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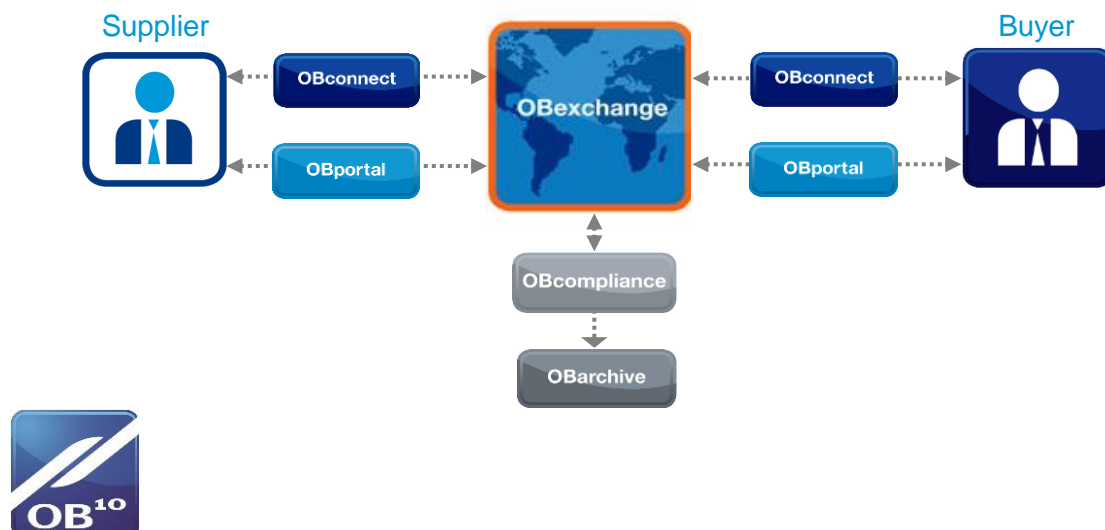
By checking invoices for duplicates and ensuring they contain the information required by your customer, we ensure automated, straight-through processing and enable on-time payment. Through the OB10 Portal you have access to the OB10 archive and a number of reporting functions.

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

Annual Membership	£750*

Per Invoice Transaction costs	
1 – 20 invoices per month	£0.67
21 – 100 invoices per month	£0.55
101 – 500 invoices per month	£0.40
501 – 2,000 invoices per month	£0.30
2001 + invoices per month	£0.22

* 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**		
Transaction Level	Transactions	£
1	12	Free*
2	25	25.00
3	50	45.00
4	125	100.00

* 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.