# **Understanding Your Corporate Bill**



We've tried to make our bill super simple – here's the 1,2,3 of reading your bill if you need a little help. It's called a tax invoice for tax purposes – but we'll refer to it as the bill.

1 Your details

This is the information you gave us when your account was set up. It's important that these are correct. To change your address log in to Your 2degrees, go to 'Your Account' then 'Your Account Profile'. To update your billing email address (where the bill will be sent) for this account log in to Your 2degrees, go to 'Settings', then 'Manage Notifications'. The billing email address is then found in 'Billing Profile Notifications'.

2 Account number

This is the way we identify you in our system. Whenever you talk to someone at 2degrees they will ask for this number.

**3** Billing Period

Each bill is for a specific period. The Billing Period shows the first day and last day of your billing period, the first day is the date your minutes, texts and data are topped back up again.

4 Last month's balance

Hopefully you are up to date in your payments. If there is anything that was not paid last month it will be added to this month's bill. Any amount more than \$5 needs to be paid immediately – as it will be overdue.

5 See your usage in detail

If you want an in-depth breakdown of your account transactions and charges, follow the link and log in to Your 2degrees; go to 'Your Account', then 'Your Bill'. Each billing period is listed with a link to the downloadable CSV file and invoice.

6 Charge for this month

Here's an overview of all your charges for this month. We've divided the line items into those for which GST is charged and those, such as Business Roaming, where no GST is charged.

You'll see that the summary then lists your month's bill by item type (recurring plan charges, data, value packs, roaming).

If we have credits to apply to your account or there are other adjustments, you'll see them here.

7 Total amount owing

This is the total amount you need to pay this month. It is found by adding together last month's balance (if anything) and your charges this month.

8 Payment is due

The date you need to have paid this month's charges by.

Pay this now button

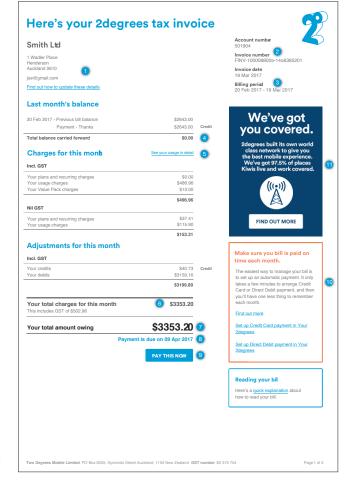
Here's a simple way to make a payment by credit card. If you don't pay automatically, refer to page 2 of the bill to find other ways to pay.

10 Paying your bill

Here you can find details of your automatic payment. If you haven't set one up yet you will be able to pay by credit card or set up a direct debit from here. See page 2 of your bill for all other ways to pay.

11 Monthly information

Each month we'll tell you about something special or new from 2degrees.



#### 12 Payments

Here's a summary of any payments you have made since your last bill.

#### **13** Adjustments summary

Here's a summary of all the plan and recurring charges for your account. Your Base Monthly Fee and any additional connection or data charges will appear here.

#### 14 Plans and recurring charges summary

Here's a summary of all the Plan and recurring charges (such as Mobile Repayments) for your account.

### 15 Usage Summary

Here's an accumulated summary of all the usage on your account for the month. For individual connection usage, view the Team Member detail pages for each connection.

#### **16** Roaming Summary

If any team member travelled internationally and used Business Roaming services in the month, you will see an accumulated summary of the charges.

Your account's roaming activity is summarised into usage type (calls, texts, data, value packs, Daily Business Roaming charges).

For individual roaming usage, view the Team Member detail pages for each connection.

# Payment date 01 Mar 2017 Total payments received since last bill Adjustments Summary 18

	Quantity	Charge	
Add Connection Fee Removed	1	\$40.73	
Your current month's credits		\$40.73	
Debit Adjustments	Quantity	Charge	
Additional Connection Fee	1	\$40.73	
Additional Data Connection Fee	1	\$20.43	
Base Monthly Fee	1	\$2599.00	
Data Charges	4	\$499.00	

Plans and account charges summary	14

	Charge
Plan charges	\$0.00
Data plan charges	\$0.00
Mobile Repayment	\$37.41
Vous plan and requiring charges for this month	627.41

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Here's a summary

Roaming Data Roaming incoming calls	430MB 8	8	\$0.00 \$3.00
Roaming summary 16 Usage	Quantity	Minutes	Charge
Your total usage charges for this month			\$41.54
International cans International texts Texts	45 4 3	45	\$0.60 \$0.00

ming Value Charges 3
r total usage charges for this month

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#### **17** Value Packs

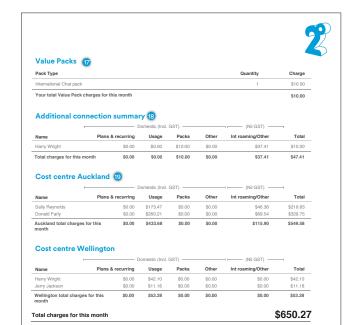
Here's a summary of all the Value Packs purchased for your account during the month. Value Packs are also known as Add ons.

## 18 Additional connection summary

Here's a summary of any connections under your account which have not yet been assigned a cost centre.

# 19 Cost centre summary

Here you can see your charges by connection in one place. It includes all connection related charges but excludes any account level adjustments you may have. If you have assigned cost centres then connections will be summarised by cost centre.



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