## 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:

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LN #	QTY	UNIT/ SIZE	CATALOGUE	DESCRIPTION		TOTAL COST	DELNERY	1	
1	1	kit	5067-1511	Agilent RNA 6000 Nano Kit	\$492.00	\$492.00			
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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.

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Reque: Depart Room/I Date O	stor <u>Boyl</u> ment <u>Ch</u> Bldg <b># _ (</b> Drdered	Delivery Information e PI <u>1</u> emistry & Biochemi 5043 Phone 17 Sept 2010 Date	n 1erchant stry 253661 e Needed	PI/Supervisor Approval				-		
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3. To change back to the original order form, just choose the IGP\_Universal Pink option