

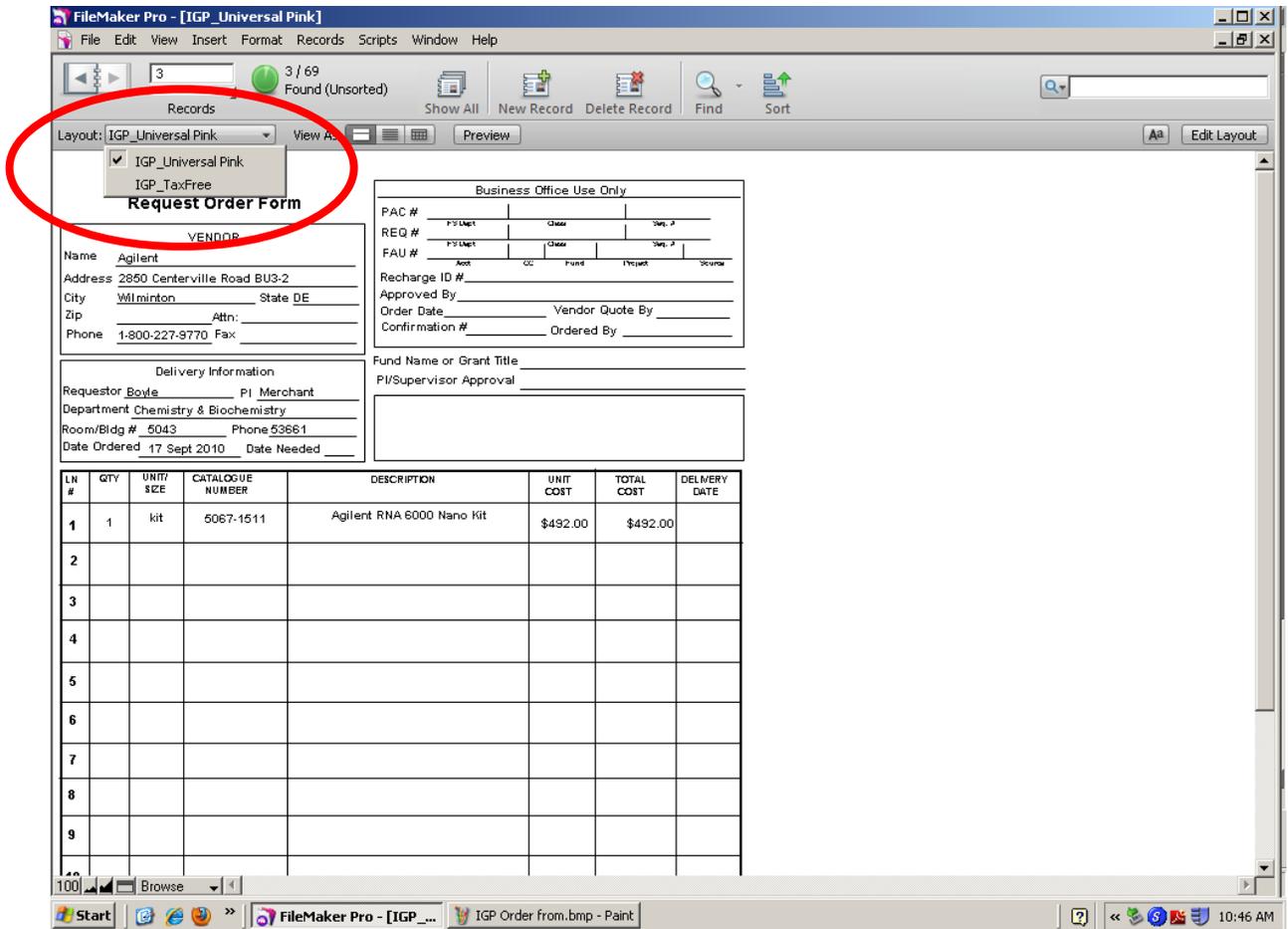
How to choose Tax-free option for IGP order form database

1. When you open the file, in the upper left hand corner this is an option to change the layout. See below:

The screenshot shows the FileMaker Pro interface for the 'IGP_Universal Pink' database. The 'Records' toolbar at the top left is circled in red, with the 'Layout: IGP_Universal Pink' dropdown menu highlighted. The main form is titled 'Request Order Form' and is divided into several sections:

- VENDOR:** Name: Agilent; Address: 2850 Centerville Road BU3-2; City: Wilmington; State: DE; Zip: ; Attn: ; Phone: 1-800-227-9770; Fax: ;
- Business Office Use Only:** PAC #, REQ #, FAU #, Recharge ID #, Approved By, Order Date, Vendor Quote By, Confirmation #, Ordered By.
- Delivery Information:** Requestor: Boyle; PI: Merchant; Department: Chemistry & Biochemistry; Room/Bldg #: 5043; Phone: 53661; Date Ordered: 17 Sept 2010; Date Needed: ;
- Table:** A table with columns: LN #, QTY, UNIT/ SIZE, CATALOGUE NUMBER, DESCRIPTION, UNIT COST, TOTAL COST, DELIVERY DATE. The first row contains: 1, 1, kit, 5067-1511, Agilent RNA 6000 Nano Kit, \$492.00, \$492.00.

2. Click on the little arrow on the right side of that and choose the option IGP_TaxFree and the tax will be excluded from the form.



3. To change back to the original order form, just choose the IGP_Universal Pink option