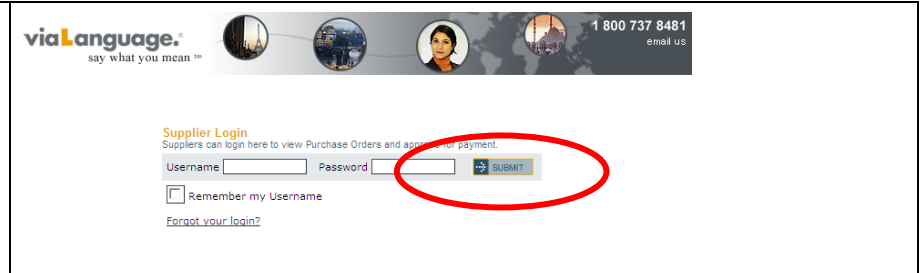




## Using the viaLanguage Billing Portal

### 1.0 Login page

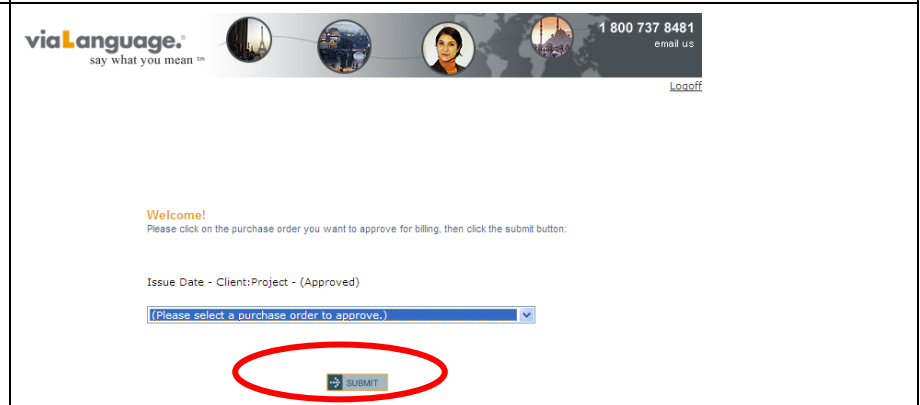
- Go to the web page: <http://supplierbilling.vialanguage.com/>.
- Enter the username and password that were sent to you
- Click SUBMIT.
  
- If you do not have login instructions, please click on "forgot your login" and we will contact you with the necessary information.



### 2.0 Welcome/Purchase Order Selection page

This step should only be performed after satisfactorily completing a job.

- Select the Purchase Order (PO) from the list that represents a job you have finished.
- Click SUBMIT.





### 3.0 Purchase Order Approval page

This page will display the details of the PO you selected in the previous step.

- Review the details of the PO
- If you would like to request payment on this PO without changes:
  - check the APPROVED box,
  - enter your reference or invoice number. This will provide crucial assistance in keeping track of your submissions.
  - Click SUBMIT.
- If you believe that the \$ amount or other details are incorrect, check the APPROVED WITH CHANGES box:
  - enter the explanation for the payment difference in the comments box,
  - enter your company's reference number (if needed) and
  - click SUBMIT.

NOTE: the comments box can also be used to tell us about any other changes to your account that our accounting department should be aware of, such as change of address.

Upon completion of this step, your request to be paid on the PO has been registered. An email confirmation will be sent to you from "invoicing@vialanguage.com".

### 4.0 Confirmation page

When this page appears, your request for payment was successful. Your options are:

- Log off or
- Return to the PO List to handle additional PO Payment Request for completed jobs

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**Purchase Order Approval**  
Please review the purchase order carefully. If it matches your records, and you are ready to request payment, simply check the "Approved" checkbox and then click the SUBMIT button below.

There is no need to send an invoice. This approval will initiate the payment process. You will receive an email confirmation of your request for payment. If you have not received a confirmation within the business day, please contact us.

If you do not want to approve this purchase order at this time, simply click the CANCEL button.

For questions or comments, please contact our Accounting Manager: [invoicing@vialanguage.com](mailto:invoicing@vialanguage.com)

Thank you!

**Purchase Order Summary For PO ID: 673**

Invoice To: **Company:** Keaning Translation Service **Client/Project:** Hillsborough School District (PL110923704)  
**Name (First Last):** [Empty] **City/State:** [Empty]  
**Email:** [keanings@vialanguage.com](mailto:keanings@vialanguage.com) **Date Issued:** 12/28/2008  
**Phone:** 861-756-0819 **Date Due:** 12/28/2008  
**Fax:** 861-756-0212 **Source File Description:** DTP for microstructure  
**Address:** Keaning Translation Service **Project Manager:** Cathy  
 Room 602, Unit A, Building 3B  
 150-11th Street, 9 Tampere, Finland  
 Country: [Empty] **Purchase Order Total:** 900.00

Item	Qty	U	Rate	AM	Unit	Unit Price	Total
DTP	10.0000	[Empty]	\$ 90.00	Per	page	All languages	900.00

Standard payment terms: 30-60 days, by check or A/Pay, in US dollars. Invoices are processed starting 30 days from date of approval; delivery may take up to 45 days, depending on the weekly payment cycle and the postal service.

Approved  Approved with Changes

Invoice Number/Account changes/PO changes  
 Your Reference Number: [Empty]

**Logoff**

**Return to PO List**

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**5.0 Returning to Welcome/Purchase Order Approval Page**

Upon returning to this page, you will note the PO you just approved is now marked (Approved) in the drop list.

Repeat the steps 2.0 – 4.0 above, as necessary, for the PO's for which you would like to request payment.

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Logoff

**Welcome!**  
Please click on the purchase order you want to approve for billing, then click the submit button:

Issue Date - Client:Project - (Approved)

02/14/2007 - WA Department of Insurance:14403007 - (Approved) ▼

SUBMIT