## Tax Code Error – Help sheet

On the occasion you receive the following error, you will need to cancel the **entire** requisition and start again; you **must not** go back to amend the requisition as this **will** cause the same error.

MANCHESTER ISM Procurement		
	🐧 länegator 👻 🧕 Favordes 🛪	Shapping Call Home Logout Help Personalus Page Diagnostics
Shop My Purchasing Optimis Requisitions Receiving		
Regaination Information	C Astroito	Terrer And Debrit
I true Row 1 Error. From The Tax Code not been selected using the lot of values and available. Do not use free taxit as this will result in the same error occurring.	has resulted in this error: Please cancel the original requisition a	of them re-raise and select the correct Tax Code from the list of values
Repetution Information: Update Selected Line		
* bidicitie repared field		Anobe

To clear the error, you will need to delete the entire requisition and start again.

1. Click on 'Shop' then click 'View cart and checkout'

Delete

- 2. Using the trashcan, delete **every** line on your requisition.
- 3. Once all items have been deleted from your shopping cart, you can now raise a new requisition.

Instructions are shown below on how to correctly select the required tax code.



You must always select the tax code by using the Tax Code from the drop down menu (see example below).

If you **do not** select the tax code by free -typing the above error will occur.

Please note that this may take a couple of seconds to populate but you **must** wait for this to appear in any of the areas that you can update the Tax Code.

Description Category 9 Quantity Unit of Measure Unit Price Armount Correcey Special Information	Longbow HP Cel L3 Ce260A Black Print KC-22 L Each S4.3 CBP	Supplier See Contact Nome Phone Fan Supplier Bern P-card Manufacturer Part Number	XMA Limited ZMARKETPLACE CE260A-LOIN
Solwory		Milling	
	Dirpent	Project	9
* Nond-By Date	01/08/2014-00:00:00	Task	
	(example: 25/01/2014 (9-40-00)	President Tran	10
* Requester	Lewis, Mrs. Janet	Extensions (type	
* Deliver-To Location	Procurement Office - Roc 9	Expenditure Organization	<u></u>
	Enter one-time address	Expenditure Item Date	
		Charge Account	LA00065*4060*00*UM*00*00000
		GL Date	25/07/2014
		Tax Code	izero Q
			Tax Classification Tax Classification Name
			Zero med equip Zero med equip
ates and Attachments			Zero Zero
			Zero cert other Zero cert other-D/PUT
faste To Supplier	(A)		Zero software Zero software
			Zero med prod Zero med prod-BIPUT
			S 1-5 0
	14.3		