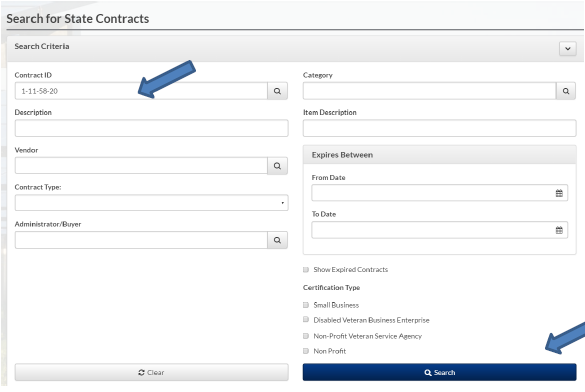
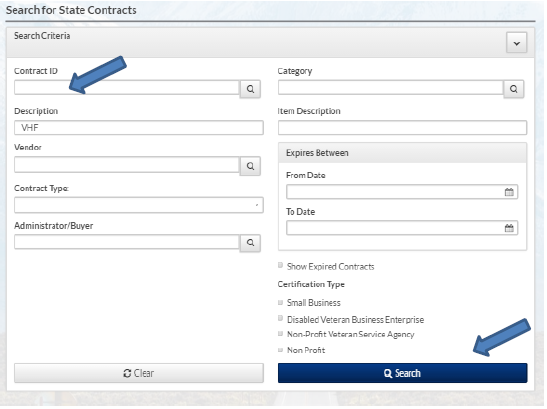
**How to look up an LPA on Cal eProcure**

1. Visit the Cal eProcure website at <http://www.caleprocure.ca.gov>
2. On the large, blue bar on the top of the page, click “Quicklinks”
3. From the drop down menu, click “View/Search Contracts”
   1. Scenario 1: You have a Contract Number
      1. Enter LPA number into “Contract ID” input box and click the “Search” button 
   2. Scenario 2: Have description or other information for purchase
      1. Enter “Description” into search field or into whichever input box matches the information you have and click the “Search” button.



1. View search results and click the “View” button to see LPA contract details. LPA Details will include: Contract ID, Type, Description, Status, Acquisition Type, Department, Administrator or Buyer name and email, Begin Date, Expire Sate, Vendor and Line Items.