

Invoice Guide

For Customers in Hong Kong



BDx has upgraded its billing system to give you, the customer, peace of mind with to your billing experience.

Your invoices will also be available for download from BDx360° customer portal.

In this Invoice Guide we will explain the various parts of your bill for your reference.



ORIGINAL INVOICE

HGC GLOBALCENTRE LIMITED 1/F, Watson Centre, 16-22 Kung Yip Street, Kwai Chung, Hong Kong Company Reg. No. 1533018 E-mail ID: billing@bdxworld.com Tel: +852 8191 9188 Fax: +852 2187 2067			Invoice Number : INV00002440 Account ID : 100425 Billing Profile ID : S10005303 Invoice issue date : 01 Dec 2020 Payment Due Date : 29 Dec 2020	1 2 3 4 5 6 7 8 9																					
Attention : Name : Address : Contact : 12345678 Email : xxxx@yyyy.com																									
<table border="1"> <tr> <th>Previous Balance</th> <th>Total Current Charges</th> <th>Total Charges</th> </tr> <tr> <td>460,092.00</td> <td>115,023.00</td> <td>575,115.00</td> </tr> </table>	Previous Balance	Total Current Charges	Total Charges	460,092.00	115,023.00	575,115.00																			
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- 1 **Invoice Number:** This unique number generated for each customer and account every month or as per customer's billing cycle.
- 2 **Account ID:** A unique number generated for each group account/client and can hold multiple Billing Profile ID.
- 3 **Billing Profile ID:** A unique number generated for each invoice account. There can be multiple invoice accounts under a group company.
- 4 **Invoice Issue Date:** The date on which account is billed for the current month rental and previous month power usage.
- 5 **Payment Due Date:** Invoice Issue Date + Payment Term (Net 28, Net 45 etc. decided based on customer contracts).
- 6 **Previous Balance:** Previous outstanding amount not yet paid.
- 7 **Total Current Charges:** Current month Invoice Amount i.e Onetime + Rental+ Usage.
- 8 **Total Charges:** Previous outstanding amount + Total Current Charges.
- 9 **Summary of Values of Services:** Summary of all taxable charges for current month plus usage from previous period.

Amount in Local Currency			10												
			11												
Payment By Telegraphic Transfer Bank Name: THE HONGKONG & SHANGHAI BANKING CORPORATION LIMITED Bank Address: 1 QUEEN'S ROAD CENTRAL, HONG KONG Account Name: HGC GLOBALCENTRE LIMITED Account Number: 004-848-072187-001 (HKD) Swift Code: HSBCHKHHKH Bank Code: 004 Branch Code: 848		BDx is moving to an automated next gen billing system and will have a rich new invoice format . There are no changes on the billing dates, remittance account no, taxes etc. We are available over 0800-xxxx for any support or queries that may be there.	12												
PAYMENT SLIP HGC GLOBALCENTRE LIMITED 16/F, Hutchison Telecom Tower, 99 Cheung Fai Road, Tsing Yi, New Territories, Hong Kong. Attention: FREV- RECEIPT TEAM		Kindly detach this portion of the bill to accompany payment.	13												
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- 10** **Amount in Local Currency:** This section is available only for Hong Kong customers billed in HKD currency.
- 11** **Payment by Telegraphic Transfer:** BDx bank details for making payment for the services.
- 12** Placeholder for customer communications/marketing messages with limit of 255 characters.
- 13** **Payment Slip:** Payment slip can be used for check payment to BDx.

Product/Services Summary

Unmetered – Bundled Power (Cage / Rack)

Product/Services Summary									
Service ID	SO Number	Charge Description	Charge Period	Unit Price	NRC	MRC	Usage	Tax	Total (HKD)
Product name: Cage									
6154-HKG1-COLO-CAGE-HONG-20191220-01	6154	Caged Racks - Bundled Power 30 KVA	12/01/2020- 12/31/2020	115,023.00		115,023.00		0.00	115,023.00
									Product Total: 115,023.00

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This section contains:

- o **Product and Service details:**

- Product Name
- Service ID
- SO Number
- Charge Description
- Charge Period *
- Unit Price **

- o **NRC:** Non-Recurring Charge / Onetime fee/ Installation Fee

- o **MRC:** Monthly Recurring Charge (Rental charges)

- o **Usage:** There will be Overage charges applied if customer has consumed more than subscribed value (Incremental value will be 0.5 KVA)

- o **Product Total:** Subtotal for each product offering (i,e Cage , Racks, VAS etc.)

* **Charge Period** will be full month if rental is charged for a whole month else it will be pro-rated period.

** If 5 racks are sold as one product then only single unit rate will be captured, i,e the unit price is on not per Racks charges, but it is for the product offering.

** Usage unit price is for each KWH (Metered) / KVA (Unmetered) / Hourly (RHE) / Event (Cleaning etc..) and based on product flavor.

Usage Summary										
SO number	Charge Description	Charge Period	Included Units	Used Units	Billable Units	UOM	List Price	Amount Without Tax	Tax	Total (HKD)

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Usage Details						
SO number	Charge	Usage Description	Usage Date	Quantity	Additional Info	
Total Usage Charges(HKD):						0.00

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Usage Summary:

- o **Charge Period:** Previous month as usage will be in arrears.
- o **Included Unit:**
 - Subscribed KVA value for Unmetered customers/SO number
 - Overage will be charge over and above this value multiple with Unit rate
 - The incremental value (rounding up) for overcharge is 0.5KVA
 - His will 0.0 for Metered customers
- o **Unit used:** Actual usage value.
- o **Billable Units:** Unit to be billed (Consumed Units – Included Units).
- o **UOM:** KVA/KWH/Event/Hours.
- o **List Price:** Unit price for charging.

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Usage Details:

- o **SO Number**
- o **Usage Description:** Details about usage type.
- o **Usage Date:** Date on which usage is added.
- o **Quantity:** Total unit used (KVA, KHW, Event, Hours).
- o **Additional Info:** This is used for providing any additional comments mainly for ad-hoc charges & RHE usage or anything specific we need to mention in usage file.