



Intelligent invoicing. Passionately delivered.

Re: Career Education Corporation is phasing out the acceptance of paper invoices.

Dear Valued Career Education Corporation Supplier,

We are writing to inform you that Career Education Corporation has successfully implemented an electronic invoicing program, which will allow you to submit your invoices to us electronically. Our global strategy is to finalize the move of our suppliers to E-invoicing. This change supports Career Education Corporation's strategy to optimize financial processing while providing value added services to our suppliers. E-Invoicing presents a variety of benefits including reduced collection and administrative costs, facilitation of timely and predictable payments and the elimination of paper invoicing.

To facilitate your move to e-Invoicing and manage the process going forward, Career Education Corporation has partnered with OB10, a third party service provider. We are pleased to announce this partnership and anticipate many efficiencies and best practices as a result. OB10 offers flexible options for submitting invoices that accommodate a wide variety of supplier sizes, systems, and processing needs which is further explained below.

Once you contact OB10 directly through phone or email, a representative from OB10 will return contact you in the following few days to explain the options available and assist you in the transition to e-Invoicing. In the meantime, you may obtain further information via the following information sheets and online at <http://ob10.com/Country/US/careereducation> by selecting "Register Now". As a valued CEC supplier, we thank you for the support you have provided in the past and we look forward to your continued cooperation and support as a key provider of services in the future. In order to meet your e-Invoicing transition date of 30 days after engagement, we ask you to join the OB10 network and begin testing with OB10 as soon as possible. You may contact OB10 at 1-877-752-0900 / [USClientServices@OB10.com](mailto:USClientServices@OB10.com).

If you would prefer to contact Career Education Corporation directly about this request, please email [procurement@careered.com](mailto:procurement@careered.com)

Sincerely,

Linda Fouke  
Director Disbursements

Sherry Featherstone  
Director Procurement



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## Frequently Asked Questions

### Which schools or facilities are impacted by this requirement?

CEC properties include all corporate and school locations for Sanford Brown College, Sanford Brown Institute, Missouri College, Brown College, Briarcliff College, Le Cordon Bleu, American Intercontinental University (AIU), Colorado Technical University (CTU), Harrington College of Design, Collins College, Brooks Institute, and International Academy of Design and Technology (IADT).

### Why should I use OB10 to send my invoices?

When implemented, this will be the only way that Career Education Corporation will accept delivery of supplier invoices. For existing contracts, Career Education Corporation cannot guarantee payment if paper invoices are submitted by suppliers on or after the implementation date.

### Is invoicing via OB10 a requirement for doing business with Career Education Corporation?

Yes. For existing contracts, Career Education Corporation cannot guarantee prompt payment if paper invoices continue to be sent by suppliers.

### What are my benefits from using OB10?

- **Secure and guaranteed invoice delivery**, no more invoices getting lost in the post
- It will take us less time to process your invoices and therefore we will be able to **pay you on time**
- **No more delays** due to missing information, landing on the wrong desk or manual intervention
- **ANY-TO-ANY DATA FORMATTING** Technology - there is no need for additional software or hardware
- Higher processing transparency and Better cash flow management due to **24/7 access and reporting**
- **VAT compliant**, regardless of where invoices are sent from or received
- **Easy and cost efficient** to send invoices - at any time

### Will electronic invoicing be a requirement for new tenders and new suppliers?

Yes. Electronic invoicing via OB10 will be included in the evaluation process for new suppliers and tenders. For new contracts, Career Education Corporation will include terms and conditions in contracts for future business which will require suppliers to use the OB10 network or you may incur additional charges on processed invoices which are submitted outside of the approved practice.

### Will I need to use this service if my account is currently paid on time?

Yes. Your use of the OB10 service will ensure we continue to pay you on time.



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### **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. Once you are sending invoices via the OB10 network please ensure you cease sending paper copies. If additional invoices transmit after this deadline outside of OB10 additional charges may occur if included within your contract with Career Education Corporation.

### **Are there fees associated with this service?**

If you choose the Integrated Solution there is an annual membership fee plus a transaction fee. If you choose to use the Web Form you are not required to pay a set-up or joining fee to start using this service. You just pay a transaction fee per invoice. Please see the enclosed Options document for current pricing .

### **What does the membership fee for the Integrated Solution cover?**

The membership fee covers the cost to OB10 of setting you up on their network and the general costs of maintaining the network. This is a once a year cost irrespective of the number of your customers that you service via the network.

### **Why doesn't Career Education Corporation pay the fees?**

To use the OB10 service, both you and Career Education Corporation pay a fee as we will both benefit from the service. At present, Career Education Corporation does not cover Suppliers costs to produce your paper invoices. Please consider that you will save costs for paper, printing and posting when moving to e-Invoicing. Our analysis shows that moving to electronic invoicing will create savings for suppliers by streamlining their processes and significantly reducing the time in which their invoices are paid. Career Education Corporation also wishes to pay its suppliers within terms & conditions and comply with the Better Payment Practice Code.

### **Will Career Education Corporation make payments using OB10?**

OB10 is not a payment platform. Career Education Corporation will continue to use their current payment method.

### **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.

### **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.



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**I already send some invoice data directly to other customers; can I send EDI/XML Invoices directly to Career Education Corporation?**

EDI and XML are just data formats as far as OB10 is concerned; therefore you can use this preferred format to deliver the data to OB10 if you choose to use the Integrated Solution. Career Education Corporation will not take any electronic data directly from suppliers as we take a single consolidated invoice file from OB10 which will contain invoices from all of our suppliers.

**I already have the facility to make invoices available to my customers via the Internet - allowing them to view an image of an invoice on the web. Can I use this facility instead of OB10?**

No, the OB10 network ensures that Career Education Corporation receives the data you send in a format that will upload to our accounting software and, where applicable, match to a goods receipt record. Offering Career Education Corporation an image of the invoice or an option to download the data in a fixed format does not satisfy Career Education Corporation business processes.

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

You can access the OB10 secure web site and create invoices online using the Web Form. No software installation is required. All you need is an Internet connection and a standard browser.

**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.

**I am planning to change my Invoicing software soon; can I wait?**

The OB10 network accepts any incoming data formats so you can join the network and send your invoices and when you are ready to use your new software, simply advise OB10 of the changes to data output and they will make the necessary changes to the network, ensuring a smooth transition and uninterrupted invoice delivery.



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### **Can OB10 offer assistance in multiple languages?**

Yes, OB10 provide Sales, Implementation and Support services in English, French, German, Dutch, Spanish and Italian.

OB10 also have local client services numbers for the following countries:

Australia +61 (0)1800035399  
Belgium +32 (0)24031011  
Denmark +(0)800118871  
France +33 (0)170708100  
Germany +49 (0)69222220290  
Ireland +353 (0)12477709  
Italy +39 0236006340  
Malaysia +60 (0)1800813158  
Netherlands +31 (0)207121385  
New Zealand +64 (0)800448121  
Singapore +65 (0)8001204757  
Spain + 34 (0)914141472  
Sweden +46 (0)850578418  
United Kingdom +44 (0)870 1657420  
United States +1 (0)8777520900  
All other countries +44 (0)870 1657420

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

Yes, please visit [www.OB10.com/Career Education Corporation](http://www.OB10.com/Career Education Corporation)

### **How do I learn more about becoming a Buyer using the OB10 service?**

Please visit [www.OB10.com](http://www.OB10.com)



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# 1/3 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.



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## How it works

Your Company



OBconnect

OBportal



OBconnect

OBportal

Career Education Corporation



OBcompliance

OBarchive

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.



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## 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

<b>Annual membership</b>	\$850*
<b>Per-invoice transaction costs</b>	
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.





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## 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**		
Level	Transactions	Cost
1	12	Free*
2	25	\$30.00
3	50	\$55.00
4	125	\$125.00

\* 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](http://www.OB10.com) or email us at [info@OB10.com](mailto:info@OB10.com).