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Dear Travel Traders Newspaper Vendor:

We've completed 3 successful months with the iControl newspaper system, and are moving forward now to Phase 2. In Phase 2, we will be able to compare the invoice data that you submit to the sales data that we have internally.

Effective December 10, 2007, Phase 2 of the Travel Traders newspaper program with iControl will begin.

As such, all newspaper invoices should be submitted to iControl for payment. The invoices should be broken down by week, and must detail the stores serviced, the titles delivered, the cost per title, and the draws and returns by day of the week. The invoice should also be either stamped or signed by a Travel Traders store manager, creating a proof of delivery (POD). A POD certifies that the store reviewed the invoice and agrees with the quantities claimed as delivered and returned. The store will not be responsible for submitting your information to iControl – you should forward the invoice to iControl.

Newspaper invoices may be submitted to iControl in a variety of methods (choose one):

- Online at www.icontrolusa.com;
- Via the weekly SALES spreadsheet that iControl emails to every participant; or
- Via a pre-approved data interface that you establish with iControl
- Hard copy (paper) invoices may also be submitted. Please note that paper invoices that are submitted to iControl for data entry will be subject to a data entry fee of 50 cents per store per week.

If there is a discrepancy between the numbers you claim and Travel Traders' record of newspapers sold, Travel Traders may request that you submit your proof of delivery (POD) document for review and payment of the discrepancy. Failure to produce the proof of delivery (POD) document will result in the discrepancy claim being denied. Please be advised that the stores are no longer paying out cash for newspaper sales – all invoices should be sent directly to iControl for payment.

If you have any questions about this process or the status of your accounts receivable, please contact the iControl Help Desk at help@icontrolusa.com

The mailing address for iControl is
iControl
Travel Traders AP Outsource Center
PO Box 447
Rockville, MD 20848
301.816.4490 phone
help@icontrolusa.com

Rosa

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