

### Maintaining Requisitions Overview

This Job Aid provides instructions for maintaining Requisitions in Cardinal. Users can access, review, update, and cancel Requisitions from the **Purchasing** module.

Requisitions may be updated to reflect changes in quantities, shipping details, Line Items, Schedules, Distributions, or attachments. A Requisition may be edited or canceled as long as it has not been sourced to a Purchase Order or Sourcing Event. A Requisition can be modified even after it has been approved; however, changes that increase the price or quantity may trigger the approval workflow again.

Requisition status and approval details can be reviewed in two ways:

- **Maintain Requisitions – Requisition** page: Displays Requisition details, approval status, and links to the approval monitor.
- **Review Requisition Information** page: Allows users to view Requisitions that are complete, canceled, or do not require modifications. This page also provides access to related Purchase Orders, Receipts, and Vouchers.

Using these tools, users can monitor Requisition activity, confirm approval progress, and view connected purchasing transactions for greater transparency and accuracy.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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# Cardinal Procurement Job Aid

## PR342 Maintaining Requisitions (VDOT Only)

### Revision History

Revision Date	Summary of Changes
4/6/2026	Baseline.

### Updating a Requisition

Note that Requisitions with the status of “Canceled” or “Complete” cannot be updated. To view these Requisitions, use the [Reviewing Requisition Information](#) section in this Job Aid.

Step	Action
1.	Navigate to the <b>Requisitions Add a New Value</b> page using the following path: <b>Main Menu &gt; Purchasing &gt; Requisitions &gt; Add/Update Requisitions</b>

The **Requisitions Add a New Value** page displays.

**Requisitions**

[Find an Existing Value](#)

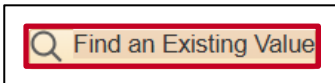
**Add a New Value**

\*Business Unit  [🔍](#)

\*Requisition ID

[Add](#)

2.	Click the <b>Find an Existing Value</b> button.
----	---



The **Requisitions Find an Existing Value Search** page displays.

**Requisitions**

[+ Add a New Value](#)

**Find an Existing Value**

▼ **Search Criteria**

Use the following search to look for an existing Requisition.

🕒 Recent Searches  [✎](#)
🔖 Saved Searches  [✎](#)

\*Business Unit  [🔍](#)

Requisition ID

Requisition Name

Requisition Status

Origin  [🔍](#)

Requester  [🔍](#)

Requester Name  [🔍](#)

Hold From Further Processing

[^ Show fewer options](#)

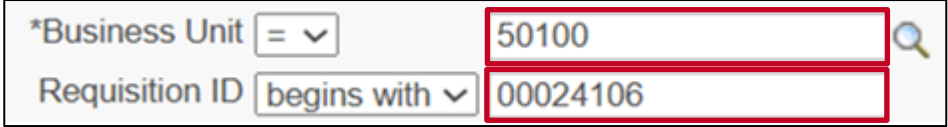


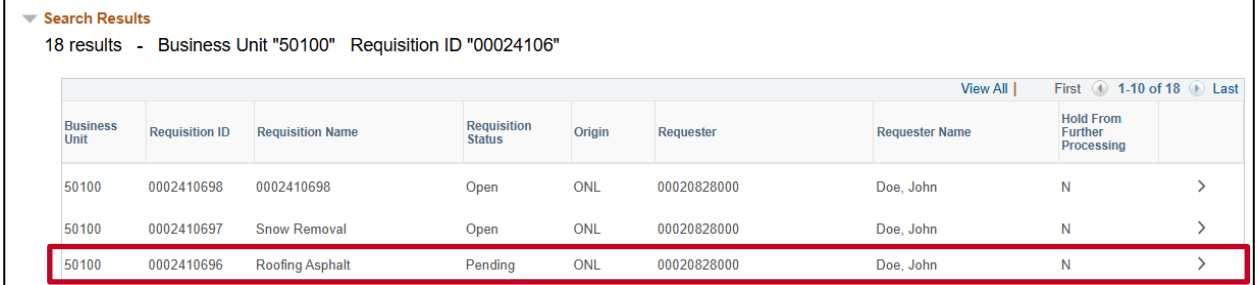
Case Sensitive

[Search](#) [Clear](#)



# Cardinal Procurement Job Aid

## PR342 Maintaining Requisitions (VDOT Only)

Step	Action																																				
3.	Enter search criteria for an existing Requisition.  <p>*Business Unit = <input type="text" value="50100"/> <input type="button" value="Search"/> Requisition ID begins with <input type="text" value="00024106"/></p>																																				
4.	Click the <b>Search</b> button.  <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>																																				
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .																																				
5.	Click the desired Requisition link in the <b>Search Results</b> section.  <p>▼ Search Results 18 results - Business Unit "50100" Requisition ID "00024106"</p> <table border="1"><thead><tr><th>Business Unit</th><th>Requisition ID</th><th>Requisition Name</th><th>Requisition Status</th><th>Origin</th><th>Requester</th><th>Requester Name</th><th>Hold From Further Processing</th><th></th></tr></thead><tbody><tr><td>50100</td><td>0002410698</td><td>0002410698</td><td>Open</td><td>ONL</td><td>00020828000</td><td>Doe, John</td><td>N</td><td>&gt;</td></tr><tr><td>50100</td><td>0002410697</td><td>Snow Removal</td><td>Open</td><td>ONL</td><td>00020828000</td><td>Doe, John</td><td>N</td><td>&gt;</td></tr><tr><td>50100</td><td>0002410696</td><td>Roofing Asphalt</td><td>Pending</td><td>ONL</td><td>00020828000</td><td>Doe, John</td><td>N</td><td>&gt;</td></tr></tbody></table>	Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing		50100	0002410698	0002410698	Open	ONL	00020828000	Doe, John	N	>	50100	0002410697	Snow Removal	Open	ONL	00020828000	Doe, John	N	>	50100	0002410696	Roofing Asphalt	Pending	ONL	00020828000	Doe, John	N	>
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50100	0002410696	Roofing Asphalt	Pending	ONL	00020828000	Doe, John	N	>																													

Step	Action
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The **Maintain Requisitions – Requisition** page displays.

Maintain Requisitions

**Requisition**

Business Unit 50100      \*WebIMS Req Type Regular      Status Pending      ✘

Requisition ID 0002410696

Requisition Name Roofing Asphalt       Hold From Further Processing

---

**Header** ?

\*Requester 00020828000 Doe, John

\*Requisition Date 05/16/2025 Requester Info

Origin ONL Online Input

\*Currency Code USD Dollar

[Requisition Defaults](#)      [Add Comments](#)  
[Requisition Activities](#)  
[Document Status](#)

**Amount Summary** ?

Total Amount 25,005.00 USD

---

**Add Items From** ?      **Select Lines To Display** ?

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

Search for Lines

Line  To  [Retrieve](#)

---

**Line** ?      Personalize | Find | View All |       First 1-2 of 2 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS					
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000	5.00	Pending					
2	9189101000	ROOFING	1.0000	HUR	9189101	25,000.0000	25,000.00	Pending					

View Approvals      \*Go to ...More...



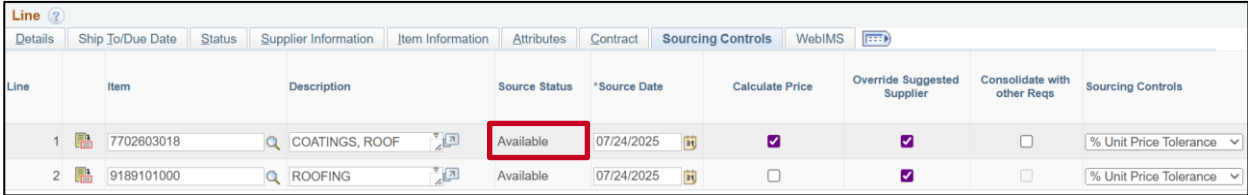

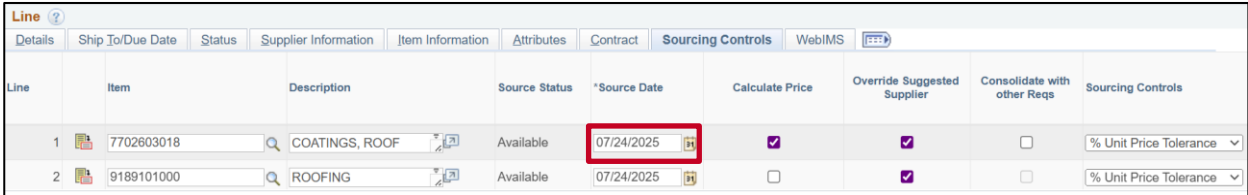


A Requisition Line can only be edited if it has not already been sourced to a Purchase Order or Sourcing Event.

6. Click the **Sourcing Controls** tab.

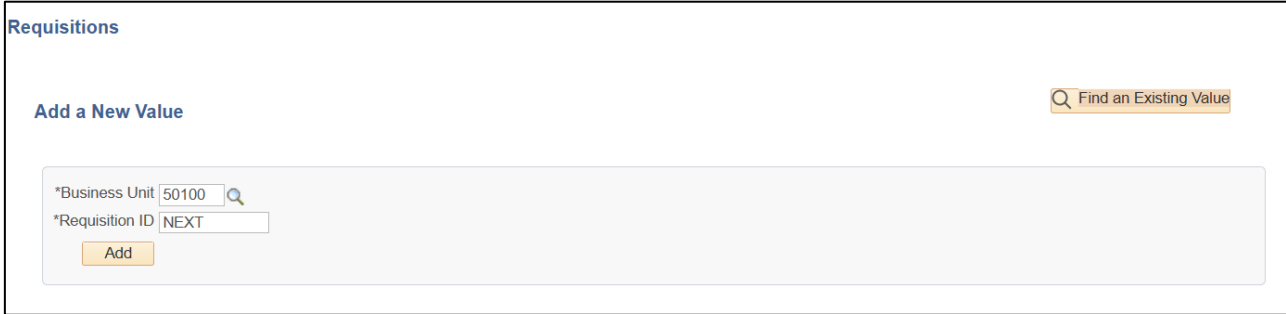
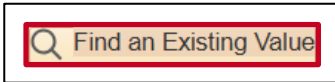
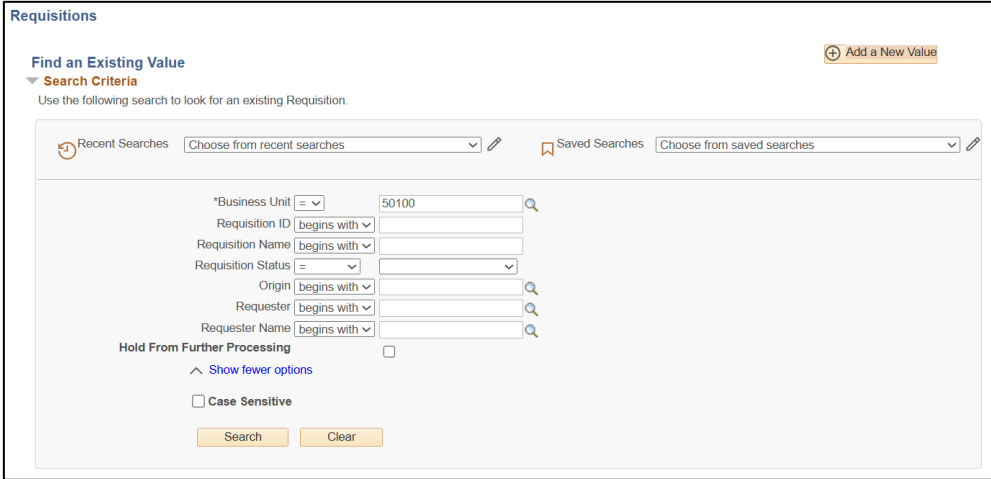
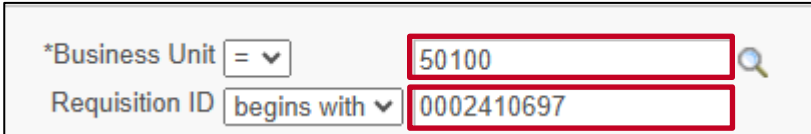
**Line** ?


[Details](#)    [Ship To/Due Date](#)    [Status](#)    [Supplier Information](#)    [Item Information](#)    [Attributes](#)    [Contract](#)    **Sourcing Controls**    [WebIMS](#)   

Line	Item	Description	Source Status	*Source Date	Calculate Price	Override Suggested Supplier	Consolidate with other Reqs	Sourcing Controls
1	7702603018	COATINGS, ROOF	Available	07/24/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	% Unit Price Tolerance
2	9189101000	ROOFING	Available	07/24/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	% Unit Price Tolerance

Step	Action
7.	<p>Review each Line's <b>Source Status</b>:</p> <ul style="list-style-type: none"> <li>• “Available” - the Line has not been sourced</li> <li>• “Sourcing in Process” - sourcing has begun but the Purchase Order or Sourcing Event is not complete</li> <li>• “Sourcing Complete” - the Purchase Order or Sourcing Event is complete</li> </ul> 
	<p>The <b>Source Date</b> is the date the Line was either sourced or last updated and saved.</p> 
8.	<p>Make updates to the Requisition as appropriate. These may include:</p> <ul style="list-style-type: none"> <li>• Modifying quantities</li> <li>• Modifying Shipping information</li> <li>• Adding new Line Items</li> <li>• Removing Line Items</li> <li>• Updating Schedule information</li> <li>• Updating Distribution information</li> <li>• Adding comments or attaching documents</li> </ul>
9.	<p>Click the <b>Save</b> button.</p> 
	<p>It is possible to make changes even if the Requisition has been approved. However, increasing the price or quantity may trigger the Requisition approval workflow.</p>

### Canceling a Requisition

Step	Action
1.	Navigate to the <b>Requisitions Add a New Value</b> page using the following path: <b>Main Menu &gt; Purchasing &gt; Requisitions &gt; Add/Update Requisitions</b>
The <b>Requisitions Add a New Value</b> page displays. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>	
2.	Click the <b>Find an Existing Value</b> button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;">  </div>
The <b>Requisitions Find an Existing Value Search</b> page displays. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>	
3.	Enter search criteria for an existing Requisition. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

Step	Action
4.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #f0f0f0;">Search</div> <div style="padding: 5px 15px; background-color: #f0f0f0;">Clear</div> </div> </div>
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .

The **Maintain Requisitions Requisition** page displays.

Maintain Requisitions

Requisition

Business Unit 50100      \*WebIMS Req Type Regular      Status Pending ✖

Requisition ID 0002410697

Requisition Name Roofing Copy       Hold From Further Processing

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**Header**

\*Requester 00020828000      Doe, John

\*Requisition Date 06/11/2025      [Requester Info](#)

Origin ONL      Online Input

\*Currency Code USD      Dollar

[Requisition Defaults](#)      [Add Comments](#)

[Requisition Activities](#)

[Document Status](#)

**Amount Summary**

Total Amount      25,005.00      USD

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**Add Items From**      **Select Lines To Display**

Purchasing Kit      Catalog      Search for Lines

Item Search      Requester Items

Line  To  Retrieve

---


**Line**


Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000	5.00	Pending				
2	9189101000	ROOFING	1.0000	HUR	9189101	25,000.000	25,000.00	Pending				

View Approvals      \*Go to ...More...

Save Return to Search Notify Refresh

	<p>A Requisition can be edited or canceled as long as it has not already been sourced to a Purchase Order or a Sourcing Event.</p> <p>Click the <b>Sourcing Controls</b> tab to see the <b>Source Status</b>.</p>																					
<div style="border: 1px solid black; padding: 5px;"> <p><b>Line</b></p> <p style="text-align: right;">Details   Ship To/Due Date   Status   Supplier Information   Item Information   Attributes   Contract   <span style="border: 2px solid red; padding: 2px;">Sourcing Controls</span>   WebIMS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Source Status</th> <th>*Source Date</th> <th>Calculate Price</th> <th>Override Suggested Supplier</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7702603018</td> <td>COATINGS, ROOF</td> <td style="border: 2px solid red;">Available</td> <td>05/16/2025</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td>9189101000</td> <td>ROOFING</td> <td>Available</td> <td>05/16/2025</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div>		Line	Item	Description	Source Status	*Source Date	Calculate Price	Override Suggested Supplier	1	7702603018	COATINGS, ROOF	Available	05/16/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	9189101000	ROOFING	Available	05/16/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Line	Item	Description	Source Status	*Source Date	Calculate Price	Override Suggested Supplier																
1	7702603018	COATINGS, ROOF	Available	05/16/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																
2	9189101000	ROOFING	Available	05/16/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>																

Step	Action
5.	Click the <b>Cancel</b> icon. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <span>Status Pending</span>  </div>

A Message window displays with the following text:

“Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)”

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.”

**Message**

---

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.


6.	Click the <b>Yes</b> button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </div>
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The **Successful Cancellation** notification page displays.

Successful Cancellation

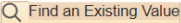


The requisition cancellation was successful.

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Step	Action
7.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: #0056b3; font-weight: bold;">The requisition cancellation was successful.</p> <div style="border: 1px solid red; background-color: #fff9c4; padding: 2px; display: inline-block; margin-top: 5px;">Ok</div> </div>
	Canceled Requisitions cannot be opened on the <b>Maintain Requisition</b> page. However, they can be viewed by navigating to the <b>Requisition Inquiry</b> page, using the following path: <b>Main Menu &gt; Purchasing &gt; Requisitions &gt; Review Requisition Information &gt; Requisitions.</b>

### Reviewing Status and Approvals

Requisitions can be reviewed in the Purchasing module. The status of an open Requisition and information on its approvals can be reviewed on the **Maintain Requisitions** page.

Step	Action
1.	<p>Navigate to the <b>Requisitions Add a New Value</b> page using the following path:  <b>Main Menu &gt; Purchasing &gt; Requisitions &gt; Add/Update Requisitions</b></p> <p>The <b>Requisitions – Add a New Value</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Requisitions</b></p> <p style="text-align: right;"></p> <p><b>Add a New Value</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Business Unit <input type="text" value="50100"/> </p> <p>*Requisition ID <input type="text" value="NEXT"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div> </div>
2.	<p>Click the <b>Find an Existing Value</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;">  </div> </div>

Step	Action
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The **Requisitions – Find an Existing Value Search** page displays.

**Requisitions**

[+ Add a New Value](#)

**Find an Existing Value**

**Search Criteria**

Use the following search to look for an existing Requisition.

Recent Searches Choose from recent searches ✎

Saved Searches Choose from saved searches ✎

\*Business Unit =  🔍

Requisition ID begins with

Requisition Name begins with

Requisition Status =

Origin begins with  🔍

Requester begins with  🔍

Requester Name begins with  🔍

Hold From Further Processing


[^ Show fewer options](#)

Case Sensitive

[Search](#) [Clear](#)

3.	<p>Enter the search criteria for an existing Requisition.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>*Business Unit <span style="float: right;">=</span> <input style="border: 2px solid red;" type="text" value="50100"/> <span style="float: right;">🔍</span></p> <p>Requisition ID <span style="float: right;">begins with</span> <input style="border: 2px solid red;" type="text" value="00024106"/></p> </div>
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4.	<p>Click the <b>Search</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px 10px;">Search</span> <span style="padding: 2px 10px;">Clear</span></p> </div>
----	---

	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
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# Cardinal Procurement Job Aid

## PR342 Maintaining Requisitions (VDOT Only)

Step	Action																																				
5.	<p>Click the applicable Requisition link in the <b>Search Results</b> section.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <p>18 results - Business Unit "50100" Requisition ID "00024106"</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Requisition ID</th> <th>Requisition Name</th> <th>Requisition Status</th> <th>Origin</th> <th>Requester</th> <th>Requester Name</th> <th>Hold From Further Processing</th> <th></th> </tr> </thead> <tbody> <tr> <td>50100</td> <td>0002410698</td> <td>0002410698</td> <td>Open</td> <td>ONL</td> <td>00020828000</td> <td>Doe, John</td> <td>N</td> <td>&gt;</td> </tr> <tr> <td>50100</td> <td>0002410697</td> <td>Snow Removal</td> <td>Open</td> <td>ONL</td> <td>00020828000</td> <td>Doe, John</td> <td>N</td> <td>&gt;</td> </tr> <tr style="border: 2px solid red;"> <td>50100</td> <td>0002410696</td> <td>Roofing Asphalt</td> <td>Pending</td> <td>ONL</td> <td>00020828000</td> <td>Doe, John</td> <td>N</td> <td>&gt;</td> </tr> </tbody> </table> </div>	Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing		50100	0002410698	0002410698	Open	ONL	00020828000	Doe, John	N	>	50100	0002410697	Snow Removal	Open	ONL	00020828000	Doe, John	N	>	50100	0002410696	Roofing Asphalt	Pending	ONL	00020828000	Doe, John	N	>
Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing																														
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50100	0002410697	Snow Removal	Open	ONL	00020828000	Doe, John	N	>																													
50100	0002410696	Roofing Asphalt	Pending	ONL	00020828000	Doe, John	N	>																													

The **Requisition** page displays.

Maintain Requisitions

**Requisition**

Business Unit 50100      \*WebIMS Req Type Regular      Status Pending ✘

Requisition ID 0002410696

Requisition Name Roofing Asphalt       Hold From Further Processing

---

**Header**

\*Requester 00020828000 Doe, John

\*Requisition Date 05/16/2025      Requester Info

Origin ONL      Online Input

\*Currency Code USD      Dollar

[Requisition Defaults](#)      [Add Comments](#)

[Requisition Activities](#)

[Document Status](#)

---

**Amount Summary**

Total Amount 25,005.00 USD

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**Add Items From**      **Select Lines To Display**

Purchasing Kit      Catalog      Search for Lines

Item Search      Requester Items      Line  To  Retrieve

---

**Line**

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000	5.00	Pending				
2	9189101000	ROOFING	1.0000	HUR	9189101	25,000.000	25,000.00	Pending				

[View Approvals](#)      \*Go to ...More...

[Save](#)      [Return to Search](#)      [Notify](#)      [Refresh](#)


6.	<p>Click the <b>Document Status</b> link.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><a href="#">Requisition Defaults</a>      <a href="#">Add Comments</a></p> <p><a href="#">Requisition Activities</a></p> <p style="border: 2px solid red; display: inline-block; padding: 2px 10px;"><a href="#">Document Status</a></p> </div>
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Step	Action
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The **Document Status** page displays in a new browser tab.


**Document Status**


Business Unit 50100	Req ID 0002410696
Document Date 05/16/2025	Status Open
Currency USD	Document Type Requisition
Requester Doe, John	Merchandise Amt 25,005.00


  
 Requisitions


  
 Inventory


  
 Sourcing Events


  
 Procurement Contracts


  
 Purchase Orders

  
 Service Work Orders



  
 Receipts

  
 Returns


  
 Vouchers

  
 Payments

Show All

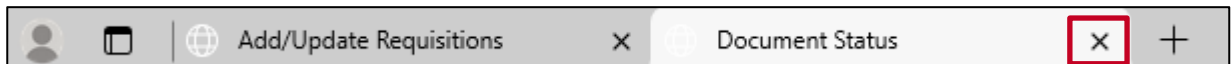
**Associated Document** Personalize | Find | View All |   First 1 of 1 Last

Actions	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	No Documents					

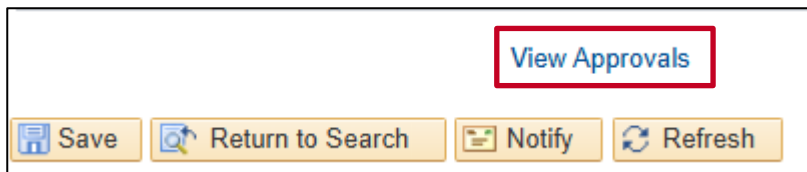
 Return to Search

7. Review the current document status and associated documents.

8. Close the **Document Status** browser tab to return to the **Requisitions** page.



9. Click the **View Approvals** link.



Step	Action										
10.	<p>Click the <b>Yes</b> button in the <b>Message</b> pop-up window to save the Requisition and view the approval monitor.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Message</p> <p>Do you wish to save the current document? (10250,345)</p> <p>If you choose Yes, document will be saved and submitted for approval. The approval monitor will be displayed. If you choose No, document will not be saved.</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>										
<p>The <b>View Approvals</b> pop-up window displays.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 10px;"> <p style="text-align: right; color: blue; font-size: small;">View Approvals <span style="float: right;">x Help</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Business Unit 50100</td> <td style="width: 50%;">Number of Lines 2</td> </tr> <tr> <td>Requisition ID 0002410696</td> <td>Total Amount 25,005.00 USD</td> </tr> <tr> <td>Requisition Name Roofing Asphalt</td> <td></td> </tr> <tr> <td>Requested For Doe, John</td> <td></td> </tr> <tr> <td>Status Pending</td> <td></td> </tr> </table> </div> <div style="padding-top: 10px;"> <p><b>Req for Supervisor Action</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #e0e0e0; padding: 2px;">Roofing Asphalt: Pending <span style="float: right; color: green;">+ Start New Path</span></p> <p>Req - Requester's Supervisor</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <p style="font-size: x-small; color: gray;">Requester's Supervisor <span style="float: right; color: green;">+</span></p> </div> </div> <p><b>Req for Procurement Mgr Action</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #e0e0e0; padding: 2px;">Roofing Asphalt: Awaiting Further Approvals <span style="float: right; color: green;">+ Start New Path</span></p> <p>Req - Procurement Manager</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Not Routed</p> <p style="font-size: x-small; color: gray;">Multiple Approvers Approval Assignment to Buyer <span style="float: right; color: green;">+</span></p> </div> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Apply Approval Changes"/></p> <p><input type="button" value="Return"/></p> </div> </div>		Business Unit 50100	Number of Lines 2	Requisition ID 0002410696	Total Amount 25,005.00 USD	Requisition Name Roofing Asphalt		Requested For Doe, John		Status Pending	
Business Unit 50100	Number of Lines 2										
Requisition ID 0002410696	Total Amount 25,005.00 USD										
Requisition Name Roofing Asphalt											
Requested For Doe, John											
Status Pending											
11.	Review the current state of approvals.										
12.	<p>Click the <b>Return</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Return"/></p> </div>										



# Cardinal Procurement Job Aid

## PR342 Maintaining Requisitions (VDOT Only)

Step	Action
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The **Requisition** page redisplay.

Maintain Requisitions

### Requisition

Business Unit 50100      \*WebIMS Req Type Regular      Status Pending ✖

Requisition ID 0002410696

Requisition Name Roofing Asphalt       Hold From Further Processing

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**Header** ?

\*Requester 00020828000  Doe, John      **Requester Info**

\*Requisition Date 05/16/2025       **Origin** ONL  Online Input

\*Currency Code USD  Dollar

[Requisition Defaults](#)      [Add Comments](#)  
[Requisition Activities](#)  
[Document Status](#)

**Amount Summary** ?

Total Amount 25,005.00      USD

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**Add Items From** ?      **Select Lines To Display** ?

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

Search for Lines

Line  To

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**Line** ?      Personalize | Find | View All |       First 1-2 of 2 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS					
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000	5.00	Pending	<input type="button" value="Print"/>	<input type="button" value="Refresh"/>	<input type="button" value="Delete"/>	<input type="button" value="Add"/>	<input type="button" value="Minus"/>
2	9189101000	ROOFING	1.0000	HUR	9189101	25,000.0000	25,000.00	Pending	<input type="button" value="Print"/>	<input type="button" value="Refresh"/>	<input type="button" value="Delete"/>	<input type="button" value="Add"/>	<input type="button" value="Minus"/>

View Approvals      \*Go to ...More...

### Reviewing Requisition Information

A Requisition that does not need modifications, or is in a complete or canceled status, can be viewed using the **Review Requisition Information** page.

Step	Action
1.	<p>Navigate to the <b>Review Requisition Information</b> page using the following path:  <b>Main Menu &gt; Purchasing &gt; Requisitions &gt; Review Requisition Information &gt; Requisitions</b></p> <p>The <b>Requisition Inquiry</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Requisition Inquiry</b></p> <p>Business Unit <input type="text" value="50100"/> </p> <p>Requisition ID <input type="text"/> </p> <p>Requisition Name <input type="text"/> </p> <p>Req Status <input type="text"/> </p> <p>Requester <input type="text"/> </p> <p>Requester Name <input type="text"/> </p> <p>Requisition Date <input type="text"/> </p> <p>Supplier SetID <input type="text" value="STATE"/> <a href="#">Supplier Lookup</a></p> <p>Supplier ID <input type="text"/>  <a href="#">Supplier Details</a></p> <p>Item SetID <input type="text" value="STATE"/></p> <p>Item Description <input type="text"/> </p> <p>Department <input type="text"/>  <span style="font-size: small;">254 characters remaining</span></p> <p style="text-align: right;"><input type="checkbox"/> Direct Ship</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
2.	<p>Enter search criteria.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Business Unit <input type="text" value="50100"/> </p> <p>Requisition ID <input type="text" value="0002410696"/> </p> </div>
3.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>



# Cardinal Procurement Job Aid

## PR342 Maintaining Requisitions (VDOT Only)

Step	Action
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The **Requisitions** page displays.

**Requisitions**

Req Inquiry Personalize | Find | View All | First 1 of 1 Last

Details Status

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
50100	0002410696	Roofing Asphalt	Pending Approval	Doe, John	05/16/2025	25,025.00 USD

Search

Notify

4. Click the **Requisition** link on the **Details** tab.

Details Status

Unit	Requisition
50100	0002410696

The **Requisition Details** page displays.

Requisition Details

Business Unit 50100 Req ID 0002410696

Requester Doe, John

Requisition Date 05/16/2025 Merchandise Amount 25,025.00 USD

Req Status Pending

Requisition Details Personalize | Find | View All | First 1-3 of 3 Last

Details More Contract

Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only
1	Pending	7702603018	COATINGS, ROOF ASPHALT - 5 GAL	0000031630		Don Largent Roofing Inc	500.0000	Can	5.00 USD	
2	Pending	9189101000	ROOFING CONSULTANT ROOFING CON	0000049774		Roof Consulting Services Inc	1.0000	Hour	25,000.00 USD	
3	Pending	7707722000	SHINGLES, ASPHALT SHINGLES, AS	0000031630		Don Largent Roofing Inc	2000.0000	Each	20.00 USD	

Return

5. Review the **Requisition Details** line items.

6. Click the **Return** button to return to the **Requisitions** page.

Return

Step	Action
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The **Requisitions** page displays.

**Requisitions**

**Req Inquiry** Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Details | **Status** | [More]

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
50100	0002410696	Roofing Asphalt	Pending Approval	Doe, John	05/16/2025	25,025.00 USD

Search

Notify

7. Click the **Status** tab.

**Requisitions**

**Req Inquiry** Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Details | **Status** | [More]

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
50100	0002410696	Roofing Asphalt	J										



The **Status** tab contains links to lists of associated Purchase Orders, Receipts, and Vouchers, as well as the **Document Status**, **Approval Status**, and **Header Comments** icon links.

For example, clicking the link below the **On PO** header will direct the user to the **Requisition to Purchase Order List** which includes links to associated Purchase Orders. Clicking the link below the **Received** header will direct the user to the **Requisition Receipts List** which has links to related Receipts.