



Options available when Sending Invoices Electronically via the OB¹⁰ Network:

There are 2 primary methods for sending Invoice and Credit transactions via OB10. A supplier can either send a data file directly to OB10 or create invoices on-line using the 'Invoice Generator'.

Note: Charges are made directly from OB10

1. Sending an extracted data file

OB10 allows you to send us invoice and associated credit data taken directly from your billing system. The data extracted from your systems can be in any format, including the format it currently uses for other customers. OB10 will create your account on the network, which allows the service to accept your invoice data and then translate it directly to the format required by Barclays (and any of your other customers on the network). Data files can be sent to the network via the OB10 secure web site, EDI or FTP.

Benefits

- No hardware or software to install
- Enables the data to be taken directly from your billing system in a data format of your choice
- You are able to trade with any of your clients using the network now or in the future, without additional technical work and regardless of their required data formats
- Using OB10 removes the paper invoice along with associated mailing and labour costs

Costs for File Supplier*		OB10 List Price	Barclays supplier rate (valid until 30 th June 2006)
	Annual Membership	£750	£650
	Annual Membership(by Direct Debit)	£900	£800
Per Invoice Transaction Costs			
1 -20	Invoices per month	£0.67	£0.67
21 – 100	Invoices per month	£0.55	£0.50
101 – 500	Invoices per month	£0.40	£0.33
501 – 2000	Invoices per month	£0.30	£0.25
2000+	Invoices per month	£0.22	£0.22

Note: Transactions are charged on a monthly incremental basis.

* For suppliers who invoice from multiple entities additional fees may apply

Additional data file option: creating a data file using the 'Desk Top'

In addition to the above option, we recognise that there may be instances where a supplier is in the process of upgrading their current system or, for other reasons does not wish to submit a data file from their invoicing system. In these circumstances, OB10 may be able to supply you with their File Generator product 'the Desk Top'

The Desk Top is a Microsoft Excel based tool that quickly allows you to create invoices and credits off-line and subsequently upload them to OB10. The price for using the Desk Top is the same as for File Suppliers (see above) and if you buy the Desk Top as a 'short term fix' while you upgrade your Billing system, OB10 will create a profile using your new system's output format, at no extra cost when you go live. For more information about the availability of the Desk Top software please contact clientservices@ob10.com



2. Creating invoices on-line using the 'Invoice Generator'

The OB10 Invoice Generator allows you to create invoices on-line and is usually chosen by those suppliers who do not have a billing system and currently generate invoices manually (e.g. as a word document). The Invoice Generator retains standing data such as your address so only billing data needs to be entered on each invoice. Once an invoice has been created you have the option to save a copy to your PC and all UK invoices are stored in the secure OB10 archive for 6 years. As a member of the network you will have on-line access to these records. To understand more about registration and use of this service for Barclays please visit www.ob10.com

Benefits

- Low cost electronic invoicing
- No technical set up
- Mailing costs are eliminated and invoice delivery is both fast and guaranteed
- Perfect for companies who currently raise invoices manually, or have low volumes

Costs

Enrolment is easy and we give you 6 free invoices. Additional invoices are purchased in blocks as Pre purchase

- 12 Invoices = £12
- 30 Invoices = £25
- 60 Invoices = £45
- 120 Invoices = £75

To get you started, simply visit www.ob10.com and follow the instructions. Within 10 minutes, you will have completed your part of the set-up process. OB10 will issue you with a login and password and will advise when your set up is complete. You are then ready to send Invoices and Credits.

Registration:

For more information, or to initiate registration for the File Subscription or The Desk Top (Option #1), please contact OB10 Client Services by email at clientservices@ob10.com or by calling +44 (0) 870 16 57 420. (We can assist in English, French, Spanish, German and Dutch)

For the Invoice Generator service (Option #2), you can self-register by visiting www.ob10.com and choosing 'join OB10' and then 'Invoice Generator' from the menu on the left hand side of the page. You will need your sponsors OB10 number, which is **AAA986548030**. If you need assistance in registering, please visit www.ob10.com/support or call +44 (0) 870 16 57 430. (for support in English, French, Spanish, German and Dutch)

Note: The OB10 network is accepted by HM Customs & Excise and most EU fiscal authorities as compliant with all relevant national tax legislation.