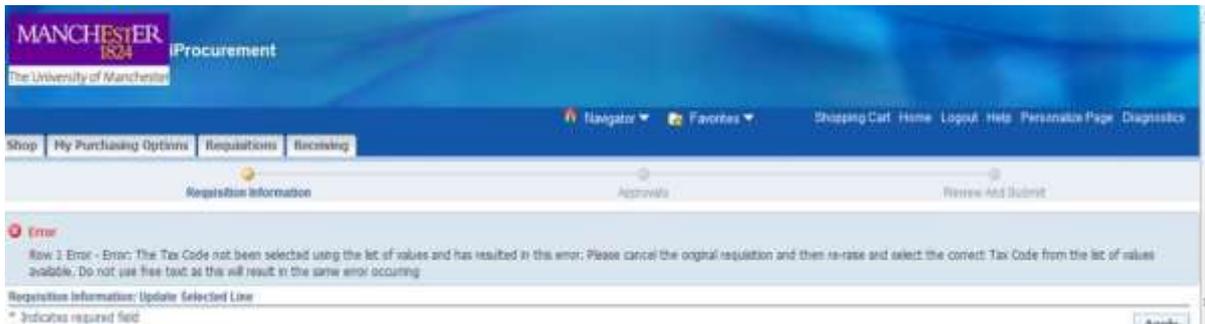


Tax Code Error – Help sheet

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.



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'



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.

Tax Code	Tax Classification	Tax Classification Name
Zero	med equip	Zero med equip
Zero		Zero
Zero	cert other	Zero cert other-INPUT
Zero	software	Zero software
Zero	med prod	Zero med prod-INPUT