ATTACHMENT "B"

Submitting Data Electronically using Spreadsheets
Rebates and Sales Tracings

Attends Healthcare customers have the option of electronically submitting claims for rebates based on special pricing **contacts** with Group Purchasing Organizations or Individual Customer Agreements. Attends Healthcare recommends using EDI ASC X12 standard transaction set 867 or 844, and conforming to Health Industry Business Communications Council (HIBCC) standards (www.hibcc.org). However, we realize that many of our customers have not yet implemented EDI. These customers should consider submitting their rebate claims and sales tracings using standard-format spreadsheets.

This document details the requirements for submitting **rebates claims and non-rebate data (sales tracings)** to Attends Healthcare by way of spreadsheet.

General requirements:

All spreadsheets should be transmitted as an attachment to an email message addressed to the Rebates department at Attends Healthcare- email id rebates@attends.com.

Spreadsheets should be in Microsoft Excel.

Spreadsheets must contain all columns, even if data are not being transmitted for some columns. Each column must be formatted as stated below. One row must be used for each sale of every product to every customer. Spreadsheets should contain all the data for the reporting period. The dates reported should be noted in the body of the email message. On **resubmits only** if there are changes or updates to earlier periods, these may also be included in the spreadsheet provided they are noted in the body of the email message. Also include the name, address, phone number and email address of the person submitting the spreadsheet. The first row of data must contain the column headings as detailed below. Format each column as indicated by TYPE below.

No cell may contain quotation marks or commas. Sub-totals, titles, sub-headings and blank rows between data are not allowed.

COLUMNS

A) Your Attends Healthcare Identifier - a code assigned by your Attends Rebates Analyst. Always use this same code to identify your company. Maximum Width=10, Type=TEXT.

B) Distrib. Center Location Code- a code assigned by you to identify the location you shipped the sale from. Maximum width=4, Type=TEXT.

C) Contract - The code that identifies the contract under which this rebate claim is being made. Leave blank for non-rebated sales. Maximum width=10, Type=TEXT.

D) Your Customer's Hospital ID - The code that identifies your institutional customer Maximum width=12, Type=TEXT. Heading=Hospital

E) Your Customer's HIN Number - The code assigned by Health Industry Business Communications Council (HIBCC) that identifies your customer's facility. Maximum width=10, Type=TEXT.

F) Trans Type - A code indicating the type of transaction that this row is indicating: SS = Stock Sale, IB = Interbranch Transfer. Note: normal sales should be coded 'SS'. Type=TEXT.

G) Attends Healthcare Product Code - a code identifying the product sold. Use only Attends Healthcare codes or UPC, NOT your own internal code for Attends Healthcare products. Maximum width=15, Type=TEXT.

H) Product Description - the catalog description of the product reported. Maximum width=80, Type=TEXT.

I) Quantity Sold - the number of units sold or the number of units for which a rebate is claimed. This number may include a decimal. Example, a case contains 8 bags, you sold 2 bags, so you key .25 in the quantity reported and CA in column H. Alternatively, you could key 2 in quantity reported and BG in UOM. If a bag contains 12 use units (e.g.: 12 briefs), you could key 24 in G and EA in UOM. Maximum Width=9, Type=GENERAL.

J) Unit of Measure (UOM) - Enter CA to indicate Case, BG to indicate Bag, or EA to indicate Each. Note that Each indicates a single use unit. One diaper = 1 EA. Never use EA to indicate bag or case. Type=TEXT.

K) Rebate Amount Claimed - For rebate request, the amount claimed for the rebate. This should be the difference between the price you paid and the contract price, multiplied by the number of units sold to the eligible group member. For non-rebate sales, enter zero. Maximum width=14 including decimal places, Type=GENERAL. Note, DO NOT INCLUDE COMMAS OR DOLLAR SIGNS IN THIS FIELD.

L) Invoice Date - The date the product was sold. Format m/d/yy. For January 1, 2003 enter 1/1/03. Type=DATE m/d/yy.

M) Invoice Number - The number of the invoice you sent your customer for this sale. Maximum width=30, Type=TEXT.

N) Debit Memo Number - If you submit a debit memo to Attends Healthcare for this rebate, enter the number. Otherwise leave blank. Maximum width=20, Type=TEXT.

O) Your Customer's Name - The name of the customer. Maximum width=35, Type=TEXT.

P) Your Customer's Address - The street address of the customer. Maximum width=35, Type=TEXT.

Q) Your Customer's City - The city of the customer. Maximum width=35, Type=TEXT.

R) Your Customer's State - The two-character code for the state or province of the customer. Maximum width=2, Type=TEXT.

S) Your Customer's Zip Code - The postal code of the customer. Maximum width=9, Type=TEXT.

T) Contract Cost - The contract price for the product. Price must be corrected for UOM. E.g.: if contract case price is $24, a case contains 4 bags and UOM for this row is BG, then contract price must be stated in bags. Enter 6. Leave blank for non-rebate sales tracing. Maximum width=14, Type=GENERAL.

U) Your Cost - The price distributor paid for this item, corrected for UOM (see (T) above.) Maximum width=14, Type=GENERAL.

V) Rebate Per Unit - The difference between Your Cost and Contract Cost. Maximum width=14, Type=GENERAL.