Locating the backup information once your eProcurement/Purchase order has converted to a voucher:

1. **Locate your voucher ID in Infoporte** (this number can be found under Trans ID)


3. Your voucher will display under Voucher Inquiry Results. Click on More Details, and then click the Detail Lines icon. This will open up a new window, Voucher Details, which lists the PO Number.
4. Copy the PO Number, and navigate to Manage Requisitions in ConnectCarolina. Enter in your PO ID, and click Search (tip: it’s best to clear the pre-set search parameters, but be sure to re-enter the Business Unit).

5. The search results show the ePro/Purchase Order that was placed. Click the toggle button to see the life cycle of the ePro/Purchase Order. To print, click the Select Action dropdown box and select View Printable Version.