

Supplier FAQ

What is the Charles River-Orbian Supply Chain Finance Program?

The Charles River-Orbian Supply Chain Finance (SCF) Program provides your company with the opportunity to sell your Charles River receivables in exchange for early payment.

If you elect to sell your receivables, Orbian will purchase those receivables in an all-cash, non-recourse, true sale transaction. You will receive cash proceeds within 3 days of invoice approval by Charles River.

If you do not sell your receivables, your company will be paid the full amount due on the payment due date provided by your CRL procurement contract.

How does the Charles River-Orbian SCF Program benefit our company?



Increased Cash Flow

Sale of receivables for non-recourse cash improves liquidity, reduces Days Sales Outstanding and improves your debt/equity ratio.



Earlier Payments

It's your choice. Get paid automatically on every approved invoice within 3 days, or manually choose particular receivables to sell.



Reduced Risk

When Orbian purchases your receivables, we assume the risk of non-payment. Your sale of the receivable is an all-cash, non-recourse, true sale.



Preferred Discount Rates

Based on Charles River's credit strength, you benefit from competitive discount rates to assist with working capital management and growth.



Streamlined Collections

Take advantage of early payment and automate your collections process, drastically reducing accounts receivable costs.



Real-Time Reporting

Save time on administrative paperwork by utilizing our web-based reconciliation tools and real-time payment reporting in multiple formats.

How much does the Charles River-Orbian SCF Program cost?

There are no setup costs, transaction fees or account charges to join the Charles River-Orbian SCF Program. You do not need to open a new bank account to participate. If you choose to sell your receivables in exchange for early payment there is a discount charge based on the early payment of your invoice. Discount charges are calculated as of the date you actually receive non-recourse cash for your CRL receivable.

The discount charge is included in the Pricing Schedule attached to the Orbian Supplier Agreement. Please refer to the Pricing Schedule or contact us for more information.

Does enrollment require any changes to our invoicing process?

No. There are no changes to your invoicing and A/R processes with Orbian. You will invoice Charles River exactly as you did before.

Can I see a breakdown of the process to sell my receivables?

Submit your invoice to Charles River as always.

1

There is no change to your invoicing process.

Once approved, you will have visibility of the approved invoice in the Orbian System including payment date, proceeds, discount calculations, etc.

2

Invoice is approved & uploaded by Charles River to the Orbian System.

3

Orbian will purchase all receivables automatically within 3 days of invoice approval (**Auto-Discount**); automatically based on the payment date you select (**Auto-Schedule Discount**); or you may choose to sell only certain receivables (**Manual-Discount**).

Based on your account type, you will receive early payment on the CRL receivables purchased by Orbian deposited into your designated bank account.

4

If you choose not to sell your CRL receivables, you will receive payment by Orbian into your designated bank account according to the payment date approved by CRL.

5

When will we receive the cash proceeds for sold receivables?

If you elect to sell your receivables to Orbian, you will receive non-recourse cash deposited to your existing bank account:

- Within 3 business days of invoice approval by Charles River (**Auto-Discount**), or
- On your previously selected auto-payment date (any time up to 5 days prior to actual payment date) (**Auto-Schedule Discount**), or
- Within 3 business days from the date you manually elect to sell your receivable (**Manual-Discount**)

Title to the receivable does not transfer to Orbian until you receive the cash proceeds.

Do we have to sell all of our receivables?

No, you do not have to sell all or even any of your receivables to Orbian. Our **Manual-Discount** account option provides you with the flexibility to choose which receivables you want to sell to Orbian. With our **Auto-Discount** and **Auto-Schedule Discount** account options, all invoices approved and submitted to Orbian by Charles River will be automatically purchased by Orbian.

AUTO-DISCOUNT	AUTO-SCHEDULE DISCOUNT	MANUAL-DISCOUNT
<ul style="list-style-type: none">✓ All invoices submitted to Orbian by Charles River will be automatically purchased by Orbian.✓ You will automatically receive proceeds from the sale of your receivable within 3 days of invoice approval via ACH payment method.✓ You do not have to login to the Orbian System to receive early payment.	<ul style="list-style-type: none">✓ All invoices submitted to Orbian by Charles River will be automatically purchased by Orbian.✓ You will automatically receive proceeds from the sale of your receivable on whichever payment date you select (e.g. day 30 or 45 after invoice submission) up to 5 days prior to actual payment date.✓ You do not have to login to the Orbian System to receive early payment.	<ul style="list-style-type: none">✓ Choose which invoices you want to sell and when you want them paid.✓ You will receive proceeds within 3 days from the date you elect to sell your receivable via ACH payment method.✓ For this type of account, you will need to login to the Orbian System each time to receive early payment.✓ If you do not sell your receivables, your company will be paid the full amount due on the payment due date provided by your CRL procurement contract.✓ Additional manual fee applies.

Does enrollment require any changes to our IT infrastructure or a software download?

No. All that is needed to participate in the Charles River-Orbian SCF Program is access to a web browser. Enrollment and participation in the Charles River-Orbian SCF Program does not require any changes to your company's IT infrastructure or software download or any additional technology whatsoever.

What is the time commitment to enroll and participate?

Once some simple documentation is collected by your organization, enrollment in the Charles River-Orbian SCF Program takes under 30 minutes. Following enrollment, the amount of time required varies on the type of account you select: Auto-Discount, Auto-Schedule Discount or Manual-Discount.

1. With the **Auto-Discount** account you will **not** have to login to the Orbian System in order to initiate payment. All receivables will be automatically purchased by Orbian. The only time commitment is to generate and review reports.
2. With the **Auto-Schedule Discount** account you will **not** have to login to the Orbian System in order to initiate payment. All receivables will be automatically purchased by Orbian on your selected payment date. The only time commitment is to generate and review reports.
3. The **Manual-Discount** account will require that you login to the Orbian System to view and select which invoices you would like to sell to Orbian and for which you choose to receive early payment.

What kind of reporting is available in the Orbian System?

In the Orbian System you have access to a full suite of reporting tools providing real-time data on approved invoices and transactions, as well as discount calculations and historical activity reconciliation reports. Please refer to the [Orbian User Manual](#).

Will this impact our company's financials?

The Charles River-Orbian SCF Program purchases your receivables in an all-cash, non-recourse, true sale transaction. A true sale transaction will never be categorized as a financing, loan or debt.

What if there is an invoice dispute or Credit or Debit Memo?

The Charles River-Orbian SCF Program contemplates that we will purchase receivables based on approved invoices. Once we purchase the receivables, any invoices on which those specific receivables were based are closed to further adjustment. However, Charles River will work with you on subsequent invoices to reflect any credits or debits and/or resolve any disputes without adjusting invoices underlying receivables already purchased by Orbian.

Will any invoices that were outstanding before we signed up be transferred to the Orbian System?

Once you are enrolled and fully activated on the Orbian System, you can speak with Charles River about whether any issued and outstanding invoices will be transferred to the Orbian System.

How do we enroll in the Charles River-Orbian SCF Program?

Use the specific Enrollment Code provided to you to login to the Orbian Supplier Enrollment website at www.orbiansupplier.com. Follow the simple prompts to complete your online application, e-sign our agreement and upload supporting documents for review.

If you do not have an Enrollment Code, or have any questions during the process, please contact us at +1 (760) 891-2303 or email documentation@orbian.com.

How do we use the Orbian System?

Once you are enrolled and fully activated on the Orbian System, you will receive an email confirmation with your login information and link to our user manual. You can read the [Orbian User Manual](#) at any time to get familiar with using the Orbian System and taking advantage of our reporting features.

Can I sell receivables owed by other Buyers to Orbian?

Only the receivables owed by Charles River are eligible for the Charles River-Orbian SCF Program for which you are enrolling right now. However, please contact us to discuss whether options are available relative to other corporate buyers at +1 (760) 891-2300 or email legal@orbian.com.