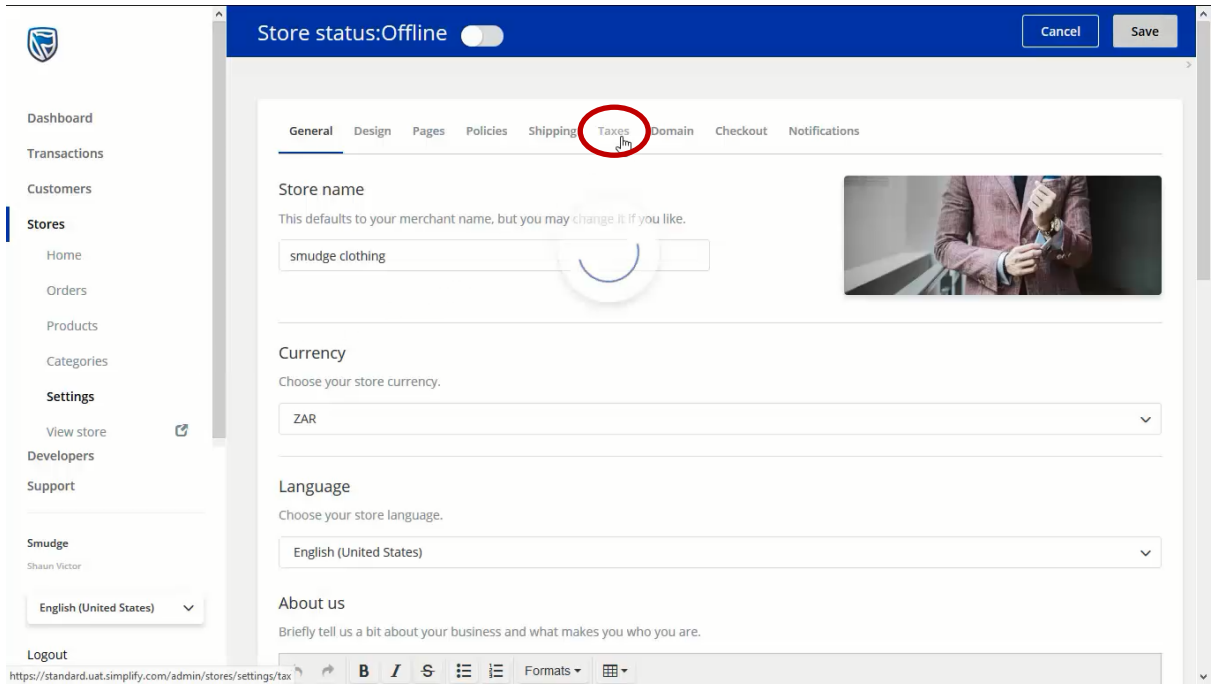


How to add taxes

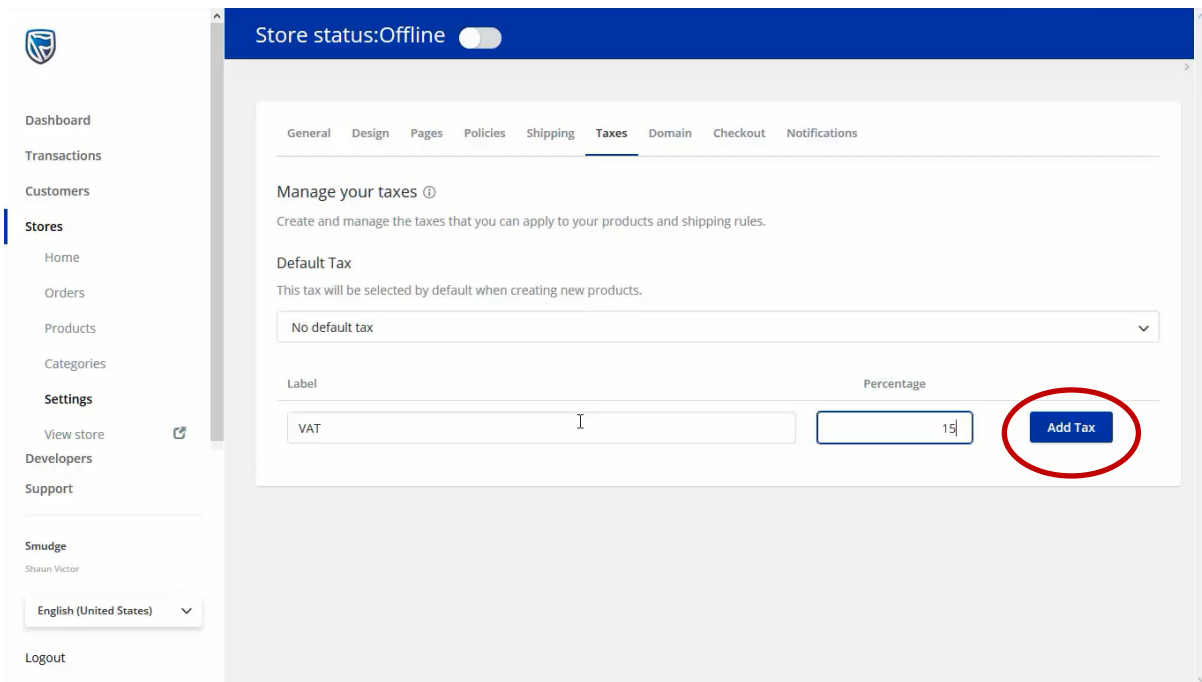
- You will need to add tax to the items which you are selling. You can either add a default tax to be applied to all the items you are selling, or you can add one or more individual tax rates when adding a new product.
- To add taxes, click on the stores button on the left-hand side menu on the dashboard page, then click on settings.

The screenshot shows the BLU admin dashboard. On the left is a navigation menu with the following items: Dashboard, Transactions, Customers, Stores, Home, Orders, Products, Categories, Settings (circled in red), View store, Developers, Support, Smudge, and Logout. The main content area displays a 'Welcome to your new store.' message with a progress indicator and a 'Go live now' button. Below this, there is a list of policies: Privacy Policy, Refund Policy, Terms and Conditions, and Shipping Policy, each with a green checkmark and a 'Go to policies' link. At the bottom, there is a URL: <https://standard.uat.simplify.com/admin/stores/settings/store> followed by the text '-here are some other things you can do to prepare for your first order.'

- You will notice the tax tab at the top of the page. From the tax page you will be able to add your store's tax.



- Provide a label for your tax, and the percentage that needs to be added. In South Africa the VAT percentage is 15. Once you are happy with the information you have provided click add tax.



- If you would rather add a default tax to all your items, click on the default tax button, and select your choice from the drop-down menu. Once again, in South Africa this would be VAT.

Store status: Offline

General Design Pages Policies Shipping **Taxes** Domain Checkout Notifications

Manage your taxes [ⓘ]

Create and manage the taxes that you can apply to your products and shipping rules.

Default Tax

This tax will be selected by default when creating new products.

No default tax

VAT	Percentage
VAT	15

The label we'll use to display the tax. %

Smudge
Shaun Victor

English (United States)

Logout