



How it works and Options Overview

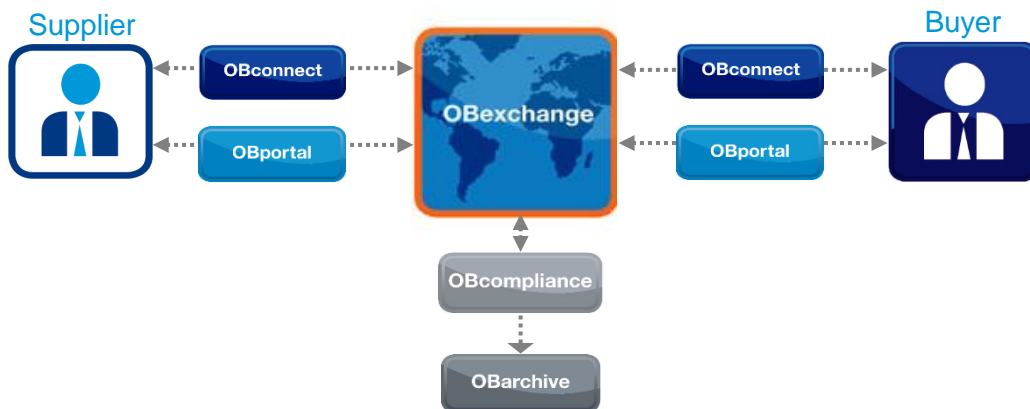
In order to streamline invoice processes and to foster closer trading links with key suppliers, we're moving to electronic invoicing with OB10, the global e-Invoicing network.

Join us and benefit from

- **Secure and guaranteed invoice delivery**, no more invoices getting lost in the post
- It will take your customer less time to process your invoices and therefore you are more likely to **be paid on time**
- **No more delays** due to missing information, landing on the wrong desk or manual intervention
- **OBConnect** enables you to send invoices easily, with no need for additional software or hardware
- Higher processing transparency and better Cash Flow Management due to **24/7 access and reporting**
- **VAT compliant**, regardless of where invoices are sent from or received
- **Easy and cost efficient** to send invoices - at any time

There are 2 primary methods for sending Invoice and Credit transactions via OB10. You can either send a data file directly to OB10 using the Integrated Solution or create invoices on-line using the Web Form. Charges are made directly from OB10 and will vary dependent on the service you use. Please read the document fully before deciding which option is best for your company.

How it works:



Invoices are checked for duplicates and validated in order that each invoice contains the information required by your customer to ensure automated, straight through processing and enable on time payment. Through the OBPortal you have access to the OBArchive and various reporting functions.

OB10 provides two options which enable you to send electronic invoices: **Integrated Solution** and **Web Form**. Please see over for more details.

1. Sending an extracted data file, using the Integrated Solution

You benefit from a fully automated process as invoice data is extracted directly from your billing system using the format, content and structure of your choice. OB10 will create your account on the network, ensuring integration with your existing system. OBExchange will accept your invoice and data and translate it directly to the format required by any of your customers on the network. Data files can be sent to the network via OBPortal, EDI or FTP. If you follow OB10's guidance when creating your data files, changes shouldn't be required as additional customers request your invoices via OB10.



Costs for the Integrated Solution

Annual Membership	£750*
Per Invoice Transaction costs	
1 – 20 invoices per month	£0.67
21 – 100 invoices per month	£0.55
101 – 500 invoices per month	£0.40
501 – 2,000 invoices per month	£0.30
2001 + invoices per month	£0.22

* Buyer connection fees will apply. The annual fee covers the creation and maintenance of your account for a single tax entity. If you have multiple tax entities there are likely to be additional charges. The additional charges will fluctuate based on number of different formats, number of separate connections etc. Please discuss directly with your OB10 representative. Please Note: Transactions are charged on a monthly basis according to volume.

2. Sending electronic invoices using the Web Form

The OB10 Web Form is designed for companies who send a low volume of invoices per year per buyer. OB10 provides a state of the art web-based service that allows you to submit your invoices online, using a secure connection. OB10 guarantees delivery of your invoice to your customer within hours, allowing them to process your invoice and make prompt payment to you.

Costs for the Web Form

The pricing of the Web Form reflects the flexibility of the service. Once you have completed registration, you will be asked to purchase your first batch of transactions. This will include your set-up and access to the OB10 Web Form.

Pre-purchase rates		
Transaction Level	Transactions	£
1	25	25.00
2	50	45.00
3*	125	100.00

* The minimum quantity you can purchase is 25. If you select to be invoiced, you will be required to purchase a minimum of 125 transactions and pay an administration fee of 15% for those 125 transactions

** The first batch of transactions will be valid for 12 months from the date you purchase this first batch of transactions

How to use the Web Form

To start using the OB10 Web Form, your OB10 representative will send you a registration link via email. Once your registration is complete you'll be asked to buy the first batch of invoices. After you have submitted your details you will receive your login credentials via e-mail confirming that you can start sending electronic invoices via OB10.