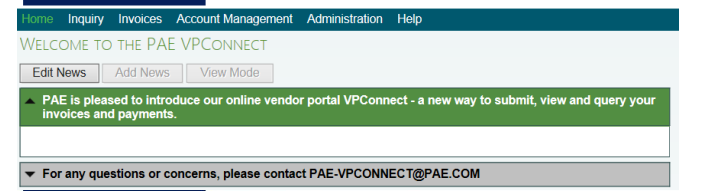
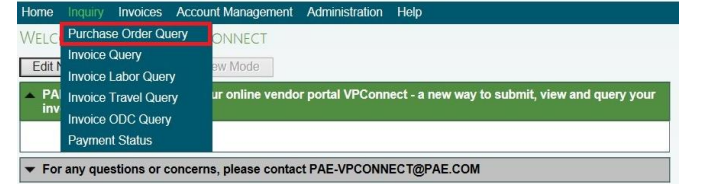
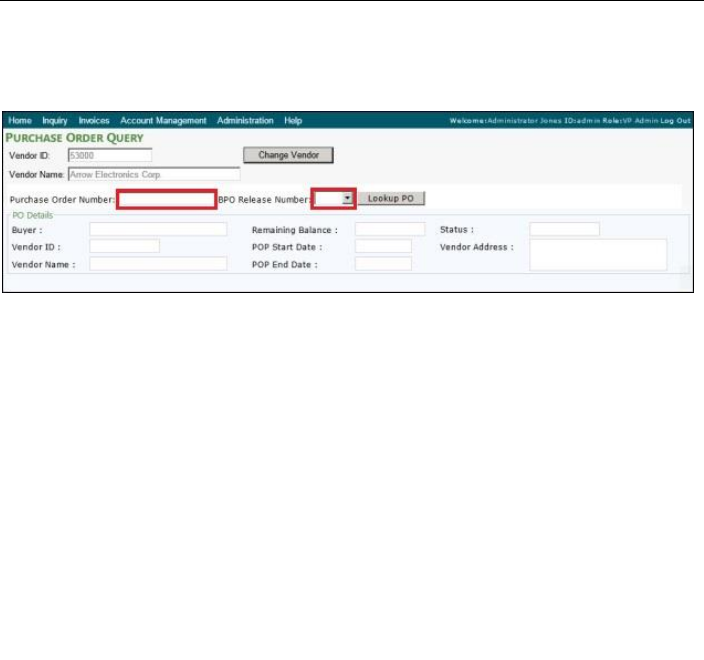


## VPCONnect: Search Purchase Order Information

The **Purchase Order Query** allows you to search for all purchase orders that are assigned to a specific vendor. It provides a listing of purchase orders, their status, and the funds remaining by line.

<p>1. Login to VPCONnect</p>	
<p>2. Select "Inquiry" and click "Purchase Order Query" to search for all purchase orders that are assigned</p>	
<p>3. Enter "Purchase Order number" and enter "tab" on keyboard, system automatically validates this number to ensure it exists</p> <p>4. Select "BPO Release Number" from dropdown if applicable to select PO release numbers</p> <p><b>Note:</b> BPO contains a single zero (0) value if the PO is a not a blanket order, it may contain values greater than 0 if the purchase order is a blanket PO</p>	
<p>5. Click "Lookup PO" and PO Details will be displayed</p>	