How can I find out if a BPO is attached to a commodity?

Link to the Adpics 1100 screen.

Type in the commodity you are looking for. Make sure you get rid of any remaining letters that are left in the commodity name field. Press Enter to retrieve information.
Look at the BPO columns. If the letter Y is present for that particular commodity then a BPO exists for it. Some Agencies also create BPO’s for their employees to use. These would be listed under the AGY BPO field. We are going to work with DBM BPO’s for this example, but if your agency has created a BPO then you will see it in the results.

Tab to the commodity name you want BPO information on. Tag it with the letter ‘S’ and press F11-VIEW BPO.
Once you press F11-VIEW BPO the system takes you to the 2460 screen.

The dates need to be changed to retrieve information past the last 30 days. This is the system default. It is a safe bet to change the FROM DATE to 01/01/2001. Press Enter.

Any BPO’s that start with 050 are considered a DBM BPO. Any other BPO are probably Agency related. H00 belongs to an Agency and unless you are part of that Agency you cannot use that BPO. Some Agencies create BPO’s for their employees to use. You should check with your procurement Department if you have any questions.
There may be times depending on your date criteria, that you will have more than one page of information. Always look to see if there are more pages. If there are, press F8-NEXT PAGE to access the pages.

The BPO’s that the commodity is attached to are shown on this screen. For the most recent one, or the one you can use, look under the expiration column and choose the BPO that has not expired.
If you would like to have more information on the specific BPO you can always tab down to the BPO and tag it with the letter ‘S’ and press F2-SELECT.

This will link you 2348 BPO Detail screen. If you want to view the BPO, from this screen just link to the 2342 screen.