



### Professional Services Purchase Orders Overview

According to the Agency Procurement and Surplus Property Manual, published by the Department of General Services, “Professional Services as defined in § 2.2-4301 of the Virginia Public Procurement Act (VPPA) means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering, and the services of an economist procured by the State Corporation Commission.”

Cardinal tracks professional services expenditures against contracts using a purchase order (PO), and subsequent task orders (i.e., change order), as a means to manage contract activities. This process allows for easy reference and reporting.

POs, as well as subsequent task orders, are sent electronically through Virginia’s online electronic procurement system (eVA) to the supplier to confirm orders. The following is a typical scenario used to create a Professional Services PO and add a task order related to a contract.

For more detailed instructions on creating and managing POs, refer to the job aid titled **PR344 Creating Purchase Orders (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      | Updated to reflect the Cardinal system upgrades. |
| 9/20/2023     | Baseline.                                        |

### Creating a Professional Services Purchase Order from a Contract

The PO is the principal tracking document and represents all activity related to the contract. In order to limit eVA fees, for each Professional Services contract, only one PO is created. **Line 1** of the PO should be equal to the value of the contract. Each subsequent line added to the PO is deemed a task order (i.e., change order) executed against the contract. As each task order is added to the PO, **Line 1** of the PO is decremented for the same amount as the task order. As a result, the sum of the Professional Services PO lines is always equal to the contract. In the example below, a Professional Services PO and subsequent task order are created against an existing contract.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Add/Update POs</b> page by clicking the <b>Procurement WorkCenter</b> tile.</p>                                                                                                                  |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal Financials WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                       |
| 2.                                                                                  | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Purchase Order &gt; Add/Update POs</b><br/> <b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |
|  | <p>Users can also access the <b>Purchase Order</b> page using the following navigation path:<br/> <b>NavBar &gt; Menu &gt; Purchasing &gt; Purchase Orders &gt; Add/Update POs</b></p>                                                                                                                  |

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 Professional Services Purchase Orders (VDOT Only)

The **Maintain Purchase Order 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 08/11/2026  Supplier Search

\*Supplier   Supplier Details

\*Supplier ID

\*Buyer V\_PR\_TESTUSER\_1  V\_PR\_TESTUSER\_1

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

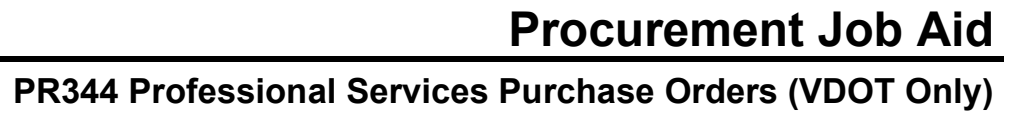
4. Enter the supplier using the **Supplier** or **Supplier ID** fields for the Contract.

\*Supplier   Supplier Details

\*Supplier ID   ACCUMARK Inc

5. Click the **Copy From** dropdown button and select "Contract".

Copy From



×

Copy Purchase Order from Contract

Help

Contract Selection Criteria

Contract SetID STATE

Contract ID

☐ Allow Open Item Contract Only

Supplier ACCUMARK I-001

Supplier ID 0000030847

Master Contract

Search

Select Contract

1-1 of 1

<

>

| View All

Contracts

More Details

| Select                   | SetID | Contract | Description | Supplier ID | Begin Date | Expire Date |
|--------------------------|-------|----------|-------------|-------------|------------|-------------|
| <input type="checkbox"/> |       |          |             |             |            |             |

OK

Cancel

Refresh

- Contract ID**

- Search

- Select Contract

<

1-1 of 1

>

View All

Contracts

More Details

| Select                              | SetID | Contract                 | Description | Supplier ID | Begin Date | Expire Date |
|-------------------------------------|-------|--------------------------|-------------|-------------|------------|-------------|
| <input checked="" type="checkbox"/> | STATE | 000000000000000000053313 |             | 0000030847  | 08/11/2026 |             |

- OK Cancel Refresh



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

The **Maintain Purchase Order Purchase Order** page displays with the contract details and contract line data populated.

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID NEXT

Copy From [dropdown]

PO Status Open ☒

☐ Hold From Further Processing

▼ Header

\*PO Date 09/11/2028 Supplier Search

\*Supplier ACCUMARK I-001 Supplier Details

\*Supplier ID 0000030847 ACCUMARK Inc

\*Buyer V\_PR\_TESTUSER\_1 V\_PR\_TESTUSER\_1

PO Reference [text box]

Web IMS?: ☐

Header Details  
PO Defaults  
PO Activities  
▼ Actions

Activity Summary  
Add Comments  
Add ShipTo Comments

Receipt Status Not Recvd

Priority Medium

\*Dispatch Method Print Dispatch

eVA PO Type R01 Routine Bill Vendor

eVA Order Method URL

eVA Interfaced NSEV

eVA Dttm [dropdown]

eVA Procure Type [dropdown]

eVA Confirming Order: ☐

Amount Summary

Merchandise 0.00

Freight/Tax/Misc. 0.00

Total Amount 0.00 USD Calculate

Add Items From

Catalog Purchasing Kit

Item Search

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    | 9629101000 | UTILITY LOCATOR | 0.0001 | HUR  | 9629101  | 0.01000 | 0.00               | Open   |  |  |  |  |

View Approvals Close Short All Lines \*Go to ... More ...

Save Notify Refresh Add Update/Display

10. Click the **Attributes** tab in the **Lines** section.

Lines

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

The **Attributes** tab displays.

| Line | Item       | Description     | Physical Nature | *Price Qty | *Price Date | Amount Only              |  |  |
|------|------------|-----------------|-----------------|------------|-------------|--------------------------|--|--|
| 1    | 9629101000 | UTILITY LOCATOR | Goods           | Line Qty   | PO          | <input type="checkbox"/> |  |  |

11. Check the **Amount Only** checkbox.

| *Price Date | Amount Only                         |   |   |
|-------------|-------------------------------------|---|---|
| PO          | <input checked="" type="checkbox"/> | + | - |



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

A notification displays in a pop-up window.

The PO Qty will be 1 for an amount only line, the system will recalculate the merchandise amount (10200,273)  
The PO Quantity will be 1 for an amount only line, the system will recalculate the merchandise amount, Continue?

Yes

No

Cancel

12. Click the **Yes** button.

Yes

No

Cancel

The **Lines** section displays again.

Lines ⓘ

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

| Line | Item       | Description     | Physical Nature | *Price Qty | *Price Date | Amount Only                         |   |   |
|------|------------|-----------------|-----------------|------------|-------------|-------------------------------------|---|---|
| 1    | 9629101000 | UTILITY LOCATOR | Goods           | Line Qty   | PO          | <input checked="" type="checkbox"/> | + | - |

13. Click the **Details** tab.

**Details**

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving



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 | Status |  |  |  |  |
| 1       | 9629101000       | UTILITY LOCATOR | 1                | HUR        | 9629101  | 65.00000 | 65.00              | Open   |  |  |  |  |



The **PO Qty** value is "1" and cannot be changed.

|   | PO Qty |
|---|--------|
| 1 | 1      |

14. Update the **Price** field to match the total Contract value.

| Category | Price   |
|----------|---------|
| 9629101  | 5000000 |





# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

15. Click the **Schedule** icon.

| Status |  |  |  |  |
|--------|--|--|--|--|
| Open   |  |  |  |  |

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

Maintain Purchase Order Schedules

Unit: 50100 PO ID: NEXT Supplier: ACCUMARK I-001 PO Status: Open PO Date: 08/11/2026

Return to Main Page

Lines

| Line | Item | UTILITY LOCATOR SERVICE (UNDER | PO Qty | 1 | HUR | Merchandise Amt | 5,000,000.00 | USD |
|------|------|--------------------------------|--------|---|-----|-----------------|--------------|-----|
| 1    |      |                                |        |   |     |                 |              |     |

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     |                  | 08/11/2026 | HRBT ADM |                 | 1       | 5,000,000.00 | 5,000,000.00       | Active |                  |                       |                     |                           |

Add ShipTo Comments

Save Notify Refresh

Add Update/Display



Values default in as shown. Change as necessary.

| Sched | Schedule Details | *Due Date  | *Ship To | Ship To Address | *PO Qty | Price        | Merchandise Amount |
|-------|------------------|------------|----------|-----------------|---------|--------------|--------------------|
| 1     |                  | 08/11/2026 | HRBT ADM |                 | 1       | 5,000,000.00 | 5,000,000.00       |

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

| Distributions/ChartFields |
|---------------------------|
|                           |



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

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

**Distributions for Schedule 1**

Unit: 50100 Supplier: ACCUMARK I-001  
PO ID: NEXT Item: 9629101000 UTILITY LOCATOR SERVICE (UNDER  
Line: 1  
Schedule: 1 Status: Active

\*Distribute By: Amount  
SpeedChart: Multi-SpeedCharts

Schedule Qty: 1  
Merchandise Amount: 5,000,000.00 USD  
Doc. Base Amount: 5,000,000.00 USD

**Distribution**

Chartfields Details/Tax Asset Information Req Detail Statuses

| Dist | Status | Percent | Merchandise Amount | Currency | *GL Unit | Entry Event | *Account | Fund  | Program | Department |
|------|--------|---------|--------------------|----------|----------|-------------|----------|-------|---------|------------|
| 1    | Open   | 100     | 5,000,000.00       | USD      | 50100    |             | 5012550  | 04100 | 699001  | 10003      |

OK Cancel Refresh

17.

Enter a valid accounting distribution (i.e., chart of accounts values). In this case, the user might enter administrative chart of accounts values since this is not project specific at this time. When the task orders are subsequently created, the user will enter the specific project chart of accounts values.

**Distribution**

Chartfields Details/Tax Asset Information Req Detail Statuses

| Dist | Status | Percent | Merchandise Amount | Currency | *GL Unit | Entry Event | *Account | Fund  | Program | Department |
|------|--------|---------|--------------------|----------|----------|-------------|----------|-------|---------|------------|
| 1    | Open   | 100     | 5,000,000.00       | USD      | 50100    |             | 5012550  | 04100 | 699001  | 10003      |

18.

Click the **OK** button.

OK Cancel Refresh

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

**Maintain Purchase Order Schedules**

Unit: 50100 Supplier: ACCUMARK I-001 PO Status: Open  
PO ID: NEXT PO Date: 08/11/2026

Return to Main Page

**Lines**

| Line | Item       | UTILITY LOCATOR SERVICE (UNDER | PO Qty | 1   | HUR             | Merchandise Amt | 5,000,000.00 | USD |
|------|------------|--------------------------------|--------|-----|-----------------|-----------------|--------------|-----|
| 1    | 9629101000 | UTILITY LOCATOR SERVICE (UNDER | 1      | HUR | Merchandise Amt | 5,000,000.00    | 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 Charges | Sched Sales/Use Tax | Distributions/ChartFields |
|-------|------------------|------------|----------|-----------------|---------|--------------|--------------------|--------|------------------|-----------------------|---------------------|---------------------------|
| 1     |                  | 08/11/2026 | HRST ADM |                 | 1       | 5,000,000.00 | 5,000,000.00       | Active | %                |                       |                     |                           |

Add Ship To Comments

Save Notify Refresh

Add Update/Display



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

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

[Return to Main Page](#)

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

Maintain Purchase Order

**Purchase Order**

Business Unit 50100 PO Status Open ☒

PO ID NEXT

Copy From

☐ Hold From Further Processing

▼ Header ⓘ

\*PO Date 08/11/2026  Supplier Search

\*Supplier ACCUMARK I-001  Supplier Details

\*Supplier ID 0000030847  ACCUMARK Inc

\*Buyer V\_PR\_TESTUSER\_1  V\_PR\_TESTUSER\_1

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 Print  Dispatch

eVA PO Type R01  Routine Bill Vendor

eVA Order Method URL

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type

eVA Confirming Order: ☐

Amount Summary ⓘ

|                   |              |     |
|-------------------|--------------|-----|
| Merchandise       | 5,000,000.00 |     |
| Freight/Tax/Misc. | 0.00         |     |
| Total Amount      | 5,000,000.00 | USD |

Calculate

20. Click the **Supplier Details** link.

\*Supplier ACCUMARK I-001

[Supplier Details](#)

\*Supplier ID 0000030847

ACCUMARK Inc



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

The **Maintain Purchase Order Supplier Details** page displays in a pop-up window.

PO Supplier Information

×

Help

Maintain Purchase Order

Supplier Details -- ACCUMARK Inc

Business Unit 50100

PO ID NEXT

Supplier ACCUMARK I-001

Supplier Information

\*Location MAIN

Terms 30

Net 30

\*Address 4

Show Address Details

Contact

Show Contact Details

Salesperson

Show Salesperson Details

Basis Date Type Prompt Payment

Supplier Details Message

Country USA United States

Prefix

Address 1 9500 King Air Court

Fax 555/555-5555

Address 2

Prefix

eVA VLIN VA10059483

Phone 555/555-5555

eVA Address ID EVAAD44546

City Ashland

County 039885111

Postal 23005

State VA Virginia

OK

Cancel

Refresh

21. The **Address** field defaults. Using the **Address Look up** icon, change the Address, if applicable.

\*Address 4

22. Click the **Terms Look up** icon and select "00 Due Immediately".

Terms 00

Due Immediately

23. Click the **Basis Date Type** dropdown button and select "Inv Date".

Basis Date Type Inv Date

24. Click the **OK** button.

OK

Cancel

Refresh

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

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO ID NEXT

Copy From

PO Status Open

Hold From Further Processing

Header

\*PO Date 08/11/2026

\*Supplier ACCUMARK I-001

\*Supplier ID 0000030847

\*Buyer V\_PR\_TESTUSER\_1

Supplier Search

Supplier Details

ACCUMARK Inc

V\_PR\_TESTUSER\_1

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 Print

eVA PO Type R01

eVA Order Method URL

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type

eVA Confirming Order

Amount Summary

Merchandise 5,000,000.00

Freight/Tax/Misc. 0.00

Total Amount 5,000,000.00 USD

Dispatch

Calculate

25. Click the **eVA Procure Type** dropdown button and select “Professional Services”.

eVA Procure Type

Professional Services

26. Select the **eVA Confirming Order** checkbox option as applicable.

eVA Confirming Order:

27. Click the **Receiving** tab in the **Lines** section.

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

The **Receiving** tab displays.

| Details | Ship To/Due Date                                                                  | Statuses                                                                                     | Item Information                                                                                  | Attributes                                                                                   | RFQ                      | Contract   | Receiving                | ID                                                                                                                                                                      |
|---------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Line    |                                                                                   | Item                                                                                         | Description                                                                                       | *Receiving Required                                                                          | Inspection Required      | Inspect ID | Close Short              |                                                                                                                                                                         |
| 1       |  | 9629101000  | UTILITY LOCATOR  | Required  | <input type="checkbox"/> |            | <input type="checkbox"/> |   |

28. Click the **Receiving Required** dropdown button and select “Do Not”.

\*Receiving Required

Do Not 

29. Click the **Add Comments** link to add comments and attachments to the Purchase Order as applicable.

Header Details  
PO Defaults  
PO Activities

Activity Summary  
**Add Comments**  
Add ShipTo Comments

30. Click the **Save** button.

**Save**  **Notify**  **Refresh** 



Cardinal assigns a **PO ID** number upon save and the **PO Status** is set to **Open**.

Business Unit 50100 PO Status **Open**  

PO ID **0001314621**

31. Click the **Submit for Approval** icon (the green checkmark), to send the Purchase Order forward for approval by the user's supervisor.

PO Status Open  

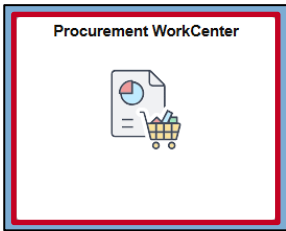
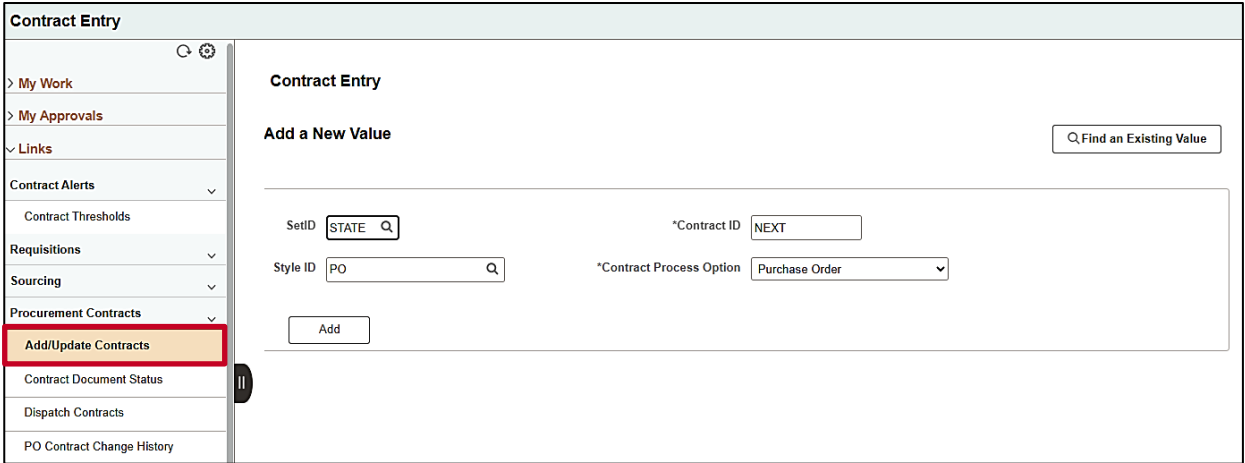


The PO will continue on through normal PO processing. Once the Purchase Order is dispatched, the PO is complete and ready to accept vouchers. For more detailed instructions on creating and managing POs, please refer the job aid titled **PR344 Creating Purchase Orders (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

### Updating a Professional Services Purchase Order – Task Orders

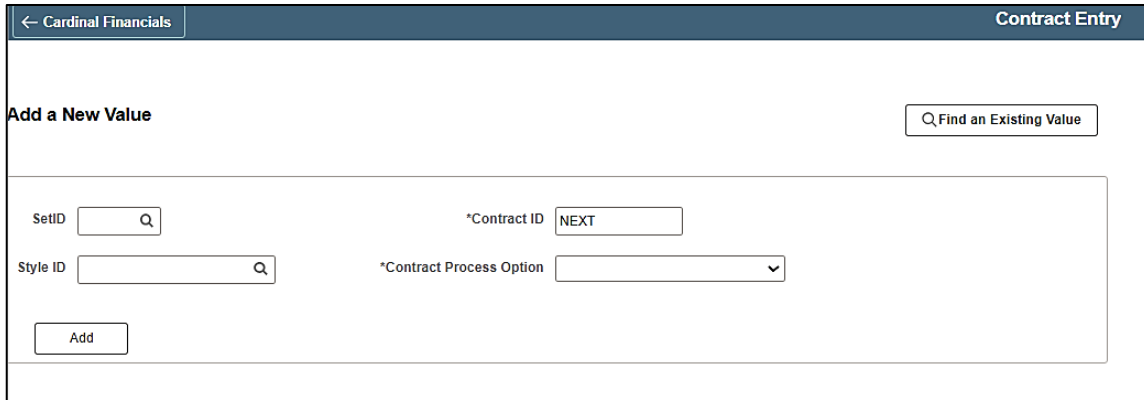
The PO is the principal tracking document and represents all activity related to the contract. In order to limit eVA fees, for each Professional Services contract, only one PO is created. **Line 1** of the PO should be equal to the value of the contract. Each subsequent line added to the PO is deemed a task order (i.e., change order) executed against the contract. As each task order is added to the PO, **Line 1** of the PO is decremented for the same amount as the task order. As a result, the sum of the Professional Services PO lines is always equal to the contract. In the example below, a Professional Services PO and subsequent task order are created against an existing contract.

#### Find the Related Purchase Order

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Add/Update Contracts</b> page by clicking the <b>Procurement WorkCenter</b> tile.</p>                                                                                                                          |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal Financials WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                                      |
| 2.                                                                                  | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Procurement Contracts &gt; Add/Update Contracts</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |
|  | <p>Users can also access the <b>Contract Entry</b> page using the following navigation path:<br/><b>NavBar &gt; Menu &gt; Procurement Contracts &gt; Add/Update Contracts</b></p>                                                                                                                                      |

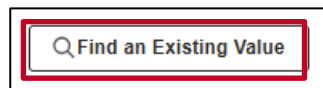
| Step | Action |
|------|--------|
|------|--------|

The **Contract Entry Add a New Value** page displays.

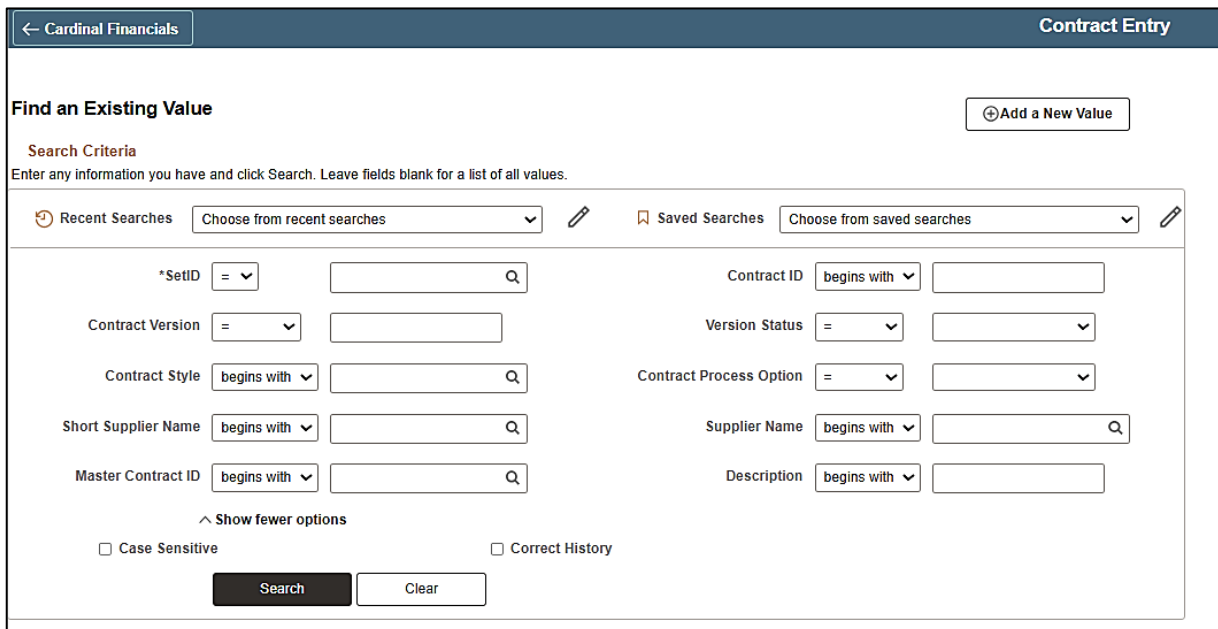



The **Contract Entry Find an Existing Value Search** page may open by default when clicking **Add/Update Contracts**, depending on the user's security permissions.

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



The **Contract Entry Find an Existing Value Search** page displays.







# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

| Step | Action                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | Enter the Contract ID that will be used in the <b>Contract ID</b> field.<br><div><div>Contract ID</div><div>begins with ▼</div><div>00000000000000000005</div></div> |
| 5.   | Click the <b>Search</b> button.<br><div><div>Search</div><div>Clear</div></div>                                                                                      |

The **Contract Entry Contract** page displays.

Contract Entry

Contract

SetID STATE

Contract ID 000000000000000000053313

Status Approved

Contract Version

Version 1

Approved Date 08/11/2026

Status Current

Administrator/Buyer

▼ Header ⓘ

Contract Style Purchase Order

Process Option Purchase Order

Supplier ACCUMARK I-001

Supplier ID 0000030847 ACCUMARK Inc

Primary Contact

Supplier Contract Ref

Description

Master Contract ID

Begin Date 08/11/2026

Expire Date

Renewal Date

Control Type

☐ Tax Exempt

☒ Auto Default

☐ Lock Chartfields

Tax Exempt ID

Dispatch Method Print

Dispatch

[Add Comments](#)

[Contract Activities](#)

[Primary Contact Info](#)

[Contract Header Agreement](#)

[Contract Releases](#)

[Activity Log](#)

[Document Status](#)

[Thresholds & Notifications](#)

[Price Adjustment Template](#)

[Purchase Order BU Defaults](#)

[Contract Reference](#)

☒ Corporate Contract

Currency USD

Rate Date 08/11/2026 CRRNT

☐ Must Use Contract Rate Date

☒ Allow Multicurrency PO



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

| Step | Action                                                                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.   | <p>Click the <b>Contract Document Status</b> link in the WorkCenter navigation bar.</p> <div><div>Procurement Contracts</div><div>Add/Update Contracts</div><div><b>Contract Document Status</b></div><div>PO Contract Change History</div><div>PO Contract Event Inquiry</div><div>Review Contracts by PO</div></div> |

The **Contract DOC Status Inquiry** page displays. Related documents, such as requisitions, sourcing events, POs, and payments, display at the bottom of the page.

SetID STATEContract 000000000000000000053313

Document Date 08/11/2026Status Approved

Currency USDDocument Type Contract

BuyerReleased Amount 5,000,000.00

Short Supplier Name ACCUMARK I-001

Requisitions

Sourcing Events

Procurement Contracts

Purchase Orders(1)

Receipts

Returns

Vouchers

Payments

1 to 1 of 1

Show All

Associated Document

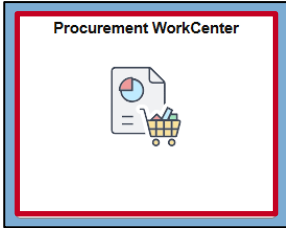
Documents

| Actions  | Business Unit | Document Type  | DOC ID     | Status   | Document Date | Supplier ID | Location | Go To Document Status Inquiry |
|----------|---------------|----------------|------------|----------|---------------|-------------|----------|-------------------------------|
| ▼Actions | 50100         | Purchase Order | 0001314621 | Approved | 08/11/2026    | 0000030847  | MAIN     |                               |

Return to Search

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                 |               |        |        |                |            |          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------|--------|----------------|------------|----------|
| 7.                                                                                | <p>Note the DOC ID for the Purchase Order associated with the Contract. For a PO document, the DOC ID is the same as the PO ID number. Use this number to find and update the PO.</p> <table><tr><th>Document Type</th><th>DOC ID</th><th>Status</th></tr><tr><td>Purchase Order</td><td>0001314621</td><td>Approved</td></tr></table> | Document Type | DOC ID | Status | Purchase Order | 0001314621 | Approved |
| Document Type                                                                     | DOC ID                                                                                                                                                                                                                                                                                                                                 | Status        |        |        |                |            |          |
| Purchase Order                                                                    | 0001314621                                                                                                                                                                                                                                                                                                                             | Approved      |        |        |                |            |          |
|  | The user can click the <b>DOC ID</b> link to view that document's details.                                                                                                                                                                                                                                                             |               |        |        |                |            |          |

### Create the Task Order

| Step                                                                                | Action                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Add/Update POs</b> page by clicking the <b>Procurement WorkCenter</b> tile.</p>    |
|  | For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal Financials WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> . |

| Step                                                                                                                                                 | Action                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.                                                                                                                                                   | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Purchase Order &gt; Add/Update POs</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |
|                                                                     | <p>Users can also access the <b>Purchase Order</b> page using the following navigation path:</p> <p><b>NavBar &gt; Menu &gt; Purchasing &gt; Purchase Orders &gt; Add/Update POs</b></p>                                                                                                                |
| <p>The <b>Purchase Order Add a New Value</b> page displays.</p>  |                                                                                                                                                                                                                                                                                                         |
| 3.                                                                                                                                                   | <p>Click the <b>Find an Existing Value</b> button.</p>                                                                                                                                                               |



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

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 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

4. Enter the PO ID (i.e., Purchase Order DOC ID) in the **PO ID** field.

PO ID begins with ▼

5. Click the **Search** button.

Search

Clear



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

The **Maintain Purchase Order** page displays.

**Maintain Purchase Order**  
**Purchase Order**

Business Unit: 50100  
PO ID: 0001314621  
Copy From:

**Header**

\*PO Date: 08/11/2026  
\*Supplier: ACCUMARK I-001  
\*Supplier ID: 0000030847  
\*Buyer: V\_PR\_TESTUSER\_1  
PO Reference:

Web IM 3?: ☐

Supplier Search  
Supplier Details  
ACCUMARK Inc  
V\_PR\_TESTUSER\_1

PO Status: Dispatched  
☐ Hold From Further Processing

Backorder Status: Not Backordered  
Receipt Status: Not Recvd  
Priority: Medium  
\*Dispatch Method: Print  
eVA PO Type: R01  
eVA Order Method: URL  
eVA Interface: NSEV  
eVA Dtm:   
eVA Procure Type: Professional Services

eVA Confirming Order: ☒  
Amount Summary

Merchandise: 5,000,000.00  
Freight/Tax/Misc.: 0.00  
Total Amount: 5,000,000.00 USD

Add Items From:   
Catalog  
Item Search

Select Lines To Display:  Search for Lines  
Line:  To:  Retrieve

**Lines**

| Line | Item       | Description                                                                 | PO Qty | *UOM | Category | Price           | Merchandise Amount | Status   |
|------|------------|-----------------------------------------------------------------------------|--------|------|----------|-----------------|--------------------|----------|
| 1    | 9629101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) | 1      | HUR  | 9629101  | 5,000,000.00000 | 5,000,000.00       | Approved |

View Approvals  
Close Short All Lines  
\*Go to:  More ...

Save Return to Search Notify Refresh Add Update/Display

6. Confirm that **Line 1** matches the contract value.

| Lines |            |                                                                             |        |      |          |                 |                    |          |  |
|-------|------------|-----------------------------------------------------------------------------|--------|------|----------|-----------------|--------------------|----------|--|
| Line  | Item       | Description                                                                 | PO Qty | *UOM | Category | Price           | Merchandise Amount | Status   |  |
| 1     | 9629101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) | 1      | HUR  | 9629101  | 5,000,000.00000 | 5,000,000.00       | Approved |  |

7. Click the **Change Order** blue triangle icon to initiate the task order (i.e., change order).

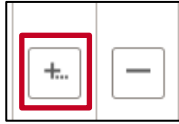
PO Status Dispatched  



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

8. Click the **Add multiple new rows (+...)** button to the right of **Line 1** to add a new line.



The **Explorer User Prompt** pop-up window displays.

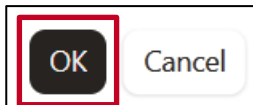
fintrnx.cardinal.virginia.gov says

Enter number of rows to add:

OK Cancel

9. Enter the number of rows to add.

10. Click the **OK** button.



The new line displays and is available for insertion of values.

| 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                                                                                        | 9029101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) |  |        | 1 HUR | 9029101  | 5,000,000.000000 | 5,000,000.00       | Approved |  |  |  |  |
| 2                                                                                        |            |                                                                             |  |        |       |          | 0                | 0.000              | Pending  |  |  |  |  |

11. Click the **Contract** tab.

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



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

The **Contract** tab displays.

| Details | Ship To/Due Date                                                                                       | Statuses                                                                    | Item Information                                                                  | Attributes | RFQ                          | Contract         | Receiving     | ILP                  |
|---------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------|------------------------------|------------------|---------------|----------------------|
| Line    | Item                                                                                                   | Description                                                                 |                                                                                   | SetID      | Contract ID                  | Contract Version | Contract Line | Category Line        |
| 1       |  9629101000           | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) |  | STATE      | 0000000000000000000000053313 | 1                | 1             | <input type="text"/> |
| 2       |  <input type="text"/> | <input type="text"/>                                                        |  | STATE      | <input type="text"/>         |                  |               | <input type="text"/> |

12. Click the **Contract Search** icon on the newly-created line.

|   |                                                                                   |                      |                      |                                                                                     |
|---|-----------------------------------------------------------------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------|
| 2 |  | <input type="text"/> | <input type="text"/> |  |
|---|-----------------------------------------------------------------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------|

The **Contract Search** page displays in a pop-up window.

Contract Search

Help

Search Criteria

SetID STATE

Contract ID

Contract Style

Contract Process Option

Administrator/Buyer

Description

Master Contract ID

Contract Reference Type

Corporate Contract

PO Date 08/11/2026

Supplier SetID STATE

Supplier ID 0000030847 ACCUMARK Inc

Item SetID STATE

Item ID

Item Description

Category

Manufacturer ID

Manufacturer's Item ID

Supplier Item ID

UPN ID

Search

Clear

> Contract Details

OK

Cancel

Refresh



The Supplier information has prepopulated.

|                |              |
|----------------|--------------|
| Supplier SetID | STATE        |
| Supplier ID    | 0000030847   |
|                | ACCUMARK Inc |

13. Click the **Search** button.

|                   |                  |
|-------------------|------------------|
| <div>Search</div> | <div>Clear</div> |
|-------------------|------------------|





## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

The **Contract Details** section displays.

| Contract Details                                                                   |                               |                  |                         |          |            |                                                                             |                     |                         |  |
|------------------------------------------------------------------------------------|-------------------------------|------------------|-------------------------|----------|------------|-----------------------------------------------------------------------------|---------------------|-------------------------|--|
| <div><div><div></div><div></div></div><div>1-2 of 2</div><div>View All</div></div> |                               |                  |                         |          |            |                                                                             |                     |                         |  |
| 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 |  |
| <input type="checkbox"/>                                                           | 00000000000000000000000053313 | 1                | Line Item               | 9629101  | 9629101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) |                     | N                       |  |
| <input type="checkbox"/>                                                           | 00000000000000000000000052599 | 1                | Line Item               | 9184201  |            | Statewide Subsurface Utility Location & Designation                         | 7500000.00000       | Y                       |  |

14. Select the contract/line to use to populate the PO line using the corresponding checkbox.

| Select                              | Contract ID                   | Contract Version | Contract Reference Type |
|-------------------------------------|-------------------------------|------------------|-------------------------|
| <input checked="" type="checkbox"/> | 00000000000000000000000053313 | 1                | Line Item               |

15. Click the **OK** button.

OK

Cancel

Refresh

The **Lines** section redisplay. The **Description**, **Contract ID**, and **Contract Line** number from the selected contract populate the newly added line.

| Lines                                                                      |                  |                                                                             |                  |            |                               |                  |               |  |
|----------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------|------------------|------------|-------------------------------|------------------|---------------|--|
| <div><div><div></div><div></div></div><div></div><div>View All</div></div> |                  |                                                                             |                  |            |                               |                  |               |  |
| Details                                                                    | Ship To/Due Date | Statuses                                                                    | Item Information | Attributes | RFQ                           | Contract         | Receiving     |  |
| Line                                                                       | Item             | Description                                                                 |                  | SetID      | Contract ID                   | Contract Version | Contract Line |  |
| 1                                                                          | 9629101000       | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) |                  | STATE      | 00000000000000000000000053313 | 1                | 1             |  |
| 2                                                                          | 9629101000       | UTILITY LOCATOR                                                             |                  | STATE      | 00000000000000000000000053313 | 1                | 1             |  |

16. Click the **Details** tab.

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

The **Details** tab displays.

| Details |  | Ship To/Due Date                                                                                                            | Statuses | Item Information                                                                                  | Attributes                                                                        | RFQ    | Contract                           | Receiving | ID              |                    |          |                                                                                     |                                                                                     |  |                                                                                     |                                                                                     |
|---------|--|-----------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|------------------------------------|-----------|-----------------|--------------------|----------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Line    |  | Item                                                                                                                        |          | Description                                                                                       |                                                                                   | PO Qty | *UOM                               | Category  | Price           | Merchandise Amount | Status   |                                                                                     |                                                                                     |  |                                                                                     |                                                                                     |
| 1       |  |  9629101000                                |          | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND)                       |  |        | 1 HUR                              | 9629101   | 5,000,000.00000 | 5,000,000.00       | Approved |  |  |  |  |  |
| 2       |  |  9629101000 <input type="text" value="Q"/> |          | UTILITY LOCATOR  |  | 0.0001 | HUR <input type="text" value="Q"/> | 9629101   | 0.01000         | 0.00               | Pending  |  |  |  |  |  |

17. On the new **Line** (e.g., **Line 2**), update the **Description** field to identify the line as a task order.

| Line | Item       | Description                                                                 |
|------|------------|-----------------------------------------------------------------------------|
| 1    | 9629101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) |
| 2    | 9629101000 | TASK ORDER #1                                                               |

18. On the new **Line** (e.g., **Line 2**), insert the value of the task order in the **Price** field.

| Price           | Merchandise Amount | Status   |
|-----------------|--------------------|----------|
| 5,000,000.00000 | 5,000,000.00       | Approved |
| 100,000         | 0.00               | Pending  |

19. On **Line 1**, decrement the **Price** field by the amount of the new line/task order (in this example **Line 2**).

| Price     | Merchandise Amount |
|-----------|--------------------|
| 4,900,000 | 4900000            |
| 100,000   | 0.00               |

20. Confirm that the sum of all the PO lines equal the original PO amount, which is equal to the total contract value. (Sum PO Lines = Original PO Total = Contract Total)

21. Click the **Attributes** tab.

|         |                  |          |                  |            |     |          |           |   |
|---------|------------------|----------|------------------|------------|-----|----------|-----------|---|
| Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | > |
|---------|------------------|----------|------------------|------------|-----|----------|-----------|---|



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

The **Attributes** tab displays.

| Details |                                                                                   | Ship To/Due Date                         | Statuses                                                                    | Item Information                       | Attributes                             | RFQ                              | Contract                            | Receiving | > |
|---------|-----------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------|-------------------------------------|-----------|---|
| Line    |                                                                                   | Item                                     | Description                                                                 | Physical Nature                        | *Price Qty                             | *Price Date                      | Amount Only                         |           |   |
| 1       |  | 9629101000                               | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) | Services <input type="text" value=""/> | Line Qty <input type="text" value=""/> | PO <input type="text" value=""/> | <input checked="" type="checkbox"/> | +...      | - |
| 2       |  | 9629101000 <input type="text" value=""/> | TASK ORDER #1 <input type="text" value=""/>                                 | Services <input type="text" value=""/> | Line Qty <input type="text" value=""/> | PO <input type="text" value=""/> | <input type="checkbox"/>            | +...      | - |

22. On the new line (e.g., **Line 2**), select the **Amount Only** checkbox.

| Amount Only                         |      |   |
|-------------------------------------|------|---|
| <input checked="" type="checkbox"/> | +... | - |
| <input checked="" type="checkbox"/> | +... | - |

A notification message pops up.

The PO Qty will be 1 for an amount only line, the system will recalculate the merchandise amount (10200,273)  
The PO Quantity will be 1 for an amount only line, the system will recalculate the merchandise amount, Continue?

Yes

No

Cancel

23. Click the **Yes** button.

|     |    |        |
|-----|----|--------|
| Yes | No | Cancel |
|-----|----|--------|

24. Click the **Details** tab.

| Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | > |
|---------|------------------|----------|------------------|------------|-----|----------|-----------|---|
|---------|------------------|----------|------------------|------------|-----|----------|-----------|---|

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 | Status   |                                                                                      |  |                                                                                       |  |  |                  |  |          |  |                  |  |            |  |     |  |          |  |           |  |   |  |
| 1       |  |  9629101000                                         | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND)                       |  | 1      | HUR                                  | 9629101  | 4,900,000.00000 | 4,900,000.00       | Approved |  |  |  |  |  |                  |  |          |  |                  |  |            |  |     |  |          |  |           |  |   |  |
| 2       |  |  9629101000 <input type="text" value="9629101000"/> | TASK ORDER #1  |  | 1      | HUR <input type="text" value="HUR"/> | 9629101  | 100,000.00000   | 100,000.00         | Pending  |  |  |  |  |  |                  |  |          |  |                  |  |            |  |     |  |          |  |           |  |   |  |



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

25. On the new line (e.g., **Line 2**), click the **Schedule** icon.

| Status   |  |  |  |  |
|----------|--|--|--|--|
| Approved |  |  |  |  |
| Pending  |  |  |  |  |

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

Maintain Purchase Order Schedules

Unit: 50100 Supplier: ACCUMARK I-001 PO Status: Dispatched  
PO ID: 0001314821 PO Date: 08/11/2026

Return to Main Page

Lines

|        |                 |               |          |     |                                |
|--------|-----------------|---------------|----------|-----|--------------------------------|
| Line 2 | Item 0529101000 | TASK ORDER #1 | PO Qty 1 | HUR | Merchandise Amt 100,000.00 USD |
|--------|-----------------|---------------|----------|-----|--------------------------------|

Schedules

| Sched | Schedule Details | *Due Date  | *Ship To | *PO Qty | Price      | Merchandise Amount | Status | Price Adjustment | Miscellaneous Charges | Sched Sales/Use Tax | Distributions/ChartFields |
|-------|------------------|------------|----------|---------|------------|--------------------|--------|------------------|-----------------------|---------------------|---------------------------|
| 1     |                  | 08/11/2026 | HRBT ADM | 1       | 100,000.00 | 100,000.00         | Active |                  |                       |                     |                           |

Add Ship To Comments

Save Return to Search Notify Refresh

Add Update/Display

26. Edit the **Due Date** and **Ship To** fields specific to this task order as applicable.

|            |          |
|------------|----------|
| *Due Date  | *Ship To |
| 08/11/2026 | HRBT ADM |

27. Click the **Distribution/ChartFields** icon.

Distributions/ChartFields



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

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

**Distributions for Schedule 1**

Unit 50100 Supplier ACCUMARK I-001  
PO ID 0001314621 Item 9629101000 TASK ORDER #1  
Line 2  
Schedule 1 Status Active

\*Distribute By Amount  
SpeedChart Multi-SpeedCharts

Schedule Qty 1  
Merchandise Amount 100,000.00 USD  
Doc. Base Amount 100,000.00 USD

**Distribution**

Chartfields Details/Tax Asset Information Req Detail Statuses

| Dist | Status | Percent | Merchandise Amount | Currency | *GL Unit | Entry Event | *Account | Fund  | Program | Department |
|------|--------|---------|--------------------|----------|----------|-------------|----------|-------|---------|------------|
| 1    | Open   | 100     | 100,000.00         | USD      | 50100    |             | 5012550  | 04100 | 699001  | 10003      |

OK Cancel Refresh

28. Enter the accounting distribution specific to the task order.

Chartfields Details/Tax Asset Information Req Detail Statuses

| Dist | Status | Percent | Merchandise Amount | Currency | *GL Unit | Entry Event | *Account | Fund  | Program | Department |
|------|--------|---------|--------------------|----------|----------|-------------|----------|-------|---------|------------|
| 1    | Open   | 100     | 100,000.00         | USD      | 50100    |             | 5012550  | 04100 | 699001  | 10003      |

29. Click the **OK** button.

OK Cancel Refresh

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

**Maintain Purchase Order Schedules**

Unit 50100 Supplier ACCUMARK I-001 PO Status Dispatched  
PO ID 0001314621 PO Date 08/11/2026

[Return to Main Page](#)

**Lines**

| Line | Item                     | PO Qty | 1 HUR | Merchandise Amt | 100,000.00 USD |
|------|--------------------------|--------|-------|-----------------|----------------|
| 2    | 9629101000 TASK ORDER #1 |        |       |                 |                |

**Schedules**

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 |
|-------|------------------|------------|----------|-----------------|---------|------------|--------------------|--------|------------------|-----------------------|
| 1     |                  | 08/11/2026 | HRBT ADM |                 | 1       | 100,000.00 | 100,000.00         | Active |                  |                       |

[Add ShipTo Comments](#)

Save Return to Search Notify Refresh



# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

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

[Return to Main Page](#)

The **Maintain Purchase Order** page displays.

Maintain Purchase Order

Purchase Order

Business Unit: 50100 PO ID: 0001314621

Copy From: [Dropdown]

PO Status: Dispatched

Hold From Further Processing: ☐

Header

\*PO Date: 08/11/2026 Supplier Search

\*Supplier: ACCUMARK I-001 Supplier Details

\*Supplier ID: 0000030847 ACCUMARK Inc

\*Buyer: V\_PR\_TESTUSER\_1 V\_PR\_TESTUSER\_1

PO Reference: [Text Box]

Web IM BY: ☐ Header Details Activity Summary  
PO Defaults Add Comments  
PO Activities Add Ship To Comments  
Requests Document Status  
Actions

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: URL

eVA Interfaced: NSEV

eVA Dtm: [Text Box]

eVA Procure Type: Professional Services

eVA Confirming Order: ☐

Amount Summary

Merchandise: 5,000,000.00

Freight/Tax/Misc: 0.00

Total Amount: 5,000,000.00 USD

Calculate

Add Items From: Catalog Item Search

Select Lines To Display: Search for Lines

Lines

| Line | Item       | Description                                                                 | PO Qty | UOM | Category | Price           | Merchandise Amount | Status   |  |  |  |  |
|------|------------|-----------------------------------------------------------------------------|--------|-----|----------|-----------------|--------------------|----------|--|--|--|--|
| 1    | 9629101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) | 1      | HUR | 9629101  | 4,900,000.00000 | 4,900,000.00       | Approved |  |  |  |  |
| 2    | 9629101000 | TASK ORDER #1                                                               | 1      | HUR | 9629101  | 100,000.00000   | 100,000.00         | Pending  |  |  |  |  |

View Approvals

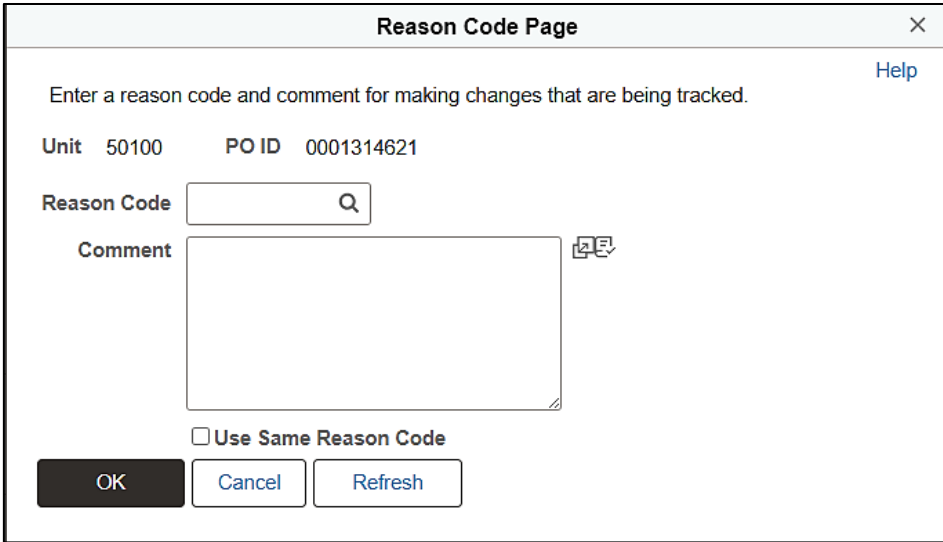
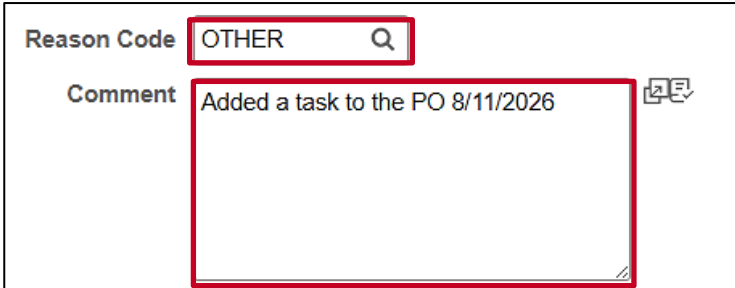
Close Short All Lines

\*Go to: ... More ...

Save Return to Search Notify Refresh Add Update/Display

31. Click the **Comments** icon to add comments and attachments as applicable to the newly added task order line on the PO.

| Price           | Merchandise Amount | Status   |  |  |     |   |
|-----------------|--------------------|----------|--|--|-----|---|
| 4,900,000.00000 | 4,900,000.00       | Approved |  |  | +.. | - |
| 100,000.00000   | 100,000.00         | Pending  |  |  | +.. | - |

|                                                                                                                                                     |                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32.                                                                                                                                                 | <p>Click the <b>Save</b> button.</p>                                        |
| <p>The <b>Reason Code Page</b> displays in a pop-up window.</p>  |                                                                                                                                                              |
| 33.                                                                                                                                                 | <p>Enter values in the <b>Reason Code</b> and <b>Comment</b> fields.</p>  |
| 34.                                                                                                                                                 | <p>Click the <b>OK</b> button.</p>                                        |



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

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

Maintain Purchase Order

**Purchase Order**

Business Unit 50100 PO ID 0001314621 PO Status Pend Appr ✖

Change Order 1 [Current Change Reason](#)

Copy From  ☐ Hold From Further Processing

▼ **Header** ⓘ

\*PO Date 08/11/2026  Supplier Search

\*Supplier ACCUMARK I-001 [Supplier Details](#)

\*Supplier ID 0000030847 [ACCUMARK Inc.](#)

\*Buyer V\_PR\_TESTUSER\_1  V\_PR\_TESTUSER\_1

PO Reference

Web IMS? ☐

[Header Details](#) [Activity Summary](#)

[PO Defaults](#) [Add Comments](#)

[PO Activities](#) [Add ShipTo Comments](#)

[Requisitions](#) [Document Status](#)

▼ [Actions](#)

Receipt Status Not Recvd

Priority Medium

\*Dispatch Method Print  [Dispatch](#)

eVA PO Type R01  Routine Bill Vendor

eVA Order Method URL

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type Professional Services

eVA Confirming Order: ☒ [Amount Summary](#) ⓘ

The **PO Status** is updated to **Pend Appr** (i.e., pending approval).

PO Status **Pend Appr** ✖

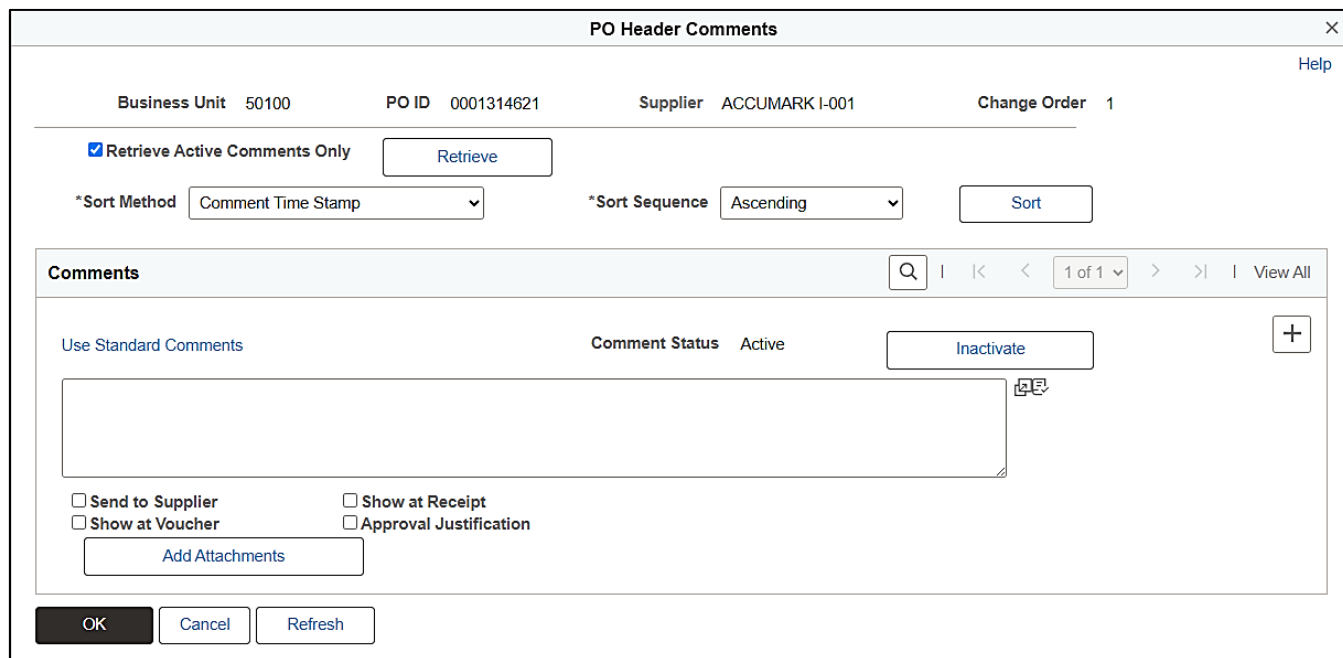
35. Click the **Add Comments/Edit Comments** link to add/edit required comments at the PO level.

[Header Details](#)  
[PO Defaults](#)  
[PO Activities](#)  
[Requisitions](#)

[Activity Summary](#)  
**[Add Comments](#)**  
[Add ShipTo Comments](#)  
[Document Status](#)



The **PO Header Comments** pop-up window displays.



36. Click the **Add a New Row (+)** icon to add a new comment if necessary.



37. Enter comment(s) specific to this task order for approval justification.



38. Select the **Approval Justification** checkbox option.



39. Click the **OK** button.





# Procurement Job Aid

## PR344 Professional Services Purchase Orders (VDOT Only)

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

Maintain Purchase Order  
Purchase Order

Business Unit: 50100 PO ID: 0001314621 PO Status: Pending Approval

Change Order: 1 Current Change Reason: Copy From: [Dropdown] [Hold From Further Processing]

Header

\*PO Date: 08/11/2026 Supplier Search

\*Supplier: ACCUMARK 1-001 Supplier Details

\*Supplier ID: 0000030847 ACCUMARK Inc

\*Buyer: V\_PR\_TESTUSER\_1 V\_PR\_TESTUSER\_1

PO Reference: [Text Box]

Web IMB7: [Dropdown]

Header Details: PO Defaults, PO Activities, Requisitions, Actions

Activity Summary: Edit Comments, Add Ship To Comments, Document Status

Receipt Status: Not Recvd

Priority: Medium

\*Dispatch Method: Print Dispatch

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: URL

eVA Interfaced: NSEV

eVA Dtm: [Text Box]

eVA Procure Type: Professional Services

eVA Confirming Order: [Dropdown]

Amount Summary

Merchandise: 5,000,000.00

Freight/Tax/Misc: 0.00

Total Amount: 5,000,000.00 USD Calculate

Add Items From: Catalog Item Search

Select Lines To Display: Search for Lines Line [Text Box] To [Text Box] Retrieve

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFO Contract Receiving ID

| Line | Item       | Description                                                                 | PO Qty | *UOM | Category | Price         | Merchandise Amount | Status  |  |  |  |  |
|------|------------|-----------------------------------------------------------------------------|--------|------|----------|---------------|--------------------|---------|--|--|--|--|
| 1    | 9629101000 | UTILITY LOCATOR SERVICE (UNDERGROUND) UTILITY LOCATOR SERVICE (UNDERGROUND) | 1      | HUR  | 9629101  | 4900000.00000 | 4,900,000.00       | Pending |  |  |  |  |
| 2    | 9629101000 | TASK ORDER #1                                                               | 1      | HUR  | 9629101  | 100000.00000  | 100,000.00         | Pending |  |  |  |  |

View Approvals Close Short All Lines \*Go to: More...

Save Return to Search Notify Refresh Add Update/Display

40. Click the **Save** button.

Save Return to Search Notify Refresh



The PO will route to the supervisor for approval. Task order approval is required by the supervisor because there was an insertion of a new task order line.

41. Click the **View Approvals** link to view the **Justification** comment.

View Approvals

Save Return to Search Notify Refresh



## Procurement Job Aid

### PR344 Professional Services Purchase Orders (VDOT Only)

The **View Approvals** page is shown and the **Justification** comment displays.

#### View Approvals

Business Unit 50100

PO ID 0001314621

PO Total 5,000,000.00 USD

Supplier ID 0000030847 ACCUMARK Inc

Buyer V\_PR\_TESTUSER\_1

PO Status Pend Appr

PO Date 08/11/2026

Justification Updated this PO with Task Order 1 on 8/11/2026.

PO Reference

[Edit PO](#)

[View Comments and Attachments](#)

> **Review Lines**

> **Review / Edit Approvers**

#### PO/CO for Supervisor Action

▼ **Purchase Order 0001314621:Pending**

[View/Hide Comments](#)  
 [Start New Path](#)

Buyer Supervisor for ChngOrd

Pending



Buyer's Supervisor



► **Comment History**

[Return to Purchase Order](#)



The PO will continue on through normal PO processing. Once the Purchase Order is dispatched, the PO is complete and ready to accept vouchers.