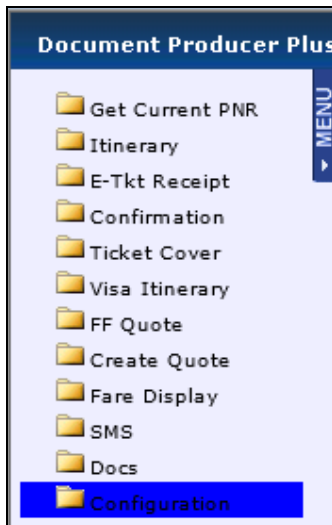


Please note that all South Africa Document Producer Users are required to perform this update.

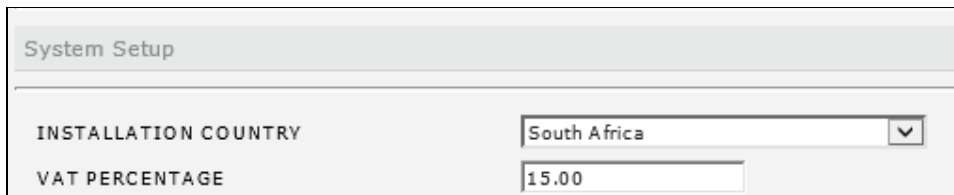
- The below manual update is required to amend the system VAT Percentage from 14.00 to 15.00. This is for the new South African Reserve Bank VAT Percentage increase as 01 April 2018.

The Update Procedure is below:

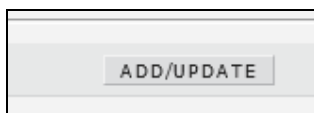
1. Open Document Producer, and click the Configuration Tab in the Menu:



2. Scroll down to the System Set Up Section.
Change the VAT PERCENTAGE to 15.00 as shown below:



3. Scroll Down to the bottom of the page, and Click the ADD/UPDATE button:



4. Click OK to the below message, then Close and Re-Open Document Producer.

