

INSTRUCTIONS FOR ACCESSING YOUR ORDERS BY EXPIRATION DATE:

1. Log in to Purchase Order Query from the website:
<http://www.kwantlen.ca/supply/purchasing.html>
2. Click on “Requisition” in the top left hand corner.
3. In the “Requestor” field type the last name of the initiator with % in front and back (e.g. <%Smith%>).
4. Go to the “From Delivery Date” field and enter the expiry date (e.g. <31 03 2010>).
5. Go to the “To Delivery Date” field and enter the same expiry date (e.g. <31 03 2010>).

Click on Search.

A listing of ALL orders for the initiator with the expiry date entered will show up. On the right hand side will be the BL or ST order numbers

Clicking on each order number link will take you into a separate screen with the details of the individual invoices processed against that order, and at the bottom, will provide a general description of the services and terms of the previous contract.