



Maintaining Requisitions Overview

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

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

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

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

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

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

Table of Contents

Revision History	2
Updating a Requisition	3
Canceling a Requisition	8
Reviewing Status and Approvals	10
Reviewing Requisition Information	15



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/6/2026	Baseline.

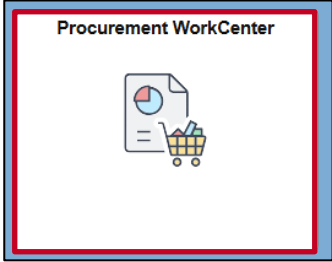
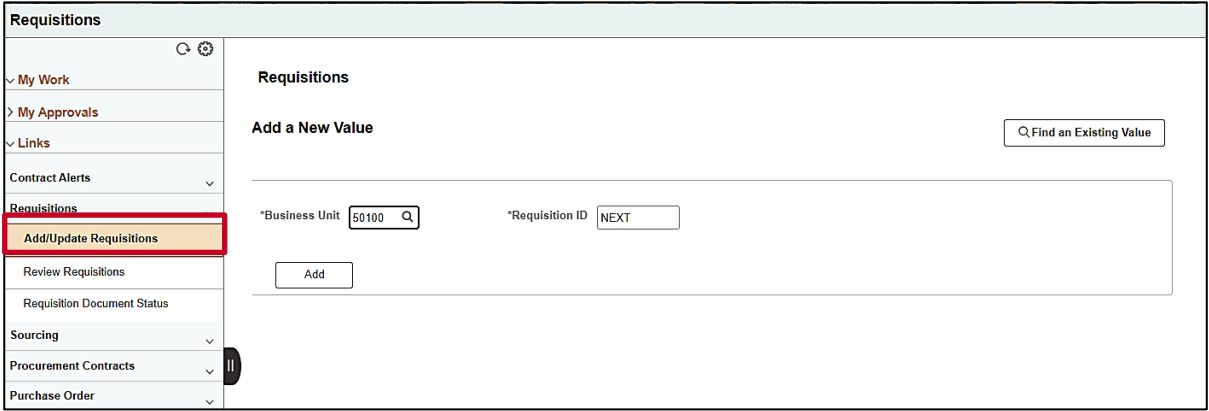


Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Updating a Requisition

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

Step	Action
1.	Navigate to the 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.
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



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
------	--------

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

Requisitions [New Window](#) | [Help](#)

Add a New Value [Find an Existing Value](#)

*Business Unit *Requisition ID

3. Click the **Find an Existing Value** button.



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

Requisitions

Find an Existing Value [Add a New Value](#)

▼ **Search Criteria**
Use the following search to look for an existing Requisition.

[Recent Searches](#) Choose from recent searches [Saved Searches](#) Choose from saved searches

*Business Unit Requisition ID

Requisition Name Requisition Status

Origin Requester

Requester Name Hold From Further Processing ☐

^ Show fewer options

☐ Case Sensitive



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action																																																						
4.	Enter search criteria for an existing Requisition. Requisition ID begins with ▾ 00024284 Requisition Status = ▾ Pending Approval ▾																																																						
5.	Click the Search button. Search Clear																																																						
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.																																																						
6.	Click the desired Drill in (>) link in the Search Results section. ▼ Search Results 10 results - Business Unit "50100" Requisition ID "00024284" +1 more <table><tr><td colspan="8"></td><td>< < 1-10 of 10 > > View All</td></tr><tr><th>Business Unit</th><th>Requisition ID</th><th>Requisition Name</th><th>Requisition Status</th><th>Origin</th><th>Requester</th><th>Requester Name</th><th>Hold From Further Processing</th><th></th></tr><tr><td>50100</td><td>0002428489</td><td>Purchase Bridge Timbers 26-1</td><td>Pending</td><td>ONL</td><td></td><td></td><td>N</td><td>></td></tr><tr><td>50100</td><td>0002428488</td><td>Purchase Bridge Timbers 26</td><td>Pending</td><td>ONL</td><td></td><td></td><td>N</td><td>></td></tr><tr><td>50100</td><td>0002428487</td><td>Job Aid Testing</td><td>Pending</td><td>ONL</td><td></td><td></td><td>N</td><td>></td></tr><tr><td>50100</td><td>0002428485</td><td>0002428485</td><td>Pending</td><td>ONL</td><td></td><td></td><td>N</td><td>></td></tr></table>									< < 1-10 of 10 > > View All	Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing		50100	0002428489	Purchase Bridge Timbers 26-1	Pending	ONL			N	>	50100	0002428488	Purchase Bridge Timbers 26	Pending	ONL			N	>	50100	0002428487	Job Aid Testing	Pending	ONL			N	>	50100	0002428485	0002428485	Pending	ONL			N	>
								< < 1-10 of 10 > > View All																																															
Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing																																																
50100	0002428489	Purchase Bridge Timbers 26-1	Pending	ONL			N	>																																															
50100	0002428488	Purchase Bridge Timbers 26	Pending	ONL			N	>																																															
50100	0002428487	Job Aid Testing	Pending	ONL			N	>																																															
50100	0002428485	0002428485	Pending	ONL			N	>																																															



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
------	--------

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

Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type Regular Status Pending X

Requisition ID 0002426486
Requisition Name Purchase Bridge Timbers 26 ☐ Hold From Further Processing

Header

*Requester

*Requisition Date 06/02/2026 Requester Info

Origin ONL Online Input

*Currency Code USD

Amount Summary

Dollar Edit Comments Total Amount 244.25 USD

Requisition Defaults
Requisition Activities
Document Status

Add Items From

Purchasing Kit Item Search Catalog Requester Items

Select Lines To Display

Search for Lines

Line To

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ID

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	5401070000 Q	TIMBERS, BRIDGE, Q	1.0000	EA Q	5401070	244.25000	244.25	Pending	Q	Q	Q	Q

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



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

7. Click the **Sourcing Controls** tab.

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract **Sourcing Controls** WebIMS ID

8. Review each Line's **Source Status**:

- “Available”: the Line has not been sourced and can be updated
- “Sourcing in Process”: sourcing has begun but the Purchase Order or Sourcing Event is not complete, and the Line cannot be updated
- “Sourcing Complete”: the Purchase Order or Sourcing Event is complete and the Line cannot be updated

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	ID
Line	Item	Description	Source Status	*Source Date	Calculate Price	Override Suggested Supplier			
1	5401070000 Q	TIMBERS, BRIDGE, Q	Available	06/02/2026 Calendar	☒	☒			



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action																										
	The Source Date is the date the Line was either sourced or last updated and saved. <table><tr><th>Details</th><th>Ship To/Due Date</th><th>Status</th><th>Supplier Information</th><th>Item Information</th><th>Attributes</th><th>Contract</th><th>Sourcing Controls</th><th>WebIMS</th><th>⌵</th></tr><tr><th>Line</th><th></th><th>Item</th><th>Description</th><th>Source Status</th><th>*Source Date</th><th>Calculate Price</th><th>Override Suggested Supplier</th></tr><tr><td>1</td><td></td><td>5401070000 </td><td>TIMBERS, BRIDGE, </td><td>Available</td><td>06/02/2026 </td><td></td><td></td></tr></table>	Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	⌵	Line		Item	Description	Source Status	*Source Date	Calculate Price	Override Suggested Supplier	1		5401070000 	TIMBERS, BRIDGE, 	Available	06/02/2026 		
Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	⌵																		
Line		Item	Description	Source Status	*Source Date	Calculate Price	Override Suggested Supplier																				
1		5401070000 	TIMBERS, BRIDGE, 	Available	06/02/2026 																						
9.	Make updates to the Requisition as appropriate. These may include: • Modifying quantities • Modifying Shipping information • Adding new Line Items • Removing Line Items • Updating Schedule information • Updating Distribution information • Adding comments or attaching documents For more information on each of these topics, see the Job Aid titled PR342 Creating Regular Requisitions (VDOT Only) located on the Cardinal website in Job Aids under Learning.																										
10.	Click the Save button. <table><tr><td>Save</td><td>Return to Search</td><td>Previous in List</td><td>Next in List</td><td>Notify</td><td>Refresh</td></tr></table>	Save	Return to Search	Previous in List	Next in List	Notify	Refresh																				
Save	Return to Search	Previous in List	Next in List	Notify	Refresh																						
	It is possible to make changes even if the Requisition has been approved. However, increasing the price or quantity may trigger the Requisition approval workflow.																										



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Canceling a Requisition

Step	Action
1.	Open the Requisition to be canceled by following Steps 1-6 in the Updating a Requisition section in this job aid.

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

Maintain Requisitions
Requisition

Business Unit: 50100 *WebMS Req Type: Regular Status: Pending ✖

Requisition ID: 0002428488
Requisition Name: Purchase Bridge Timbers 26 ☐ Hold From Further Processing

Header

*Requester: *Requisition Date: 06/02/2026 Requester Info

Origin: ONL Online Input

*Currency Code: USD

Amount Summary

Total Amount: 244.25 USD

Add Items From: Purchasing Kit Catalog Requester Items

Select Lines To Display

Search for Lines

Line: To: Retrieve

Line

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebMS	⋮
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status	
1	5401070000	TIMBERS, BRIDGE,	1.0000	EA	5401070	244.25000	244.25	Pending	

View Approvals

*Go to ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



A Requisition can be edited or canceled as long as it has not already been sourced to a Purchase Order or a Sourcing Event.

Click the **Sourcing Controls** tab to see the **Source Status**.

Details		Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	⋮
Line		Item	Description			Source Status	*Source Date	Calculate Price	Override Suggested Supplier	
1		5401070000 	TIMBERS, BRIDGE, 			Available	06/02/2026 	☒	☒	

2.	Click the Cancel (X) icon.
----	-----------------------------------

Status Pending

✖



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
	A Message window displays with the following text: “Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)” When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition. If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.” Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7) When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition. If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status. Yes No
3.	Click the Yes button. Yes No
	The Successful Cancellation notification page displays. Successful Cancellation The requisition cancellation was successful. Ok Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display
4.	Click the OK button. The requisition cancellation was successful. Ok
	Canceled Requisitions cannot be opened on the Maintain Requisition page. However, they can be viewed by navigating to the Requisition Inquiry page, using the following path: Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Reviewing Status and Approvals

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

Step	Action
1.	Open the Requisition to be reviewed by following Steps 1-6 in the Updating a Requisition section in this job aid.

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

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Restock Status Approved X

Requisition ID 0002416159

Requisition Name 0002416159 ☐ Hold From Further Processing

▼ Header ⓘ

*Requester

*Requisition Date 06/02/2025

Origin ONL Online Input

Currency Code USD Dollar

Requisition Defaults Requisition Activities Document Status

Add Items From ⓘ

Purchasing Kit Item Search Catalog Requester Items

Amount Summary ⓘ

Total Amount 671,607.00 USD

Select Lines To Display ⓘ

Search for Lines

Line To

Line ⓘ

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ID

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	7503532575	STONE, 8 P GRADE B	3,000.0000	LTN	7503532	28.25000	84,750.00	Approved	Q	Q	Q	Q	Q
2	7503548440	STONE, NO. 9	3,000.0000	LTN	7503548	28.83000	86,490.00	Approved	Q	Q	Q	Q	Q
3	7503532085	STONE NO. 21A, STONE	1,000.0000	LTN	7503532	21.95000	21,950.00	Approved	Q	Q	Q	Q	Q
4	7503548480	STONE, CRUSHED GRADE 25	500.0000	LTN	7503548	21.95000	10,975.00	Approved	Q	Q	Q	Q	Q

2. Click the **Document Status** link.

Requisition Defaults Edit Comments

Requisition Activities

Document Status



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step

Action

The **Document Status Requisition** page displays in a new browser tab.

Document Status Requisition

Business Unit50100

Document Date06/02/2025

CurrencyUSD

Requester

Req ID0002416159

StatusApproved

Document TypeRequisition

Merchandise Amt671,607.00

Requisitions

Inventory

Sourcing Events

Procurement Contracts(1)

Purchase Orders(1)

Service Work Orders

Receipts(17)

Returns

Vouchers(3)

Payments(3)

Show All

Associated Document

Documents

Related Info

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions	STATE		Contract	000000000000000000052702	Approved	04/23/2025	0000058791		
Actions		50100	Purchase Order	0001304747	Dispatched	06/03/2025	0000058791	MAIN	
Actions		50100	Receipt	0002616287	Received	08/07/2025	0000058791	MAIN	

3.

Review the status of documents related to this Requisition.

Requisitions

Inventory

Sourcing Events

Procurement Contracts(1)

Purchase Orders(1)

Service Work Orders

Receipts(17)

Returns

Vouchers(3)

Payments(3)

4.

Review associated documents by clicking the links in the **DOC ID** column.

Document Type	DOC ID
Contract	000000000000000000052702
Purchase Order	0001304747
Receipt	0002616287
Receipt	0002616724
Receipt	0002626411



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
5.	Click the Add/Update Requisitions browser tab or close the Document Status Requisition browser tab to return to the Requisitions page. 

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

Maintain Requisitions
Requisition

Business Unit: 50100 *WebIMS Req Type: Restock Status: Approved ✗

Requisition ID: 0002416159
Requisition Name: 0002416159 ☐ Hold From Further Processing

Header

*Requester:

*Requisition Date: 06/02/2025

Origin: ONL

Currency Code: USD

Amount Summary

Total Amount: 671,607.00 USD

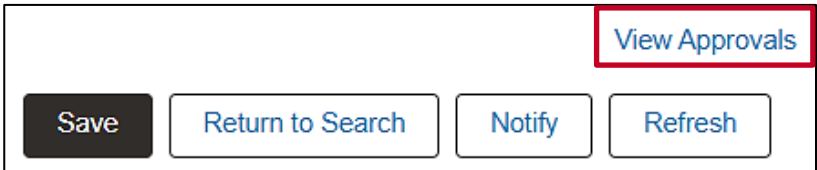
Add Items From

Select Lines To Display

Line: To:

Line

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status					
1	7503532575	STONE, 8 P GRADE B	3,000.0000	LTN	7503532	28.25000	84,750.00	Approved	Info	Edit	Delete	Up	Down
2	7503548440	STONE, NO. 9	3,000.0000	LTN	7503548	28.83000	86,490.00	Approved	Info	Edit	Delete	Up	Down
3	7503532085	STONE NO. 21A, STONE	1,000.0000	LTN	7503532	21.95000	21,950.00	Approved	Info	Edit	Delete	Up	Down
4	7503548480	STONE, CRUSHED GRADE 25	500.0000	LTN	7503548	21.95000	10,975.00	Approved	Info	Edit	Delete	Up	Down
5	7503548485	STONE, CRUSHED GRADE 26	15,000.0000	LTN	7503548	21.95000	329,250.00	Approved	Info	Edit	Delete	Up	Down
6	7503532205	STONE NO. 57, STONE	1,200.0000	LTN	7503532	28.96000	34,752.00	Approved	Info	Edit	Delete	Up	Down
7	7503532225	STONE NO. 68, STONE	500.0000	LTN	7503532	30.11000	15,055.00	Approved	Info	Edit	Delete	Up	Down
8	7503532250	STONE NO. 78, STONE	500.0000	LTN	7503532	30.15000	15,075.00	Approved	Info	Edit	Delete	Up	Down
9	7503551310	STONE RIP RAP CLASS A1	1,200.0000	LTN	7503551	37.00000	44,400.00	Approved	Info	Edit	Delete	Up	Down
10	7503565100	STONE, MISCELLANEOUS BALLAST	1,000.0000	LTN	7503565	28.91000	28,910.00	Approved	Info	Edit	Delete	Up	Down

6.	Click the View Approvals link. 
----	---



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
7.	Click the Yes button in the message pop-up window to save the Requisition and view the approval monitor. 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
The View Approvals pop-up window displays. View Approvals [X] [Help] Business Unit 50100 Number of Lines 1 Requisition ID 2410390 Total Amount [] USD Requisition Name [] Requested For [] Status Approved Req for Supervisor Action [] :Approved Req - Requester's Supervisor Approved ✓ Requester's Supervisor 08/21/25 - 10:12 AM Req for Procurement Mgr Action [] TC Walker Tree Clearing:Approved [View/Hide Comments] Req - Procurement Manager Approved ✓ Approval Assignment to Buyer 08/21/25 - 12:23 PM → Approved ✓ Inserted Approver 08/22/25 - 9:49 AM → Reviewer [] Reviewer Comments Apply Approval Changes Return	
8.	Review the current state of approvals.
9.	Click the Return button. Return



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step

Action

The Maintain Requisitions – Requisition page redispays.

Maintain Requisitions

Requisition

Business Unit

50100

*WebIMS Req Type

Restock

Status

Approved

✖

Requisition ID

0002416159

Requisition Name

0002416159

Hold From Further Processing

▼ Header

*Requester

Q

*Requisition Date

06/02/2025

Requester Info

Origin

ONL

Q

Online Input

Currency Code

USD

Dollar

Amount Summary

Requisition Defaults

Requisition Activities

Document Status

Edit Comments

Total Amount

671,607.00

USD

Add Items From

Purchasing Kit

Catalog

Item Search

Requester Items

Select Lines To Display

Search for Lines

Line

Q

To

Q

Retrieve

Line

Grid

Q

1-10 of 10

View All

Details

Ship To/Due Date

Status

Supplier Information

Item Information

Attributes

Contract

Sourcing Controls

WebIMS

ID

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	7503532575	STONE, 8 P GRADE B	3,000.0000	LTN	7503532	28.25000	84,750.00	Approved				+ -	
2	7503548440	STONE, NO. 9	3,000.0000	LTN	7503548	28.83000	86,490.00	Approved				+ -	
3	7503532085	STONE NO. 21A, STONE	1,000.0000	LTN	7503532	21.95000	21,950.00	Approved				+ -	
4	7503548480	STONE, CRUSHED GRADE 25	500.0000	LTN	7503548	21.95000	10,975.00	Approved				+ -	

10.

Click the **Procurement WorkCenter** button in the upper-left corner of the page to return to the Procurement WorkCenter.

← Procurement WorkCenter

Maintain Requisitions

Requisition

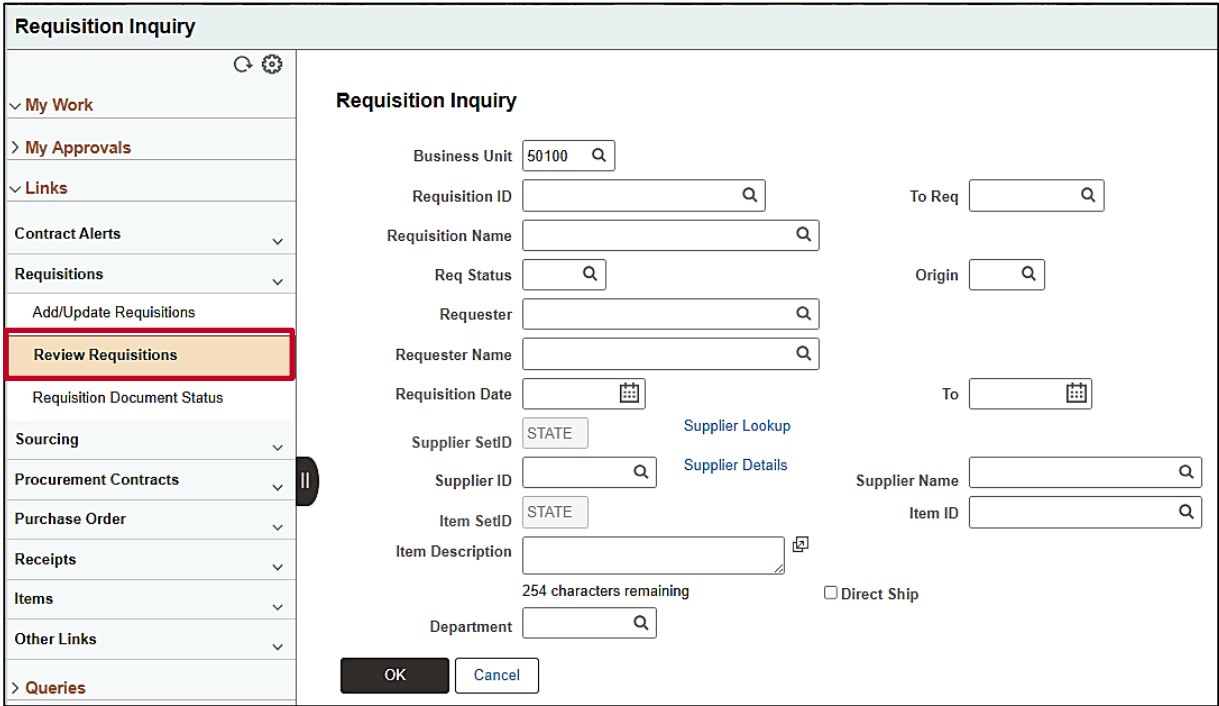


Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Reviewing Requisition Information

A Requisition that does not need modifications, or is in a “Complete” or “Canceled” status, can be viewed using the **Review Requisition Information** page.

Step	Action
1.	Navigate to the Requisition Inquiry 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 > Requisitions > Review 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 > Review Requisition Information > Requisitions



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
------	--------

The **Requisition Inquiry** page displays.

Requisition Inquiry

Business Unit

Requisition ID

Requisition Name

Req Status

Requester

Requester Name

Requisition Date

Supplier SetID

Supplier ID

Item SetID

Item Description

Department

To Req

Origin

To

Supplier Name

Item ID

Supplier Lookup

Supplier Details

254 characters remaining

☐ Direct Ship

OK

Cancel

3. Enter the applicable search criteria.

Business Unit

Requisition ID

4. Click the **OK** button.

OK

Cancel



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step	Action
------	--------

The **Req Inquiry** page displays.

Req Inquiry

1-1 of 1 < > | [View All](#)

Details Status

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
50100	0002428488	Purchase Bridge Timbers 26	Canceled		06/02/2026	0.00	USD

[Search](#)

[Notify](#)

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

Details Status

Unit	Requisition	Requisition Name
50100	0002428488	Purchase Bridge Timbers 26

The **Requisition Details** page displays.

Requisition Details × [Help](#)

Business Unit 50100 Req ID 0002428488

Requester

Requisition Date 06/02/2026 Merchandise Amount 0.00 USD

Req Status Canceled

Requisition Details

1-1 of 1 < > | [View All](#)

Details More Contract

Line	Status	Item ID	Description	Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only		
1	Canceled	5401070000	TIMBERS, BRIDGE, TREATED TIMBE	0000037323	Wood Preservers Inc	1.0000	Each	244.25	USD		

[Return](#)

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

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

[Return](#)



Cardinal Procurement Job Aid

PR342 Maintaining Requisitions (VDOT Only)

Step

Action

The Requisitions page displays.

Req Inquiry

<

>

1-1 of 1

>

>

|

View All

Details

Status

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
50100	0002428488	Purchase Bridge Timbers 26	Canceled		06/02/2026	0.00	USD

Search

Notify

8.

Click the Status tab.

Req Inquiry

<

>

1-1 of 1

>

>

|

View All

Details

Status

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
50100	0002428488	Purchase Bridge Timbers 26											

i

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

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