



# Corporate Billing Overview

## Introduction

Corporate billing enables end users to place print orders in the Total Expert platform without using their credit card. Customers are then responsible for paying Total Expert and/or their printer for all completed orders. While corporate billing is a requirement for custom printer integrations, it can also be set up for ordering through our Total Expert print partners, pending approval by the TE Finance department. Use of the EDDM feature requires printing through our print partner, Printing For Less.

## Single-Branded Assets

Orders of single-branded assets will be 100% corporate billed, with no credit card transaction taking place. If not covering order costs, customers will need to bill back to their user base via their own finance processes, as this is not supported in the Total Expert platform.

## Co-Branded Assets

Assets that are co-branded will only be corporate billed for the end user's portion. The co-marketing partner will be required to pay via credit card in the platform.

## Compliance

### Approvals

Marketing administrators can choose to set up assets with an approval flow to authorize orders. Once submitted by the end user, orders using these assets are sent to a designated administrator to review and approve before the order goes to the printer.

If no approval is required, administrators can enable auto pay. This will send orders directly to the printer when they are submitted by the user. For co-branded orders, the co-marketing partner will be required to pay their portion (with a credit card) before the order is sent to the printer.

Both of these features are managed on an asset-by-asset basis. They can be assigned organization-wide, or based on individual end users or teams.

### Reporting

Reporting is available directly in the platform by navigating to **Reporting & Analytics → Print Orders**. Information includes, but is not limited to: order date, order ID number, order type, user name, co-marketing partner name (if applicable), print vendor, asset name, cost center, cost share breakdown, payment methods, order quantity, and order status.



# Invoicing

The Total Expert Finance department will credit and invoice customers on a scheduled basis, as agreed upon, for all completed orders according to the following scenarios.

## Custom Printer

Customers will be responsible for paying their printers directly.

The TE Finance department will issue a refund for all co-marketer credit card payments, less 3.5% credit card transaction processing fee. Credit will be returned via check or applied to invoiced costs for print orders fulfilled by TE printers (if applicable). Customers may opt to receive payment via credit card, wire, or ACH by signing up for or connecting with Total Expert's payables system (as of 1/1/2025, this is Bill – formerly Bill.com).

## Total Expert Print Partners

The TE Finance team will issue an invoice for all completed orders. Invoicing and payment terms will be determined at contract signing.

### Note

Transaction fee percentages, payment options, and payment systems are subject to change.