

Invoice Guide

For Customers in Singapore



BDx is upgrading its billing system. This guide will help you, the customer, understand how to read your invoice properly as well as give you insight to how having a cutting-edge billing system with Realtime utilization values benefits you.

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



TAX INVOICE

BDX (SINGAPORE) PTE. LTD 110 Paya Lebar Road, Level 1, Singapore 409009 Company Reg. No. 201926287W GST Reg. No. 201926287W E-mail ID: billing@bdxworld.com		Invoice number : INV00002152 Account ID : 10047 Billing Profile ID : 10000122 Invoice issue date : 01 Nov 2020 Payment Due Date : 01 Dec 2020	1 2 3 4 5 6 7 8 9
Attention : DD Sahu Name : BDx Test Account Address : BDx, Tower 2, The Square Contact : 28005823 Email : dd.sahu@gmail.com@example.com			
Previous Balance	Total Current Charges	Total Charges	
0.00	138,322.09	138,322.09	
Summary of Taxable Value of Services			
Charge Heads		Amount(SGD)	
Rental Charges		3,795.48	
Usage Charges		124,977.50	
Onetime Charges		500.00	
Total Taxable Charges		129,272.98	
GST		9,049.11	
Total Current Charges		138,322.0	
Amount in Local Currency			

- 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 + Tax.
- 8 **Total Charges:** Previous outstanding amount + Total Current Charges.
- 9 **Summary of Taxable Values of Services:** Summary of all taxable charges for current month plus usage from previous period.

Amount in Local Currency	
Payment By Telegraphic Transfer Bank Name: HSBC Bank Address: 21 Collyer Quay #02-01 Singapore Account Name: BDx (SINGAPORE) PTE. LTD Account Number: 052-754231-001 (SGD)/260-064191-178 (USD) Swift Code: HSBCSGSG Bank Code: 7232 Branch Code: 052	
Kindly detach this portion of the bill to accompany payment.	
PAYMENT SLIP BDx (SINGAPORE) PTE. LTD 110 Paya Lebar Road, Level 1, Singapore 409009 Attention: Billing	Company Name : BDx Test Account Account ID : 10047 Billing Profile ID : 10000122 Total Amount Due(SGD) : 138,322.09 Due Date : 01 Dec 2020 Invoice No : INV00002152

- 10** **Amount in Local Currency:** This section is available only for Singapore customers billed in USD 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.

Services Summary				
SO Number	PO Number	Amount Without Tax	Tax	Total (SGD)
31047		7,795.48	545.68	8,341.16

- 14** **Services Summary:** SO/PO Number wise charges under an account with tax breakup.

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 (SGD)
Product name: Cage									
CLM-000112345	31047	Cage Rental	10/10/2020-10/31/2020	2,220.00		1,575.48		110.28	1,685.76
CLM-000112345	31047	Cage Overage	10/10/2020-10/31/2020	2,000.00			4,000.00	280.00	4,280.00
CLM-000112345	31047	Cage Rental	11/01/2020-11/30/2020	2,220.00		2,220.00		155.40	2,375.40
									Product Total: 8,341.16

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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 with Tax 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.

Metered – Power (Cage / Rack)

Product/Services Summary									
Service ID	SO Number	Charge Description	Charge Period	Unit Price	NRC	MRC	Usage	Tax	Total (HKD)
Product name: Rack									
CLM-000112345	31048	Installation Fee	10/10/2020-10/10/2020	350.00	350.00			0.00	350.00
CLM-000112345	31048	Metered Power Rack	11/01/2020-11/30/2020	1,500.00		1,500.00		0.00	1,500.00
CLM-000112345	31048	Metered Power Rack	10/10/2020-10/31/2020	2.25			326,227.50	0.00	326,227.50
CLM-000112345	31048	Metered Power Rack	10/10/2020-10/31/2020	1,500.00		1,064.52		0.00	1,064.52
									Product Total: 329,142.02

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- 16 This section contains elements common for both Metered & Unmetered Products. Metered will have same set of information as Unmetered but it will have Metered Power Usage consumption instead of Overage information.
- o **Usage:** Usage will be charged on power consumption (KWH) value.
 - o **Usage:** Usage amount in Arrears (Ex: for 1 Dec bill):
 - For HKG 21-Oct to 20-Nov
 - For SIN1 1 Nov to 30 Nov
 - o **Product Total:** Subtotal with Tax for each product offering (i.e Cage , Racks, VAS etc.).

Usage Summary										
SO number	Charge Description	Charge Period	Included Units	Used Units	Billable Units	UOM	List Price	Amount Without Tax	Tax	Total (HKD)
31048	Power Consumption	10/10/2020 - 10/31/2020	0	144,990	144,990	KWH	2.25	326,227.50	0.00	326,227.50
31048	Excess Power Charge	10/10/2020 - 10/11/2020	0	0	0	KVA	0	0.00	0.00	0.00

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Usage Details				
SO number	Usage Description	Usage Date	Quantity	Additional Info
31048	Power Consumption	22/10/2020	144990 KWH	
				Total Usage Charges(HKD): 326,227.50

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- 17 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.



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Tax Summary				
Tax Name	Tax Rate	Tax Rate Type	Tax Amount(SGD)	
GST	7%	Percentage	9,049.11	
Total Tax			9,049.11	

Tax Details				
SO Number	Charge Info	Tax Name	Tax Rate %	Tax Amount
31042	Cage Rental	GST	7%	155.40
31042	Cage Rental	GST	7%	110.28
31042	Installation fee	GST	7%	35.00
31042	Power Consumption	GST	7%	8,660.93
31042	Excess Power Charge	GST	7%	87.50

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Tax Summary & Details (Tax Table):

- o **This table is used for providing complete information on tax applied to various charge heads.**
- o **Tax Name:** Tax type applied to the charges.
- o **Tax Rate:** How much tax percentage is applied (ex: 7%).
- o **Tax Rate Type:** Percentage.
- o **Tax Amount (Currency).**

Note: This section only applies to Singapore.

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Invoice PDF File Name Format:

- o **File Name:** INV00002414_10000127_11012020
- o **INV00002414:** Invoice Number (Running Sequence Number).
- o **10000127:** Account Number.
- o **11012020:** Invoice Issue Date.