



Creating Regular Requisitions Overview

This Job Aid provides step-by-step instructions for creating regular Requisitions in Cardinal. A Requisition is a request for the procurement of goods and/or services. They may serve as the starting point for purchase requests, allowing VDOT to ensure that goods and services are obtained through approved processes. Requisitions may be created ad hoc, copied from existing Requisitions, or created from existing Contracts.

Each Requisition must be submitted for supervisor approval before a Purchase Order (PO) or Strategic Sourcing Event can be sourced from it.

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.

Table of Contents

Revision History	2
Creating a Regular Requisition	3
Creating an Amount Only Requisition Line.....	16
Creating a Requisition from a Contract	20
Copying a Requisition	23
Adding Comments and Attachments to a Requisition Header	25
Adding Comments and Attachments to a Requisition Line	28
Appendix: Allowed Extensions on Attachments in Cardinal.....	31



Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/21/2025	Baseline.

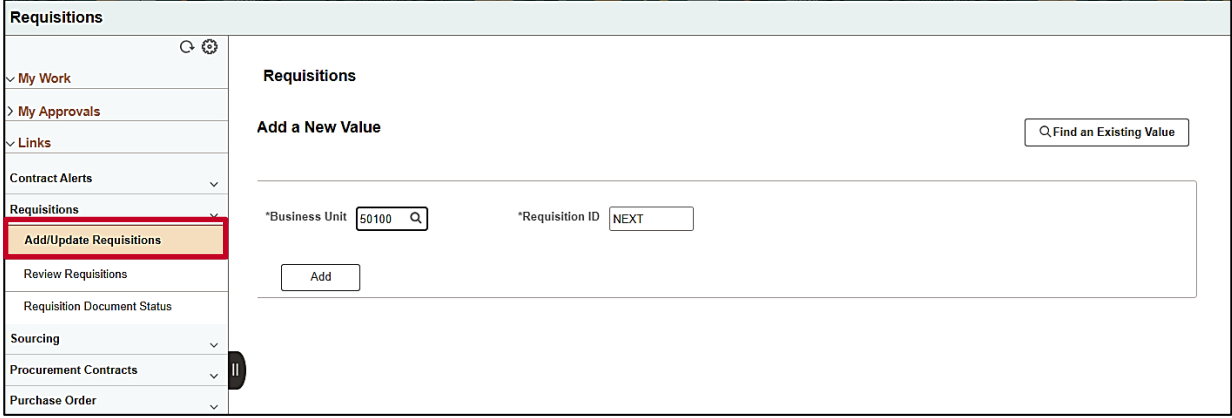
Creating a Regular Requisition

A Requisition is a request for the procurement of goods and/or services and is required for all inventory items. For specific details related to inventory Requisitions, please refer to the Job Aids titled **PR347 Inventory Issuance (VDOT Only)** and **PR347 Managing Inventory Restock Requisitions and Receipts** available on the Cardinal website in the **Job Aids** section under **Learning**.

For non-inventory items and services, a Requisition is used to assign buyers and track the progress and status of a purchase request. Requisitions can be created from existing Contracts, copied from other Requisitions, or created ad hoc. All Requisitions must be approved by a supervisor before they can be executed via a Purchase Order (PO) or Contract.

All Suppliers are shared across the Commonwealth in one centralized database maintained by the Commonwealth Vendor Group (CVG). A Supplier must be added to Cardinal before it can be used on a Purchase Order, Strategic Sourcing Event, Voucher, or Payment. However, a Supplier is not required when creating a Requisition.

Step	Action
1.	Navigate to the Requisitions 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.

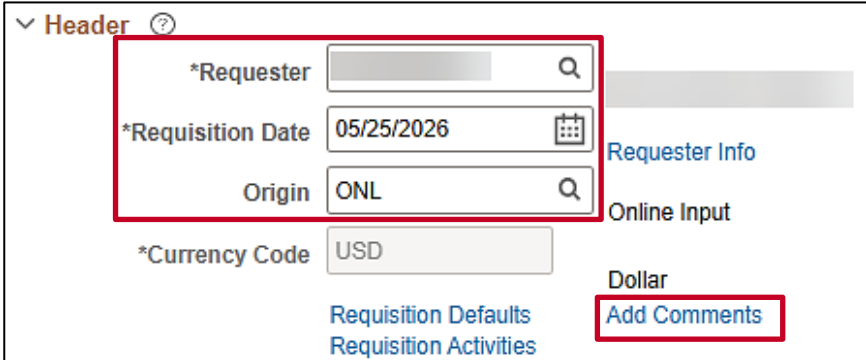
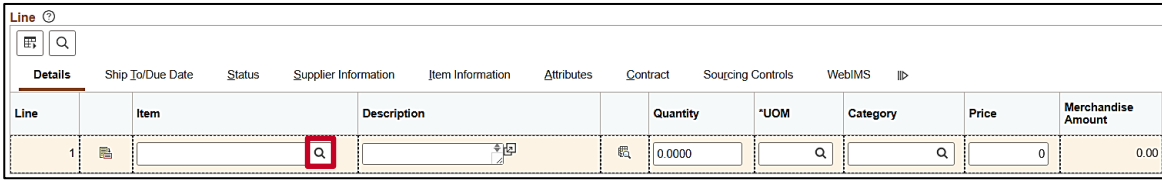
Step	Action
2.	Use the following navigation in the WorkCenter: Links > Requisitions > Add/Update Requisitions Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Requisitions page using the following navigation path: NavBar > Menu > Purchasing > Requisitions > Add/Update Requisitions
The Requisitions Add a New Value page displays. 	
	The Business Unit field should default based on the user's Agency. The Requisition ID field is automatically set to "NEXT" and should not be changed. Cardinal assigns a Requisition ID Number when the user saves the Requisition. 



The **Maintain Requisitions Requisition** page displays.

4. Enter a descriptive title for the Requisition in the **Requisition Name** field. Otherwise, the Requisition name will default to the same as the Requisition ID Number once saved.

Rev 9/1/2026

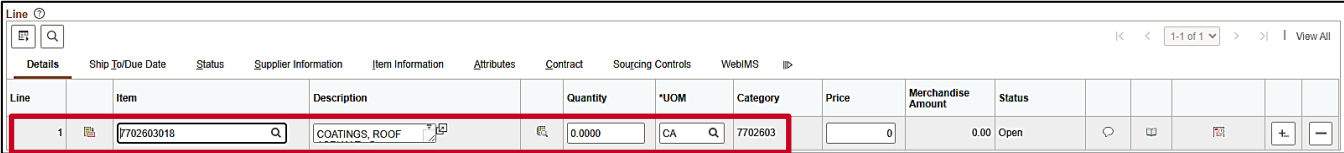
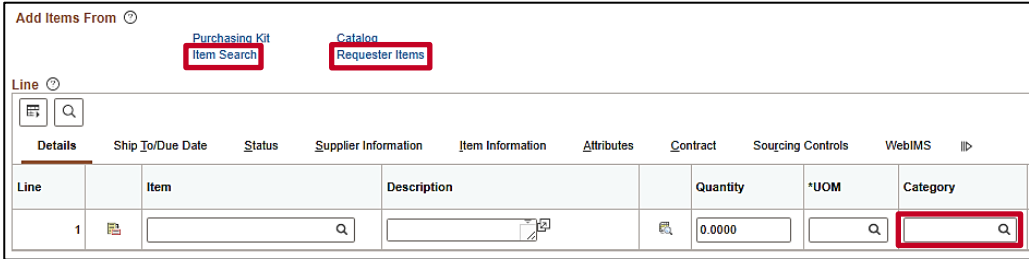
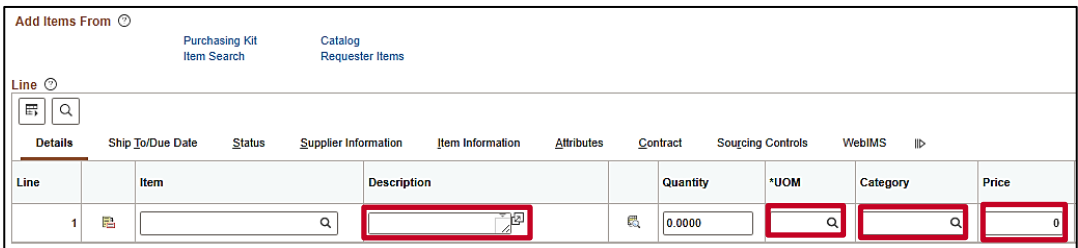
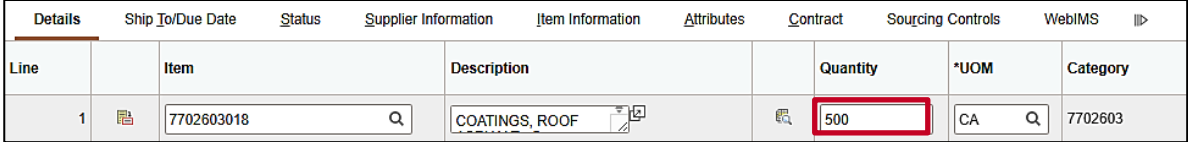
Step	Action
	The Header section contains key data such as the Requester, Requisition Date, and Origin fields. Header comments can also be added here as needed using the Add Comments link. For instructions, see the Adding Comments and Attachments to a Requisition Header section in this Job Aid. Default information, such as the Requester and Ship To fields, automatically populates based on the user setup but can be changed as needed. 
5.	Next, complete the Requisition Line(s). Click the Item Look up icon and select the applicable National Institute of Governmental Purchasing (NIGP) Item Number. 

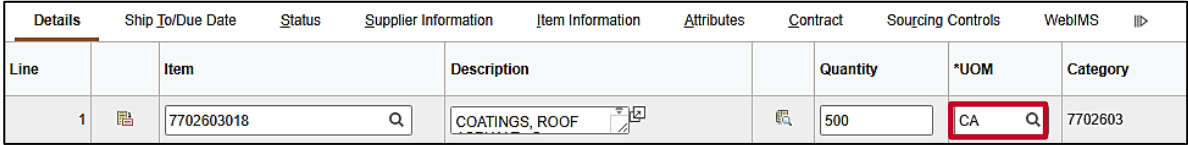
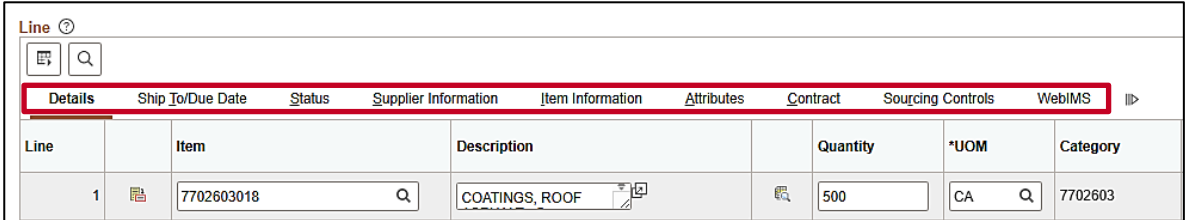
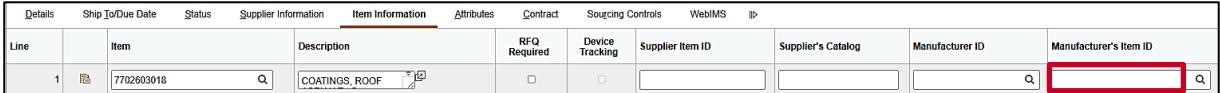


Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

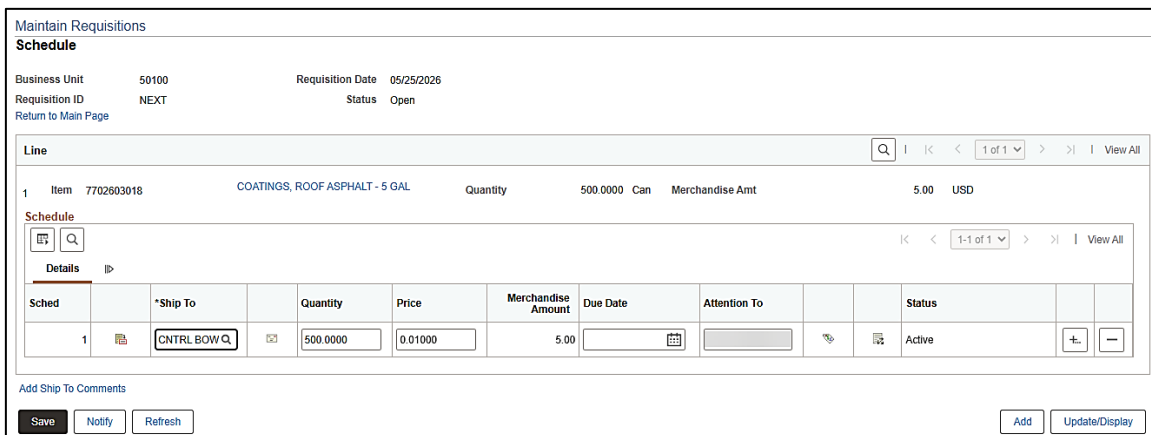
Step	Action																								
	The Look Up Item page displays in a pop-up window. Look Up Item Help *SetID STATE Item ID begins with Category begins with Description begins with Search Clear Cancel Basic Lookup Search Results Only the first 300 results of a possible 190762 can be displayed. View 100 << < 1-300 of 300 > >> <table><tr><th>Item ID</th><th>Category</th><th>Category ID</th><th>Description</th></tr><tr><td>0051404000</td><td>0051404</td><td>25378</td><td>ABRASIVES, PLASTONE</td></tr><tr><td>0051404055</td><td>0051404</td><td>25378</td><td>1 IN. X 50 YDS. ROLL, 320 GRIT</td></tr><tr><td>0051404115</td><td>0051404</td><td>25378</td><td>1-1/2 IN. W, 30 FT. ROLL, 120</td></tr><tr><td>0051404140</td><td>0051404</td><td>25378</td><td>1-1/2 IN. X 50 YD. ROLL, 80 GR</td></tr><tr><td>0051404165</td><td>0051404</td><td>25378</td><td>1-1/2 IN. X 50 YD. ROLL, 120 G</td></tr></table>	Item ID	Category	Category ID	Description	0051404000	0051404	25378	ABRASIVES, PLASTONE	0051404055	0051404	25378	1 IN. X 50 YDS. ROLL, 320 GRIT	0051404115	0051404	25378	1-1/2 IN. W, 30 FT. ROLL, 120	0051404140	0051404	25378	1-1/2 IN. X 50 YD. ROLL, 80 GR	0051404165	0051404	25378	1-1/2 IN. X 50 YD. ROLL, 120 G
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6.	Enter key search information in the Description field if necessary. Description begins with																								
7.	Click the Search button. Search Clear Cancel Basic Lookup																								
8.	The search results display. Click the link within the Item ID field to select the applicable Item. Search Results View 100 << < 1-59 of 59 > >> <table><tr><th>Item ID</th><th>Category</th><th>Category ID</th><th>Description</th></tr><tr><td>7456544027</td><td>7456544</td><td>02972</td><td>ASPHALT (GENERIC VENDOR), WET/</td></tr><tr><td>7702603018</td><td>7702603</td><td>02599</td><td>ASPHALT - 5 GALLON/CAN</td></tr><tr><td>1909035075</td><td>1909035</td><td>22714</td><td>ASPHALT AND TAR CLEANER, BIODE</td></tr><tr><td>1909035078</td><td>1909035</td><td>22714</td><td>ASPHALT AND TAR CLEANER, BIODE</td></tr></table>	Item ID	Category	Category ID	Description	7456544027	7456544	02972	ASPHALT (GENERIC VENDOR), WET/	7702603018	7702603	02599	ASPHALT - 5 GALLON/CAN	1909035075	1909035	22714	ASPHALT AND TAR CLEANER, BIODE	1909035078	1909035	22714	ASPHALT AND TAR CLEANER, BIODE				
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Step	Action
	The Maintain Requisitions Requisition page redisplay with the Item populated for Line 1 in the Line section. 
	Other options for looking up Items include: - Looking up the NIGP Category in the Category field on each Line - Using the Item Search link to search by Category, Description, or Item ID - Using the Requester Items link which lists Items the Requester has previously requested  Note: The Purchasing Kit and Catalog links are not generally used.
	If an Item is not found, use the appropriate Category Code and enter the unlisted Item's Description, UOM, and estimated Price on the Details tab. Also, enter the Supplier ID in the Supplier field in the Supplier Information tab.  
9.	Enter the applicable quantity in the Quantity field. 

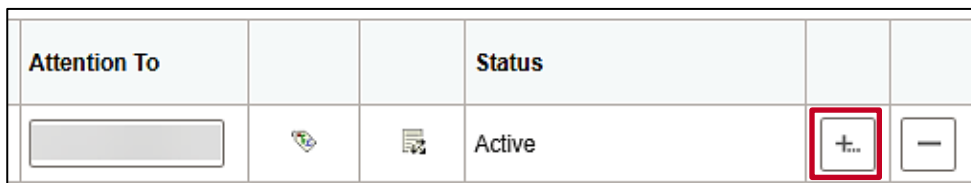
Step	Action
	Note that the UOM (Unit of Measurement) field displays how the price per quantity is calculated (e.g., "EA" (Each), "CA" (Can), etc.). 
	In the Line section, there are multiple tabs which contain information: Details, Ship To/Due Date, Status, Supplier Information, Item Information, Attributes, Contract, Sourcing Controls, and WebIMS (for WebIMS-related Requisitions). 
	The Item Information tab allows entry of specific Supplier Item information (e.g., Grainger Catalog, Version 13, pg. 6, Item # XXXXXX).  For VDC (Virginia Distribution Center) Items, enter the VDC stock Item Number in the Manufacturer's Item ID field.  To specify a District/CO and District/Division location, use the Manufacturer's Item ID field. 
	To add Line Comments or Attachments, click the Line Comments icon for the Line. For instructions, see the Adding Comments and Attachments to a Requisition Line section in this Job Aid. 

Step	Action
10.	Click the Schedule icon on each Line to enter the due date and verify where and to whom the Items should be delivered. 

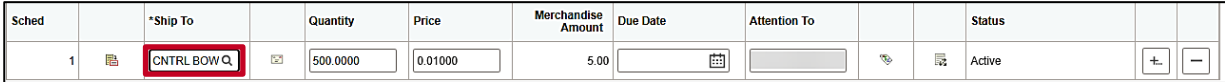
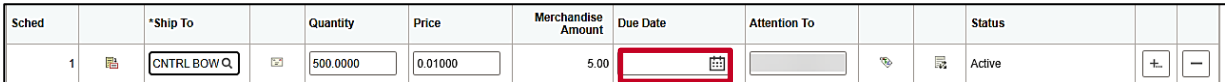
The **Maintain Requisitions Schedule** page displays.




Never click the **Add a New Row** icon to add a Schedule.



There should only be one Schedule per Requisition Line because the interface with eVA does not permit such an action and will cause the subsequent Purchase Order to error out. Create another Requisition Line for each separate Schedule required.

11.	Verify the defaulted delivery location in the Ship To field. Update as needed. 
12.	Click the Due Date Calendar icon and select the desired delivery date. 

Step	Action																								
13.	The Attention To field defaults to the user creating the Requisition. Update as needed. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th>Sched</th> <th>*Ship To</th> <th>Quantity</th> <th>Price</th> <th>Merchandise Amount</th> <th>Due Date</th> <th>Attention To</th> <th>Status</th> </tr> <tr> <td style="text-align: center;">1</td> <td>CNTRL BOW</td> <td style="text-align: right;">500.0000</td> <td style="text-align: right;">0.01000</td> <td style="text-align: right;">5.00</td> <td></td> <td></td> <td style="text-align: center;">Active</td> </tr> </table>	Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	1	CNTRL BOW	500.0000	0.01000	5.00			Active								
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1	CNTRL BOW	500.0000	0.01000	5.00			Active																		
14.	Click the Distribution icon to enter the accounting distribution for the Line. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th>Sched</th> <th>*Ship To</th> <th>Quantity</th> <th>Price</th> <th>Merchandise Amount</th> <th>Due Date</th> <th>Attention To</th> <th>Status</th> </tr> <tr> <td style="text-align: center;">1</td> <td>CNTRL BOW</td> <td style="text-align: right;">500.0000</td> <td style="text-align: right;">0.01000</td> <td style="text-align: right;">5.00</td> <td></td> <td></td> <td style="text-align: center;">Active</td> </tr> </table>	Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	1	CNTRL BOW	500.0000	0.01000	5.00			Active								
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1	CNTRL BOW	500.0000	0.01000	5.00			Active																		
The Maintain Requisitions Distribution page displays with the Chartfields tab displayed by default. Maintain Requisitions Distribution Requisition ID: NEXT Item: 7702603018 COATINGS, ROOF ASPHALT - 5 GAL Line: 1 Status: Active Schedule: 1 Ship To: CNTRL BOWD Bus Opport: Quantity: 500.0000 CA *Distribute By: Quantity Open Quantity: 500 Merchandise Amt: 5.00 USD SpeedChart: Multi-SpeedCharts Distributions Chartfields Details Asset Information ID <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Distrib</th> <th>Status</th> <th>Percent</th> <th>Quantity</th> <th>Merchandise Amount</th> <th>GL Unit</th> <th>Entry Event</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Open</td> <td style="text-align: center;">100</td> <td style="text-align: right;">500</td> <td style="text-align: right;">5.00</td> <td style="text-align: center;">50100</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">10012</td> <td></td> </tr> </tbody> </table> OK Cancel Refresh		Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	1	Open	100	500	5.00	50100					10012	
Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center														
1	Open	100	500	5.00	50100					10012															
15.	Enter the applicable ChartField values in the corresponding fields. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th>Distrib</th> <th>Status</th> <th>Percent</th> <th>Quantity</th> <th>Merchandise Amount</th> <th>GL Unit</th> <th>Entry Event</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Open</td> <td style="text-align: center;">100</td> <td style="text-align: right;">500</td> <td style="text-align: right;">5.00</td> <td style="text-align: center;">50100</td> <td></td> <td style="text-align: center;">5013510</td> <td></td> <td></td> <td style="text-align: center;">10012</td> </tr> </table>	Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	1	Open	100	500	5.00	50100		5013510			10012		
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1	Open	100	500	5.00	50100		5013510			10012															
	A Schedule may have one or more ChartField distributions. The ChartField values identify the accounting distribution. Valid Account, Department, Cost Center, and Project values are required. A ChartField value can be manually entered, or the Multi-SpeedCharts link can be used to select a SpeedChart value to automatically populate some of the ChartField values.																								
16.	Scroll right and click the Add a New Row icon at the end of the accounting Distribution Line to insert additional accounting distributions as needed. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th>Subcategory</th> <th>Affiliate</th> <th>Fund Affiliate</th> <th></th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td style="text-align: center;"> + - </td> </tr> </table>	Subcategory	Affiliate	Fund Affiliate					+ -																
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			+ -																						



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Step	Action
17.	Click the OK button. 

The **Maintain Requisitions Schedule** page redisplay.

Maintain Requisitions
Schedule

Business Unit 50100 Requisition Date 05/25/2026
Requisition ID NEXT Status Open
[Return to Main Page](#)

Line 1 Item 7702603018 COATINGS, ROOF ASPHALT - 5 GAL Quantity 500.0000 Can Merchandise Amt 5.00 USD

Schedule

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	CNTRL BOWQ	500.0000	0.01000	5.00		Davis,Doretha WII	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

18.	Click the Return to Main Page link. 
-----	--

The **Maintain Requisitions Requisition** page redisplay.

Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type Regular Status Open ☒
Requisition ID NEXT
Requisition Name Copy From ☐ Hold From Further Processing

Header

*Requester Requester Info
*Requisition Date 05/25/2026
Origin ONL Online Input
*Currency Code USD
Amount Summary
Total Amount 5.00 USD

Add Items From
Purchasing Kit Item Search Catalog Requirer Items

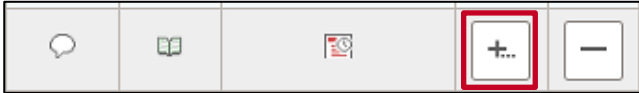
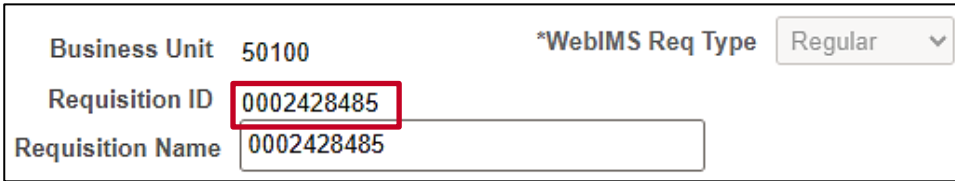
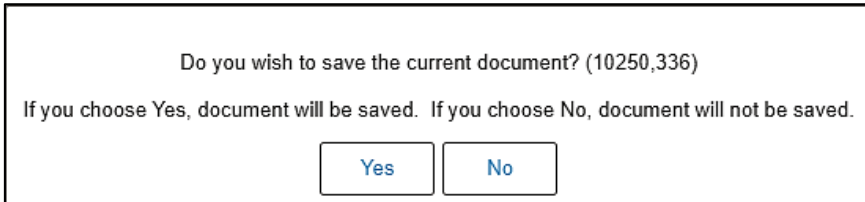
Line

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	Open

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

Save Notify Refresh

Step	Action
	Click the Add a New Row icon to the right of an existing Line to add a new Line and then repeat Steps 4 - 17.  Requisition Lines can also be set for Amount Only. For instructions on Amount Only Lines, see the Creating an Amount Only Requisition Line section in this Job Aid.
19.	Click the Save button. 
20.	The page refreshes and the Requisition ID Number is systematically assigned. 
21.	Once all of the Lines have been entered, click the Submit for Approval icon to send the Requisition to the supervisor for approval. 
A Message displays in a pop-up window. 	
22.	Click the Yes button to save the Requisition. 

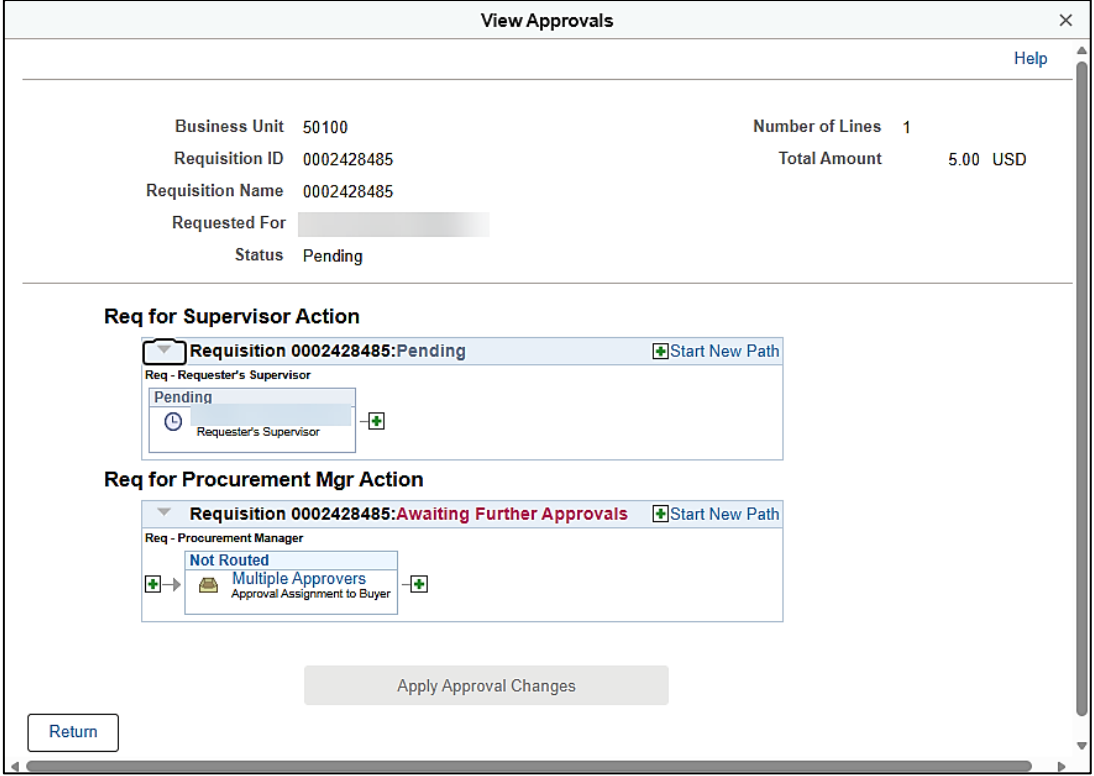


Step	Action
	The Maintain Requisitions Requisition page redisplay. The Status field is updated to "Pending" and the Submit for Approval icon disappears. Status Pending ×
23.	Click the View Approvals link. Save Return to Search Notify View Approvals Refresh
	A message displays in a pop-up window. Do you wish to save the current document? (10250,345) 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. Yes No
24.	Click the Yes button to save the Requisition and view the approval monitor. Yes No



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Step	Action
	The View Approvals page displays in a pop-up window with the default approval workflow. 
25.	Review the approvals information as needed and then click the Return button. 



Procurement Job Aid

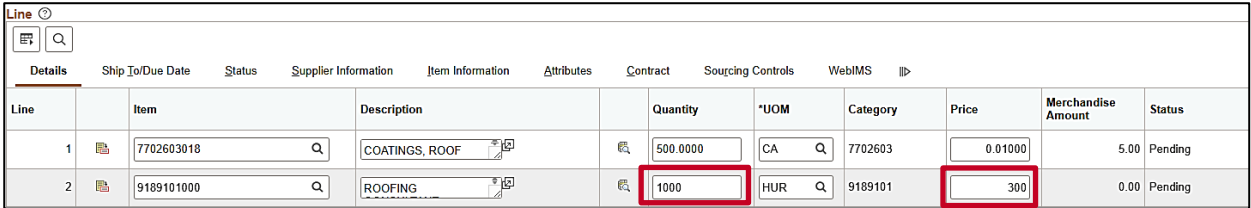
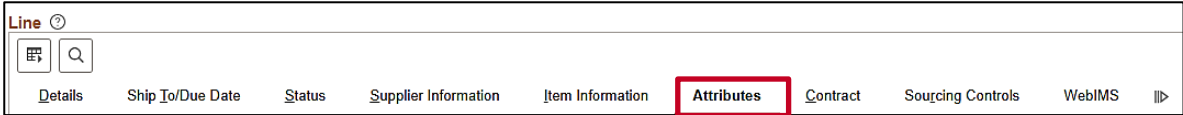
PR342 Creating Regular Requisitions (VDOT Only)

Creating an Amount Only Requisition Line

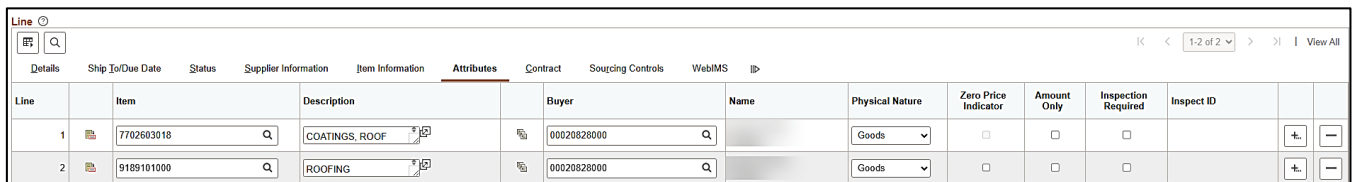
A requested Item may need to be invoiced as a single amount of money or as different amounts of money over time. In this case, use the **Amount Only** checkbox option. Requesting and ordering with the **Amount Only** checkbox option selected allows the Line to be received only by invoiced amount (dollars) instead of by quantity.

When using the **Amount Only** checkbox option:

- The **Quantity** is set to “1” for an amount only Line and Quantity becomes unavailable for entry. The line is repriced accordingly.
- The **Price** field on the Line is available for entry.
- The price entered becomes the schedule price and amount.
- The **Distribute By** field, located on the **Distribution** page, is set to “Amount” and cannot be modified.

1.	Create a new Requisition and add an Item by following Steps 1 - 7 of the Creating a Regular Requisition section in this Job Aid.
2.	Ensure that values are entered in the Quantity and Price fields. 
3.	Click the Attributes tab. 

The **Attributes** tab displays.





Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

4. Select the **Amount Only** checkbox option on the applicable line.

Zero Price Indicator	Amount Only	Inspection Required	Inspect ID		
☐	☐	☐		+...	-
☐	☒	☐		+...	-

5. Click the **Details** tab.

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes
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A message displays in a pop-up window explaining that the **Quantity** field will be set to "1" and the system will reprice.

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)
The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes

No

6. Click the **Yes** button to close the message.

Yes

No

The **Details** tab redisplay.

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	▶▶
Line	Item	Description	Quantity	*UOM	Category	Price			
1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000			
2	9189101000	ROOFING	1.0000	HUR	9189101	437.00000			

7. Enter the total amount in the **Price** field.

Quantity	*UOM	Category	Price
500.0000	CA	7702603	0.01000
1.0000	HUR	9189101	25,000

8. Click the **Schedule** icon.

			+...	-
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Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

The **Maintain Requisitions Schedule** page displays.

Maintain Requisitions
Schedule

Business Unit 50100 Requisition Date 05/25/2026
Requisition ID 0002428485 Status Pending
[Return to Main Page](#)

Line 2 Item 9189101000 ROOFING CONSULTANT ROOFING CON Quantity 1.0000 Hour Merchandise Amt 25,000.00 USD

Schedule

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	CNTRL BOW Q	1.0000	25,000.00000	25,000.00			Active

Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display

9. Complete the **Maintain Requisitions Schedule** page by following Steps 9 - 12 in the [Creating a Regular Requisition](#) section in this Job Aid.

10. Click the **Distribution** icon.

  Active

The **Maintain Requisitions Distribution** page displays.

Distribution Details

Maintain Requisitions
Distribution

Requisition ID 0002428485 Item 9189101000 ROOFING CONSULTANT ROOFING CON
Line 2 Status Active
Schedule 1
Ship To CNTRL BOWD Bus Opport Quantity 1.0000 HUR
*Distribute By Amount Open Amount 25,000.000
Merchandise Amt 25,000.00 USD
SpeedChart Multi-SpeedCharts

Distributions

Chartfields Details Asset Information ID

Distrib	Status	Percent	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	Open	100	25,000.00	50100		5012090			10012			

OK Cancel Refresh



Note that the **Distribute By** field is set to "Amount" and cannot be modified.

*Distribute By Amount



11.

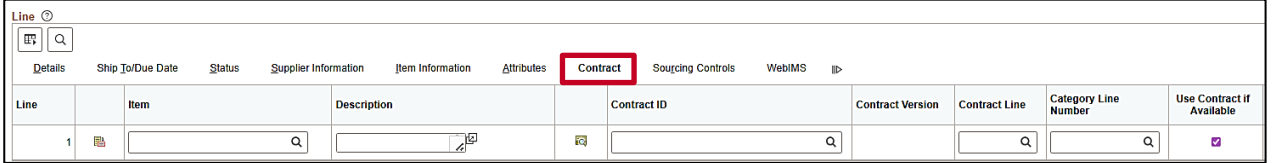
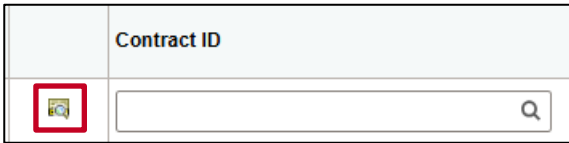
Set the **Merchandise Amount** field to the total price as needed.

Distrib	Status	Percent	Merchandise Amount
1	Open	100	25,000.00



Complete the process for creating a Regular Requisition by following Steps 14 - 24 in the [Creating a Regular Requisition](#) section of this Job Aid.

Creating a Requisition from a Contract

Step	Action
1.	Create a new Requisition by following Steps 1 - 3 of the Creating a Regular Requisition section of this Job Aid.
2.	Click the Contract tab in the Line section.  The screenshot shows the 'Line' section of the system. At the top, there is a tab bar with several options: Details, Ship To/Due Date, Status, Supplier Information, Item Information, Attributes, Contract (highlighted with a red box), Sourcing Controls, WebIMS, and ID. Below the tabs is a table with columns: Line, Item, Description, Contract ID, Contract Version, Contract Line, Category Line Number, and Use Contract If Available. The 'Contract' tab is the focus of this step.
3.	Click the Contract Search icon.  The screenshot shows a small icon in the bottom left corner of the interface, which is the 'Contract Search' icon. It is highlighted with a red box.

The **Contract Search** page displays.

Contract Search

Search Criteria

SetID STATE
Contract ID
Contract Style
Contract Process Option
Administrator/Buyer
Description
Master Contract ID
Contract Reference Type
Corporate Contract
Requisition Date 05/27/2026

Supplier SetID STATE
Supplier ID
Item SetID STATE
Item ID
Item Description
Category
Manufacturer ID
Manufacturer's Item ID
Supplier Item ID
UPN ID

> Contract Details



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Step

Action

4.

Enter the applicable Item ID in the **Item ID** field or the desired Supplier in the **Supplier ID** field.

Supplier SetID

STATE

Supplier ID

Item SetID

STATE

Item ID

5.

Click the **Search** button to initiate the search for Contracts related to the selected Item or Supplier.

Search

Clear

All of the Contracts with Lines for the selected Item or Supplier display in the **Contract Details** section.

Contract Details

<

<

1-10 of 44

>

>

Item Detail

Contract Reference

Contract Detail

Item Information

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price		
☐	0000000000000000000000053003	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	529.00000	Y		
☐	0000000000000000000000052124	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	1995.00000	Y		
☐	0000000000000000000000052124	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	1995.00000	Y		

6.

Click the **Contract Reference** tab to view the Lines for each Contract as needed.

Contract Details

Item Detail

Contract Reference

Contract Detail

Item Information



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Step	Action																											
7.	Click the Select checkbox option to the left of the applicable Line to use it on the Requisition. Only one Line can be selected for copying. Contract Details Item Detail Contract Reference Contract Detail Item Information ⌵ <table><tr><th>Select</th><th>Contract ID</th><th>Contract Version</th><th>Contract Reference Type</th><th>Category</th><th>Item ID</th><th>Item Description</th><th>Contract Base Price</th><th>Use Contract Base Price</th></tr><tr><td>☒</td><td>000000000000000000053003</td><td>1</td><td>Line Item</td><td>9687201</td><td>9687201397</td><td>SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER</td><td>529.00000</td><td>Y</td></tr><tr><td>☐</td><td>000000000000000000052124</td><td>1</td><td>Line Item</td><td>9687201</td><td>9687201397</td><td>SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER</td><td>1995.00000</td><td>Y</td></tr></table>	Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price	☒	000000000000000000053003	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	529.00000	Y	☐	000000000000000000052124	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	1995.00000	Y
Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price																				
☒	000000000000000000053003	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	529.00000	Y																				
☐	000000000000000000052124	1	Line Item	9687201	9687201397	SNOW AND ICE REMOVAL SERVICES MULTI-AXLE (2 OR MORE REAR AXLE) W/CONTRACTOR PLOW&SPREADER	1995.00000	Y																				
8.	Click the OK button at the bottom of the page. OK Cancel Refresh																											
i	A message may display in a pop-up window explaining that there is a newly found best Contract. Click the Yes button to change Contracts or click the No button to continue with the selected Contract. Newly found best contract is different from existing contract. Do you want to change to new one? (10150,251) Yes No																											
The Item details from the selected Contract Line populate a new Requisition Line in the Line section. Line Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ⌵ <table><tr><th>Line</th><th>Item</th><th>Description</th><th>Contract ID</th><th>Contract Version</th><th>Contract Line</th><th>Category Line Number</th><th>Use Contract if Available</th></tr><tr><td>1</td><td>9687201397</td><td>SNOW AND ICE</td><td>000000000000000000053003</td><td>1</td><td>1</td><td></td><td>☒</td></tr></table>		Line	Item	Description	Contract ID	Contract Version	Contract Line	Category Line Number	Use Contract if Available	1	9687201397	SNOW AND ICE	000000000000000000053003	1	1		☒											
Line	Item	Description	Contract ID	Contract Version	Contract Line	Category Line Number	Use Contract if Available																					
1	9687201397	SNOW AND ICE	000000000000000000053003	1	1		☒																					
9.	Verify for accuracy and complete the Requisition by following Steps 8 - 24 of the Creating a Regular Requisition section of this Job Aid.																											



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Copying a Requisition

Step	Action
1.	Create a new Requisition by following steps 1 - 3 of the Creating a Regular Requisition section of this Job Aid.
2.	Click the Copy From link. Business Unit50100 *WebIMS Req TypeRegular Requisition IDNEXT Requisition Name Copy From
The Maintain Requisitions Copy Requisition page displays. Maintain Requisitions Copy Requisition Header Business Unit50100 Requisition ID Requisition Name Req Status Requester Requester Name Requisition Date Supplier SetIDSTATE Supplier ID Item SetIDSTATE Item Description Department Supplier Lookup Supplier Details Origin To Supplier Name Item ID 254 characters remaining Direct Ship☐ Search	
3.	Enter the Requisition ID Number of the Requisition to copy in the Requisition ID field. Requisition ID
4.	Click the Search button. Search



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Step	Action																																	
5.	Click the Select checkbox option to select the Requisition to be copied. Requisition 1-1 of 1 > > View All <table><tr><th>Sel</th><th>Req ID</th><th>Requisition Name</th><th>Status</th><th>Origin</th><th>Requester</th></tr><tr><td>☒</td><td>0002428485</td><td>0002428485</td><td>Pending Approval</td><td>ONL</td><td>00020828000</td></tr></table>	Sel	Req ID	Requisition Name	Status	Origin	Requester	☒	0002428485	0002428485	Pending Approval	ONL	00020828000																					
Sel	Req ID	Requisition Name	Status	Origin	Requester																													
☒	0002428485	0002428485	Pending Approval	ONL	00020828000																													
6.	Click the OK button. OK Cancel Refresh																																	
The Maintain Requisitions Requisition page displays with all of the copied information and Line(s). Maintain Requisitions Requisition Business Unit50100 *WebBMS Req TypeRegular StatusOpen Requisition IDNEXT Requisition NameCopy From ☐ Hold From Further Processing Header *Requester *Requisition Date05/25/2026 OriginONL *Currency CodeUSD Requester Info Online Input Amount Summary Requisition Defaults Requisition Activities Dollar Add Comments Total Amount25,005.00 USD Add Items From Purchasing Kit Item Search Catalog Requisitioner Items Line Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebBMS JB <table><tr><th>Line</th><th>Item</th><th>Description</th><th>Quantity</th><th>*UOM</th><th>Category</th><th>Price</th><th>Merchandise Amount</th><th>Status</th><th></th><th></th></tr><tr><td>1</td><td>7702603018</td><td>COATINGS, ROOF</td><td>500.0000</td><td>CA</td><td>7702603</td><td>0.01000</td><td>5.00</td><td>Open</td><td></td><td></td></tr><tr><td>2</td><td>9189101000</td><td>ROOFING</td><td>1.0000</td><td>HUR</td><td>9189101</td><td>25,000.00000</td><td>25,000.00</td><td>Open</td><td></td><td></td></tr></table>		Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000	5.00	Open			2	9189101000	ROOFING	1.0000	HUR	9189101	25,000.00000	25,000.00	Open		
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status																										
1	7702603018	COATINGS, ROOF	500.0000	CA	7702603	0.01000	5.00	Open																										
2	9189101000	ROOFING	1.0000	HUR	9189101	25,000.00000	25,000.00	Open																										
7.	Verify for accuracy and complete the Requisition following Steps 8 - 24 of the Creating a Regular Requisition section of this Job Aid.																																	



Procurement Job Aid

PR342 Creating Regular Requisitions (VDOT Only)

Adding Comments and Attachments to a Requisition Header

Header comments and attachments apply to the Requisition as a whole. This section starts on the **Maintain Requisitions Requisition** page in the **Header** section.

1. Click the **Add Comments** link.

[Requisition Defaults](#)
[Requisition Activities](#)

[Add Comments](#)

The **Header Comments** page displays in a pop-up window.

2. Click the **Send to Supplier** checkbox option to include the comments and attachments on associated Purchase Orders or Strategic Sourcing Events.

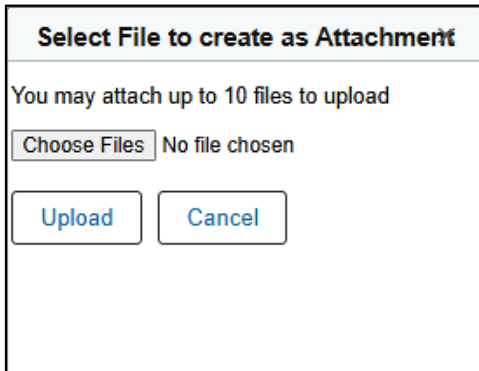
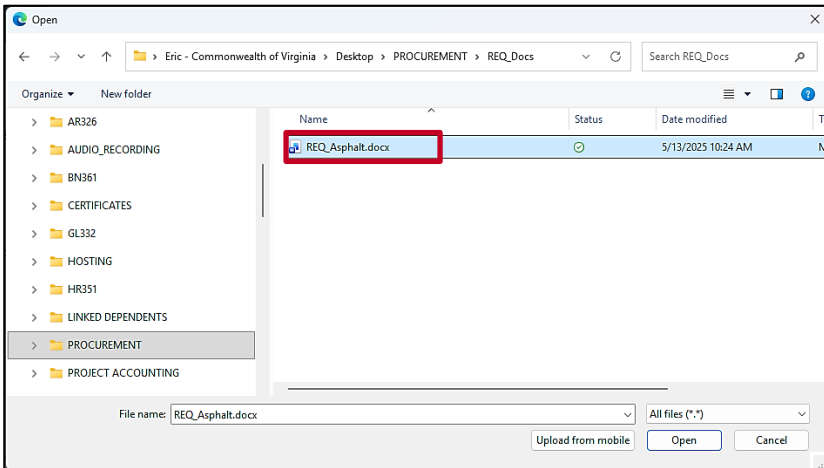
☒ **Send to Supplier**

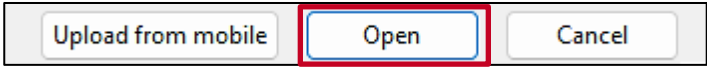
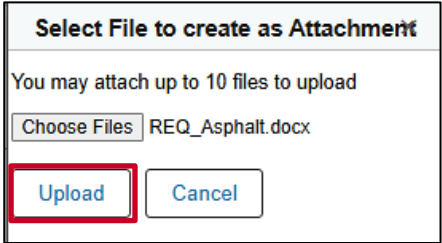
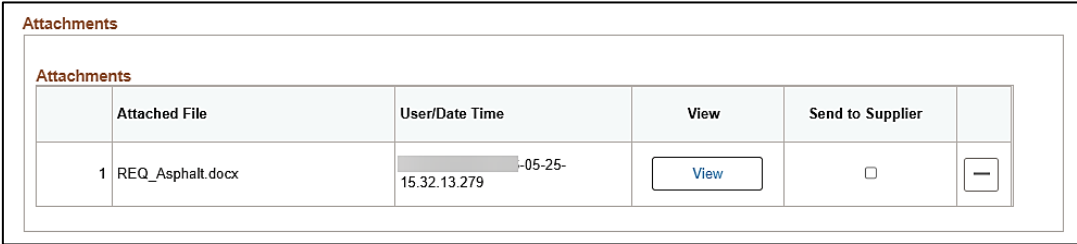
☐ Show at Receipt

☐ Show at Voucher

☐ Approval Justification

3. Enter the applicable comments in the **Comments** field.

	The Use Standard Comments and Use Item Specifications links are available to add standard text as needed. 
4.	Click the Add Attachments button to add attachments such as specification documents or images. 
The Select File to create as Attachment page displays in a pop-up window. 	
5.	Click the Choose Files button.  No file chosen
6.	Navigate to the applicable location and select the desired file to attach. 

7.	Click the Open button. 
	For a list of the file extensions that are allowed as attachments in Cardinal, see the Appendix section at the end of this Job Aid.
8.	Click the Upload button. 
The Attachments section refreshes and displays the name of the attachment. 	
9.	Click the OK button to save the changes and close the Header Comments page. 

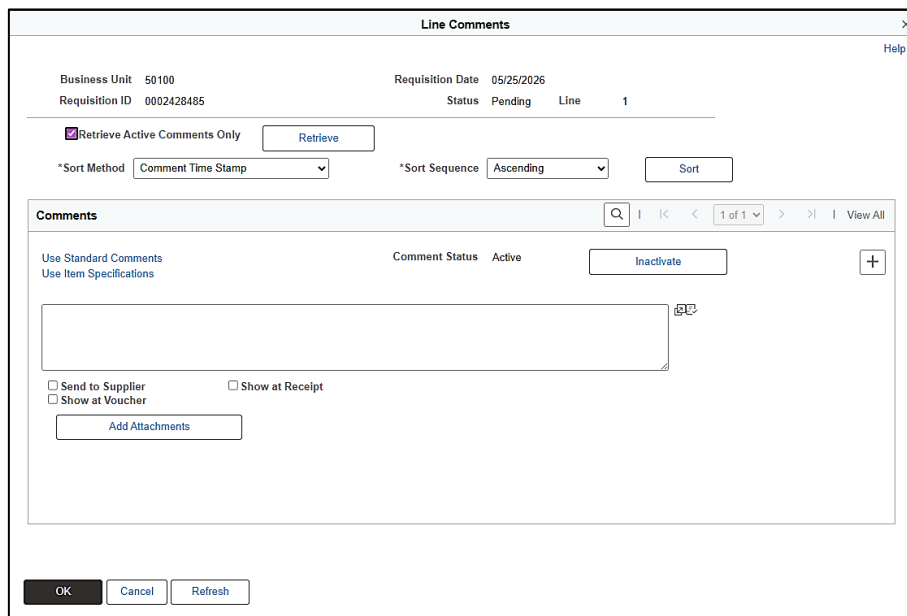
Adding Comments and Attachments to a Requisition Line

Line comments and attachments apply to an individual Line. This section starts on the **Maintain Requisitions Requisition** page in the **Line** section.

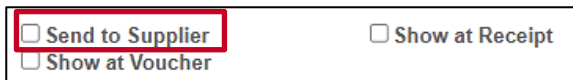
- Click the **Line Comments** icon on a Line to enter comments or add attachments if needed.



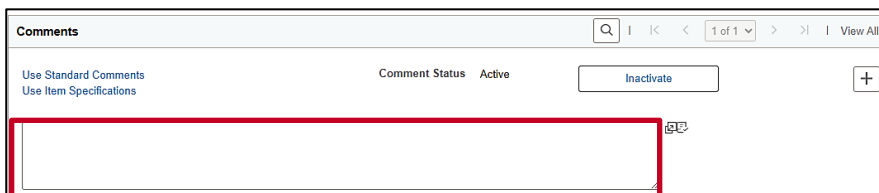
The **Line Comments** page displays.

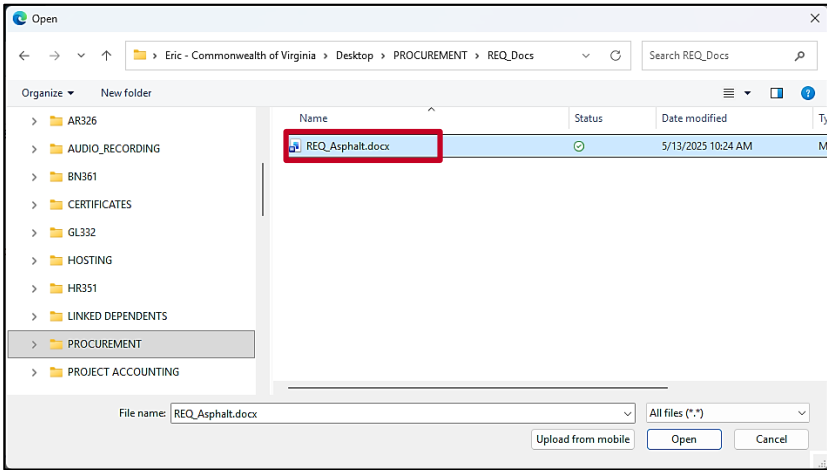


- Click the **Send to Supplier** checkbox option to include the comments and attachments on associated Purchase Orders or Strategic Sourcing Events.

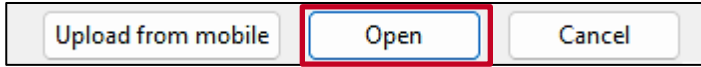


- Enter the applicable comments in the **Comments** field.



	The Use Standard Comments and Use Item Specifications links are available to add standard text as needed. Use Standard Comments Use Item Specifications
4.	Click the Add Attachments button to add attachments such as specification documents or images. Add Attachments
The Select File to create as Attachment page displays in a pop-up window. Select File to create as Attachment You may attach up to 10 files to upload Choose Files No file chosen Upload Cancel	
5.	Click the Choose Files button. Choose Files No file chosen
6.	Navigate to the applicable location and select the desired file to attach. 

7. Click the **Open** button.

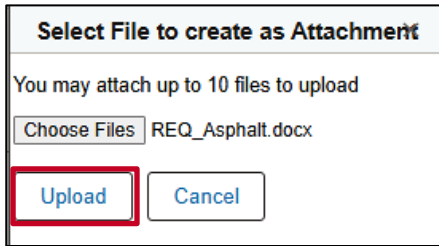


Upload from mobile **Open** Cancel



For a list of the file extensions that are allowed as attachments in Cardinal, see the [Appendix](#) section at the end of this Job Aid.

8. Click the **Upload** button.



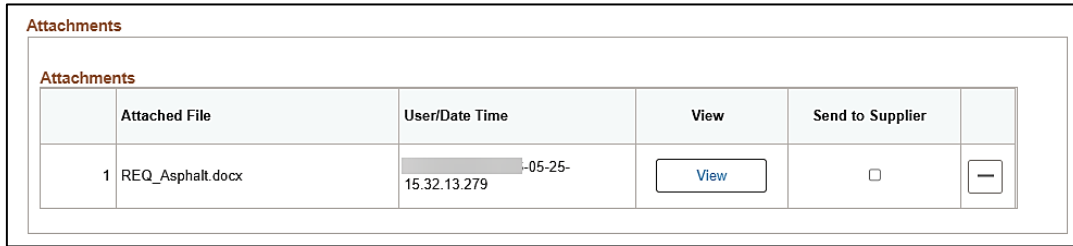
Select File to create as Attachment

You may attach up to 10 files to upload

Choose Files REQ_Aspphalt.docx

Upload Cancel

The **Attachments** section refreshes and displays the name of the attachment.



Attachments

	Attached File	User/Date Time	View	Send to Supplier	
1	REQ_Aspphalt.docx	15.32.13.279 -05-25-	View	☐	-

9. Click the **OK** button to save the changes and close the **Line Comments** page.



OK Cancel Refresh



Appendix: Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain Agency documentation and should not be considered the official retention source for the Agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the Agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML