

Marks and Spencer's Food Application VAT Updates

Following the announcement that Standard rate VAT will change to 15% from 1st December 2008, this document explains the actions that Kewill has taken to prepare Marks and Spencer's Food application for the changes and the actions that users will need to take for themselves. During the transition period the onus is on users to ensure that invoices are raised with the correct VAT rate.

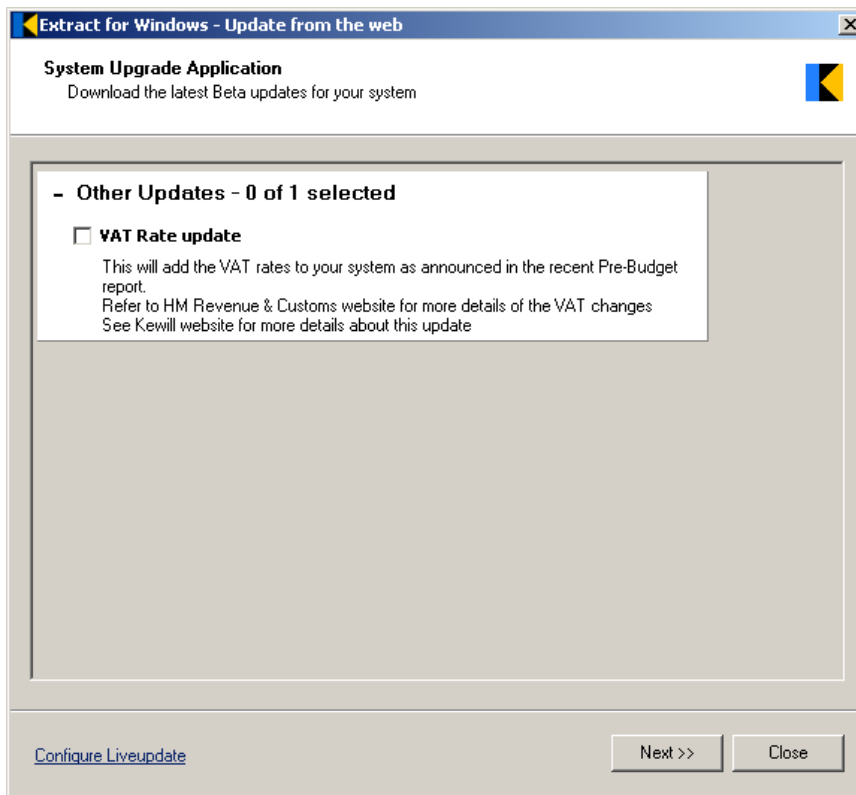
Please ensure before completing the follow steps you have already applied the EasyTrade Desktop/Extract for Windows VAT update as available on the Kewill Support Site.

1) Getting the Update:

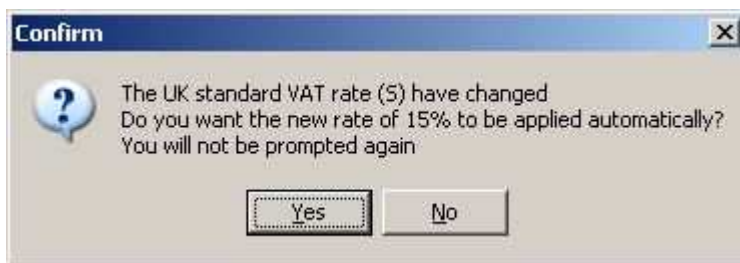
There are numerous methods to get this update. The preferred method would be to use the Liveupdate function of EasyTrade Desktop. If Liveupdate is not available e.g. your firewall blocks the connection then you must download from Kewill's support site, the instructions for this are later in the document.

2) Upgrade Using Liveupdate:

1. Run Liveupdate and when this screen is displayed please download the 'M&S VAT upgrade'. To do this please click the checkbox for the 'Marks and Spencer Food component', then click next.



2. Once you have downloaded and updated. Please run the M&S foods application.
3. The first time you load the application the following dialog will be displayed



4. If you click yes the VAT rate will be applied immediately. However if you click no you will be able to amend the rate at a later date. To do this please go to section 5.

3) Downloading from Kewill Support:

If it is not possible to download using Liveupdate then you must download from the Kewill support site.

1. Open your web browser, such as Firefox or Internet Explorer.
2. Open the following web address depending on which version of EasyTrade Desktop/Extract for Windows that you use. There are instructions on the support website which describe how the version you are using can be determined.

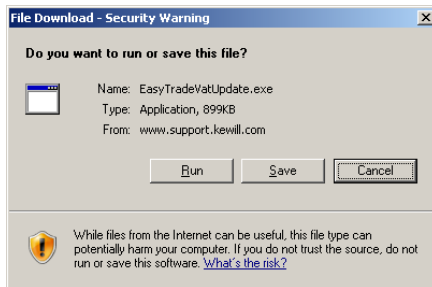
If you use version 3.12 only

<http://www.support.kewill.com/Documentation/VAT%20Rate%20Changes/EasyTrade/MSFoods%203.12.exe>

If you use version 3.7 only

<http://www.support.kewill.com/Documentation/VAT%20Rate%20Changes/EasyTrade/MSFoods%203.7.exe>

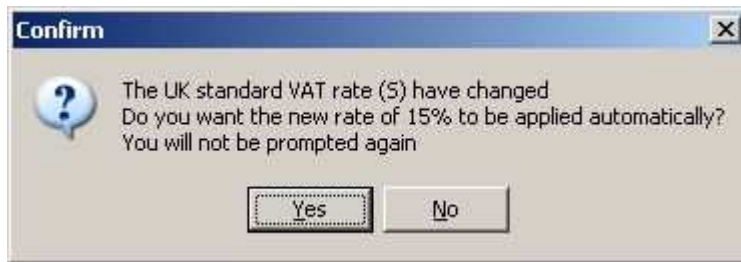
3. Once you have clicked the link that you require, the following will be displayed:



4. Click Save and download to your desktop.
5. Goto section 4.

4) Marks & Spencer's Upgrade from Kewill Support:

1. Please ensure that you have downloaded the file from the Kewill Support site. This should be saved to your desktop.
2. Double click on the file and the system will update.
3. The first time you load the application the following dialog will be displayed

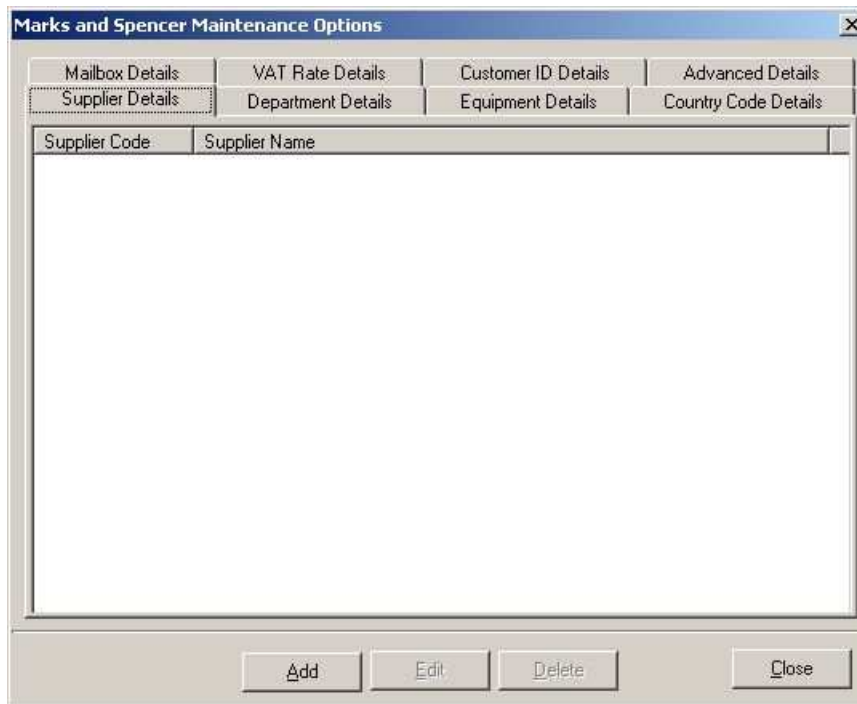


4. If you click yes the VAT rate will be applied immediately if you click no you will be able to amend the rate at a later date. To do this please go to section 5.

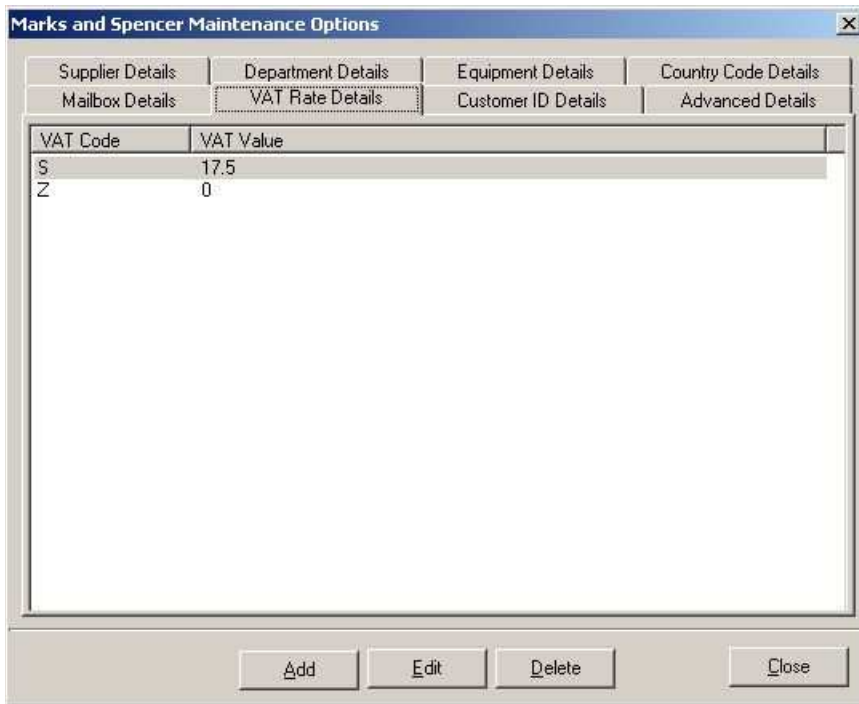
5) Viewing the current VAT rate:

If you decided after the download that you did not want to apply the 15% VAT rate straight away then you can apply this at a later date.

1. While running the MS foods application, go the Tools → Option menu. The following screen will be displayed.

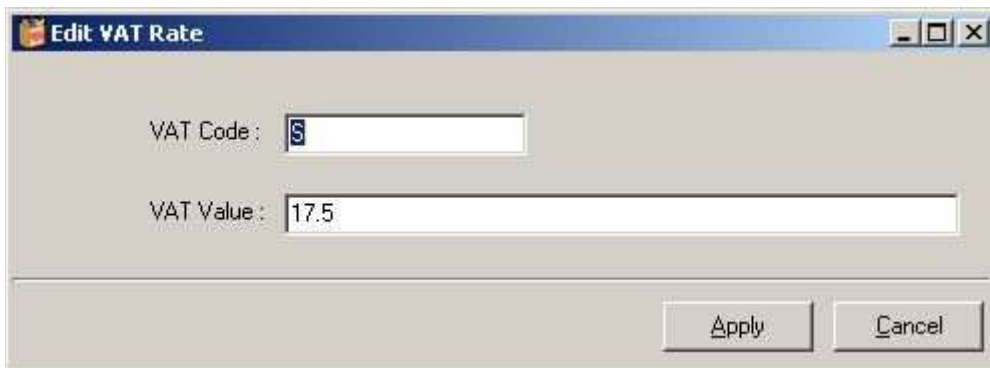


2. Click on the VAT rate details tab, the following screen will be displayed.



6) Changing the VAT rate:

3. To edit the standard VAT rate highlight the S VAT code and then click on the 'Edit' button. The following screen will be displayed:



4. Enter the VAT rate in the 'VAT Value' field. Then click on the 'Apply' button.

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.