Dear Oracle Supplier,

As part of our overall strategy to move away from paper-based processing, Oracle is continuing to rollout the mandatory electronic invoicing program for all invoices submitted to Oracle from our goods and service providers.

Your company has been included in this program based on analysis of invoicing activity in the recent past.

With e-Invoicing, you will benefit from secure and guaranteed invoice delivery within hours, which will allow Oracle to process your invoices quickly and accurately. The paperless e-Invoicing solution is also in line with Oracle's Green Strategy.

Oracle has partnered with OB10, a third-party e-Invoicing service provider, to facilitate your transition to e-Invoicing and to manage the process going forward. OB10 offers flexible options for submitting e-Invoices that accommodate a wide variety of supplier sizes, systems, and processing needs. Oracle suppliers have been successfully transacting via OB10 over the past 2 years.

OB10 will contact you in the next 10 days to help you understand the options available and facilitate your move to electronic invoicing. In addition, once you are established on the OB10 network, you will be able to send electronic invoices to other customers on the OB10 network and, therefore, further streamline and improve your own processes.

There is a cost associated with e-Invoicing through OB10. However, our expectation is that the benefits of the system and gains in efficiencies will outweigh these costs for you. The enclosed information sheet outlines the options and costs of the OB10 service. Further information on the network and the benefits it can add to your business is available at www.OB10.com/Oracle and will also be explained when OB10 contacts you.

If you already submit your invoices to Oracle electronically, please contact p2p-helpdesk_ww@oracle.com and continue with your existing invoicing process.

It is important that you contact OB10 Client Services by emailing oracle-einvoicing@ob10.com or calling +44 (0)870 1657420 to complete your enrolment by July 26th.

Thank you in advance for your support of this critical initiative. We look forward to receiving your invoices via OB10 in the near future. If you wish to contact OB10, simply email oracle-einvoicing@ob10.com.

Regards,

Beat Nuolf
Global Process Owner, Accounts Payable
OB10 FAQs

**Is invoicing via OB10 a requirement for doing business with Oracle?**
Yes. Sending invoices to Oracle electronically will also benefit your business and will allow you to implement cost savings.

**Will I need to sign an agreement with OB10?**
Yes, if you choose to use the Integrated Solution you will sign a specific agreement with OB10. If you choose to use the Web Form, you will be required to accept the standard terms and conditions presented.

**Why doesn’t Oracle pay the fees?**
To use the OB10 service, both you and Oracle pay a fee as we will both benefit from the service. Our analysis shows that once you factor in costs of printing and delivery, it can be cheaper to submit an invoice electronically via OB10.

**What happens if I still send paper invoices?**
While you are working with OB10 to complete your registration, we will be happy to continue to receive your paper invoices. We have set a deadline of 26th July 2013 for suppliers to transition to the network. Once you are sending invoices via the OB10 network, please cease sending paper copies.

**Will I need to use this service if my account is currently paid on time?**
Yes. Your use of the OB10 service will help ensure we continue to pay you on time.

**Do I need to install any software?**
No. There is no software required. OB10 provides an easy-to-use solution. Instead of mandating data standards, OB10’s ANY-TO-ANY DATA FORMATTING capability accepts invoices in any format and any file structure.

**What if I don’t have a system capable of creating electronic invoices?**
You can access the OB10 secure Website and create invoices online using the Web Form. No software installation is required. All you need is an internet connection and a standard browser.

**I am planning to change my invoicing software soon. Can I wait?**
No. All Oracle suppliers must be registered with OB10 and able to send electronic invoices by 26th July 2013. The OB10 network accepts any incoming data formats, so you can join the network and send your invoices. When you are ready to use your new software, simply advise OB10 of the changes to data output and OB10 will make the necessary changes to the network, ensuring a smooth transition and uninterrupted invoice delivery.

**I already can make invoices available to my customers via the internet, allowing them to view an image of an invoice on the Web. May I use this facility instead of OB10?**
No, the OB10 network ensures that the data you send is in a format that will upload to Oracle’s accounting software and, where applicable, match to a goods receipt record. Offering Oracle an image of the invoice or an option to download the data in a fixed format does not satisfy Oracle’s business processes. OB10 also guarantees tax compliance for all invoices.

**Can I send electronic invoices using OB10 to all of my customers?**
Yes. Once you are subscribed to the OB10 network, OB10 can enable you to send electronic invoices to any other customers that are members of the network.
**Will Oracle make payments using OB10?**
OB10 is not a payment platform. Oracle will continue to use its current payment method.

**Can OB10 offer assistance in multiple languages?**
Yes, OB10 provides sales, implementation, and support services in English, French, German, Dutch, Spanish, and Italian.

OB10 also has local client services numbers for the following countries:
- Australia  +61 (1) 800 035399
- Belgium    +32 (0) 24 031 012
- Denmark    +45 808 858 18
- Finland    +358 (0) 800 118 871
- France     +33 (0) 1707 081 09
- Germany    +49 (0) 69 2222 20293
- Ireland    +353 (0) 1 247 7710
- Italy      +39 02360 06341
- Malaysia   +60 (1) 800 813158
- Mexico     +52 (0) 554 741 1482
- Netherlands+31 (0) 207 121 386
- New Zealand+64 (0) 800 448121
- Poland     +48 2239 71851
- Portugal   +351 (1) 800 814549
- Singapore  +65 (8) 001 204757
- Spain      +34 914 141 473
- Sweden     +46 (0) 85 057 8454

**Is there further information available on the OB10 service?**

**How do I learn more about becoming a buyer using the OB10 service?**
Please visit [www.OB10.com](http://www.OB10.com).
e-Invoicing and an overview of your options

Join OB10 and benefit from:

- **Secure and guaranteed invoice delivery**: no more paper invoices getting lost in the mail
- **On-time payment**: your customers can process your invoices faster
- **No more delays**: invoices cannot be sent with missing information, cannot land on the wrong desk and do not need manual intervention
- **Secure online connection**: send invoices easily with no need for additional software or hardware
- **24/7 access and reporting**: enjoy higher processing transparency and better cash-flow management
- **Tax compliance**: guaranteed legal and tax compliance
- **Easy and cost-efficient** invoicing at any time

OB10 offers two primary methods for sending invoice and credit transactions. You can either send a data file directly to OB10 using our Integrated Solution or create invoices online using the Web Form through the OB10 Portal.

This document explains how e-Invoicing works and the options available to you.

How it works
By checking invoices for duplicates and ensuring they contain the information required by your customer, we ensure automated, straight-through processing and enable on-time payment. Through the OB10 Portal you have access to the OB10 archive and a number of reporting functions.

Please read this document thoroughly before deciding whether Integrated Solution or Web Form submission through the OB10 Portal is the best option for your company.

1. Integrated Solution: sending an extracted data file

This option suits organizations that send a high volume of invoices. The Integrated Solution gives you a fully automated process where invoice data is extracted directly from your billing system and delivered directly into your buyers’ finance systems. This means:

- We process data in virtually any format and handle the data transformation based on your customer’s requirements
- No need to install additional software or hardware
- You can send one consolidated data file for all your invoices
- Once on the network, you can easily connect and send invoices to other customers

Costs for the Integrated Solution

<table>
<thead>
<tr>
<th>Annual membership</th>
<th>$850*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Per-invoice transaction costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 20 invoices per month</td>
</tr>
<tr>
<td>21 – 100 invoices per month</td>
</tr>
<tr>
<td>101 – 500 invoices per month</td>
</tr>
<tr>
<td>501 – 2,000 invoices per month</td>
</tr>
<tr>
<td>2001 + invoices per month</td>
</tr>
</tbody>
</table>

* 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 will likely to be additional charges. These charges will fluctuate based on the number of formats, and separate connections etc. For more information, please contact your OB10 representative. Please note: transactions are charged on a monthly basis according to volume.

Getting started with the Integrated Solution

Once your customer invites you to join OB10, one of our onboarding experts will walk you through the registration process.
2. Web Form: sending electronic invoices using the OB10 Portal

The OB10 Web Form is designed for companies who send a low volume of invoices to their customers each year. The portal offers you a secure connection and guarantees delivery of your invoice to your customers within hours, which allows them to process your invoice and pay you promptly.

Costs for using the Web Form

There are several pricing options available when submitting invoices through the Web Form. Upon registration, all new suppliers using this option automatically receive 12 free transactions.

At the end of your first anniversary, if you have not used all of your free transactions, we will replenish your account back to 12 invoices for you to use during the next 12 months.

If you use all 12 free invoices and need more during this 12-month period, you will be required to purchase your first batch of transactions (minimum 25 invoices). You will then no longer have access to the free invoice option.

**Web Form pricing structure**

<table>
<thead>
<tr>
<th>Level</th>
<th>Transactions</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>Free*</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>$30.00</td>
</tr>
<tr>
<td>3</td>
<td>50</td>
<td>$55.00</td>
</tr>
<tr>
<td>4</td>
<td>125</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

* The initial 12 free transactions are automatically available, can be used during the course of 12 months and will be replenished at the end of one year. If more than 12 transactions are required during the course of the year, you must purchase at least 25 transactions. Once you make your first purchase, you will no longer have access to the free invoice option.

** Payment options: You can pay by PayPal or credit card. We accept Visa, Visa Electron, MasterCard, Maestro, Solo and American Express. We can also invoice you, however, you will be required to purchase a minimum of 125 transactions and pay an administration fee of 15%.

Getting started with the Web Form submission through the OB10 Portal

As part of your invitation to join the OB10 network, you will receive an email with instructions on how to register. Once your registration is complete, we will send you your login credentials by e-mail so you can start sending electronic invoices via OB10.

For more information on OB10, e-Invoicing and the options available to you, visit www.OB10.com or email us at info@OB10.com.