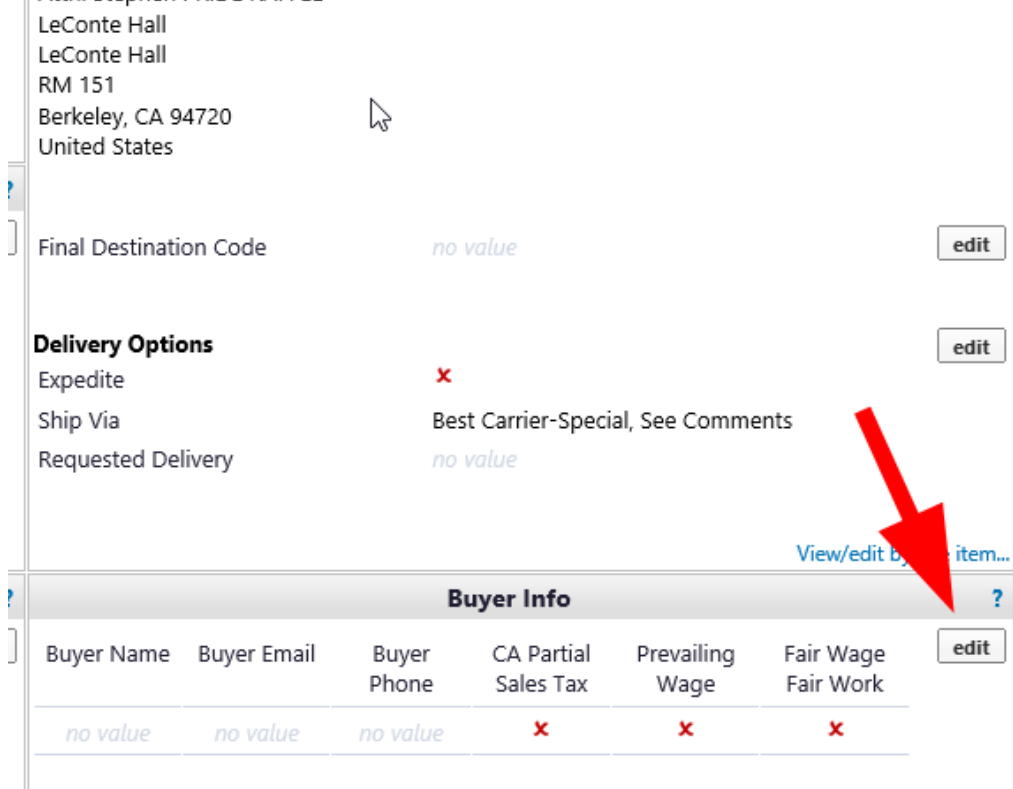
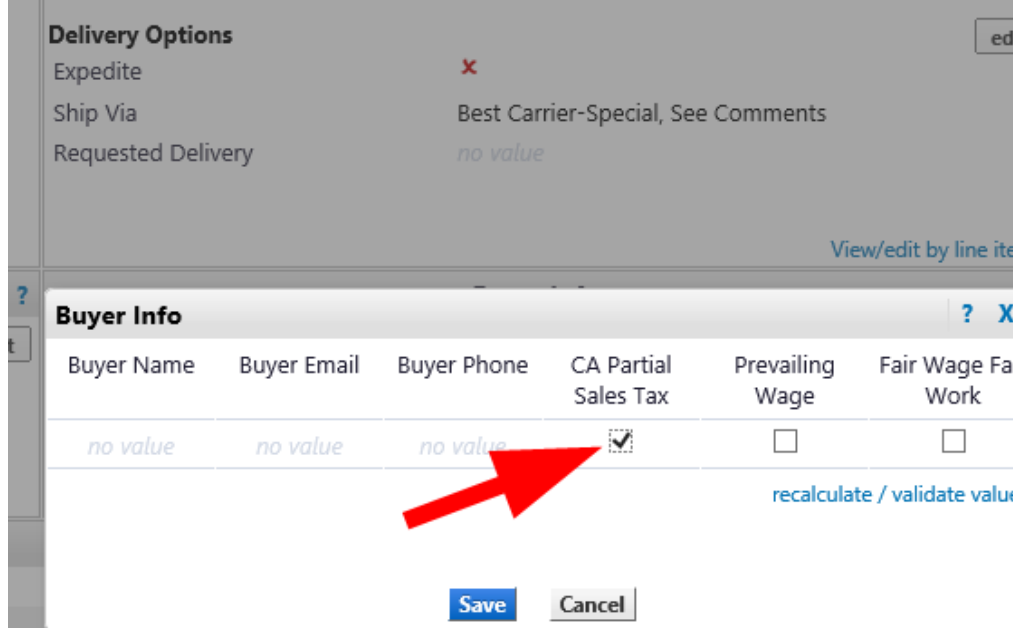
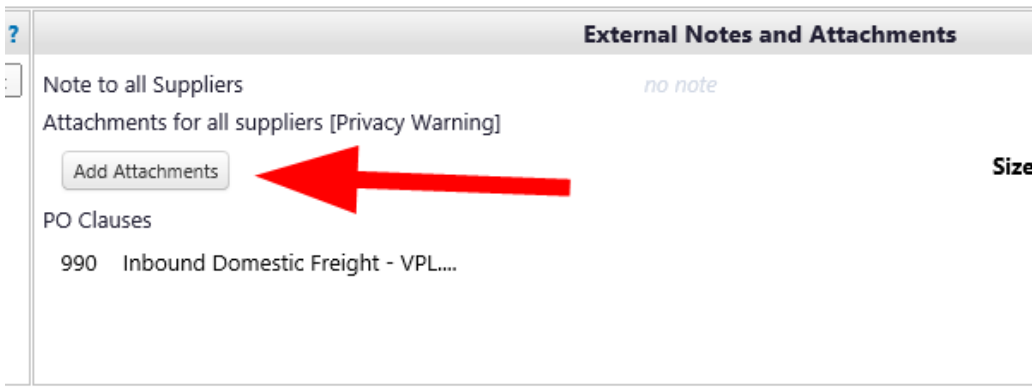
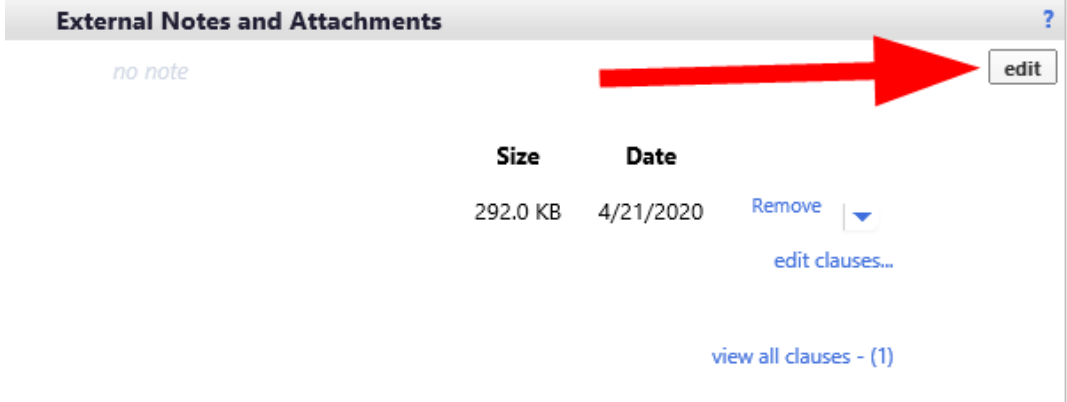
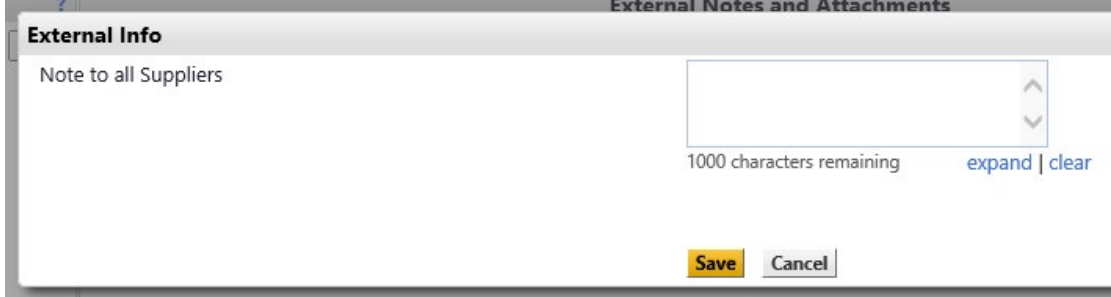


Physics Finance – How to use the CA Partial Sales Tax Exemption

The first thing that must be done is to determine whether the order qualifies for the exemption. [Visit this link](#) to learn more. If you're still unsure, please contact us at physi-finance@lists.berkeley.edu to discuss.

If we've determined that the order qualifies, then the next step is to fill out the Partial Exemption Certificate. [Download the form from here](#), so that the UC permit number and Name of Purchaser fields will already be filled in correctly.

<p>In the "Buyer Info" section of your BearBuy cart (you will find this near the middle of the page after clicking "View Cart Details"), click the edit button:</p>	 <p>LeConte Hall LeConte Hall RM 151 Berkeley, CA 94720 United States</p> <p>Final Destination Code <i>no value</i> edit</p> <p>Delivery Options edit</p> <p>Expedite x</p> <p>Ship Via Best Carrier-Special, See Comments</p> <p>Requested Delivery <i>no value</i></p> <p>View/edit by line item...</p> <p>Buyer Info ? edit</p> <table border="1"><thead><tr><th>Buyer Name</th><th>Buyer Email</th><th>Buyer Phone</th><th>CA Partial Sales Tax</th><th>Prevailing Wage</th><th>Fair Wage Fair Work</th></tr></thead><tbody><tr><td><i>no value</i></td><td><i>no value</i></td><td><i>no value</i></td><td>x</td><td>x</td><td>x</td></tr></tbody></table>	Buyer Name	Buyer Email	Buyer Phone	CA Partial Sales Tax	Prevailing Wage	Fair Wage Fair Work	<i>no value</i>	<i>no value</i>	<i>no value</i>	x	x	x
Buyer Name	Buyer Email	Buyer Phone	CA Partial Sales Tax	Prevailing Wage	Fair Wage Fair Work								
<i>no value</i>	<i>no value</i>	<i>no value</i>	x	x	x								
<p>Check the box for "CA Partial Sales Tax":</p>	 <p>Delivery Options edit</p> <p>Expedite x</p> <p>Ship Via Best Carrier-Special, See Comments</p> <p>Requested Delivery <i>no value</i></p> <p>View/edit by line item...</p> <p>Buyer Info ? X</p> <table border="1"><thead><tr><th>Buyer Name</th><th>Buyer Email</th><th>Buyer Phone</th><th>CA Partial Sales Tax</th><th>Prevailing Wage</th><th>Fair Wage Fair Work</th></tr></thead><tbody><tr><td><i>no value</i></td><td><i>no value</i></td><td><i>no value</i></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>recalculate / validate values</p> <p>Save Cancel</p>	Buyer Name	Buyer Email	Buyer Phone	CA Partial Sales Tax	Prevailing Wage	Fair Wage Fair Work	<i>no value</i>	<i>no value</i>	<i>no value</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buyer Name	Buyer Email	Buyer Phone	CA Partial Sales Tax	Prevailing Wage	Fair Wage Fair Work								
<i>no value</i>	<i>no value</i>	<i>no value</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

<p>Scroll down a bit, and on the left, attach your signed certificate in the External Notes and Attachments section:</p>	
<p>Now click the edit button for this same section:</p>	
<p>This brings up the "Notes to all Suppliers" box:</p>	
<p>Copy and paste this text in the box, and click Save:</p>	<p>This clause serves as the University's notification that this order qualifies for the California State Board of Equalization's Manufacturing and Research Development Partial Sales and Use Tax Exemption under proposed Regulation 1525.4. This exemption results in a partial state sales tax rate reduction of Deduct 3.9375%. The current statewide sales tax rate is 7.25%, so a partial sales tax rate reduction of 3.9375% will result in a 3.3125% sales tax rate (7.25% current statewide rate -3.9375% partial exemption), plus any applicable local and district sales taxes. If you are registered to collect sales tax in the State of California, this is the reduced rate that you, as the supplier, are required to collect. When sending us an invoice, you should ensure the invoice reflects the reduced sales tax rate. The University will short pay any invoices that exceed the discounted sales tax rate. For more information, please visit: http://www.boe.ca.gov/sutax/manufacturing_exemptions.htm</p>

After that, enter your chartstring and submit or assign the cart as you normally do. Please let us know if you have any questions!