How do I use my P-card to make tax-exempt University purchases on NinerTech.com?

Tell Me

The NinerTech Computer Store site does not allow for tax-exempt purchases. You must enter a discount code on each order to remove the sales tax when making a tax-exempt University purchase using your purchasing card (p-card).

1. Contact the P-card Office to obtain the discount code.
2. From your NinerTech online shopping cart, enter the provided code in the Discount code field and click the Apply button.

3. A discount equal to the current sales tax rate will be applied to your order.
4. Continue to checkout and fill in the required fields to complete your order.
5. The order review screen will reflect the sales tax discount.

Note: The discount amount will not equal the taxes amount on the order screen.

Additional NinerTech departmental ordering information is available online.

Related FAQs

- How do I request a payment exception to use my purchasing card instead of 49er Mart?
- What name should be listed in the "Form Approver" field on my new purchasing card eform?
- What name should be listed in the "Reconciler" field on my new purchasing card eform?
- What name should be listed in the "Transaction Approver" field on my new purchasing card eform?
- Which "Spend Control Profile" should I select on the new purchasing card eform?