

Welcome to TransPerfect Project Director (PD)

TransPerfect Project Director is the new tool used by Dow to submit and complete all translation requests through TransPerfect.

Support & Contacts

Dow Chemical

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TransPerfect

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TransPerfect Regional Contacts

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Additional Training and Documentation

User Guides and Training Videos can be found on the Dow TransPerfect Portal:

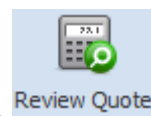
<https://ql-dowchemical1.translations.com/>

Dow PD URL: <https://gl-dowchemical1.translations.com/PD/>

Create submission

1. On the Dashboard click **Add Submission**.
2. Enter the General Settings – submission **Name**, select the **Project**, **Due Date** and add **Instructions**.
3. Select the **Language Details** - choose the source and target languages.
4. Browse and upload source files.
5. Enter **Custom Fields** and upload **Reference Files** if required.
6. Click **Start Submission**.

Review quote



1. On the dashboard select a submission and click **Review Quote** under the **submit** tab.
2. Choose the batch and languages you want to review and click **Proceed**.
3. For each language, review the quote, select the vendor and click **Next**.
4. Once all languages are reviewed click **Accept Quote**.

Submission Id	Submission Name	Source Language	Project Manager	Date Started	Due Date	Project	Workflow Status	Phase	Date Co.	Progress Bar
000086	EYED course description - two m...	English	multiple	Oct. 24, 2014 16:44	Dec. 03, 2014 17...	Human Resources	Canceled	✓	Nov. 26...	100%
000095	Certification Translations	Spanish	Anne Bell	Oct. 17, 2014 15:21	Oct. 31, 2014 23...	Ethics and Compliance	Completed	✓	Oct. 22...	100%
000094	Certification Translations	Dutch	Anne Bell	Oct. 17, 2014 15:21	Oct. 31, 2014 23...	Ethics and Compliance	Completed	✓	Oct. 23...	100%
000084	Meeting etiquette Voiceover	English	Beth Andreasi	Oct. 16, 2014 18:21	Nov. 07, 2014 2...	Public Affairs and Gover...	Canceled	✓	Oct. 21...	100%
000085	Apprenticeship documents	German	Corinna Weixls	Oct. 16, 2014 13:06	Oct. 21, 2014 17...	Human Resources	Completed	✓	Oct. 23...	100%
000081	Globale Newsline on Performanc...	English	multiple	Oct. 15, 2014 15:05	Oct. 30, 2014 18...	Human Resources	Completed	✓	Nov. 11...	100%
000078	IM a new employee webpage	English	multiple	Oct. 14, 2014 12:10	Oct. 21, 2014 17...	Human Resources	Completed	✓	Nov. 25...	100%
000077	IM a new employee webpage	English	Corinna Weixls	Oct. 14, 2014 11:45	Oct. 28, 2014 18...	Human Resources	Canceled	✓	Oct. 14...	100%
000076	GEAS 2014 written comments ...	Indonesian	multiple	Oct. 10, 2014 12:52	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%
000075	GEAS 2014 written comments ...	French	multiple	Oct. 10, 2014 12:47	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%
000074	GEAS 2014 written comments ...	Greek	multiple	Oct. 10, 2014 12:11	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%
000073	GEAS 2014 written comments ...	Vietnamese	multiple	Oct. 10, 2014 12:08	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%
000072	GEAS 2014 written comments ...	Italian	multiple	Oct. 10, 2014 11:54	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%
000071	GEAS 2014 written comments ...	Japanese	multiple	Oct. 10, 2014 11:52	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%
000070	GEAS 2014 written comments ...	Korean	multiple	Oct. 10, 2014 11:50	Nov. 07, 2014 1...	Human Resources	Completed	✓	Nov. 20...	100%

Download Deliverable

1. On the dashboard click **Completed** under Workflows.
2. Select the submission you want to download and click **Download Deliverable** under the **manage** tab.
The Download Deliverable dialog box appears.
3. Select the batch and/or target language(s) you wish to download and click **OK**.
A notification appears.
4. Click the here link to open or save the final deliverable.
Note: The larger the files, the longer it will take for the pop-up box to appear. However, you will receive an email with the link to download the files as well if you have enabled the "Resources are ready for download" checkbox in **Preferences > Notifications**.