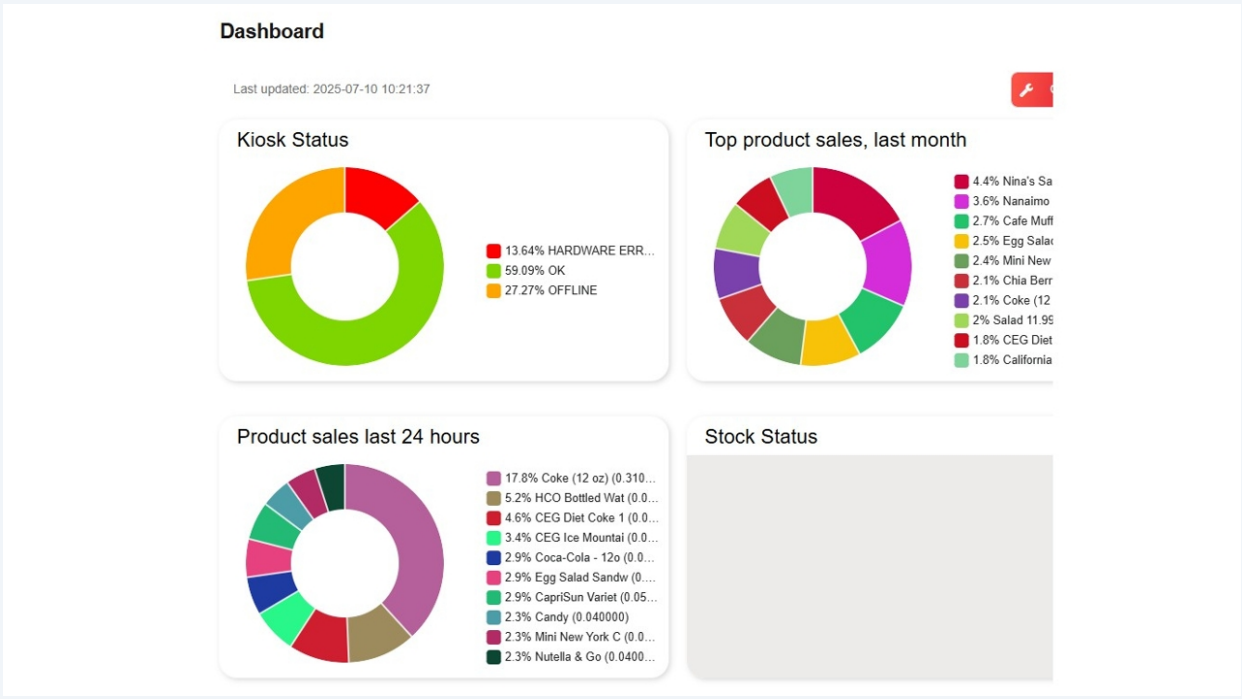
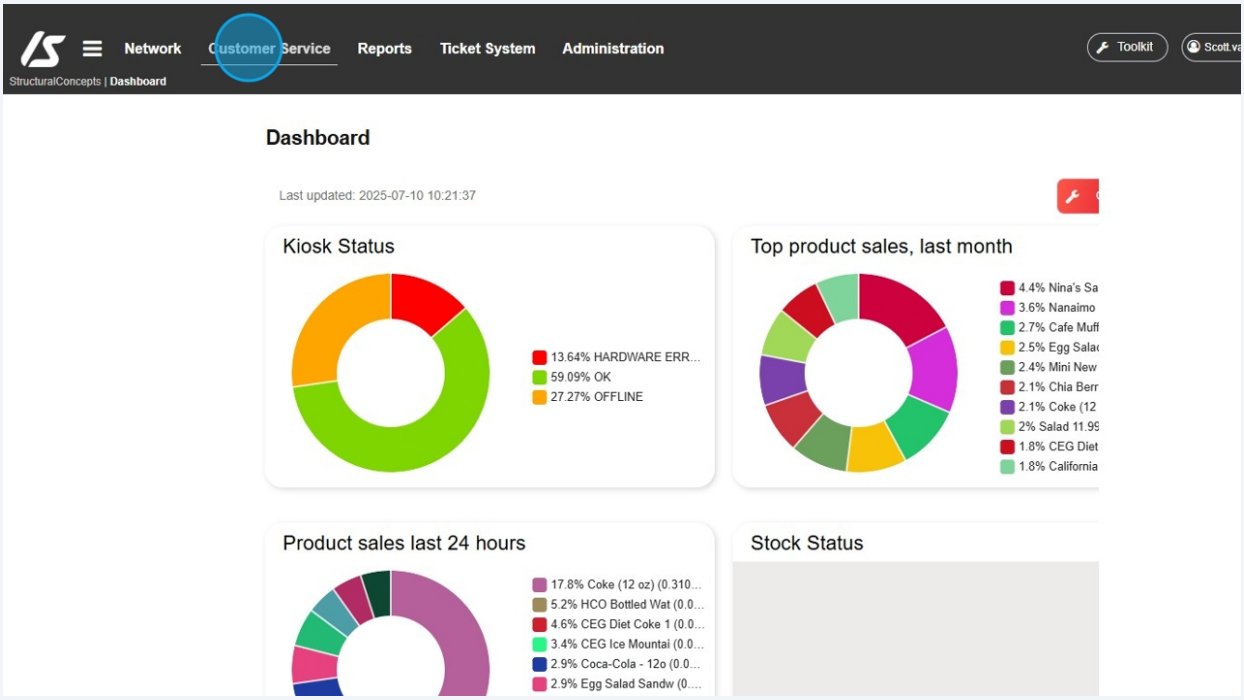
How to Process a Refund

Structural Concepts
DELIVERING FRESH. ALWAYS.™

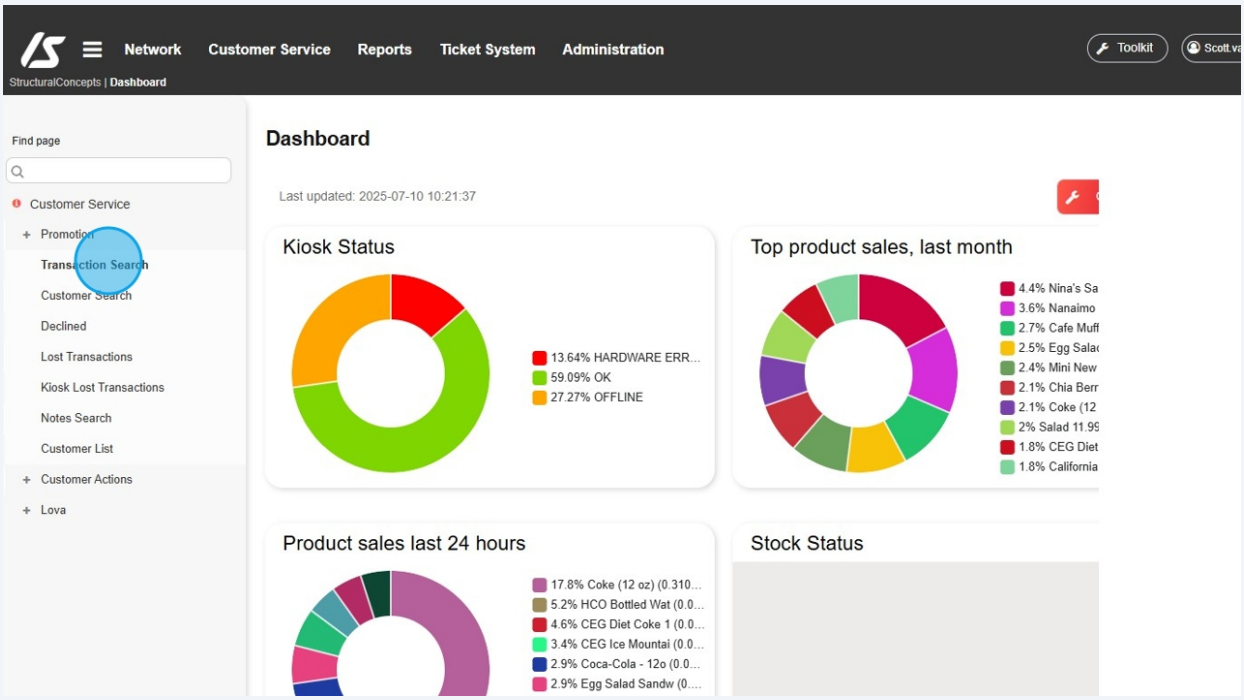
1 Navigate to https://admin.instantsystems.se/



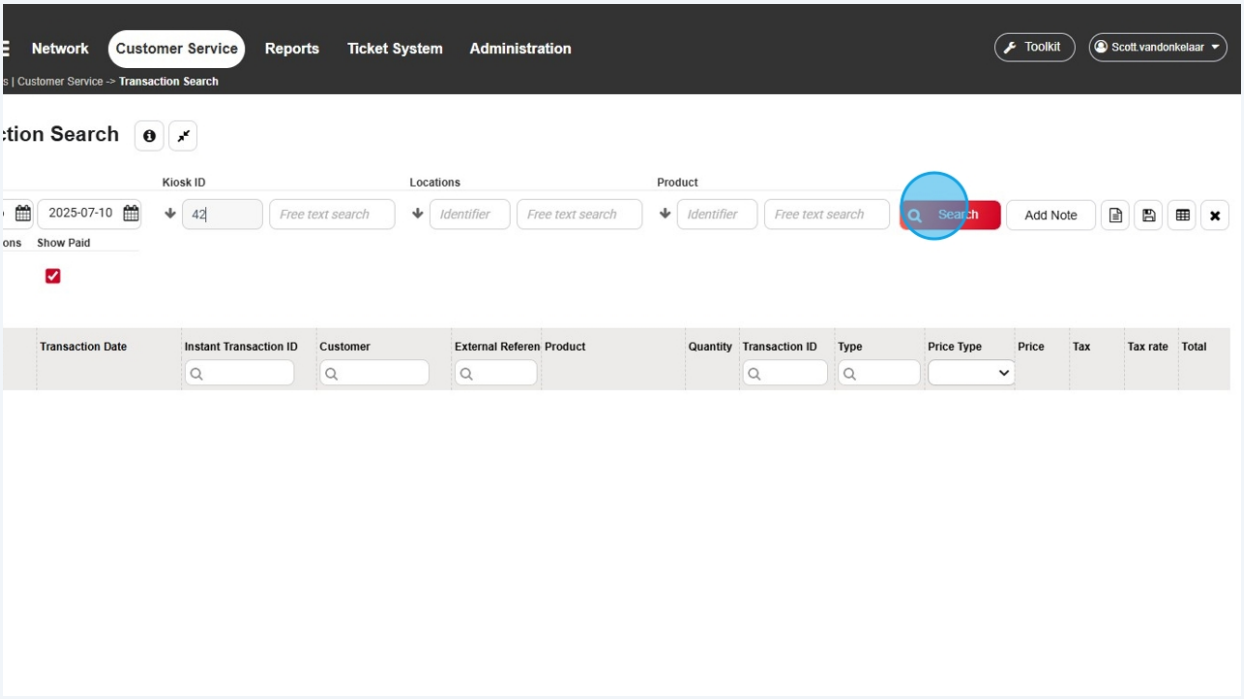
2 Click "Customer Service"



3 Click "Transaction Search"

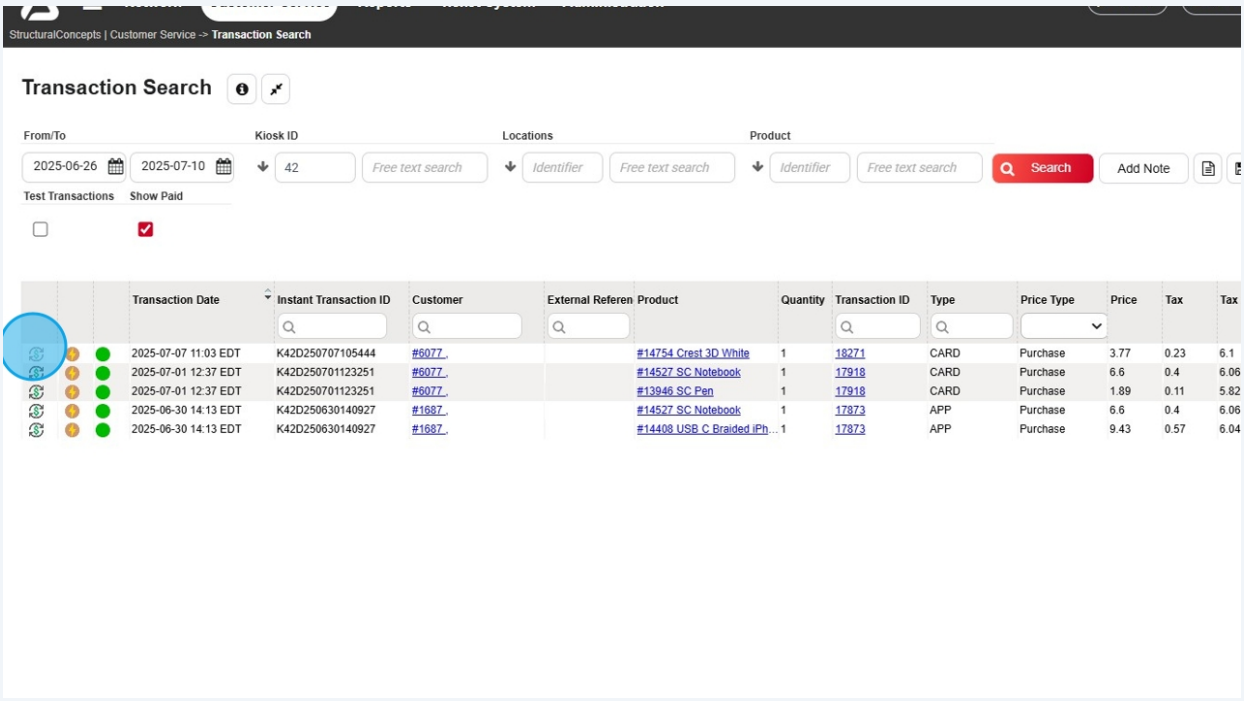


4 Click "Search"

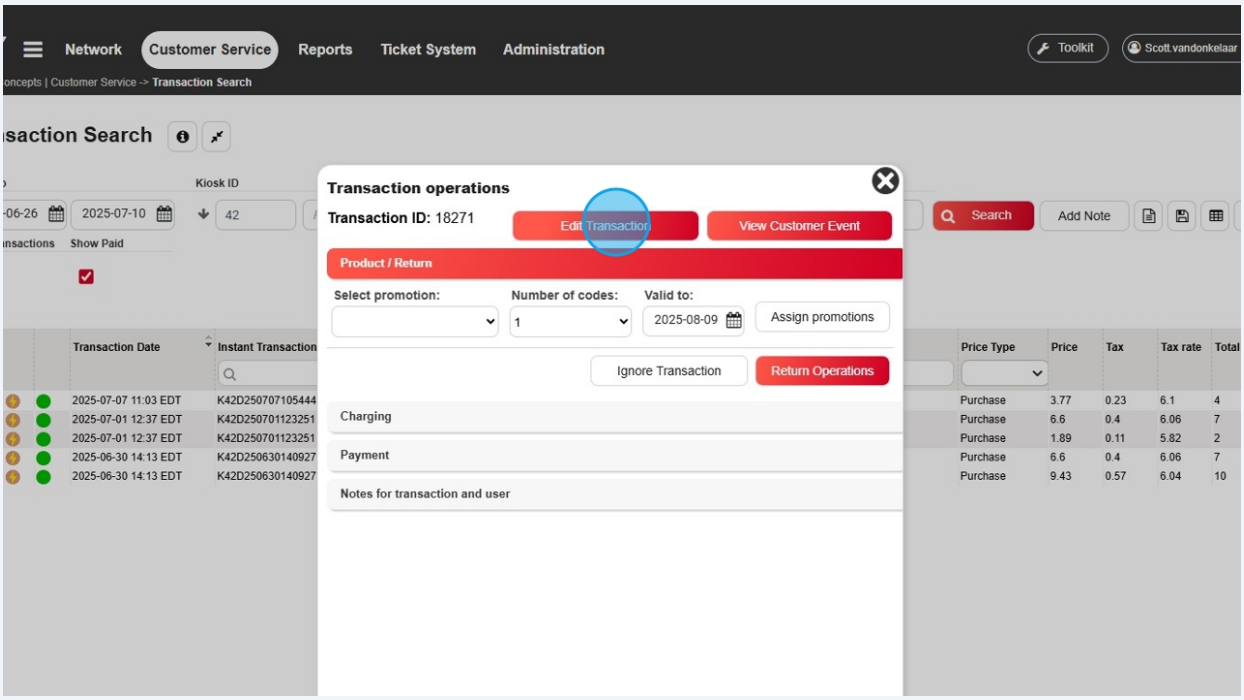


5 Locate specific Transactions

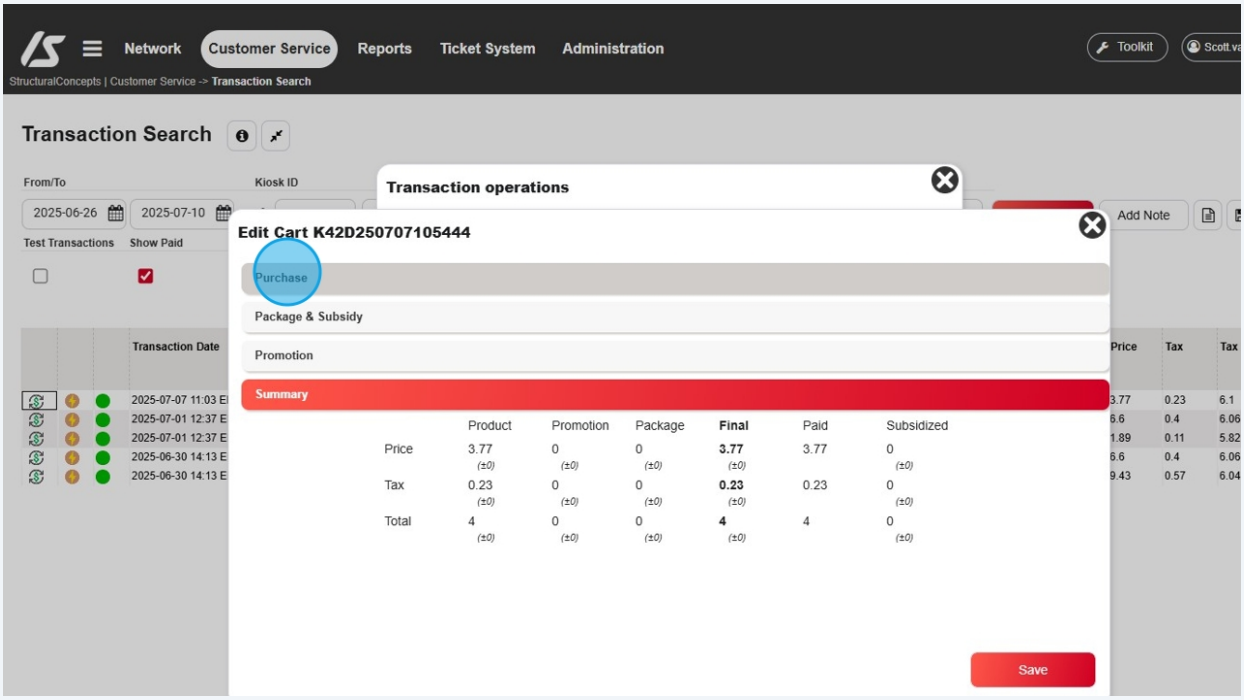
6 Click this image.



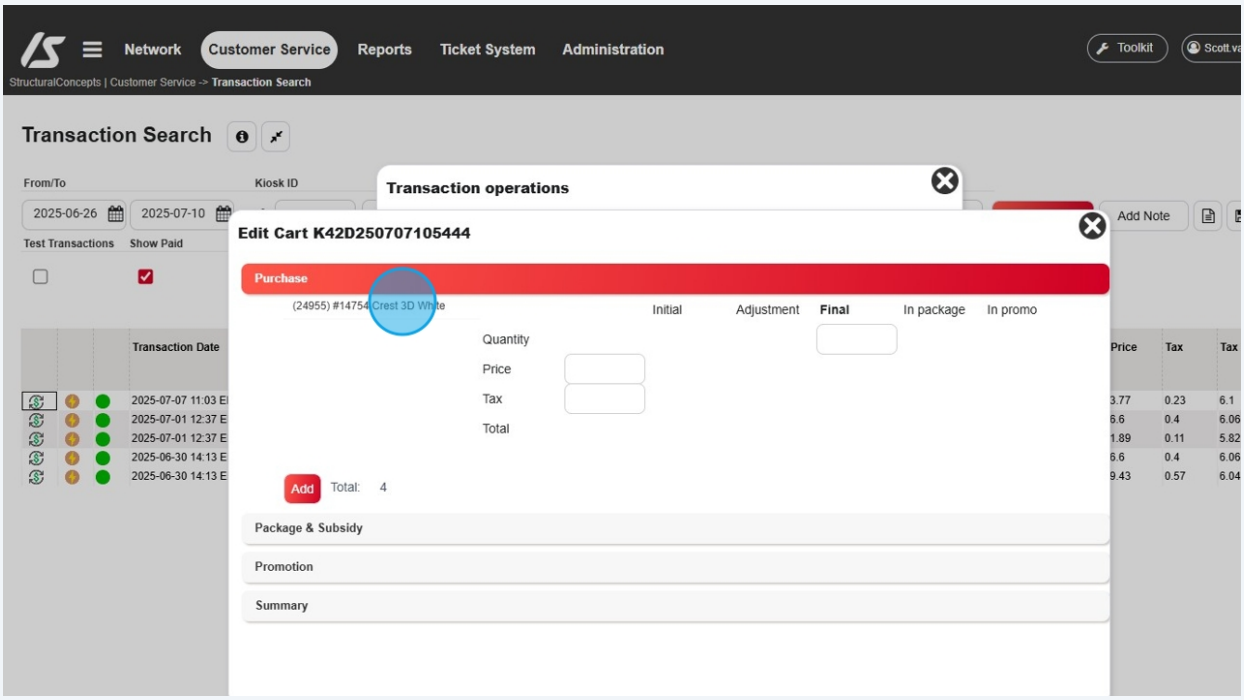
7 Click "Edit Transaction"



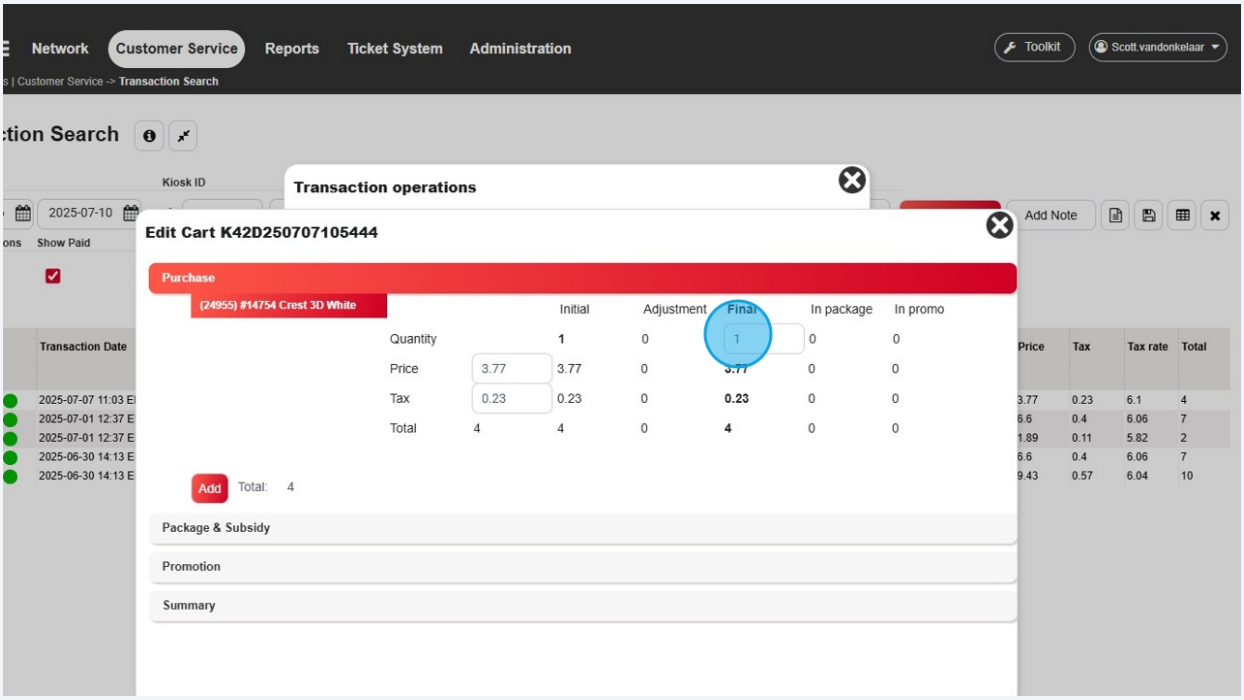
8 Click "Purchase"



9 Click on Product to be refunded

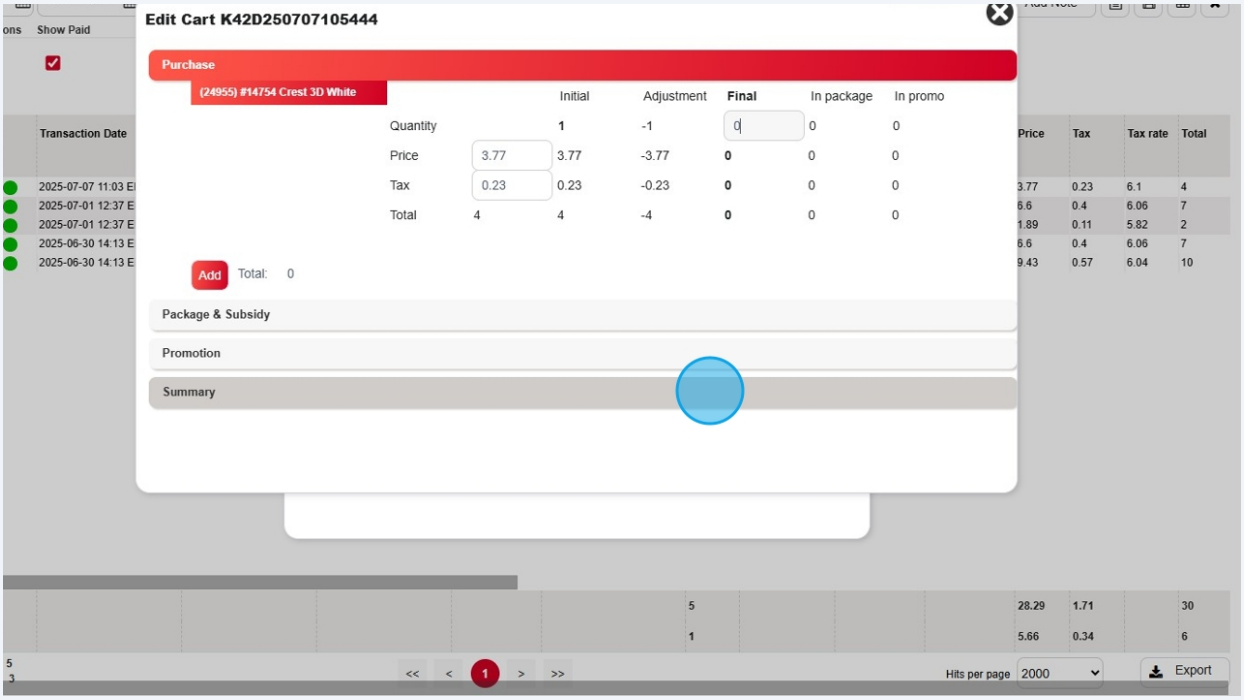


10 Click this text field.

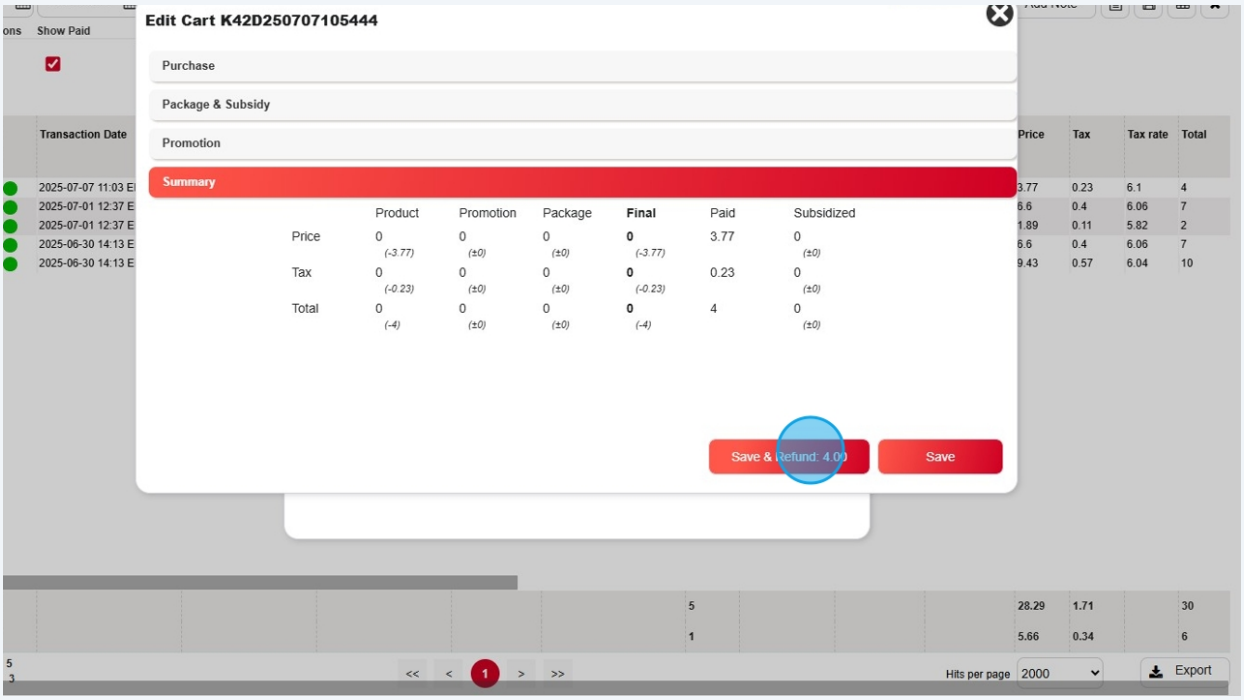


11 Change quantity to appropriate amount

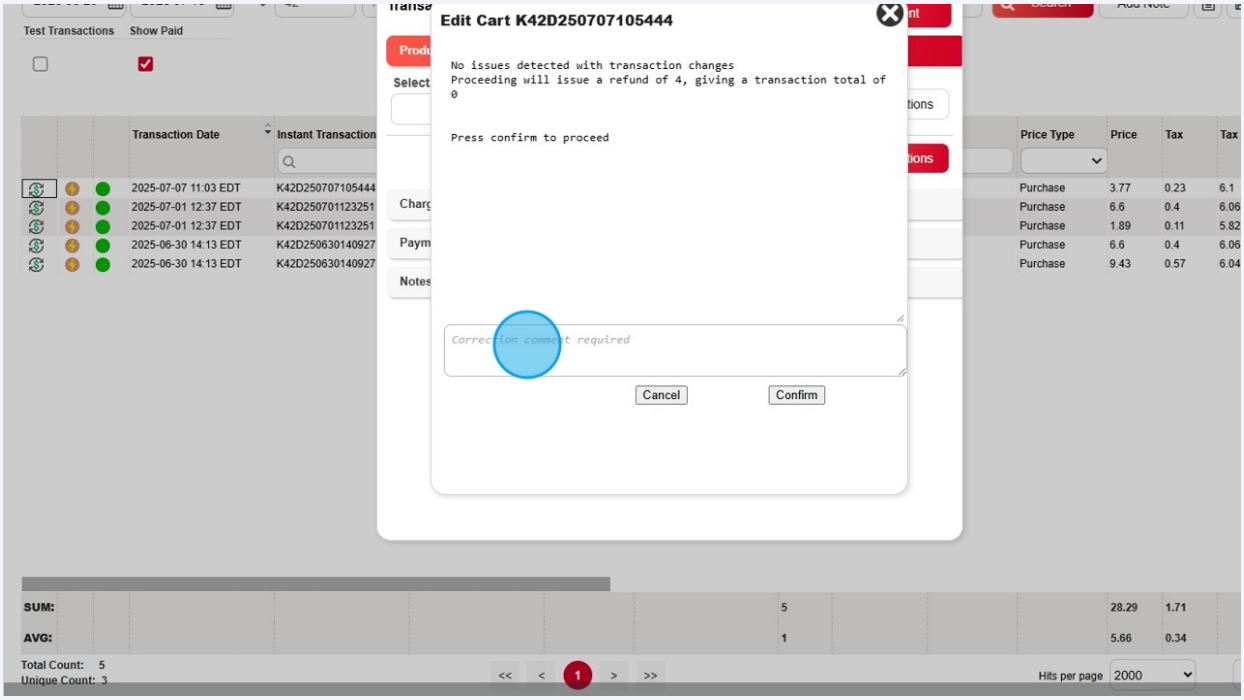
12 Click "Summary"



13 Click "Save & Refund: "



14 Click the "Correction comment required" field.



15 Type reason for refund

16 Click "Confirm"

