

### Go to MANAGEMENT - p4.skchase.com

#### STEP 2

## **Click on CATALOGUE MANAGER**

Create vouchers Edit vouchers	
Catalogue Manager	



### **Open VOUCHERS**



#### STEP 4

### **Open the SELLER**



### **Open the CATALOGUE**



#### **STEP 6**

## Select the GIFT you wish to delete





## **Click on ACTIONS**

In the top right hand corner of the page



#### STEP 8

## **Click on DELETE VOUCHER**

Ę	Move Voucher
Ŋ	Copy Voucher
â	Delete Voucher
ø	Preview E-Voucher



# Confirm that you wish to DELETE VOUCHER by selecting this option

Or click CANCEL if you do not wish to delete the selected gift

	Delete Voucher
	Are you sure you want to delete this voucher? Cancel Delete Voucher
er or Two	



SKCH/SE