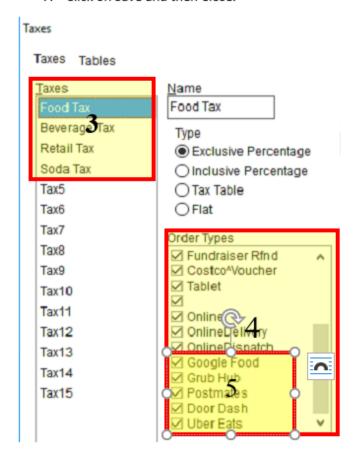
## Steps for removing Tax Rate for Rails 3<sup>rd</sup> Party Vendors

- Go to Setup screen (I.E click on the Wrench and then Setup button) enter in access code and click okay
- 2. Find Order Entry and click on it to bring up the dropdown menu and click on Taxes
- 3. Select one of the following Taxes (I.E Food Tax, Beverage Tax, Retail Tax and Soda Tax)
- 4. In Order Types scroll down until you see the 3rd party taxes
- 5. Uncheck the box for the 3rd Party Vendor that you don't want to charge tax to.
- Make sure that you do that for the other Taxes as well (I.E Food Tax, Beverage Tax, Retail Tax and Soda Tax)
- 7. Click on Save and then Close.



Manual 3<sup>rd</sup> Party Vendor entry using the 3<sup>rd</sup> Party Tender key will need to use the Tax Exempt button.