Adding Procurement Items Overview

Procurement items and categories in Cardinal are synonymous with the National Institute of Governmental Purchasing (NIGP) standards. Users with the Contract Administrator or Buyer role can manage procurement items necessary to build and manage contracts and/or establish item/supplier relationships.

Item setup is integral to the Cardinal Procurement module because it provides a means to track commodity prices, quantities used, market trends, and quality of goods/services received from suppliers by item, helping the user make better purchasing decisions. Only authorized Fiscal Division Inventory Programs Section (IPS) and Administrative Services Division (ASD) employees can establish new items and define item attributes. The Contract Administrator and Buyer have access to create an item/supplier relationship for an item.

Item attributes include an Item Category and Item ID number, the purchasing description, Unit of Measure (UOM), related suppliers, pricing information, and WebIMS inventory ID (if applicable).

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

Table of Contents

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
9/20/2023	Baseline.

Understanding Items

The item code structure used in Cardinal Procurement is the National Institute of Governmental Purchasing (NIGP) standard. NIGP establishes categories that group the item codes into commodities, which are represented by a three-digit class code, five-digit class-item code, and a seven-digit class-item-group code. 10-digit Item IDs have specific Descriptions and Units of Measure (UOM).

The Cardinal Procurement module shares its information about items with other Cardinal financial modules, as well as eVA. Suppliers must be registered in eVA, which interfaces into Cardinal, in order to receive contract awards or purchase orders.

Although each item established in Cardinal is directly associated with one category, a hierarchy of categories is established. This hierarchy is used by the Cardinal item search function so the user may logically navigate to an item. A Category ID has three, five, or seven digits and the Description and UOM may be edited.

There are two categories of NIGP numbers or Class Codes (represented by the first three digits):

- 001 – 899 represent goods
- 900 – 999 represent services

The following is an example of the 10-digit NIGP code structure breakout for Item ID 7507731047.

Digits	Category	Example	Description
Digits 1-3	Class	750	Road Materials Not Asphaltic
Digits 1-5	Class-Item	75077	Sand and Gravel
Digits 1-7	Class-Item-Group	7507731	Gravel
Digits 1-10	Class-Item-Group-Detail	7507731047	No. 9 Gravel, UOM = Ton

*The last two digits of the Item ID, also referred to as Detail in the NIGP code structure, are assigned by the Fiscal Inventory Manager when the new item is set up in Cardinal.

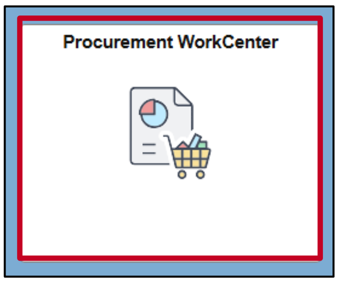
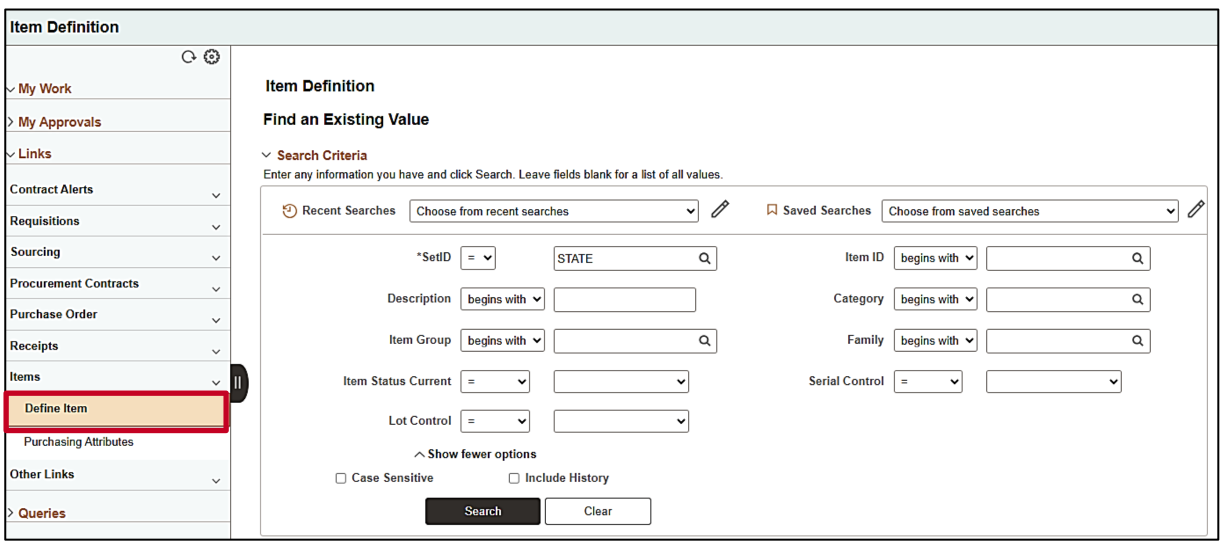
Once confirmed that the desired Item does not exist in Cardinal, contact the ASD or Fiscal Division to have it added.

Inventory items (i.e., in WebIMS) must be assigned IMS Stock Numbers before being added to Cardinal. Once WebIMS is updated, the new 10-digit NIGP number/Item ID can be assigned.

A few other notes on Items:

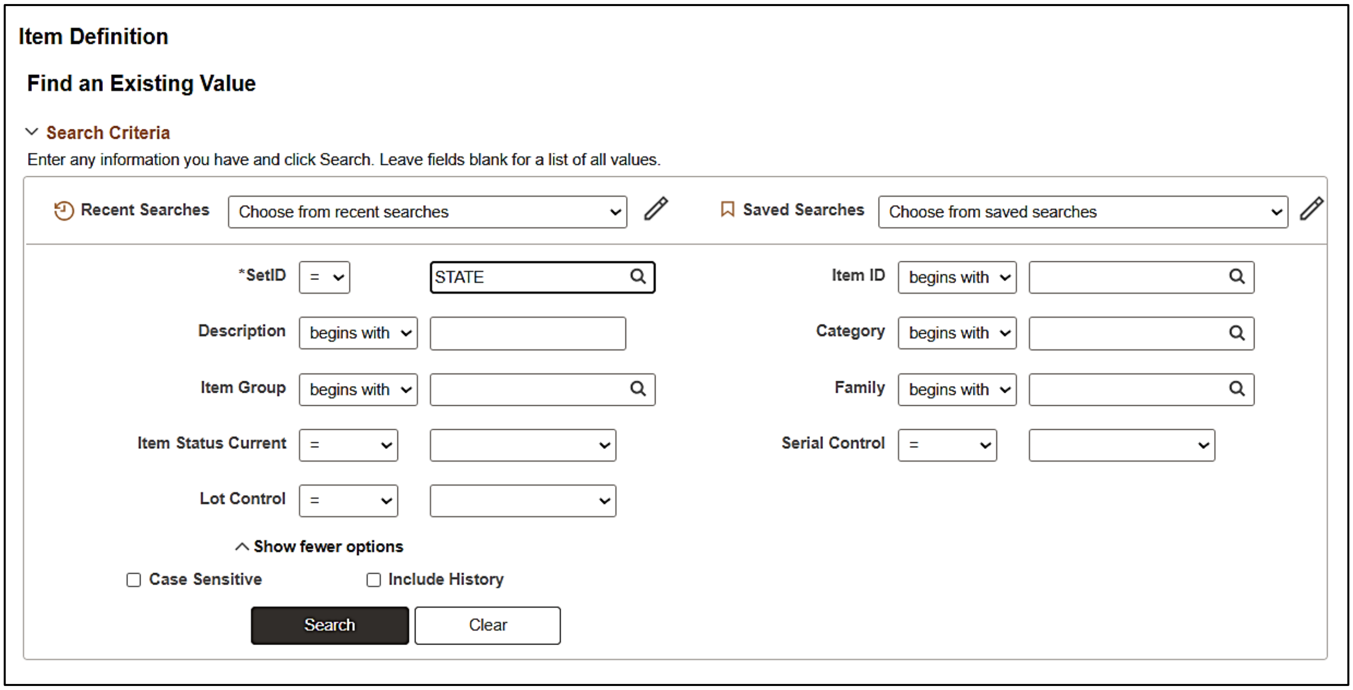
- Items and categories in Cardinal match NIGP and eVA item numbering.
- Item/Supplier relationships are required when building contracts.
- Item/Supplier relationships are not required when building requisitions, purchase orders (PO), and sourcing events.

Searching for an Item

Step	Action
1.	Navigate to the **Item Definition** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links** > **Items** > **Define Item** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Item Definition** page using the following navigation path: **NavBar** > **Menu** > **Items** > **Define Items and Attributes** > **Define Item**

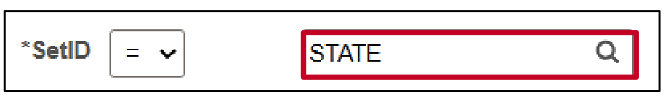
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Item Definition Find an Existing Value Search** page displays.



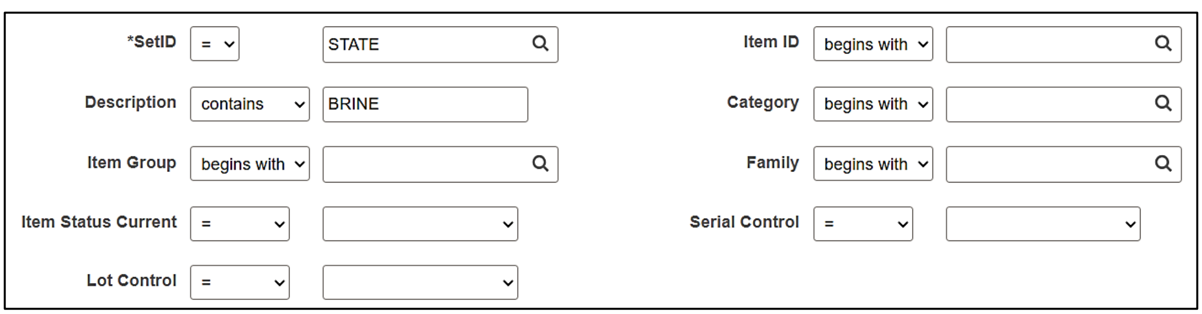
</td></tr>
<tr><td>3.</td><td>

Ensure that “STATE” is entered in the **SetID** field.



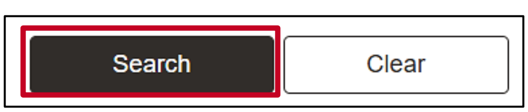
</td></tr>
<tr><td>4.</td><td>

Enter search terms using the various search criteria fields.



</td></tr>
<tr><td>5.</td><td>

Click the **Search** button.



</td></tr>
</table>

Step	Action

The **Search Results** section displays all items that match the search term(s).

Search Results
5 results - SetID "STATE" Description "BRINE"

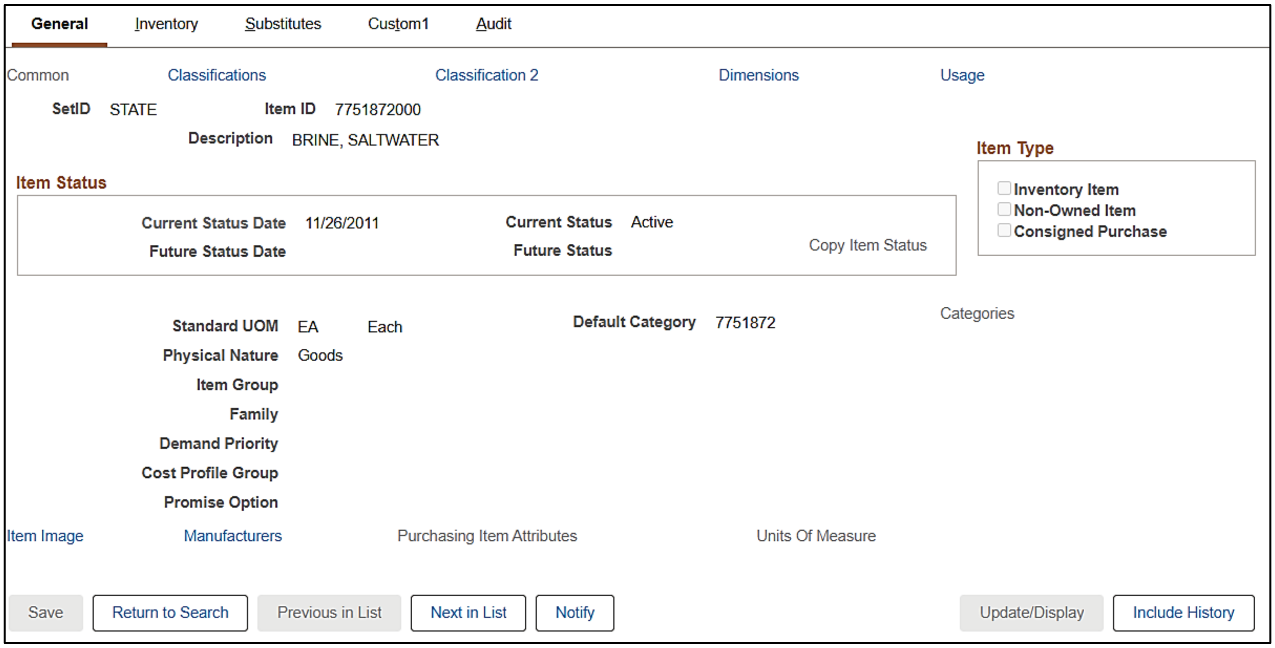
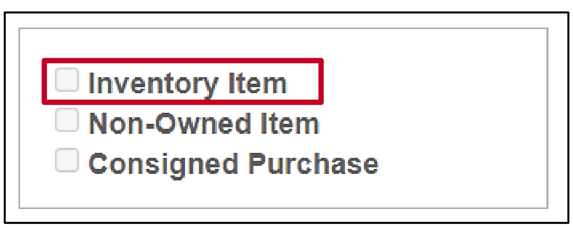
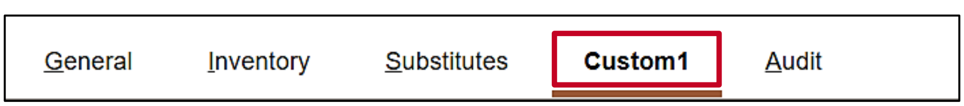
1-5 of 5 | View All

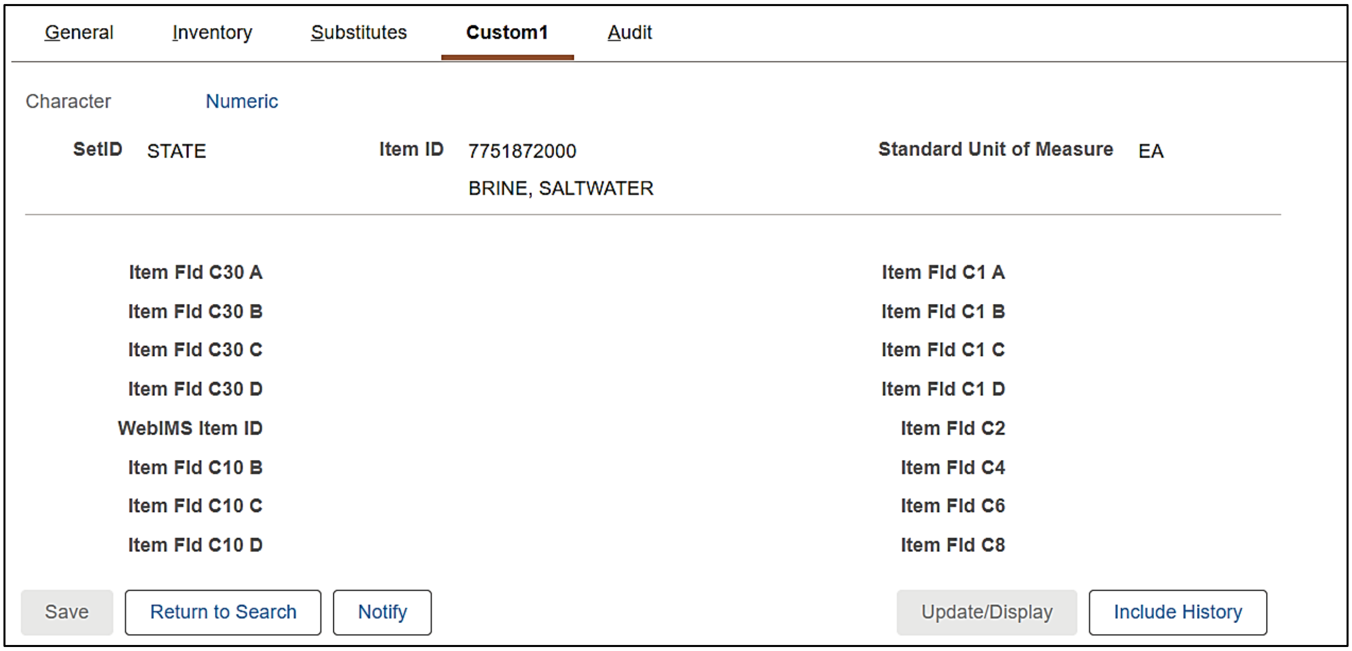
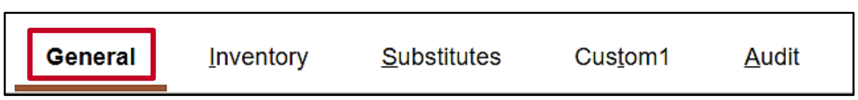
SetID	Item ID	Description	Category	Item Group	Family	Item Status Current	Serial Control	Lot Control	
STATE	7751872000	BRINE, SALTWATER	7751872	(blank)	(blank)	Active	N	N	>
STATE	7656641160	Electric Valve Body, Brine App	7656641	(blank)	(blank)	Active	N	N	>
STATE	7656641158	Meter, Flow Brine Applicator (	7656641	(blank)	(blank)	Active	N	N	>
STATE	7656641159	Meter, Flow w/Sensor, Brine Ap	7656641	(blank)	(blank)	Active	N	N	>
STATE	5456501000	SALT BRINE PRODUCTION	5456501	(blank)	(blank)	Active	N	N	>

If the item being searched for is listed, then it is an NIGP item and does not need to be added. In this case, proceed to check if the item is available. If the item is not listed, proceed to the Adding a New Item section in this job aid.

6. Click an item to view its attributes.

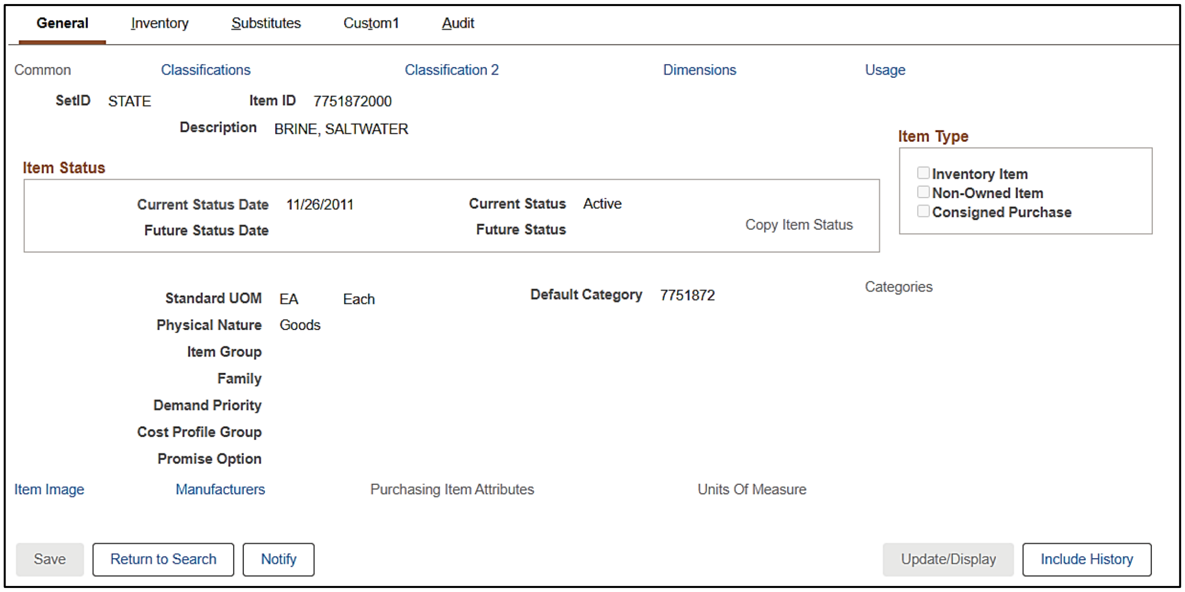
SetID	Item ID	Description	Category	Item Group	Family	Item Status Current	Serial Control	Lot Control	
STATE	7751872000	BRINE, SALTWATER	7751872	(blank)	(blank)	Active	N	N	>

Step	Action
	The **General** tab displays by default. 
7.	The **Standard UOM** (Unit of Measure) values in Cardinal match those in WebIMS. The value assigned here interfaces to eVA. 
8.	Note that for all WebIMS items the **Inventory Item** checkbox is selected. 
9.	Click the **Custom1** tab. 

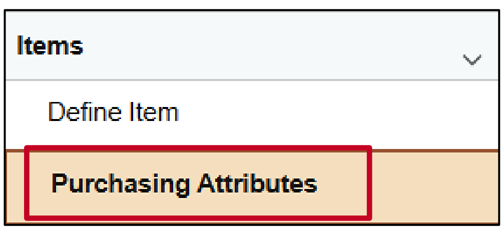
Step	Action
	The **Custom1** tab displays. 
10.	If the **WebIMS Item ID** field is blank, the item is not a WebIMS inventory item. If the item is a WebIMS-related item, a value is listed. 
11.	Click the **General** tab. 

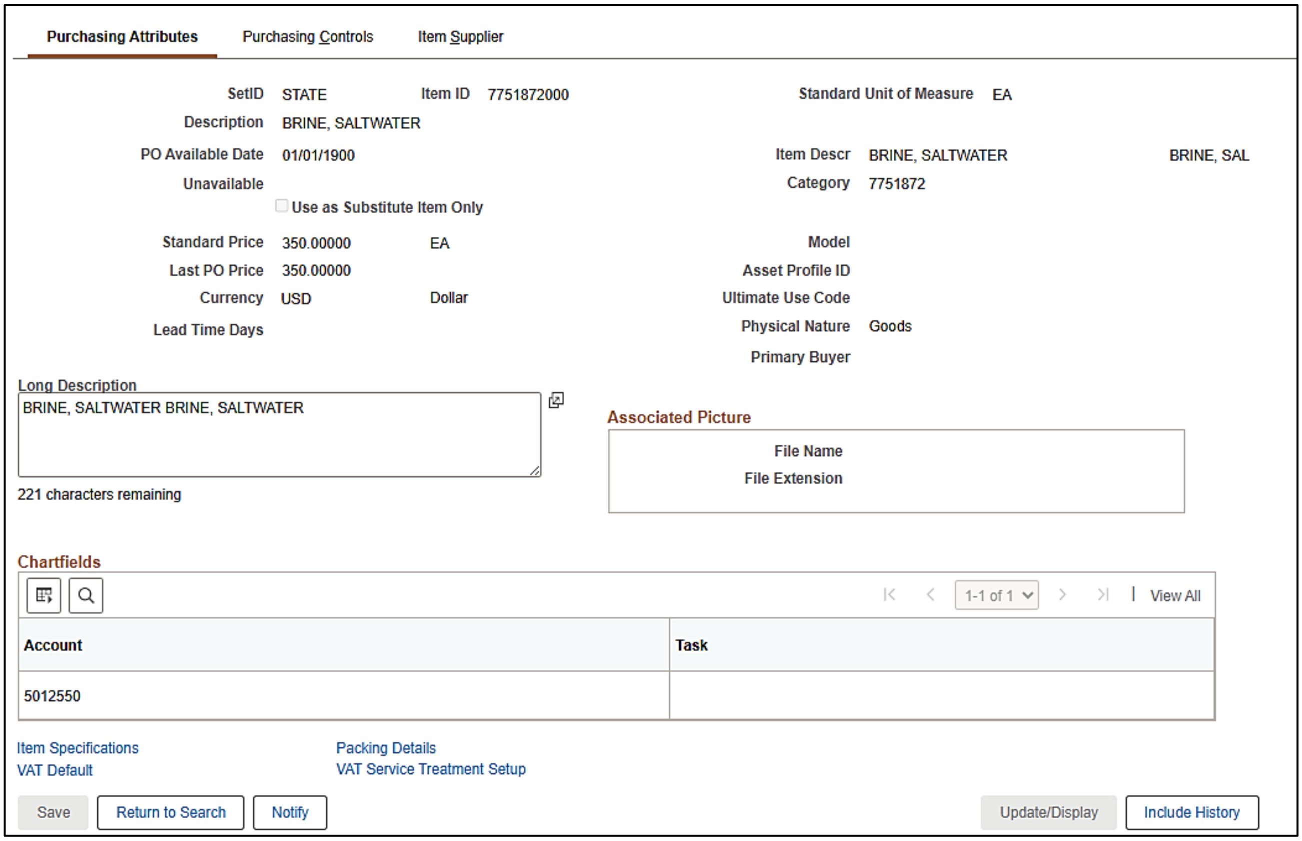
Step	Action

The **General** tab displays.



12. Click the **Purchasing Attributes** link in the WorkCenter under **Links > Items**.



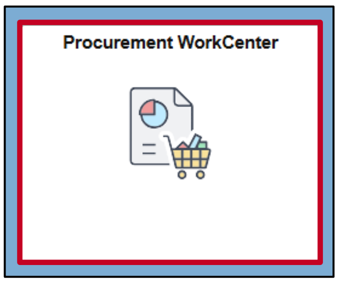
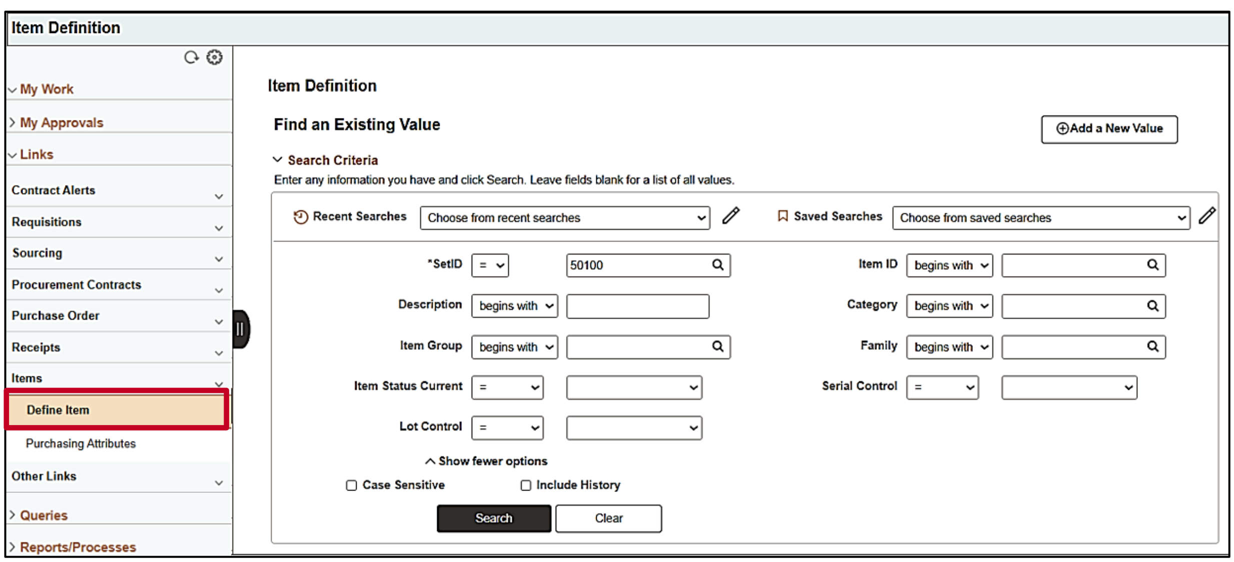
Step	Action
	The **Purchase Items Attributes** page and **Purchasing Attributes** tab for the Item displays. 
13.	Check the **PO Available Date** field. If it is earlier than today’s date, the Item is available. 
14.	If the item is available, respond back to the requester and provide them with the **Item ID** (i.e., 10-digit NIGP number), a description of the item, and let them know if the item is a WebIMS inventory item. If the requester does not feel the existing item is specific for their use, users with the Fiscal Inventory Manager role can set up a new item in Cardinal.

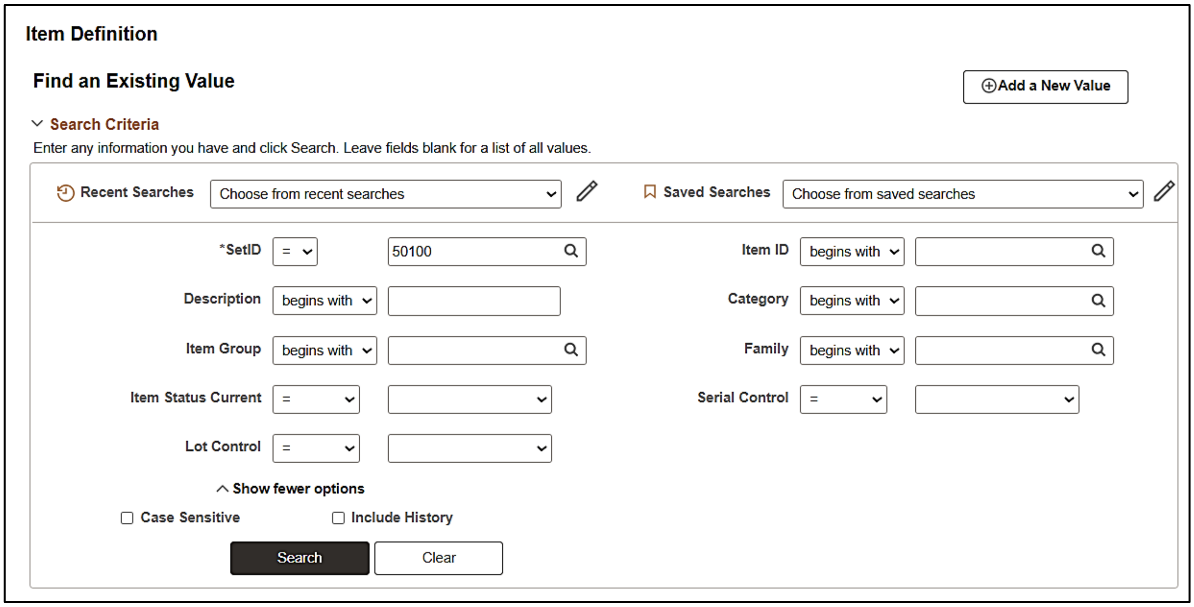
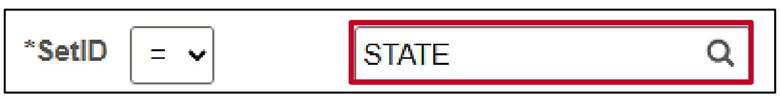
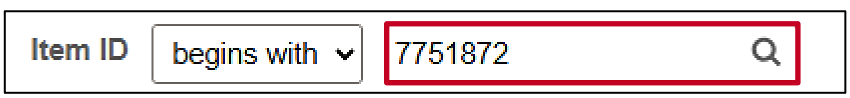
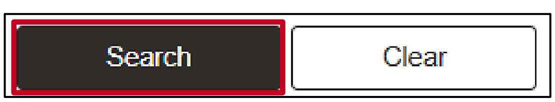
Adding a New Item ID in Cardinal

Users must have the Fiscal Inventory Manager role in order to set up new Items in Cardinal.

First, determine the new Item ID using the National Institute of Governmental Purchasing (NIGP) Code Structure. See the Understanding Items section in this job aid for more information.

To help determine this number, look up the appropriate category.

Step	Action
1.	Navigate to the **Item Definition** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links > Items > Define Item** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Item Definition** page using the following navigation path: **NavBar > Menu > Items > Define Items and Attributes > Define Item**

Step	Action
	The **Item Definition Find an Existing Value Search** page displays. 
3.	Enter "STATE" in the **SetID** field. 
4.	In the **Item ID** field, enter the first five or seven digits of the general category from the previous search. This allows the user to easily search for all items with this general category based on the NIGP Code Structure. (Refer to the Understanding Items section at the beginning of this job aid for the NIGP Code Structure). 
5.	Click the **Search** button. 

Step	Action

A complete listing displays of all items within the Class/Item/Group selected. Determine if there is numbering space available within this general NIGP category. If yes, use this general category and add the Detail number (last three digits of the NIGP) to it. This will be the complete 10-digit NIGP number for the new Item.

Search Results

2 results - SetID "STATE" Item ID "7751872"

1-2 of 2 | View All

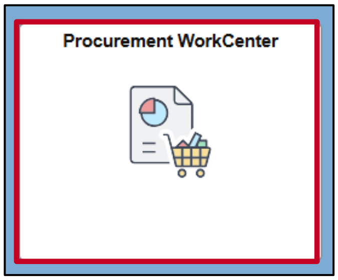
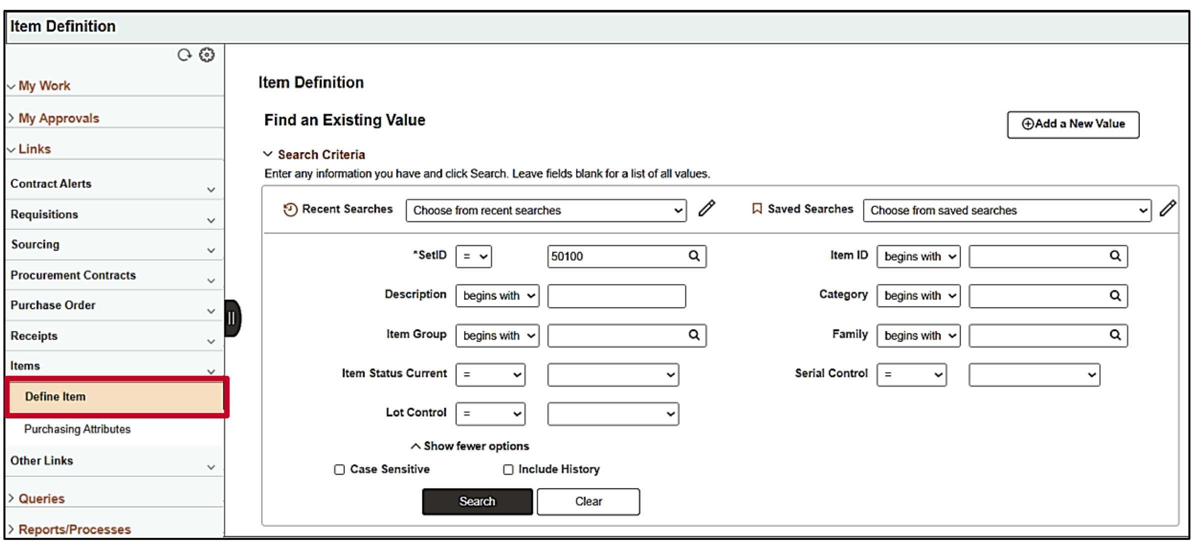
SetID	Item ID	Description	Category	Item Group	Family	Item Status Current	Serial Control	Lot Control	
STATE	7751872000	BRINE, SALTWATER	7751872	(blank)	(blank)	Active	N	N	>
STATE	7751872150	420 LB./DRUM (CONTAINS 111 LBS	7751872	(blank)	(blank)	Active	N	N	>

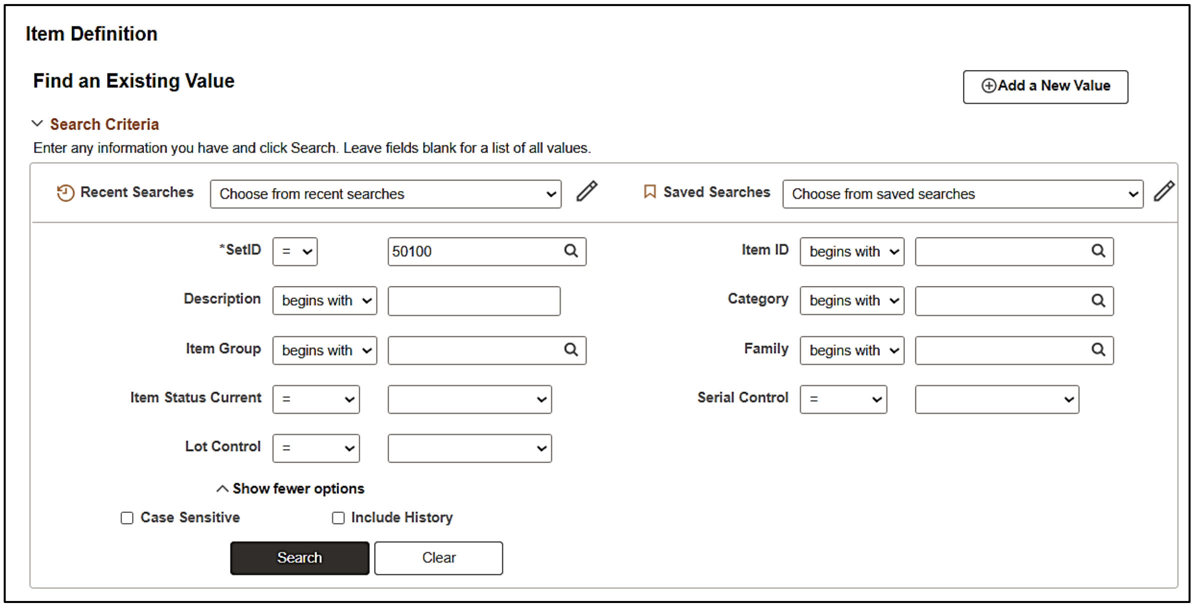
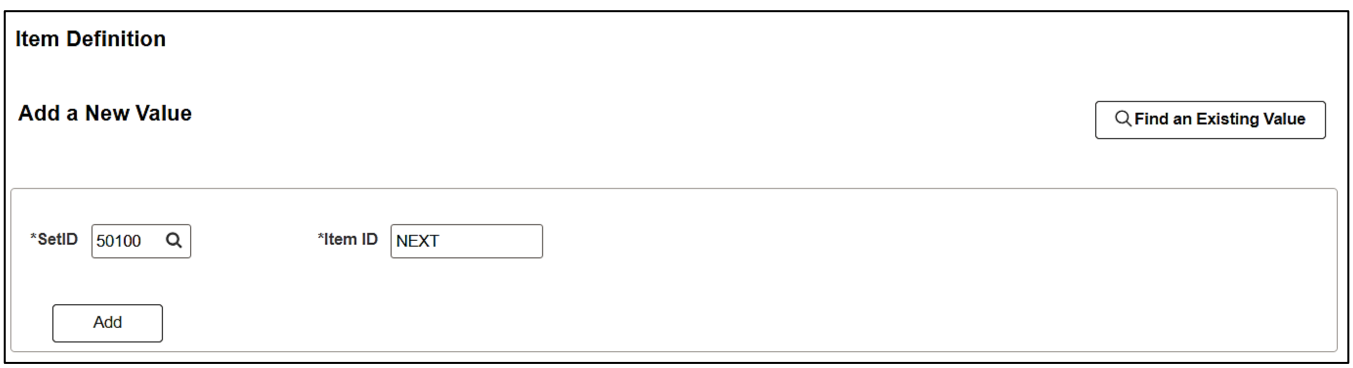
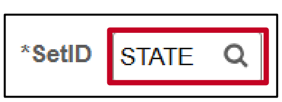
The last two digits of the NIGP number, also referred to as Detail in the NIGP code structure, are assigned by the Cardinal Fiscal Inventory Manager when the new item is set up in Cardinal. In this example there are only two Item IDs that begin with 7751872. For the Detail number assigned to the end of the NIGP number, users may use any number between the two numbers. In this example, the last three digits of the new Item ID would be any number from 001 to 149 or from 151 to 999. The newly created NIGP number will be the Item ID number in Cardinal.

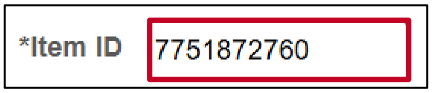
Adding a New Item

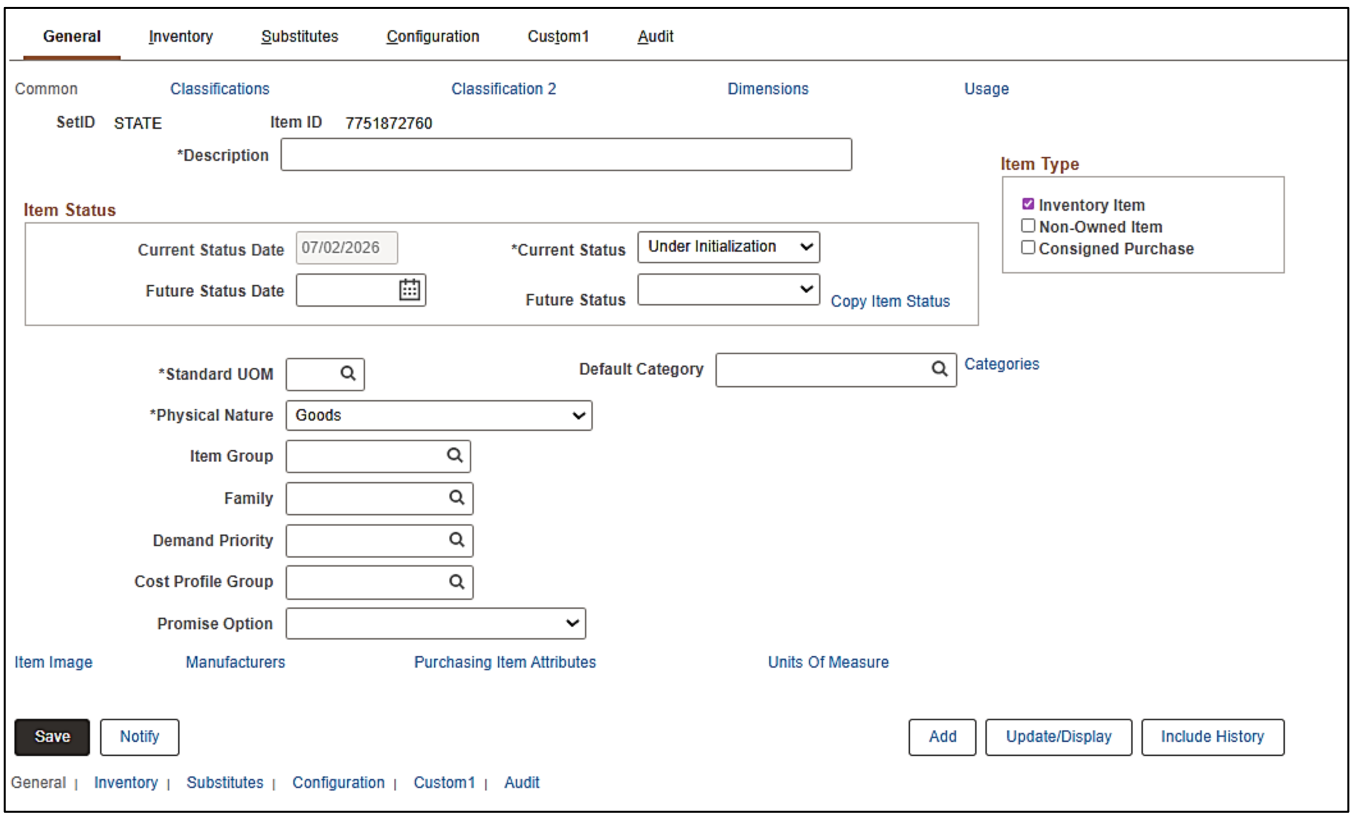
Users must have the Fiscal Inventory Manager role in order to set up new items in Cardinal.

The user will first need to determine the new item number using the NIGP Code Structure. Refer to the Understanding Items section at the beginning of this job aid for the NIGP Code Structure.

Step	Action
1.	Navigate to the **Item Definition** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links > Items > Define Item** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Item Definition** page using the following navigation path: **NavBar > Menu > Items > Define Items and Attributes > Define Item**

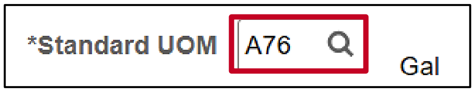
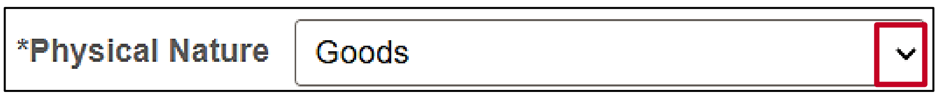
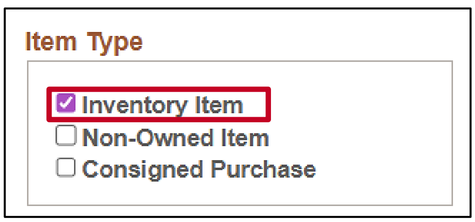
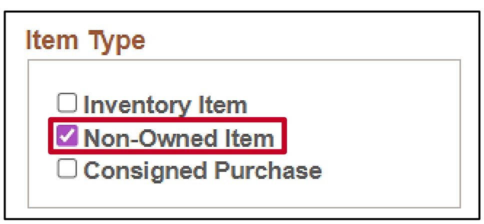
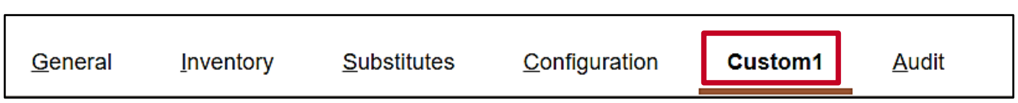
Step	Action
	The **Item Definition Find an Existing Value Search** page displays. 
3.	Click the **Add a New Value** button. 
	The **Item Definition Add a New Value** page displays. 
4.	Enter “STATE” in the **SetID** field. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Enter the new NIGP/Item ID number in the Item ID field. If “NEXT” is the defaulted value, simply delete it and enter the new Item ID.

</td></tr>
<tr><td>6.</td><td>Click the Add button.

</td></tr>
<tr><td colspan="2">The Item Definition page, General tab displays.

</td></tr>
<tr><td>7.</td><td>Verify that the correct 10-digit NIGP number was entered in the Item ID field.

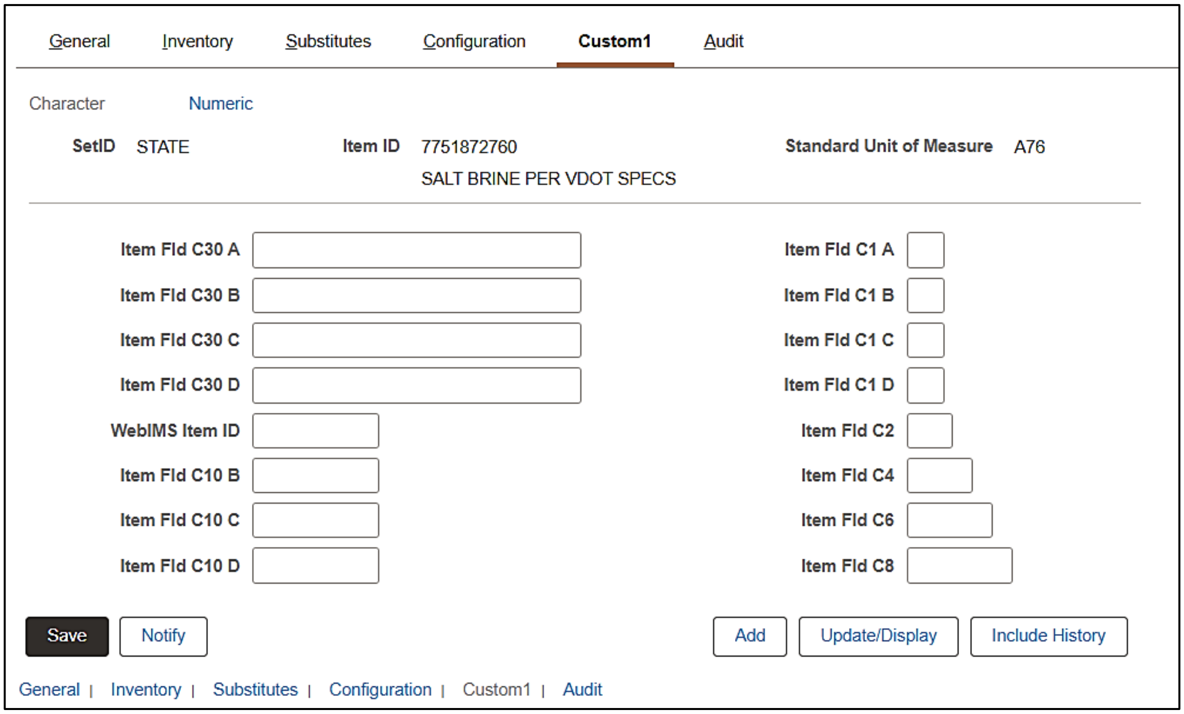
</td></tr>
<tr><td>8.</td><td>Enter a description in the Description field.

</td></tr>
</table>

Step	Action
9.	Enter the applicable Unit of Measure (UOM) in the **Standard UOM** field. 
10.	Enter the first seven digits of the NIGP number in the **Default Category** field. 
11.	Click the **Physical Nature** dropdown button and select the appropriate option ("Goods" or "Services"). 
12.	If the Item is a WebIMS inventory item, select the **Inventory Item** checkbox option. 
13.	If the Item is not a WebIMS inventory item, select the **Non-Owned Item** checkbox option. 
14.	Click the **Custom1** tab. 

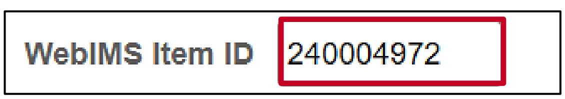
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Custom1** tab displays.



</td></tr>
<tr><td>15.</td><td>

If the Item is a WebIMS inventory item, enter the WebIMS Item ID (i.e., stock number) in the **WebIMS Item ID** field. If it is not a WebIMS inventory item, leave this field blank.

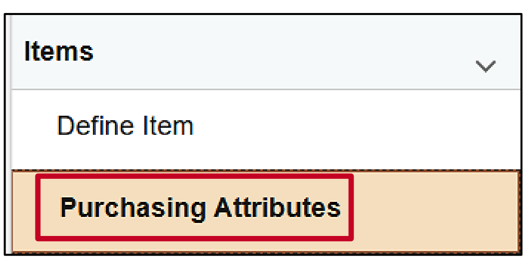


</td></tr>
<tr><td>16.</td><td>

Click the **Save** button.

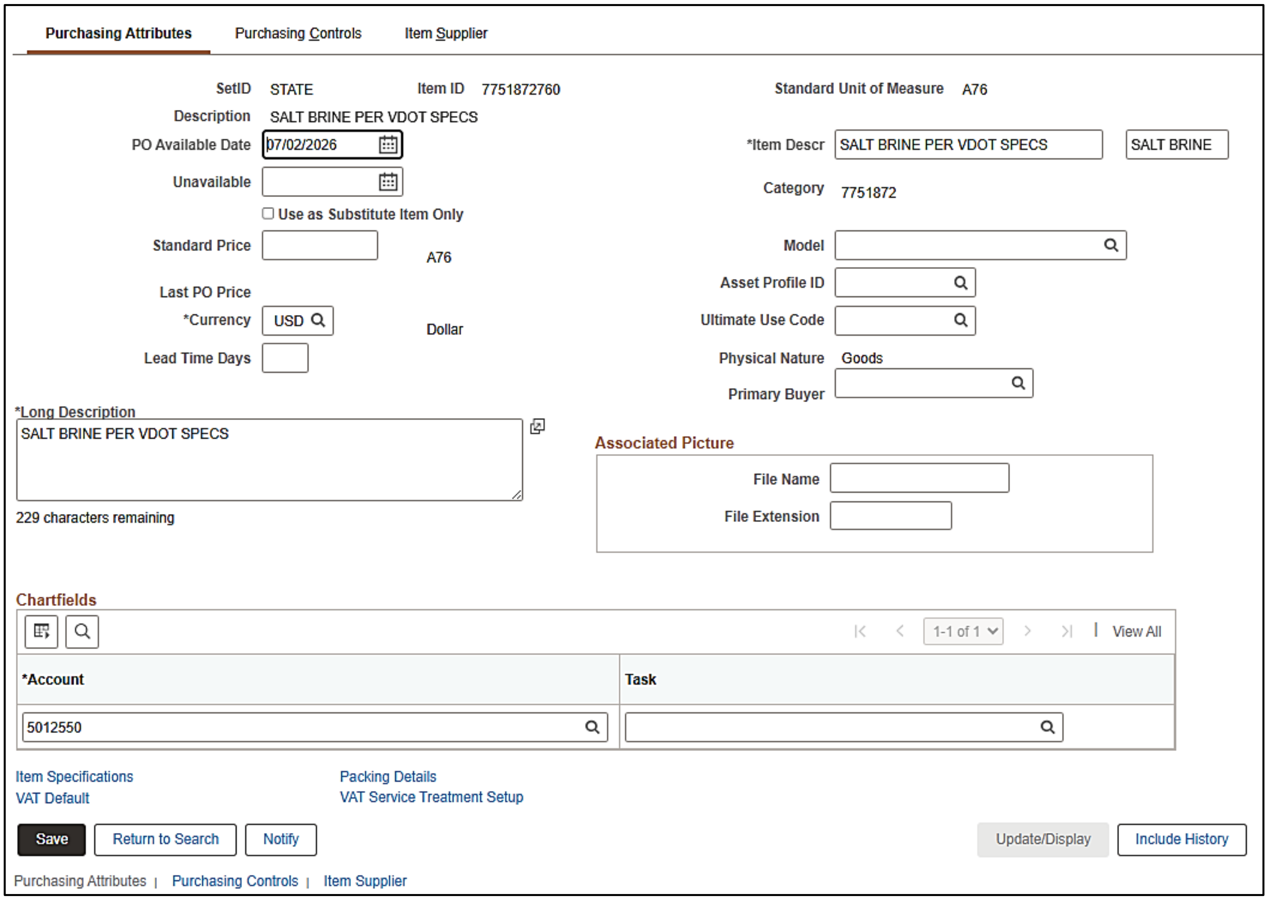
</td></tr>
<tr><td>17.</td><td>

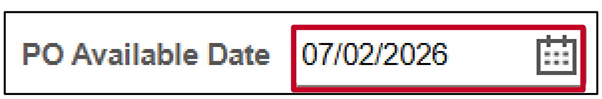
Click the **Purchasing Item Attributes** link in the WorkCenter.

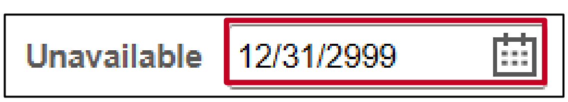


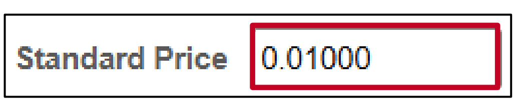
</td></tr>
</table>

Step	Action
The **Purchase Items Attributes** page displays.	
18.	The **PO Available Date** will default to today’s date. Do not change this value.
19.	In the **Unavailable** date field enter “12/31/2999”.
20.	In the **Standard Price** field, enter “.01” (one cent).

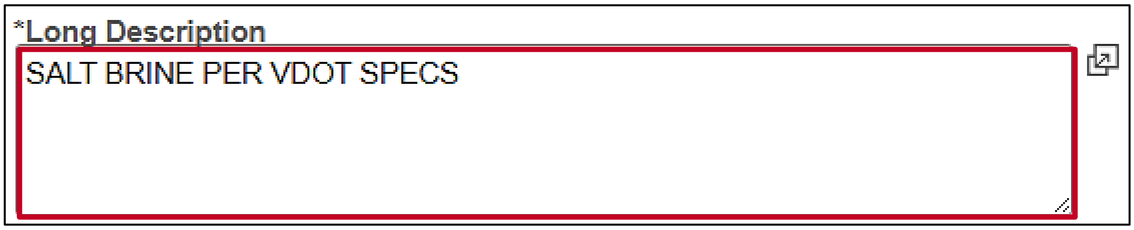




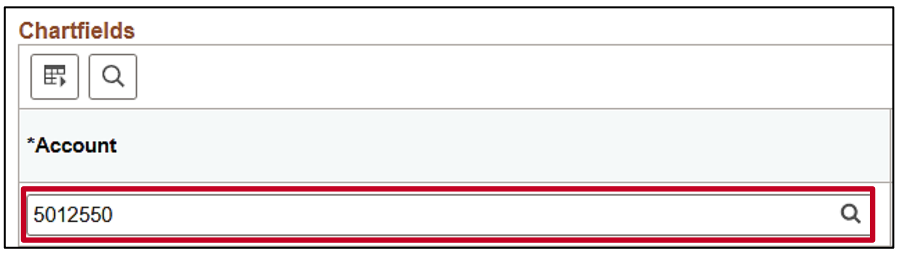




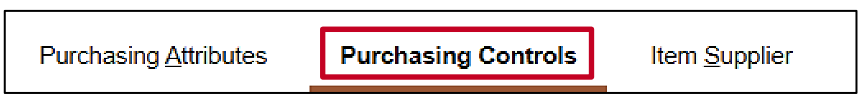
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>If the Description entered on the previous page was shortened, the full description may be entered in the Long Description field.



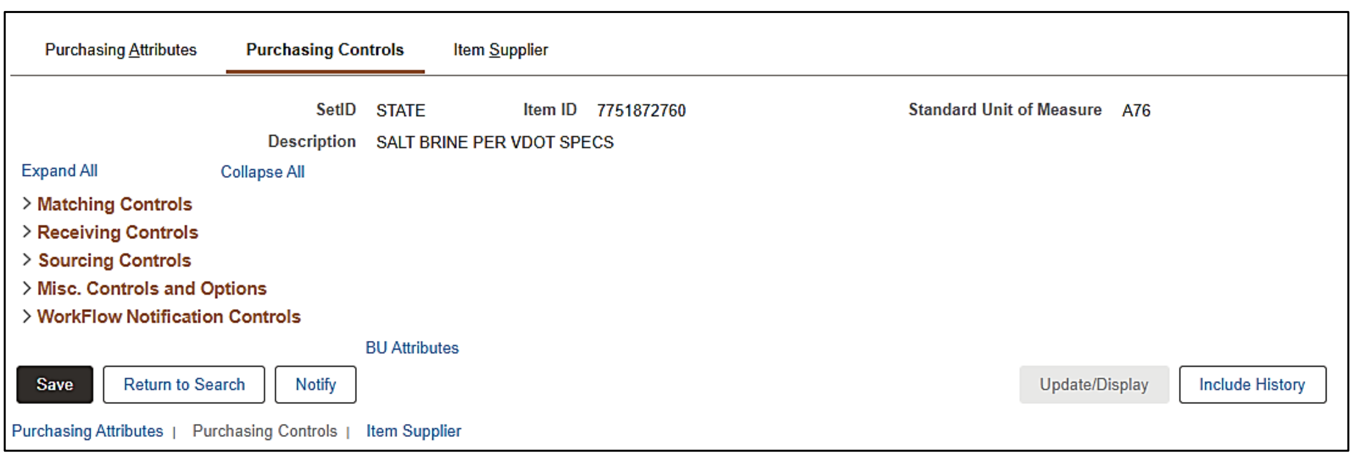
</td></tr>
<tr><td>22.</td><td>In the Chartfields section, if an Account value does not default, enter one in the Account field.



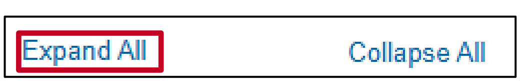
</td></tr>
<tr><td>23.</td><td>Click the Purchasing Controls tab.



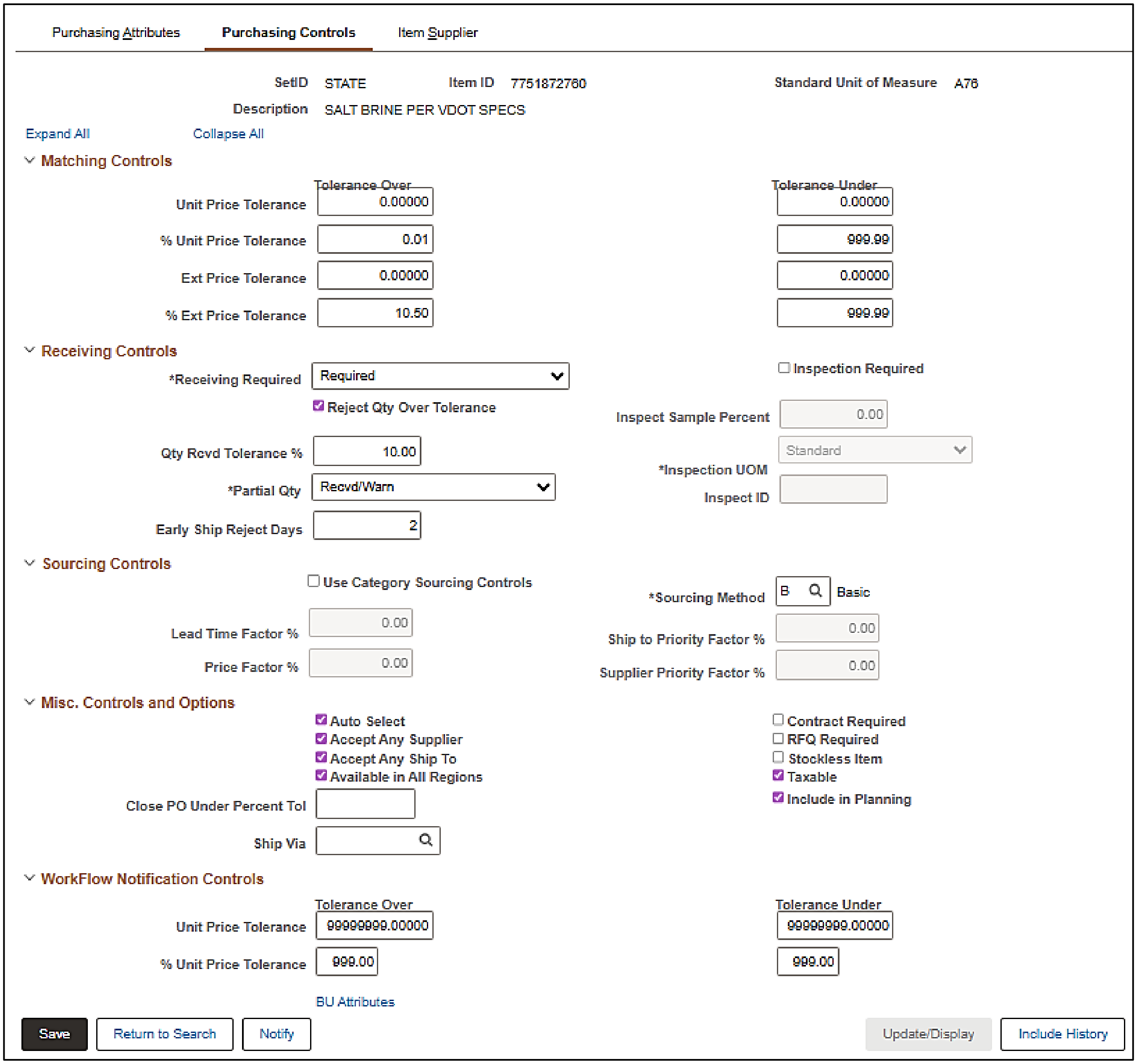
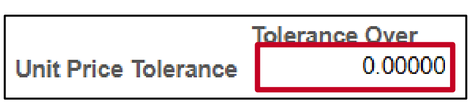
</td></tr>
<tr><td colspan="2">The Purchasing Controls tab displays with all sections collapsed.

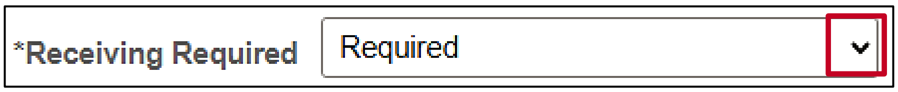
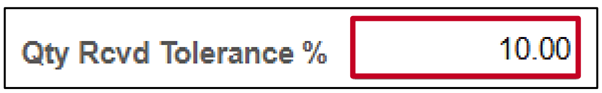
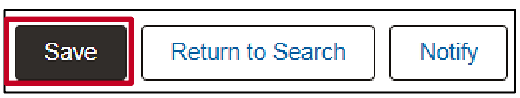
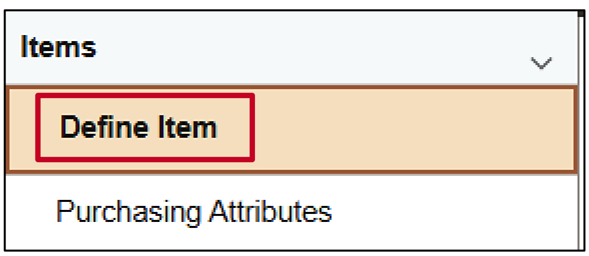


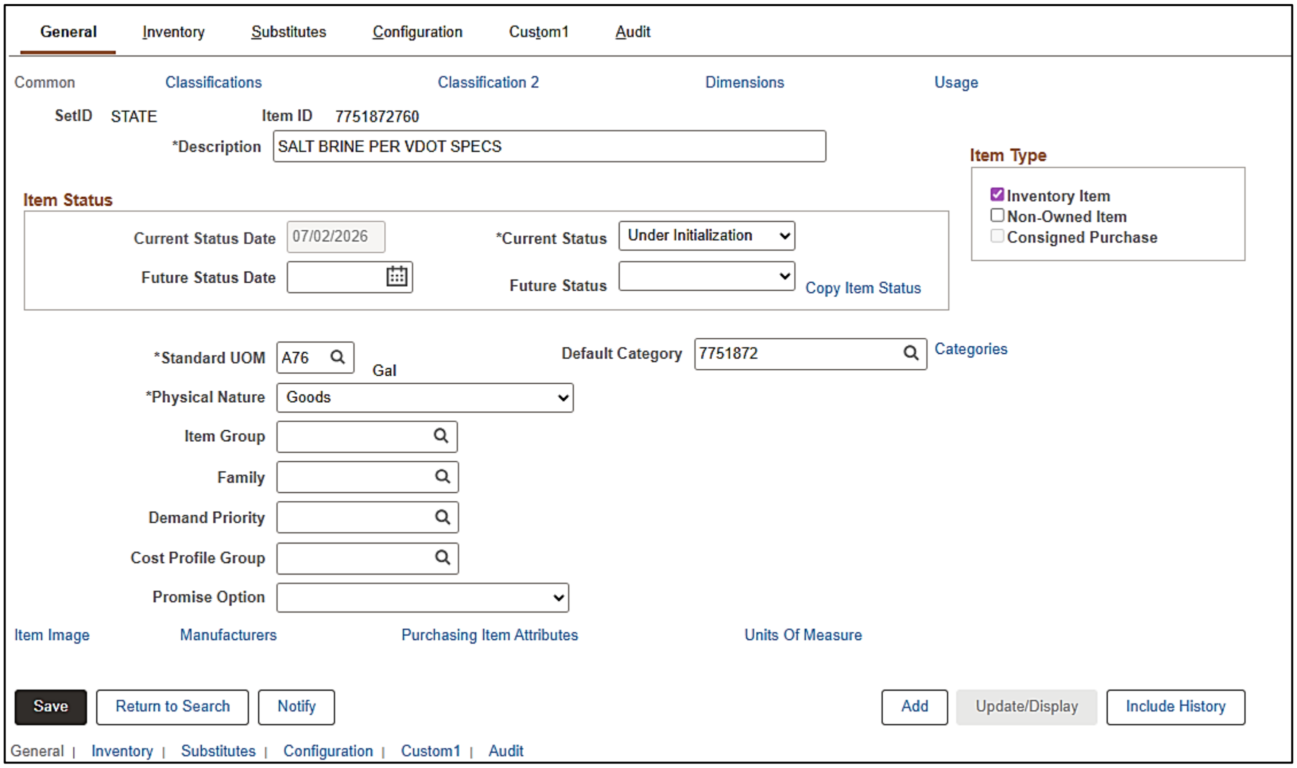
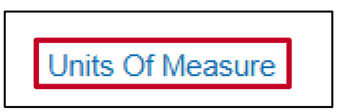
</td></tr>
<tr><td>24.</td><td>Click the Expand All link.

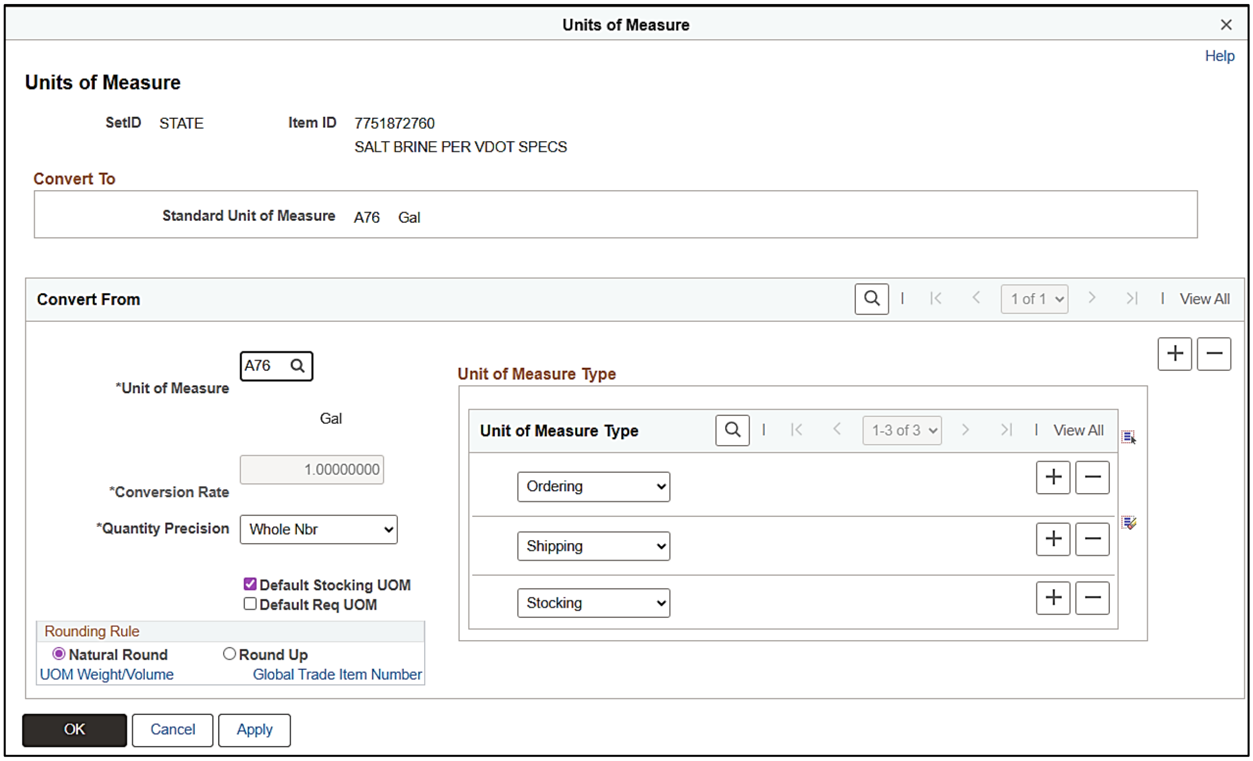
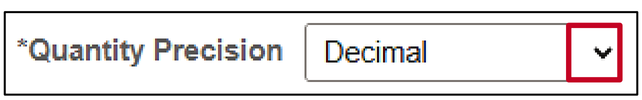
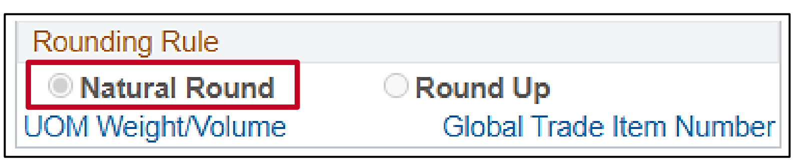
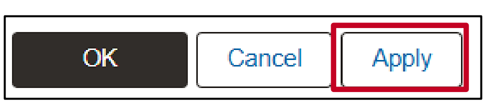


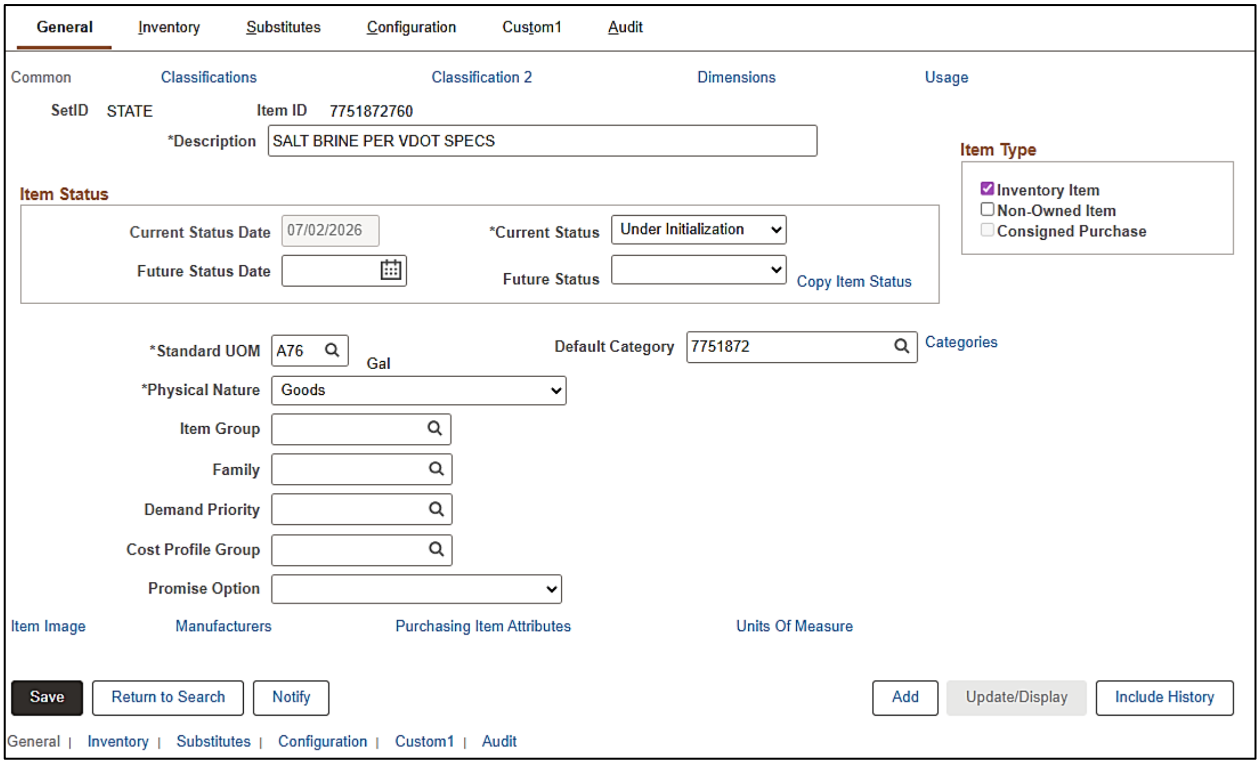
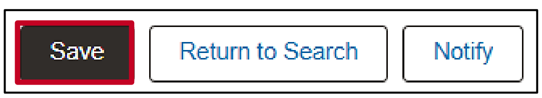
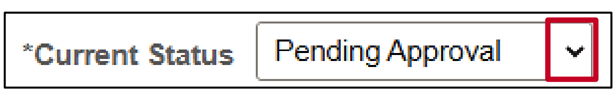
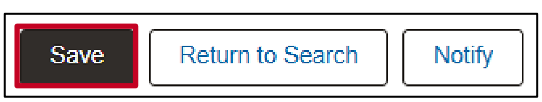
</td></tr>
</table>

Step	Action
	All **Purchasing Controls** tab fields display. Some fields have default values and are grayed out. 
25.	Enter an appropriate value in the **Unit Price Tolerance** field. It defaults to "0.00". 

Step	Action
26.	Enter an appropriate value in the **Ext Price Tolerance** field. It defaults to “0.00”. 
27.	Click the **Receiving Required** dropdown button and select "Required". This field should always be set to “Required”. 
28.	Enter "10" in the **Qty Rcvd Tolerance %** field, for bulk commodities. For all other Items, set this value to "0". 
29.	Click the **Save** button. 
30.	Click the **Define Item** link in the WorkCenter. 

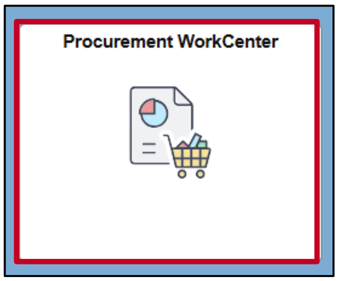
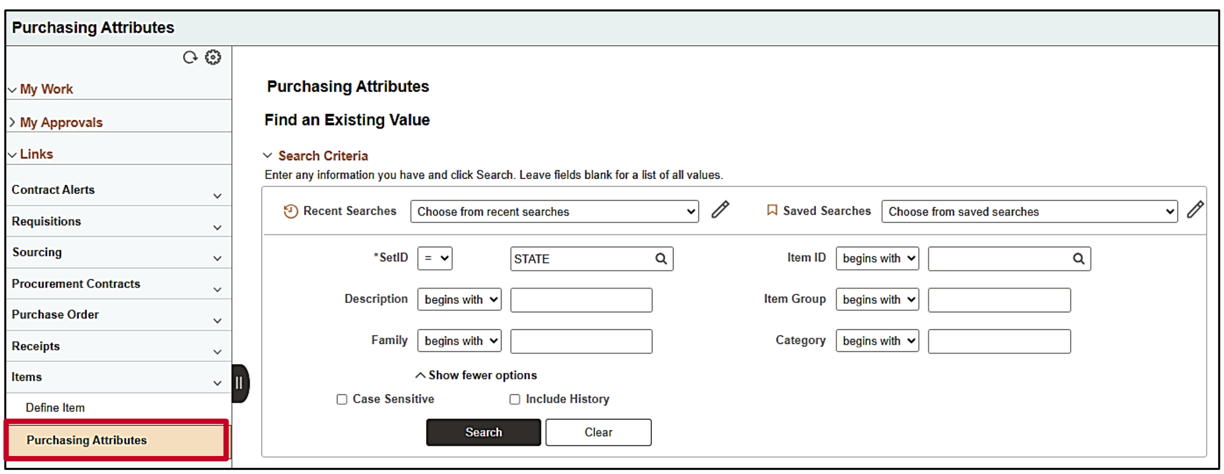
Step	Action
	The **General** tab displays. 
31.	If the item can be received and accepted in fractions, click the **Units of Measure** link. 

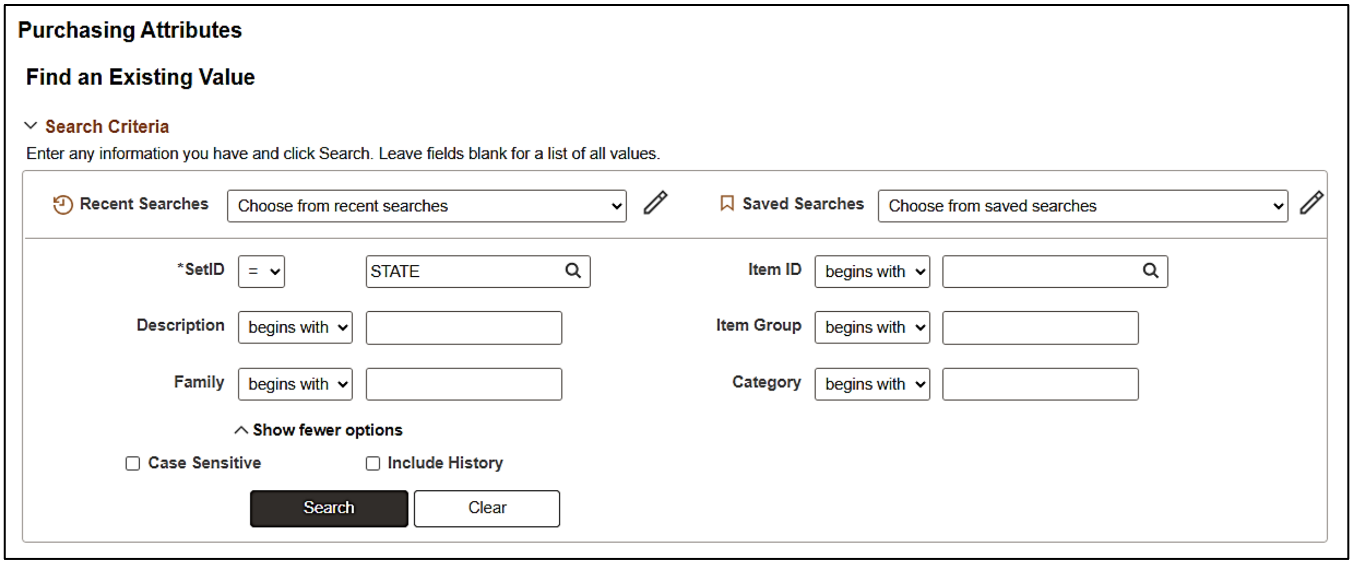
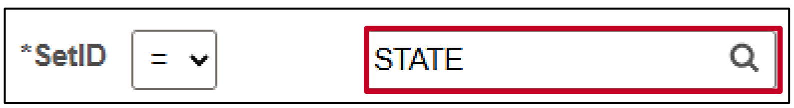
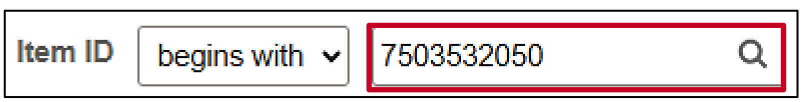
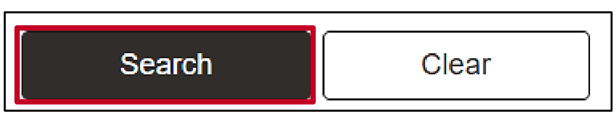
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Units of Measure page displays in a pop-up window.
</td></tr>
<tr><td>32.</td><td>Click the Quantity Precision dropdown button and select "Decimal".
</td></tr>
<tr><td>33.</td><td>The Rounding Rule section should always be set to “Natural Round”.
</td></tr>
<tr><td>34.</td><td>Click the Apply button.
</td></tr>
<tr><td>35.</td><td>Click the OK button.
</td></tr>
</table>

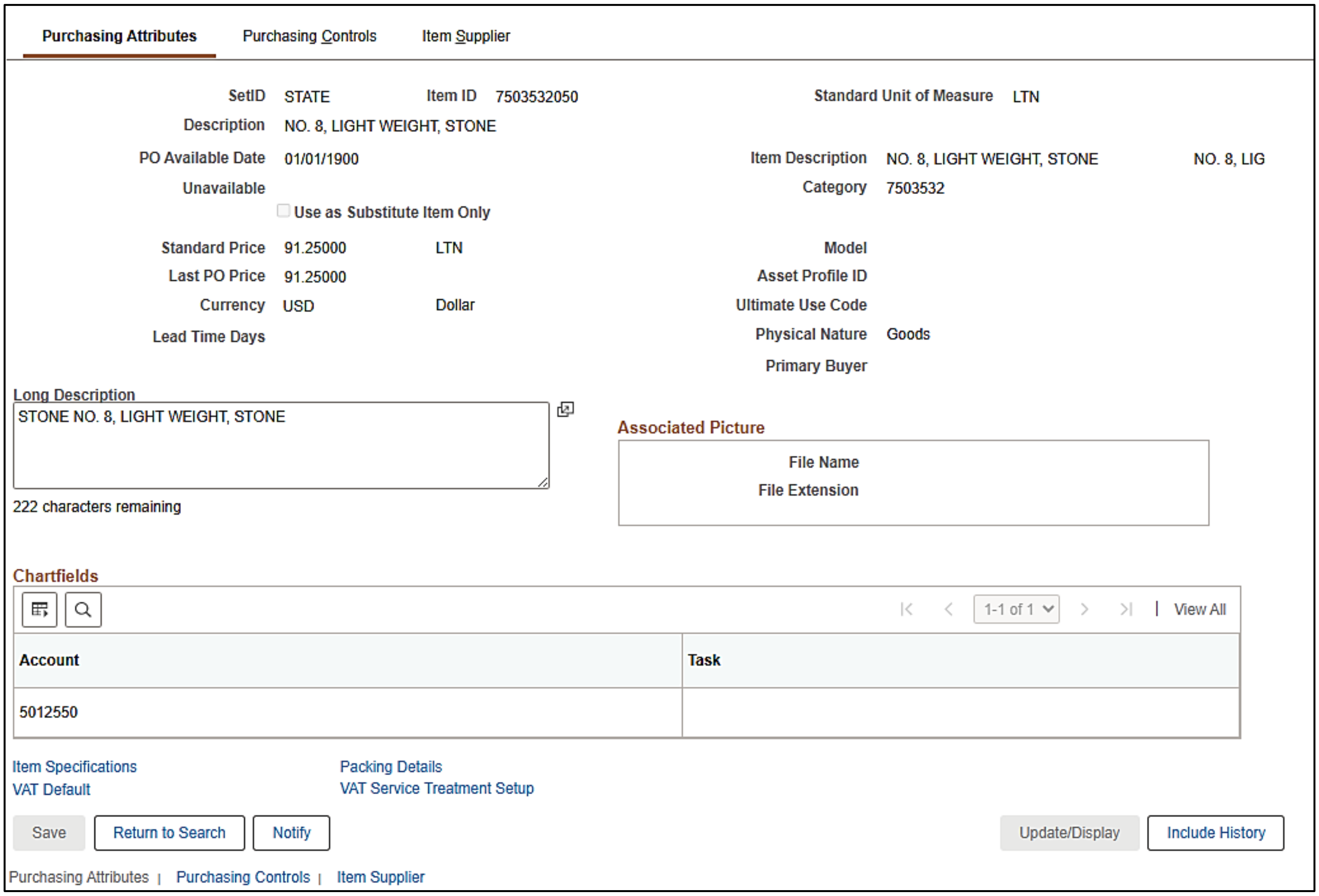
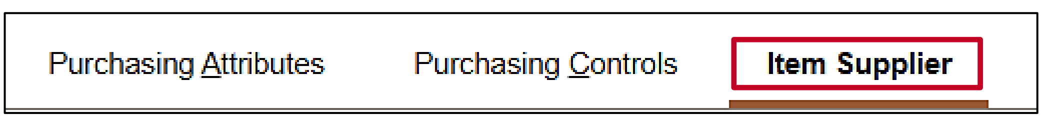
Step	Action
	The **General** tab displays. 
36.	Click the **Save** button. 
37.	Click the **Current Status** dropdown button and select “Pending Approval”. 
38.	Click the **Save** button. 
	Upon Save the **Current Status** updates from “Pending Approval” to “Active”. The new item is created and the process is complete. 

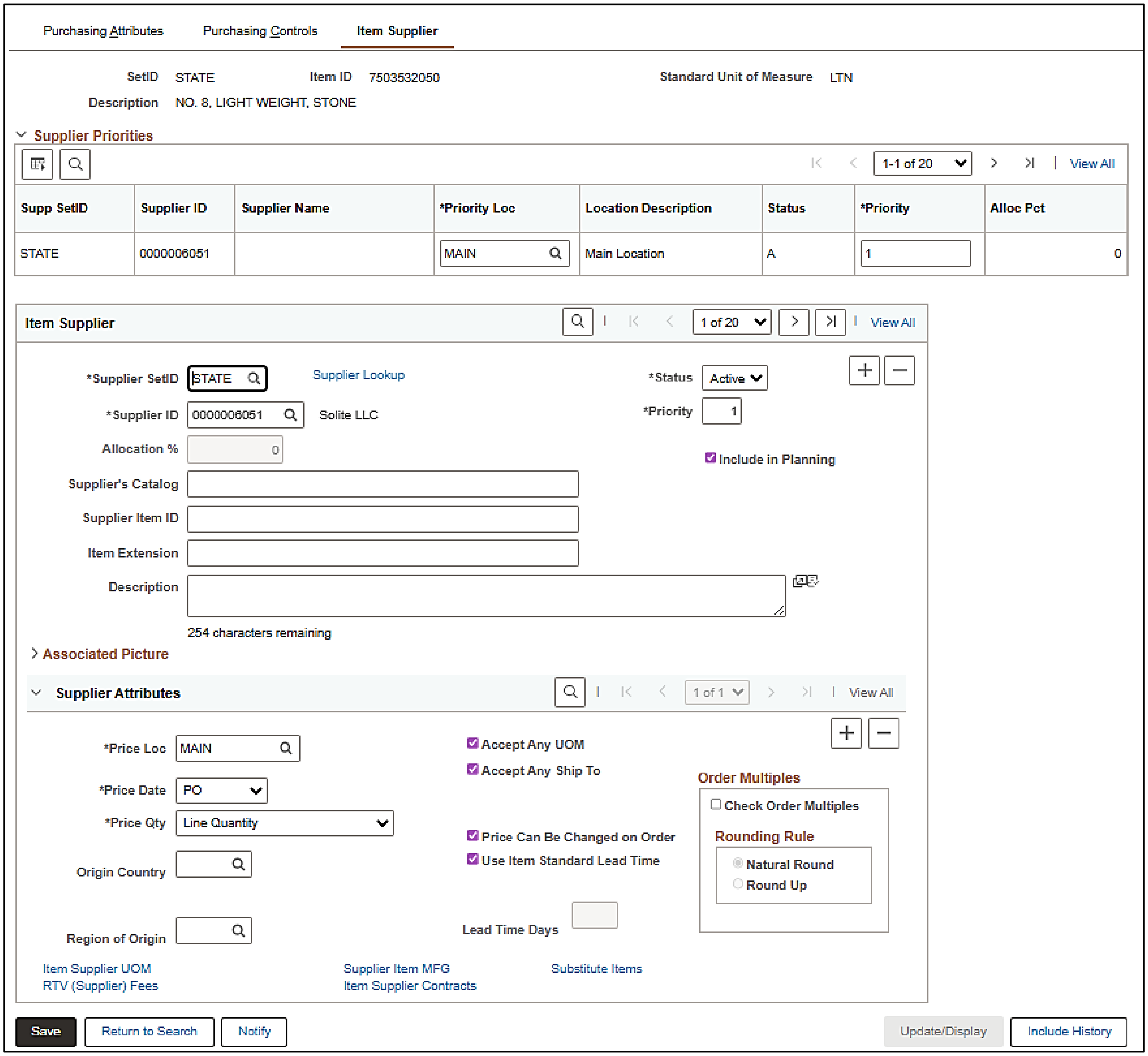
Creating a New Item/Supplier Relationship

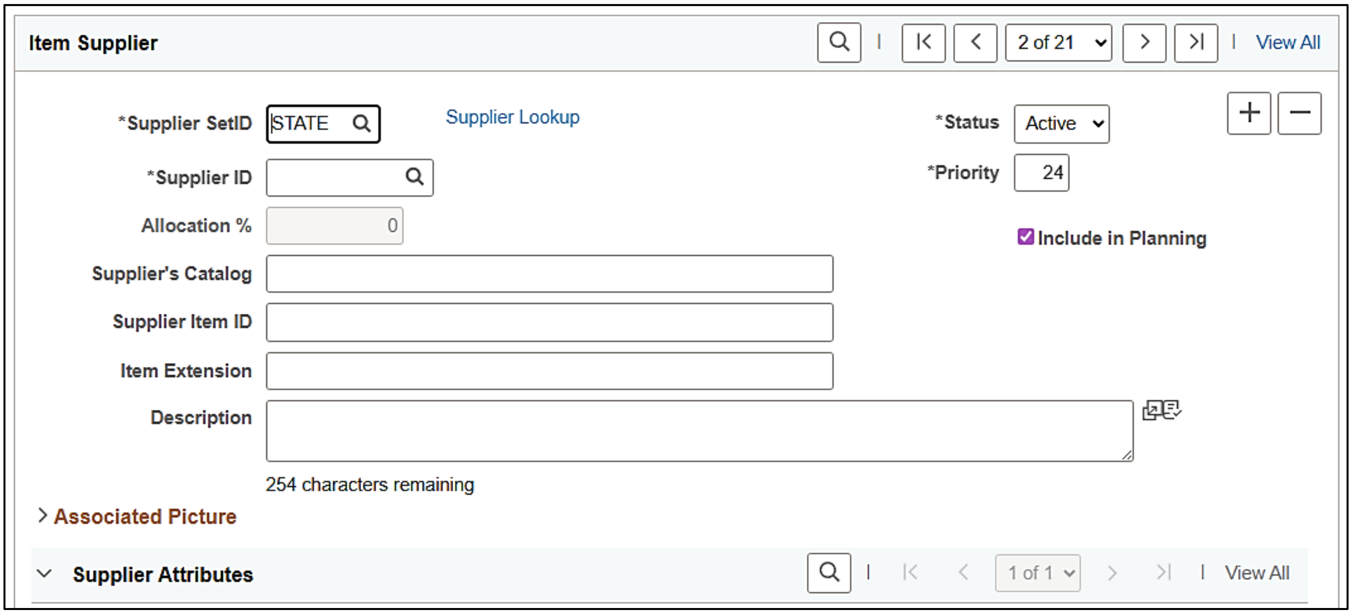
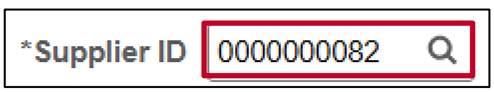
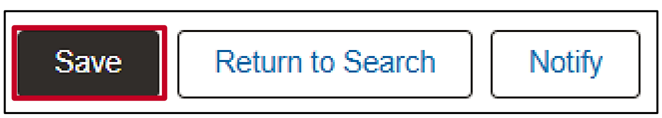
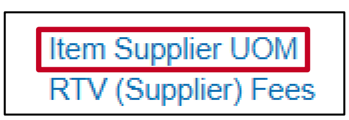
Once a new NIGP number/Item ID is created in Cardinal, the Item/Supplier relationship needs to be established in Cardinal. Create an Item/Supplier relationship for an Item by inserting a new row on the **Item Supplier** tab of the **Purchasing Attributes** page.

Step	Action
1.	Navigate to the **Purchasing Attributes** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links > Items > Purchasing Attributes** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Purchasing Attributes** page using the following navigation path: **NavBar > Menu > Items > Define Items and Attributes > Purchasing Attributes**

Step	Action
	The **Purchasing Attributes Find an Existing Value Search** page displays. 
3.	Enter the applicable value in the **SetID** field. 
4.	Enter the Item ID to add a new Supplier relationship to in the **Item ID** field. 
5.	Click the **Search** button. 

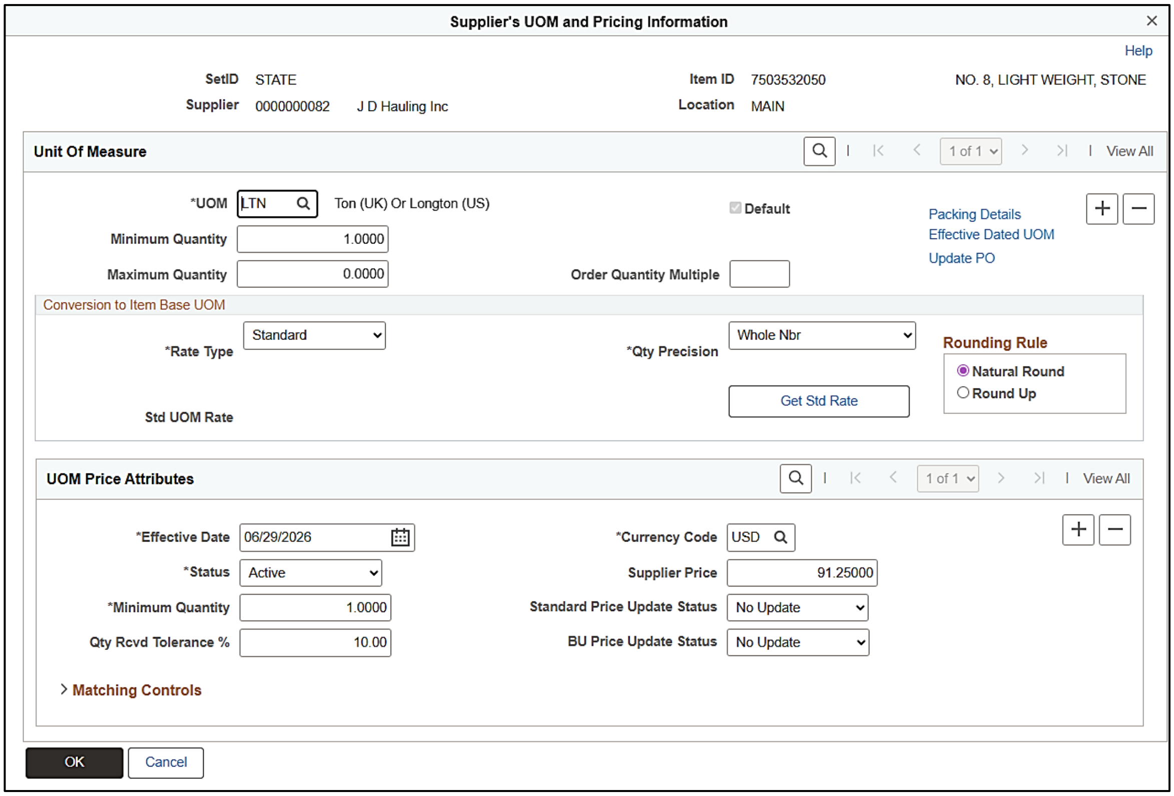
Step	Action
	The **Purchasing Attributes** page displays. 
6.	Click the **Item Supplier** tab. 

Step	Action
	The **Item Supplier** tab displays. 
7.	Click the **Add a New Row** (**+**) icon in the **Item Supplier** list. 

Step	Action
	A new **Item Supplier** form displays. 
8.	Enter the applicable Supplier ID in the **Supplier ID** field and leave other default values. 
9.	Click the **Save** button. 
10.	Click the **Item Supplier UOM** link in the **Supplier Attributes** section. 

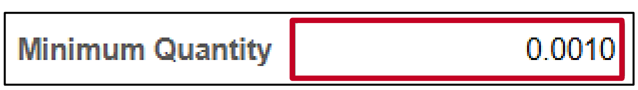
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Supplier's UOM and Pricing Information** page displays in a pop-up window.



</td></tr>
<tr><td>11.</td><td>

In the **Unit of Measure** header section, update the **Minimum Quantity** field to reflect the minimum quantity that can be ordered for that item.

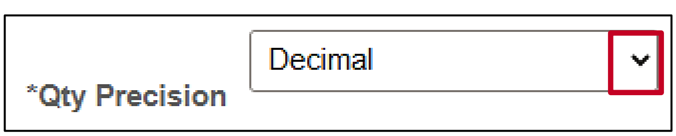


</td></tr>
<tr><td>12.</td><td>

To allow for an unlimited order quantity, set the **Maximum Quantity** field to "0.0000".

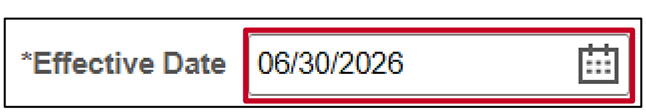
</td></tr>
<tr><td>13.</td><td>

If applicable, click the **Qty Precision** dropdown button and select "Decimal".

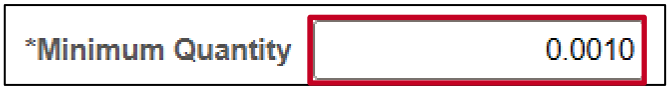
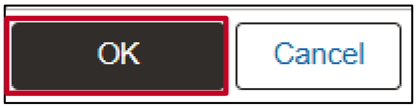
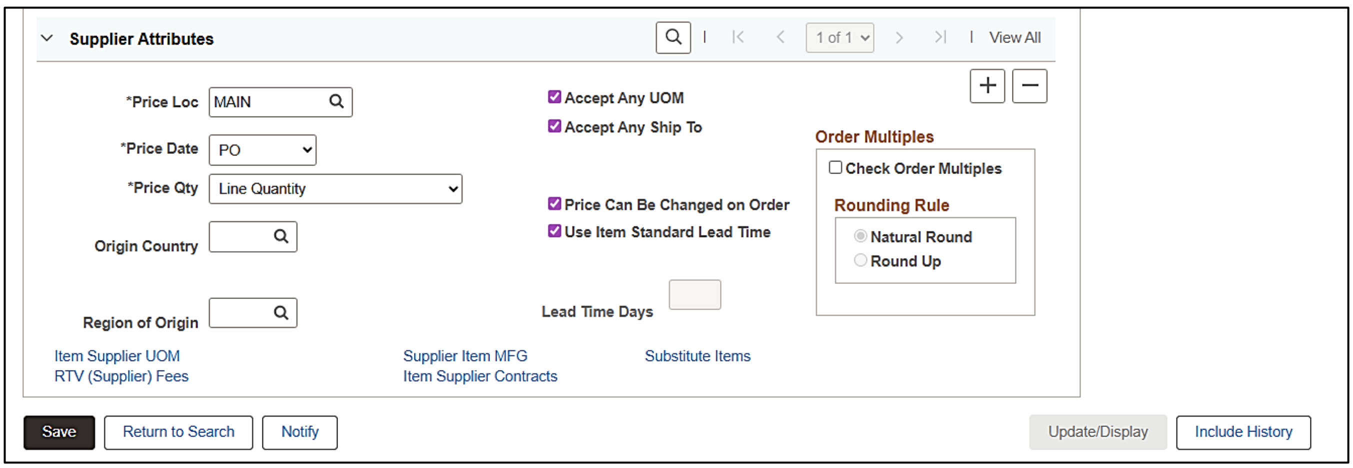
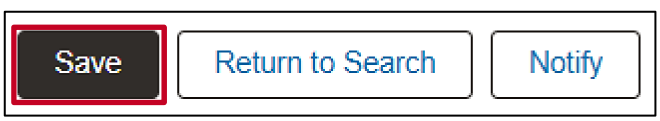


</td></tr>
<tr><td>14.</td><td>

In the **UOM Price Attributes** section, update the **Effective Date** field as appropriate.



</td></tr>
</table>

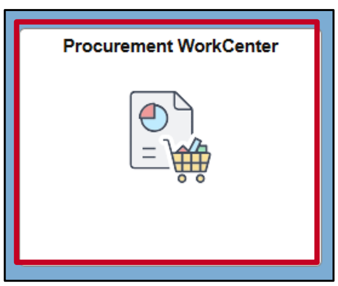
Step	Action
15.	In the **UOM Price Attributes** section, update the **Minimum Quantity** field as appropriate. 
16.	Click the **OK** button. 
The **Item Supplier** tab displays. 	
17.	Click the **Save** button. 
i	In the case of a Strategic Sourcing Event, the Item/Supplier relationship is automatically created when a bidder is selected and an award is posted. The item is now available to be added to any contract specific to this supplier. For more information on Strategic Sourcing Events, see the Job Aid titled **PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.
i	Item/Supplier relationships are not required when creating ad-hoc Purchase Orders. Cardinal allows the user to select any item or category for insertion into a line. Purchase Orders may also be created from sourcing events or contracts. For more information on Purchase Orders, see the Job Aid titled **PR344 Creating Purchase Orders (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
	When entering a Procurement Contract Line using the Item lookup, the Items listed are narrowed down to those related to the Supplier selected. If the Item searched for is not available in the list, create an Item/Supplier relationship following the steps in this section. For more information on Procurement Contracts, see the Job Aid titled **PR348 Entering and Maintaining Procurement Contracts (VDOT Only)**, located on the Cardinal website in **Job Aids** under **Learning**.

Modifying the Item/Supplier Relationship on a Sourcing Event Purchase Order

When entering a Purchase Order from a sourcing event where the quantity on the Purchase Order is greater than the quantity on the sourcing event, a message similar to the one below may display:

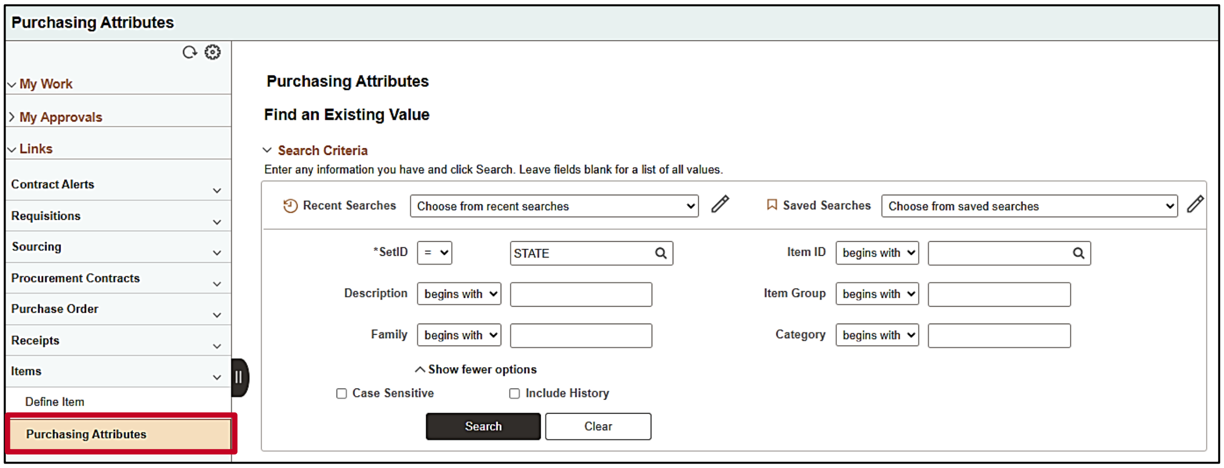
As the **Maximum Quantity** and **Supplier Price** default in from the sourcing event or contract, the user may need to update the **Purchasing Attributes** on the **Item/Supplier Relationship** page in order to proceed.

Step	Action
1.	Navigate to the **Purchasing Attributes** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>

Use the following navigation in the WorkCenter: **Links > Items > Purchasing Attributes**

Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles.



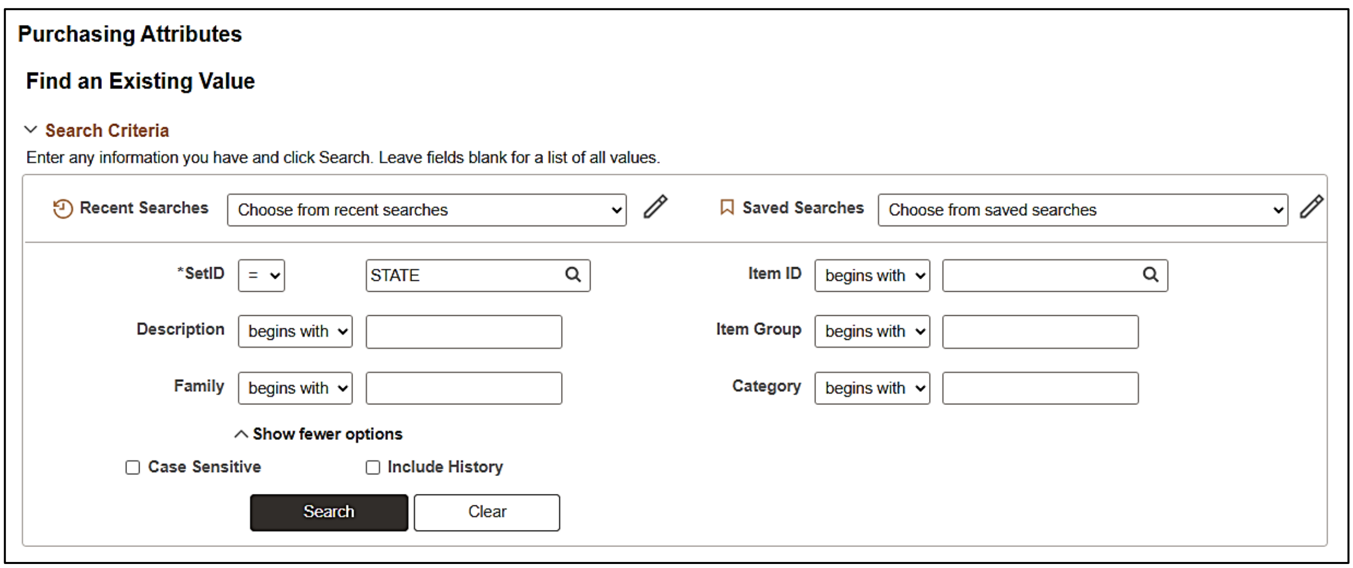
</td></tr>
<tr><td></td><td>

Users can also access the **Purchasing Attributes** page using the following navigation path:

NavBar > Menu > Items > Define Items and Attributes > Purchasing Attributes

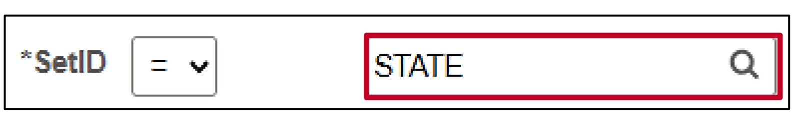
</td></tr>
<tr><td colspan="2">

The **Purchasing Attributes Find an Existing Value Search** page displays.



</td></tr>
<tr><td>3.</td><td>

Enter the applicable value in the **SetID** field.



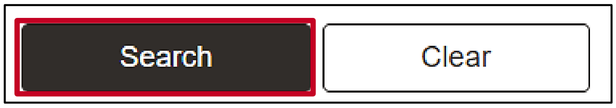
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>

Enter the applicable Item ID in the **Item ID** field.

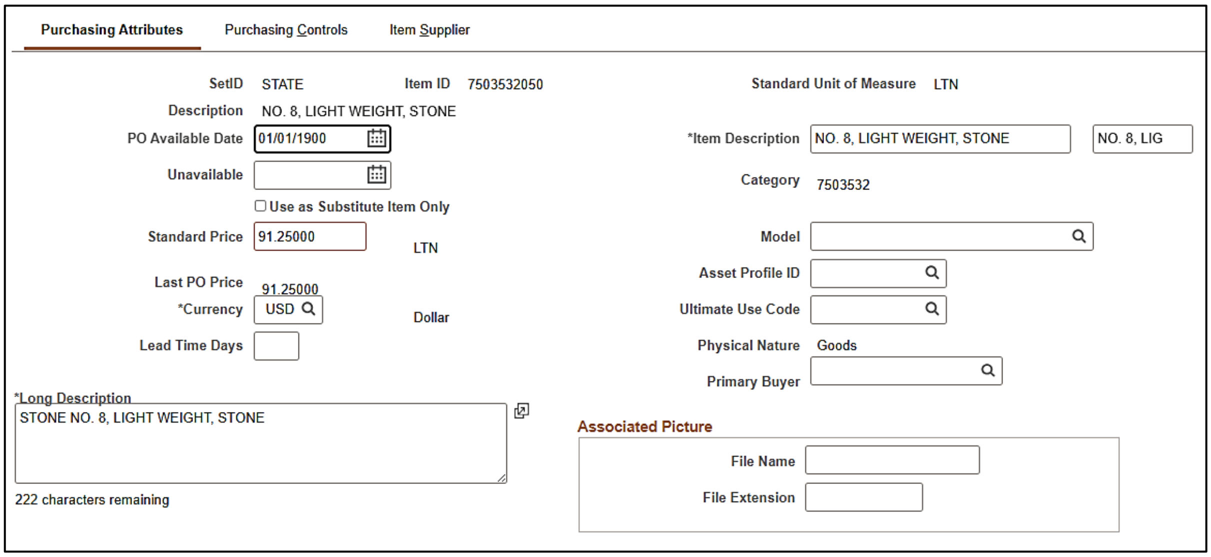
</td></tr>
<tr><td>5.</td><td>

Click the **Search** button.



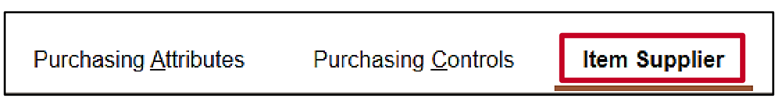
</td></tr>
<tr><td colspan="2">

The **Purchasing Attributes** page displays.

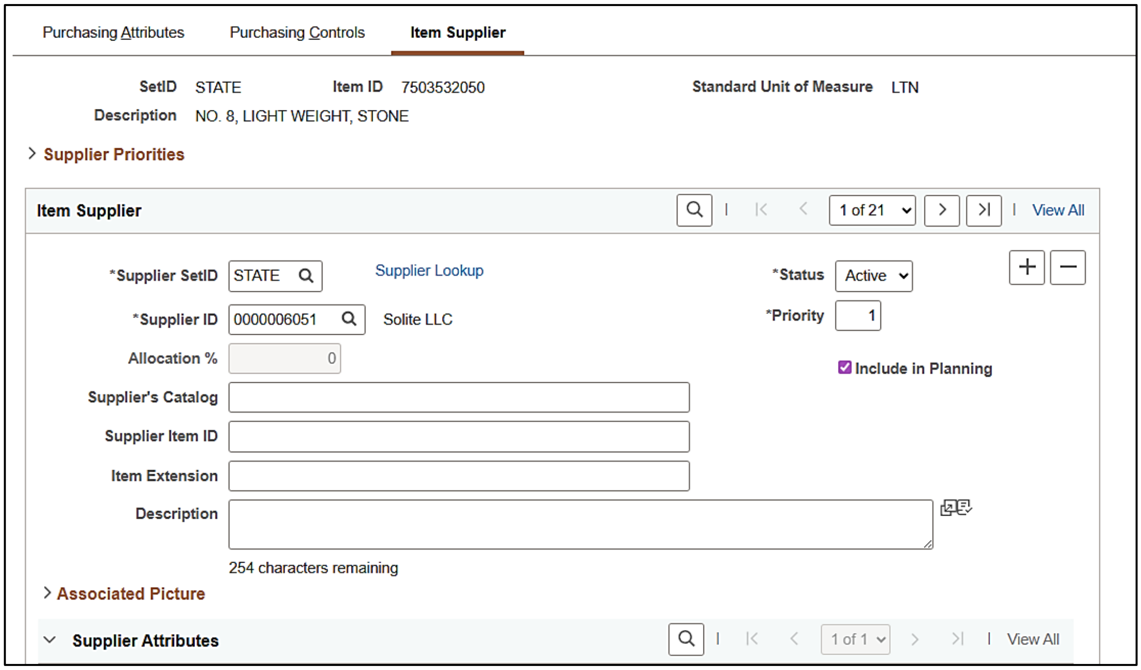


</td></tr>
<tr><td>6.</td><td>

Click the **Item Supplier** tab.

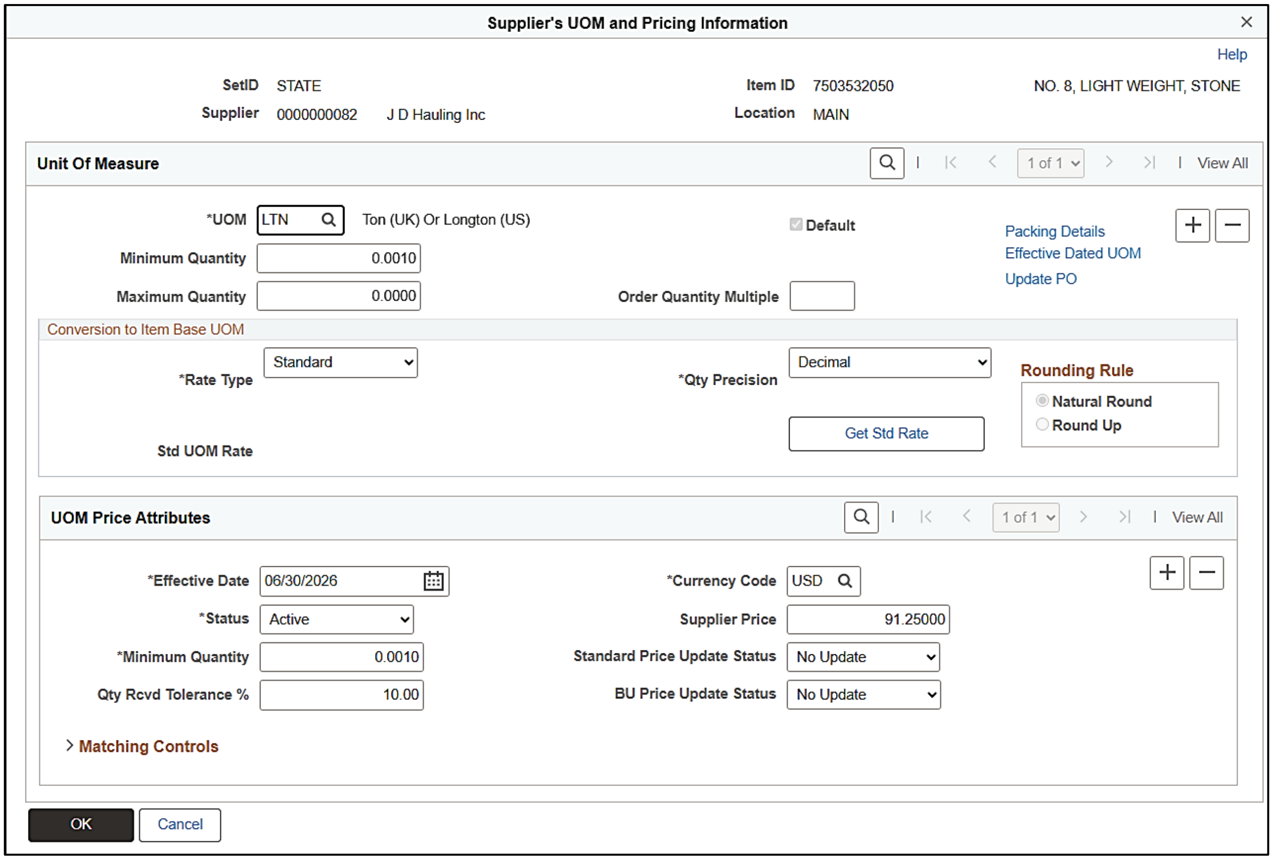
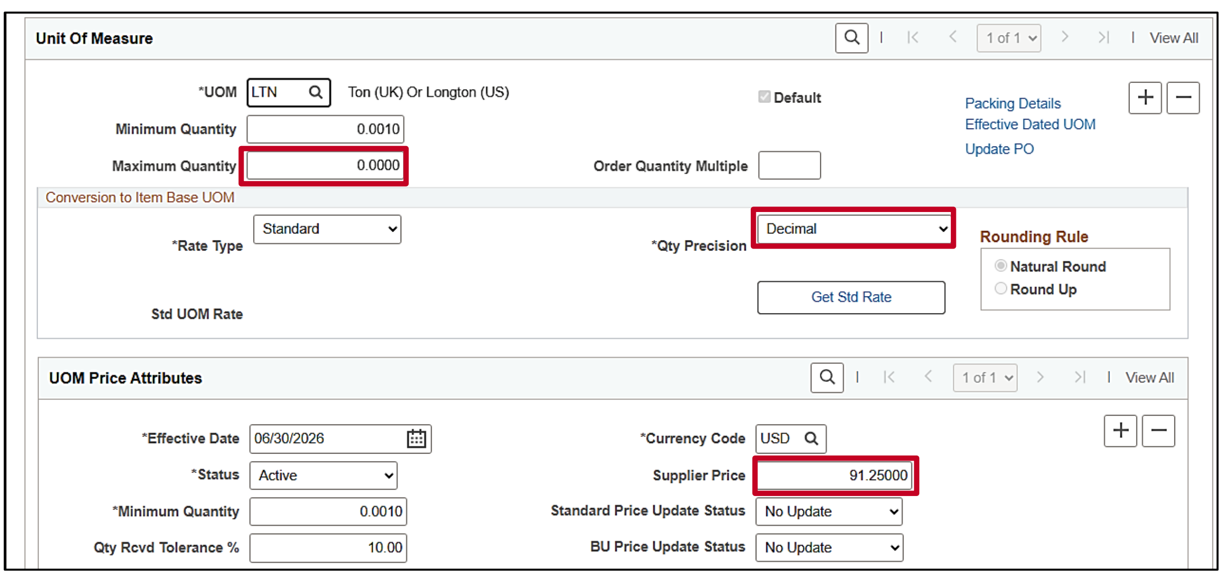


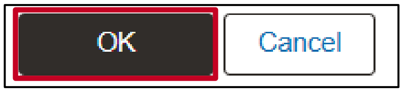
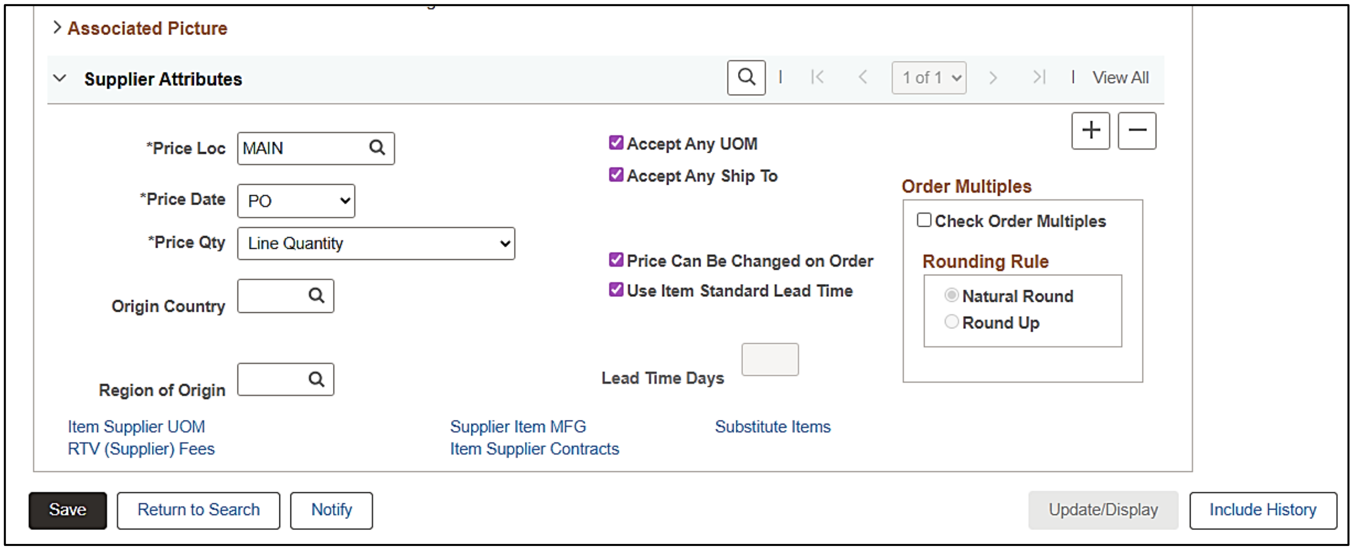
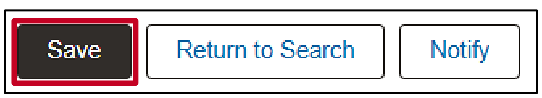
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Item Supplier tab displays.

</td></tr>
<tr><td>7.</td><td>Find the applicable supplier using the Item Supplier navigation controls.

</td></tr>
<tr><td>8.</td><td>In the Supplier Attributes section, click the Item Supplier UOM link.

</td></tr>
</table>

Step	Action
	The **Item Supplier UOM** page displays in a pop-up window. 
9.	Update the **Maximum Quantity**, **Supplier Price**, and **Qty Precision** fields, as needed. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Click the OK button.

</td></tr>
<tr><td colspan="2">The Item Supplier tab redisplays.

</td></tr>
<tr><td>11.</td><td>Click the Save button.

</td></tr>
</table>

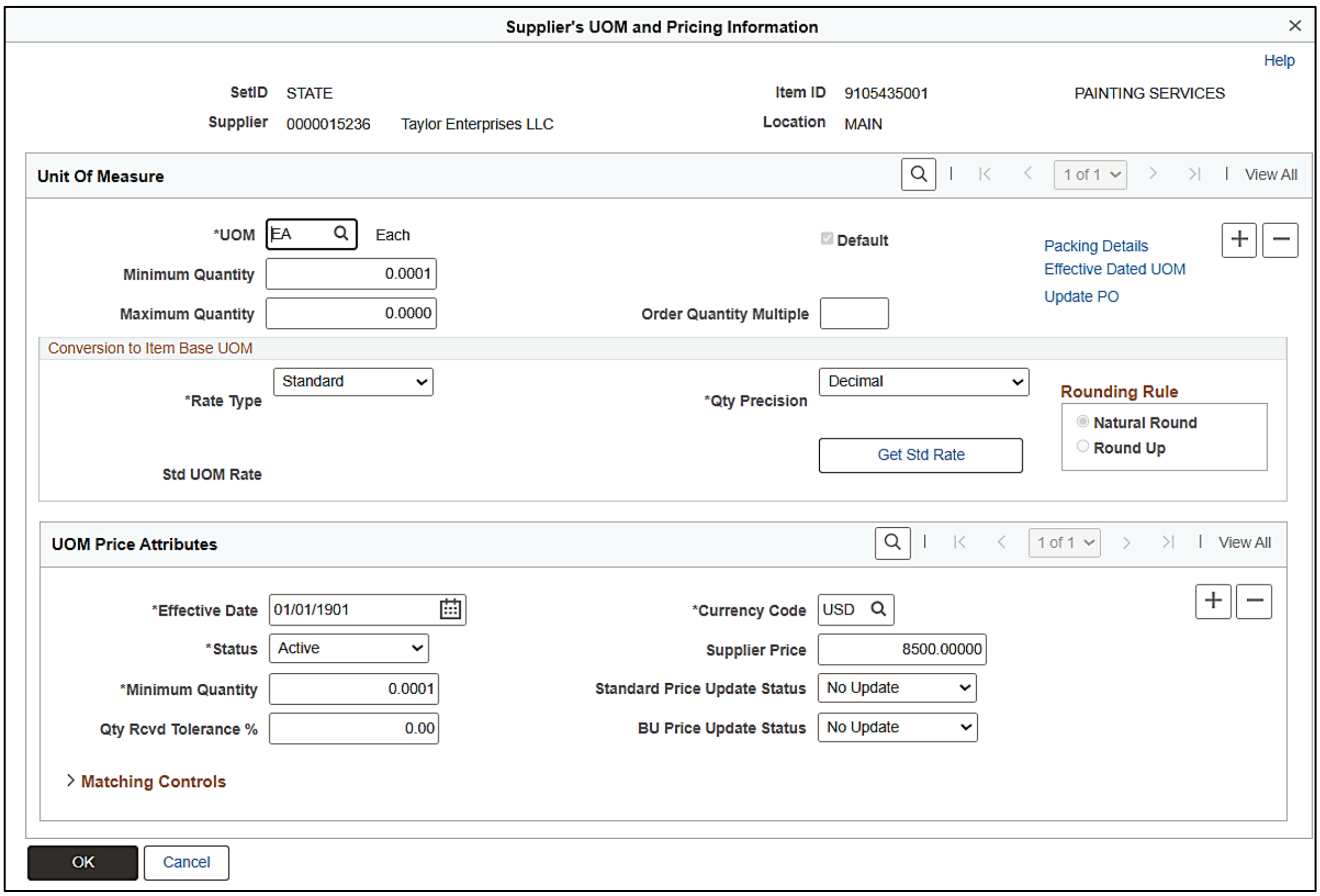
Adding an Item Unit of Measure (UOM)

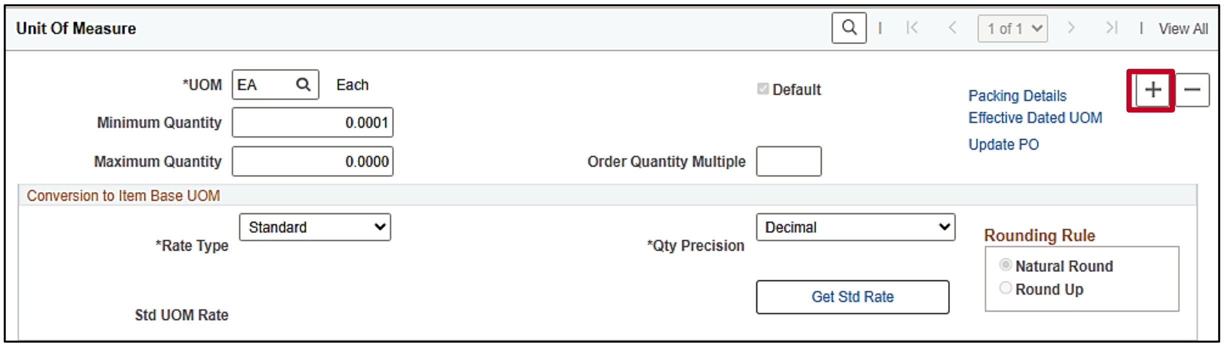
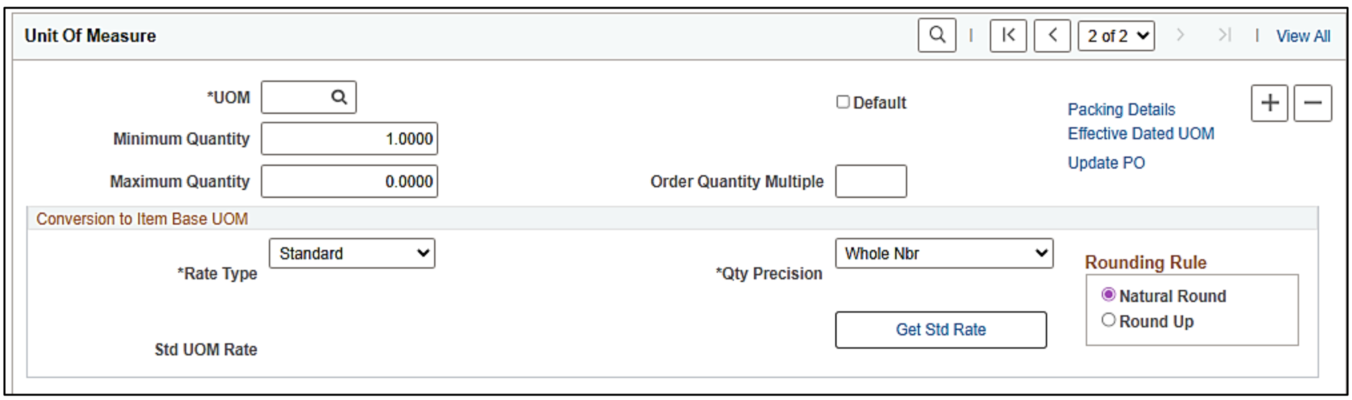
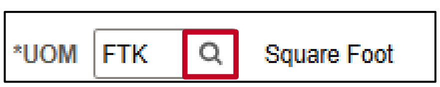
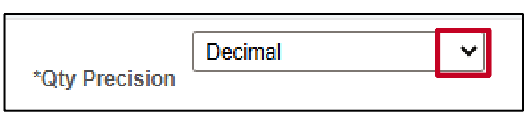
Contact the VITA helpdesk (vccc@vita.virginia.gov) to request a new UOM type. Be sure to include “Cardinal” in the subject line of the request. Once the helpdesk request is complete, add the new UOM to an Item/Supplier relationship.

Example: Item 9105435001, Painting Services, has a UOM of EA (each). A specific contract service requires a UOM of FTK (square foot). A new UOM must be added through a helpdesk request. Once the new UOM is added, it can be set up on the Item/Supplier relationship.

Step	Action
1.	Using the Item ID, find the item and follow Steps 1-8 in the Modifying the Item/Supplier Relationship on a Sourcing Event Purchase Order section in this job aid.

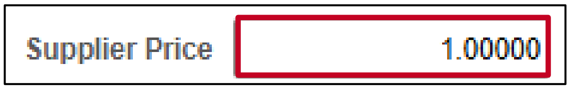
The **Supplier’s UOM and Pricing Information** page displays.



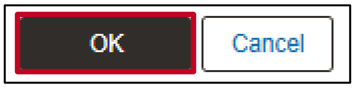
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>Click the Add a New Row icon (+) in the Unit of Measure section to add a new UOM to the relationship.

</td></tr>
<tr><td colspan="2">A new blank UOM record displays.

</td></tr>
<tr><td>3.</td><td>Click the UOM Look up icon and select the new UOM.

</td></tr>
<tr><td>4.</td><td>Click the Qty Precision dropdown button and select "Decimal".

</td></tr>
<tr><td>5.</td><td>Enter “USD” in the Currency Code field.

</td></tr>
</table>

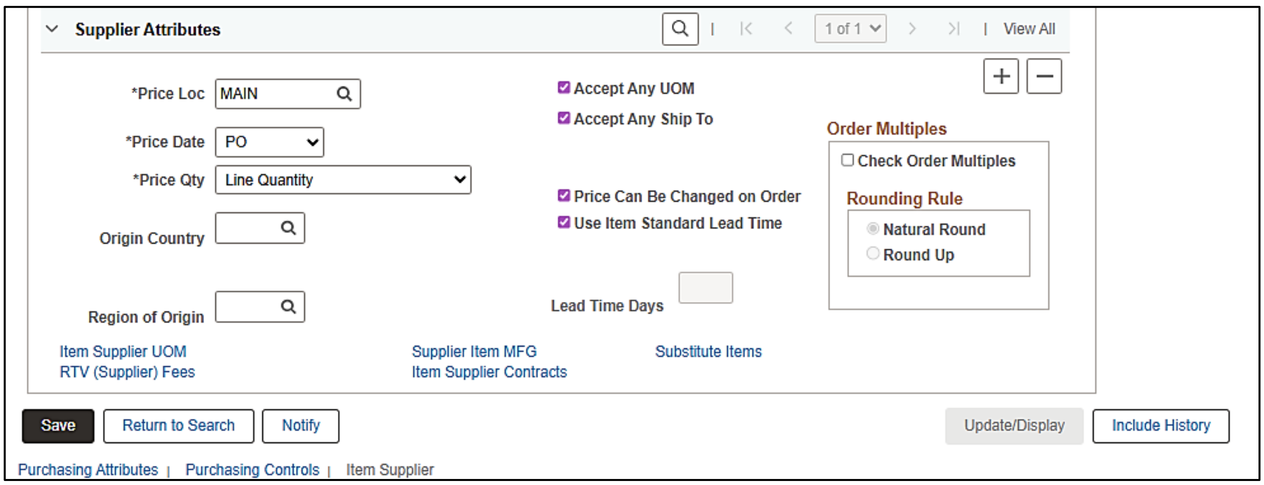
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Enter a value in the Supplier Price field. Any value may be entered and this information will default on the PO.



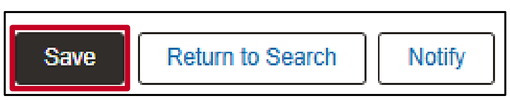
</td></tr>
<tr><td>7.</td><td>Click the OK button.



</td></tr>
<tr><td colspan="2">The Item Supplier tab redisplays.



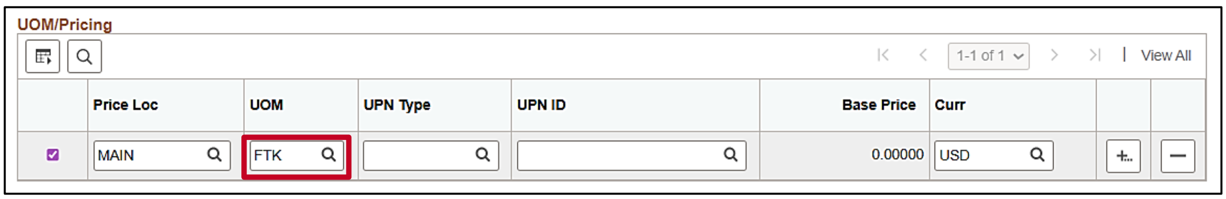
</td></tr>
<tr><td>8.</td><td>Click the Save button.



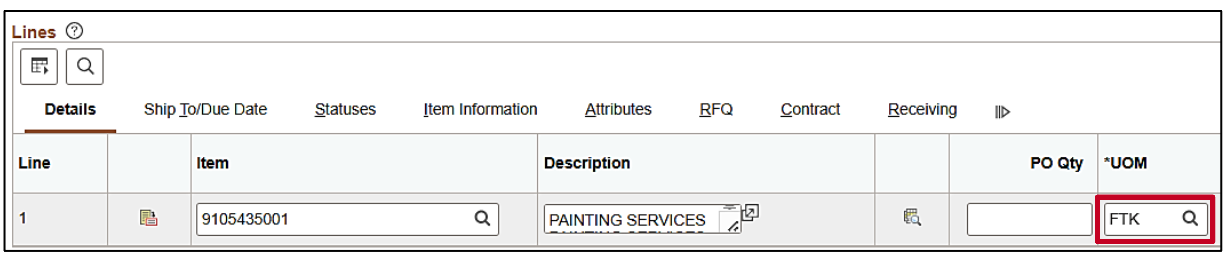
</td></tr>
<tr><td></td><td>The Item is now set up with the additional UOM and is available for selection when using this supplier.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
To use this new UOM on a Procurement Contract, first create and save the Contract. Then on the Contract Entry page set the Status field to “Open”, and in the Line section, click the Contract Details icon next to the Item. (Note that in this example, the default UOM is “EA”.)

In the Details for Line XX page in the pop-up window, expand the Pricing Information section, and in the UOM/Pricing section, look up the new UOM in the UOM field. In this example, “FTK”.



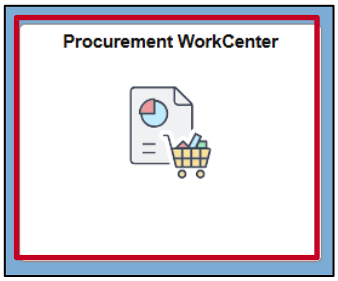
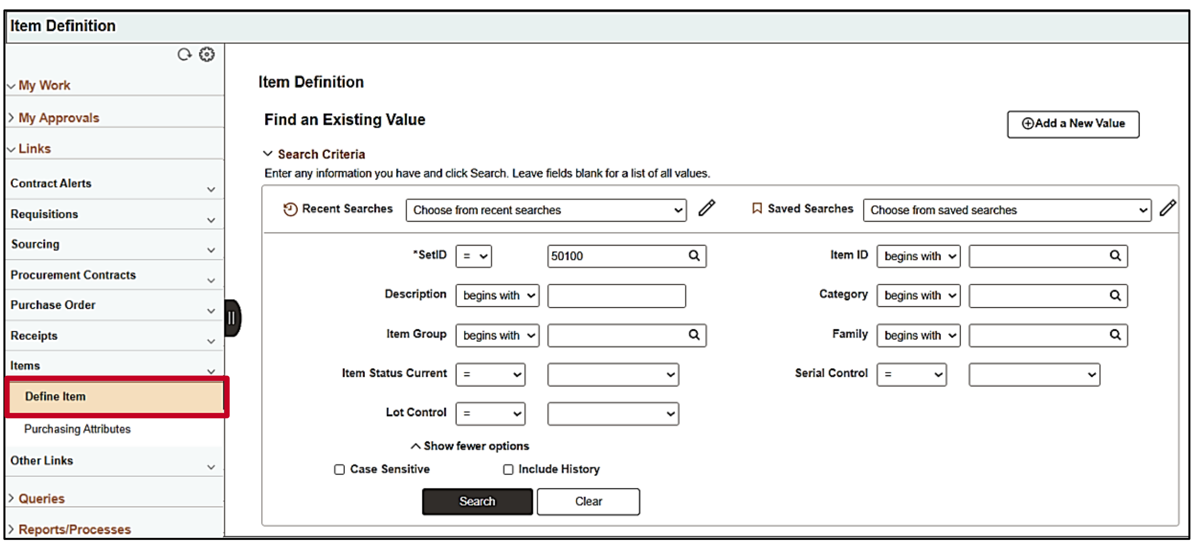
</td></tr>
<tr><td></td><td>
To use this new UOM on a Purchase Order, on the Maintain Purchase Order Purchase Order page, click the UOM Look Up icon on the applicable line, and update it from the default UOM (“EA” in this example) to the new UOM (“FTK” in this example).

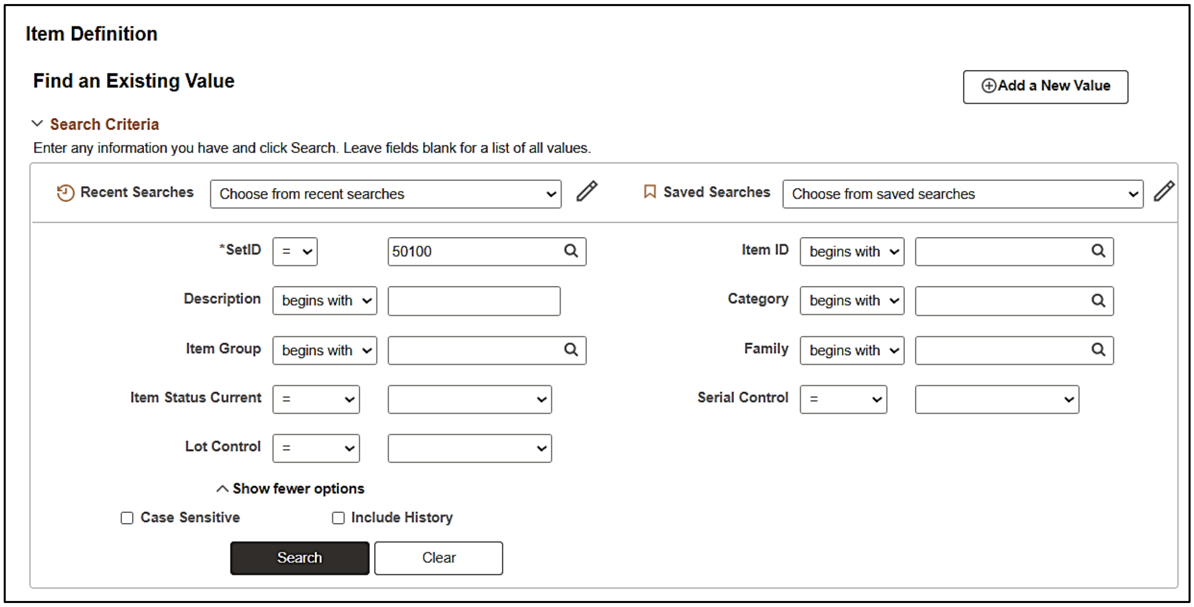
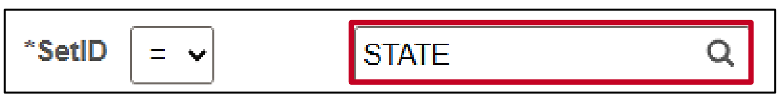
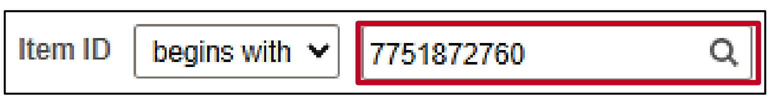
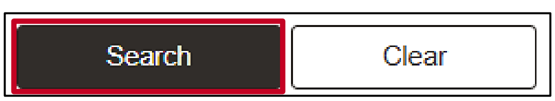


</td></tr>
</table>

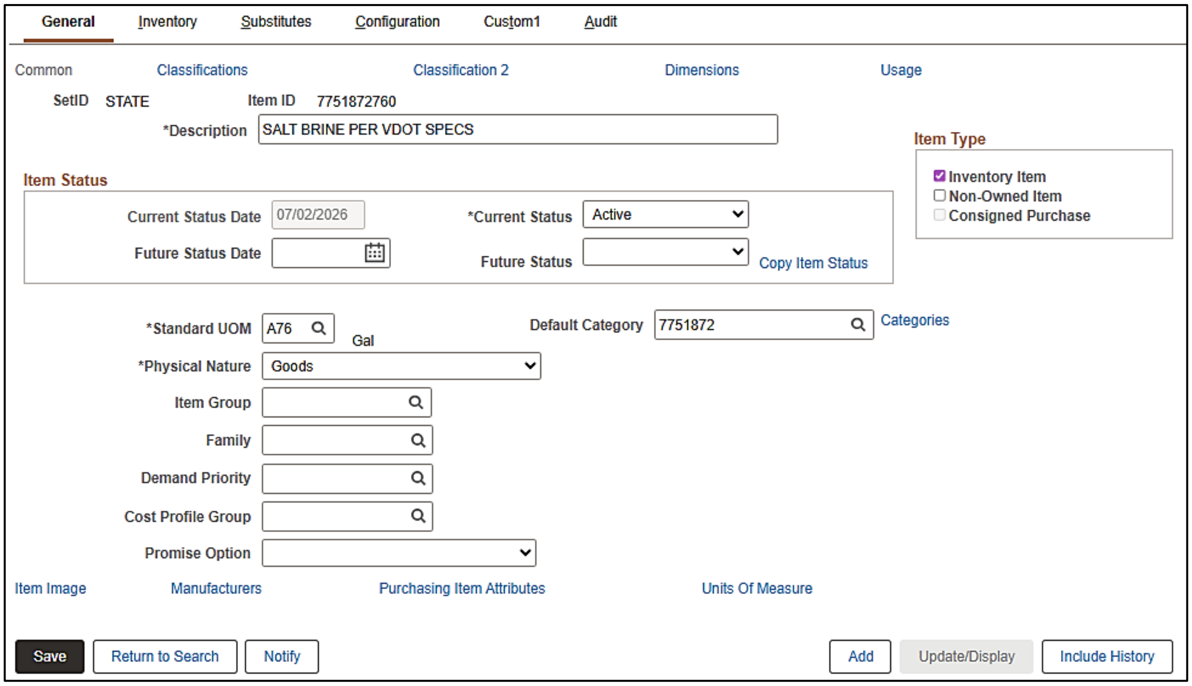
Inactivating an Item

Once an NIGP number/Item ID is entered into Cardinal, it cannot be deleted. However, an Item ID can be inactivated. Before inactivating an Item, ensure that it has no open Requisitions, Contracts, or Purchase Orders associated with it.

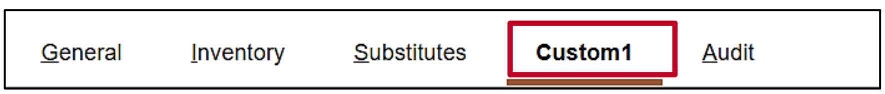
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Item Definition page by clicking the Procurement WorkCenter tile.

</td></tr>
<tr><td></td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Items > Define Item
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
<tr><td></td><td>Users can also access the Item Definition page using the following navigation path:
NavBar > Menu > Items > Define Items and Attributes > Define Item</td></tr>
</table>

Step	Action
	The **Item Definition Find an Existing Value Search** page displays. 
3.	Enter “STATE” in the **SetID** field. 
4.	Enter the applicable Item ID in the **Item ID** field. 
5.	Click the **Search** button. 

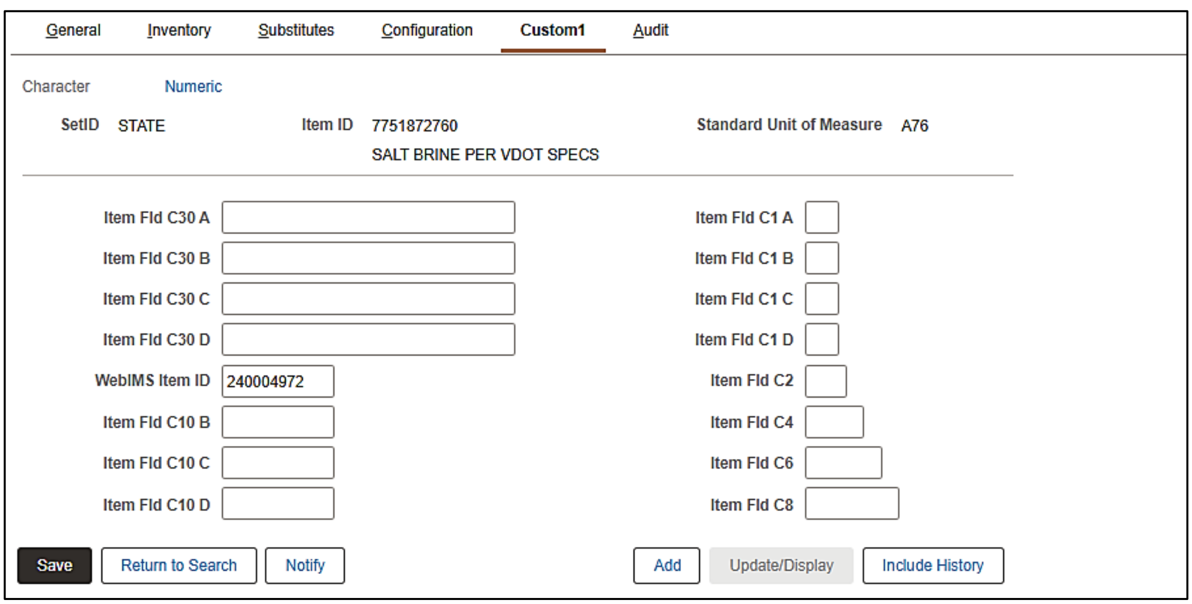
Step	Action
	The **General** tab on the **Item Definition** page displays.

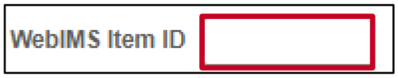
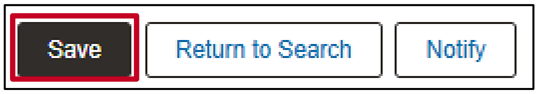
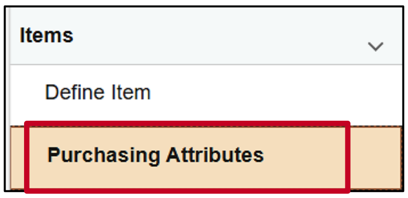


Step	Action
6.	Click the **Custom1** tab.

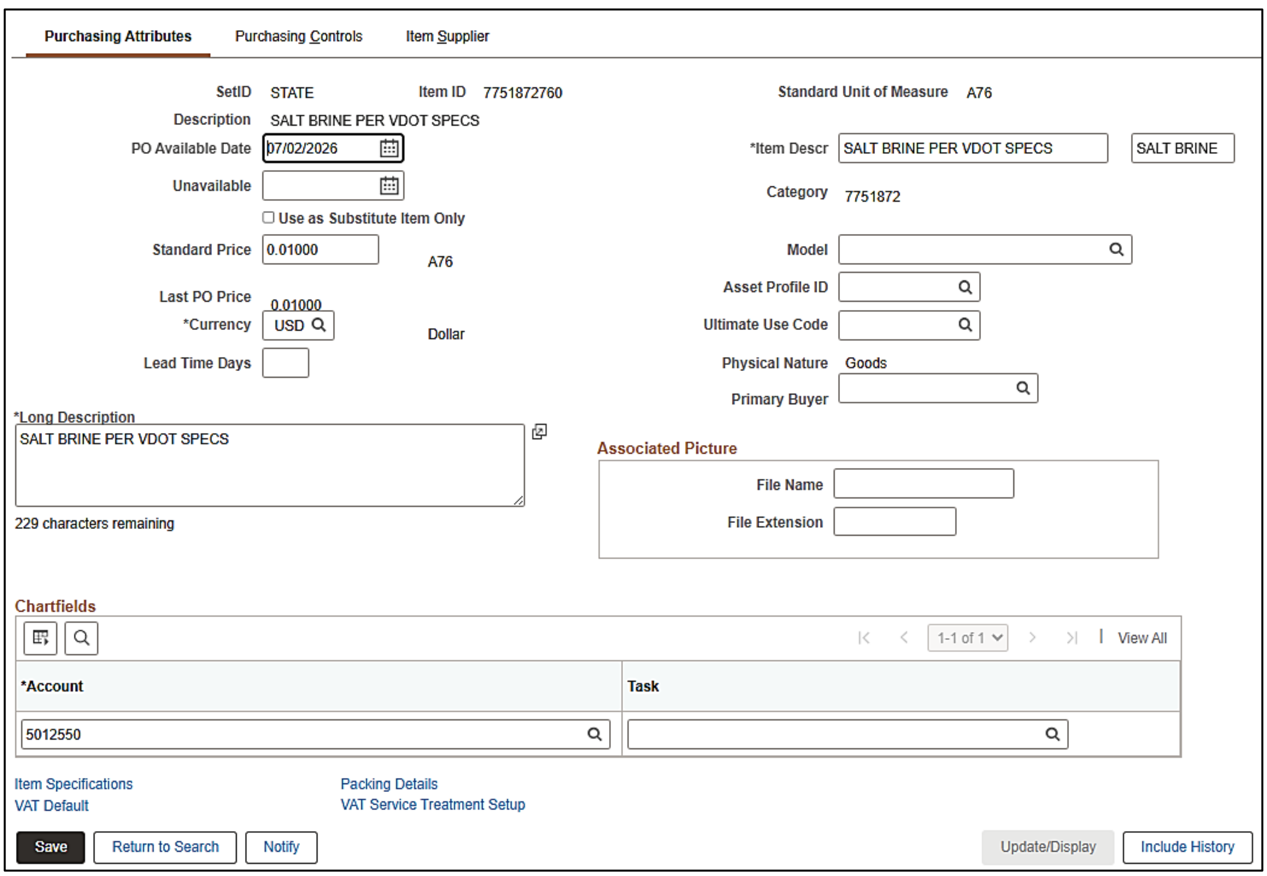


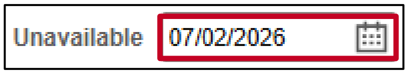
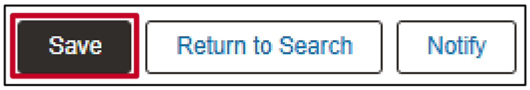
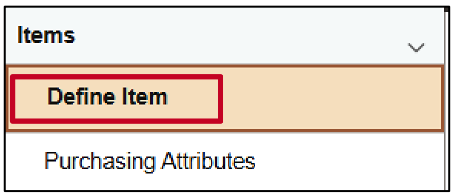
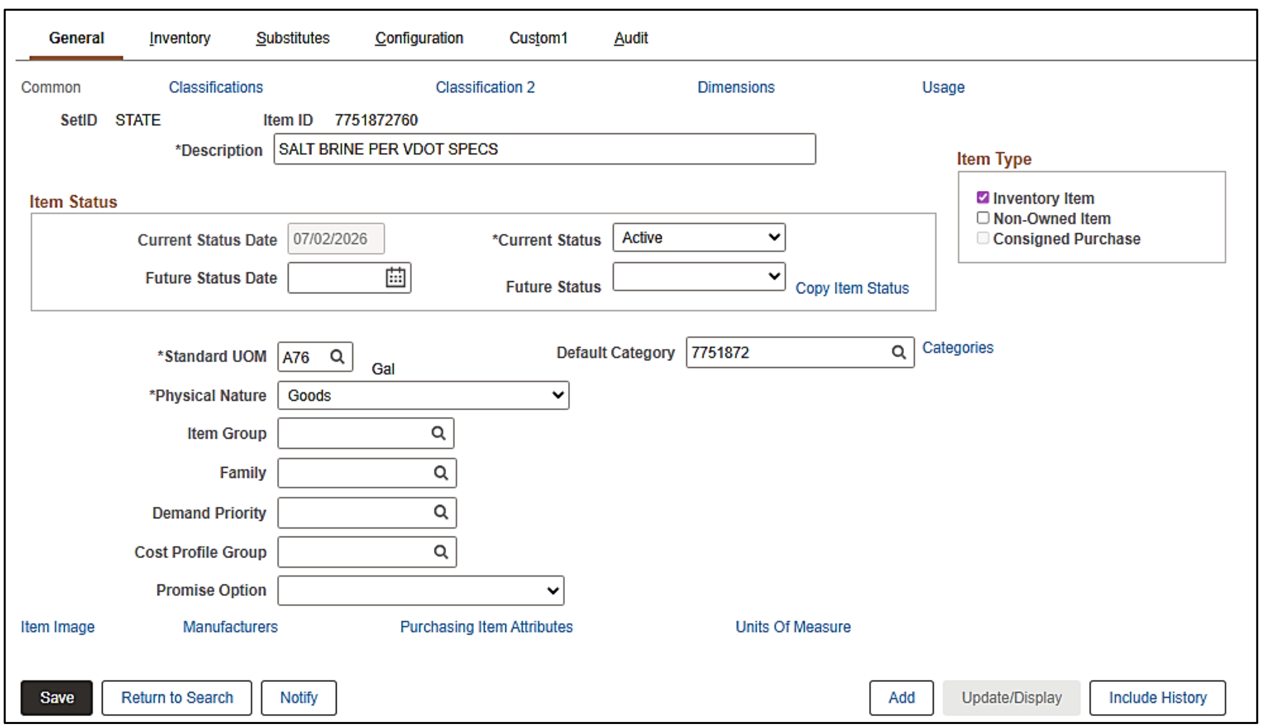
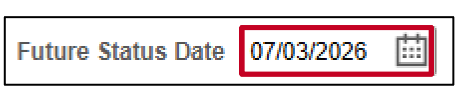
Step	Action
	The **Custom1** tab displays.

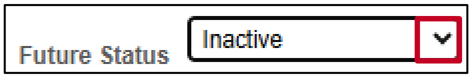
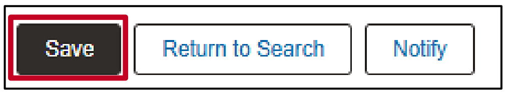


Step	Action
7.	Delete the value from the **WebIMS Item ID** field. 
8.	Click the **Save** button. 
9.	If the item should be removed from both inventory and non-inventory, click the **Purchasing Item Attributes** link in the WorkCenter. 

The **Purchasing Item Attributes** page displays.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Change the Unavailable field date value to today’s date.

</td></tr>
<tr><td>11.</td><td>Click the Save button.

</td></tr>
<tr><td>12.</td><td>Click the Define Item link in the WorkCenter.

</td></tr>
<tr><td colspan="2">The Item Definition page, General tab displays.

</td></tr>
<tr><td>13.</td><td>Change the Future Status Date field to tomorrow’s date.

</td></tr>
</table>

Step	Action
14.	Click the **Future Status** dropdown button and select "Inactive". 
15.	Click the **Save** button.  The entries are saved and the Item is unavailable effective immediately.
16.	Send an email to the Cardinal Procurement help desk at COASDProcurementHelpdesk@VDOT.Virginia.gov to have them complete the inactivation process.