![iPayables logo]

![Colibri logo]

Colibri Group Invoicing Information

Submission Information

- Online Invoice Entry: Enter invoice directly online. Once activated, you can start submitting invoices online.
- Upload a File of Invoices Online or Automatically: You can also submit files of multiple invoices online or via FTP (large volumes). Multiple file formats are supported and include CSV, XML, and EDI. To get started please email vendor.adoption@ipayables.com or call 801-224-8300.
  - Click here to Login
- Send a Paper Invoice: For suppliers who cannot submit electronically using the methods above, the slower methods are also available:
  - Email PDF invoice to accountspayable@colibrigroup.com (only one PDF attachment per invoice).
  - Send a paper invoice to the new billing address:
    Colibri Group
    P.O. Box 1447
    Maryland Heights, MO 63043

Invoice Information

- The following information is required on all invoices to ensure timely payments:
  - Service Description
  - Service period the invoice is for
  - Person who ordered the service/Colibri contact person

Thank you for your participation and cooperation. We greatly value our business relationship. If you have any questions, please check with your Colibri Group contact or send an email to accountspayable@colibrigroup.com.

Sincerely,

Jim Fox

CFO