

# Sales Order Management

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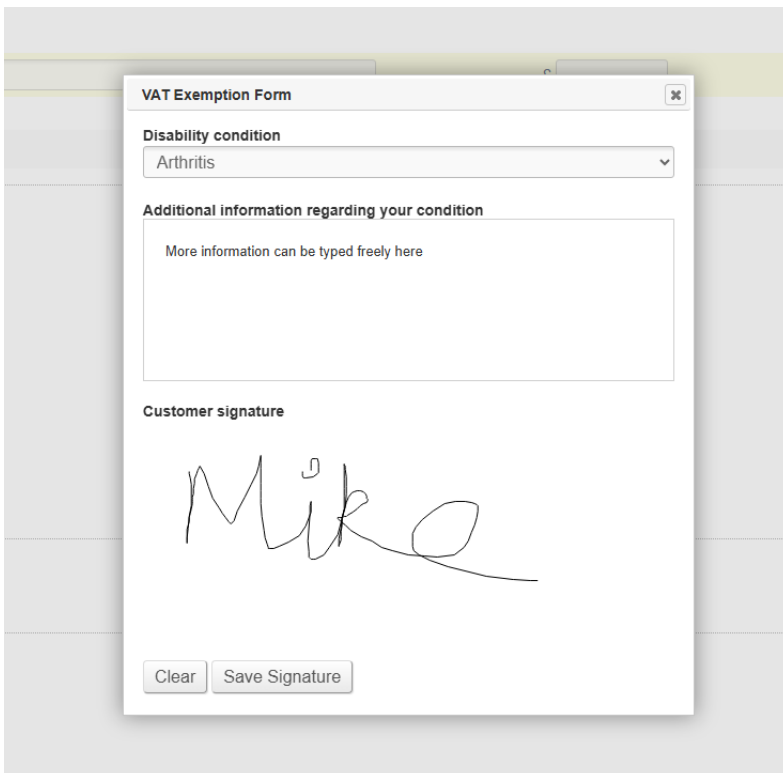
# VAT Exemption Form

Use this dialogue box to add a VAT Exemption Form to a Sales Order. It may be added from the [POS](#) or from the [Sales Order](#) screen in the CMS.

VAT Exemption reasons may be edited in [Site Settings](#)

When adding a customer signature, this may be drawn with a mouse, or on a touch screen device.

The form will be added as an attachment on a note against the order.



The image shows a screenshot of a web application interface. A dialog box titled "VAT Exemption Form" is open, centered on the screen. The dialog box has a title bar with a close button (an 'x' icon). Below the title bar, there are three main sections:

- Disability condition:** A dropdown menu with "Arthritis" selected.
- Additional information regarding your condition:** A text area with the placeholder text "More information can be typed freely here".
- Customer signature:** A signature field containing the handwritten name "Miko".

At the bottom of the dialog box, there are two buttons: "Clear" and "Save Signature".

# Refund to Voucher

When processing a refund, it is possible to process a refund as a Voucher.

If done, this will automatically create a voucher linked to that Customer's email address.

This can be done via the CMS or via the POS