

Oracle® Retail MICROS Stores2
Functional Document
Tax Free Global Blue Operating Guide
Release 1.20-1.39

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TECHNICAL DOCUMENTATION

*Stores2 - 1.33.3 - Tax Free - Guide to managing the Tax Free Global
Blue I1 interface*

Report developed by:

MICROS-Retail srl with sole shareholder

Alessio Ossola

Version 1.00 of 15/11/2013

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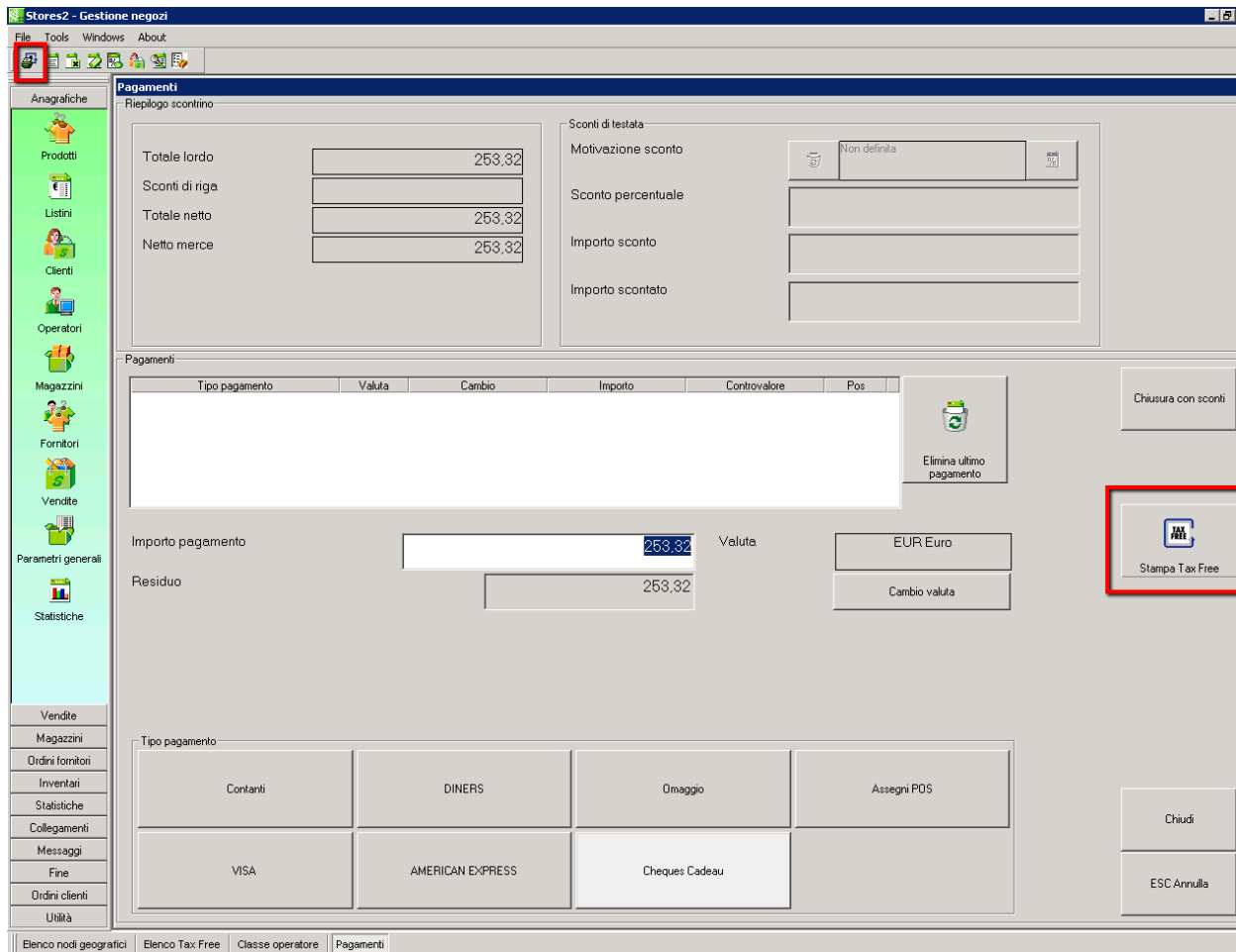
Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

1 Guide to managing the Tax Free Global Blue I1 interface

This document is to help guide users in all operations for issuing and deleting a Tax Free form. Stores2 reference version is 1.33.3

1.1 Receipt Management

During the receipt issue phase, when Stores2 proposes the payment selection it will be possible to indicate to the program to issue a Tax Free form.



If the "Print Tax Free" option is selected the button turns green.



During the closing phase the program will ask for the customer's information (Name, Last name, Address, Country and Passport).

Stampa Tax Free

Parametri Tax free

Azienda: 06 Global Blue

Nome: Nome Cognome

Indirizzo: Indirizzo
CAP
Località

Stato: AF AFGHANISTAN

Passaporto: NumeroPassaporto

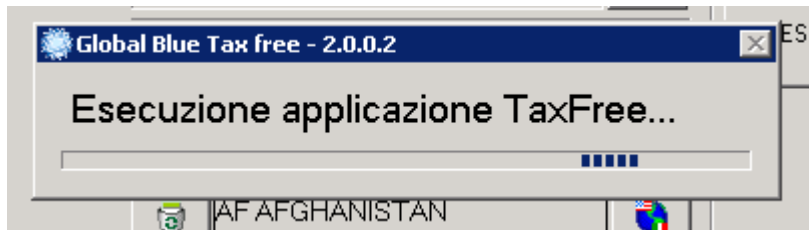
Numero: 21 Numerazione automatica

Numero copie: 1

Conferma

ESC - Chiudi

After confirming it will connect with Global Blue.




A window will be displayed with the customer's data filled in specifically based on the store's country.

Tax Free - Global Blue

Issuing Solution I1

Micros I1 Name 2 - city Codice:12313



Identifier

Touriste

Prénom Nome

Nom de famille Cognome

Passeport NumeroPassaporto

Emis par 999 - UNKNOWN

Rue Indirizzo

Code Postal CAP

Ville Località

Pays 999 - UNKNOWN

Service Boutique

Service 12 - Standard_12% & 3% of SIS

Methode de remboursement 1 - CreditCard

CreditCard

Card Number

Taux T.V.A	Montant T.T.C
19,60 %	€ 253,32
Montant T.T.C	€ 253,32
Numéro de transaction	21 15/11/2013

OK **Annuler**

Make sure the fields shown are correct and fill in any blank mandatory fields.

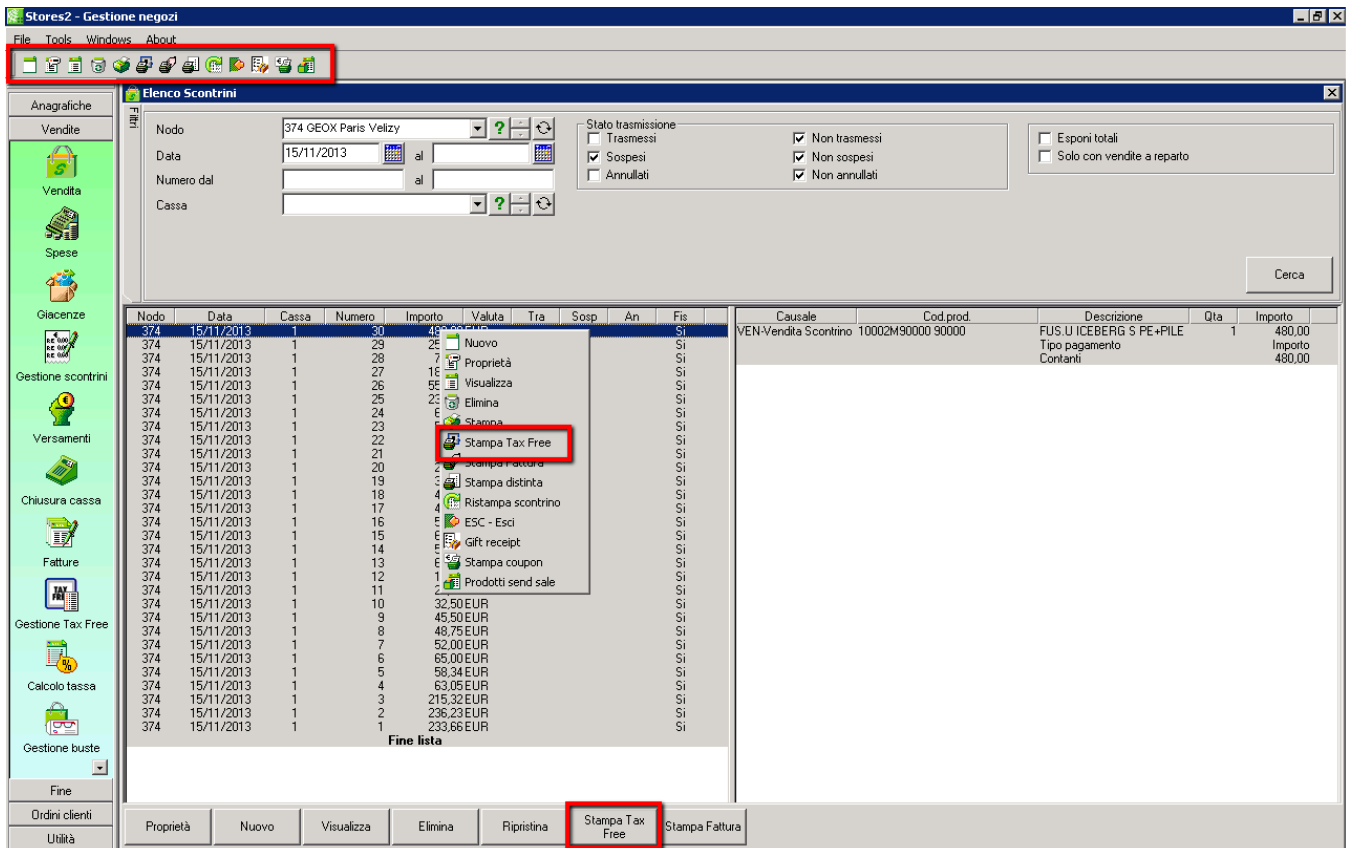
N.B.: If the customer has a Global Blue Card enter the code in the specific field (Identifier).

After confirming the tax free form will be registered and printed directly.

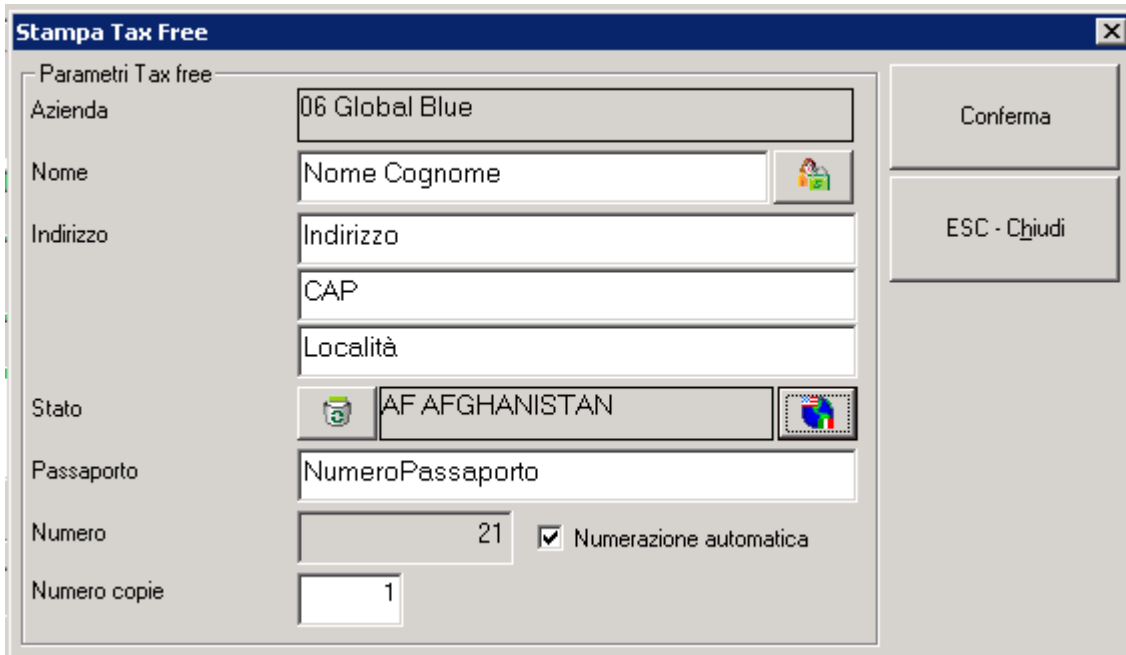
1.2 List of Sales

1.2.1 Printing a new Tax Free form

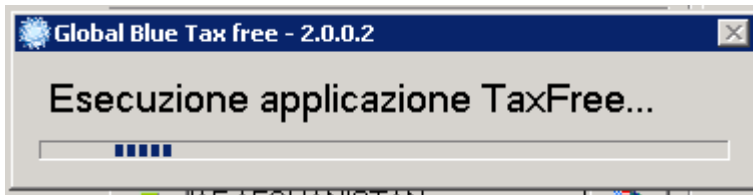
From the receipt list select the receipt you want to print the Tax Free form for and click on the "Print Tax Free" tool.



The program will ask for the customer's information (Name, Last name, Address, Country and Passport).



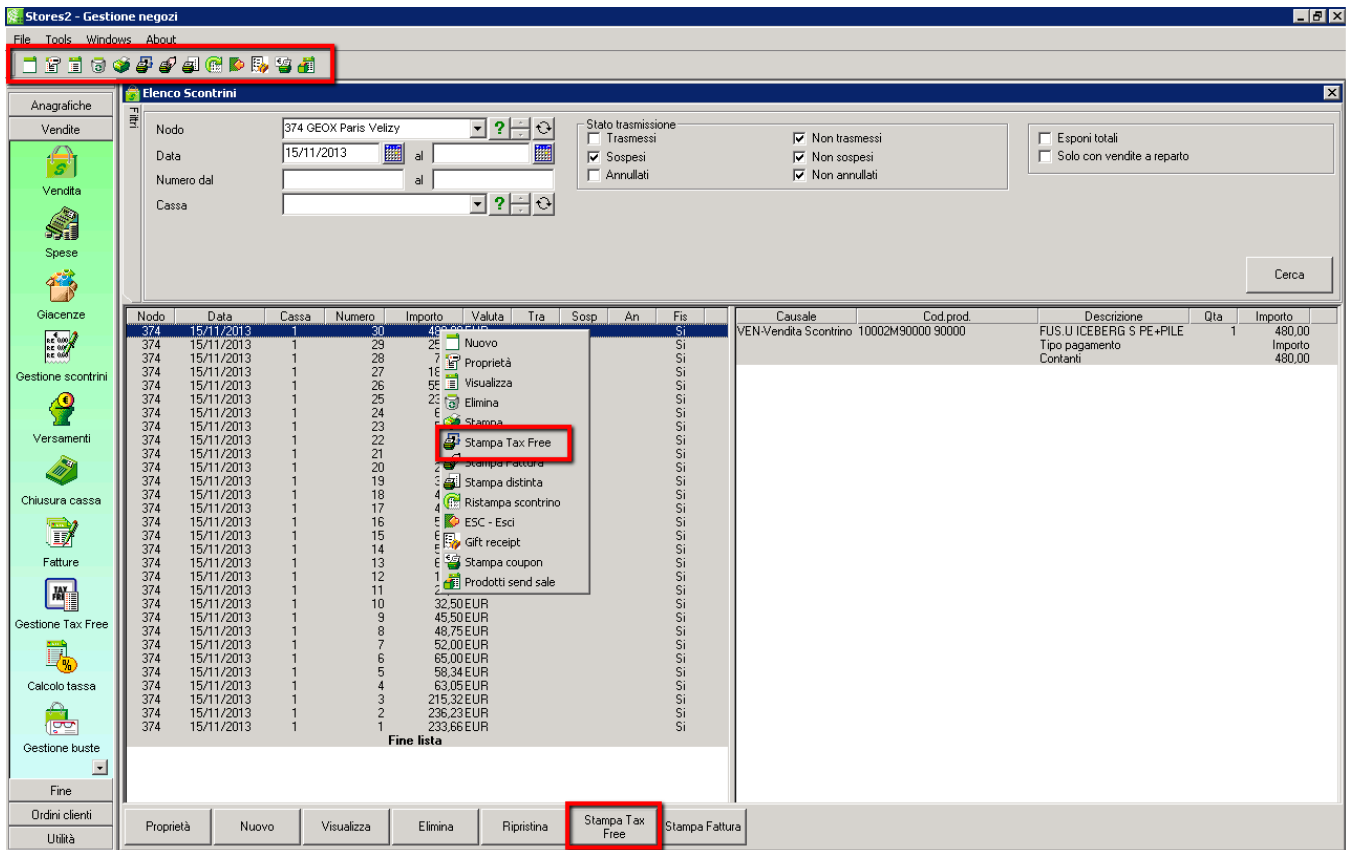
When confirmed you will be connected with Global Blue to request its issue.



Just like for receipt management a dedicated Global Blue interface will open.

1.2.2 Reprinting an already issued Tax Free form

From the receipt list select the receipt you want to reprint the Tax Free form for and click on the "Print Tax Free" tool.



The program will propose the customer's previously entered information.

Stampa Tax Free

Parametri Tax free

Azienda: 06 Global Blue

Nome: Nome Cognome

Indirizzo: Indirizzo
CAP
Località

Stato: AF AFGHANISTAN

Passaporto: NumeroPassaporto

Numero: 21 Numerazione automatica

Numero copie: 1

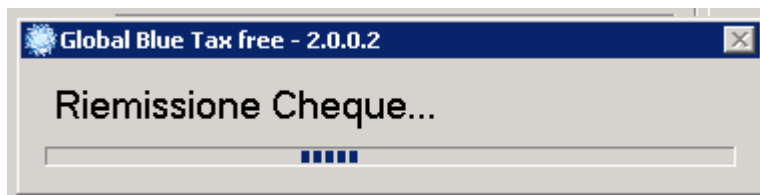
Conferma

ESC - Chiudi

When confirmed you will be connected with Global Blue for reissue of the Tax Free form.

The operation involves deleting the previous Tax Free form issued on the same sale.

N.B.: It is not possible to reissue documents which have already been refunded. This process is only to be done in the presence of the customer in the store and if the original Tax Free form has been lost or damaged. The original Tax Free form will not be refunded.



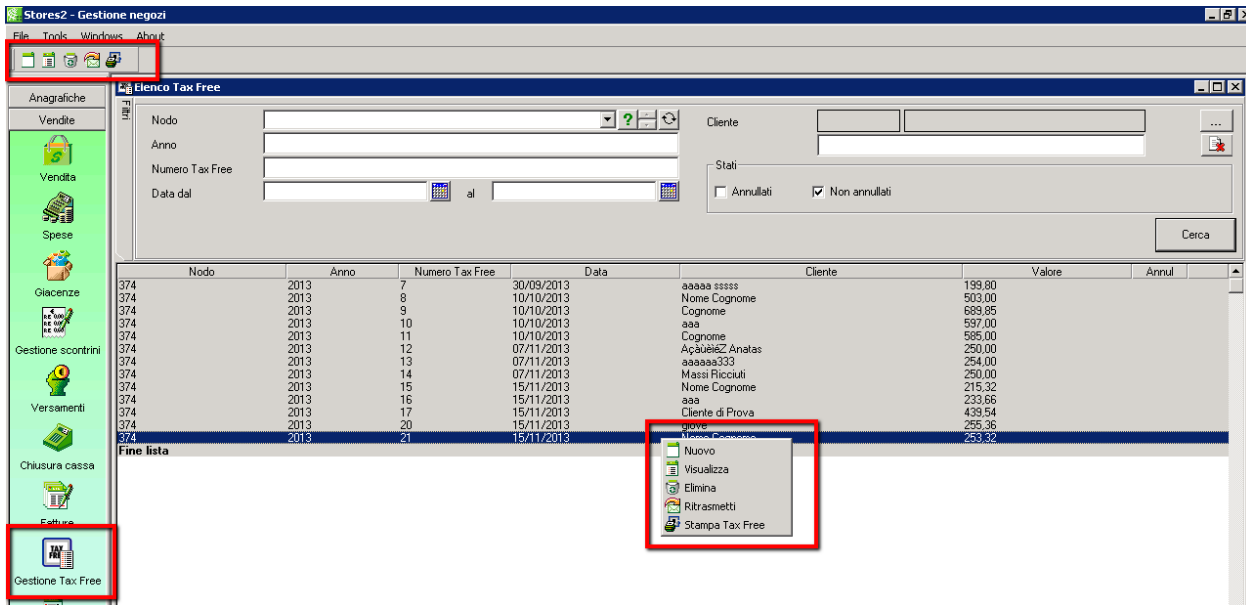
Printing will be started from here without displaying any interface.

1.2.3 Deleting a receipt

Deleting the sale from the Receipt list does not automatically delete the related Tax Form. This needs to be done manually from the Tax Free List.

1.3 Tax Free List

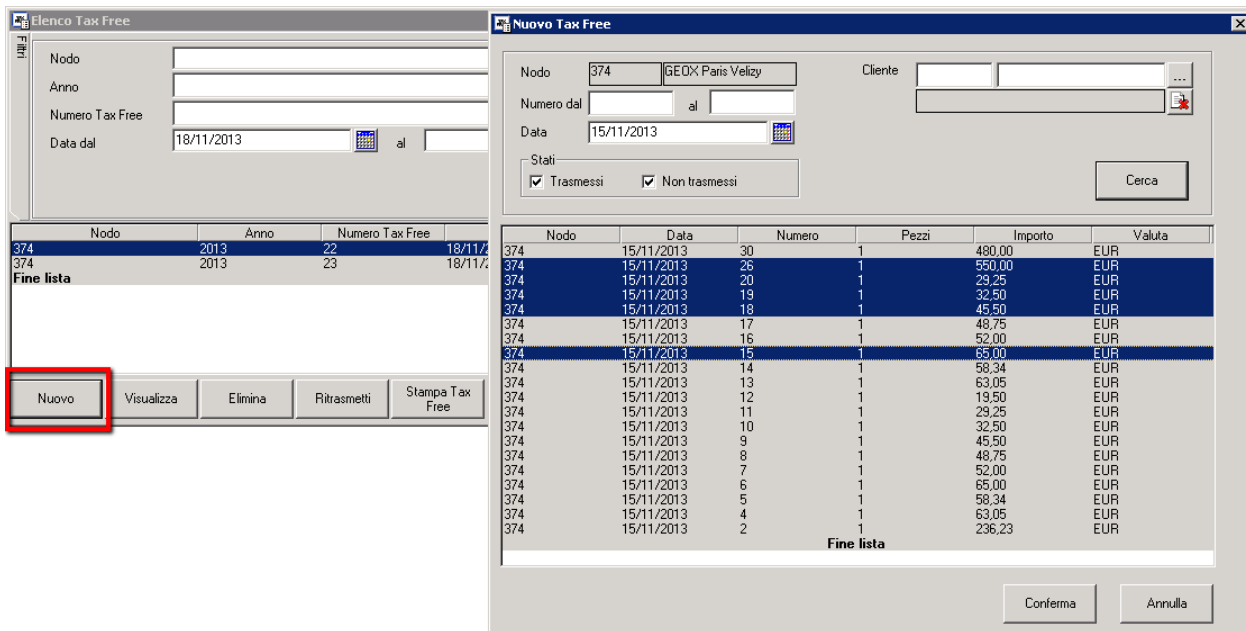
It is possible to create, reprint and delete Tax Free forms from the Tax Free list using the dropdown menu.



1.3.1 Creating a new Tax Free form

It is possible to create new Tax Free forms to associate to already issued receipts from the Tax Free list. The interface can be used to select more than one receipt to add to a single Tax Free form.

The tax free list "New" tool will open a screen used to select printing of the Tax Free form for receipts for which a Tax Free form has not been issued.



Using the "Ctrl" key on the keyboard it is possible to select various sales to add to the same Tax Free form.

Obviously the owner customer must be the same and not yet have values set for him/her.

Once one or more receipts have been selected and confirmed the program will request the customer's information (Name, Last name, Address, Country and Passport).

Stampa Tax Free

Parametri Tax free

Azienda: 06 Global Blue

Nome: Nome Cognome

Indirizzo: Indirizzo
CAP
Località

Stato: AF AFGHANISTAN

Passaporto: NumeroPassaporto

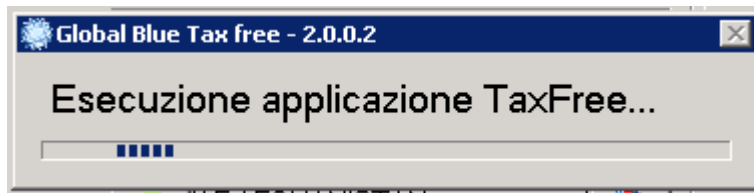
Numero: 21 Numerazione automatica

Numero copie: 1

Conferma

ESC - Chiudi

After confirming it will connect with Global Blue.



Just like for receipt management a dedicated Global Blue interface will open.

1.3.2 Reprinting a Tax Free form

Select the Tax Free form from the Tax Free list that you want to reprint and click on the Print Tax Free tool.

Elenco Tax Free

Nodo: [] Anno: [] Numero Tax Free: [] Data dal: 18/11/2013 al: []

Cliente: []

Stati: Annullati Non annullati

Cerca

Nodo	Anno	Numero Tax Free	Data	Cliente	Valore	Annull
374	2013	22	18/11/2013		236,24	Si
374	2013	23	18/11/2013		245,21	Si

Stampa Tax Free

Nuovo Visualizza Elimina Ritrasmetti Stampa Tax Free

The program will propose the user's previously entered information.

Stampa Tax Free

Parametri Tax free

Azienda: 06 Global Blue

Nome: Nome Cognome

Indirizzo: Indirizzo
CAP
Località

Stato: AF AFGHANISTAN

Passaporto: NumeroPassaporto

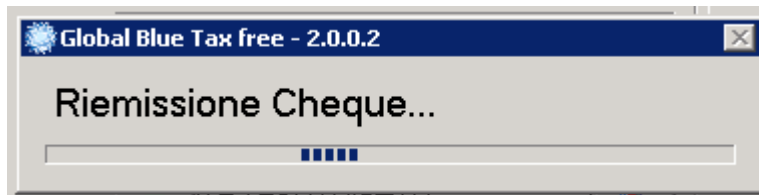
Numero: 21 Numerazione automatica

Numero copie: 1

Conferma

ESC - Chiudi

When confirmed you will be connected with Global Blue to request its reissue.



Printing will be started from here without displaying any interface.

1.3.3 Deleting a Tax Free form

It is possible to delete a Tax Free form from the Tax Free list based on the user's credentials. Specifically, you need to pay attention to the authorizations connected with editing of transmitted documents.

It will be possible to grant the user the possibility to edit the transmitted documents on the operator class, in Authorizations.

Gestione funzioni Default

	Descrizione	Valore
<input checked="" type="checkbox"/>	Consenti sconti negative	
<input checked="" type="checkbox"/>	Consenti modifiche a documenti trasmessi	
<input checked="" type="checkbox"/>	Consenti modifica prezzo	
<input checked="" type="checkbox"/>	Consenti modifica documenti Host	
<input type="checkbox"/>	Disabilita sconti non motivati	
<input type="checkbox"/>	Disabilita sconti testate	
<input type="checkbox"/>	Limitazione sconti	0,00
<input type="checkbox"/>	Massimo pezzi vendibili	0
<input type="checkbox"/>	Visualizza tipo prezzo Vendita P. Cons.	
<input type="checkbox"/>	Disabilita aggiunta prodotti da griglie	
<input type="checkbox"/>	Consenti modifica listino cliente	
<input type="checkbox"/>	Consenti modifiche modalità pagamento cliente	
<input checked="" type="checkbox"/>	Giorni limite per modifica taxfree trasmessi	10
<input type="checkbox"/>	Giorni limite per modifica rature trasmesse	0
<input type="checkbox"/>	Tipo gestione ordini	
<input type="checkbox"/>	Azzeramento automatico inventari per soli prodotti letti	

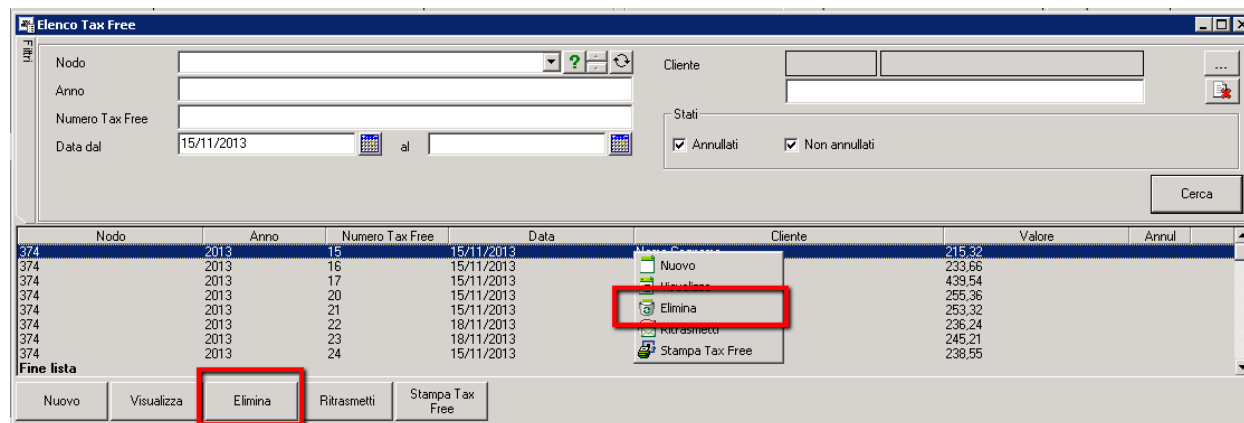
OK

Annulla

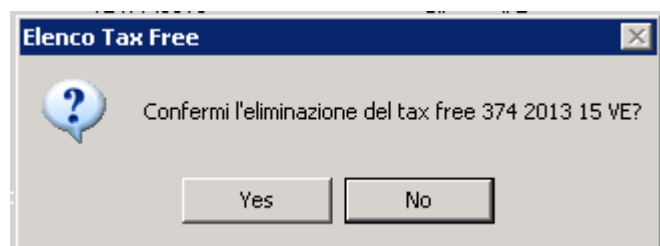
Allow changes to transmitted documents: specifically, in the Tax free list it will be possible to delete tax free forms associated to already transmitted receipts;

Maximum day range for transmitted tax free form editing: if the user possesses authorization for editing transmitted documents, thanks to this parameter it is possible to limit the number of days for deletion of the log;

Select the Tax Free form from the Tax Free list that you want to delete and click on the Delete tool.

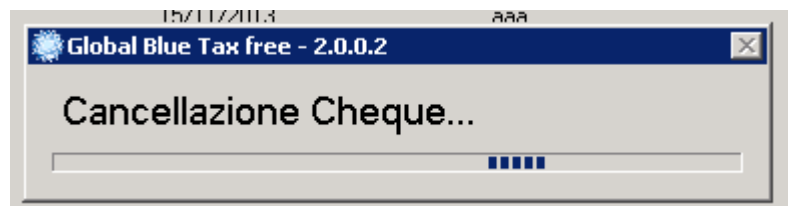


The program will ask the user for confirmation.



When confirmed you will be connected with Global Blue to request deletion.

N.B.: It is not possible to delete Tax Free forms which have already been refunded



At this point the Tax Free form will be deleted from the Global Blue side. Stores2 will act differently based on the transmission status of the associated receipt.

1.3.3.1 Tax free forms associated to untransmitted receipts

If the Tax free form is associated to untransmitted receipts, the program will physically delete it from the database.

1.3.3.2 Tax free forms associated to transmitted receipts

If the Tax free form is associated to transmitted receipts, the program will delete it logically. If a new Tax Free form is generated for that receipt, the deleted record will be written over by the new one.

