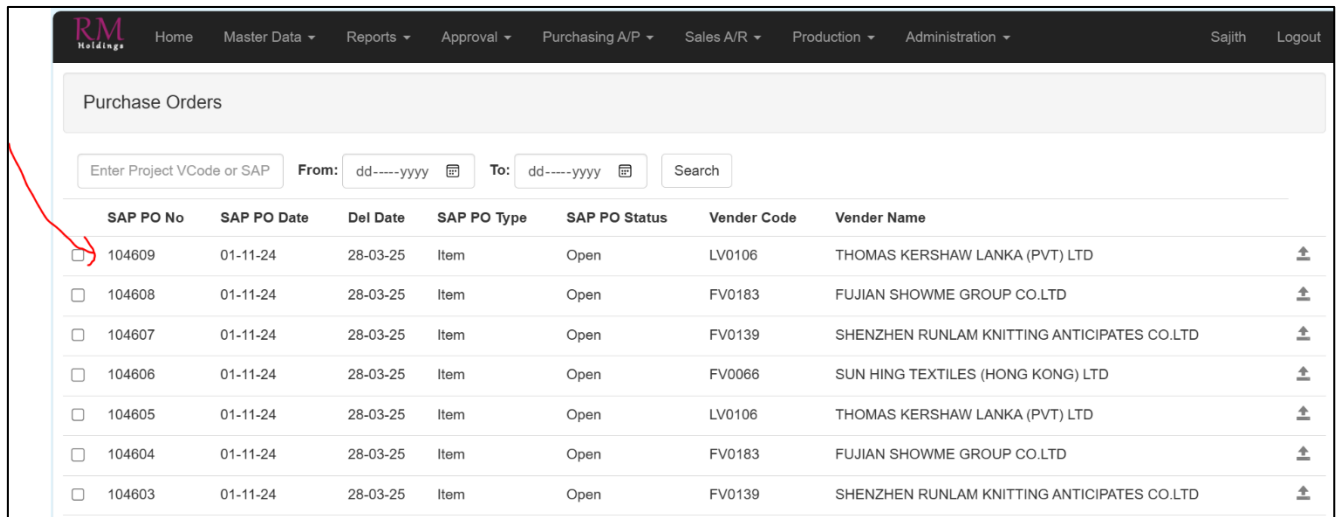# How to generate the Barcode through the SAP Purchase Order

In this Add-on has a facility to generate barcodes related to the items in the Purchase Order before it takes into the stocks.
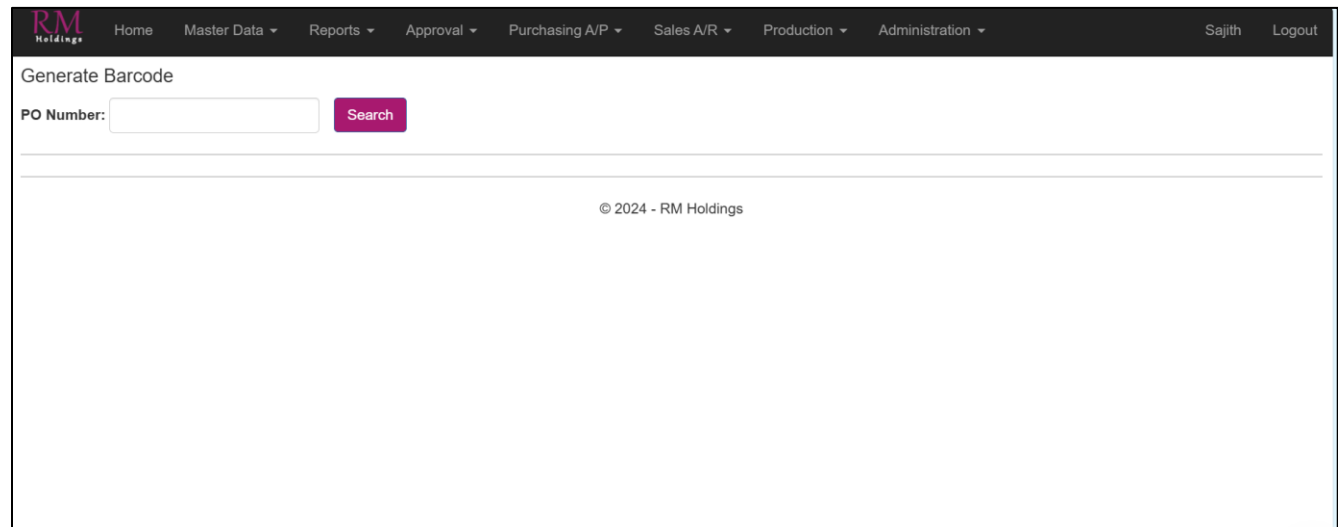
1st by referring to the Purchase Order, the PO number is important to get the item details and to decide what needs to be printed in the Barcode Sticker.

Go to the SAP Purchase Orders under the Purchasing AP in the Add-on and copy the PO Number or remember the PO number.

2nd Go to the Purchasing AP and Click the Barcode Generation.

3rd Here you can enter or paste the PO Number and Search for the PO Item's Details

4th Now you can refer to the items and decide what to be selected for printing at the Barcodes. Here you can enter number of "Barcode Sticker Copies" under the Number of Copies field in the window.

And you put a tick on left hand side selection box.

5th Finaly press the Add button to start the print job.

Now you can see the Barcode and its printing stage.
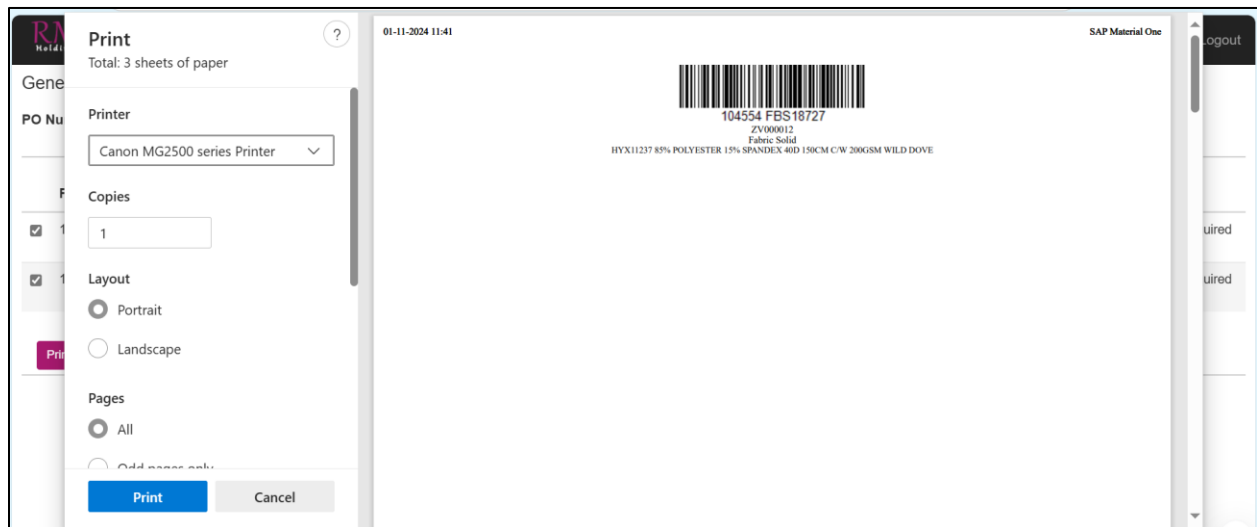
Now you can finalize the print by pressing the Print button and the Barcode will be printed. Before you press the print button make sure the right printer has been selected.

Finally, Add-on gives a message of print job has been done.

6th If you require another print of the barcode due to the "Printing Error" or "Mistake" then you have to start a new print job and select the reason for the new print. Without selecting the reason, the system doesn't allow to take a second print.