

How to update the VAT rate on the Dunelm Tradeforms solution

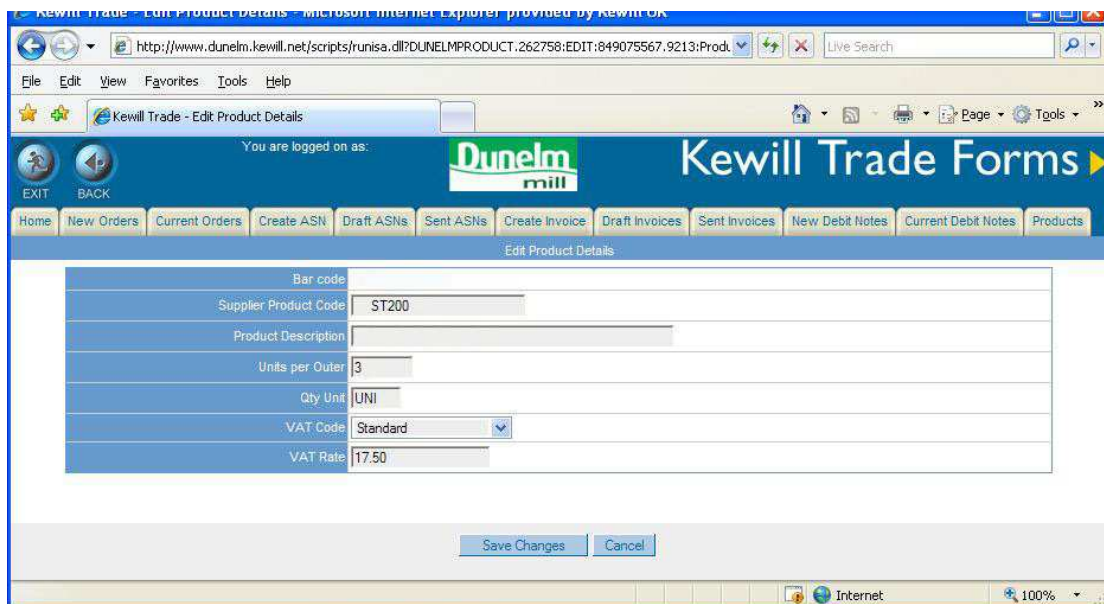
Please be aware that the default VAT rate will remain at 17.5% for next 2 weeks. Please follow the instructions below that show how to change the rate on invoices/products manually as required in the mean time.

How to change the VAT rate:

1. To change the VAT rate in the Dunelm system you must for change individual products in the 'Product' section of the system.
2. Go to the 'Products' page.
3. Select the item that you wish to change by click on the 'Edit' button on the product line.

Edit	Bar code	Supplier Product Code	Product Description	Units per Outer	Qty Unit	VAT Code	VAT Rate	Active?
Edit		ST200		3	UNI	Standard	17.50	Yes

4. The following page will be displayed.



The screenshot shows a web browser window displaying the 'Edit Product Details' page. The page has a blue header with the 'Dunelm mill' logo and 'Kewill Trade Forms' text. Below the header is a navigation menu with buttons for 'Home', 'New Orders', 'Current Orders', 'Create ASN', 'Draft ASNs', 'Sent ASNs', 'Create Invoice', 'Draft Invoices', 'Sent Invoices', 'New Debit Notes', 'Current Debit Notes', and 'Products'. The main content area is titled 'Edit Product Details' and contains a form with the following fields: 'Bar code' (empty), 'Supplier Product Code' (ST200), 'Product Description' (empty), 'Units per Outer' (3), 'Qty Unit' (UNI), 'VAT Code' (Standard), and 'VAT Rate' (17.50). At the bottom of the form are 'Save Changes' and 'Cancel' buttons.

5. Click in the 'VAT Rate' field and type the new VAT%. *Do not change the drop down.*
6. Once changed click on the 'Save Changes' button at the bottom of the page. You must do this for each of the products that you wish to change.

Important Notes:

1. Please do not send invoices with mixed standard VAT rates e.g. A line with 15% and a line 17.5%. This will cause your invoice to fail.