**Vendor Invoicing Procedures**

We appreciate your willingness to work with RR Donnelley Global Translation Services (GTS). To assist us in making timely payments to you, please follow these instructions when submitting an invoice for work requested by our Project Coordinators worldwide.

We encourage any vendor who works with us regularly to consolidate multiple assignments into one monthly invoice. Please do not address your invoices to the office that issued your Work Order, as all payments originate from the US.

**Address your invoices to:**

RR Donnelley  
Attention: Global Translation Services A/P  
55 Water Street  
New York, NY 10041 USA

**PLEASE NOTE:** ALL invoices MUST be uploaded through the link we have created for this purpose in the Vendor Portal (http://atlas.rrd.com/VendorPortal/Login.cfm). If you do not have access to the Vendor Portal, please contact GTS Vendor Management at GTS.Translators@rrd.com.

**Mandatory Information to Include on Your Invoice:**

- **Your invoice number** - please include your own invoice reference number to help avoid any confusion when tracking an invoice
- **Invoice date**
- **Vendor ID number** as provided by RR Donnelley GTS Vendor Management; your Vendor ID Number is a unique seven digit number assigned to you, and will appear on any Work Order (WO) for services requested by a Project Coordinator
- **GTS Work Order number**, as provided to you by a Project Coordinator in a Work Order for the service requested. This number is unique for each assignment. The second element of the WO number is the GTS project number, which may help when referencing the assignment with your Project Coordinator. For example, WO number “21820_18550” indicates that your specific assignment number is 21820, and that it pertains to project number 18550.
- **Service performed for GTS** (translation, editing, proofreading, etc.)
- **Date of assignment**
- **Language Pair**
- **Rate** (per-word, per-page or per-hour)
- **Number of words, pages or hours for each assignment**
- **Total invoice amount** in USD or in respective currency
- **Consolidated invoices** must include a line item breakdown for each assignment, and reference the WO number pertaining to each assignment
- **Banking information (applies ONLY to ACH payments):** see details below in the “Requirements for Payment by ACH” section
**Rates:**

- All unit rates quoted on invoices must match the rates we have on file for you, which were communicated to you on the Work Order. If the rates quoted on your invoice differ from those on file, your invoice may be rejected.
- All requests for rate changes should be addressed to GTS.Translators@rrd.com.
- GTS pays Translation Memory rates on a standard schedule as follows. We ask all vendors to charge at these standardized match rates.

<table>
<thead>
<tr>
<th>Match Level</th>
<th>% of base rate *</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Match</td>
<td>30%</td>
</tr>
<tr>
<td>75-99% Match</td>
<td>60%</td>
</tr>
<tr>
<td>0-74% Match</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Exceptions may apply. These exceptions will be agreed before issuance of any Work Order.

**Submitting Your Invoice:**

- **Submit your invoice through your Vendor Portal** page at http://atlas.rrd.com/VendorPortal/Login.cfm. Your initial user name is your email address, and your password is your Vendor ID number.
- **DO NOT SEND YOUR INVOICE TO EITHER THE INVOICING TEAM OR YOUR PROJECT COORDINATOR**, as your payment may be delayed - invoices are ONLY accepted through the Vendor Portal, and Project Coordinators are not responsible for processing payments.
- Before sending your invoice, you may be requested by a Project Coordinator to confirm the Actual Costs upon completion of an assignment.
- All invoices must be fully itemized to show units, rate and total.
- Upload your invoice either: 1) as a consolidated monthly invoice; or 2) immediately after completing your job (see sample invoice at the end).
- An invoice for an assignment must be uploaded to the Vendor Portal no later than 30 days after submitting your final work on the assignment. Invoices are ONLY accepted through the Vendor Portal, and invoices submitted after 30 days may not be honoured.
- Any questions regarding invoices should be sent to: GTS.VendorInv@rrd.com. Your Portal page also displays the status of your invoice, so please consult the information found there, as it can answer most basic questions.
- Invoice totals must be clearly labelled with the currency (USD, GBP, EUR, etc). Please state invoices in only one currency, and do not change your currency from one invoice to the next without notifying us and providing required documentation.
- For non-US vendors, **do not** include VAT charges on your invoice - all payments are made from the US, regardless of the office requesting the work.
**Payment:**

Payments are made by either Check (in US Dollars only) mailed to US or world-wide addresses, or by ACH to banks outside the US only. You will receive payment within 30 calendar days from the date you submitted your invoice, on the condition that all information in the submitted invoice is complete and accurate. (Note: the first payment we make to a vendor new to our system may take a few days longer). If you do not receive payment within this time frame, contact GTS.VendorInv@rrd.com.

You may consult your Portal page ([http://atlas.rrd.com/VendorPortal/Login.cfm](http://atlas.rrd.com/VendorPortal/Login.cfm)) at any time to check on the status of your payment. As charges on the invoice are reconciled against related Work Orders, WO numbers and WO and invoice amounts are populated in the Portal. The “Payment Issued” date initially reflects the date when your invoice is sent for approval; once electronic payment is processed, the “Amount Paid” populates, and the “Payment Issued” date changes to indicate when payment was processed. **NOTE: this date does not change for check payments.** Payment should arrive within 5 to 7 days for ACH/wire transfers, and take a week or two more for checks.

Expenses related to payment imposed by Supplier's bank will be paid by Supplier. Expenses related to payment imposed by RR Donnelley's bank will be paid by RR Donnelley.

**Requirements for Payment by Check (US Dollar only):**

- Invoice must be in US dollars only
- If you use a different name or address for banking purposes than the one that appears on your Vendor Work Order, please notify GTS.VendorInv@rrd.com so this information can be entered in your record
- In the case of a change of address, we must be notified immediately by email at GTS.VendorInv@rrd.com in order to ensure the check is issued to the proper address. Changing the address on the invoice only may cause delays in your payment, as the invoice may be rejected.

**Requirements for Payment by ACH:**

- Invoice total must be in a currency that is currently accepted for ACH payment by RR Donnelley GTS
- Required ACH information: **Bank name and address, account name and number, Sort and/or SWIFT code, and IBAN, if applicable.** This information must be provided on every invoice. If this information changes at any time, you must send notification immediately to GTS.VendorInv@rrd.com to avoid delays in your payment.
- ACH payment is possible only to non-US bank accounts. RR Donnelley does not make Electronic Funds Transfer payments within the United States, where the only payment method available is via check.