

To begin, log in to Assignment Pro. You will see the Vendor Portal Page. Click on the view/edit button next to the student for whom you want to enter a receipt. Then on the left side of your screen, click on “Assignment Information.”

**Vendor Information**

Name	Main Phone	Email Address	Service Area	Address	Languages Taught	Countries of Expertise
Rita Scafidi		ritaess1@gmail.com			English, Spanish, Italian	

**Assignments**

[Go](#)

**Open Service Orders**

Employee Name	Attendee's Name	Order Date	Services Authorized	DS Services	Program Manager	View Assignment
Jack Dawson	Rose DeWitt	19 Oct 2022	LT - Individual Training		Cristina Bondari	<a href="#">View/Edit</a>
Alice Catherine Necrasov	Alice Necrasov	21 Nov 2022	LT - Individual Training		Rita Shulda	<a href="#">View/Edit</a>
Jack Dawson		08 Mar 2023	CT - Adult Training 1 Day			<a href="#">View/Edit</a>

Scroll down to the Books and Materials page for your student. For this example, we will click on the Employee Books and Materials page. Books & Materials pages for all attendee types are visible for all programs, regardless of who is taking lessons or who you are working with. Please be sure to select the correct page for your student. To confirm your student’s attendee type, please check the confirmation email from your program manager.

**Relocation**

\*IOR Standard Services / Dawson, Jack / Chicago, Illinois, USA to Darmstadt, DEU

**Assignment Details**

Edit Assignment

Assignment System Number 64

**Company Information**

To End Client ABC Corp


To Subdivision Blue Company

**Assignment Details**

☒ Permanent Assignment ☐ Temporary Assignment

VIP No

On this page we can see the budget authorized for textbooks and other materials for this student, as well as how much of that budget has been used and how much is available. To upload a new receipt, click on the small white plus sign. Enter the expense date, amount in US dollars, a brief description, and the attendee type.



Change Company

Dashboard

Announcements

My Service Orders

Assignment Information

View/Find Assignments

Employee Details

Employee Contact Information

Other Contacts

Spouse/Partner

Children/Dependents

Assessment, Orientation, & Training

Language Training Log

Language Training Log (Spouse)

Language Training Log

Search Assignments

Rita Scaffidi

Contact Us

Books and Materials Expenses

Books and Materials Expenses

Budget Authorized

+ jbyrne 10/19/2022

- jeon 10/20/2022

Budget Authorized 85.00 USD

Books and Materials Receipt

Sort Default Ascending

	Expense Date	Expense Amount	Expense Description	Receipt	Attendee Type
	10/19/2022	7.00 USD	Grammar Textbook	(None)	Employee
	3/12/2024	10.00 USD	A French-English dictionary to help the student outside of class.	French-English Dictionary	Employee
	3/21/2024	21.99 USD	Amazon book	Amazon Book purchase	Employee

Books and Materials Expenses

Books and Materials Receipt

Expense Date

Expense Amount

USD

Receipt

Expense Description

Attendee Type

\*\*Please Select\*\*

Save

Close

Next, click on the page icon to upload the receipt from your computer. Select Receipts for the file type and enter the title of the book or item. Then select the file from your computer and click Save. We can see that the file has been uploaded because of this message: File Uploaded. Please Save.

[Books and Materials Receipt](#)

The screenshot displays the IOR assignmentpro.com interface. On the left is a blue sidebar menu with options: Dashboard, Announcements, My Service Orders, Assignment Information (expanded), View/Find Assignments, Employee Details, Employee Contact Information, Other Contacts, Spouse/Partner, Children/Dependents, Assessment, Orientation, & Training, Language Training Log, Language Training Log (Spouse), Language Training Log (Dependent One), Language Training Log (Dependent Two), and Language Training Log (Dependent Three). The main content area shows a 'Books and Materials Receipt' form with the following fields: Expense Date (10/19/2022), Expense Amount (7.00) with a USD currency selector, Receipt (a yellow file icon and '(None)'), Expense Description (Grammar Textbook), and Attendee Type (Employee). An 'Upload Document' modal is open in the center, containing fields for \* Type (a dropdown menu), \* Name, Description, and an Attach New File button with a Select file button next to it. At the bottom of the modal are Save and Close buttons. In the top right corner of the main interface, there is a green 'Saved Successfully' message and a Contact Us link.

Now, click the orange Save button. We know that it has been saved properly when we see the green Saved Successfully message at the top right of the screen. Click on Close to return to the previous screen.

Reimbursements will be included in the regular monthly paycheck. Just like lesson records, reimbursements should be submitted by the last day of the month.

Please remember, all materials should be approved by the IOR program manager before they are purchased. We look for materials that are modern, well-reviewed, and relevant to the student's level and goals. Some materials that do not benefit the student after their lessons end (like subscriptions to Zoom or other online platforms) may not be approved. For more information, please read through the Language Trainer Manual.