

## POUAB New Supplier Barcode

The POUAB New Supplier Barcode form must be completed to request the addition of a supplier/vendor (i.e. a non-UAB affiliated individual or company/organization) to the vendor file. Before completing this form, it is recommended that you first access the [SUPPLIER INQUIRY](#) form to determine whether or not the supplier already exists in the system.

If the desired supplier does not exist in the system, please obtain a **completed tax form** from the individual or company/organization **before** completing the POUAB New Supplier Barcode form, as this document is **required for all new supplier setups**. Requestors will be notified by email from [Vendor Compliance](#) when the setup process is complete.

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**UAB FN Document Entry/Approval** → POUAB New Supplier Barcode  
**UAB Requisition Input** → POUAB New Supplier Barcode

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1. The **PO NEW SUPPLIER BARCODE** form appears as shown below. Complete the required fields. The required fields are identified with the blue asterisk (\*) symbol.

**Note:** If you do not have the information for some of the required fields, enter NA (not applicable). Refer to the table as a guide to fill out the form.

**PO New Supplier Barcode**

\* Supplier Name

Date 03/14/2018

\* Order From Address

\* City

\* State  \* Zip Code

\* Phone Number

Toll Free Number

\* Fax Number

Internet Address

Supplier Contact Name

\* Supplier Email Address

\* Tax Id / Ssn

\* Remit To Address

\* Remit To City

\* Remit To State

\* Remit To Zip

Supplier AR Contact Name

Remit Email Address

\* UAB Dept Contact Name

\* UAB Dept Contact Phone Num

Is The Individual A US Citizen  US Permanent Resident  Non-Resident Alien

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## POUAB New Supplier Barcode

Field Name	Description
<b>Supplier Name</b>	Name of the individual or company/organization.
<b>Date</b>	This field is populated by the system. The current day's date is displayed.
<b>Order From Address</b> <b>City</b> <b>State</b> <b>Zip Code</b>	The Purchasing address of the company/organization. <b>Note:</b> Additional documentation is <b>required</b> if the address for this location is different from the address that is listed on the tax form.
<b>Phone Number</b>	Phone number (including area code) of the company/organization.
<b>Toll Free Number</b>	Toll free number of the company/organization. This is an optional field.
<b>Fax Number</b>	Fax number of the company/organization.
<b>Internet Address</b>	Web address of the company/organization. This is an optional field.
<b>Supplier Contact Name</b>	Name of company/organization contact. This is an optional field.
<b>Supplier Email Address</b>	Email address of company/organization contact.
<b>Tax Id / SSN</b>	Tax ID number or social security number of the company/organization or individual.
<b>Remit To Address</b> <b>Remit To City</b> <b>Remit To State</b> <b>Remit To Zip</b>	The payment address of company/organization or individual. <b>Note:</b> Additional documentation is <b>required</b> if the address for this location is different from the address that is listed on the tax form.
<b>Supplier AR Contact Name</b>	Name of contact in the <b>company's</b> accounts receivable department. This is an optional field.
<b>Remit Email Address</b>	Email address of the <b>company's</b> accounts receivable contact. This is an optional field.
<b>UAB Dept Contact Name</b>	<i>Name and email address</i> of the person who is completing the new supplier form.
<b>UAB Dept Contact Phone Num</b>	Departmental phone number of the person who is completing the new supplier form.
<b>Is the individual a US citizen</b> <b>US Permanent Resident</b> <b>Non-Resident Alien</b>	Check the box that applies if setting up an individual as a supplier.

## POUAB New Supplier Barcode

The completed new supplier request form should look similar to the either of the examples shown below.

The screenshot shows a web form titled "PO New Supplier Barcode" with the following fields filled out: Supplier Name: Main Street Company; Date: 03/14/2018; Order From Address: 456 Main Street; City: Any City; State: AL; Zip Code: 35999; Phone Number: 205-878-2453; Fax Number: 205-878-2455; Supplier Contact Name: [blank]; Supplier Email Address: customerservice@mainstreetco.com; Tax Id / Son: 63-1567859; Remit To Address: 456 Main Street; Remit To City: Any City; Remit To State: AL; Remit To Zip: 35999; Supplier AR Contact Name: [blank]; Remit Email Address: [blank]; UAB Dept Contact Name: Annie Emp aemp@uab.edu; UAB Dept Contact Phone Num: 5-1222; Is The Individual A US Citizen: [checked]; US Permanent Resident: [unchecked]; A "Create Barcode" button is at the bottom.

*Sample New Supplier Request-  
Company/Organization*

The screenshot shows a web form titled "PO New Supplier Barcode" with the following fields filled out: Supplier Name: Stan Lee; Date: 03/14/2018; Order From Address: NA; City: NA; State: NA; Zip Code: NA; Phone Number: NA; Fax Number: NA; Supplier Contact Name: [blank]; Supplier Email Address: NA; Tax Id / Son: 222-22-2222; Remit To Address: 123 Any Street; Remit To City: Birmingham; Remit To State: AL; Remit To Zip: 35999; Supplier AR Contact Name: [blank]; Remit Email Address: [blank]; UAB Dept Contact Name: Annie Emp aemp@uab.edu; UAB Dept Contact Phone Num: 5-1222; Is The Individual A US Citizen: [checked]; US Permanent Resident: [unchecked]; Non-Resident Alien: [unchecked]; A "Create Barcode" button is at the bottom.

*Sample New Supplier Request-  
Individual*

2. Click on the **CREATE BARCODE** button at the bottom of the form to produce a barcode sheet for your request.
3. The barcode image will appear with the information that has been entered. Click on the **PRINT BARCODE** button that is located at the bottom of the form.
4. The **PRINT** window will appear. Select the desired printer and then click on the **PRINT** button.
5. Fax the barcode sheet and the **completed** tax form to the Optidoc/WebIT imaging system at extension **6-4701** (205-996-4701 if off campus). Make sure that the barcode sheet is the first page in the submission. This information will be scanned into a secured collection which is only viewable to the staff responsible for supplier/vendor setups.
6. Close the form by clicking on one of the **CLOSE WINDOW** links that are located in both the top right-hand corner and bottom center of the form.

If you navigated to this form from the system's homepage, click on one of the **HOME** links that are located in the top right-hand corner and bottom center of the form.