

## What happens next?

Review the options document attached to decide which submission method you prefer.

If you want to use the online method and submit via the OB10 'Invoice Generator' please contact [USclientservices@ob10.com](mailto:USclientservices@ob10.com) or call on 1-877-752-0900 and let them know you were contacted to use OB10 and let them know you wish to use the Invoice generator option. Your contact at OB10 will then send you an email with a link from which you can activate your pre created account. Check the information, amend/add where necessary and then on completion you can start sending Invoices.

If you wish to use the 'File Submission' method you can start the process by going to [www.ob10.com/supplierregistration](http://www.ob10.com/supplierregistration) and follow the instructions.

If you are not sure which option is best either contact OB10 immediately or OB10 will be contacting you in the next few days to discuss your situation.

When OB10 call they will need to know the contact within your company who will agree the commercial terms and sign the required service agreement. OB10 will then assist your technical representative to set up your OB10 profile and allow you to send data files in the format of your choice.

Once OB10 have set up your profile they will discuss your connectivity options for submitting invoice data to the network. If you have no current standard, OB10 will supply you with a simple, secure method to upload your invoice data to their network. Your final task, before going live, will be to approve a human readable image of your data. Please check this carefully and ensure our requirements as requested below are shown. We also see this test image and may contact you directly if the required data is missing. You will then be ready to send live invoice data to OB10 and cease sending us paper invoices.

Suppliers should **not** send duplicate paper invoices. OB10 acknowledges safe processing and delivery of all invoices and credits processed to an email address of your choice.

Please remember to ensure all data on your paper invoice is provided via this electronic approach and use comment lines where necessary.

### **To approve the electronic invoice we require the following information.**

- Prepare only **ONE** invoice per Purchase Order, per shipment / service. Shipments made directly to store locations should be billed, by store, including the applicable store number. Services performed at the store locations should include the store location and store number.
- Payments will not be generated based on statements, proposals, or estimates.
- Each invoice must identify the following information:
  1. **Purchase order number.**
  2. **Invoice Number** (please use non-repetitive, unique numbers).
  3. **Invoice** must include an invoice date (ie. shipment / service date).
  4. **Payment terms** (Payments not generated for late fees or finance

charges)

5. Your **A.P. Vendor Number** must be included in the vendor address section of the invoice.
  6. Item detail as per purchase order (if applicable), including description, size, unit breakdown with cost, unit count **and service description.**
- Under EOM terms, invoices dated on or after the 20th of the month will be paid as though received the first day of the following month.