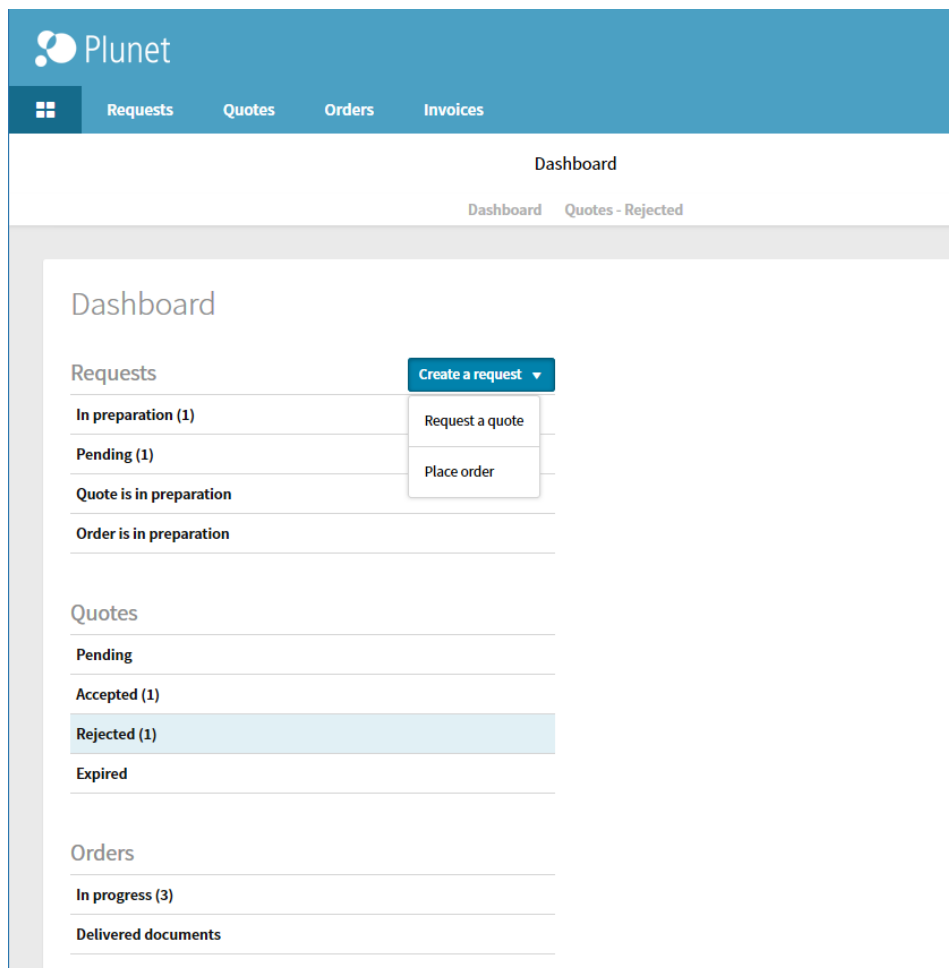


[Watch our video tutorial here](#)

How to create requests in Plunet

- go to <https://portal.t-works.eu> ¹
- login using the details supplied by your project manager.
- in the Main Panel, click on Create Request and chose whether you want to submit a quote request or open an order (both procedures are identical).

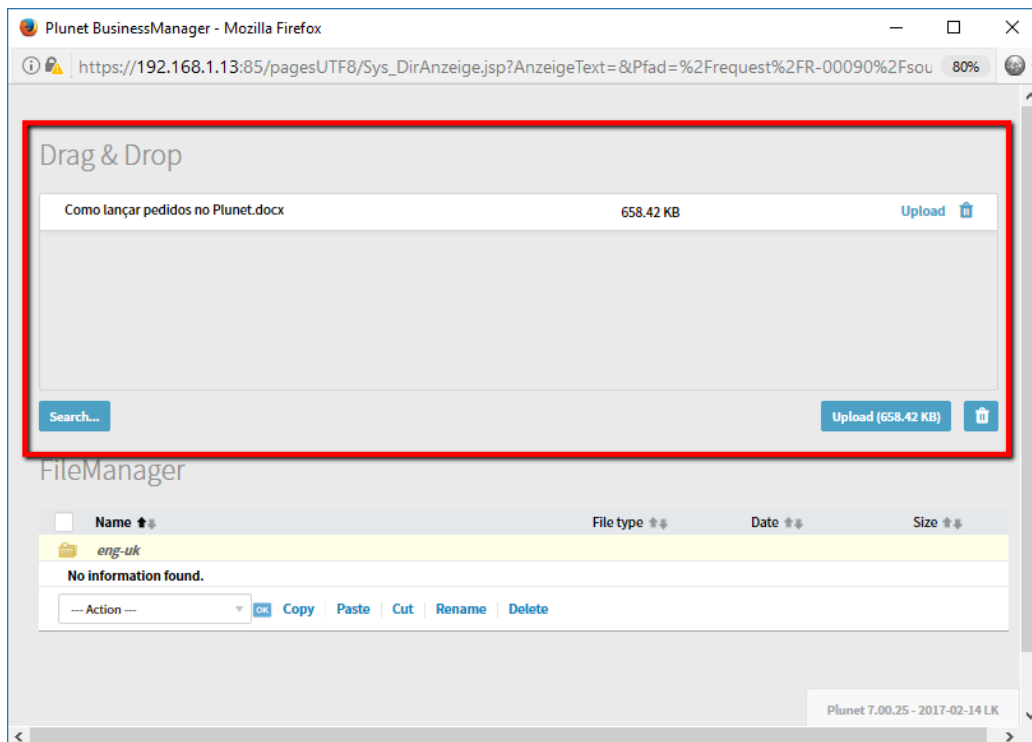
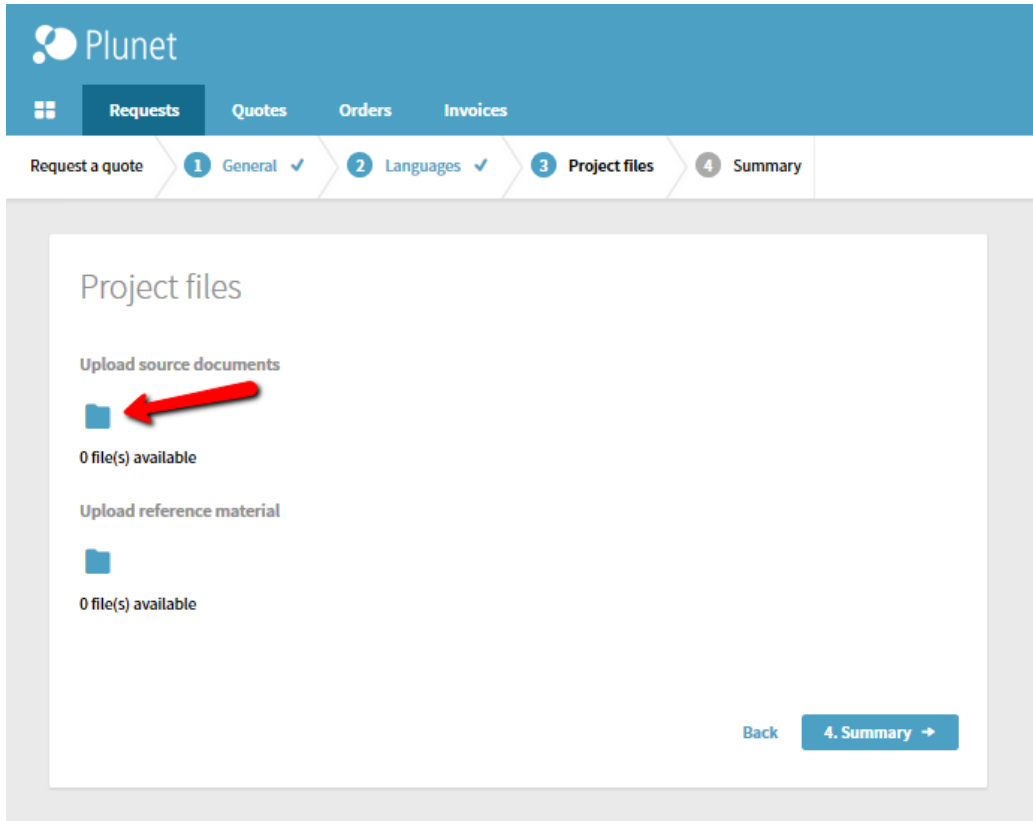


- In the General tab, you must enter the project's main data: name, description and reference number, etc. Please note in the Description field if you require a Certified Translation. Click on the languages button to go to the next screen.

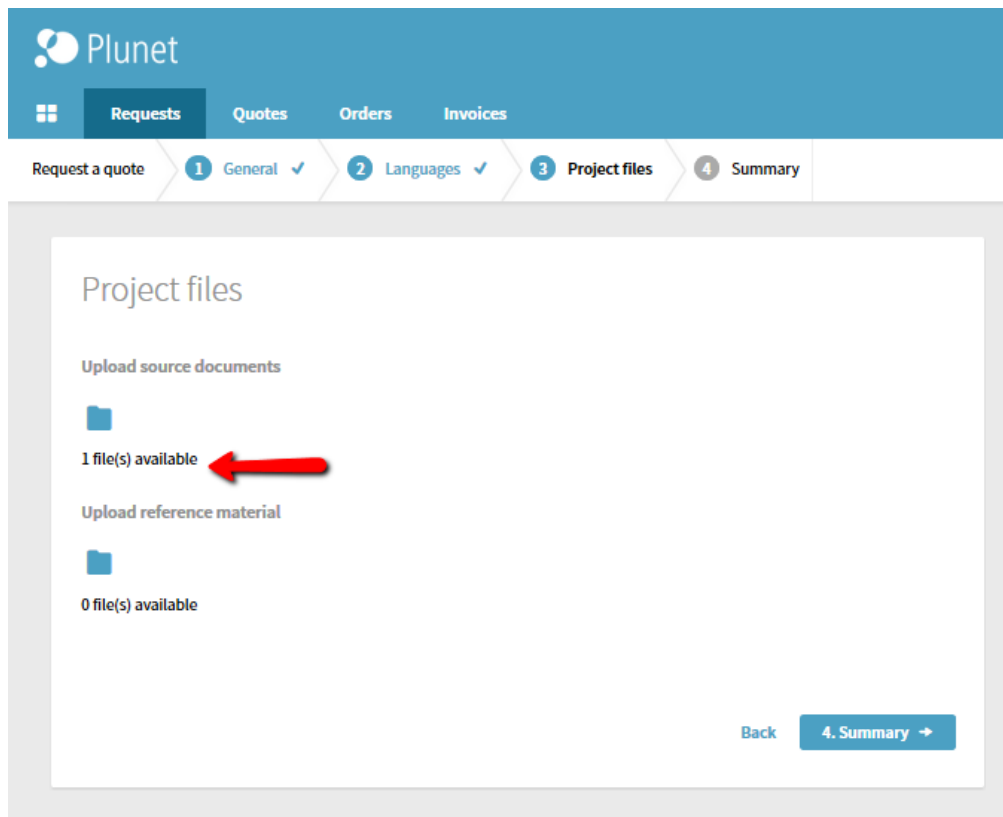
¹ If you cannot access the site, please check it is not being blocked by your network firewall

- Select the source and target languages from the drop-down menus and add them by clicking the + symbol. Once you have entered the language combination you can define them for future requests by clicking on “Set predefined language combinations”. You can also set different deadlines by language combination. Click the “Project files” button to go to the next screen.

- in this tab you must click on the folder icon underneath where it says “Load source documents”. This will open a new window into which you can drag the source documents. Click Load to upload them.



- Once the files are uploaded close this window to return to the previous screen, which will show how many files have been loaded.



- The final tab displays a complete summary of the request. At the end of this summary you can set a final quote deadline and provide an email address to which the request confirmation will be sent. When you click "Request a quote", the request will be sent to your project manager.

Requests Quotes Orders Invoices

Request a quote 1 General 2 Languages 3 Project files 4 Summary

Languages

Language	Requested delivery date
eng-UK > por_PO	20.04.2017

Project files

Upload source documents

1 file(s) available

Upload reference material

0 file(s) available

Send request

Due date (Quote)

Send request confirmation to *

Back Request a quote

How to download files from previously delivered jobs

- Click the “delivered documents” option on the Plunet dashboard to see a list of all previously completed orders:

Plunet BusinessManager

Dashboard

Orders - Delivered

Orders

In progress

Delivered documents (1)

Invoices

All

Due today

Not due

Overdue

FileManager

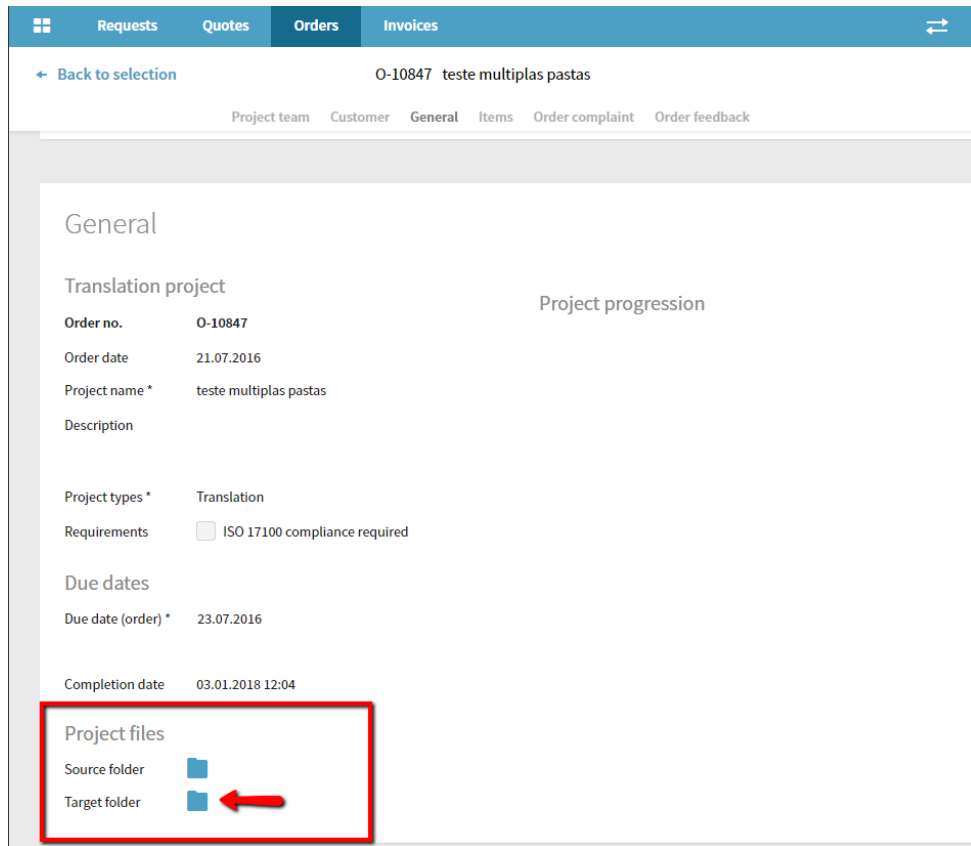
Orders - Delivered

Options Order no.

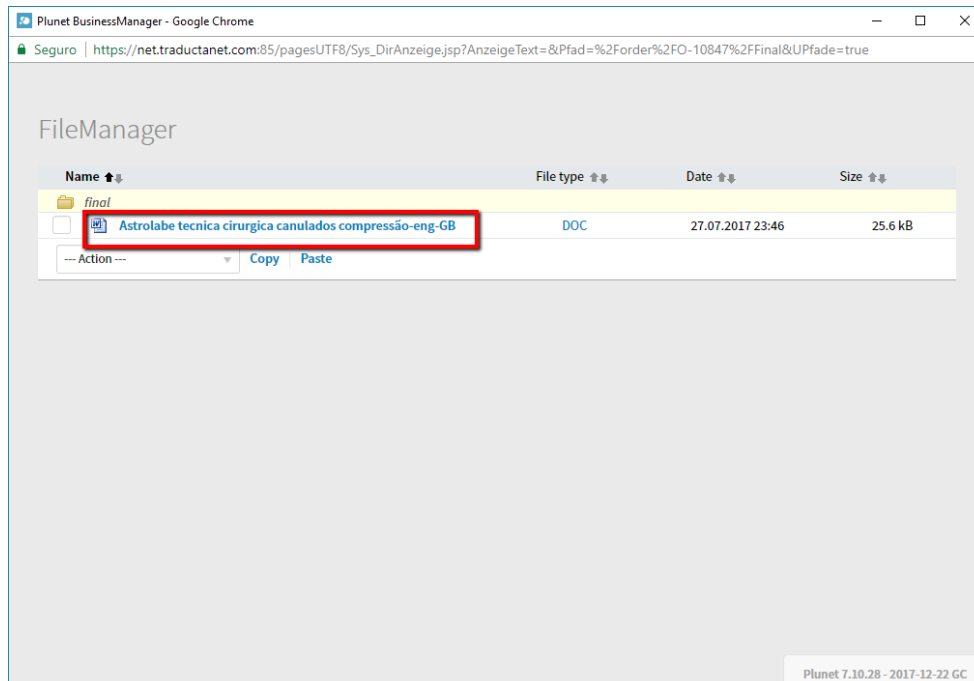
Orders	Project name	Description	Due date	St...	UpL...
Orders: 0-10847					
001	teste multiplas pastas	English (UK)/Portuguese (Portugal) - teste multiplas pastas	22.07.2016	Ap...	

Results: 1 15 results per page

- click the order number to get its details and then go to "Project files" and click on the folder icon next to "Target folder":

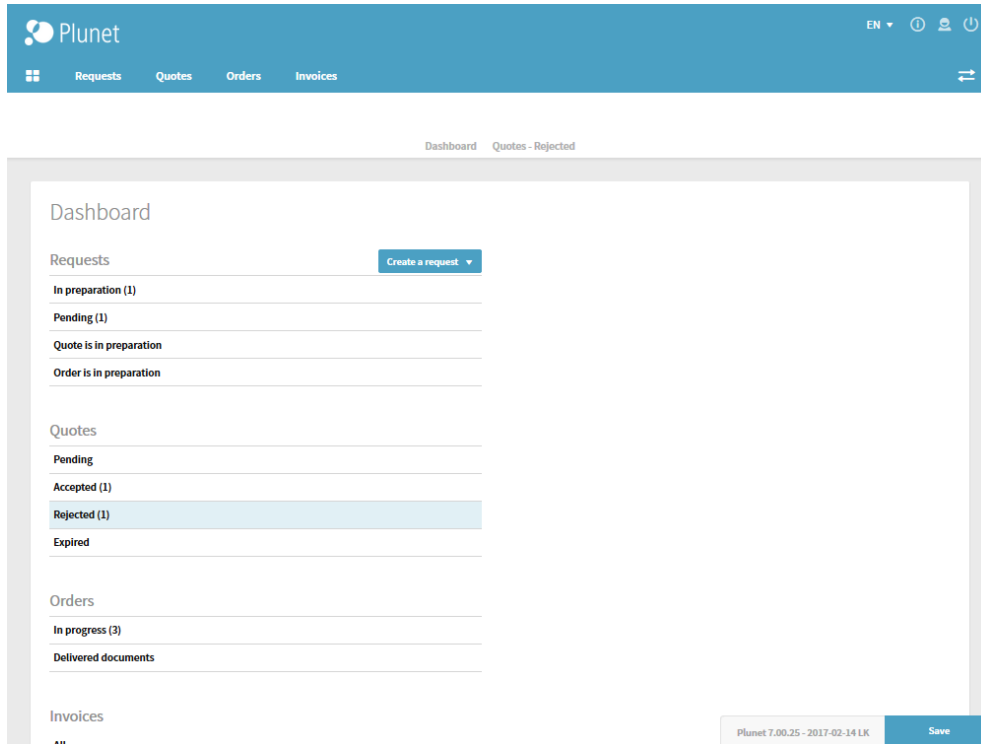


- click on the name of the file(s) to start downloading them.

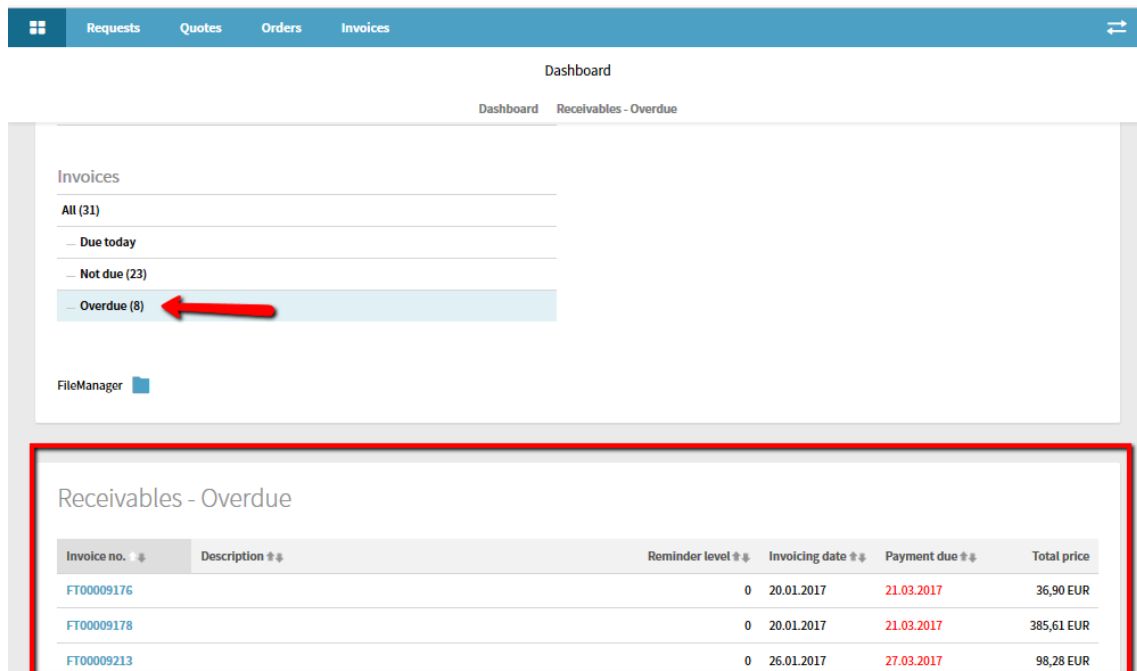


How do you view requests, quotes, orders and invoices in Plunet?

- Plunet’s Main Panel displays a summary of all requests, quotes, orders and invoices in the system.



- Each of these categories are shown according to status, which you can click in order to see a more detailed list:



- clicking on items on the list will provide more details about them:

Requests Quotes Orders **Invoices**

← Back to selection FT00009176 Dal-301_30-102_Notif FE...
Project team Customer General Items

Project team

Description	Resources	Project role
Project manager *	Maria Magalhães de Almeida	

Customer

Customer *	[Redacted]	Communication	
Contact persons	[Redacted]	Telephone	[Redacted]
Address	Shipping address	Fax	[Redacted]
PO number	<input type="text"/>	E-mail	[Redacted]
		City, Country	Lisboa, Portugal
		Project manager	
		Telephone	+351 213 883 384 (ext. 24)
		Skype contact	maria.magalhaes.traductanet
		E-mail	maria.magalhaes@traductanet.com

General

Translation project Financial accounting Plunet 7.00.25 - 2017-02-14 LK Save

How do I accept or reject quotes in Plunet?

- In the Main Panel click on "Quotes" to see a list of your pending quotes:

Quotes

- Pending (1)**
- Accepted (1)
- Rejected (1)
- Expired

- In the list of pending quotes, click on the number of the one you wish to accept or reject:

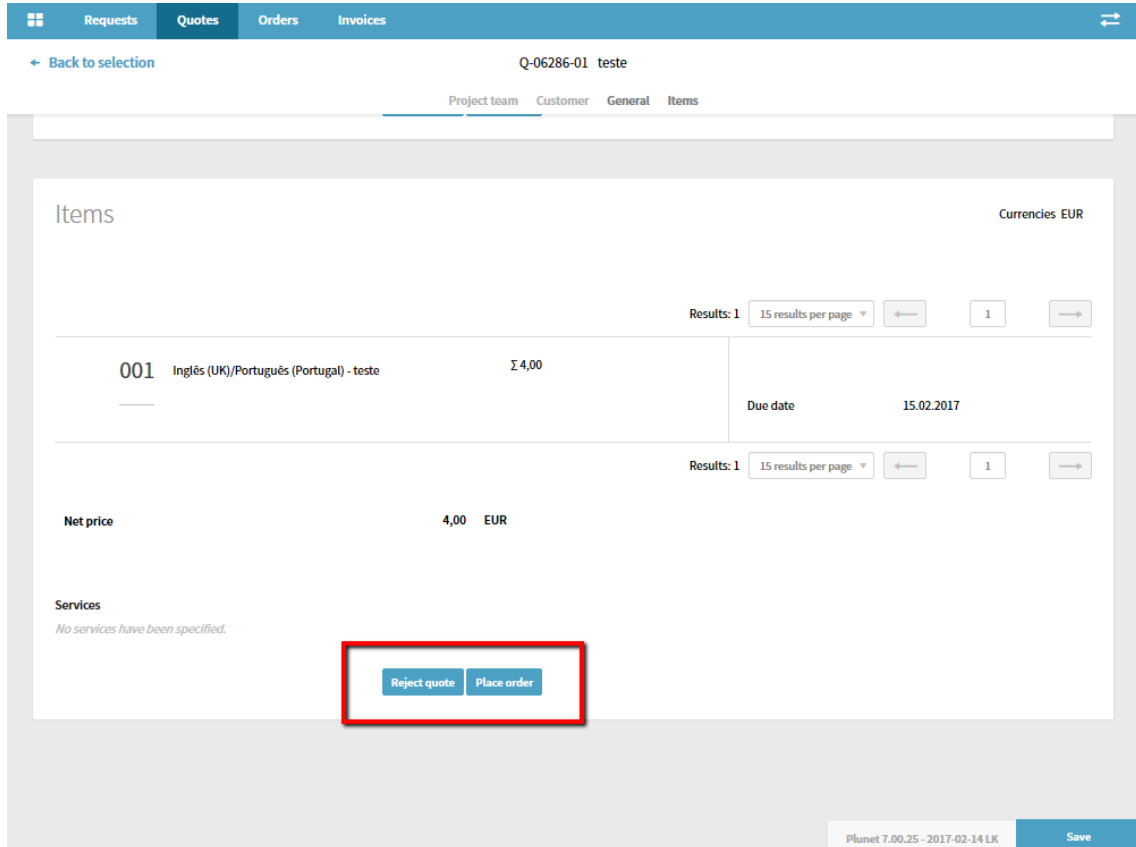
Quotes - Pending

Options: [v] OK Quote no. [v]

Quotes	Project manager	Project name	Quotation date	Expiry	Upload
Q-06286-01	Luis Miguel Sousa Costa	teste	19.04.2017	19.04.2018	[v]

Results: 1 15 results per page [v] [←] 1 [→]

- The program will display all of the details of this quote, including the price and deadline. Click “Place order” to accept, or “Reject quote” to reject. Your project manager will receive an email informing them of your decision and will take the necessary action.



The screenshot shows the 'Quotes' section of the Traductanet application. The quote ID is 'Q-06286-01 teste'. The main item is '001 Inglés (UK)/Português (Portugal) - teste' with a net price of 4,00 EUR. The due date is 15.02.2017. At the bottom of the quote details, there are two buttons: 'Reject quote' and 'Place order', which are highlighted with a red rectangular box. The interface also includes a navigation bar with 'Requests', 'Quotes', 'Orders', and 'Invoices', and a footer with 'Plunet 7.00.25 - 2017-02-14 LK' and a 'Save' button.