



Creating Purchase Orders Overview

A Purchase Order (PO) is a document an agency uses to execute a purchase transaction with a Supplier. Cardinal tracks VDOT Supplier payments for goods and services against a PO. Purchase Orders can be created ad hoc, by copying from a Contract, Requisition, or another Purchase Order, or from a Strategic Sourcing Event. For instructions on creating a Purchase Order from a Strategic Sourcing Event, see the Job Aid titled **PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)** on the Cardinal website. Cardinal sends POs electronically to Virginia's online electronic procurement system (eVA). eVA sends a confirming order to the Supplier. eVA Direct Orders generate approved Cardinal Purchase Orders for receiving and vouchering.

Only ad hoc Purchase Orders created directly in Cardinal or from Contracts require approval. Purchase Orders created from a Requisition, Strategic Sourcing Event, or eVA do not require approval.

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

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades. Changed title from "Purchase Orders" to "Creating Purchase Orders".
9/20/2023	Baseline.

Creating an Ad hoc Purchase Order

Step	Action
1.	Navigate to the Purchase Order 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 > Purchase Order > Add/Update POs Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Purchase Order page using the following navigation path: NavBar > Menu > Purchasing > Purchase Orders > Add/Update POs

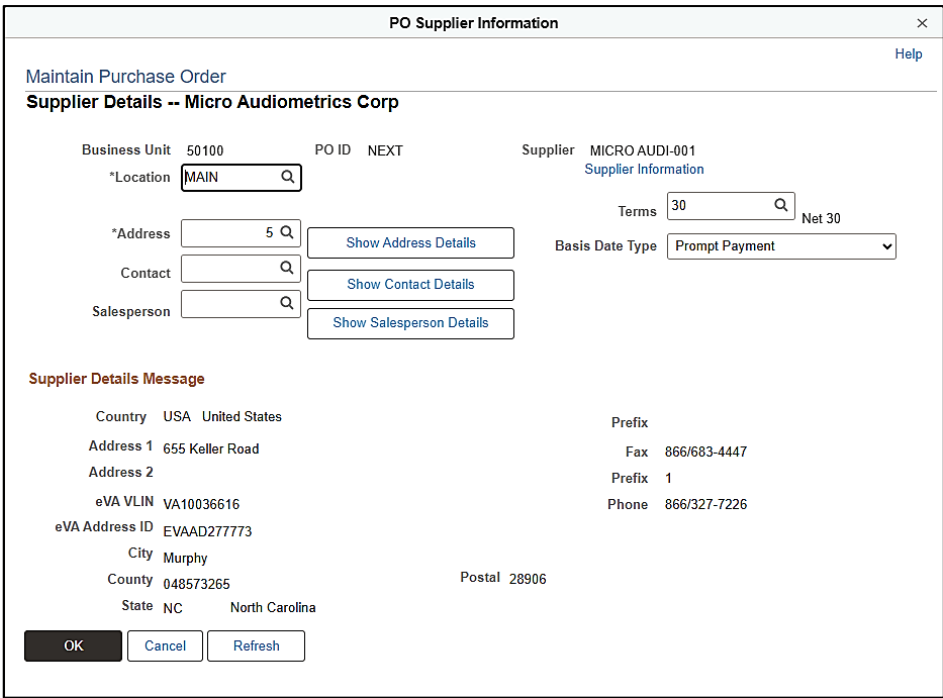
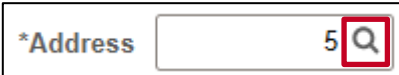
Step	Action
	The Purchase Order Add a New Value page displays. Purchase Order Add a New Value Q Find an Existing Value *Business Unit: 50100 Q *PO ID: NEXT Add
	The Business Unit field should default based on the user's Agency. The PO ID field is automatically set to "NEXT" and should not be changed. Cardinal assigns a PO ID Number when the user saves the Purchase Order. *Business Unit: 50100 Q *PO ID: NEXT Add
3.	Click the Add button. Add



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
	The Purchase Order page displays. Maintain Purchase Order Purchase Order Business Unit 50100 PO ID NEXT PO Status Initial Copy From ☐ Hold From Further Processing ▼ Header ⓘ *PO Date 06/05/2026 Supplier Search *Supplier Supplier Details *Supplier ID *Buyer PO Reference Web IMS?: ☐ Header Details PO Defaults PO Activities ▼ Actions Activity Summary Add Comments Add ShipTo Comments Receipt Status Not Recvd Priority Medium ▼ *Dispatch Method Dispatch eVA PO Type R01 Routine Bill Vendor eVA Order Method PRNT eVA Interfaced NSEV eVA Dttm eVA Procure Type eVA Confirming Order: ☐ Amount Summary ⓘ Merchandise 0.00 Freight/Tax/Misc. 0.00 Total Amount 0.00 USD Calculate
4.	Enter the Supplier ID Number in the Supplier ID field *Supplier MICRO AUDI-001 Supplier Details *Supplier ID 0000000001 Micro Audiometrics Corp
5.	Click the Supplier Details link to verify the Supplier address. *Supplier MICRO AUDI-001 Supplier Details *Supplier ID 0000000001 Micro Audiometrics Corp

Step	Action
	The Supplier Details page displays in a pop-up window. 
6.	Review the Supplier's default order address and its eVA VLIN (Vendor Location ID Number). 
7.	Click the Address Look up icon to select a different address, if needed. 



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

The **Look up Address** page opens in a pop-up window.

Look Up Address

SetID

Supplier ID

Address Sequence Number

=

STATE

0000000001

Address Type

=

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

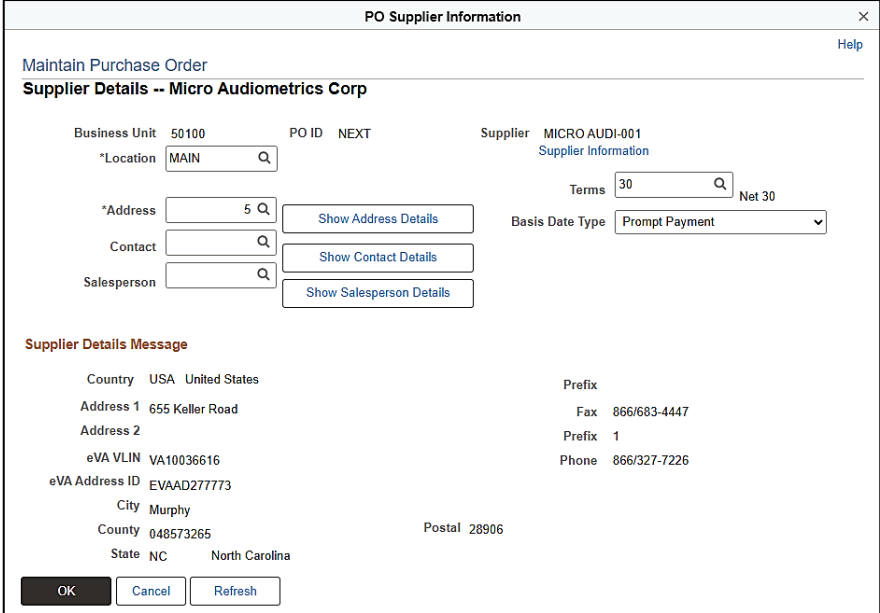
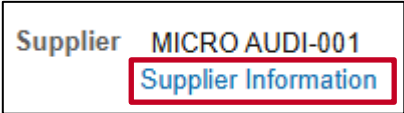
< < 1-5 of 5 > >

Address Sequence Number	Address Type	Description	Address Line 3	Name 1
1	Withhold	(blank)	(blank)	Micro Audiometrics Corporation
2	Invoicing	(blank)	VA10036616	Micro Audiometrics Corporation
3	Remitting	(blank)	VA10036616	Micro Audiometrics Corporation
4	Remitting	(blank)	VA10036616	Micro Audiometrics Corporation
5	Ordering	(blank)	VA10036616	Micro Audiometrics Corporation

8. Click the **Address Sequence Number** for the applicable address.

Address Sequence Number	Address Type	Description	Address Line 3	Name 1
1	Withhold	(blank)	(blank)	Micro Audiometrics Corporation
2	Invoicing	(blank)	VA10036616	Micro Audiometrics Corporation
3	Remitting	(blank)	VA10036616	Micro Audiometrics Corporation
4	Remitting	(blank)	VA10036616	Micro Audiometrics Corporation
5	Ordering	(blank)	VA10036616	Micro Audiometrics Corporation

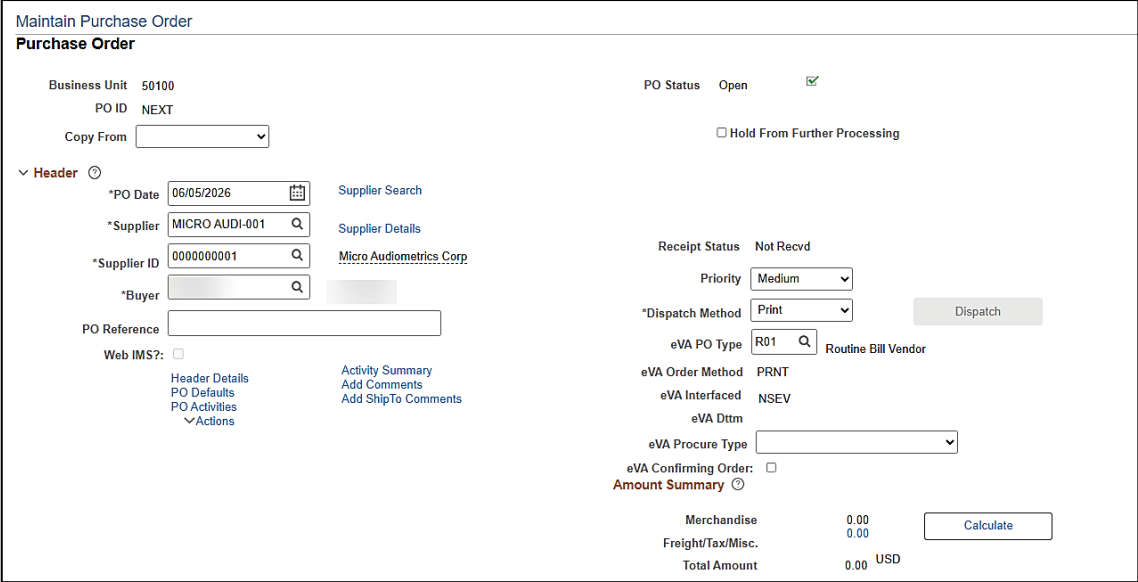


Step	Action
	The Supplier Details page redispays. 
	To verify additional supplier details, click the Supplier Information link. For instructions, see the Verifying Supplier Information section in this Job Aid. 
9.	Once any changes are made, click the OK button. 



Procurement Job Aid

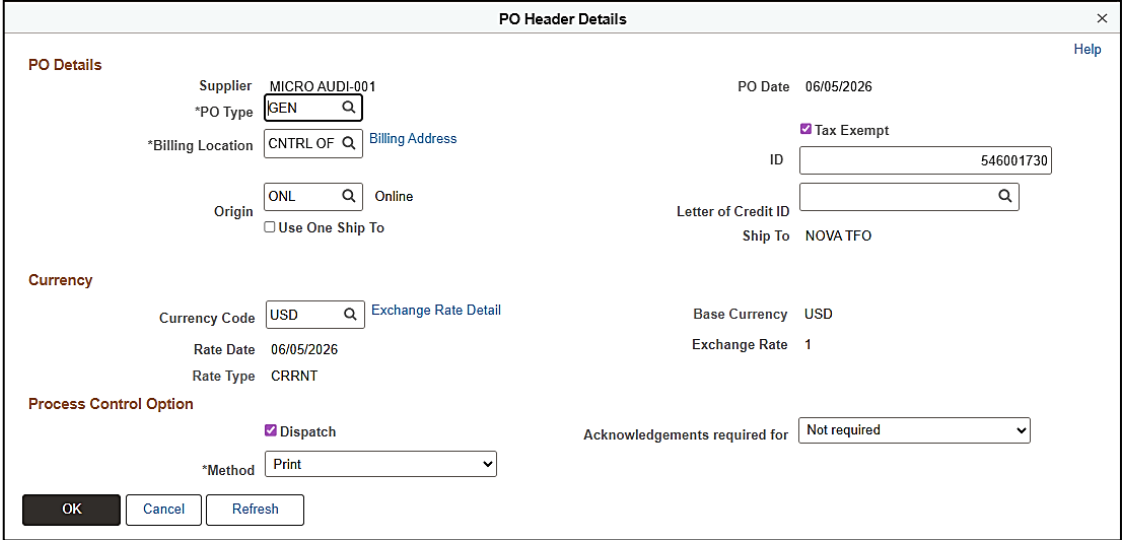
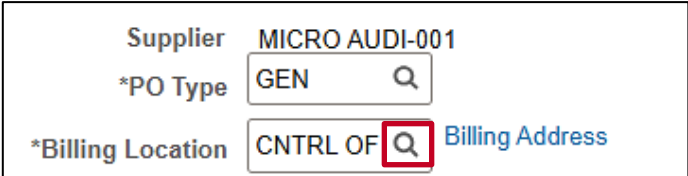
PR344 Creating Purchase Orders (VDOT Only)

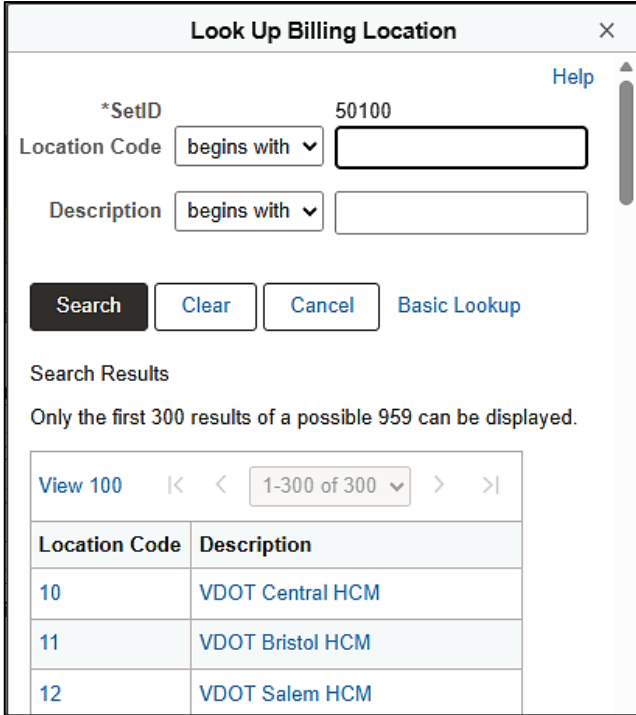
Step	Action
	The Purchase Order page redisplay. 
10.	Click the eVA Procure Type dropdown button and select the applicable value. 
11.	Select the eVA Confirming Order checkbox option as applicable. 
12.	To change the Billing Location, if needed, complete the following steps. Click the Header Details link. 



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
	The PO Header Details page displays in a pop-up window. 
13.	Click the Billing Location Look up icon. 

Step	Action				
	The Look Up Billing Location page displays in a pop-up window. 				
14.	Click the Location Code for the applicable Billing Location. <table border="1"> <thead> <tr> <th>Location Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>10</td><td>VDOT Central HCM</td></tr> </tbody> </table>	Location Code	Description	10	VDOT Central HCM
Location Code	Description				
10	VDOT Central HCM				



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
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The **PO Header Details** page redispays with the updated **Billing Location** displayed.

PO Header Details

PO Details

Supplier: MICRO AUDI-001
*PO Type: GEN
*Billing Location: 10
Origin: ONL
☐ Use One Ship To

PO Date: 06/05/2026
Tax Exempt: ☒
ID: 546001730
Letter of Credit ID:
Ship To: NOVA TFO

Currency

Currency Code: USD
Rate Date: 06/05/2026
Rate Type: CRRNT

Process Control Option

☒ Dispatch
*Method: Print
Acknowledgements required for: Not required

OK Cancel Refresh

15. Click the **OK** button.

OK Cancel Refresh

The **Purchase Order** page redispays.

Maintain Purchase Order

Purchase Order

Business Unit: 50100
PO ID: NEXT
Copy From:
PO Date: 06/05/2026
Supplier: MICRO AUDI-001
Supplier ID: 0000000001
Buyer:
PO Reference:
Web IMS?: ☐

Supplier Search
Supplier Details
Micro Audiometrics Corp

Header Details
PO Defaults
PO Activities
Actions

Activity Summary
Add Comments
Add ShipTo Comments

PO Status: Open
☒
☐ Hold From Further Processing

Receipt Status: Not Recvd
Priority: Medium
Dispatch Method: Print
Dispatch

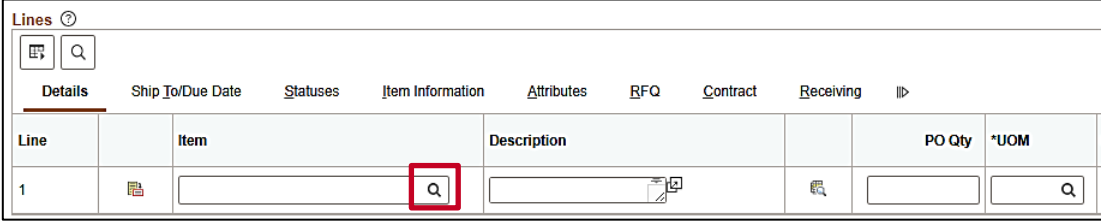
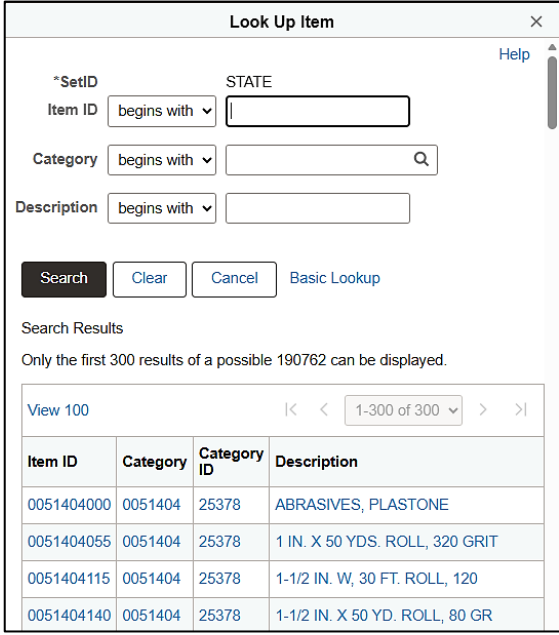
eVA PO Type: R01
Routine Bill Vendor

eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:
eVA Procure Type:
eVA Confirming Order: ☐

Amount Summary

Merchandise: 0.00
Freight/Tax/Misc.: 0.00
Total Amount: 0.00 USD

Calculate

Step	Action
16.	Next, complete the Purchase Order Line(s). Click the Item Look up icon and select the applicable National Institute of Governmental Purchasing (NIGP) Item Number. 
The Look Up Item page displays in a pop-up window. 	
17.	Enter key search information in the Description field. 
18.	Click the Search button. 



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

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

The **Search Results** display.

Look Up Item

*SetID

Item ID

begins with

STATE

Category

begins with

Description

begins with

UPS 24VDC

Search

Clear

Cancel

Basic Lookup

Help

Search Results

View 100

< > 1-1 of 1

Item ID	Category	Category ID	Description
5508127844	5508127	10785	UPS 24VDC 5A DIN RAIL

19. Click the link within the **Item ID** column to select the applicable Item.

Item ID	Category	Category ID	Description
5508127844	5508127	10785	UPS 24VDC 5A DIN RAIL

The **Purchase Order** page redispays with the **Item** field populated for Line 1 in the **Lines** section.

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Line	Item	Description	PO Qty	*UOM	Category
1	5508127844	UPS 24VDC 5A DIN		EA	5508127

20. Enter the quantity ordered in the **PO Qty** field.

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price
1	5508127844	UPS 24VDC 5A DIN	100	EA	5508127	0

21. Enter the Item's price in the **Price** field.

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price
1	5508127844	UPS 24VDC 5A DIN	100	EA	5508127	45



Procurement Job Aid

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Step	Action							
22.	Click the Calculate button in the Account Summary section. Amount Summary ? <table><tr><td>Merchandise</td><td>0.00</td><td rowspan="3">Calculate</td></tr><tr><td>Freight/Tax/Misc.</td><td>0.00</td></tr><tr><td>Total Amount</td><td>0.00 USD</td></tr></table>	Merchandise	0.00	Calculate	Freight/Tax/Misc.	0.00	Total Amount	0.00 USD
Merchandise	0.00	Calculate						
Freight/Tax/Misc.	0.00							
Total Amount	0.00 USD							

The total Merchandise Amount displays in the **Merchandise Amount** field.

Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount
5508127844	UPS 24VDC 5A DIN	100	EA	5508127	45.00000	4,500.00

Price	Merchandise Amount	Status				
45.00000	4,500.00	Open				

The **Maintain Purchase Order – Schedules** page displays.

Maintain Purchase Order

Schedules

Unit: 50100 Supplier: MICRO AUDI-001 PO Status: Open
PO ID: NEXT PO Date: 06/05/2026

Return to Main Page

Lines

Line 1	Item 5508127844	UPS 24VDC 5A DIN RAIL	PO Qty 100	EA	Merchandise Amt 4,500.00 USD
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Schedules

Details

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/Chartfields
1		06/15/2026	NOVA TPO		100	45.00	4,500.00	Active				

Add Ship To Comments

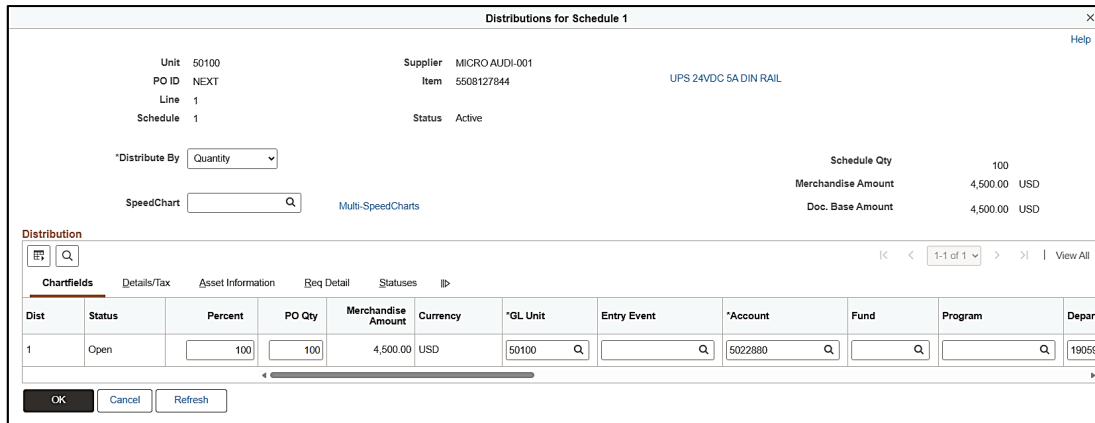
Save Notify Refresh

Add Update/Display

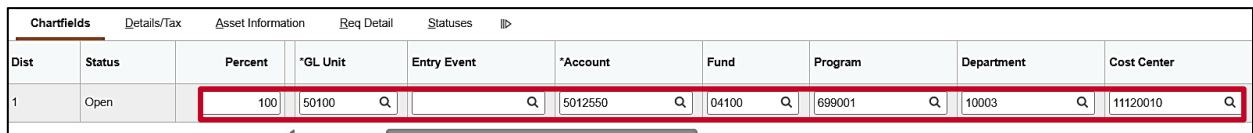
Step	Action										
	Never click the Add a New Row (+) icon to add a Schedule. <table><tr><td colspan="2">Distributions/ChartFields</td><td></td><td></td></tr><tr><td colspan="2"></td><td></td><td></td></tr></table> There should only be one Schedule per Purchase Order Line because the interface with eVA does not permit such an action and will cause the Purchase Order to error out. Create another Purchase Order Line for each separate Schedule required.	Distributions/ChartFields									
Distributions/ChartFields											
											
24.	Click the Due Date Calendar icon and select the desired delivery date. <table><tr><th>Sched</th><th>Schedule Details</th><th>*Due Date</th><th>*Ship To</th><th>Ship To Address</th></tr><tr><td>1</td><td></td><td>06/30/2026 </td><td>NOVA TFO </td><td></td></tr></table>	Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	1		06/30/2026 	NOVA TFO 	
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address							
1		06/30/2026 	NOVA TFO 								
25.	Verify the defaulted delivery location in the Ship To field. Update as needed. <table><tr><th>Sched</th><th>Schedule Details</th><th>*Due Date</th><th>*Ship To</th><th>Ship To Address</th></tr><tr><td>1</td><td></td><td>06/30/2026 </td><td>NOVA TFO </td><td></td></tr></table>	Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	1		06/30/2026 	NOVA TFO 	
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address							
1		06/30/2026 	NOVA TFO 								
26.	Click the Distribution icon to enter the accounting distribution for the Line. <table><tr><th>Sched Sales/Use Tax</th><th colspan="2">Distributions/ChartFields</th><td></td><td></td></tr><tr><td></td><td colspan="2"></td><td></td><td></td></tr></table>	Sched Sales/Use Tax	Distributions/ChartFields								
Sched Sales/Use Tax	Distributions/ChartFields										
											

Step	Action
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The **Distributions for Schedule [X]** page displays in a pop-up window.



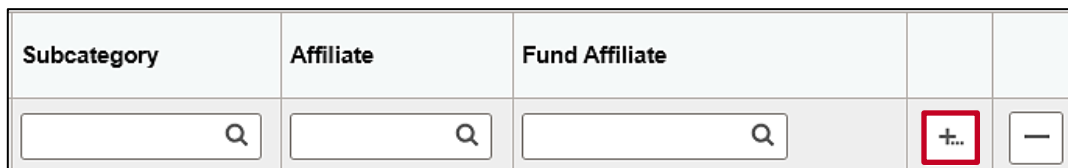
27. Enter the applicable ChartField values in the corresponding fields.




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.



28. 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.



29. Click the **OK** button.





Procurement Job Aid

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Step	Action
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The **Maintain Purchase Order Schedules** page redisplay.

Maintain Purchase Order

Schedules

Unit 50100

Supplier MICRO AUDI-001

PO Status Open

PO ID NEXT

PO Date 06/05/2026

[Return to Main Page](#)

Lines

Line 1

Item 5508127844

UPS 24VDC 5A DIN RAIL

PO Qty 100 EA

Merchandise Amt 4,500.00 USD

Schedules

Details

Statuses

Shipment

Matching

Receiving

Freight

RTV

ID

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charge
1		06/30/2026	NOVA TFO		100	45.00	4,500.00	Active		

[Add ShipTo Comments](#)

Save

Notify

Refresh

30. Click the **Return to Main Page** link.

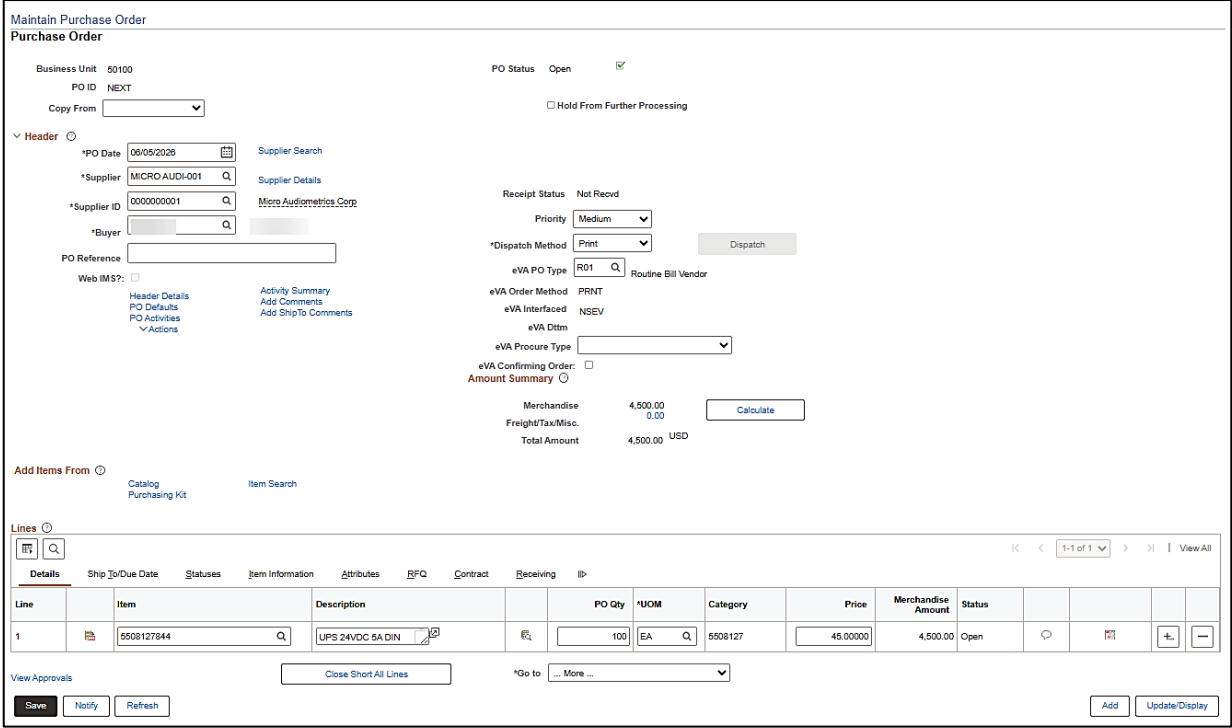
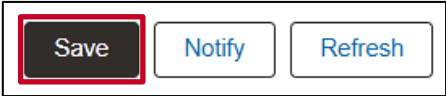
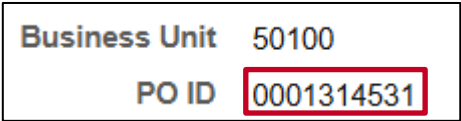
[Return to Main Page](#)

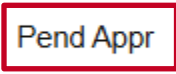
Lines



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
	The Purchase Order page redispays. 
	Click the Add a New Row (+) icon to the right of an existing Line to add a new Line and then repeat Steps 16 - 30. 
31.	Click the Save button. 
32.	The page refreshes and the PO ID Number is systematically assigned. 

Step	Action
33.	Once all of the Lines have been entered, click the Submit for Approval icon to send the Purchase Order to the supervisor for approval. PO Status Open  
	The PO Status field is updated to “Pend Appr” (i.e., “Pending Approval”) and the Submit for Approval icon disappears. PO Status  
	A Purchase Order must be approved and dispatched in order to be received or vouchered against. For instructions on manually dispatching a Purchase Order see the Dispatching a Purchase Order section in this Job Aid.

Purchase Order Comments

Step	Action
1.	From the Maintain Purchase Order page, click the Add Comments link. Header Details PO Defaults PO Activities Requisitions ▼ Actions Activity Summary  Add ShipTo Comments Document Status



Procurement Job Aid

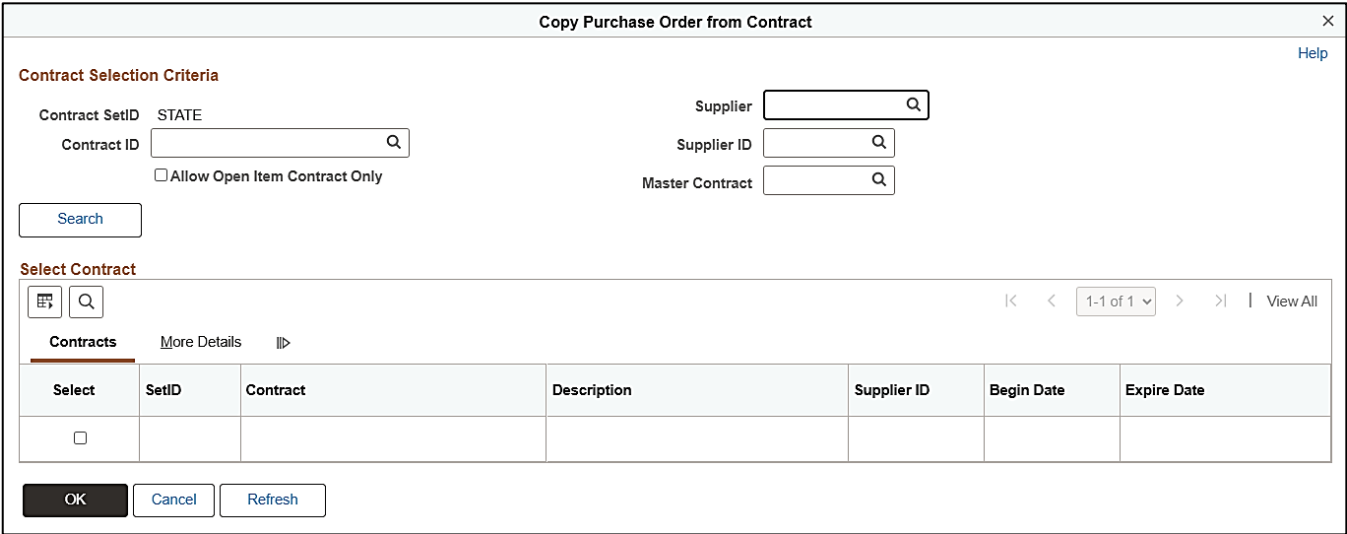
PR344 Creating Purchase Orders (VDOT Only)

Step	Action
	The PO Header Comments page displays in a pop-up window.
2.	Click the Send to Supplier checkbox for comments to print on the PO.
	Uncheck the Send to Supplier checkbox for any inactive comments or other comments that do <u>not</u> need to print on the PO.



Copying From a Contract (All Lines)

A Purchase Order can be created by copying from an existing Procurement Contract. When this is done, all Contract Lines are copied to the Purchase Order at once.

Step	Action
1.	Create a new Purchase Order by following Steps 1 - 3 of the Creating an Ad hoc Purchase Order section in this Job Aid.
2.	Click the Copy From dropdown button and select "Contract". 
The Copy Purchase Order from Contract page displays in a pop-up window. 	
3.	Click the Supplier ID Look up icon and select the applicable Supplier ID Number. 



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
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The **Copy Purchase Order from Contract** page redisplay with the Supplier and Supplier ID populated.

Copy Purchase Order from Contract

Help

Contract Selection Criteria

Contract SetID STATE

Contract ID

Supplier MICRO AUDI-001

Supplier ID 0000000001

Master Contract

Allow Open Item Contract Only

Search

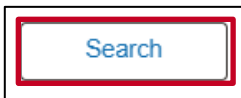
Select Contract

Contracts More Details

Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date
☐						

OK Cancel Refresh

4. Click the **Search** button.



All Contracts for the selected Supplier display in the **Select Contract** section.

Copy Purchase Order from Contract

Help

Contract Selection Criteria

Contract SetID STATE

Contract ID

Supplier MICRO AUDI-001

Supplier ID 0000000001

Master Contract

Allow Open Item Contract Only

Search

Select Contract

Contracts More Details

Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date
☐	STATE	000000000000000000053281	Controllers and UPS 2	0000000001	06/04/2026	
☐	STATE	000000000000000000053280	Controllers and UPS	0000000001	06/05/2026	

OK Cancel Refresh



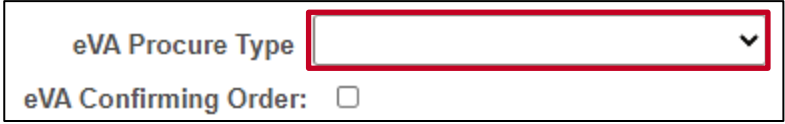
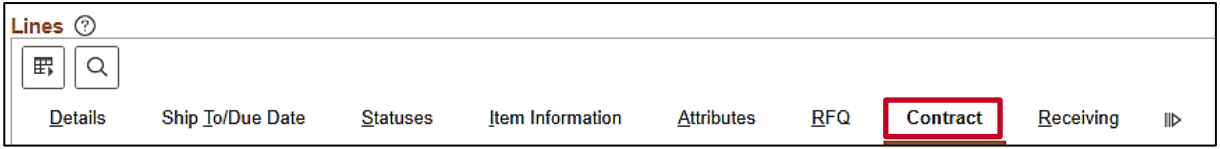
Step	Action																																																							
5.	Click the Select checkbox to the left of the desired Contract. <table><tr><th>Select</th><th>SetID</th><th>Contract↑</th></tr><tr><td>☒</td><td>STATE</td><td>0000000000000000000053280</td></tr></table>	Select	SetID	Contract↑	☒	STATE	0000000000000000000053280																																																	
Select	SetID	Contract↑																																																						
☒	STATE	0000000000000000000053280																																																						
6.	Click the OK button. <table><tr><td>OK</td><td>Cancel</td><td>Refresh</td></tr></table>	OK	Cancel	Refresh																																																				
OK	Cancel	Refresh																																																						
The Purchase Order page redisplay with all Contract Lines copied into the Lines section. <table><tr><td colspan="11">Lines ⓘ</td></tr><tr><td colspan="11"> Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ⓘ </td></tr><tr><th>Line</th><th>Item</th><th>Description</th><th>PO Qty</th><th>*UOM</th><th>Category</th><th>Price</th><th>Merchandise Amount</th><th>Status</th><th colspan="2"></th></tr><tr><td>1</td><td>1202030348</td><td>Controller, Digital,</td><td>1</td><td>EA</td><td>1202030</td><td>1.00000</td><td>1.00</td><td>Open</td><td colspan="2"></td></tr><tr><td>2</td><td>5508127844</td><td>UPS 24VDC 5A DIN</td><td>1</td><td>EA</td><td>5508127</td><td>10.00000</td><td>10.00</td><td>Open</td><td colspan="2"></td></tr></table>		Lines ⓘ											Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ⓘ											Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			1	1202030348	Controller, Digital,	1	EA	1202030	1.00000	1.00	Open			2	5508127844	UPS 24VDC 5A DIN	1	EA	5508127	10.00000	10.00	Open		
Lines ⓘ																																																								
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ⓘ																																																								
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status																																																
1	1202030348	Controller, Digital,	1	EA	1202030	1.00000	1.00	Open																																																
2	5508127844	UPS 24VDC 5A DIN	1	EA	5508127	10.00000	10.00	Open																																																
	For instructions on setting accounting distribution field values for all lines, see the Setting Purchase Order Defaults section in this Job Aid.																																																							
7.	Verify the Supplier address by following Steps 5 - 9 of the Creating an Ad hoc Purchase Order section in this Job Aid.																																																							
8.	Click the eVA Procure Type dropdown button and select the applicable value. <table><tr><td>eVA Procure Type</td><td> </td></tr><tr><td>eVA Confirming Order:</td><td>☐</td></tr></table>										eVA Procure Type		eVA Confirming Order:	☐																																										
eVA Procure Type																																																								
eVA Confirming Order:	☐																																																							
9.	Select the eVA Confirming Order checkbox option as applicable. <table><tr><td>eVA Procure Type</td><td> </td></tr><tr><td>eVA Confirming Order:</td><td>☐</td></tr></table>										eVA Procure Type		eVA Confirming Order:	☐																																										
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10.	Verify the billing address by following Steps 12 - 15 of the Creating an Ad hoc Purchase Order section in this Job Aid.																																																							
11.	Complete the Quantity, Price, Schedule, and Distribution for each Line by following Steps 20 - 30 of the Creating an Ad hoc Purchase Order section in this Job Aid.																																																							

Step	Action
12.	Save and submit the Purchase Order for approval by following Steps 31 - 33 of the Creating an Ad hoc Purchase Order section in this Job Aid.
	A Purchase Order must be dispatched in order to be received or vouchered against. For instructions on manually dispatching a Purchase Order see the Dispatching a Purchase Order section in this Job Aid.



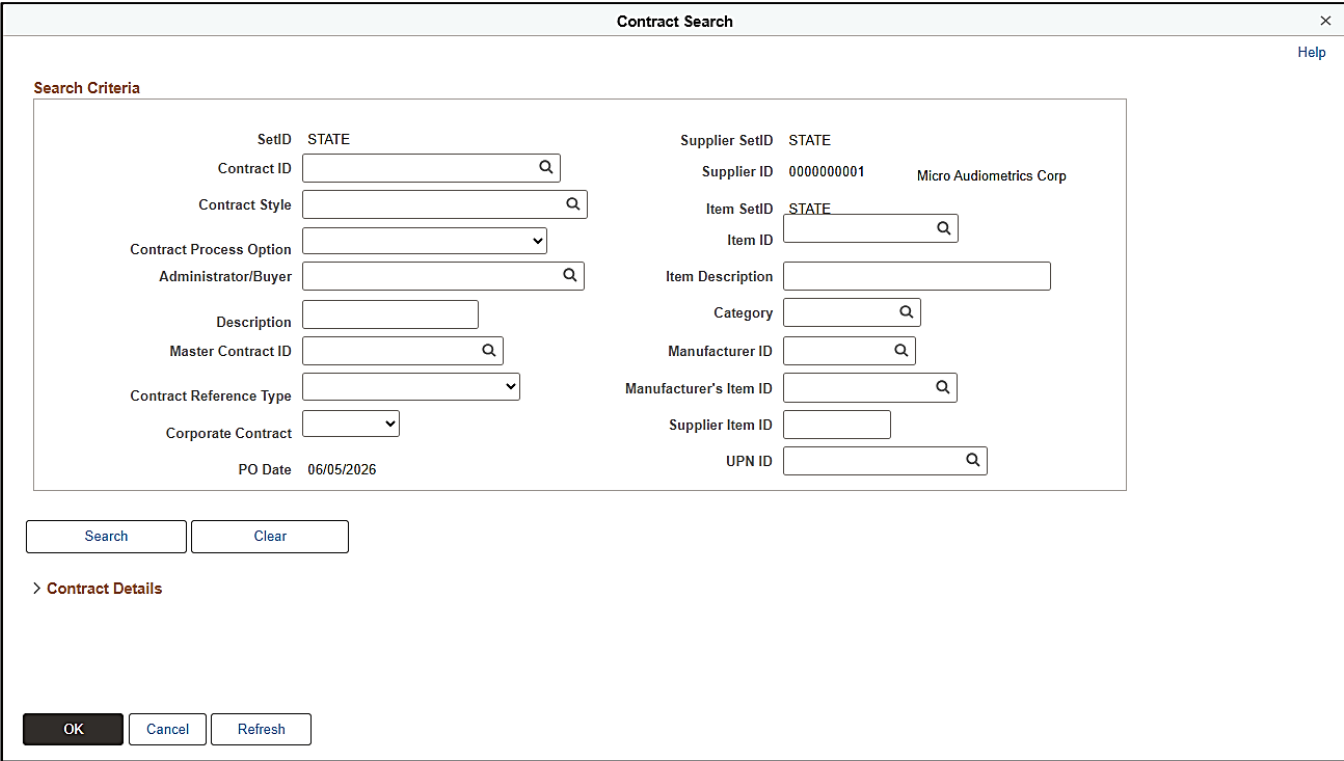
Copying From a Contract (One Line)

A Purchase Order can be created by copying one or more individual lines from an existing Procurement Contract.

Step	Action
1.	Create a new Purchase Order by following Steps 1 - 3 of the Creating an Ad hoc Purchase Order section in this Job Aid.
2.	Enter the Supplier ID Number in the Supplier ID field. 
3.	Verify the Supplier address by following Steps 5 - 9 of the Creating an Ad hoc Purchase Order section in this Job Aid.
4.	Click the eVA Procure Type dropdown button and select the applicable value. 
5.	Select the eVA Confirming Order checkbox option as applicable. 
6.	Verify the billing address by following Steps 12 - 15 of the Creating an Ad hoc Purchase Order section in this Job Aid.
7.	Click the Contract tab in the Lines section. 

The **Contract** tab displays.

Details										Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	ID
Line		Item		Description				SetID	Contract ID		Contract Version		Contract Line				
1								STATE									

Step	Action
8.	Click the Contract Search icon. 
The Contract Search page displays in a pop-up window. 	
	Enter a Contract ID Number in the Contract ID field to narrow the search results to a single contract. 
9.	Click the Search button. 

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

The **Item Detail** tab displays the **Contract ID**, **Item Description**, and **Contract Base Price** for each Contract Line within the search results.

Contract Details

1-2 of 2

< > | View All

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	
☐	000000000000000000000000053280	1	Line Item	1202030	1202030348	Controller, Digital, Basler DGC-2020HD Service, JD Gen SSDG		N	
☐	000000000000000000000000053280	1	Line Item	5508127	5508127844	UPS 24VDC 5A DIN RAIL		N	

OK

Cancel

Refresh

10. Click the **Contract Reference** tab.

Item Detail **Contract Reference** Contract Detail Item Information >>

The **Contract Reference** tab displays. Each unique **Contract Line Number** displays for all search results.

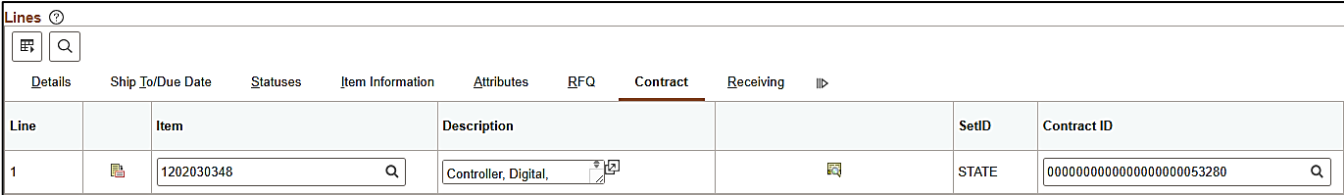
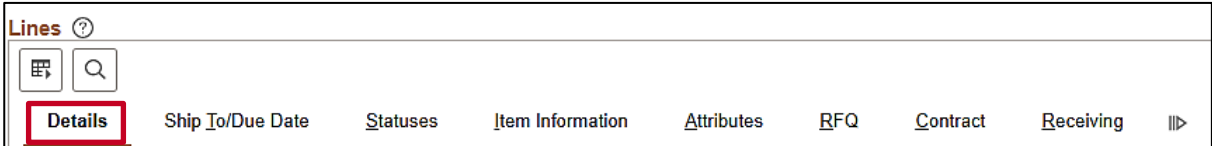
Item Detail	Contract Reference	Contract Detail	Item Information						
Select	Contract ID	Contract Version	Contract Line Number	Category Line Number	Remaining Quantity	Unit of Measure	Contract Reference Type	Remaining Line Amount	Currency
☐	0000000000000000000053280	1	1	1	N/A	EA	Line Item	N/A	USD
☐	0000000000000000000053280	1	2	2	N/A	EA	Line Item	N/A	USD

11. Click the **Select** checkbox to the left of the Contract Line to copy.

Select	Contract ID	Contract Version	Contract Line Number	Category Line Number
☒	0000000000000000000053280	1	1	

- | | |
|-----|-----------------------------|
| 12. | Click the OK button. |
|-----|-----------------------------|



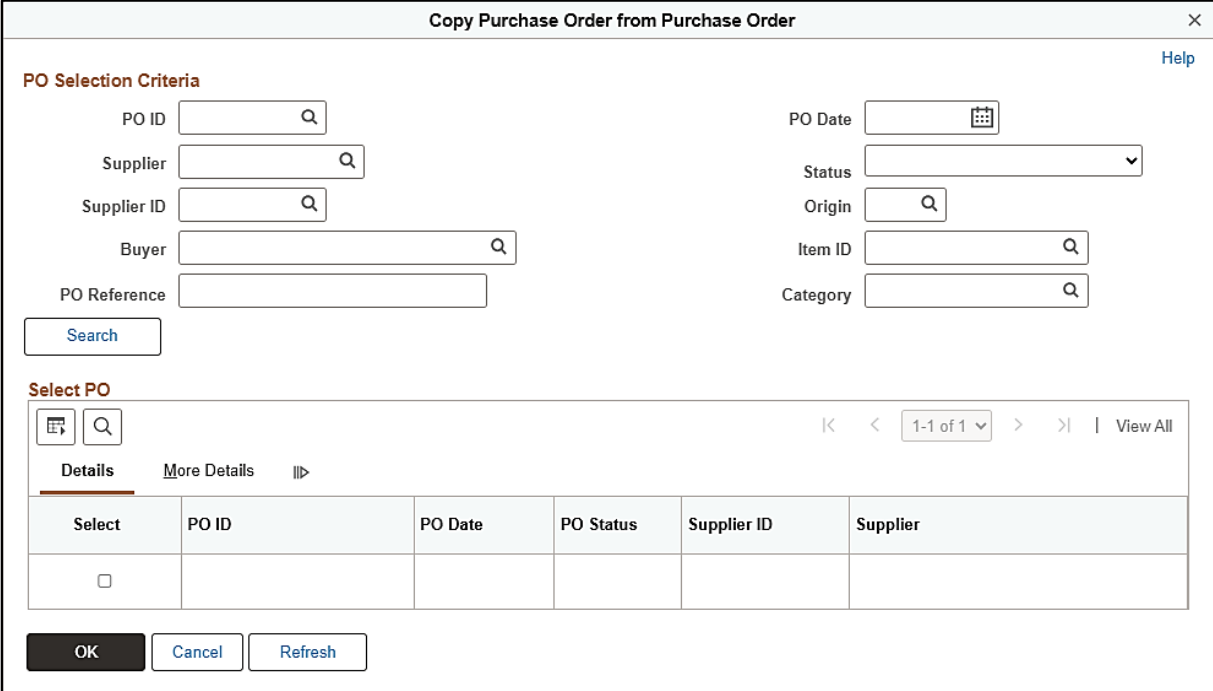
Step	Action
	The Purchase Order page redisplay, with the selected Contract Line copied to the Line. 
13.	Click the Add Multiple New Rows at Row 1 button to add new rows, and repeat Steps 8 - 12 to copy additional Contract Lines. 
14.	Click the Details tab. 
15.	Complete the Quantity, Price, Schedule, and Distribution for each Line by following Steps 20 - 30 of the Creating an Ad hoc Purchase Order section in this Job Aid.
16.	Save and submit the Purchase Order for approval by following Steps 31 - 33 of the Creating an Ad hoc Purchase Order section in this Job Aid.
	A Purchase Order must be dispatched in order to be received or vouchered against. For instructions on manually dispatching a Purchase Order see the Dispatching a Purchase Order section in this Job Aid.

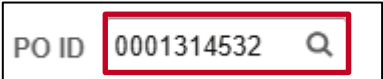


Copying From a Purchase Order

Step	Action
1.	Create a new Purchase Order by following Steps 1 - 3 of the Creating an Ad hoc Purchase Order section in this Job Aid.
2.	Click the Copy From dropdown button and select "Purchase Order". 

The **Copy Purchase Order from Purchase Order** page displays.

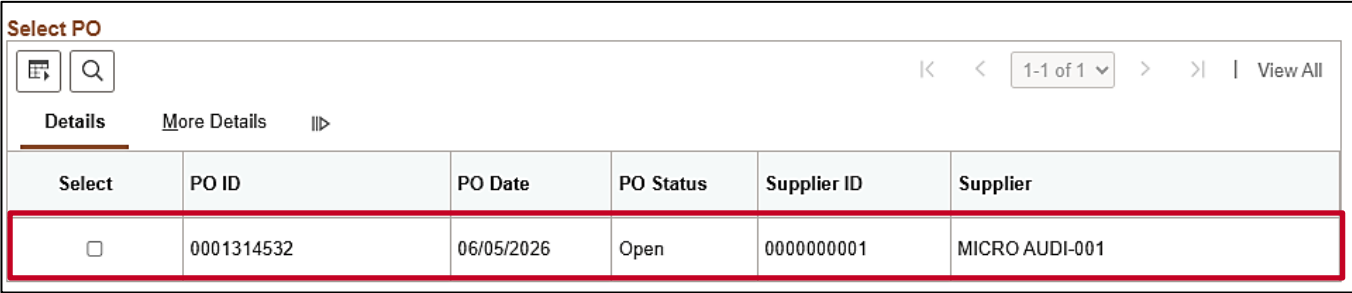
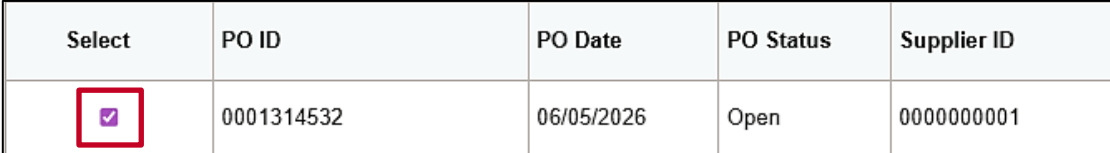
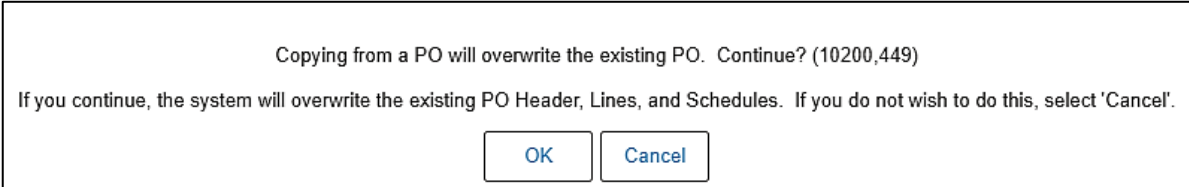


3.	Enter the Purchase Order ID Number for the Purchase Order to be copied from in the PO ID field. 
----	---



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
4.	Click the Search button. 
The Copy Purchase Order from Purchase Order page redisplay, with the Purchase Order displayed in the Select PO section. 	
5.	Click the Select checkbox to the left of the Purchase Order to copy. 
6.	Click the OK button. 
A Message may display in a pop-up window, warning that copying from another Purchase Order will overwrite any existing Header data, Lines, and Schedules. 	
7.	Click the OK button. 



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action																																								
	The Purchase Order page redispays with all lines from the selected Purchase Order copied to the Lines section. Lines ? Q Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ▶ <table><tr><th>Line</th><th></th><th>Item</th><th>Description</th><th></th><th>PO Qty</th><th>*UOM</th><th>Category</th><th>Price</th><th>Merchandise Amount</th></tr><tr><td>1</td><td></td><td>1202030348 </td><td>Controller, Digital, </td><td></td><td>1</td><td>EA </td><td>1202030</td><td>1.00000</td><td>1.00</td></tr><tr><td>2</td><td></td><td>5508127844 </td><td>UPS 24VDC 5A DIN </td><td></td><td>1</td><td>EA </td><td>5508127</td><td>10.00000</td><td>10.00</td></tr></table> <tr><td>8.</td><td>Verify the billing address by following Steps 12 - 15 of the Creating an Ad hoc Purchase Order section in this Job Aid.</td></tr> <tr><td>9.</td><td>Verify and update the Quantity, Price, Schedule, and Distribution for each Line by following Steps 20 - 30 of the Creating an Ad hoc Purchase Order section in this Job Aid.</td></tr> <tr><td></td><td>For instructions on setting accounting distribution field values for all lines, see the Setting Purchase Order Defaults section in this Job Aid.</td></tr> <tr><td>10.</td><td>Save and submit the Purchase Order for approval by following Steps 31 - 33 of the Creating an Ad hoc Purchase Order section in this Job Aid.</td></tr> <tr><td></td><td>A Purchase Order must be approved and dispatched in order to be received or vouchered against. For instructions on manually dispatching a Purchase Order see the Dispatching a Purchase Order section in this Job Aid.</td></tr>	Line		Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount	1		1202030348	Controller, Digital,		1	EA	1202030	1.00000	1.00	2		5508127844	UPS 24VDC 5A DIN		1	EA	5508127	10.00000	10.00	8.	Verify the billing address by following Steps 12 - 15 of the Creating an Ad hoc Purchase Order section in this Job Aid.	9.	Verify and update the Quantity, Price, Schedule, and Distribution for each Line by following Steps 20 - 30 of the Creating an Ad hoc Purchase Order section in this Job Aid.		For instructions on setting accounting distribution field values for all lines, see the Setting Purchase Order Defaults section in this Job Aid.	10.	Save and submit the Purchase Order for approval by following Steps 31 - 33 of the Creating an Ad hoc Purchase Order section in this Job Aid.		A Purchase Order must be approved and dispatched in order to be received or vouchered against. For instructions on manually dispatching a Purchase Order see the Dispatching a Purchase Order section in this Job Aid.
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Copying From a Requisition

Step	Action
1.	Create a new Purchase Order by following Steps 1 - 3 of the Creating an Ad hoc Purchase Order section in this Job Aid.
2.	Enter the Supplier ID Number in the Supplier ID field. 
3.	Verify the Supplier address by following Steps 4 - 8 of the Creating an Ad hoc Purchase Order section in this Job Aid.
4.	Click the Copy From dropdown button and select "Requisition". 

The **Copy Purchase Order from Requisition** page displays.

Maintain Purchase Order

Copy Purchase Order from Requisition

Requisition Selection Criteria

[Return to Main Page](#)

Business Unit

50100

Supplier ID

Category

Requisition ID

Requisition Name

Contract ID

Priority

Buyer

Origin

Max Rows

20

☒ Include Reqs With No Supplier

☒ Include Inventory Items

☐ Exclude Auto Source Item

Search

1-1 of 1

Select Requisition Lines

Sourcing

Requisitions

Contract Information

Item Substitution

Item

Select

*Supplier

PO Qty

PO UOM

Item

Description

Req ID

Line

Procurement Card

Calc Price

Schedule Split

☐

☒ Select All

☐ Clear All

Copy To PO

Save

Notify

Refresh

Add

Update/Display



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action																																																
5.	Enter the Requisition ID Number in the Requisition ID field. Requisition ID 0002428492																																																
6.	Click the Search button. Search																																																
The Copy Purchase Order from Requisition page refreshes with Requisition Line(s) populating the Select Requisition Lines section. Select Requisition Lines 1-3 of 3 View All Sourcing Requisitions Contract Information Item Substitution ID <table border="1"><thead><tr><th>Select</th><th>Catalog Item</th><th>*Supplier</th><th>PO Qty</th><th>PO UOM</th><th>Item</th><th>Description</th><th>Req ID</th><th>Line</th><th>Procurement Card</th><th>Calc Price</th><th>Schedule Split</th></tr></thead><tbody><tr><td>☐</td><td></td><td>MICRO AUDI-001 </td><td>50</td><td>EA</td><td>1202030348</td><td>Controller, Digital, Basler DG</td><td>0002428492</td><td>1</td><td></td><td>Y</td><td></td></tr><tr><td>☐</td><td></td><td>MICRO AUDI-001 </td><td>50</td><td>EA</td><td>5508127844</td><td>UPS 24VDC 5A DIN RAIL</td><td>0002428492</td><td>2</td><td></td><td>Y</td><td></td></tr><tr><td>☐</td><td></td><td>MICRO AUDI-001 </td><td>100</td><td>EA</td><td>5508962788</td><td>PROCESSOR, UPS MULTILINK, 24 V</td><td>0002428492</td><td>3</td><td></td><td>N</td><td></td></tr></tbody></table> ☒ Select All ☐ Clear All Copy To PO		Select	Catalog Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split	☐		MICRO AUDI-001	50	EA	1202030348	Controller, Digital, Basler DG	0002428492	1		Y		☐		MICRO AUDI-001	50	EA	5508127844	UPS 24VDC 5A DIN RAIL	0002428492	2		Y		☐		MICRO AUDI-001	100	EA	5508962788	PROCESSOR, UPS MULTILINK, 24 V	0002428492	3		N	
Select	Catalog Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split																																						
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☐		MICRO AUDI-001	100	EA	5508962788	PROCESSOR, UPS MULTILINK, 24 V	0002428492	3		N																																							
7.	Click the Select checkbox next to the Requisition Line(s) to copy. <table border="1"><thead><tr><th>Select</th><th>Catalog Item</th><th>*Supplier</th><th>PO Qty</th><th>PO UOM</th><th>Item</th><th>Description</th></tr></thead><tbody><tr><td>☒</td><td></td><td>MICRO AUDI-001 </td><td>50</td><td>EA</td><td>1202030348</td><td>Controller, Digital, Basler DG</td></tr><tr><td>☒</td><td></td><td>MICRO AUDI-001 </td><td>50</td><td>EA</td><td>5508127844</td><td>UPS 24VDC 5A DIN RAIL</td></tr><tr><td>☒</td><td></td><td>MICRO AUDI-001 </td><td>100</td><td>EA</td><td>5508962788</td><td>PROCESSOR, UPS MULTILINK, 24 V</td></tr></tbody></table>	Select	Catalog Item	*Supplier	PO Qty	PO UOM	Item	Description	☒		MICRO AUDI-001	50	EA	1202030348	Controller, Digital, Basler DG	☒		MICRO AUDI-001	50	EA	5508127844	UPS 24VDC 5A DIN RAIL	☒		MICRO AUDI-001	100	EA	5508962788	PROCESSOR, UPS MULTILINK, 24 V																				
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8.	Click the Copy to PO button. Copy To PO																																																



Procurement Job Aid

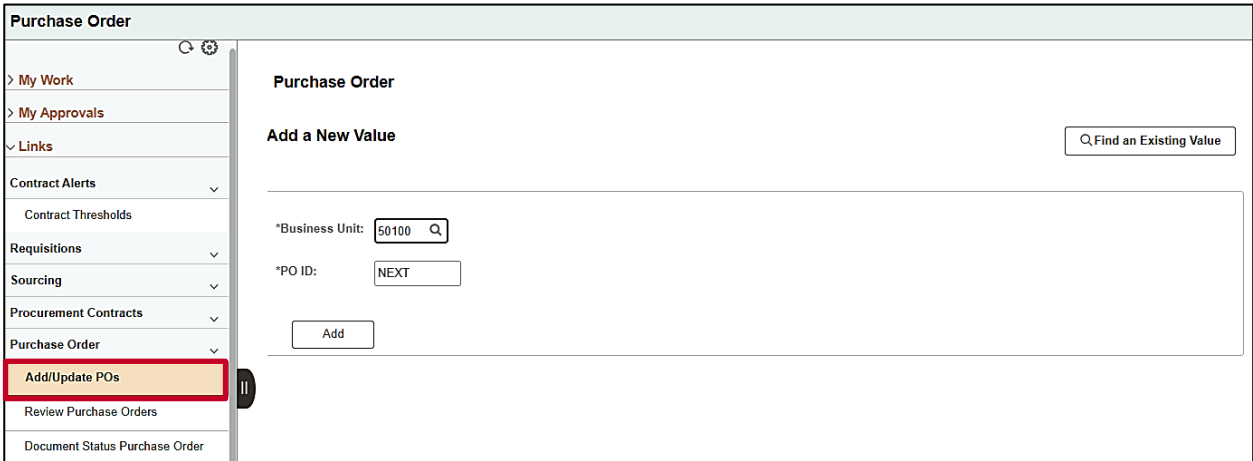
PR344 Creating Purchase Orders (VDOT Only)

Step	Action																																								
	The Purchase Order page redispays with the selected Requisition Line(s) copied to the Lines section.																																								
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Managing eVA Purchase Orders

An eVA Direct Order (DO) is a Purchase Order created in eVA. It is loaded directly into Cardinal, where a corresponding Cardinal Purchase Order is created and assigned a PO ID Number. This Purchase Order must then be updated with a Buyer name and a valid accounting distribution, which allows for receiving and vouchering to take place.

eVA Direct Orders (DOs) come into Cardinal with an Approved status. Material modifications (e.g., adding a line, changing quantities, changing prices) made to an eVA PO are done in eVA, not in Cardinal.

Step	Action
1.	Navigate to the Purchase Order 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.
	Use the following navigation in the WorkCenter: Links > Purchase Order > Add/Update POs Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Purchase Order page using the following navigation path: NavBar > Menu > Purchasing > Purchase Orders > Add/Update POs



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

The **Purchase Order Add a New Value** page displays.

Purchase Order

Add a New Value

Find an Existing Value

*Business Unit: 50100

*PO ID: NEXT

Add

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

Find an Existing Value

The **Purchase Order Find an Existing Value Search** page displays.

Purchase Order

Find an Existing Value

+ Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

*Business Unit = 50100

PO Number begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Name 1 begins with

Buyer begins with

Description begins with

PO Type =

Purchase Order Reference begins with

Show more options

Search

Clear

Step	Action
	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 .
3.	Enter the eVA Purchase Order Number in the Purchase Order Reference field. Purchase Order Reference begins with ▼ PO05185334
4.	Click the Search button. Search Clear

The **Purchase Order** page displays the eVA Purchase Order.

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO ID 0001312526

Copy From ▼

PO Status Approved

☒ Hold From Further Processing

▼ Header ⓘ

*PO Date 11/13/2025 

Supplier Search

*Supplier MANSFIELD -064 

Supplier Details

*Supplier ID 0000047959 

MANSFIELD OIL Co of Gainesville Inc

*Buyer EVA.BUYER 

EVA BUYER

PO Reference PO05185334

Web IMS?: ☐

Header Details

PO Defaults

PO Activities

Requisitions

▼ Actions

Activity Summary

Edit Comments

Add ShipTo Comments

Document Status

Receipt Status Not Recvd

Priority Medium ▼

*Dispatch Method Phone ▼

Dispatch

eVA PO Type EVP eVA Purchase Order

eVA Order Method EXCP

eVA Interfaced Y

eVA Dttm 11/14/2025 7:12:34AM

eVA PO ID PO05185334

eVA Procure Type ▼

eVA Confirming Order: ☐

Amount Summary ⓘ

Merchandise 10,550.40

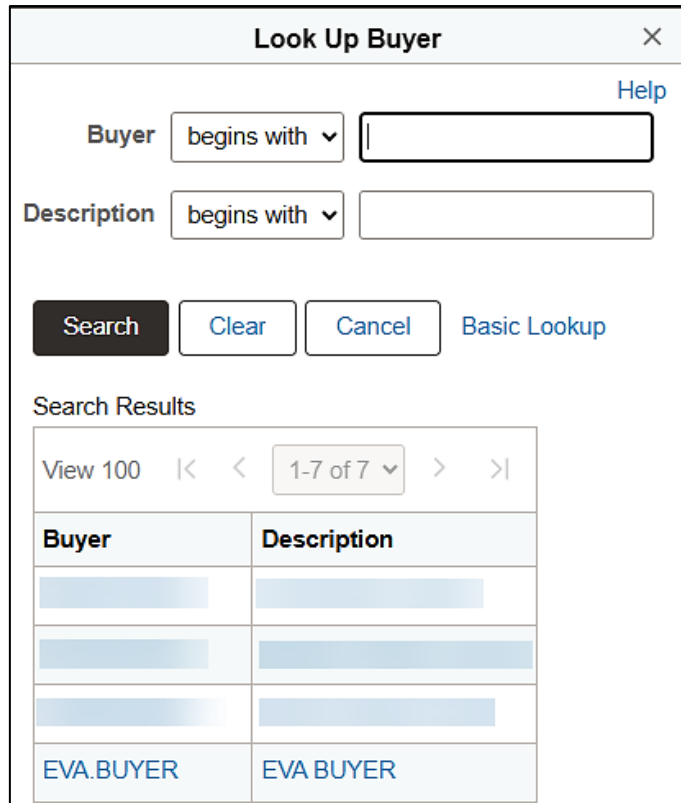
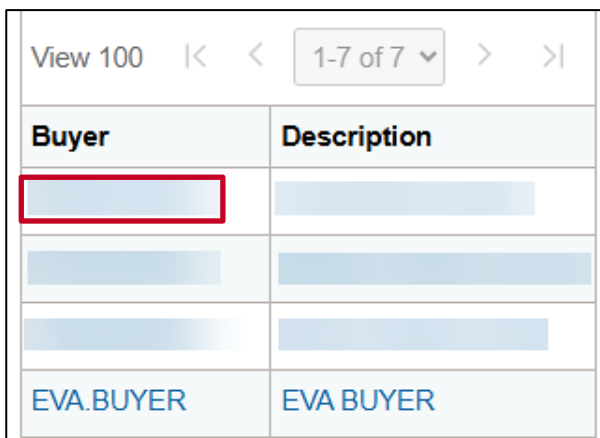
Freight/Tax/Misc. 0.00

Calculate

	The Purchase Order is assigned the Buyer Name "EVA BUYER" when it is first loaded. The Buyer should update this name to their own name.
5.	Click the Buyer Look up icon. *Buyer EVA.BUYER  EVA BUYER

Rev 9/1/2026

Page 38 of 53

Step	Action
	The Look Up Buyer page displays in a pop-up window. 
6.	Click the Buyer link for the applicable Buyer. 



Step	Action
	A Message displays, asking if the default Ship To, Department ID, Location, and Origin values should be changed. Changing Buyer will change the default values ShipTo ID to NOVA TFO Dept ID to 19059 Location to NOVA TFO Origin to ONL, continue to retrofit the default values? (10200,290) Changing Buyer will change the default values. Press OK to continue retrofit all new default values to schedules and distributions. Press Cancel to retain the original ShipTo, Department ID, Location and Origin. OK Cancel
7.	Click the Cancel button to keep the values from the eVA Direct Order. OK Cancel
	The Purchase Order page redispays with the Buyer field updated. Maintain Purchase Order Purchase Order Business Unit 50100 PO ID 0001312526 Copy From ▼ Header ⓘ *PO Date 11/13/2025 Supplier Search *Supplier MANSFIELD -064 Supplier Details *Supplier ID 0000047959 MANSFIELD OIL Co of Gainesville Inc *Buyer PO Reference PO05185334 Web IMS?: ☐ Header Details Activity Summary PO Defaults Edit Comments PO Activities Add ShipTo Comments Requisitions Document Status ▼ Actions
8.	Enter accounting distribution values in one of the following two ways: • Enter Purchase Order distribution defaults. For instructions, see the Setting Purchase Order Defaults section in this Job Aid • Enter accounting distribution values to individual lines. For instructions, see Steps 20 - 30 in the Creating an Ad hoc Purchase Order section in this Job Aid
9.	Deselect the Hold from Further Processing checkbox option. ☐ Hold From Further Processing

Step	Action
10.	Click the Save button. 
	An eVA Purchase Order must be dispatched in order to be received or vouchered against. For instructions on manually dispatching a Purchase Order see the Dispatching a Purchase Order section in this Job Aid.
	A dispatched PO flows to eVA for reporting purposes. If the Supplier is set up in eVA as URL dispatch, the PO is sent electronically to the Supplier. If not, the Buyer should print the PO and send it to the Supplier.



Procurement Job Aid

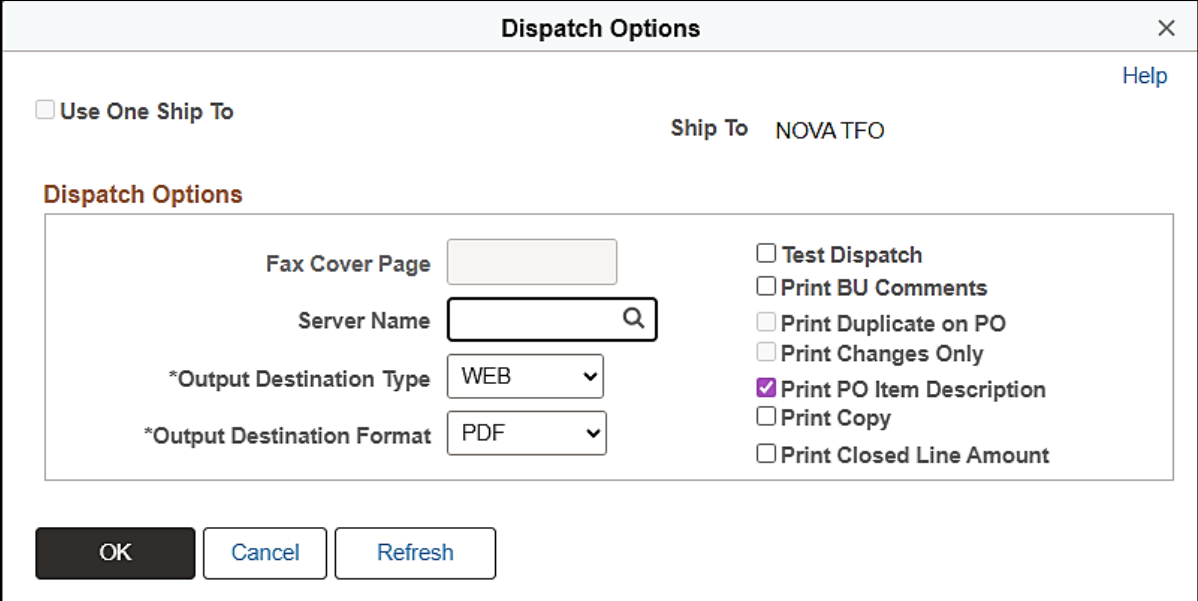
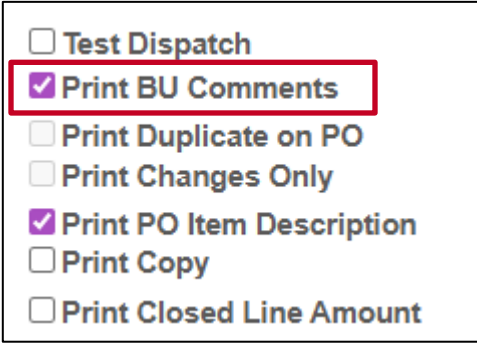
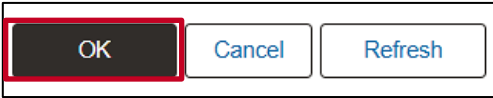
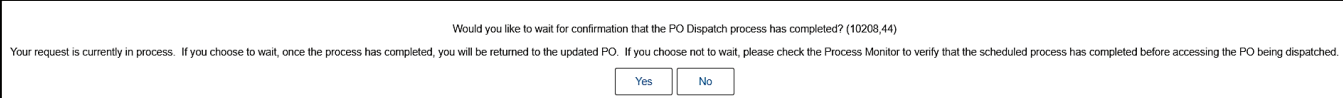
PR344 Creating Purchase Orders (VDOT Only)

Dispatching a Purchase Order

A Purchase Order must be dispatched in order to be received or vouchered against. A Purchase Order must be approved before it can be dispatched.

Upon approval, the Buyer receives an email and can navigate to the Purchase Order from a hyperlink. POs are dispatched automatically in batch periodically throughout the day, or a Buyer may choose to dispatch it manually.

Step	Action
1.	Upon approval, the Buyer receives an email and can navigate to the Purchase Order from the hyperlink provided.
The Purchase Order page displays, with the PO Status field updated to "Approved".	
Maintain Purchase Order Purchase Order Business Unit 50100 PO ID 0001314532 Copy From PO Status Approved ☐ Hold From Further Processing ▼ Header *PO Date 06/05/2026 *Supplier MICRO AUDI-001 *Supplier ID 0000000001 *Buyer Supplier Search Supplier Details Micro Audiometrics Corp PO Reference Controllers and UPS Web IMS?: ☐ Header Details PO Defaults PO Activities Requisitions ▼ Actions Activity Summary Add Comments Add ShipTo Comments Document Status Receipt Status Not Recvd Priority Medium *Dispatch Method Print eVA PO Type R01 eVA Order Method PRNT eVA Interfaced NSEV eVA Dttm eVA Procure Type eVA Confirming Order: ☐ Amount Summary Dispatch Routine Bill Vendor	
2.	The Dispatch Method field defaults to "Print". Adjust if needed.
*Dispatch Method Print Dispatch	
3.	Click the Dispatch button.
*Dispatch Method Print Dispatch	

Step	Action
	The Dispatch Options page displays in a pop-up window. 
4.	Click the Print BU Comments checkbox option to include Line and Header comments, including eVA terms and conditions, on the Purchase Order to be sent to the Supplier. 
5.	Click the OK button. 
	A Message displays in a pop-up window asking whether to wait for the PO Dispatch process to complete. 



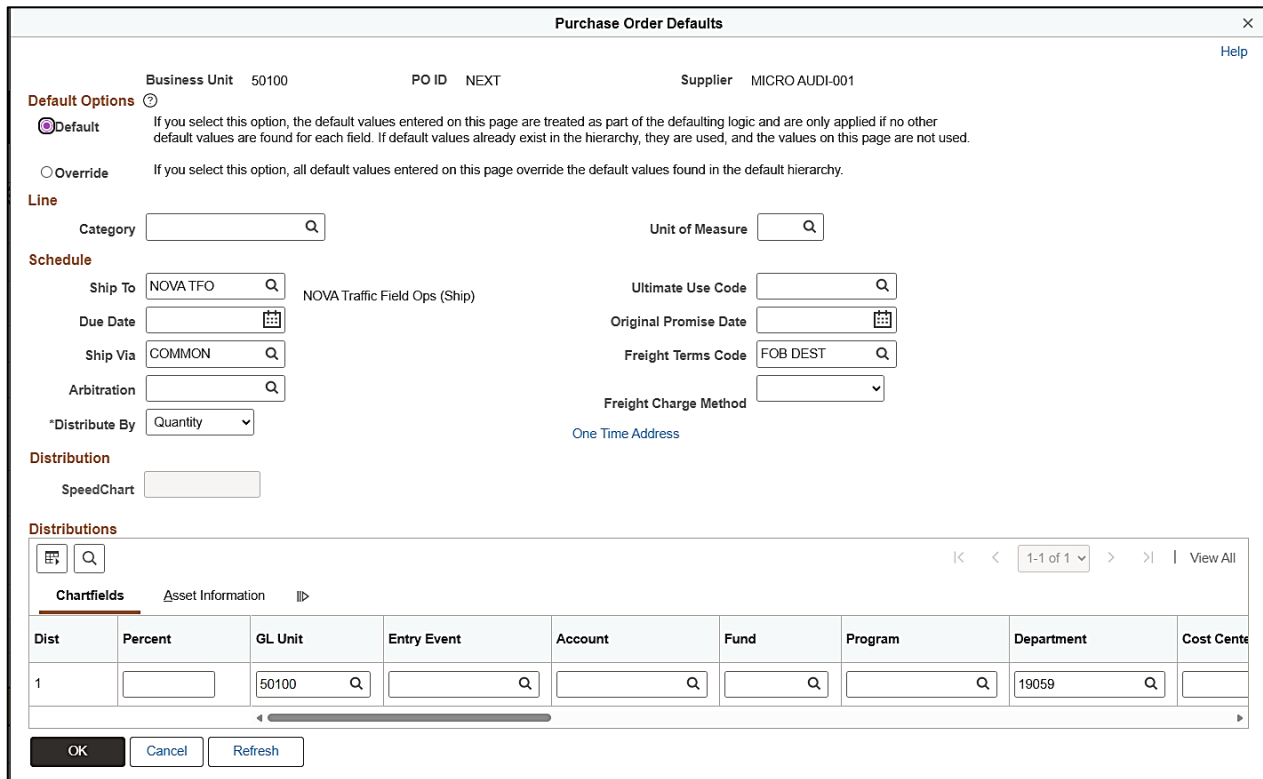
Step	Action
6.	Click the Yes button.  A screenshot showing two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border.
7.	Once the PO Dispatch process has completed, the Purchase Order page redisplay with the PO Status field updated to "Dispatched".  A screenshot of a form field labeled "PO Status". The text "Dispatched" is entered in the field and is highlighted with a red rectangular border. To the right of the field are two icons: a blue upward-pointing triangle and a red "X".

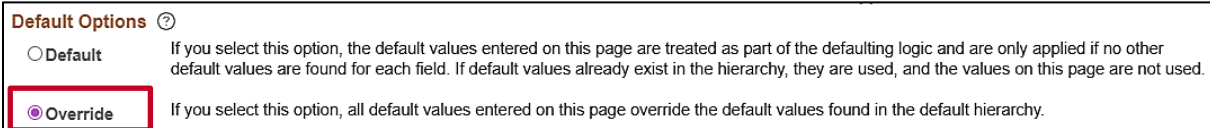
Setting Purchase Order Defaults

Use the **Purchase Order Defaults** page while creating a Purchase Order to make changes to the schedule and accounting distribution field values for all lines at the same time. This is especially useful when creating Purchase Orders with many Lines and the same accounting distributions.

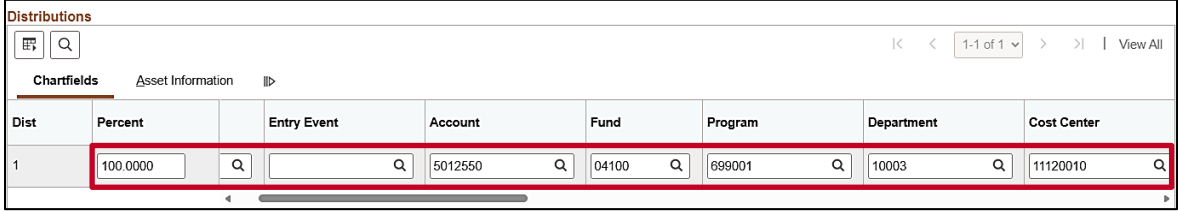
Step	Action
1.	Click the PO Defaults link. 

The **Purchase Order Defaults** page displays in a pop-up window.



2.	Click the Override option to ensure that all distribution lines will be updated. 
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Step	Action
3.	Click the Ship To Look up icon and select the applicable Ship To location. 
4.	Enter the accounting distribution to be applied to all Lines, in the Distributions section, on the Chartfields tab. 
	If each distribution line will be different, enter them individually using Steps 26 - 30 in the Creating an Ad hoc Purchase Order section in this Job Aid.
5.	Click the OK button. 

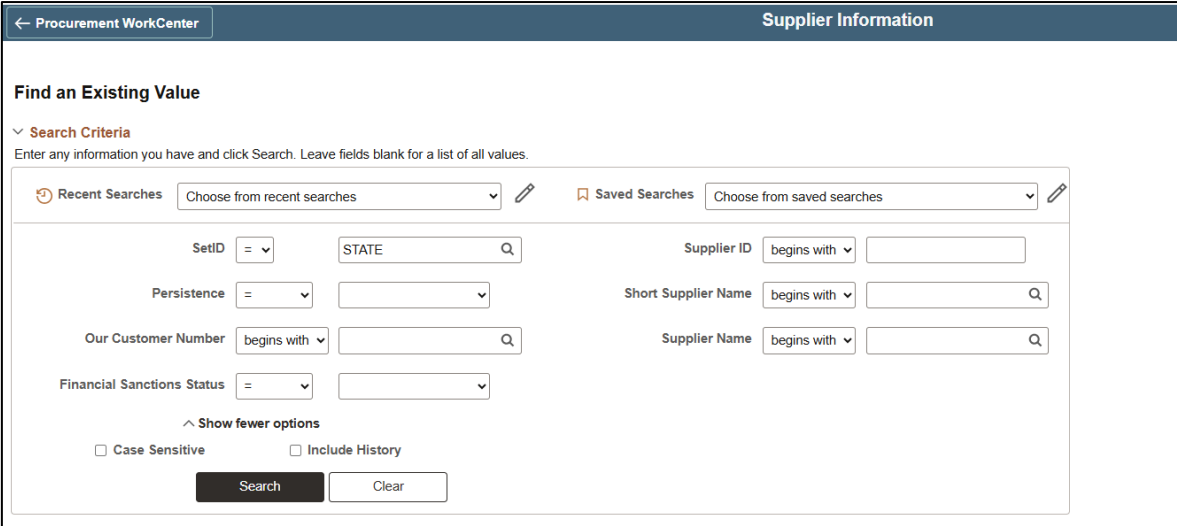
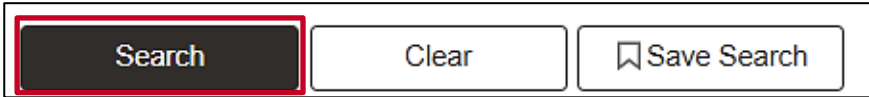
Step	Action																																								
	If Lines have already been entered on the Purchase Order, the PO Default Retrofit page displays. PO Default Retrofit Maintain Purchase Order Retrofit field changes to "all" existing PO lines/schedules/distributions..... Business Unit50100 PO IDNEXT SupplierMICRO AUDI-001 For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules. For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line. Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO. Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO. Retrofit Field Selection 1-7 of 9 View All <table><tr><th>Apply</th><th>Distrib Line</th><th>Field Name</th><th>Field Value</th><th>Apply to All Distribs</th></tr><tr><td>☐</td><td></td><td>Ship To</td><td>NOVA TFO</td><td></td></tr><tr><td>☐</td><td></td><td>Ship Via</td><td>COMMON</td><td></td></tr><tr><td>☐</td><td></td><td>Freight Terms Code</td><td>FOB DEST</td><td></td></tr><tr><td>☐</td><td>1</td><td>Pct</td><td>100</td><td></td></tr><tr><td>☐</td><td>1</td><td>Account</td><td>5012550</td><td>☐</td></tr><tr><td>☐</td><td>1</td><td>Fund</td><td>04100</td><td>☐</td></tr><tr><td>☐</td><td>1</td><td>Program</td><td>699001</td><td>☐</td></tr></table> ☒ Select All ☐ Clear All OK Cancel Refresh	Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs	☐		Ship To	NOVA TFO		☐		Ship Via	COMMON		☐		Freight Terms Code	FOB DEST		☐	1	Pct	100		☐	1	Account	5012550	☐	☐	1	Fund	04100	☐	☐	1	Program	699001	☐
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6.	Click the Apply checkbox option to the left of the Schedule field values being updated. <table><tr><th>Apply</th><th>Distrib Line</th><th>Field Name</th><th>Field Value</th><th>Apply to All Distribs</th></tr><tr><td>☒</td><td></td><td>Ship To</td><td>NOVA TFO</td><td></td></tr></table>	Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs	☒		Ship To	NOVA TFO																															
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs																																					
☒		Ship To	NOVA TFO																																						



Step	Action																				
7.	Click the Apply to All Distributions checkbox options to the right of the ChartField values, to ensure all the accounting distribution lines are updated with the new values. Do not click the checkbox option to the left of the Pct field name. <table><tr><td>☐</td><td>1</td><td>Pct</td><td>100</td><td></td></tr><tr><td>☐</td><td>1</td><td>Account</td><td>5012550</td><td>☒</td></tr><tr><td>☐</td><td>1</td><td>Fund</td><td>04100</td><td>☒</td></tr><tr><td>☐</td><td>1</td><td>Program</td><td>699001</td><td>☒</td></tr></table>	☐	1	Pct	100		☐	1	Account	5012550	☒	☐	1	Fund	04100	☒	☐	1	Program	699001	☒
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8.	Click the OK button. OK Cancel Refresh																				

Verifying Supplier Information

Supplier information is electronically transmitted from eVA into Cardinal. It is important to ensure that the eVA supplier and ordering address are correct on the PO. Before creating a PO, the user may wish to verify a supplier, address or other information for the new PO.

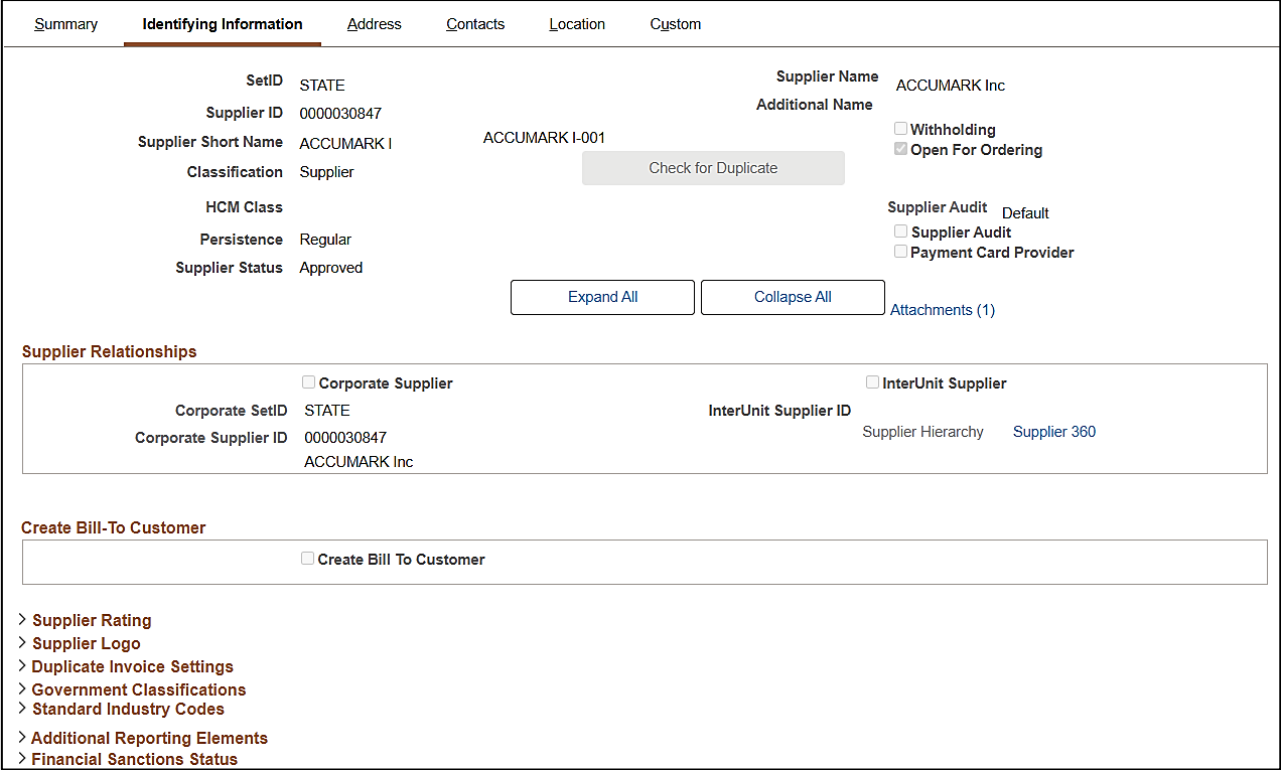
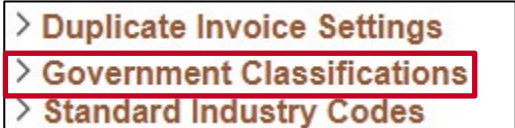
Step	Action
1.	Navigate to the Supplier Information page using this path: NavBar > Menu > Suppliers > Supplier Information > Add/Update > Add/Update Supplier The Supplier Information Find an Existing Value Search page displays. 
2.	Enter the applicable Supplier ID number in the Supplier ID field. 
3.	Click the Search button. 



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
	The Add/Update Supplier page displays. ← Procurement WorkCenter Add/Update Supplier Summary Identifying Information Address Contacts Location Custom SetID STATE Supplier ID 0000030847 Supplier Short Name ACCUMARK I ACCUMARK I-001 Supplier Name ACCUMARK Inc Order ACCUMARK I-001 9500 King Air Court Ashland, VA 23005 Remit To ACCUMARK I-001 9500 King Air Court Ashland, VA 23005 Status Approved Persistence Regular Classification Supplier HCM Class Open for Ordering Yes Withholding No Last Modified By AA_CARDINAL_BATCH_AP Last modified date 11/30/2023 2:25AM Created By V_CONV_LOAD Created Datetime 11/10/2011 7:33PM Last Activity Date 12/19/2025 Save Return to Search Notify Update/Display Include History Summary Identifying Information Address Contacts Location Custom
4.	Review the Supplier's default ordering address in the Order field. Order ACCUMARK I-001 9500 King Air Court Ashland, VA 23005
5.	Click the Identifying Information tab. Summary Identifying Information Address Contacts Location Custom

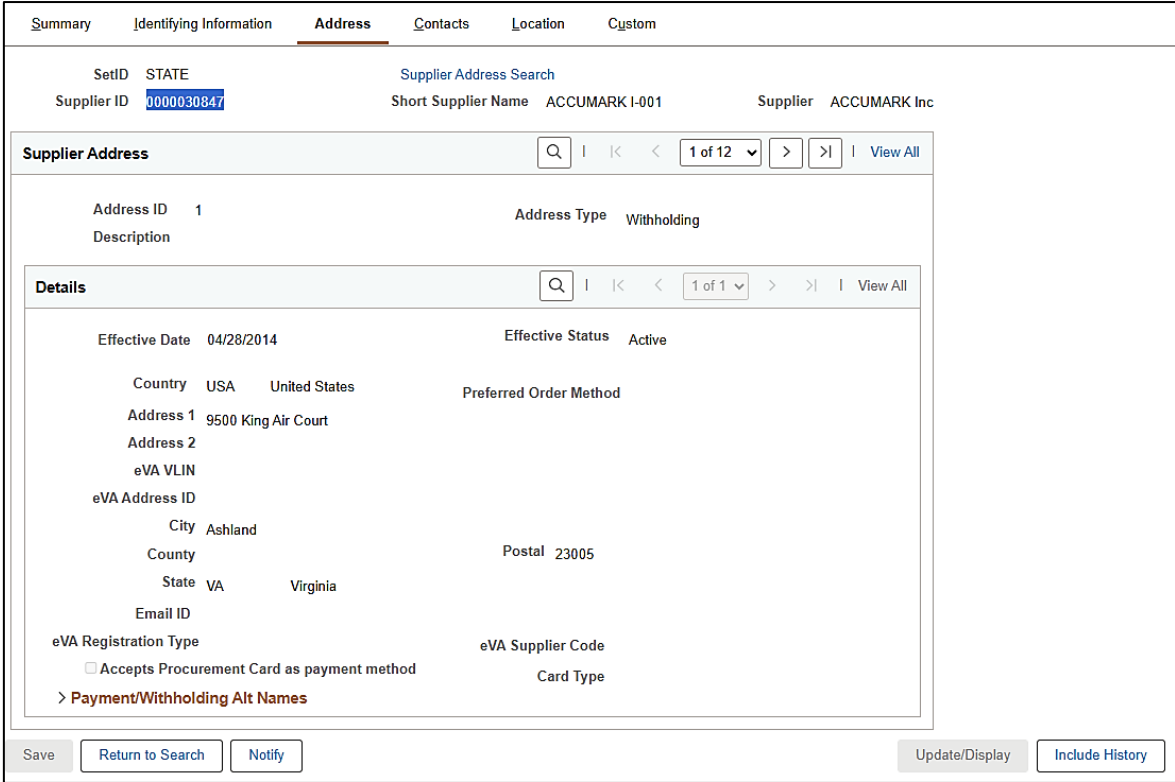
Step	Action
	The Identifying Information tab displays. 
	 To view the supplier's Virginia Department of Small Business and Supplier Diversity (SBSD) classification, expand the Government Classifications section.
6.	Click the Government Classifications Expand icon (>). 



Procurement Job Aid

PR344 Creating Purchase Orders (VDOT Only)

Step	Action
	The Government Classifications section displays. Government Classifications EEO Certification Date ☐ HUB Zone Government Sources Certification Source SBSD Small Business and Supplier Diversity Government Classifications Effective Date 12/11/2019 Certification Number 648547 Govt. Class 1 Small Class Status D Denied Class Start Date 08/21/2017 Class Expiration Date 08/21/2022 Class Termination Date 12/10/2019 Last Upd Dttm 12/11/2019 5:14AM
7.	Review the Govt. Class field and the Class Status field. Government Classifications Effective Date 12/11/2019 Certification Number 648547 Govt. Class 1 Small Class Status D Denied Class Start Date 08/21/2017 Class Expiration Date 08/21/2022 Class Termination Date 12/10/2019 Last Upd Dttm 12/11/2019 5:14AM
8.	Click the Address tab. Summary Identifying Information Address Contacts Location Custom

Step	Action
	The Address tab displays. 
9.	Find the applicable ordering address for the Purchase Order by using the left and right arrow buttons to scroll through the addresses. 
	Another option is to click the View All link to show all addresses on the page at once. 
10.	Take note of the Address ID number for the address to use on the Purchase Order. 