

Dear New Supplier

Barclays have made a number of changes earlier this year to its purchase-to-payment processes aiming to improve its on-time payment performance.

Barclays* have moved all of our invoicing over to OB¹⁰, the global e-Invoicing network. Following a successful pilot with the OB¹⁰ service where feedback from suppliers was very positive.

Having all suppliers using OB¹⁰ will lead to an improvement in payment times as invoices are registered in our accounts payable system without delay, bypassing common problems that hold up payment such as lost or misplaced invoices. Using the network also allows us to contact you quickly in the event of any queries, meaning any corrections can take place and be approved before the due date.

Given the benefit to both you, our supplier and Barclays, e-billing will be the default invoicing route for all new suppliers. Barclays will not be able to process paper Invoices or Credits.

If you are not already a member of the OB¹⁰ network subscribing is simple. There is no hardware or software for you to install. Crucially, once you are established on the network you will also be able to send electronic invoices to all your customers who are attached to OB¹⁰, allowing you to respond to e-invoicing requests immediately. The enclosed information sheet outlines the options and costs relating to subscription. A 'frequently asked questions' document is also enclosed for your information and the OB¹⁰ website www.ob10.com/Barclays provides a wealth of information on the network and its benefits should you wish to know more.

If you expect your invoice volume to Barclays to be thirty or more invoices per year I strongly urge you to provide the invoice data to OB¹⁰ via their file submission service. This will ensure your billing process is automated and remove the re-keying of data. If you choose this option we will accept paper Invoices while you complete the technical set up with OB¹⁰. If you choose to enter invoices manually you will be expected to register and use the service immediately (see options document for further information on choice of service available).

Thank you in advance for your support of this critical initiative. I am keen that we move to you to a rapid implementation of electronic invoicing which will improve payment performance to you, and remove much of the bureaucracy and waste that is inherent in the paper based processes.

If you wish to contact OB¹⁰ please do so via UKclientservices@ob10.com. If you would like to contact Barclays about this request please direct your initial enquiry to our help desk at hub.operations@barclays.co.uk.

Kind Regards,

Barclays Sourcing
Barclays Bank plc

*which covers UK purchases excluding Barclays Capital and BGI where alternative arrangements apply.

What happens next?

Read the options document sent with this letter carefully and choose the service that best matches your requirements.

If you choose to use the Invoice generator option

Go to www.ob10.com and register. Use the Barclays sponsor ID shown on the options document. You will be asked to provide information about your company. Once you have completed registration please wait for a welcome email from OB¹⁰. This can take up to 2 days as OB¹⁰ have to complete the set up of the account for Barclays to be able to accept your data.

When entering an invoice, please ensure that all data currently provided on your paper invoice is entered onto the web-template. Use comment lines where necessary. (see options document for more instructions).

If you have problems with registration please contact ob10support@ob10.com

If you choose the File supplier option

Contact OB¹⁰ client services by email: ukclientservices@ob10.com or phone on +44 (0) 870 16 57 420

The staff at OB¹⁰ will assist you with the technical set up required to allow you to send data directly from your billing system.

To approve the electronic invoice we require a valid PO number. Without this, on instruction from Barclays, OB¹⁰ will reject any such invoices/credit notes back to you by email acknowledgement.

About costs

The OB¹⁰ network was chosen by Barclays as it offers the best value and flexibility to suppliers. There is a cost for suppliers to use the network. Pricing for the network is set by OB¹⁰ and all fees are billed by and paid directly to the network managers by the supplier. For OB¹⁰ pricing details please see additional documentation included in this communication "Options document".