

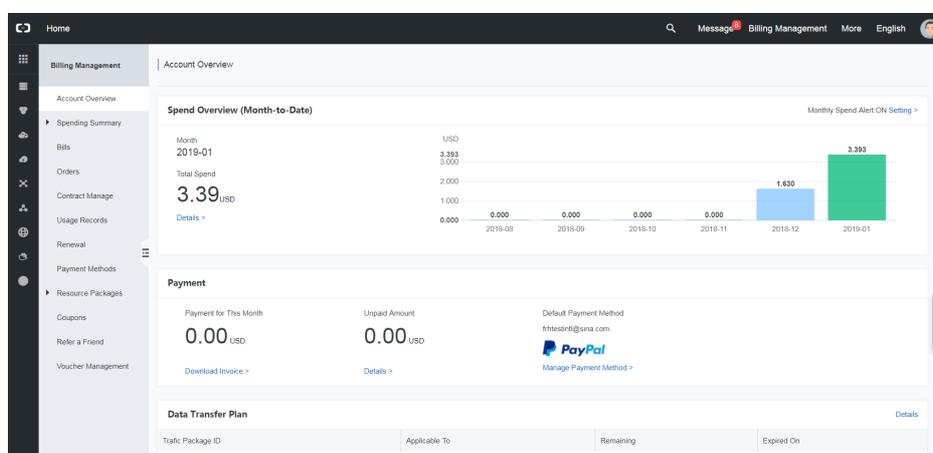
Billing Management Guidebook

Bank Card or PayPal Customer

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How to review Month-to-Date consumption?

Go to Account Overview as shown in the example below. In this scenario, the account has consumed USD 3.39 for the current month-to-date.

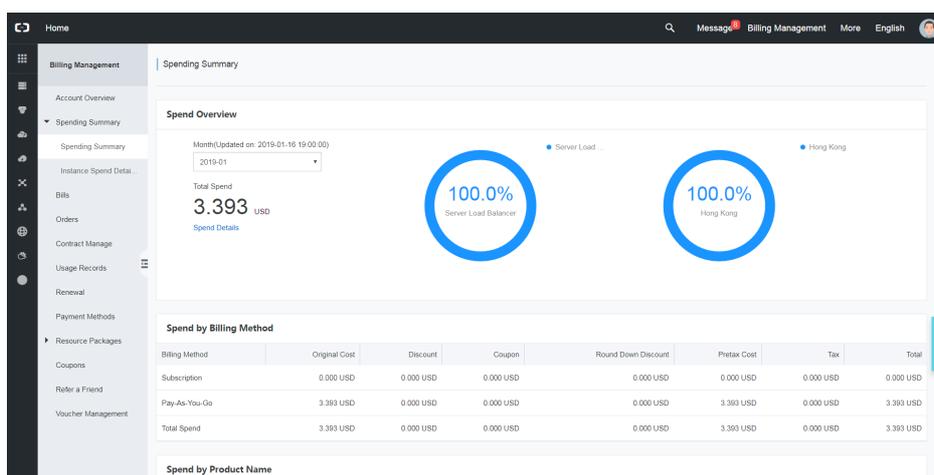


Alibaba Cloud will charge the Pay-As-You-Go fee when it has reached a predetermined threshold. In this scenario, USD 3.39 is below the predetermined threshold, therefore the fee has not been charged. As a result, the Payment for This Month remains USD 00.00.

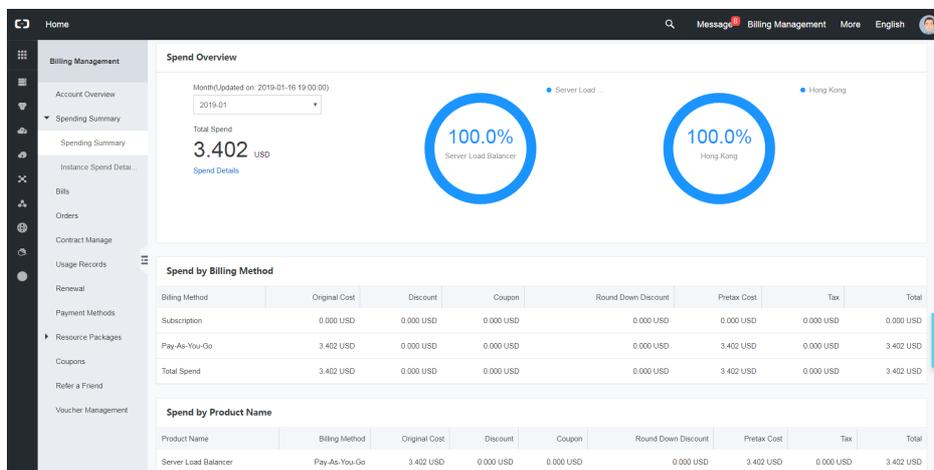
Additionally, your account is not overdue, therefore the Unpaid Amount is shown as USD 00.00.

How to review monthly consumption?

Go to the **Spending Summary** as shown below. You can see that the account has consumed USD 3.39 in the current month.



You can also select a specific month and review the expenditure for that specific time period as shown in the example below. On this page, you can review the total monthly expenditure and the detailed spending overview breakdown by billing method and by product.



What is Round Down Discount?

On the Spending Summary page, there is a column named Round Down Discount.

For Pay-As-You-Go services, the system records the original cost, discounts, and coupons to 3 decimal places. However, when Alibaba Cloud calculates and charges the final fee, it will be rounded down to 2 decimal places. As a result, the system automatically gives the customer an extra fee reduction known as a Round Down Discount.

How to download an invoice?

The invoice type for Alibaba Cloud Non-Credit Customers is a **Real-time Invoice**. Your invoice is generated immediately after you pay the Subscription order or the Pay-As-You-Go bill.

You can go to the Bills page to see all paid bills including paid Pay-As-You-Go bills. To download invoice information, click the **Invoice** button.

The screenshot shows the 'Bill Details' page in the Billing Management system. The page is divided into several sections:

- Account Overview:** Includes tabs for Paid, Unpaid, To be Billed, and Refund.
- Spending Summary:** Shows the month (2018-12) and billing method.
- Instance Spend Detail:** Shows the instance ID and billing method.
- Bills:** A table showing bill details for 2018-12. The table has columns: Paid on (UTC+8), Billing No, Billing Method, Product Name, Pretax Cost, Tax, Exchange Rate, Total, and Action. The first row shows a bill for 2018-01-14 17:10:26 with a total of 1,630 USD. A 'Details' button is located to the right of the table.
- Orders:** Shows the bill amount (USD 1,630) and tax (USD 0).
- Contract Manage:** Shows the contract ID (2018120000170185) and billing method (Pay-As-You-Go).
- Usage Records:** Shows the usage record for the bill.
- Renewal:** Shows the renewal information.
- Payment Methods:** Shows the payment methods.
- Resource Packages:** Shows the resource packages.
- Coupons:** Shows the coupons.
- Refer a Friend:** Shows the refer a friend information.
- Voucher Management:** Shows the voucher management information.

How to see the billing details?

You can also click the **Details** button to see the Subscription order detail or the Pay-As-You-Go billing details.

An example of a Pay-As-You-Go bill is as follows:

The screenshot shows the 'Paid Bill 2018120000170185' page in the Billing Management system. The page is divided into several sections:

- Summary:** Shows the bill summary with the following information:

Created On:	2019-01-01 08:43:47	Pretax Cost:	1,630 USD
Paid on:	2019-01-14 17:10:26	Tax:	0,000 USD
Billing Number:	2018120000170185		
Month:	2018-12	Total:	1,630 USD
- Details (USD):** A table showing the details of the bill. The table has columns: Billing Detail Number, Product Name, Region, Original Cost, Discount, Coupon, and Pretax Cost.

Billing Detail Number	Product Name	Region	Original Cost	Discount	Coupon	Pretax Cost
2018120001911850	Server Load Balancer	Hong Kong	0,000 USD	0,000 USD	0,000 USD	0,000 USD
2018120001911849	Server Load Balancer	Hong Kong	1,638 USD	0,000 USD	0,000 USD	1,630 USD

Click the **Billing Detail Number** and you can review the consumption billing details.

The screenshot displays the 'Instance Spend Details' page in the Billing Management system. The page shows a summary for Order No: 2018120001911649, Product: Server Load Balancer, and Billing Period: 2018-12. The details section is for Instance ID: b-3sncncob34ebryd4k4h in Hong Kong, with a total of 1,630 USD and tax of 0.000 USD. A table lists various billing items with their respective costs and payable amounts.

Instance ID	Product Name	Region	Original Cost	Discount	Coupon	Prestax Cost	Action
2018-12-31 23:00:00-2019-01-01 00:00:00	Public network downstream traffic		0.0000GB			Amount Payable : 0.000000	
2018-12-31 23:00:00-2019-01-01 00:00:00	Amount of instance lease		1Piece - hour			Amount Payable : 0.000000	
2018-12-31 22:00:00-2018-12-31 23:00:00	Amount of instance lease		1Piece - hour			Amount Payable : 0.000000	
2018-12-31 22:00:00-2018-12-31 23:00:00	Public network downstream traffic		0.0000GB			Amount Payable : 0.000000	
2018-12-31 21:00:00-2018-12-31 22:00:00	Amount of instance lease		1Piece - hour			Amount Payable : 0.000000	
2018-12-31 21:00:00-2018-12-31 22:00:00	Public network downstream traffic		0.0000GB			Amount Payable : 0.000000	
2018-12-31 20:00:00-2018-12-31 21:00:00	Public network downstream traffic		0.0000GB			Amount Payable : 0.000000	
2018-12-31 20:00:00-2018-12-31 21:00:00	Amount of instance lease		1Piece - hour			Amount Payable : 0.000000	

How to review instance spending details?

Go to **Spending Summary** -> **Instance Spending Details** as shown below. You can review the detailed spending of all your instances in the month you have selected.

The screenshot shows the 'Instance Spend Details' page with search filters. The filters include Month (2019-01), Search By (All), Product Family (All Product Family), Product Name (All Product Name), and Billing Method (Pay-As-You-Go). A table displays the spending details for the month of 2019-01.

Month	Instance ID	Product Name	Region	Original Cost	Discount	Coupon	Prestax Cost	Action
2019-01	b-3sncncob34ebryd4k4h	Server Load Balancer	Hong Kong	3.402 USD	0.000 USD	0.000 USD	3.402 USD	Detail

Click the **Detail** button to review the consumption of an instance for a specific day. You can review the cost of every billing item of this instance for a specific day.

Summary						
Month:	2019-01	Original Cost:	3,402 USD			
Region/Region:	Hong Kong	Discount:	0.000 USD			
Instance ID:	B-3m3cncob34e0ydy4x4w	Coupon:	0.000 USD			
Product Name:	Server Load Balancer	Pretax Cost:	3,402 USD			
Billing Method:	Pay-As-You-Go					
Detail (USD)						
Date	Date and Time	Billing Item	Usage	Original Cost	Discount	Total
2019-01-16	2019-01-16 17:00:00-2019-01-16 18:00:00	InstanceRent	1Piece - hour	0.009 USD	0.000 USD	0.009 USD
	2019-01-16 17:00:00-2019-01-16 18:00:00	InternetTrafficOut	0.000GB	0.000 USD	0.000 USD	0.000 USD
	2019-01-16 17:00:00-2019-01-16 18:00:00	LoadBalancerSpec	1Piece - hour	0.000 USD	0.000 USD	0.000 USD
	2019-01-16 16:00:00-2019-01-16 17:00:00	LoadBalancerSpec	1Piece - hour	0.000 USD	0.000 USD	0.000 USD
	2019-01-16 16:00:00-2019-01-16 17:00:00	InstanceRent	1Piece - hour	0.009 USD	0.000 USD	0.009 USD
	2019-01-16 16:00:00-2019-01-16 17:00:00	InternetTrafficOut	0.000GB	0.000 USD	0.000 USD	0.000 USD
	2019-01-16 15:00:00-2019-01-16 16:00:00	LoadBalancerSpec	1Piece - hour	0.000 USD	0.000 USD	0.000 USD

How to pay an overdue bill?

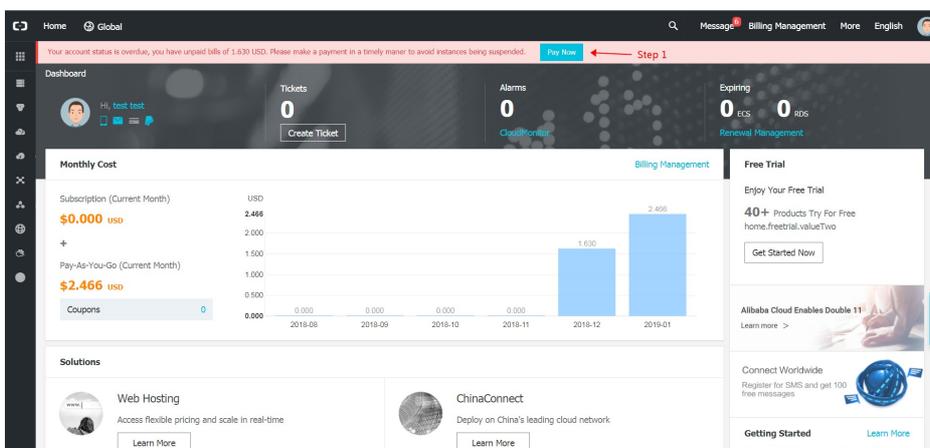
If your Pay-As-You-Go bill on-time payment is not successful, your account status will become overdue.

If this situation occurs, you may still use your existing services and instances for 15 days ("Limited Use Period"). However, you will not be allowed to purchase any new services, or process any auto-renew tasks. After the Limited Use Period expires, all of your services and instances will be suspended ("Suspension"). If your account remains overdue 15 days starting from the Suspension, all of your services and instances will be released.

Please process your Pay-As-You-Go payments on a timely basis to avoid any of your services or instances being suspended or released.

Beginning from the homepage:

Step 1. Click the **Pay Now** button to go to Billing Management -> Bills -> Unpaid.



Step 2. In this scenario, you can see that you have an unpaid Pay-As-You-Go bill. Click the **Make a Payment** button.

The screenshot shows the 'Billing Management' interface. The 'Bill Details' section is active, displaying a table of unpaid bills. A red arrow labeled 'Step 2' points to the 'Make a Payment' button in the 'Action' column of the table.

Created On(UTC +8)	Billing No	Billing Method	Product Name	Pretax Cost	Tax	Total	Unpaid Amount	Action
2019-01-01 08:43:47	2018120000170185	Pay-As-You-Go	-	1.630 USD	0.000 USD	1.630 USD	1.630 USD	Make a Payment

Step 3. Review the billing detail and click the **Pay** button.

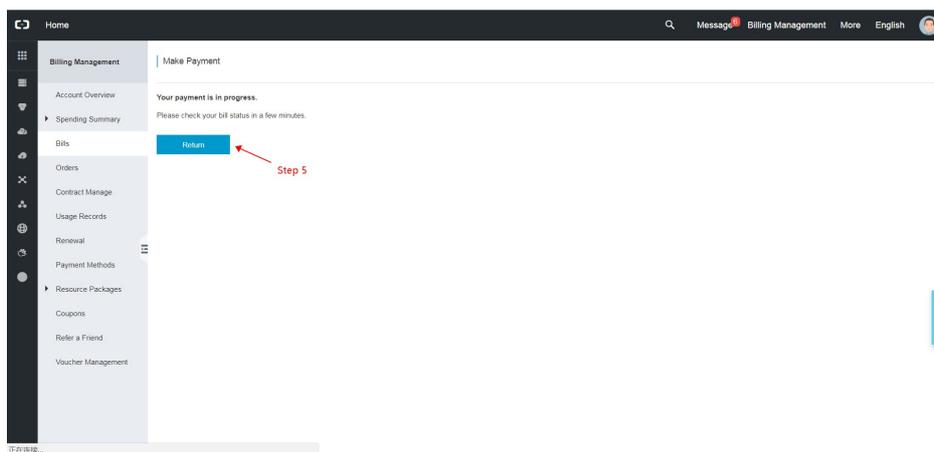
The screenshot shows the 'Unpaid Bill 2018120000170185' details page. The 'Summary' section shows the bill amount and the 'Pay' button. A red arrow labeled 'Step 3' points to the 'Pay' button.

Billing Detail Number	Product Name	Region	Original Cost	Discount	Coupon	Pretax Cost	Tax	Total	Unpaid
2018120001911649	Server Load Balancer	Hong Kong	1.630 USD	0.000 USD	0.000 USD	1.630 USD	0.000 USD	1.630 USD	1.630 USD

Step 4. Select a payment method and then click the **Pay** button.

The screenshot shows the 'Make Payment' page. The 'Payment Method' dropdown menu is set to 'Paypal'. A red arrow labeled 'Step 4' points to the 'Pay' button.

Step 5. The payment is now being processed. Please wait a few moments and then refresh the page. When the payment is successful, the unpaid bill will not appear again.

**Note:**

Up to 95% of bank card failures are the result of the issuing bank declining payment. Please contact the bank that issued your bank card or your PayPal account support team for details and solutions if your Pay-As-You-Go charge fails. If you still have questions, please open a ticket.

When will the Pay-As-You-Go fee be billed?

Alibaba Cloud will charge your Pay-As-You-Go fee when it reaches a specific, predetermined threshold.

Typically, if your default payment method is by credit card, the threshold is USD 1,000.00 (pretax). If your default payment method is by PayPal, the threshold will vary by customer from USD 8.00 to USD 500.00 (pretax).

Note:

- 1) If your default payment method is by PayPal, Alibaba Cloud will make a pre-authorization hold to your PayPal account in preparation for charging Pay-As-You-Go expenses.
- 2) At the end of each month, Alibaba Cloud will charge your Pay-As-You-Go fee.