Changing the VAT rate

Before the VAT rate can be changed the purchase order needs to be unreserved.

*If it has already been approved: Click on the Approve button, check the Un-reserve box is checked and click OK.*

1. Select Actions and then Manage Tax.

2. This will open up the Buyers Work Centre.

3. Select Additional Tax Information.
4. The tax rate can then be amended by line on the purchase order.

5. Clicking on the torch icon will bring up a list of tax code options.