

# How To...

## Register with OB10

In order to complete registration, you will be asked to provide;

- Your registration key or your customer's OB10 Number. This will have been provided in the invitation from your customer.
- Your contact details including an active email address
- Your company information and details required for invoicing. Such as VAT number, if applicable.

### Getting started

- Either follow the link provided in your invitation from your customer, or go [www.OB10.com/join\\_now](http://www.OB10.com/join_now).

### Step 1 – Registration Key

- If your customer has provided you with a registration key, enter it in the box provided (A).
- If you have not received a registration key, click continue. You will be asked to include your customers OB10 Number later in the registration process.

**OB10 Registration**

**Start registration**

Thank you for selecting the OB10 Web Form. To complete your registration you will need to provide;

- Your contact details including an active email account
- Your company name, address and company registration details
- You will also be asked to create your password and memorable word

If you have more than one customer on the OB10 Network, you will be able to select them at the end of this process.

**Registering with OB10 is quick and easy**

The next few pages will take you through each step.

Registration Key  **A**

If you have received a Registration Key from your customer, please enter it here.  
If you have not received a Registration Key, please click 'Continue'

**OB10 Registration**

- 1 **Welcome**
- 2 User Details
- 3 Login Credentials
- 4 Account Activation
- 5 Company Details
- 6 Remittance Details (optional)
- 7 Invoice Information (optional)
- 8 Your Customers
- 9 Complete - purchase transactions and start e-Invoicing!

**Learn More**

[About OB10 Web Form](#)  
[How to Register](#)



## Step 2 – User details

Please enter your user details and the language that you wish to create your invoices and be communicated to by OB10.

Please note that the country you select **(B)**, must be the country that your invoices will be sent from. This is important to ensure all required information is present.

**User Details**

Please complete your user details;

Title\*

First Name\*

Last Name\*

Email address\*

Confirm your email address\*

Your email address will be used as your username and for all communication you receive from OB10. Please check this carefully

Company Name\*

Your Language\*  ⓘ

Your Country\*  ⓘ **B**

Custom Code  ⓘ

## Step 3 – Login Credentials

Create your login credentials. The credentials you enter here will be required to login to the OB10 Portal, create your invoices, generate reports, access the OB10 Archive and to contact support.

**Login Credentials**

Please complete your login credentials;

Your username: **test54@ob10.com**

Password\*

Password Confirmation\*

Your password should be between 6-12 letters, at least one number and not include any special characters.

Memorable Word\*  ⓘ

Memorable Word Confirmation\*

Your memorable word can be any word that is easy for you to remember, but cannot match your username or password. The word must be between 6-12 letters and not include any special characters.

Memorable Word Hint  ⓘ

If you forget your new Memorable Word, we will send you an email containing the hint you specify. Please enter a word or phrase that will help you to remember your Memorable Word.

I have read and I accept the terms and conditions\*

## Step 4 – Validate your details

Once you have completed your login credentials, your first stage of the registration process is complete. An email will be sent to the address you have provided. This email will ask you to validate your details. You must click on the link provided to validate your details and progress your registration.

**Validate Details**

**Thank you for completing your User Details and Login Credentials**

You will be sent a confirmation email, displaying your credentials and how to complete your registration.

Please make sure you read your **confirmation email** and click on the link in the email to **validate your details**.

Please note that you are now registered on the OB10 e-Invoicing Network and will be able to access the OB10 Portal. However, until registration is complete you will not be able to access invoicing, administration or reporting.




### Step 5 – Company Details


After you have validated your details, you will be asked to complete your company details. Certain fields are required to ensure your invoices meet local invoicing guidelines.


Please follow the advice tips if you feel some of the information is not relevant to you.

**Thank you for validating your OB10 Account details**

This section completes the information required to send an electronic invoice.


Title\*  

First Name\*  

Last Name\*  

Job Title

Telephone Number

Company Name\*  

Address Line 1\*


Address Line 2

Address Line 3


Address Line 4

County

Post Code\*

Company Registration Number\*  

Enter N/A if you do not have a Company Registration Number

VAT RegistrationNumber\*  

Enter N/A if you do not have a VAT Registration Number

Invoice Contact\*

Please enter a contact telephone number for any invoice enquiries. Please include area codes.

### Step 6 – Remit Details

You will have an option to complete your remit and invoice information. You can complete this now, or after registration at the Administration area of the OB10 Portal.

If you wish to complete your remit details, you will need to provide all information.

If you do not have this to hand, you can skip this step and complete at a later date in the OB10 Portal.

**The next two pages are optional**


To make your invoice creation faster you can provide us with your Remit Details and Invoice Information now. If you prefer to do this later, you can continue registration and complete during your invoice set-up.


Your Remit Details include the bank account details that you wish to receive payment to and your company remit address and contact details.


Your Invoice Information shows the static information that you wish to be present on all invoices, such as special payment instructions. Your standard invoice information such as Company Name, Address and VAT number has been recorded during the registration process.


**Remit Details**


This is the 'Remit to' details that will be shown on your invoices.


Bank Name  


Bank Address  


Bank Sort Code  


Bank Account Number  

Bank Swift Number  

Bank IBAN Number  

Company Name  

Contact Name  


Company Address line 1  

Company Address line 2

Company Address line 3

Company Address line 4

Postcode

Country  



## Step 7 – Invoice Information

Your invoice information is the static information that will be displayed on your invoices. If you wish to do this at a later date, or edit the content, you can do so in the Administration area of the OB10 Portal.

**Invoice Information**

Please enter any additional information you would like to appear on all of your invoices. For example, this could be special payment instructions.

Each item will show up as a separate line.

Other information line 1	<input type="text"/>
Other information line 2	<input type="text"/>
Other information line 3	<input type="text"/>
Other information line 4	<input type="text"/>
Other information line 5	<input type="text"/>
Other information line 6	<input type="text"/>
Other information line 7	<input type="text"/>
Other information line 8	<input type="text"/>
Other information line 9	<input type="text"/>

## Step 8 – Customer OB10 Number

If you have not included a registration key at the beginning of the process, you will be asked to enter your customer's OB10 Number. This would have been provided in your invitation from them.

**Your customers**

**The final step of your Web Form registration.**

Please enter the OB10 Number of your customer. This was provided on your invitation to join the OB10 Network.

If you have more than one customer that has invited you to join. Please enter the OB10 Number of your first customer and click on the 'add' button.

Once you have added all customers that you wish to send invoices to via OB10, please click 'continue'.

Your customer's OB10 Number

If more than one customer has invited you to join the OB10 Network, you can add additional customers OB10 Numbers here. Simply enter the number, and click Add to register for more than one customer. Once you have entered your customers OB10 Number, click Continue.

**Your customers**

**The final step of your Web Form registration.**

Please enter the OB10 Number of your customer. This was provided on your invitation to join the OB10 Network.

If you have more than one customer that has invited you to join. Please enter the OB10 Number of your first customer and click on the 'add' button.

Once you have added all customers that you wish to send invoices to via OB10, please click 'continue'.

AAATESTBUY1

If you do not have your customers OB10 Number, please ask your customer. OB10 are unable to provide this number for you.



## Step 9 – Registration Complete

You have completed your registration and will be sent an email advising you of the next steps.

OB10 will authorise your account with your customers and activate so that you can start sending e-invoices to your customers.

Authorisation should take no more than 48 hours and you will receive a final email confirming this has been completed.

**Registration Complete**

Congratulations you have completed your registration on the OB10 Network. We now need to contact your customers to authorise your registration.

**What happens next**

- We will contact your customer
- Your customer will confirm you are able to send invoices to them
- OB10 will be complete your profile to ensure you are able to send invoices as soon as your customer confirms
- You will receive an email confirming you are now ready to transact and send invoices to your customer. You should receive this email within 48 hours.

**Please note while we are waiting for your customers authorisation you will be unable to send invoices via OB10. This process should take only take 48 hours.**

**Get yourself ready to send e-Invoices**

Before you can submit your first invoice, you will need to credit your account with transactions. This is quick and easy to do, you can purchase online with your bank card or PayPal account.

[Purchase Transactions](#)

## Get ready to send invoices - login to the OB10 Portal

While your account is being authorised, get yourself ready to start sending invoices via OB10. Customers are required to have invoice transaction credits in order to submit e-invoices to their customers. You can pre-purchase your transactions, via the OB10 Portal

To login go to [www.OB10.com](http://www.OB10.com) and click on the login button at the top of the screen. Enter your email address, password and letters from your memorable word.

Once you are logged in to the OB10 Portal, go to Purchase Invoice Transactions within the Invoicing area.

## Find out more

If you require further assistance, please contact support at [www.OB10.com/support](http://www.OB10.com/support)

