Purchase Order Barcode

The Purchase Order Barcode is a form that is to be completed by the user when it is determined that additional documentation (i.e. quotes, approved contracts/agreements, Sole Source Justifications, equipment forms, etc) must be provided to justify a request for the purchase of goods and services. The barcode page that is created as a result of this form enables the additional documentation to be scanned into the Optidoc/WebIT imaging system. This form is typically completed after the Purchase Order Requisition has been created.

UAB FN Document Entry/Approval → POUAB Purchase Order Barcode
UAB Requisition Input → POUAB Purchase Order Barcode

After following the path listed above, the PO BARCODE form will appear as shown. The fields that are marked with an asterisk (*) are required fields.

1. Enter the name of the supplier that appears on your Purchase Order Requisition in the SUPPLIER field.

2. Enter the system-assigned supplier number in the SUPPLIER NUMBER field. If you are unsure of the supplier number, you can retrieve the supplier’s information by using Suppliers Inquiry. Click here for instructions on using Suppliers Inquiry.
3. Enter the purchase order requisition number that was assigned by the system in the **REQ NUMBER** field.

4. Enter a brief explanation of the documentation in the **BUSINESS EXPENSE** field.

5. The completed form should look similar to the form shown below.

6. Click on the **CREATE BARCODE** button located at the bottom of the form to produce the barcode page.

7. The barcode page will appear with the information that has been entered. Click on the **PRINT BARCODE** button that is located at the bottom of the form.

8. The **PRINT** window will appear. Select the desired printer and then click on the **PRINT** button.

9. After the barcode page prints, fax it and any applicable documentation (quotes, approved contracts, etc.) to the Optidoc/WebIT imaging system at extension **6-4701** (996-4701 if off campus).

10. 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.

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