

In the billing section of RepDesk and VendorDesk you can view your current plan, pricing, upcoming charges, past invoices as well as see and change your credit card on file.

After you log into the account go into the billing section to see this information. In RepDesk it is located in the MyOrganization section.

Once in there you should see a screen as shown below for RepDesk.

My Organization – Billing

Next Billing Date Payment

1 Jul. 2022  

Upcoming Charges

Description	Per Unit Fee	Units	Amount
Unified Commerce for Large Manufacturers	\$0.00	1	\$0.00
Revenue Share Fee	0.0%	\$0.00	\$0.00
Total Amount:			\$0.00

Invoicing History

Invoice#	Invoice Date	Total Amount	Revenue Share	Download
5435	6/28/2021	\$0.00	\$0.00	
5306	5/28/2021	\$0.00	\$0.00	

To add or edit your credit card click on the edit icon just to the right of the payment section. It is up to you to manage this card from this page. Please do not send credit card information to Aleran or call to have us update this. This is to protect you and us from fraudulent charges.

In the Invoicing History section, you can download any related Revenue Share (If this applies to your account) and invoices. Click on the blue numbers to download the Revenue Share spreadsheet to see how the fees were calculated. Click the download icon to see the invoice for that month to see how the charges are broken down.