

How to update the VAT rate on the Dunelm Tradeforms solution

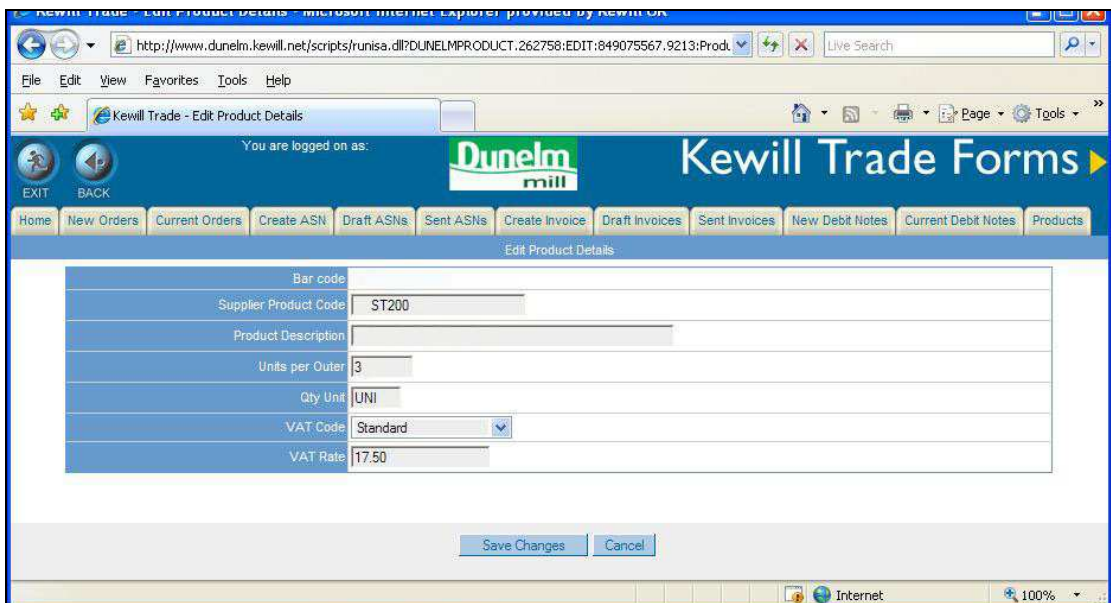
In order to manually change the standard VAT rate please follow the instructions below. This will be necessary until Dunelm alter the default standard VAT rate on the system.

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.



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.