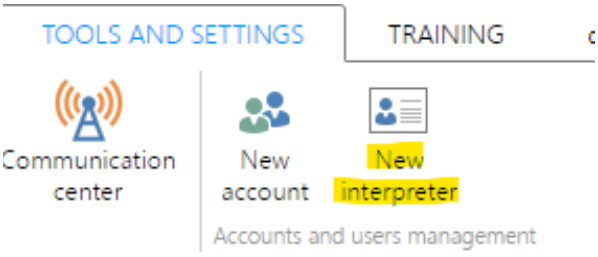
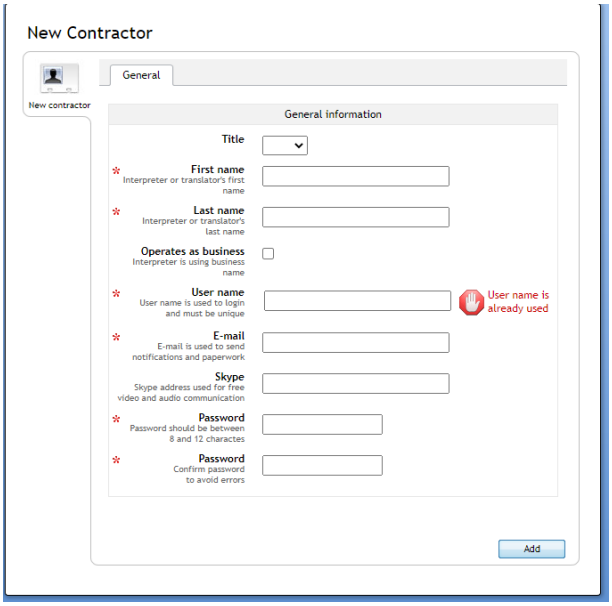
NEW VENDOR PROCESS

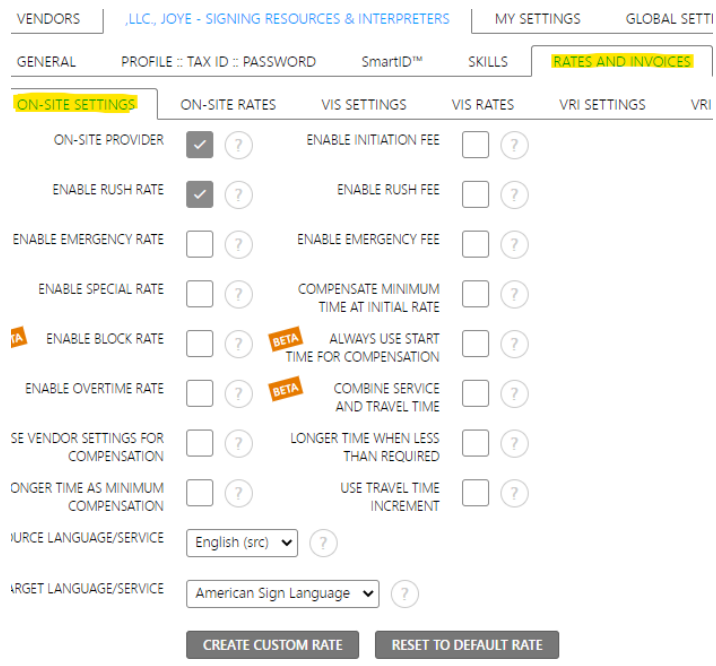
TOOLS AND SETTINGS > New Interpreter



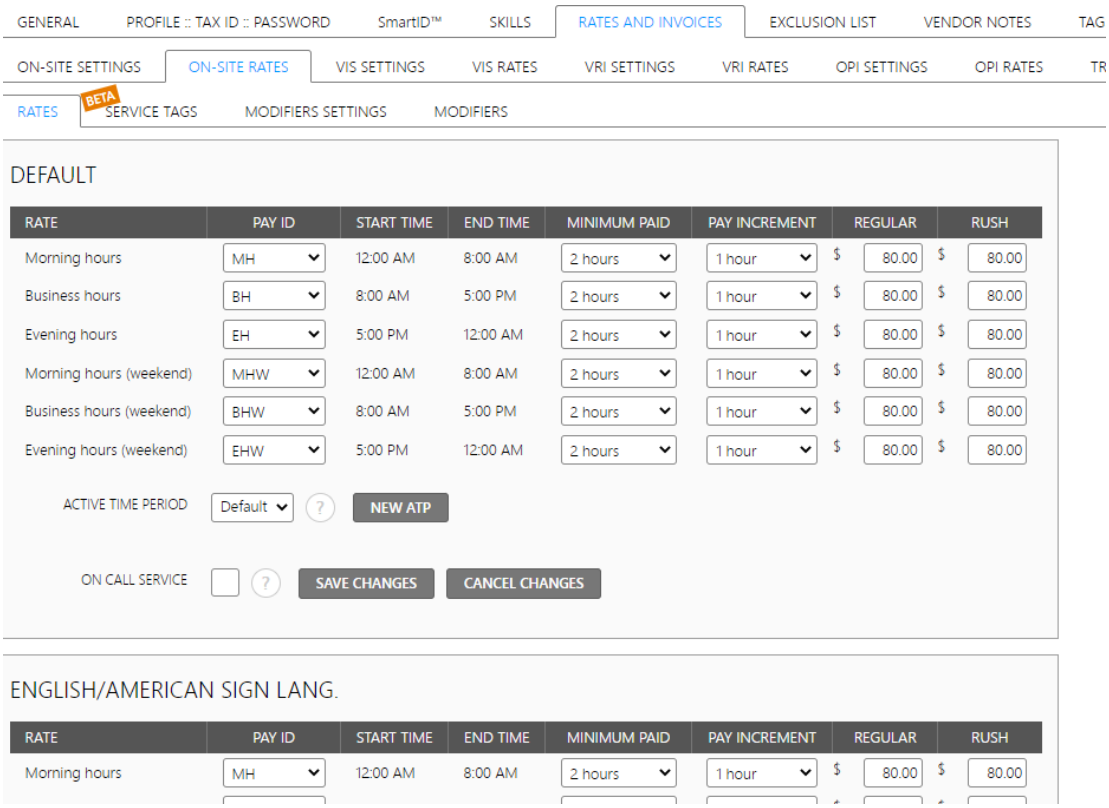


All data that is keyed into SI will automatically be transferred into Quickbooks - this includes daily edits, revisions, updates

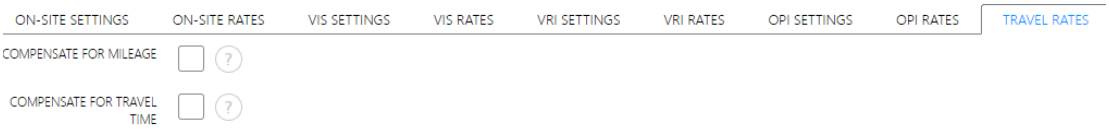
Rates and Invoices (on-site and remote)



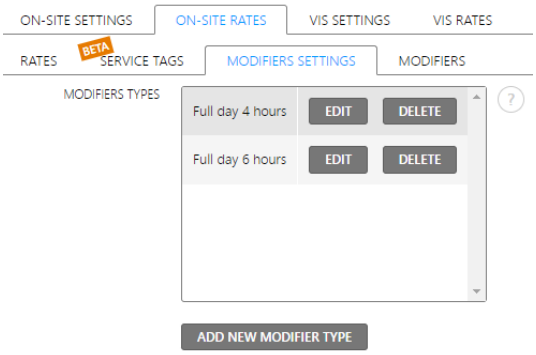
–



Travel Rates | Mileage



Modifiers

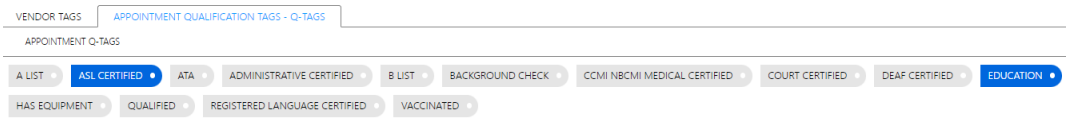


Vendor Tags & Appointment Qualification Tags (Q-TAGS)

Vendor Tags:

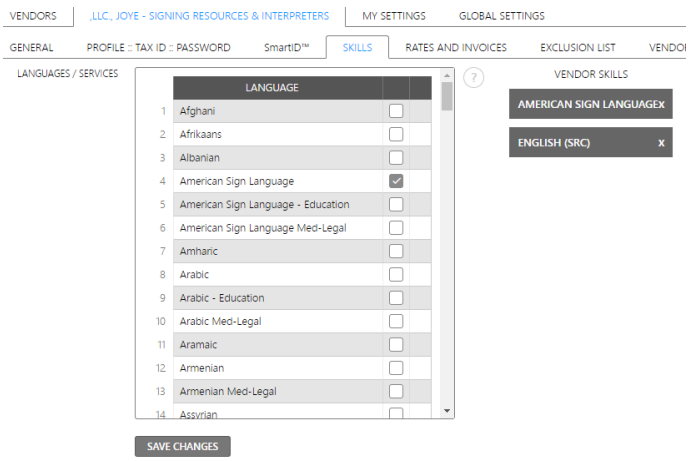


Appointment Qualification Tags (Q-Tags):

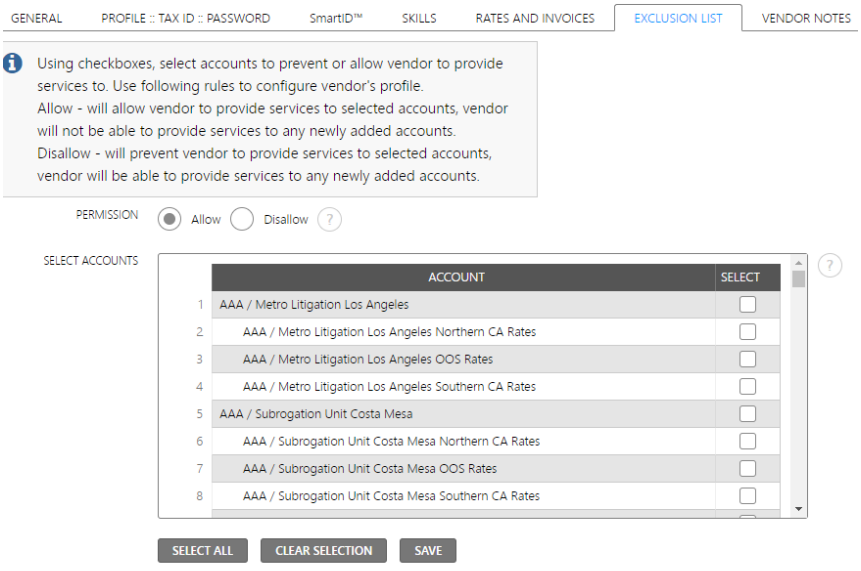


Note: Federal Interpreter's need to also be selected as Court if in CA also include Admin tags. Education Interpreter's that are also Court if in CA also need to include Court, Admin

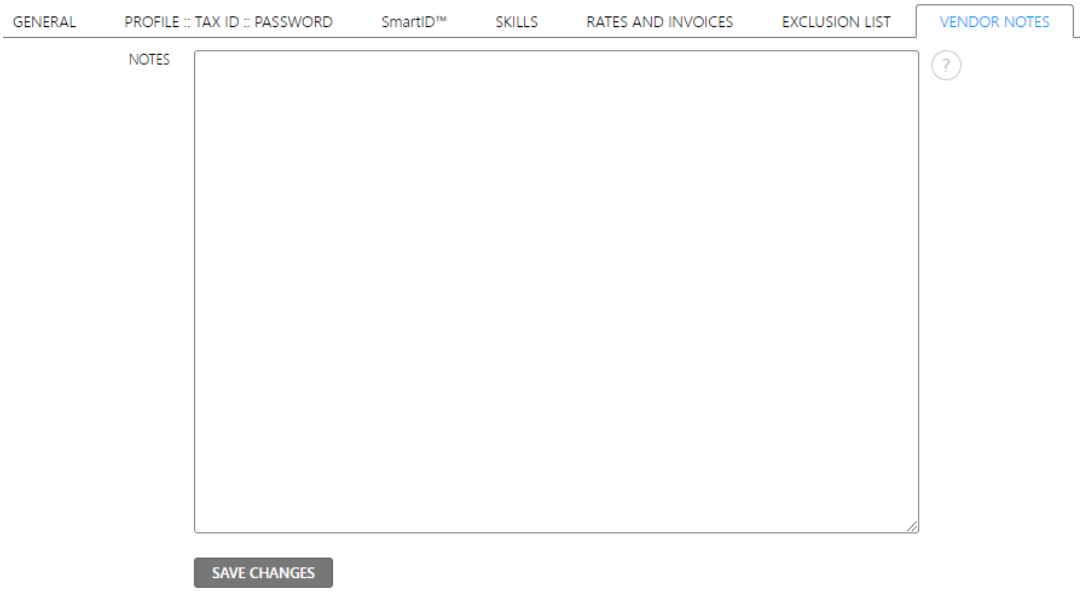
Skills



Exclusion List

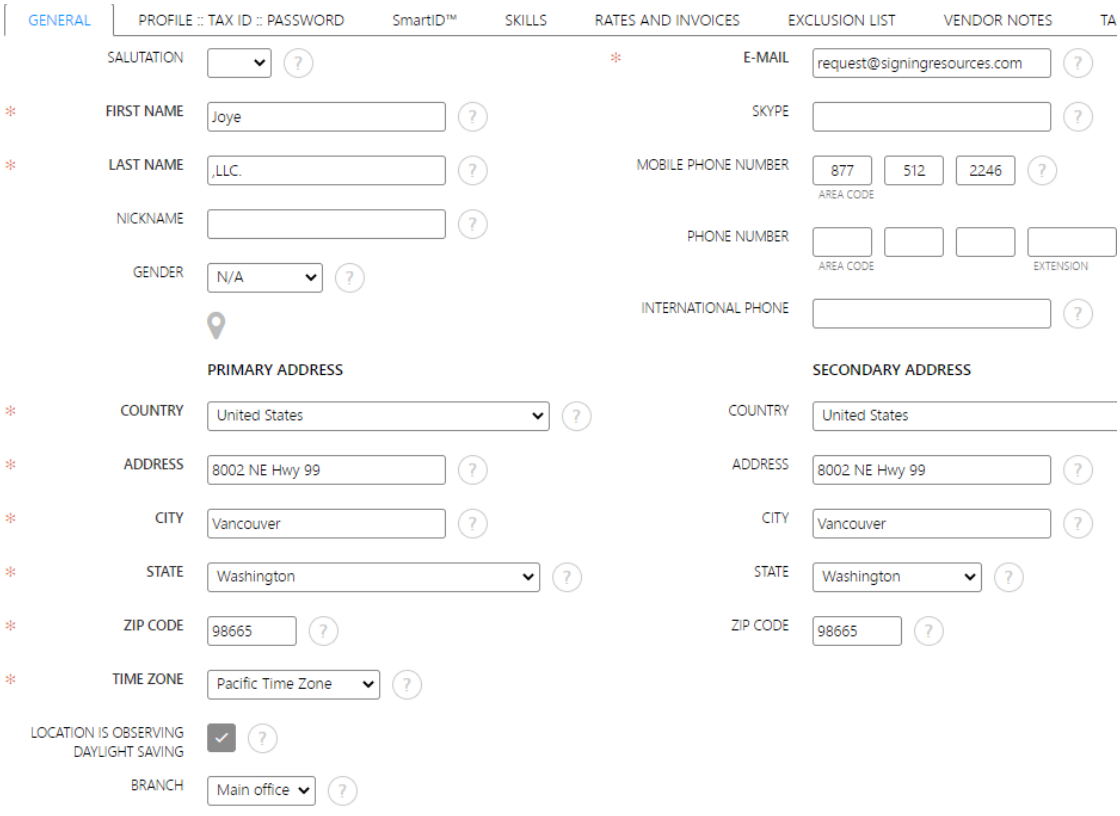


Vendor Notes

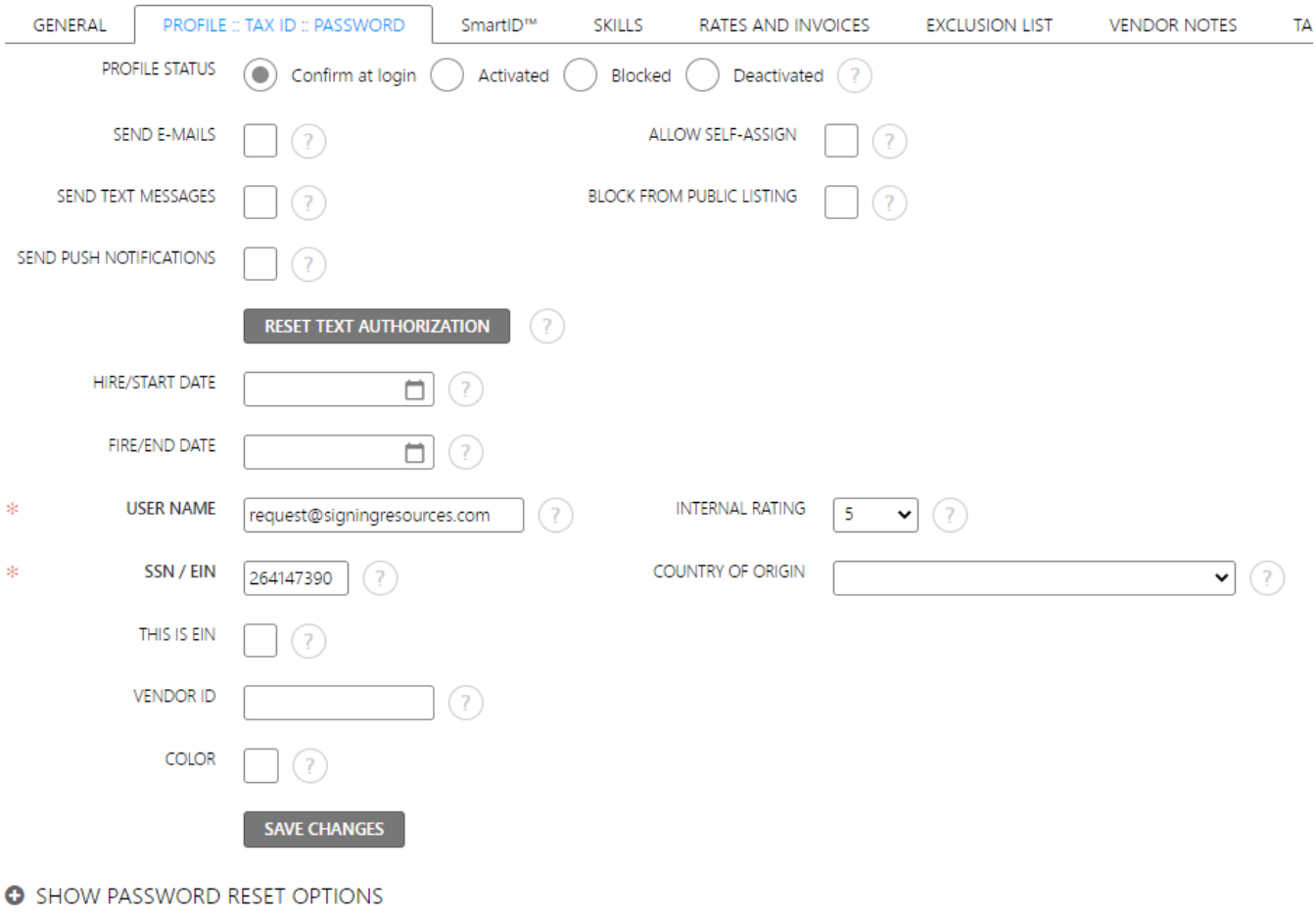


Updating General & Tax ID

General



Profile Tax ID Password



Revision #6
★Created Thu, Feb 3, 2022 6:53 PM by Veronica Amador
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