



## Supplier FAQ's for submitting invoices to Caesars Entertainment via OB10

### **What is electronic invoicing?**

Electronic invoicing (e-Invoicing) is a communication methodology that utilizes the Internet to allow Caesars Entertainment to receive invoice information directly from vendors without the need to print and mail paper invoices. Caesars Entertainment has selected OB10 as our e-Invoicing provider based on this vendor's leading market presence and the overall value and flexibility that their solution offers to suppliers.

### **Who is OB10?**

OB10 is the largest global network and e-Invoice delivery service provider with more than 110,000 customers world-wide. Their e-Invoicing solution enables organizations to electronically deliver invoices from their accounting systems in the structured data format of their choice without the need to install any proprietary hardware or software. OB10 offers two registration options to submit electronic invoices, and you will have the opportunity to choose the method that best fits your business model and structure based on the number of invoices that you submit to Caesars Entertainment and to other customers who may also be using the OB10 network.

### **Why is Caesars Entertainment moving to e-Invoicing?**

This new process will allow for better tracking of invoices, reduce unnecessary errors, and result in a more efficient process for Caesars Entertainment and our suppliers. E-Invoicing reduces the cost of manually handling the large volume of paper invoices that we receive daily without the associated costs and complexities of traditional paper methods. From a Suppliers' perspective, it also reduces costs associated with printing and mailing paper invoices, and it improves the efficiency of invoice processing in terms of time and accuracy.



### What e-invoicing options does OB10 offer to suppliers using their network?

OB10 offers flexible electronic options for submitting e-invoices that accommodate a variety of supplier sizes, systems, and processing needs. In addition, suppliers do not need to install any hardware or software or change the way their systems are configured. There are two primary methods/options for sending invoices and credit notes through the OB10 network: the **Integrated Solution** and the **Web Form**:

- **Integrated Solution:** This option is the best fit for suppliers submitting a high volume of invoices and it allows them to send a billing (invoice or credit note) data file from their financial system directly to OB10.
- **Web Form:** This option is the best fit for suppliers submitting a low volume of invoices and it allows them to create their billing invoices and/or credit notes directly in the on-line OB10 portal and submit them electronically to their customers.

### Is the OB10 electronic invoicing program a requirement for all Caesars Entertainment suppliers?

Yes. E-Invoicing is an enterprise-wide initiative and therefore, this program applies to suppliers that submit paper invoices to Caesars Entertainment and its subsidiaries. Caesars Entertainment Accounts Payable will no longer accept paper invoices from your company unless otherwise expressly provided for in your written agreement with Caesars Entertainment. OB10 will be our preferred method of receiving invoices in the future. This is an important initiative for Caesars Entertainment, and suppliers' participation is required. We hope that you will work with us in this initiative, and we strongly encourage you to take this opportunity to improve your own invoice submission method. The new process has full management support within Caesars Entertainment, and non-compliance with this initiative will be taken into consideration when contract renewals with your company take place.



### **What happens if I still send paper invoices?**

All suppliers are expected to support our e-Invoice initiative by registering with OB10. Your organization's non-participation can affect our working relationship in the following ways:

- Future contract award maybe affected;
- Payment terms cannot be guaranteed;
- Processing cycle time will be extended as transacting business on paper invoices will be considered non-compliant with our standard process ; and
- Supplier performance management score carding process will be impacted.

### **Will I receive any additional benefit for submitting my invoices through OB10?**

In addition to the many benefits already described, Caesars Entertainment will offer the option to receive payment via ACH to all US based vendors who enroll with OB10 for electronic invoicing. ACH offers the following significant advantages:

- Improved delivery time for payment funds, essentially eliminating unpredictable postal delays, and reducing the cost of overnight payments.
- Automated payment generation through our accounting system, decreasing the likelihood of errors associated with paper-based check payments.

### **Is there a cost to suppliers for submitting e-Invoices through OB10?**

Yes, there are fees assessed by OB10 to suppliers using the OB10 network to submit invoices to their customers. Pricing for the network is set by OB10, and all fees are billed by and paid directly to them by the supplier; however, this cost is minimal compared to the cost currently incurred by suppliers for printing, postage and overnight charges, etc. There are two options available for submitting electronic invoices: the Integrated Solution and the Web Form. 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 purchase blocks of invoices.



### **Why doesn't Caesars Entertainment pay the fees?**

To use the OB10 service, both you and Caesars Entertainment will pay a fee as we will both benefit from the service. In addition, this is an open network and not a private exchange for Caesars Entertainment. At present, Caesars Entertainment does not cover Suppliers' costs to produce paper invoices. Please consider that you will save costs for paper, printing, and mailing 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 processed for payment.

### **What does the membership fee 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 customers that you service via the network.

### **When and how do I pay the membership fee?**

**Integrated Solution:** Payment of the initial annual subscription fee for Integrated Solution is due upon contract signing. OB10 will not commence Supplier implementation until credit card, ACH or other payment is confirmed. The annual charge(s) includes set-up, mapping, maintenance and support for the service covered. Prices are subject to change with 30 days prior written notice. All fees are exclusive of taxes, which are the sole responsibility of the Integrated Supplier.

### **Web Form:**

Upon completion of the Web Form registration, each supplier's account will be credited with an initial 12 transactions at no charge. These 12 transactions will be renewed after 12 months from the date of registration, unless they are completely used and additional transactions are needed within the 12 month period. At that time, a batch of 25 will be the minimum quantity you can purchase.



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

Yes. Once you are subscribed to the OB10 network, OB10 will enable you to send electronic invoices to any other customers that are on the OB10 network.

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

You may access the OB10 secure website and create invoices on-line using their **Web Form**. All you need is an Internet connection and web browser.

**I already send some invoices to customers via EDI. Can I use this?**

EDI is just another data format that OB10 can support. However, Caesars Entertainment will not accept EDI format directly from suppliers. Invoices must be submitted through the OB10 network.

**I can make invoices available to my customer to view via the Internet. Can I use this instead of OB10?**

The OB10 network ensures that Caesars Entertainment 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 in order to submit my invoices electronically through OB10?**

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



### What are the minimum system requirements for using OB10?

The minimum operating system requirements are: Microsoft Windows XP, Linux or Max OS X\*.

Minimum browser requirements are:

- MS Internet Explorer 7
- Safari 4
- Mozilla Firefox 3.0

### What are the Invoice Data Elements required for invoice submission to Caesars Entertainment?

Whether suppliers choose the full integrated solution (e-Invoicing) or the Web Form alternative to submit their invoices through OB10, Caesars Entertainment will require the following information for each electronic invoice, failure to include any of the following values on an invoice submitted could result in invoice rejection.

### PO Invoices - No multiple Purchase orders are allowed on the same invoice.

- The purchase order line number for each invoice line submitted
- Quantity of items invoiced by line number
- Cost per item invoiced
- Unit of measure for each item invoiced (ex. each, box, pound)
- Remit to Address, including city, state, and zip code
- **Ship to Location**, including address, City, State, and zip code
- Invoice Number
- Invoice Date
- Invoice Payment Terms
- Invoice Currency
- Tax Amount - if applicable
- Freight Amount - if applicable
- Invoice Total Amount



**NOTE:** Work on the associated product or service must not be initiated until after you receive a purchase order number from Caesars Entertainment. Failure to include any of the values noted above when submitting your P.O invoice through OB10 will result in that invoice being rejected back to you:

### Credit Notes / Memos

- Remit to address, city, state, and zip code
- **Ship to Location**, including address, City, State, and zip code
- Invoice Number
- Invoice Date
- Invoice Payment Terms
- Invoice Currency
- Tax Amount - if applicable
- Invoice Total Amount

**Will I be forced to provide a PO number for all of my invoices or will OB10 accept non-PO invoices?**

Our preference is that all products and services provided to Caesars Entertainment be tied to a valid Caesars Entertainment Data issued Purchase order;

**Will I be able to attach any additional documentation to invoices submitted through OB10?**

Yes. You will be able to attach additional backup documentation at the time you submit your invoice.

Please be aware that all attachments must be in PDF format.

**I am planning to change my invoicing software soon, should I wait before subscribing to OB10?**

The OB10 network accepts any structured 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 modifications without interruption of invoice delivery.



**Will Caesars Entertainment make payments using OB10?**

No. All payments to our suppliers will continue to be issued by our Caesars Entertainment.

**How can I obtain additional information on OB10 and their e-Invoicing service?**

For additional information you may visit the OB10 website at

<http://www.ob10.com/CaesarsEntertainment> .

You may also contact them via e-mail at [Caesars.registration@OB10.com](mailto:Caesars.registration@OB10.com) or call our dedicated Supplier Service line at 1-877-752-0900 (Option 2).