

Supplier Relationship Management (SRM) 7.2

How to Verify the Zip+4 in a Delivery Address

The tax jurisdiction associated with a Purchase Order (PO) is derived from the District/County and the Zip+4 of the Delivery Address. Below is more information on Tax Jurisdiction, Tax Rates and How to Verify the Zip+4 in a Delivery Address.

Tax Jurisdiction Notes

- The jurisdiction code identifies taxing authorities associated with a physical address
- Code numbers are assigned by the tax software system implemented for SAP
- Codes are ten digit numbers:
 - Digits 1-2 - Identify state level
 - Digits 3-5 - Identify jurisdiction at county level
 - Digits 6-10 - Provide further breakdown, such as municipality or other

Example:

4100000000 State of South Carolina (SC)
4107900000 SC - Richland County (unincorporated)
4107902300 SC - Richland County - City of Columbia

- Tax jurisdictions on the address records and entries for tax calculations should relate to the detail MUNICIPALITY within the COUNTY when applicable. Addresses in an unincorporated area of the county generally will have no detail code in digits 6-10.

Example --- 1201 Main Street, Columbia, SC 29201-2817

is located WITHIN the city limits of COLUMBIA in RICHLAND COUNTY

Correct: 4107902300 SC - Richland County - City of Columbia
Incorrect: ~~4107900000 SC - Richland County (unincorporated)~~

- **There are three ways a jurisdiction code may be input for a transaction:**
 1. For PO related invoices, the jurisdiction code on the delivery address (ship-to) record from SRM is carried over to invoice
 2. Cost center master data contains address information, including tax jurisdiction code. For a direct invoice (non-PO) or Journal Entry, the cost center entered will derive the jurisdiction on the entry
 3. Manual entry (override): User may override a derived tax jurisdiction code coming from the PO delivery address or cost center by manually entering the code

- If the address is not detailed when entered for PO delivery address or on cost center master data, an incorrect jurisdiction code could be selected.
 - **Enter complete street address, city, district (county) and nine digit zip code to determine the correct jurisdiction code.**

See EXAMPLES on the [Tax Jurisdiction - Overview and Code List Jan2015](#) Excel spreadsheet tab: Ex. Address entry – Jurisdiction

Tax Rates

- Tax rates associated with the jurisdiction codes are maintained in the tax software system. Tax levels one - three are used for SC sales and use taxes. Level one is for statewide, level two for county and level three for municipal tax. Amounts for some county assessed taxes are reported per municipality or unincorporated entry. Some taxes must also be split by TAX TYPE per the SC Department of Revenue (SCDOR) instructions when completing return forms.
- If code or rate seems to be in error – check the jurisdiction code used on the invoice
 - Check address detail on PO delivery address or cost center master data
 - Delivery address is usually manually entered. Agency must establish procedures to ensure accurate codes are selected
 - If manually entered, system will accept any number
- Rates are based upon SCDOR data. Refer to the SCDOR website (www.sctax.org) for rate information.

To Verify the Zip+4 for a Deliver To Address:

Visit the United States Post Office's Look Up a Zip Code tool at:
https://tools.usps.com/go/ZipLookupAction_input

Enter the Deliver To address information as follows. You do not need to enter the Zip Code. The system will provide it for you. Click **Find**.

The Search Results will provide you with the Zip+4 as shown below:

The screenshot displays the USPS.COM website interface for looking up a ZIP code. At the top, there is a search bar with the text "Search or Enter a Tracking Number" and a magnifying glass icon. Below this is a navigation menu with options: "Quick Tools", "Mail & Ship", "Track & Manage", "Postal Store", "Business", "International", and "Help".

The main heading is "Look Up a ZIP Code™". To the right of this heading is a button that says "Still Have Questions? Browse our FAQs >".

Below the heading, there are three tabs: "By Address", "By Company", and "Cities by ZIP Code™". The "By Address" tab is selected. Under this tab, it says "You entered:" followed by the address "4430 BROAD RIVER RD COLUMBIA SC". To the right of this address is a link that says "Look up another ZIP Code™ , Edit and Search Again >".

Below the entered address, it says "Here's the full address, using standard abbreviations and formatting...". A text box below this contains the full address: "4430 BROAD RIVER RD COLUMBIA SC 29210-4012". This text box is highlighted with a red border. Below the text box is a link that says "Show Mailing Industry Details >".

To the right of the main content area, there is a promotional box titled "Take a Look" with the text "Shop stamps, supplies, gifts, and more >" and an image of a blue envelope with yellow flowers.