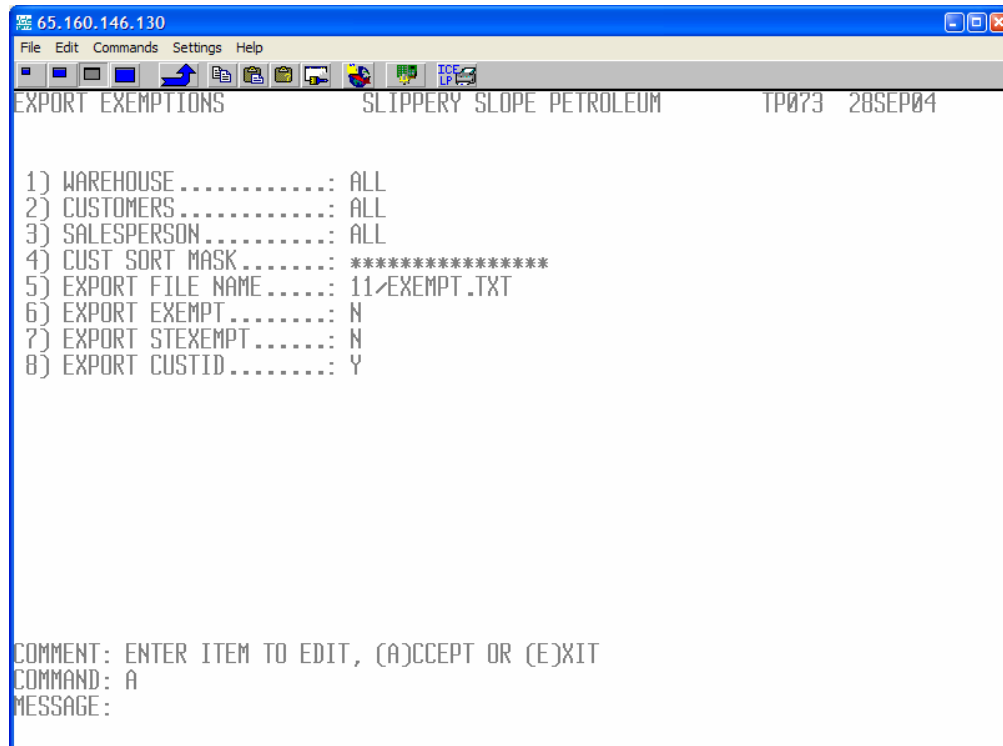


Accounting & Technical Support For Petroleum Marketers!

The purpose of this bulletin is to show you one manner in which you can process letters to customers asking for updated tax exemption certificates or other tax related correspondence.

There are three steps:

1. Dump to Excel
2. Filter out unwanted data
3. Mail-merge the resulting spreadsheet into Word



```
65.160.146.130
File Edit Commands Settings Help
EXPORT EXEMPTIONS      SLIPPERY SLOPE PETROLEUM      TP073  28SEP04

1) WAREHOUSE.....: ALL
2) CUSTOMERS.....: ALL
3) SALESPERSON...: ALL
4) CUST SORT MASK.....: *****
5) EXPORT FILE NAME.....: 11\EXEMPT.TXT
6) EXPORT EXEMPT.....: N
7) EXPORT STEXEMPT.....: N
8) EXPORT CUSTID.....: Y

COMMENT: ENTER ITEM TO EDIT, (A)CCEPT OR (E)XIT
COMMAND: A
MESSAGE:
```

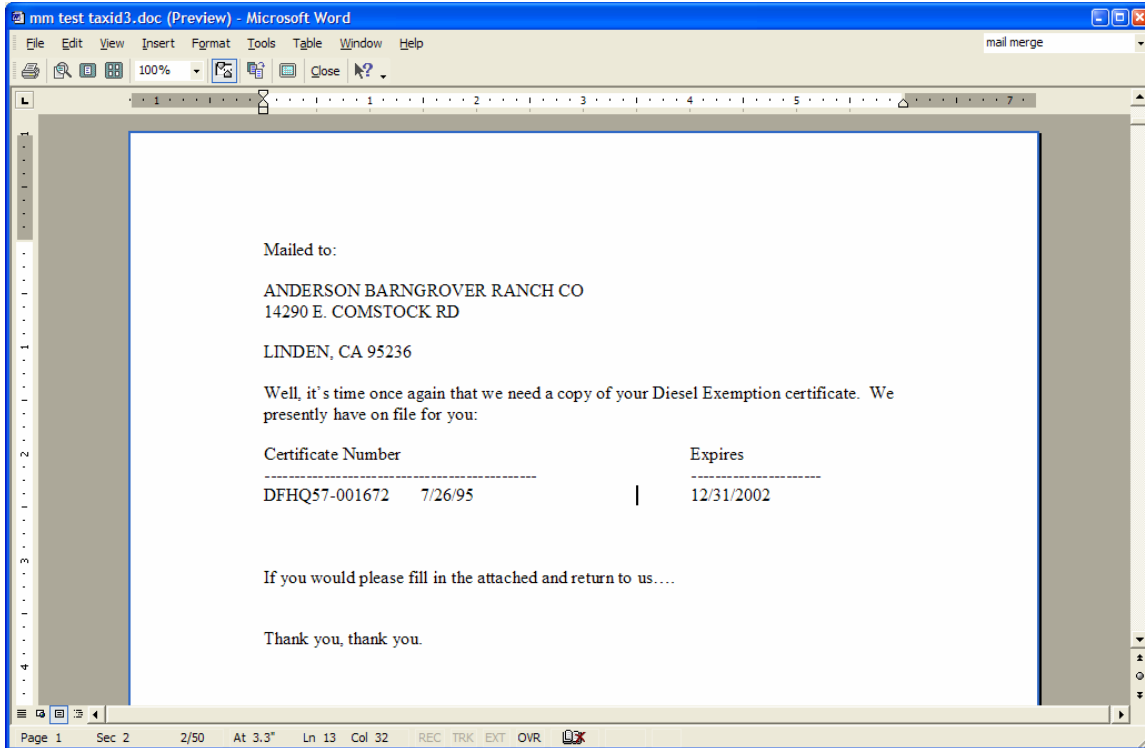
This dump resides at 3, 33, 27 in systems that have it. For a typical certificate –type mailing, one would set items 6 & 7 to No. Running this produces an ASCII file suitable for importing into Excel.

The columns:

ACCT#	CUSTOMER NAME	ADDR1
ADDR2	CITYSTZIP	SALESMAN
WAREHOUSE	SOURCE	LEVEL
CRITERIA	TYPE	AUTHORITY
REASON	EXEMPT#	EX%
TAX ID	GOOD_THRU	

Accounting & Technical Support For Petroleum Marketers!

Many of these fields apply to dumps of Exempt or STExempt, and can be deleted for this use. For a mailing, we just need name and address, plus the Tax ID and maybe the expiration date.



Above is part of a Word document after merging with the spreadsheet. Word has a nice Mail Merge Wizard to help you place the data fields into your document. Rx has a person or two who can help you with these steps as needed.

Cost for the TAX ID/Exempt dumper: 1.25 hours.