Setting up a Customer as Tax Exempt

Department	Version	Publish Date
Accounts Receivable	1.0	06/17/2024

Purpose

This document details the process of setting up a tax-exempt customer in NetSuite.

Access	Resources
✅ NetSuite	📖 Box Sign Overview

Procedure

1. For each applicable Customer Location Record, complete the following fields:

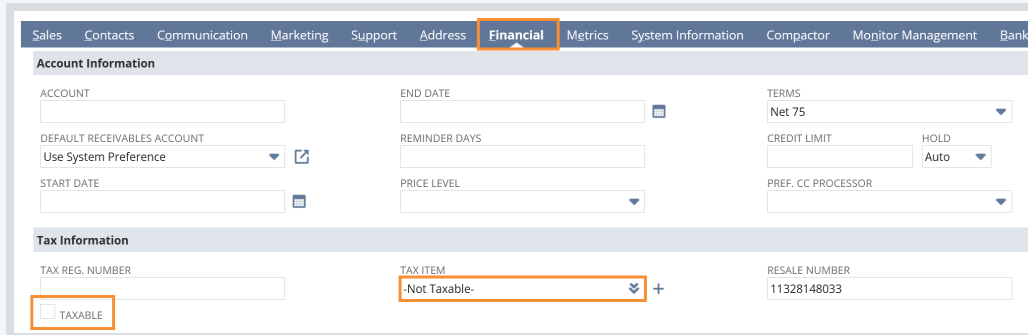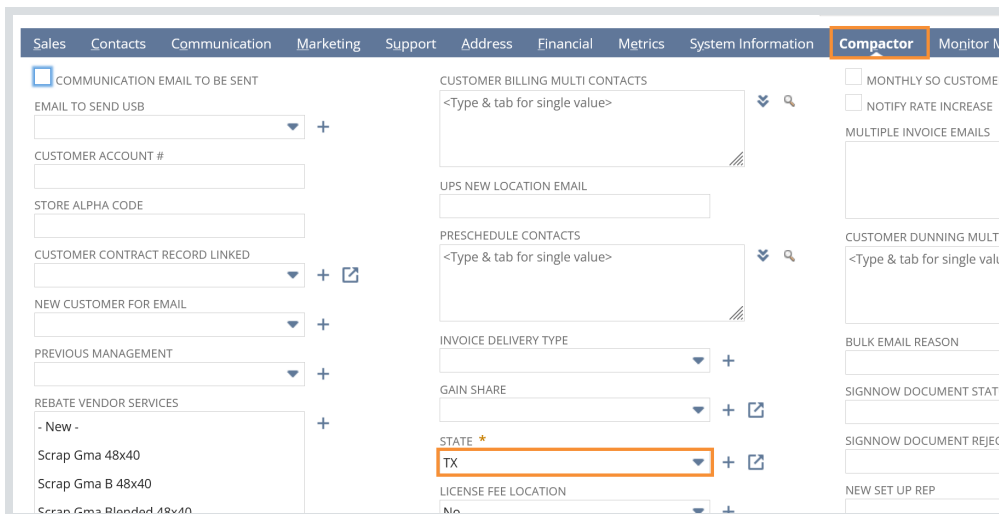   1. In **ZIP CODE FOR TAXATION**, enter "*Exempt*" and press `TAB`.

NOTE

After setting this value, the system updates the following automatically:
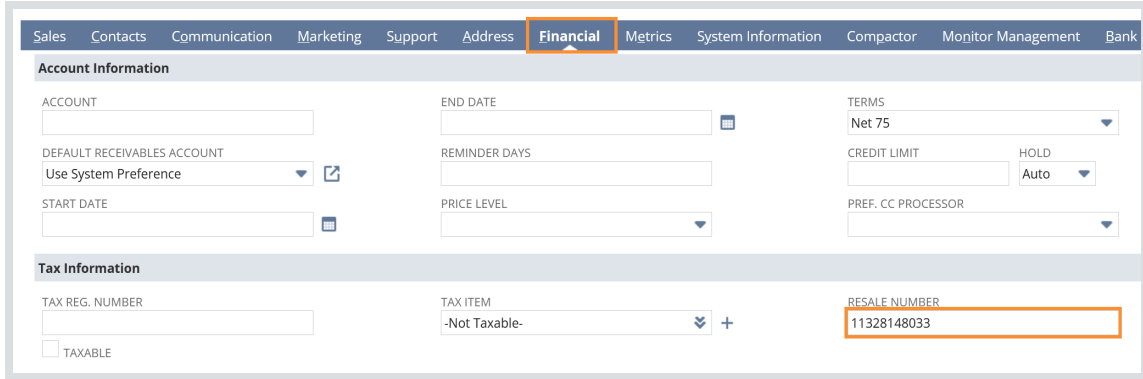

- **Financial** > **TAXABLE** checkbox is cleared.
- **Financial** > **TAX ITEM** is set to -*Not Taxable*-.

2. Choose the customer's state.

1. Go to the **Compactor** subtab.

2. For **STATE**, choose the applicable option.

3. (If applicable) enter the provided resale number.
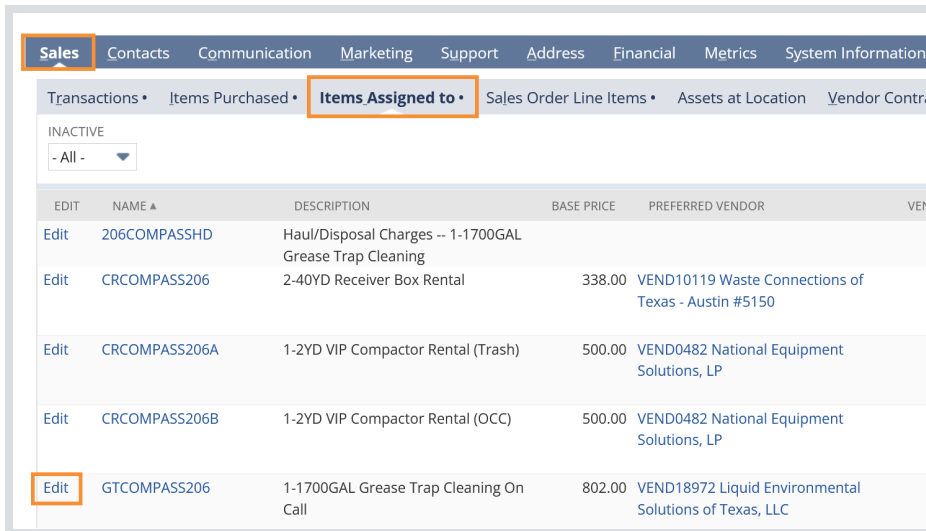
1. Go to the **Financial** subtab.
2. In **RESALE NUMBER**, enter the provided value.

4. Select **Save**.

2. For each applicable item, complete the following steps:
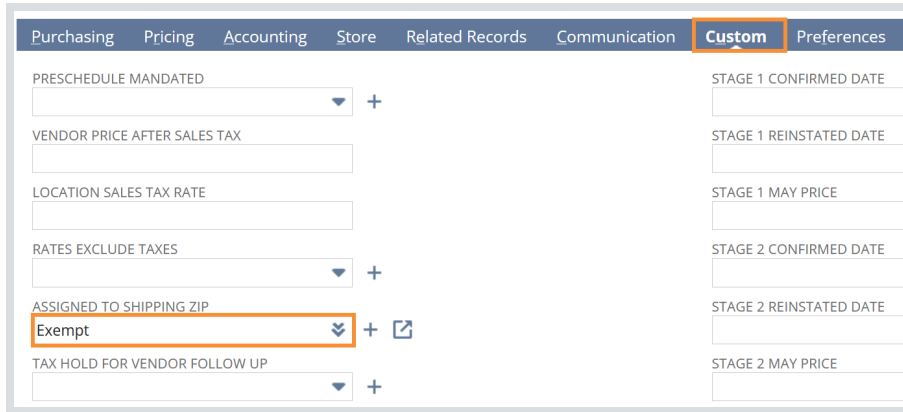
1. Open the Item in edit mode.

1. On the Customer Record, go to **Sales** > **Items Assigned to**.
2. Select **Edit** on the Item to update.

2. Update the **ASSIGNED TO SHIPPING ZIP** to *Exempt*.

1. Go to the **Custom** subtab.

2. In **ASSIGNED TO SHIPPING ZIP**, enter "*Exempt*" and press `TAB`.

3. Update the **TAX SCHEDULE** to *S2*.

4. Go to the **Accounting** subtab.

5. For **TAX SCHEDULE**, choose *S2*.

3. Upload the customer-provided Resale Certificate to the Customer Record's *Box Content* subtab.

See [Box Sign Overview](#).

Revisions

Date	Summary of Changes	Author
6/3/2024	Initial document.	Jared Peeler

Date	Summary of Changes	Author

Reviews

Date	Reviewer
6/3/2024	Cooper Murphy