

September '05

Dear Supplier

**Re: Barclays' e-Invoicing programme**

Barclays has been making a number of changes to its purchase to pay processes with the aim of improving 'on time' payment performance and to help us achieve a world class purchasing organization. However, Barclays is currently dealing with over **4,500** active suppliers sending over **30,000** paper invoices per month – matched to a purchase order – and about 40% of these are rejected because of wrong or missing information.

I am writing to inform you of a change to the invoicing process, which will stop this nonsense and importantly, enable us to pay you on time.

As from September 2005, Barclays will be moving all of our invoicing over to OB<sup>10</sup>, the global e-invoicing network. We have successfully piloted the OB<sup>10</sup> service with a selection of suppliers over the last 3 months, and feedback has been very positive.

Moving to OB<sup>10</sup> 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 to Barclays, OB<sup>10</sup> will be the default invoicing route and the handling of paper invoices will be phased out. Our intention for completing this is the end of October 2005

Based on your invoice volume, we suggest you provide invoice data to OB<sup>10</sup> via the web-based Invoice Generator service (IG). We have already set up an account for you so all you need to do is activate it. Your account details are recorded on the email and the attached information will guide you through this process.

If you achieve the October deadline you will receive 6 free transactions.

Thank you in advance for your support of this critical initiative. If you wish to contact OB<sup>10</sup>, please direct your enquiry to UK [clientservices@ob10.com](mailto:clientservices@ob10.com) or call +44 (0) 870 165 7430. If you have reason to contact Barclays, please address your enquiry to our AP help desk at [hub.operations@barclays.co.uk](mailto:hub.operations@barclays.co.uk) or call +44 (0) 1565 614 685.

Yours faithfully,

Barclays Sourcing

**Your OB<sup>10</sup> account details**

Your OB<sup>10</sup> number

Your OB<sup>10</sup> username

Your OB<sup>10</sup> password

Customers OB<sup>10</sup> number

e-Invoicing is password protected. Please remember to keep this information safe.

## What happens next?

To benefit from the free transactions which have been pre-loaded onto your account, please complete the following account activation steps before the 31st September 2005.

1. To begin the process of activating your OB<sup>10</sup> account please visit [www.ob10.com/activate](http://www.ob10.com/activate).
2. Enter your OB<sup>10</sup> account number and your customer's (Barclays) OB<sup>10</sup> account number. This information is recorded on the previous page in the highlighted text box. Please ensure you copy the information accurately.
3. Select a username and password of your choice and enter it in the fields provided. Please record this information for future use. (Please note this information is case sensitive) You will also be prompted to enter details of an activation code for security measures. ***We have used your company's vendor id (eg.12345) as the activation code.*** If you have problems with your activation code, please contact OB<sup>10</sup> on T: **0870 1657430**, or E: **ob10support@ob10.com**.
4. Once you are happy with the information you have entered, click the submit button. You will then be taken to a webpage displaying your account information. Please check the account information thoroughly, taking care to complete any missing information. Once you begin submitting invoices, OB<sup>10</sup> will send you delivery reports, so make sure the email address you select is the email address which will take delivery of these reports. There are prompts throughout to assist with any questions you may have about the data fields.
5. As soon as the form is complete, press **Submit**. You will then receive an email from OB<sup>10</sup> confirming the activation of your account on the OB<sup>10</sup> network. This means that you can begin sending electronic invoices immediately.
6. To submit your invoice, please select **Create Invoice/Credit Note** from the main menu.
7. Please note, the next time you wish to enter an invoice, you will need to go to **www.ob10.com** and enter your username, password and OB<sup>10</sup> number in the fields on the left hand side of the page.

If you already have an account with OB<sup>10</sup>, please contact OB<sup>10</sup> support directly on T: **+ 44 (0)870 1657430** to ensure you can send invoices to Barclays.

If you would prefer to automatically upload invoice data direct from your billing system to OB<sup>10</sup>, please visit [www.ob10.com](http://www.ob10.com) for further information, or contact OB<sup>10</sup> client services directly on T: **+44 (0)870 1657420**.