

## How to update the VAT rate on the EasyTrade Web Edition (ETWE) solution

Following the announcement that Standard rate VAT will change, this document explains how users of the EasyTrade Web Edition system can manually update the rate used for invoicing. Kewill will update the default standard VAT rate following any announcements and this will be notified on the login page to the system.

### How to change VAT in ETWE:

The VAT rate for an invoice is taken from the order line if specified, if not the VAT rate is taken from the product database if the product exists. Otherwise the VAT rate is taken from the customer record.

There are two methods when changing the VAT rate in EasyTrade Web and they applied under the following circumstances:

1. If you already have orders in your system
2. For any new orders

Below is an explanation of these changes.

### (1) Changing VAT on Current Orders:

If the order is already in the ETWE system and you wish to invoice at the non-default rate you must change this when you create the invoice. Create an invoice as normal.

1. Create the invoice as normal
2. At the 'Edit Invoice' details screen, here you will have the lines that may need the VAT amount changing.

Line No.	Customer / Supplier Product Code	Product Code	Product Description	Pack Size	Ordered Qty	ASN Qty	Invoice By	Invoice Qty	Unit Of Measure	Total Measure	Unit Price (ex VAT)	Line Discount Amount	VAT Code	VAT %	VAT Amount	Line Total (inc VAT)	Select?
1	46573 / 12345	4567	Test Product 1	1	1000	0	Quantity	1000			7.70	0.00	Standard	17.50	1347.50	9047.50	<input type="checkbox"/>

3. To change the VAT, click in the 'VAT %' field

VAT Code	VAT %
Standard	17.50

4. Enter the VAT rate that you require in the 'VAT %', for example 17.5%. Do this for each of the lines that you wish to change on the invoice.
5. To view the changes, please click on the 'Calculate' button at the bottom of the 'Edit Invoice Details' screen.
6. You will now see the amended values reflected in 'VAT Amount, Line and Invoice' Totals.
7. Click 'Save' to finish the invoice amendments.
8. Then send the invoice as normal.

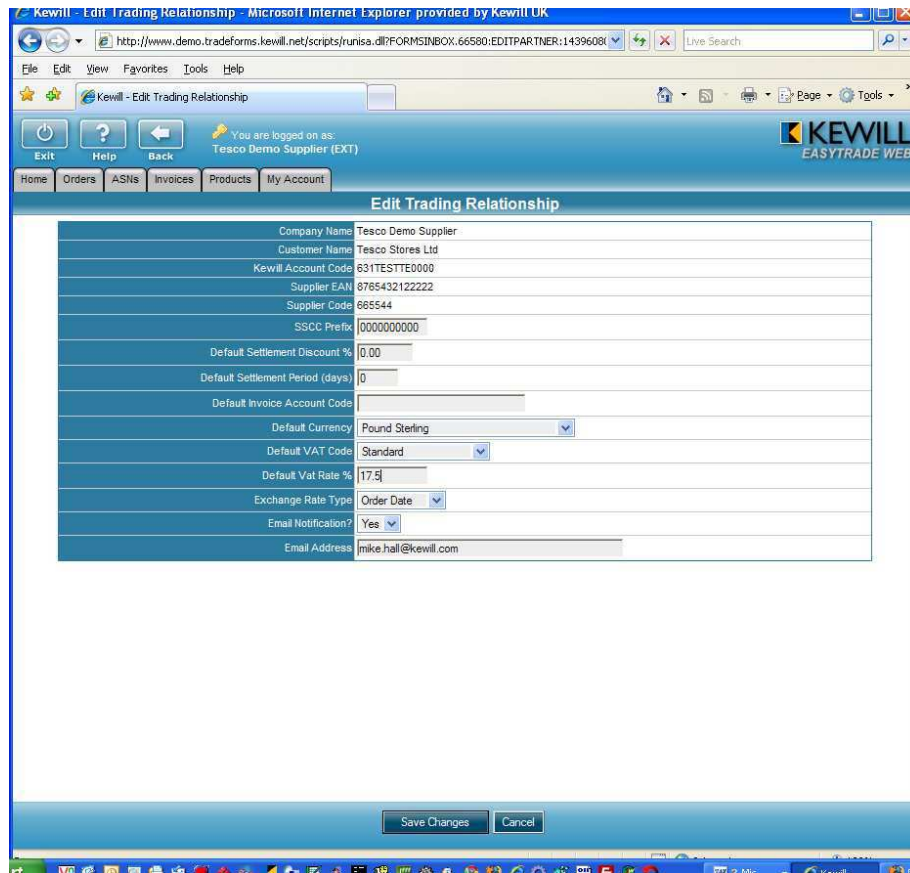
## (2) For New Orders:

To set the VAT rate for all new products in the system please do the following:

1. Click on the 'My Account' page.
2. Then click on 'Trading Relationships'
3. This lists all of the companies that you trade with on EasyTrade Web.

Company Name		Tesco Demo Supplier		
Kewill Account Code		631TESTTE0000		
Customer	Supplier Code	Supplier EAN	Email Notification?	Edit Details
Tesco Stores Ltd	665544	876543212222	Yes	<input type="button" value="Edit"/>

4. Click on the 'Edit' button and the page overleaf will be displayed.



5. Change the value in the 'Default VAT Rate' field. Please note that you are not selecting the 'Default VAT code' from the drop down box.
6. Now save the changes. Please do this for each of your customers.

You will then need to set the VAT rate for individual products in the 'Product Admin' section of ETWE, remembering that this VAT rate will only be applied to new orders. See section 3.

### (3) Changing the VAT at Line Level

1. Go to the 'Products' page.
2. Select the item that you wish to change by click on the 'Edit' button on the product line.

Edit	Status?	Product Code	Customer Product Code	Supplier Product Code	Product Description	Inner Product Code	Pack Size	UOM	Unit Price	VAT Code	Active?
<input type="button" value="Edit"/>	Updated	1020120	102919191		Carriage		1		80.00	Standard	Yes

3. The following page will be displayed.

The screenshot shows a web browser window displaying the 'Edit Product Details' page. The page title is 'Kewill - Edit Product Details - Microsoft Internet Explorer provided by Kewill UK'. The URL is 'http://www.demo.tradeforms.kewill.net/scripts/runisa.dll?FORMSPRODUCT.984238:EDIT:1439608047:'. The user is logged in as 'Tesco Demo Supplier (EXT)'. The page has a navigation menu with 'Home', 'Orders', 'ASNs', 'Invoices', 'Products', and 'My Account'. The main content area is titled 'Edit Product Details' and contains a form with the following fields:

Active?	Yes
Product Code	1020120
Customer Product Code	102919191
Supplier Product Code	
Product Description	Carriage
Inner Product Code	
Pack Size	1
Package Type	
Order/Despatch/Invoice By	Quantity
Unit Of Measure	
Unit Price	80.00
VAT Code	Standard
VAT Rate	17.5
Size	
Colour	
Width	
Length (Depth)	
Height	
Dimensions Unit of Measure	
Weight	
Weight Unit of Measure	

At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'.

4. Click in the 'VAT Rate' field and type the new VAT%. *Do not change the drop down.*
5. 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.