



PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Modifying Purchase Orders and Creating Change Orders Overview

This Job Aid provides instructions for managing changes to Purchase Orders in Cardinal. Users can make updates that either do or do not generate Change Orders. Updates that affect only internal record-keeping, such as modifications to accounting distributions, do not create Change Orders or notify the supplier. Changes to quantities, prices, delivery dates, delivery locations, or the cancelation of lines or schedules will generate a numbered Change Order that is sent to the supplier for action.

For instructions on reconciling and closing a partially received Purchase Order, see the Job Aid titled **PR344 Reconciling a WebIMS Purchase Order (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

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

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Revision History

Revision Date	Summary of Changes
9/1/2026	Baseline.

Creating a Change 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.
3.	Click the Find an Existing Value button.
	The Purchase Order Find an Existing Value Search page displays.
4.	Enter the applicable Purchase Order ID in the PO ID field.



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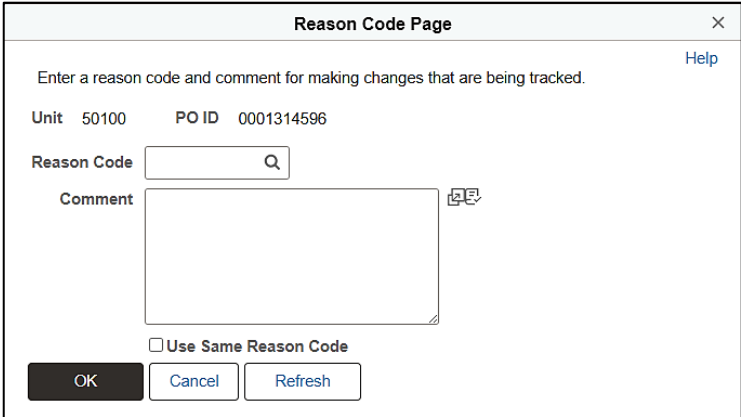
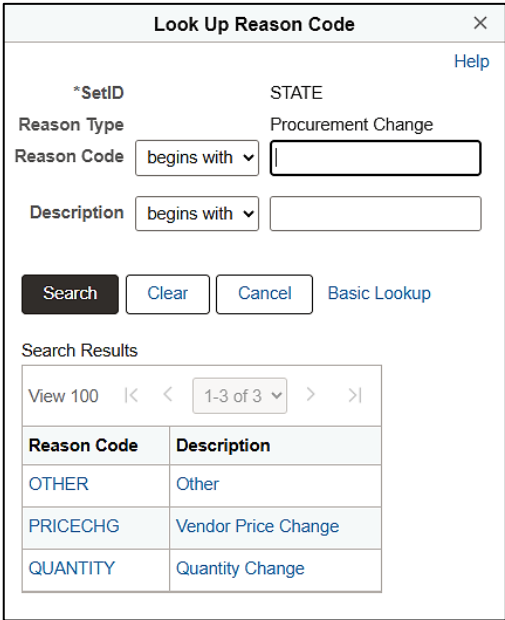
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Step	Action
5.	Click the Search button. Search Clear
The Maintain Purchase Order Purchase Order page displays.	
6.	Make changes to the purchase order following the Steps in one of the following sections of this Job Aid: Adding a PO Line Changing Quantity or Price Changing Line Information Changing Schedule Information Canceling a PO Line Canceling a Schedule Line Changing PO Header Information
7.	Save and Dispatch the change order by following the steps in the Saving and Dispatching a Change Order section of this Job Aid.



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Saving and Dispatching a Change Order

Step	Action
1.	On the Maintain Purchase Order Purchase Order page, click the Save button. 
The Reason Code Page displays in a pop-up window. 	
2.	Click the Reason Code Look up icon. 
The Look Up Reason Code page displays in a pop-up window. 	



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Step	Action								
3.	Click the applicable Reason Code link. <table><thead><tr><th>Reason Code</th><th>Description</th></tr></thead><tbody><tr><td>OTHER</td><td>Other</td></tr><tr><td>PRICECHG</td><td>Vendor Price Change</td></tr><tr><td>QUANTITY</td><td>Quantity Change</td></tr></tbody></table>	Reason Code	Description	OTHER	Other	PRICECHG	Vendor Price Change	QUANTITY	Quantity Change
Reason Code	Description								
OTHER	Other								
PRICECHG	Vendor Price Change								
QUANTITY	Quantity Change								
	The Reason Code Page displays. Reason Code Page Enter a reason code and comment for making changes that are being tracked. Help Unit: 50100 PO ID: 0001314596 Reason Code: OTHER Comment: ☐ Use Same Reason Code OK Cancel Refresh								
4.	Enter an explanation for the change in the Comment field. Comment: Added a new PO line for sand.								
5.	Click the OK button. OK Cancel Refresh								



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Step

Action

i

Upon save, a **Change Order** number displays, fields are updated, and amounts are recalculated (based on what has been changed).

Change Order

1

Current Change Reason

Copy From

i

The following rules apply to Change Order Approvals:

- Adding a line to a PO will require Supervisor approval
- Changes < 25% do not need Supervisor approval
- Changes > 25% will escalate to the Supervisor for approval
- Changes > 25% or \$50,000 (whichever is greater) to a PO with an original value > \$50,000 will escalate to the ASD Director for Approval

The Change Order appears in the approver’s queue and an email is sent to the approver with a link to approve the change order. The approval process for change orders is the same as for POs.

For information on Change Order approvals, see the Job Aid titled **PR343 Procurement Approvals** located on the Cardinal website in **Job Aids** under **Learning**.

In cases where the Change Order needs approval, its status changes to “Pend Appr”. Otherwise, the Change Order is ready for dispatch.

PO Status

Pend Appr

In the example below, a line was added, and the PO was sent for approval. This is the **Purchase Order Approval** page for this Change Order.

Purchase Order

My Work

PCard Reconciliation

Reconcile PCard Statement

My Approvals

Pending Approvals

Requisition

Purchase Order

Delegation of Authority

Links

Worklist

My Worklist

Requisitions

Sourcing

Procurement Contracts

Purchase Order

Receipts

Items

Purchase Order

Pending Approvals > Header

Cargill Inc

25,172.50 USD

Header is pending your approval

Summary

Supplier Cargill Inc

PO ID 0001314596

PO Date 05/28/26

Buyer

PO Total 25,172.50 USD

Status Pend Appr

Business Unit 50100

Routed Date 07/06/26

Edit Purchase Order

More Information

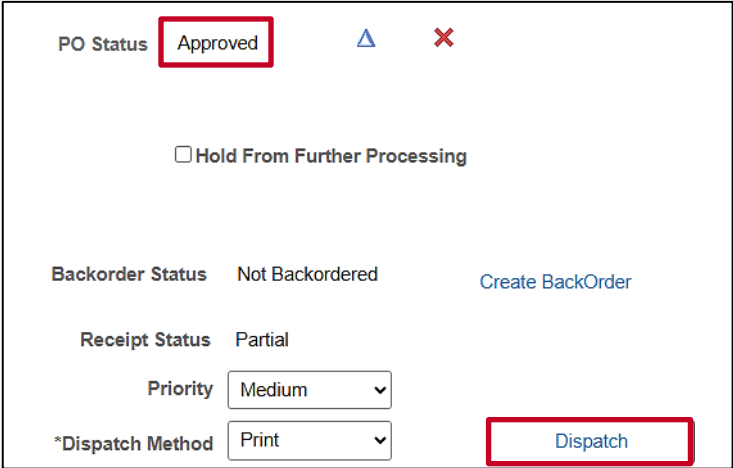
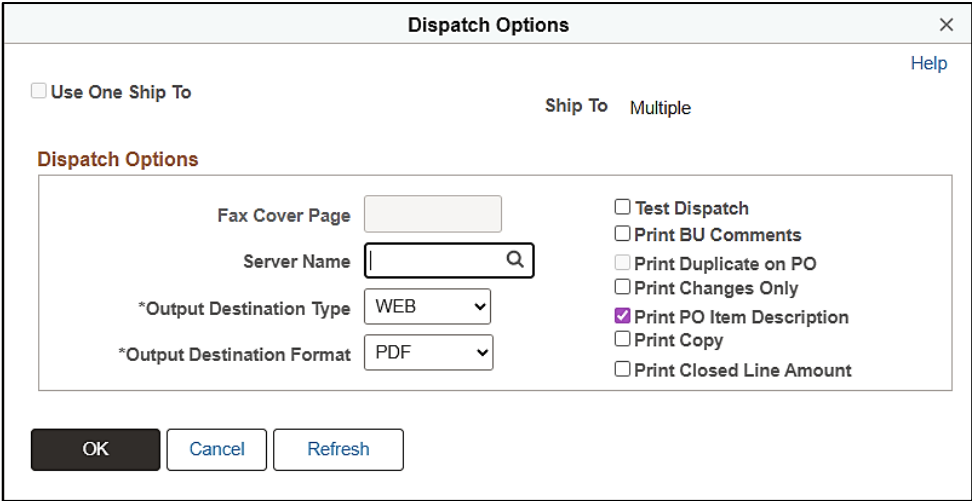
View Printable Version

Lines

Line Number	Item Description	Merchandise Amount
1	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	15,472.50 USD
2	SAND, TORPEDO SAND, TORPEDO	9,700.00 USD

Approver Comments

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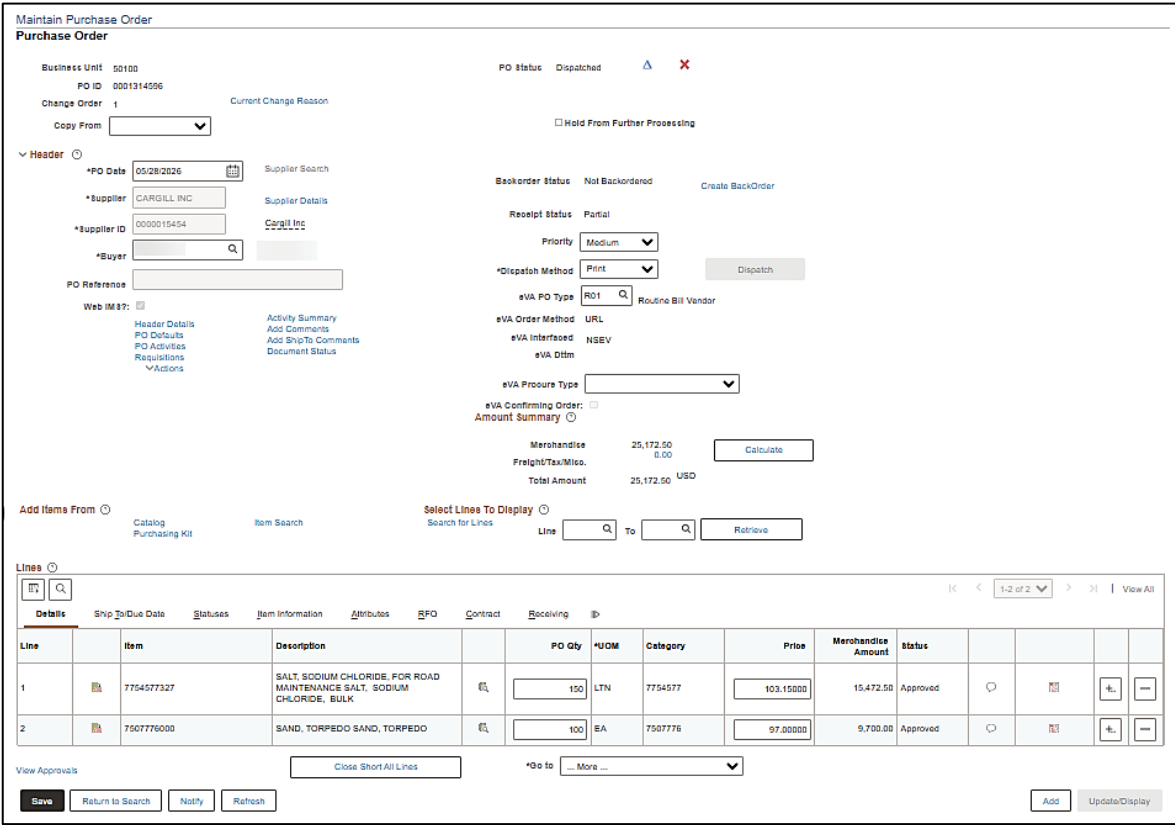
Step	Action
	Once the PO Status is "Approved", the Dispatch button is enabled. 
6.	Note that the Dispatch Method field defaults to "Print". 
7.	Click the Dispatch button. 
	The Dispatch Options page displays in a pop-up window. 



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Step	Action
8.	Select the Print BU Comments checkbox option to display Line and Header comments, including eVA terms and conditions. ☐ Test Dispatch ☒ Print BU Comments ☐ Print Duplicate on PO ☐ Print Changes Only ☒ Print PO Item Description ☐ Print Copy ☐ Print Closed Line Amount
9.	Click the OK button. OK Cancel Refresh
A pop-up message regarding waiting for confirmation displays. Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched. Yes No	
10.	Click the Yes button. Yes No

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Step	Action
	Once the PO Dispatch process has completed, the Maintain Purchase Order Purchase Order page displays.  The PO Status field updates to "Dispatched". PO Status Dispatched    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.

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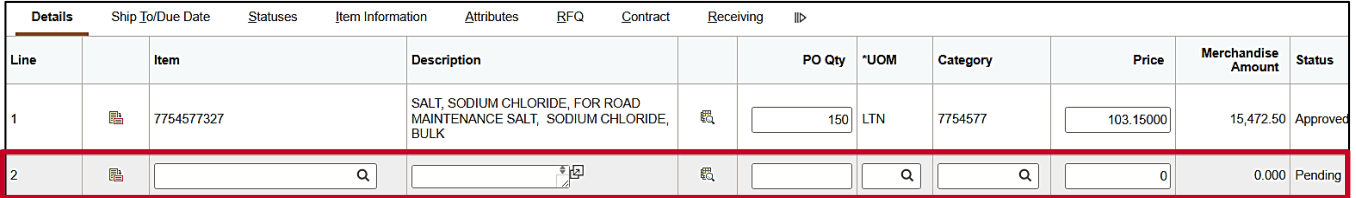
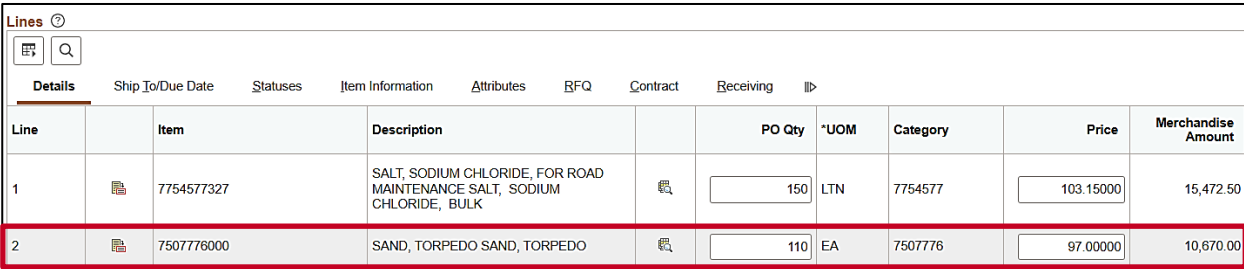
Adding a PO Line

Step	Action														
1.	Click the Add Multiple Rows icon (+...) to the right of a line in the Lines section. <table><tr><th>Price</th><th>Merchandise Amount</th><th>Status</th><th></th><th></th><th></th><th></th></tr><tr><td> 103.15000 </td><td>15,472.50</td><td>Approved</td><td></td><td></td><td> +... </td><td> - </td></tr></table>	Price	Merchandise Amount	Status					103.15000	15,472.50	Approved			+...	-
Price	Merchandise Amount	Status													
103.15000	15,472.50	Approved			+...	-									
The Enter number of rows to add pop-up window displays. fintrnx.cardinal.virginia.gov says Enter number of rows to add: 1 OK Cancel															
2.	The number of rows to add defaults to 1. If more than one line is needed, update the number. fintrnx.cardinal.virginia.gov says Enter number of rows to add: 1 OK Cancel														
3.	Click the OK button. OK Cancel														
A message displays in a pop-up window, explaining that a Change Order will be created. This action will create a change order. (10250,178) This PO has been dispatched, add/delete/change a line or schedule will create a change order. OK															

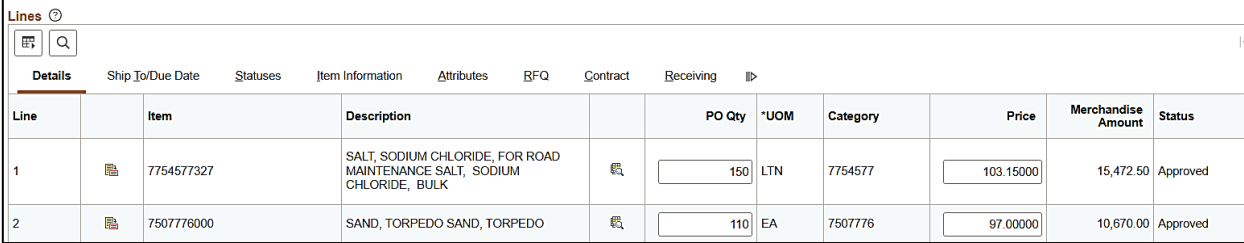


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Step	Action
4.	Click the OK button. 
A new line displays in the Lines section. 	
5.	Complete the new line information as appropriate.  For more information on entering a Purchase Order line, see the Job Aid titled PR344 Creating Purchase Orders (VDOT Only) located on the Cardinal website in Job Aids under Learning.
6.	Save and Dispatch the change order by following the steps in the Saving and Dispatching a Change Order section of this Job Aid.

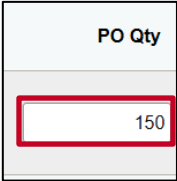
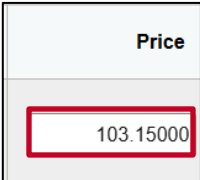
Changing Quantity or Price

Step	Action
1.	On the Maintain Purchase Order Purchase Order page, navigate to the Lines section. 

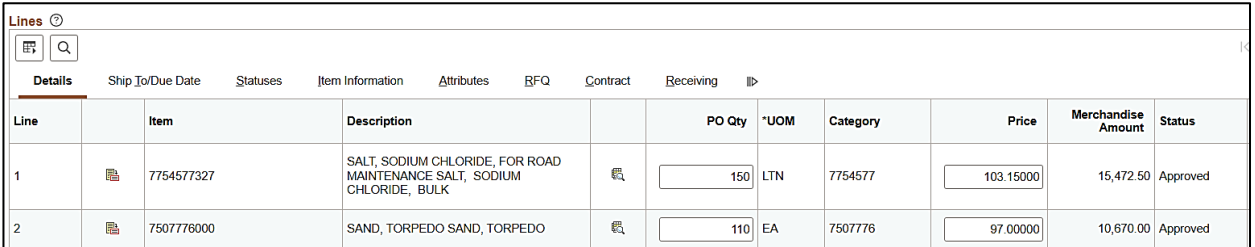


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Step	Action
2.	Update the PO Qty field as applicable. 
3.	Update the Price field as applicable. 
	Never change the unit price on an item that has already been received and vouchered. Close out the line amount to what has been matched and insert a new line for the remaining items at a changed price.
4.	Save and Dispatch the change order by following the steps in the Saving and Dispatching a Change Order section of this Job Aid.

Changing Line Information

Step	Action
1.	On the Maintain Purchase Order Purchase Order page, navigate to the Lines section. 
2.	Click the Statuses tab. 



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Step	Action
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The **Statuses** tab displays.

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	...
Line		Item	Description	Status	Backorder Status			
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	Approved	Not Backordered			+... -
2		7507776000	SAND, TORPEDO SAND, TORPEDO	Approved	Not Backordered			+... -

3. Click the **Change Line** icon on the Line to be changed.

Item	Description	Status	Backorder Status	
7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	Approved	Not Backordered	

4. Edit open fields on the **Statuses** tab as appropriate.

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	...
Line		Item	Description	Status	Backorder Status			
1		7754577327	SALT, SODIUM	Approved	Not Backordered			×

5. Click the **Details** tab.

Details	Ship To/Due Date	Statuses	Item Information
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The **Details** tab displays.

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	⌵	
Line		Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount
1		7754577327	SALT, SODIUM 		150	LTN 	7754577	103.15000	15,472.50
2		7507776000	SAND, TORPEDO SAND, TORPEDO		110	EA	7507776	97.00000	10,670.00

6. Edit open fields on the **Details** tab as appropriate.

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	...
Line		Item	Description		PO Qty	*UOM	Category	Price
1		7754577327	SALT, SODIUM		150	LTN	7754577	103.15000



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Step

Action

7.

Click the **Item Information** tab.

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

The **Item Information** tab displays.

Item Information

Attributes

RFQ

Contract

Receiving

⋮

Description	Supplier Item ID	Supplier's Catalog	Manufacturer ID	Manufacturer's Item ID	UPN Type	UPN ID
SALT, SODIUM						
SAND, TORPEDO SAND, TORPEDO						

8.

Edit open fields on the **Item Information** tab as appropriate.

Item Information

Attributes

RFQ

Contract

Receiving

⋮

Description	Supplier Item ID	Supplier's Catalog	Manufacturer ID	Manufacturer's Item ID	UPN Type	UPN ID
SALT, SODIUM						
SAND, TORPEDO SAND, TORPEDO						

9.

Click the **Contract** tab.

Item Information

Attributes

RFQ

Contract

Receiving

⋮

The **Contract** tab displays.

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

⋮

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line
1	7754577327	SALT, SODIUM	STATE				
2	7507776000	SAND, TORPEDO SAND, TORPEDO	STATE				

10.

Edit open fields on the **Contract** tab as appropriate.

Contract ID

Contract Version

Contract Line

Category Line

11.

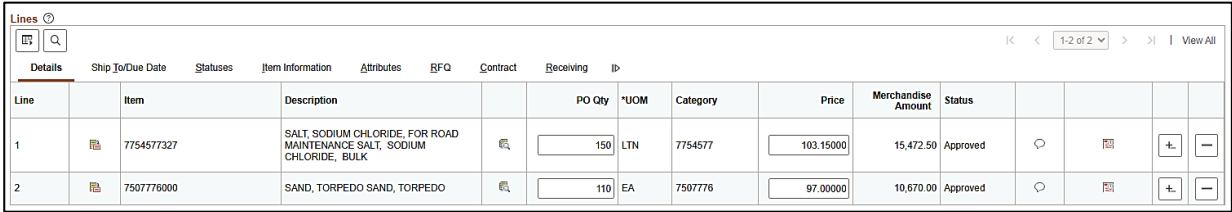
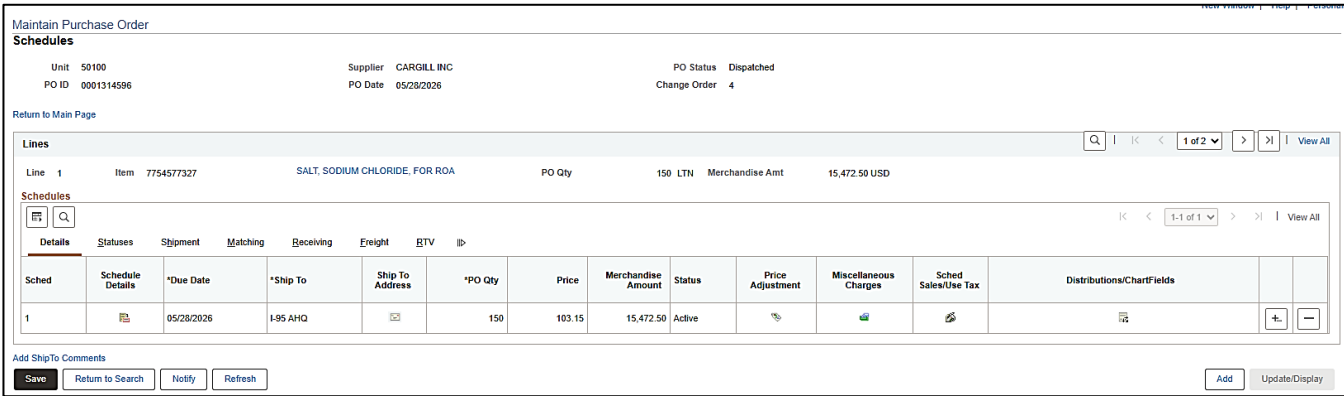
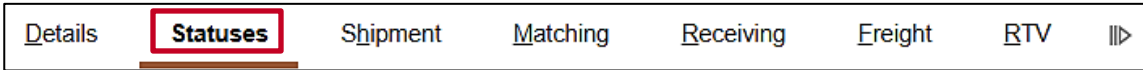
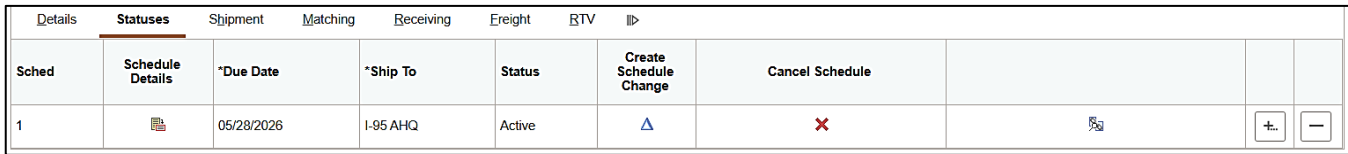
Save and Dispatch the change order by following the steps in the [Saving and Dispatching a Change Order](#) section of this Job Aid.



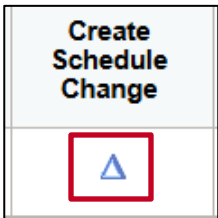
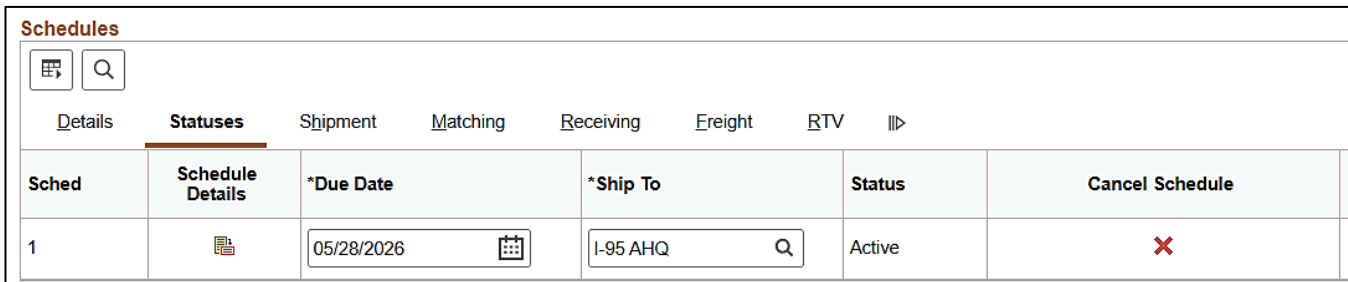
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Changing Schedule Information

Step	Action
1.	On the Maintain Purchase Order Purchase Order page, navigate to the Lines section. 
2.	Click the Schedule icon on the applicable line. 
The Maintain Purchase Order Schedules page displays. 	
3.	Click the Statuses tab. 
The Statuses tab displays. 	

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Step	Action
4.	Click the Create Schedule Change icon. 
The Due Date and Ship To fields are open for editing. 	
5.	Edit the Due Date field as applicable. 
6.	Edit the Ship To field as applicable. 
7.	Save and Dispatch the change order by following the steps in the Saving and Dispatching a Change Order section of this Job Aid.



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Canceling a PO Line

Canceling the PO Line is available if the PO status is "Dispatched". If a dispatched line is canceled, a Change Order is created. Canceling is also available when the PO status is "Approved", but only if the PO was previously dispatched and subsequently changed and approved.

In order to cancel a PO Line:

- There cannot be any matched PO Line schedules
- There cannot be any Receipts against the PO Line
- There cannot be any open Vouchers against the PO Line

Step	Action																																	
1.	On the Maintain Purchase Order Purchase Order page, navigate to the Lines section. Lines 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><th>Status</th></tr><tr><td>1</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK</td><td></td><td>150</td><td>LTN</td><td>7754577</td><td>103.15000</td><td>15,472.50</td><td>Approved</td></tr><tr><td>2</td><td></td><td>7507776000</td><td>SAND, TORPEDO SAND, TORPEDO</td><td></td><td>110</td><td>EA</td><td>7507776</td><td>97.00000</td><td>10,670.00</td><td>Approved</td></tr></table>	Line		Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount	Status	1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		150	LTN	7754577	103.15000	15,472.50	Approved	2		7507776000	SAND, TORPEDO SAND, TORPEDO		110	EA	7507776	97.00000	10,670.00	Approved
Line		Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount	Status																								
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		150	LTN	7754577	103.15000	15,472.50	Approved																								
2		7507776000	SAND, TORPEDO SAND, TORPEDO		110	EA	7507776	97.00000	10,670.00	Approved																								
2.	Click the Line Details icon on the applicable line. <table><tr><th>Line</th><th></th><th>Item</th><th>Description</th></tr><tr><td>1</td><td></td><td>7754577327</td><td>SALT, SODIUM</td></tr></table>	Line		Item	Description	1		7754577327	SALT, SODIUM																									
Line		Item	Description																															
1		7754577327	SALT, SODIUM																															



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Step	Action
	The Details for Line XX page displays in a pop-up window. Details for Line 1 PO ID 0001314609 Supplier CARGILL INC Line 1 Item ID 7754577327 SALT, SODIUM CHLORIDE, FOR ROA Line Details Category 7754577 Description SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE Category ID 02950 Amount to Receive 15,472.50 USD Quantity to Receive 150 Item Availability Line Status Approved Backorder Status Not Backordered Amount Summary Merchandise Amount 15,472.50 USD Doc. Base Amt 15,472.50 USD Transaction Item Description SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK Preferred Language Item Description SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK Expand All Collapse All > Item Information > Attributes > RFQ > Contract > Receiving OK Cancel Refresh
	Click the Cancel Line icon. Line Status Approved X Δ
	A message displays, explaining that this action will cancel the line. This action will cancel line 1 for this purchase order. Continue? (10200,229) The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time. Yes No
3.	Click the Yes button. Yes No



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Step

Action

The **Maintain Purchase Order Purchase Order** page redispays.

Lines ⓘ

Q

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

⌵

Line		Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		150	LTN	7754577	103.15000	15,472.50	Canceled
2		7507776000	SAND, TORPEDO SAND, TORPEDO		110	EA	7507776	97.00000	10,670.00	Approved

View Approvals

Close Short All Lines

*Go to

Save

Return to Search

Notify

Refresh

The **Status** of the line is now set to “Canceled”.

Category	Price	Merchandise Amount	Status		
7754577	103.15000	15,472.50	Canceled		

4.

Save and Dispatch the change order by following the steps in the [Saving and Dispatching a Change Order](#) section of this Job Aid.

Canceling a Schedule Line

Canceling the PO Schedule is available if the PO status is “Dispatched”. If a dispatched schedule is canceled, a change order is created. Canceling is also available when the PO status is “Approved”, but only if the PO was previously dispatched and subsequently changed and approved.

Step	Action																																																
1.	On the Maintain Purchase Order Purchase Order page, navigate to the Lines section. Lines << 1-2 of 2 >> View All Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ID <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><th>Status</th><th></th><th></th><th></th><th></th><th></th></tr><tr><td>1</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK</td><td></td><td>150</td><td>LTN</td><td>7754577</td><td>103.15000</td><td>15,472.50</td><td>Approved</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td>7507776000</td><td>SAND, TORPEDO SAND, TORPEDO</td><td></td><td>110</td><td>EA</td><td>7507776</td><td>97.00000</td><td>10,670.00</td><td>Approved</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Line		Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount	Status						1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		150	LTN	7754577	103.15000	15,472.50	Approved						2		7507776000	SAND, TORPEDO SAND, TORPEDO		110	EA	7507776	97.00000	10,670.00	Approved					
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Step	Action
2.	Click the Schedule icon on the applicable line. 

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

Maintain Purchase Order Schedules

Unit: 50100 Supplier: CARGILL INC PO Status: Dispatched
PO ID: 0001314611 PO Date: 07/07/2026

[Return to Main Page](#)

Lines Q | < > 1 of 2 > | [View All](#)

Line 1 Item: 7754577327 SALT, SODIUM CHLORIDE, FOR ROA PO Qty: 150 LTN Merchandise Amt: 15,472.50 USD

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

Details Statuses Shipment Matching Receiving Freight RTV ||>

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		07/07/2026	BEACH AHQ		150	103.15	15,472.50	Active				

[Add Ship-To Comments](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

3.

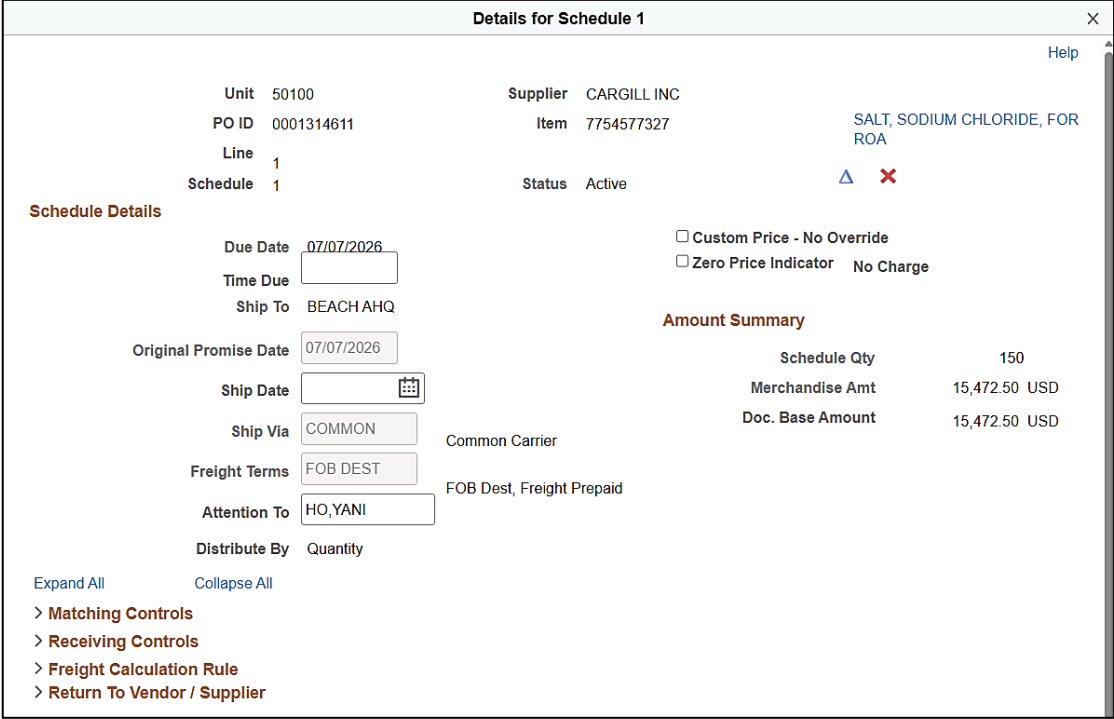
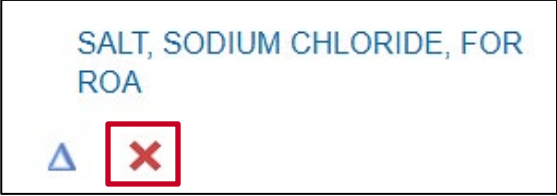
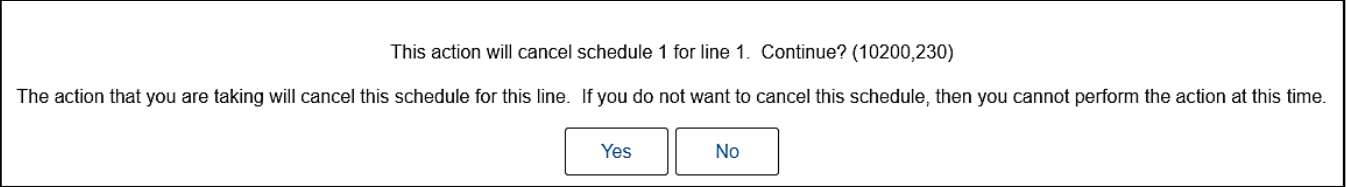
Click the **Schedule Details** icon.

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV	⋮▶
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	
1		07/07/2026	BEACH AHQ		150	103.15	



Procurement Job Aid

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Step	Action
	The Details for Schedule 1 page displays in a pop-up window. 
4.	Click the Cancel Schedule icon. 
	A message displays, confirming that this schedule is being canceled. 
5.	Click the Yes button. 



Procurement Job Aid

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

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

Maintain Purchase Order Schedules

Unit 50100 Supplier CARGILL INC PO Status Dispatched
PO ID 0001314611 PO Date 07/07/2026

[Return to Main Page](#)

Line	Item	PO Qty	LTN	Merchandise Amt	USD
1	7754577327 SALT, SODIUM CHLORIDE, FOR ROA	150			

Schedules

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		07/07/2026	BEACH AHQ		150	103.15	15,472.50	Canceled				

[Add ShipTo Comments](#)

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

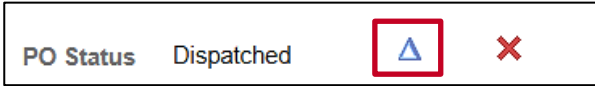
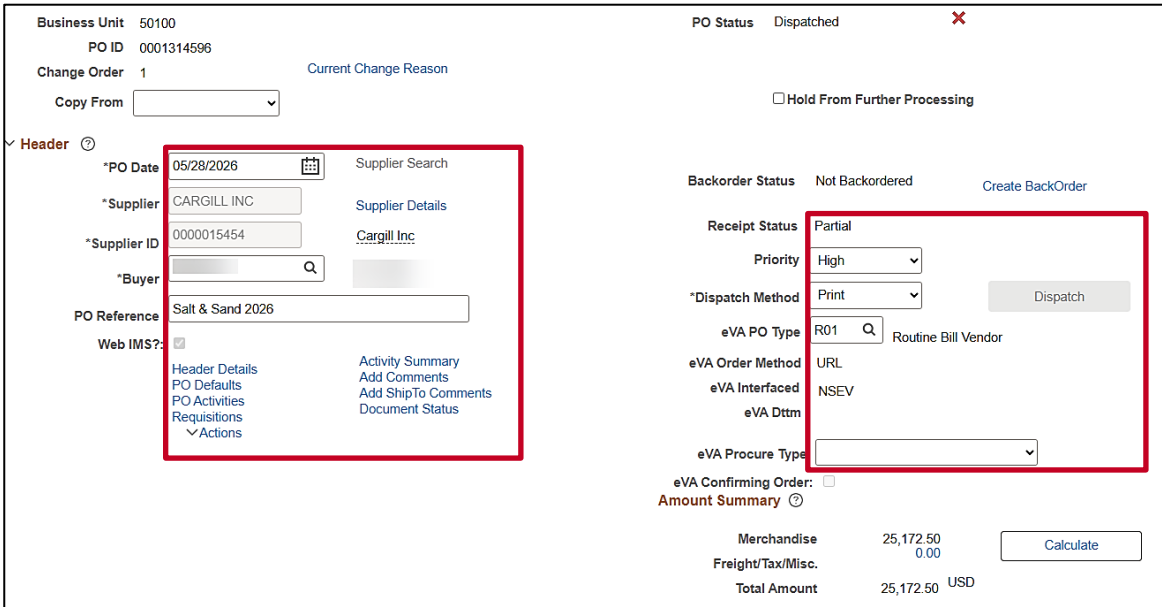
The **Status** field is set to “Canceled”.

Merchandise Amount	Status	Price Adjustment
15,472.50	Canceled	

6.	Add a new Schedule line.
	An active Line must have an active Schedule.
7.	Click the Return to Main Page link. Return to Main Page
8.	Save and Dispatch the change order by following the steps in the Saving and Dispatching a Change Order section of this Job Aid.

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Changing PO Header Information

Step	Action
1.	On the Maintain Purchase Order Purchase Order page, click the Change Order icon. 
2.	Make changes to the PO Header information as applicable. 
	The following will automatically cancel an eVA order and create a new eVA order: • Change to the Bill To Address • Change to a different address location for the same supplier
	Changing header information does not generally trigger the change order approval process.
3.	Save and Dispatch the change order by following the steps in the Saving and Dispatching a Change Order section of this Job Aid.

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Modifying a Purchase Order's Accounting Distribution

There are instances when a Purchase Order has been partially received and invoiced and, due to fiscal changes in budgets or project coding, it is necessary to change the accounting distribution for the un-invoiced balance. For more information, see the Job Aid titled **PR344 Update ChartFields on Partially Vouchered Purchase Orders (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

Changing accounting distributions does not trigger the change order approval process.

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
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Purchase Order

Add a New Value

Find an Existing Value

*Business Unit:

50100

*PO ID:

NEXT

Add

-  Find an Existing Value

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 ID
begins with

Purchase Order Date
=

PO Status
=

Short Supplier Name
begins with

Supplier ID
begins with

Supplier Name
begins with

Buyer
begins with

Buyer Name
begins with

PO Type
=

Purchase Order Reference
begins with

Show more options

Search

Clear

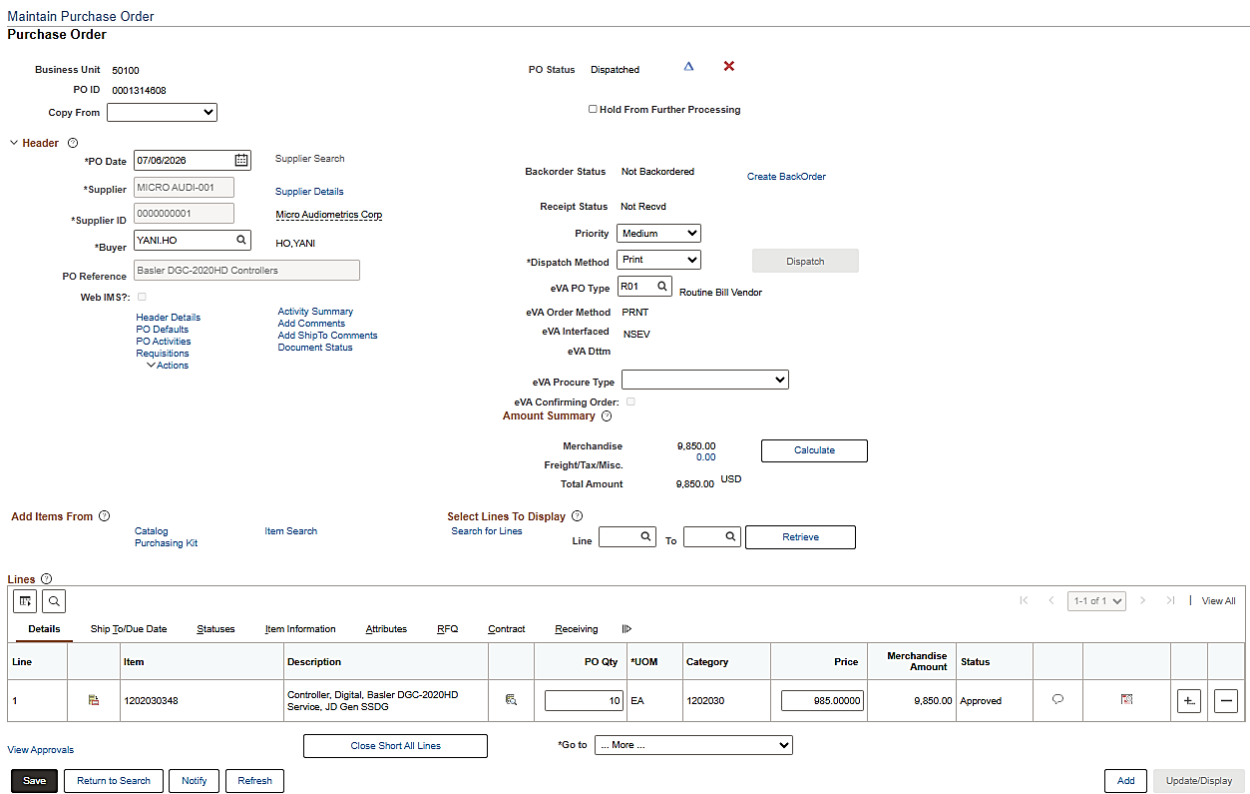


Procurement Job Aid

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Step	Action
4.	Enter the applicable Purchase Order ID in the PO ID field. 
5.	Click the Search button. 

The **Maintain Purchase Order** page displays.



Maintain Purchase Order

Purchase Order

Business Unit: 50100 PO ID: 0001314808

Copy From: [dropdown]

PO Status: Dispatched

Hold From Further Processing: [checkbox]

Header

*PO Date: 07/06/2026 Supplier Search

*Supplier: MICRO AUDI-001 Supplier Details

*Supplier ID: 0000000001 Micro Audiometrics Corp

*Buyer: YANI.HO HQ, YANI

PO Reference: Basler DGC-2020HD Controllers

Web IMS?: [checkbox]

Activity Summary: Add Comments, Add ShipTo Comments, Document Status

Backorder Status: Not Backordered Create BackOrder

Receipt Status: Not Recvd

Priority: Medium

*Dispatch Method: Print Dispatch

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: PRINT

eVA Interfaced: NSEV

eVA Dttm: [dropdown]

eVA Procure Type: [dropdown]

eVA Confirming Order: [checkbox]

Amount Summary

Merchandise: 9,850.00

Freight/Tax/Misc: 0.00

Total Amount: 9,850.00 USD

Calculate

Add Items From: Catalog Purchasing Kit Item Search

Select Lines To Display: Search for Lines

Line: [dropdown] To: [dropdown] Retrieve

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving IP

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	1202030348	Controller, Digital, Basler DGC-2020HD Service, JD Gen SSDG	10	EA	1202030	985.00000	9,850.00	Approved				

View Approvals

Close Short All Lines

*Go to: ... More ...

Save Return to Search Notify Refresh Add Update/Display

6.	Click the Schedule icon on the Details tab in the Lines section. 
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Procurement Job Aid

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

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

Maintain Purchase Order Schedules

Unit: 50100 Supplier: MICRO AUDI-001 PO Status: Dispatched
PO ID: 0001314608 PO Date: 07/06/2026

[Return to Main Page](#)

Lines

Line	1	Item	1202030348	Controller, Digital, Basler DG	PO Qty	10	EA	Merchandise Amt	9,850.00	USD
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Schedules

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		07/16/2026	NOVA TFO		10	985.00	9,850.00	Active	%			

[Add ShipTo Comments](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

7. Click the **Distributions/ChartFields** icon.

Distributions/ChartFields



The **Distributions for Schedule 1** page displays in a pop-up window.

Distributions for Schedule 1

Unit: 50100 Supplier: MICRO AUDI-001
PO ID: 0001314608 Item: 1202030348 Controller, Digital, Basler DG
Line: 1
Schedule: 1 Status: Active

*Distribute By: Quantity

SpeedChart: Multi-SpeedCharts

Schedule Qty: 10
Merchandise Amount: 9,850.00 USD
Doc. Base Amount: 9,850.00 USD

Distribution

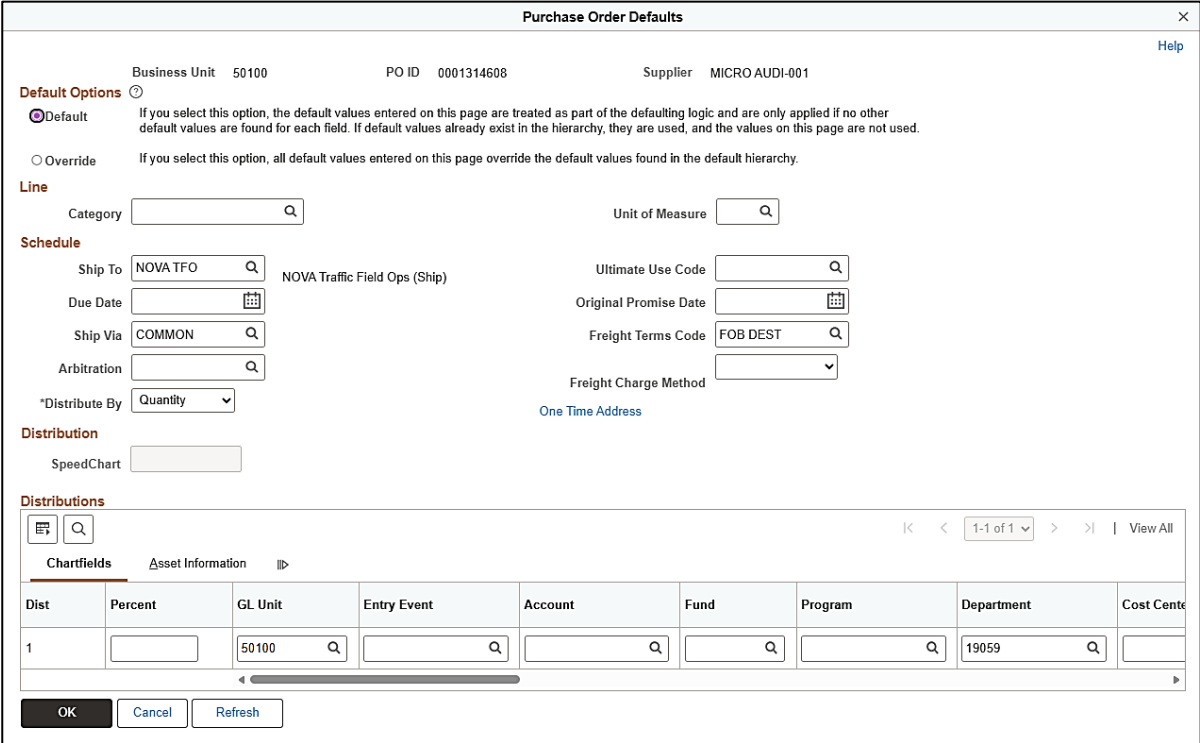
ChartFields	Details/Tax	Asset Information	Req Detail	Statuses	ID						
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Depart
1	Open	100	10	9,850.00	USD	50100		5012550	04100	699001	10003

[OK](#) [Cancel](#) [Refresh](#)

8. Enter the new ChartField values.

*Account	Fund	Program	Department	Cost Center
5012550	04100	699001	10004	11120010

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Step	Action
9.	Click the OK button. 
	For more detailed information about combination edits, see the job aid titled GL332 Combination Edits Review Tools (VDOT Only) located on the Cardinal website in Job Aids under Learning.
	Click the PO Defaults link on the Maintain Purchase Order Purchase Order page to access default accounting distribution lines for the Purchase Order.  New values entered on this page will override default values. Only fields with new values will be updated. 



PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Canceling a Purchase Order

In order to cancel a Purchase Order:

- The Purchase Order cannot be on hold
- There cannot be any matched Purchase Order line schedules
- There cannot be any Receipts against the Purchase Order
- There cannot be any open Vouchers against the Purchase Order

Step	Action
1.	Look up the applicable Purchase Order by following Steps 1-5 in the Modifying a Purchase Order's Accounting Distribution section of this Job Aid.
2.	On the Maintain Purchase Order Purchase Order page, click the Cancel icon in the Header section. PO Status Dispatched ▲ 

This begins the cancellation process, which includes changing the lines to a “Cancel” status and changing the header to a “Pending Cancel” status.

A message displays, explaining that canceling the PO will prevent further changes to the PO.

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

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

3.	Click the Yes button. Yes No
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The **Maintain Purchase Order Cancel Purchase Order** page displays.

Maintain Purchase Order

Cancel Purchase Order

Amount Summary

PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

Save

Return to Search

Previous in List

Next in List

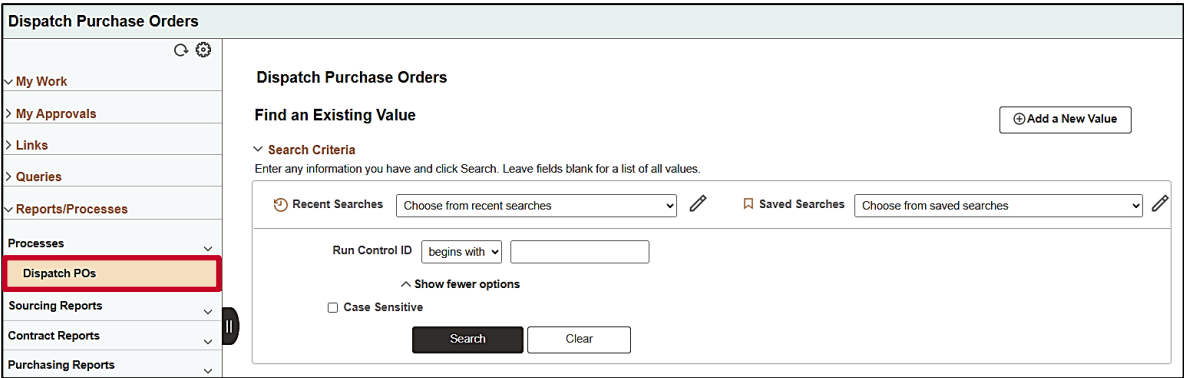
Notify

Refresh

Add

Update/Display

PR344 Modifying Purchase Orders and Creating Change Orders (VDOT Only)

Step	Action
4.	Click the OK button. 
	Once canceled, the Buyer or a batch process will dispatch the PO to complete the cancelation process. This step is required to officially cancel the PO. If done by the Buyer, this dispatch takes place in the Procurement WorkCenter > Reports/Processes > Processes > Dispatch POs. 
	When canceling a Purchase Order from a Strategic Sourcing event, Cardinal asks if the quantity should be moved back into the Sourcing event. If yes, the quantity is put back to the award and can either be re-awarded to another bidder or manually closed.