

## FAQs for submitting invoices to DSW via OB10

What is electronic invoicing?

Electronic invoicing (e-Invoicing) is a communication methodology that utilizes the Internet to allow DSW {RVSI} to receive invoice information directly from suppliers without the need to print and mail paper invoice copies. The OB10 service was chosen because it offers the best value and flexibility to its suppliers with the least disruption to normal business.

Why is DSW {RVSI} moving to e-Invoicing?

E-Invoicing solutions reduce the cost of manually handling the large volume of paper invoices received daily without the associated costs and complexities of traditional paper methods. This new process will allow for better tracking of invoices, reduce unnecessary errors, improve cash flow, and result in a more efficient process for DSW {RVSI} and our suppliers.

Is this a requirement?

This is an important initiative for DSW {RVSI} and we are expecting all of our preferred suppliers to support us. We hope that you will work with us in this initiative, and strongly encourage you to take this opportunity to introduce an improved invoice processing system. The new process has full management support within DSW {RVSI}.

My account is paid on time today. Will I need to use this service?

Yes, as this process will insure the continuation of timely payments.

How do I submit my invoices electronically?

DSW {RVSI} has contracted with OB10, a third-party service provider, to facilitate the move to e-Invoicing. OB10 runs the global OB10 network - a system that enables organizations to electronically deliver invoices from their accounting systems in the format of their choice without the need to install any proprietary hardware or software. The OB10 network seamlessly connects multiple billing and accounting platforms enabling the automation of key back office invoice processing functions for both buyers and suppliers. OB10 has offices in EU, the UK (London), the USA (San Francisco), and Asia Pacific (Kuala Lumpur).

What happens if I still send paper invoices?

We will accept paper invoices until April 30, 2007, at which time all suppliers are expected to be registered with OB10. At that time we discourage you from submitting paper invoices. Please note that we will have the ability to accept electronic invoices as of Feb 1, 2007.

Are there fees associated with the e-Invoicing service?

Yes, if you are a File Supplier in addition to an annual membership fee, there is a per transaction cost. The transaction cost is for each invoice or credit memo processed, regardless of the number of lines or the value of the invoice. An OB10 representative will discuss the fee structure with you in detail on the initial follow-up call.

Why doesn't DSW {RVSI} pay the fees?

We also pay fees, as OB10 is an open network, not a private exchange for DSW {RVSI}. Our initiative is to obtain electronic invoice data and the OB10 service proves to be effective and economical for our company and its suppliers.

What does the membership fee cover?

It covers the cost incurred by OB10 for setting up your unique profile on the OB10 network and the general costs of maintaining the network. The membership fee is an annual cost regardless of the number of customers for which you submit electronic invoices.

I already send some invoices to customers via Electronic Data Interchange (EDI) can I use this?

EDI is just another data format that OB10 can support but DSW {RVSI} will not accept EDI format directly – it must go through OB10.

I can make invoices available to my customer to view via the Internet. Can I use this?

The OB10 network ensures that DSW {RVSI} receives the data you send in a format that will automatically upload into our accounting software. Providing an image of the invoice or an option to download the data in a fixed format does not satisfy our business requirement.

Do I need to install any software?

No, the OB10 service is non-intrusive. Suppliers can use a standard Internet browser to upload electronic files created by your existing accounting system.

What if I don't have a system capable of creating electronic invoices?

If you print invoices generated by any invoicing system, you can send invoice data files to OB10. If you create invoices manually (Word, Excel etc.) you may access the OB10 secure web site and create invoices online using the web-based Invoice Generator. All you need is an Internet connection and standard browser.

Can I send electronic invoices using OB10 to all of my customers?

Yes, once you are subscribed to the OB10 network, Open Business Exchange will enable you to send electronic invoices to any other customers that are in the OB10 network.

Will DSW {RVSI} make payments using OB10?

No, DSW {RVSI} will continue to use our current payment method independent of OB10.

Why should I use OB10 to send my invoices?

OB10 will be our preferred method of receiving invoices in the future. It reduces costs associated with printing and mailing paper invoices. In addition, it improves our accounts payable process and your cash flow.

I am planning to change my invoicing software soon, should I wait before subscribing?

The OB10 network accepts any incoming data format. You can join the network and send your invoices now and simply advise OB10 of the changes when you are ready to use your new software. They will make the necessary changes without interruption of invoice delivery.

Do I need to wait for approval by Customs and Excise to remove paper invoicing?

OB10 satisfies all Value-Added Tax (VAT) requirements. You will be given a standard letter you may send to your VAT office, which will give them all the information they need.

For further information on OB10 and the OB10 service:

See [www.OB10.com](http://www.OB10.com), email [USClientServices@OB10.com](mailto:USClientServices@OB10.com) or call 1-877-752-0900 then select option 2.