

YOUR INVOICE EXPLAINED

# Your invoice explained

This short guide helps you to  
understand your invoice

July 2021



# Introduction

Your invoices are charged in arrears and sent out at the beginning of each month. They provide details of your card processing charges as well as your transactions received by us. The period is shown on the first page of the invoice.

One payment will be taken from your nominated bank account on or around the 15th of each month. The description on your bank statement will show as 'GLOBAL PAYMENTS'.

Below, you'll find an example of an invoice, and an explanation of everything it contains, to help you with any questions you may have. All the figures and rates quoted are examples only.

Note: American Express is the acquirer of all American Express transactions and any guidance related to American Express does not form part of your Card Processing Agreement.

# Invoice Summary

The first page of your invoice is a summary of the monthly charges for your card processing facility. It shows what makes up the charge which will be debited from your nominated bank account (see point 7).

Your breakdown is made up of:

1. **Merchant** – this is your Merchant ID, please have this number handy when you contact us.
2. **Invoice Period** – the monthly cycle covered by your invoice – remember this is charged in arrears.
3. **Combined Transaction Charge** – transaction charges, also known as Headline Rate charges, for all your transactions.
4. **Interchange** – this section includes any Additional Transaction Fees and Card Scheme Fee charges (fees charged by Card Schemes e.g Mastercard and Visa).
5. **Other Fees** – for items such as terminal rental and authorisation calls.
6. **Minimum Adjustment Fee** – this will only be applied if your transactional charges are lower than the minimum service charge (per outlet) – you'll find this on your Service Schedule.
7. **Charges Applied To Account** – total charges to be debited from your chosen bank account.

Under the heading 'Summary of VAT' are the following fields. This section is for information only and won't be debited to your account.

8. **GBP VAT Summary** – VAT summary, which is detailed in accordance with HM Revenue & Customs.
9. **Net Charge (VAT Rated)** – all charges that incur VAT.
10. **Net Charge (Zero Rated/Exempt)** – all charges that doesn't incur VAT.

globalpayments

CARD PROCESSING INVOICE

DATE: 31JUL18  
PAGE: 1/5  
CHAIN NUM: 002-01-009-000-000  
MERCHANT: 87654321  
SEQUENCE: 0001

UK MERCHANT TRADING NAME  
ADDRESS LINE 2  
ADDRESS LINE 3  
ADDRESS LINE 4  
ADDRESS LINE 5  
ADDRESS LINE 6

GLOBAL PAYMENTS (GPUK LLP)

THIS INVOICE DETAILS CHARGES FOR YOUR CARD PROCESSING AND TRANSACTIONS RECEIVED BY US FOR THE PERIOD OF 30 JUN 2018 TO 31 JUL 2018.  
YOUR CHOSEN BANK ACCOUNT(S) WILL BE DEBITED ON OR AFTER 14 DAYS OF THIS NOTICE.  
THANK YOU FOR USING GLOBAL PAYMENTS FOR YOUR CARD PROCESSING.

SUMMARY OF CHARGES

GBP CHARGES			
COMBINED TRANSACTION CHARGE	GBP	572.16	DR
INTERCHANGE	GBP	140.00	DR
OTHER FEES	GBP	122.97	DR
MINIMUM ADJUSTMENT FEE	GBP	0.00	DR
CHARGE APPLIED TO ACCOUNT	GBP	835.13	DR

SUMMARY OF VAT

GBP VAT SUMMARY			
NET CHARGE (VAT RATED)		91.50	
NET CHARGE (ZERO RATED/EXEMPT)		725.33	
TOTAL NET CHARGE		816.83	
VAT		18.30	
TOTAL GBP CHARGES	GBP	835.13	DR
VAT NO:		927271515	

VAT IS APPLIED AT 20% TO SOME CHARGES SHOWN ABOVE. ALL OTHER CHARGES ARE VAT EXEMPT AND NO INPUT TAX MAY BE RECLAIMED.

Global Payments is HSBC's preferred supplier for card processing in the UK.

Global Payments is a trading name of GPUK LLP. GPUK LLP is authorised by the Financial Conduct Authority under the Payment Services Regulations 2017 (504290) for the provision of payment services and under the Consumer Credit Act (714439) for the undertaking of terminal rental agreements.

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