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.

1. Login to VPConnect

2. Select “Inquiry” and click “Purchase Order Query” to search for all purchase orders that are assigned

3. Enter “Purchase Order number” and enter “tab” on keyboard, system automatically validates this number to ensure it exists

4. Select “BPO Release Number” from dropdown if applicable to select PO release numbers

   **Note:** 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

5. Click “Lookup PO” and PO Details will be displayed