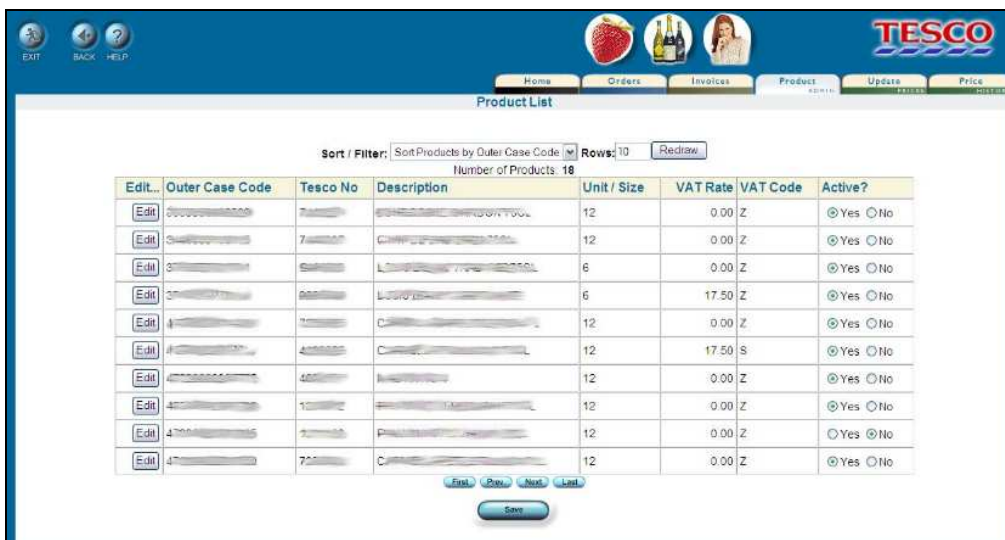


How to update the VAT rate on the Tesco Web System

Users of the Tesco Web System (<http://www.tesco.kewill.net>) are able to update the standard VAT rate as required. This can be completed as follows:-

- Login into your account
- Select the Product Tab, this will list all your products along with their current VAT rates as below:-



Edit...	Outer Case Code	Tesco No	Description	Unit / Size	VAT Rate	VAT Code	Active?
<input type="button" value="Edit"/>	0000000000	700000	0000000000000000	12	0.00	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	700000	0000000000000000	12	0.00	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	6	0.00	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	6	17.50	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	12	0.00	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	12	17.50	S	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	12	0.00	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	12	0.00	Z	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	12	0.00	Z	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Edit"/>	0000000000	000000	0000000000000000	12	0.00	Z	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Select "Edit" next to the products you wish to change the VAT amount for, this will display the following:-



Outer Case Code	0000000000	Tesco No	000000
Description	0000000000000000	Unit / Size	6
VAT Code	Zero Rated (Z)	VAT Rate	17.50

- Enter the updated VAT rate (eg 17.5) in the Vat Rate field and choose "Save"
- You will need to do this for each product that you wish to change the VAT rate for