PR347 Creating and Managing Inventory Issuance Requisitions (VDOT Only)

Creating and Managing Inventory Issuance Requisitions Overview

This Job Aid provides step-by-step instructions for creating and managing an Inventory Issuance Requisition in the Cardinal system. It outlines the process from initiating a Requisition to validating inventory availability in WebIMS, and includes guidance on entering key data such as Requisition details, ChartField distributions, and WebIMS-specific information. It also includes instructions on viewing completed Issuance Requisitions.

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

Table of Contents

Revision History 2

Creating an Inventory Issuance Requisition 3

Viewing Completed Issuance Requisitions 15

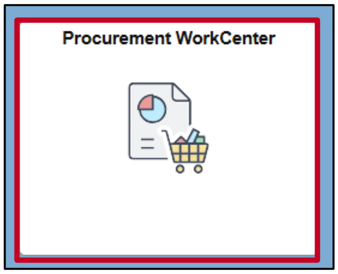
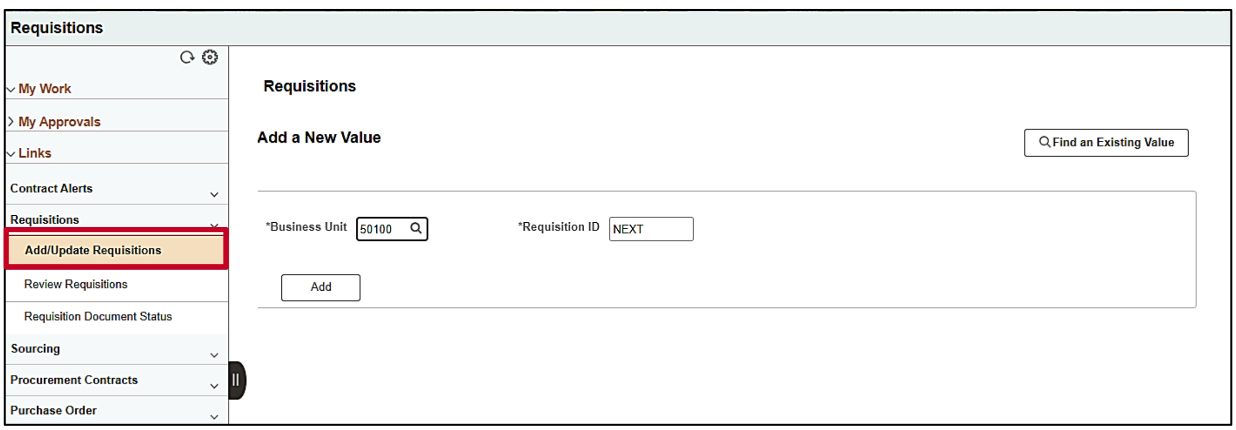
Appendix: Allowed Extensions on Attachments in Cardinal 21

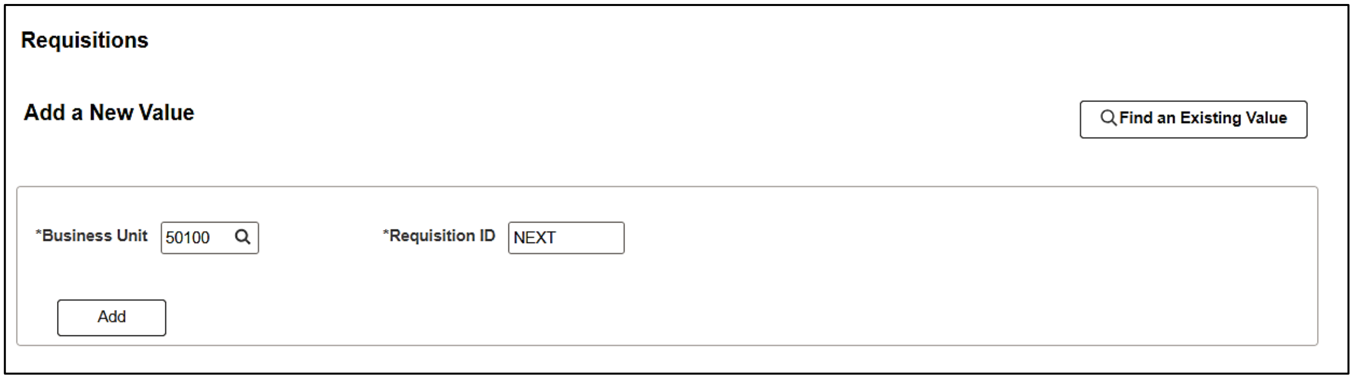
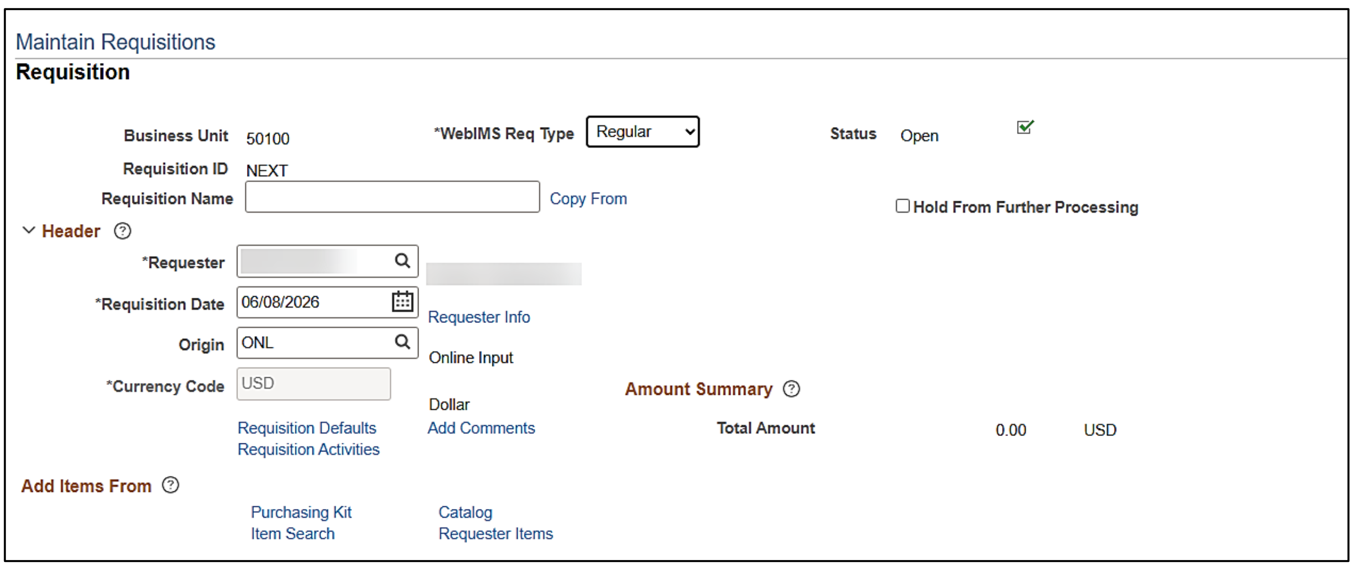
Revision History

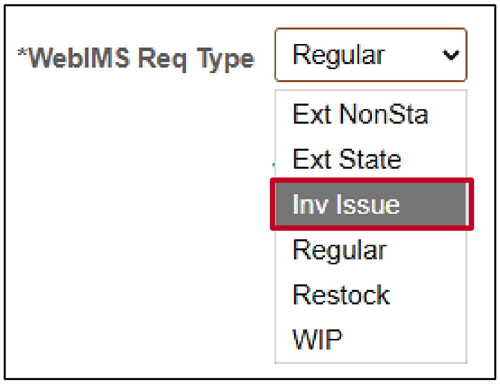
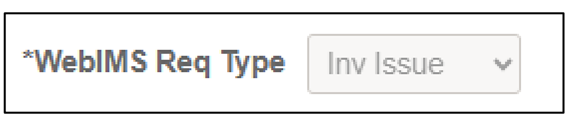
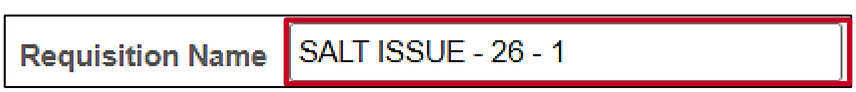
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/11/2026	Baseline.

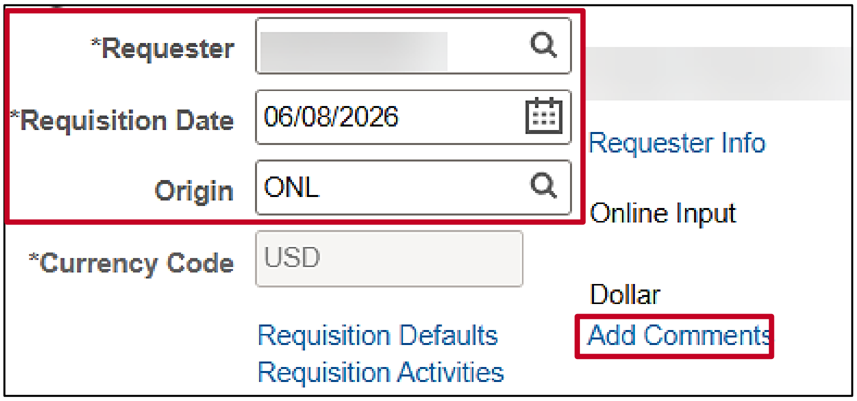
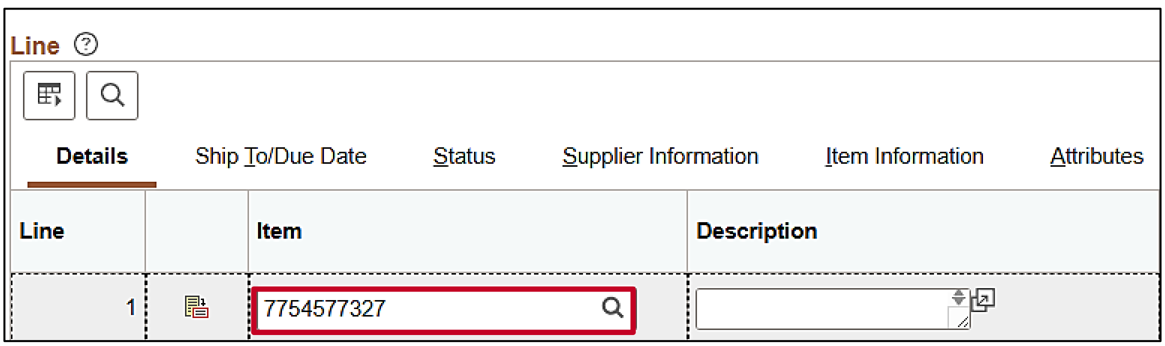
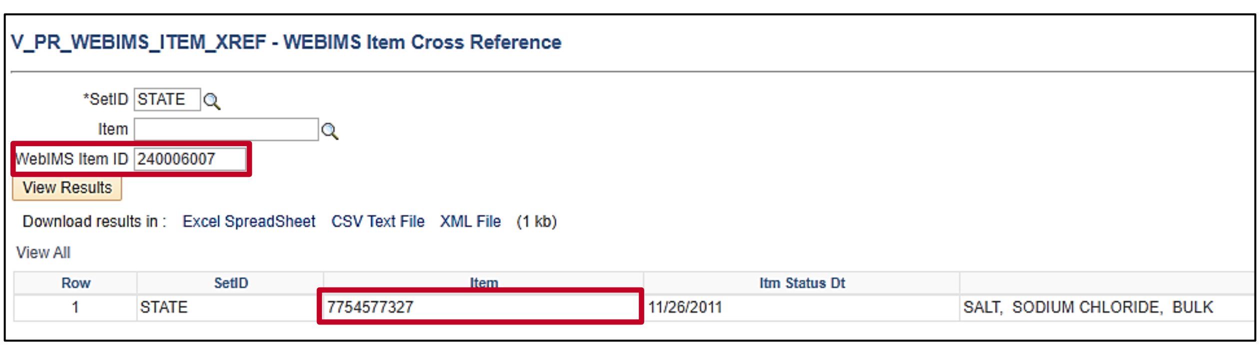
Creating an Inventory Issuance Requisition

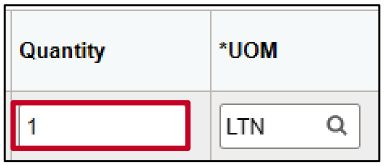
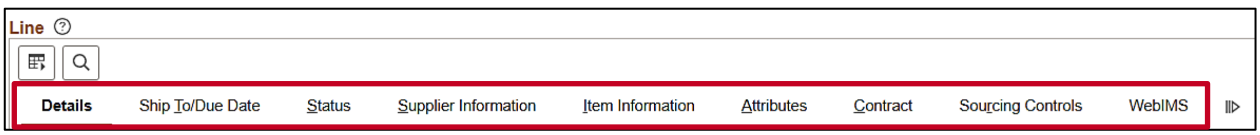
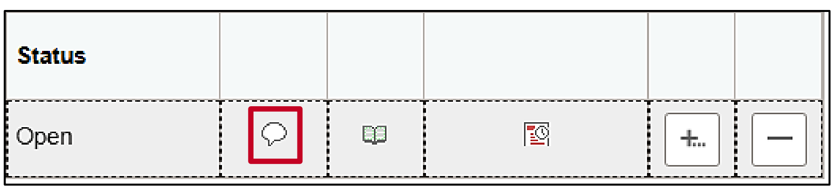
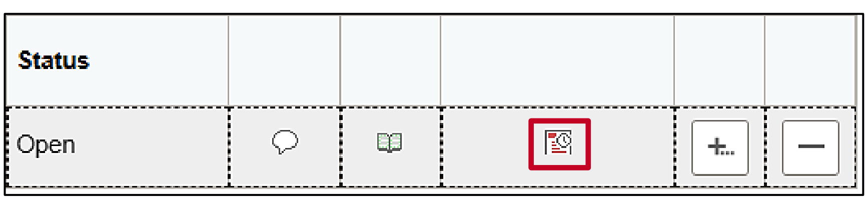
Like regular Requisitions, an Inventory Issuance Requisition is created in the Purchasing module.

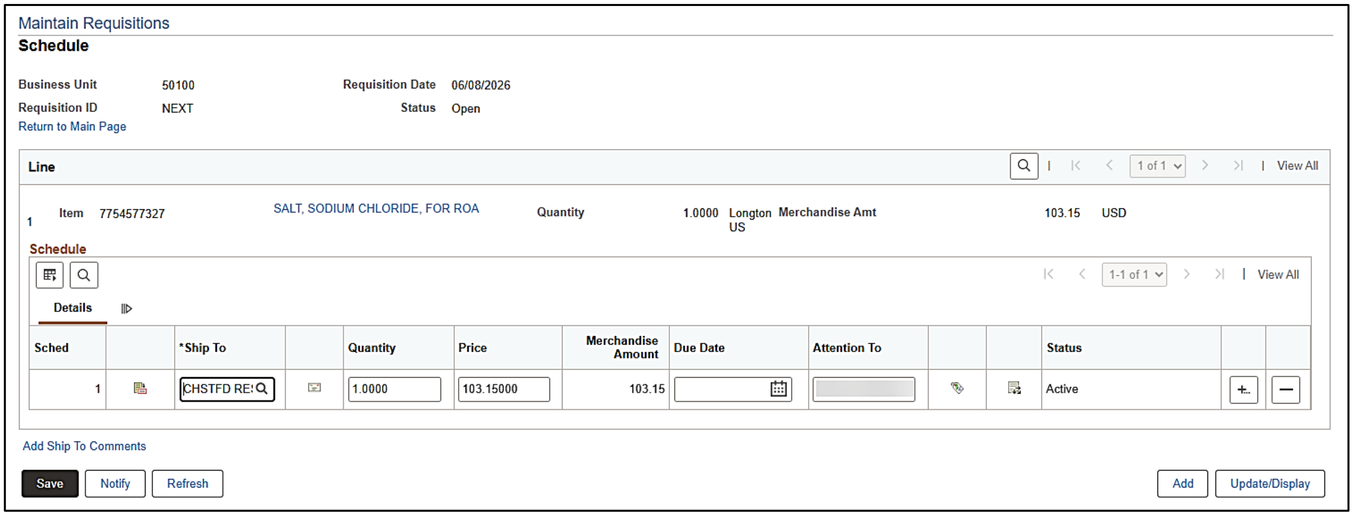
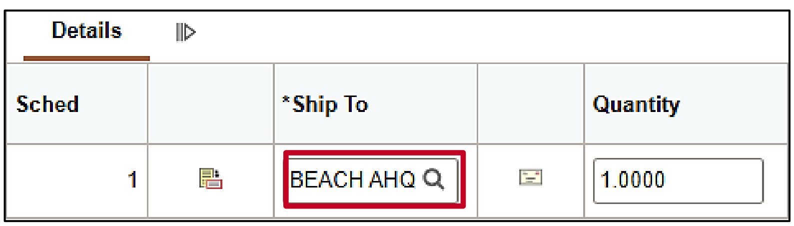
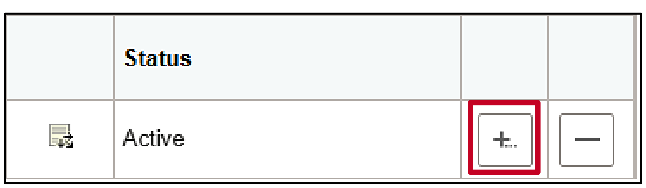
Step	Action
1.	Navigate to the **Requisitions** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following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

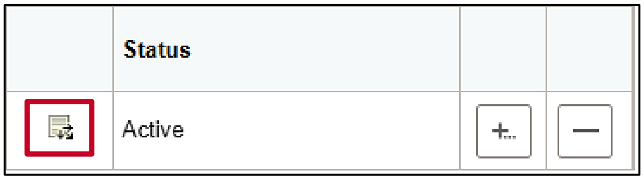
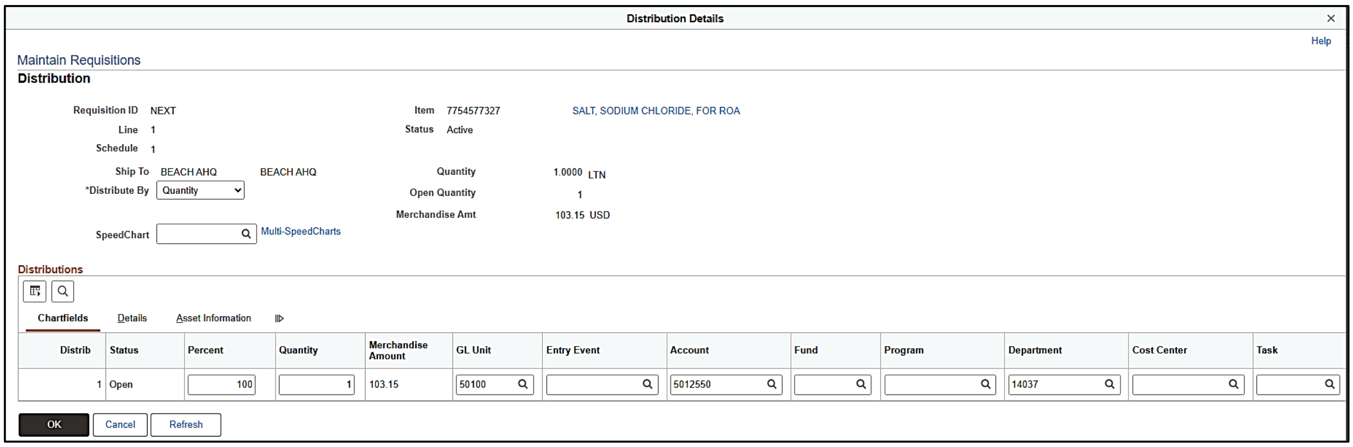
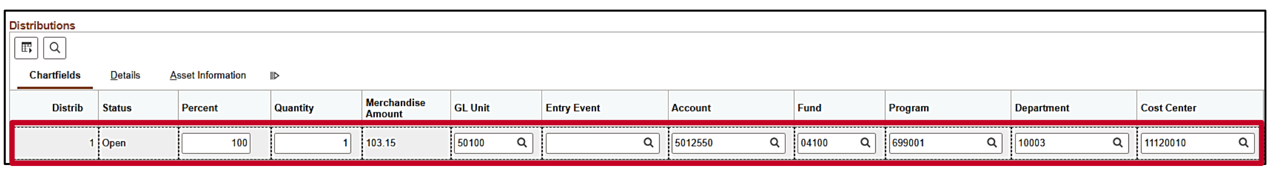
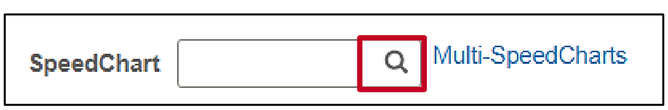
Step	Action
	The **Requisitions Add a New Value** page displays.
	
3.	Click the **Add** button. 
	The **Maintain Requisitions Requisition** page displays.
	

Step	Action
4.	Click the **WebIMS Req Type** dropdown button and select the applicable option. **Note**: This step must be completed first. 
	External Sales – Non-State Agency (Ext NonSta): The selling of materials to any non-state agency. This includes cities, counties, towns, and other governmental entities not termed a state agency. It also includes sales to private contractors if they have been approved (e.g., Turnkey Asset Maintenance Services (TAMS) contractors). **External Sales – State Agency** (Ext State): The selling of materials to another state Agency. **Inventory Issuance** (Inv Issue): A request (Requisition) for Item(s) in WebIMS stock. The Requisition includes details about the Item(s), description, quantity, unit of measure, unit price, and total price information for each Line. **Work in Process** (WIP): Taking two or more Items and making something that is different (e.g., mixing salt and sand and the combined Items become mixed abrasives). Each Item has a unique National Institute of Governmental Purchasing (NIGP) stock number. **Note**: **Regular** and **Restock** are not used with Issuance Requisitions.
	After selecting an option, the **WebIMS Req Type** field grays out and cannot be changed, even if the Requisition has not been saved. If the wrong option was selected, the Requisition must be started over at this point. 
5.	Enter a descriptive title in the **Requisition Name** field. Otherwise, the Requisition Name will default to the Requisition ID. 

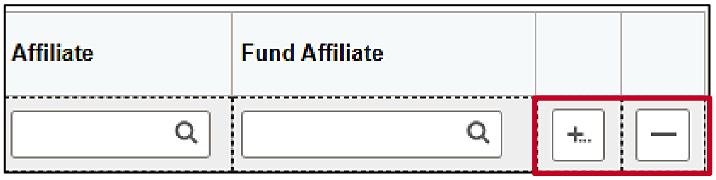
Step	Action
	The **Header** section contains key data such as **Requester**, **Requisition Date**, and **Origin**. Header comments can also be added in this section using the **Add Comments** link. 
6.	Enter the National Institute of Governmental Purchasing (NIGP) Item number in the **Item** field. 
	If an Item's WebIMS Item ID is known, but the NIGP Item number is unknown, open the **Query Viewer** and use the **WEBIMS Item Cross Reference** query (**V_PR_WEBIMS_ITEM_XREF**) to look up the **WebIMS Item ID** and find the NIGP Item number. 

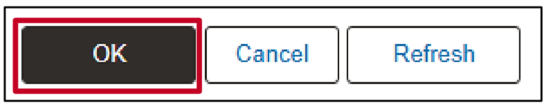
Step	Action
7.	Enter the desired quantity to issue in the **Quantity** field. The Unit of Measure (**UOM**) field will automatically update based on the Item ID. 
	In the **Line** section there are multiple tabs which contain information about each Line Item: **Details**, **Ship To/Due Date**, **Status**, **Supplier Information**, **Item Information**, **Attributes**, **Contract**, **Sourcing Controls**, and **WebIMS**. **Note:** The **WebIMS** tab is only used by the Storekeeper to manage WebIMS Inventory Requisitions. 
8.	Scroll to the right and click the **Comments** icon on each Line to enter comments or add attachments. 
	For a list of the file extensions that are allowed as attachments in Cardinal, see [Appendix: Allowed Extensions on Attachments in Cardinal]() at the end of this document.
9.	Click the **Schedule** icon on the **Details** tab. 

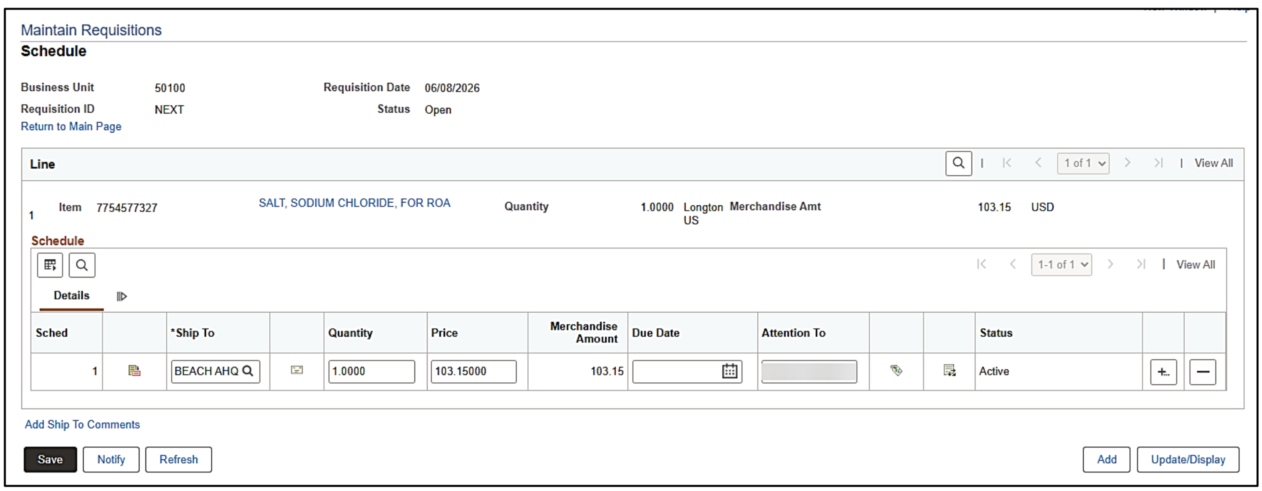
Step	Action
The **Maintain Requisitions Schedule** page displays. 	
10.	Update the **Ship To** field as needed. 
	The **Ship To** field identifies the location from which the stock is issued. Only locations that the Storekeeper is authorized to issue from or order to are available for selection.
	<u>Do not</u> click the **Add** button (**+**) to add a schedule. Even though the system allows for multiple schedules, there should be only one schedule per Requisition Line. Do not enter more than one schedule (i.e., Ship To location) for a Line. 

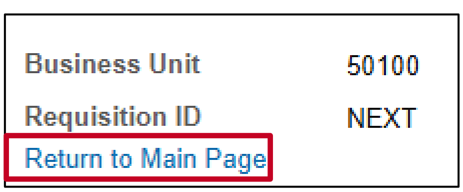
Step	Action
11.	Click the **Distribution** icon to enter the accounting distribution for a Line. 
The **Maintain Requisitions Distribution** window displays with the **Chartfields** tab selected by default. 	
12.	Enter valid ChartField values. 
	A Schedule may have one or more ChartField distributions. The ChartField values identify the accounting distribution. Valid Account, Department, Cost Center, or Project values are required. Manually enter ChartField values or click the **SpeedChart Look up** icon to select a SpeedChart value and automatically populate some of the ChartField values.  For Inventory Issuances, the Requester should inform the Storekeeper of the applicable ChartField distribution to charge.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13.</td><td>Scroll to the right and click the Add/Delete buttons (+/-) at the end of the accounting distribution Line to insert or delete additional accounting distributions, if needed.

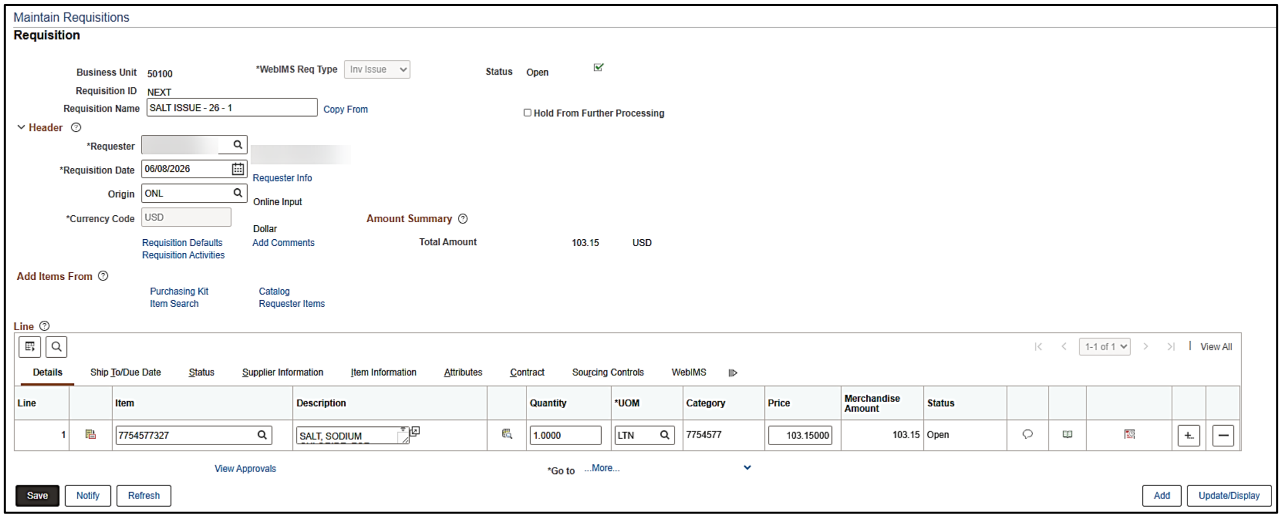

</td></tr>
<tr><td>14.</td><td>Click the OK button.


</td></tr>
<tr><td colspan="2">The Maintain Requisitions Schedule page displays.

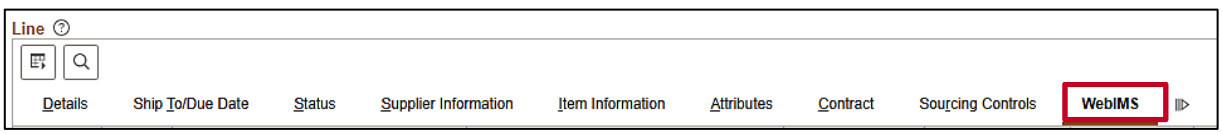

</td></tr>
<tr><td>15.</td><td>Click the Return to Main Page link.


</td></tr>
</table>

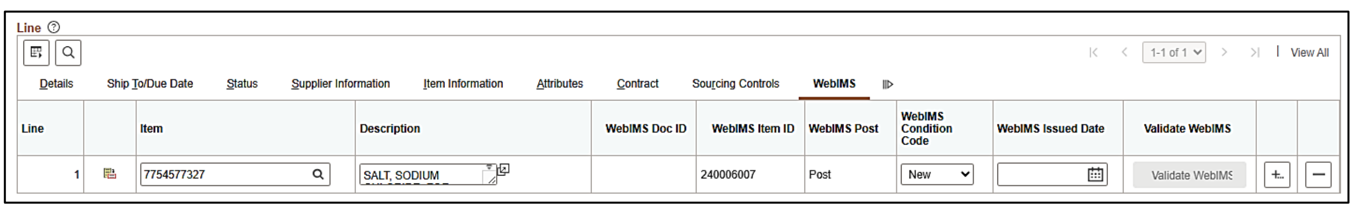
Step	Action
	The **Maintain Requisitions Requisition** page displays.



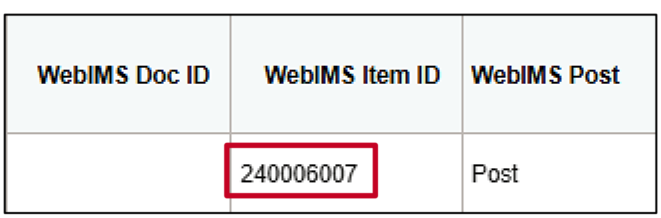
Step	Action
16.	Click the **WebIMS** tab in the **Line** section.

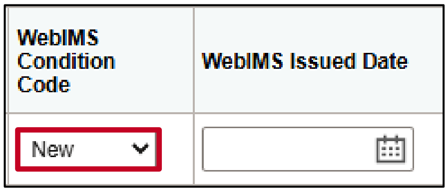
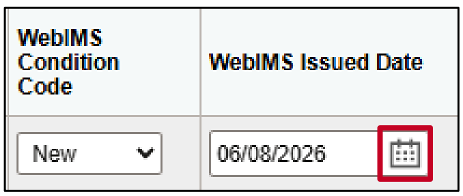
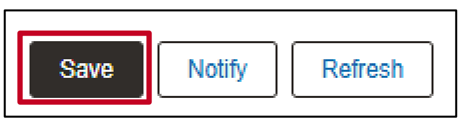
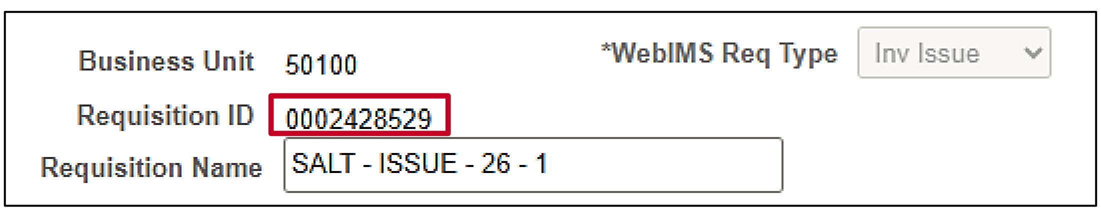
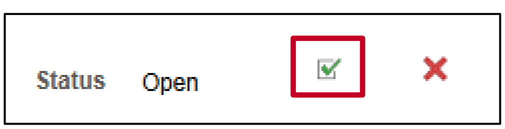
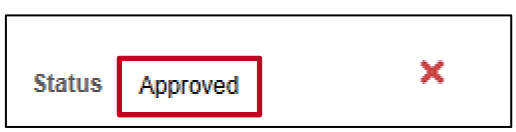


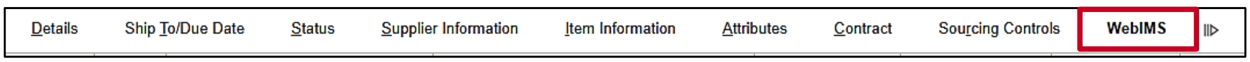
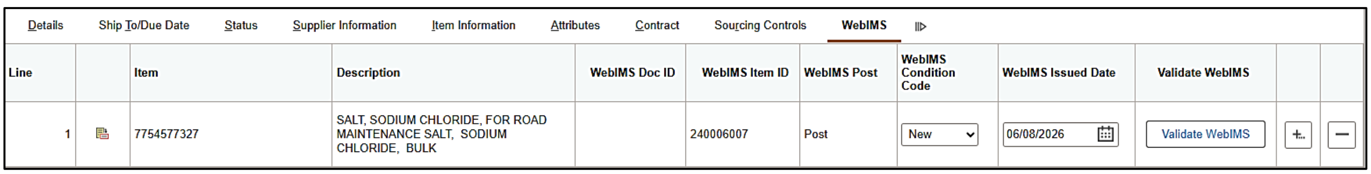
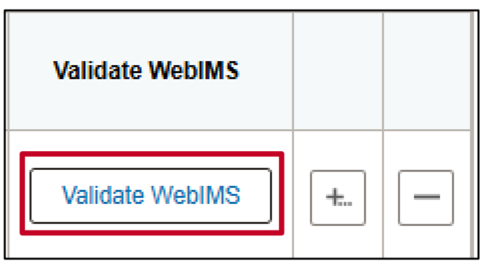
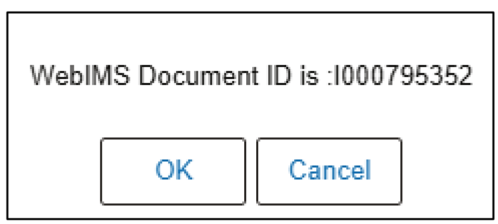
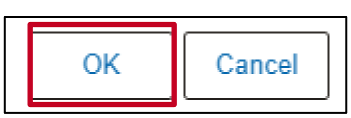
Step	Action
	The **WebIMS** tab displays.

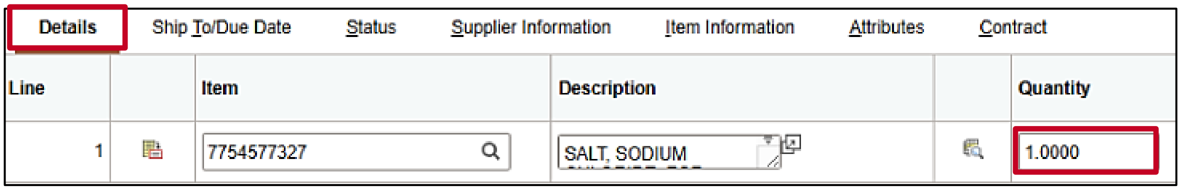
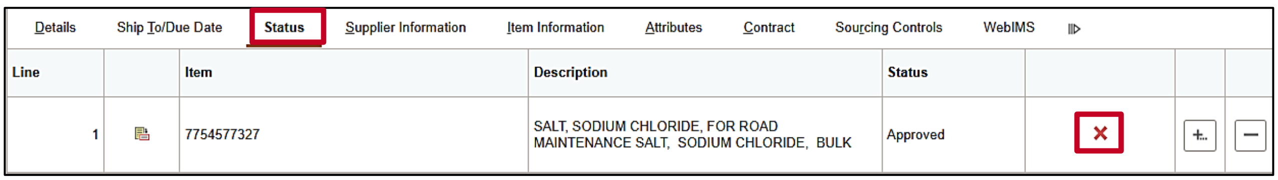
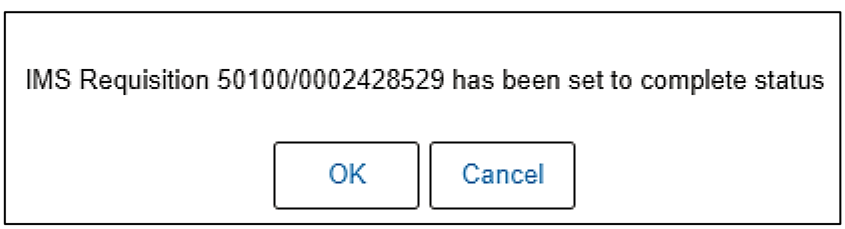
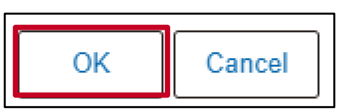


Step	Action
17.	Confirm that there is a **WebIMS Item ID**, indicating that the Item is in WebIMS.

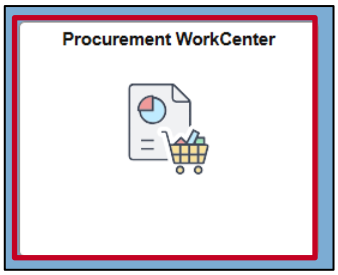
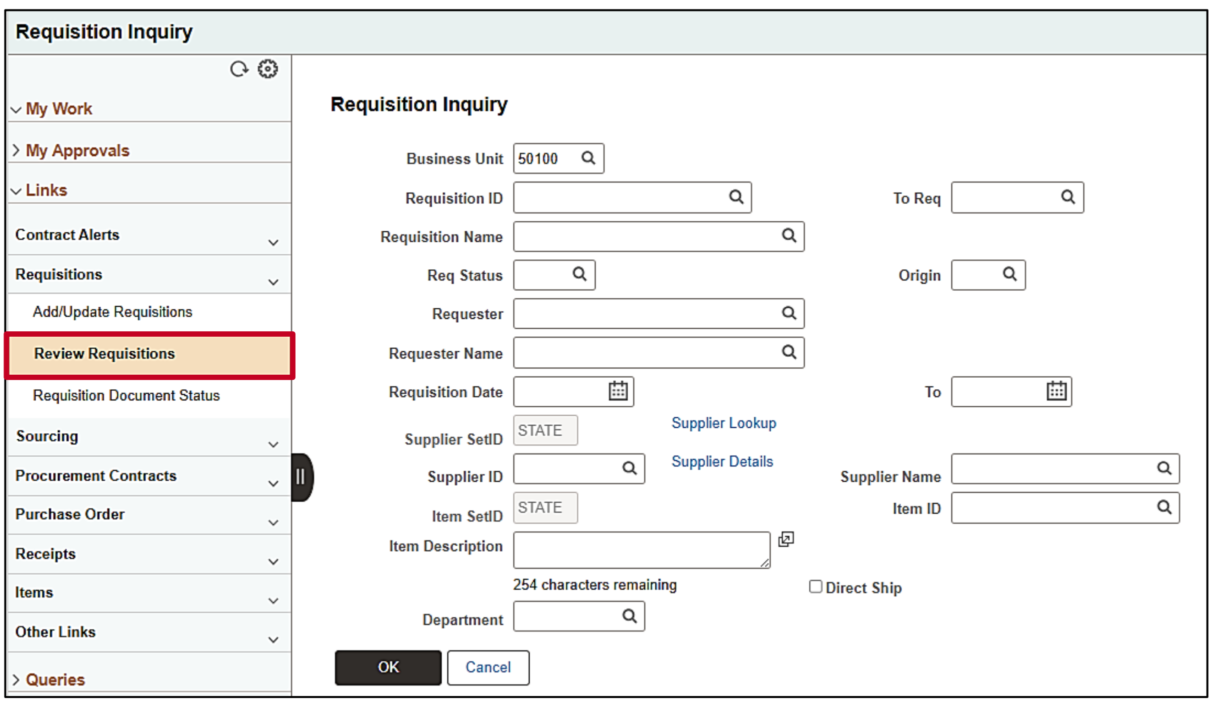


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>18.</td><td>Click the WebIMS Condition Code dropdown button and select the applicable WebIMS Condition Code.

</td></tr>
<tr><td>19.</td><td>Click the WebIMS Issued Date Calendar icon and select the actual date of issuance.

</td></tr>
<tr><td>20.</td><td>Click the Save button.

</td></tr>
<tr><td colspan="2">The Requisition page refreshes and a Requisition ID is generated.

</td></tr>
<tr><td>21.</td><td>Click the Submit for Approval checkmark icon.

</td></tr>
<tr><td colspan="2">The Status is changed to “Approved”, and the checkmark icon disappears.

</td></tr>
</table>

Step	Action
	Once an Inventory Issuance Requisition is approved, WebIMS needs to be checked to determine if there is enough stock for each Item ordered using the **Validate WebIMS** button on the **WebIMS** tab.
22.	Click the **WebIMS** tab. 
	The **WebIMS** tab displays. 
23.	Click the **Validate WebIMS** button. This will create a WebIMS Document ID and check if there is enough inventory at this location to fill the order. 
	A message window displays with the new **WebIMS Document ID** for that Line. 
24.	Click the **OK** button. 

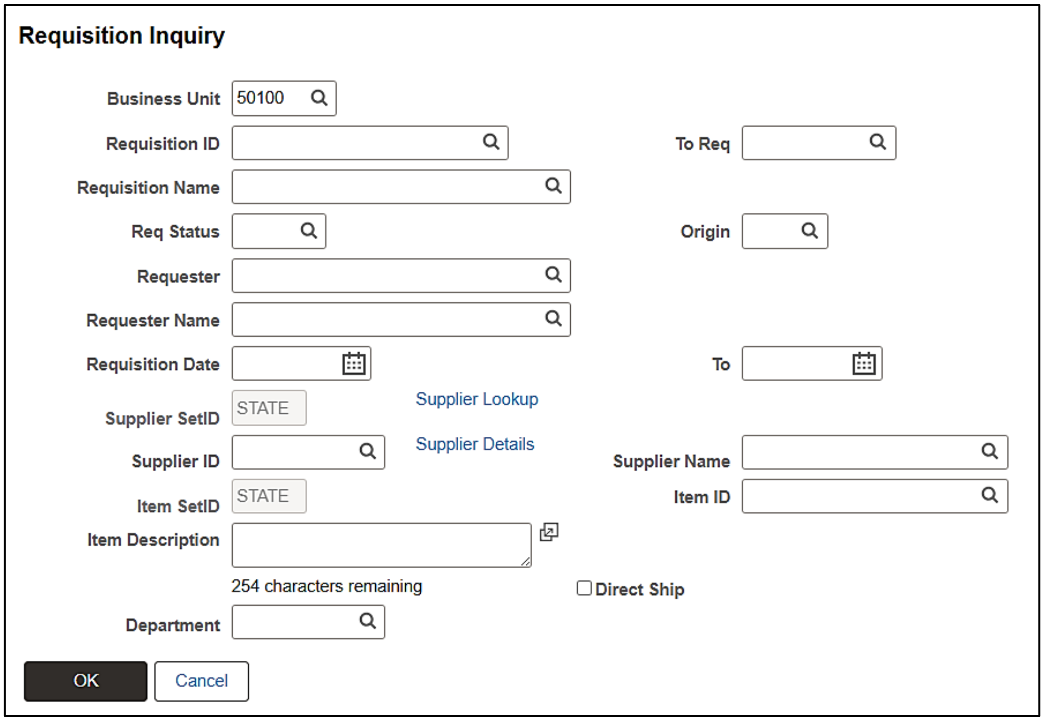
Step	Action
	If there is insufficient stock in WebIMS for a Requisition Line, an error message window is displayed. The Storekeeper has two options: 1. Adjust the **Quantity** field on the **Details** tab to match the available WebIMS quantity.  ○ A new WebIMS Document ID will be generated for the Line. ○ The Requisition will be fulfilled as an Issuance Requisition. 2. Cancel the Requisition Line by clicking the **Cancel** icon (red x) on the **Status** tab. 
Once all of the Lines on the Issuance Requisition have been satisfied by either issuance or cancelation, a message window displays, explaining that the Requisition’s **Status** has been set to **Complete**.  	
25.	Click the **OK** button. 
	Once a Line on the Requisition has been marked “Complete”, neither the Line nor the Requisition can be canceled.

Viewing Completed Issuance Requisitions

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>To view completed Requisitions, navigate to the Requisition Inquiry page by clicking the Procurement WorkCenter tile.

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Requisitions > Review Requisitions
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
<tr><td></td><td>Users can also access the Requisition Inquiry page using the following navigation path:
NavBar > Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Requisition Inquiry** page displays.

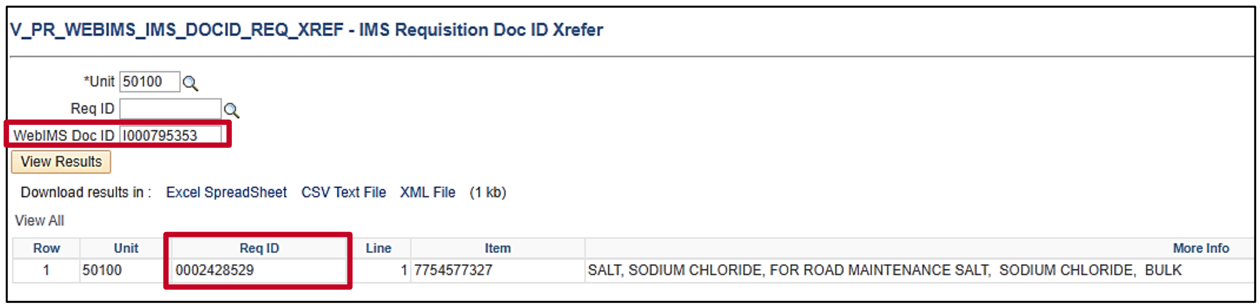


</td></tr>
<tr><td>3.</td><td>

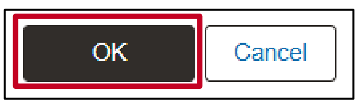
Select the **Req Status** of “C” (Complete) and any additional information to narrow down the search results.

</td></tr>
</table>

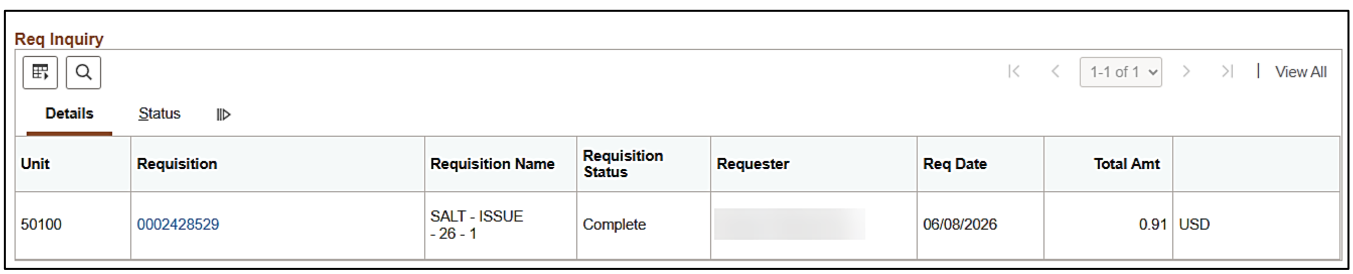
Step	Action
	If an Issuance Requisition's WebIMS Doc ID is known, but its Requisition ID is unknown, open the **Query Viewer** and use the **IMS Requisition Doc ID Xrefer** query (**V_PR_WEBIMS_IMS_DOCID_REQ_XREF**) to look up the **WebIMS Doc ID** number and find its Requisition ID in the **Req ID** field.



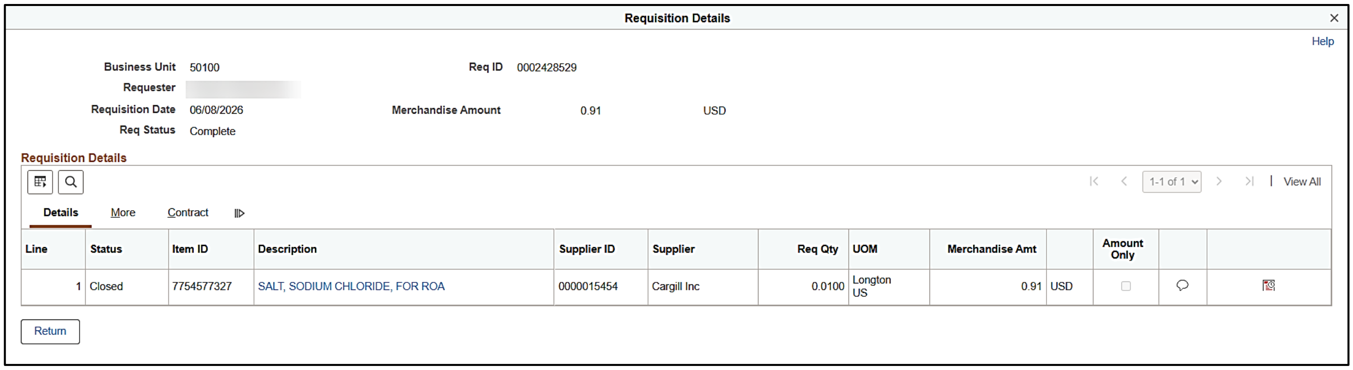
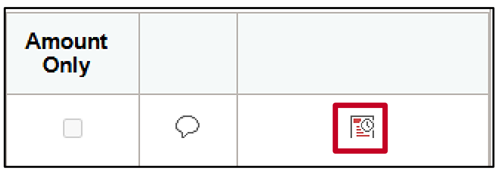
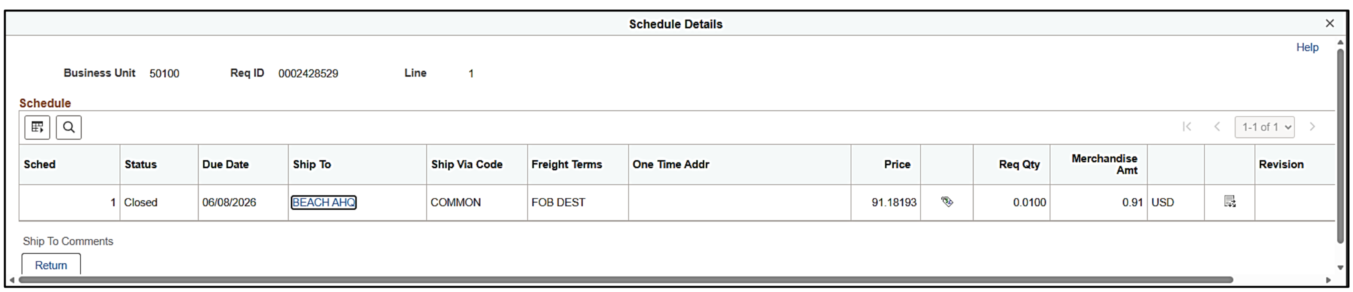
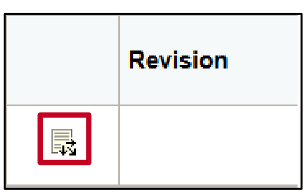
Step	Action
4.	Click the **OK** button.

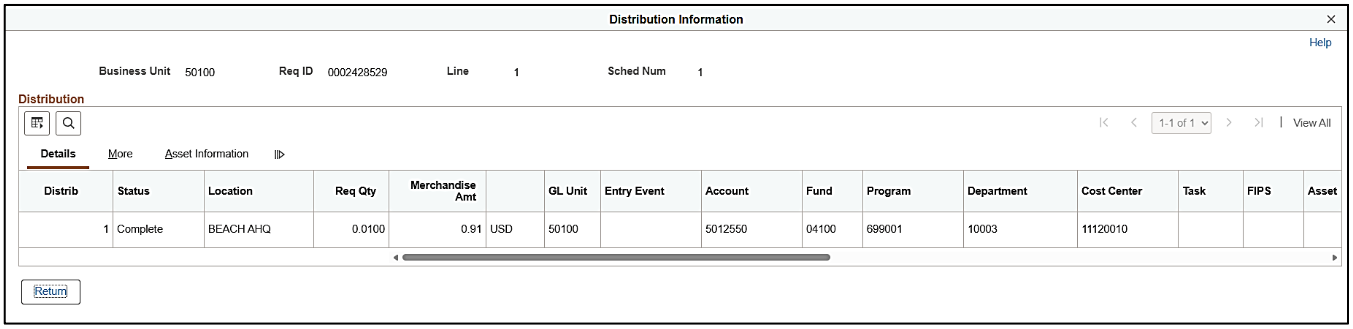
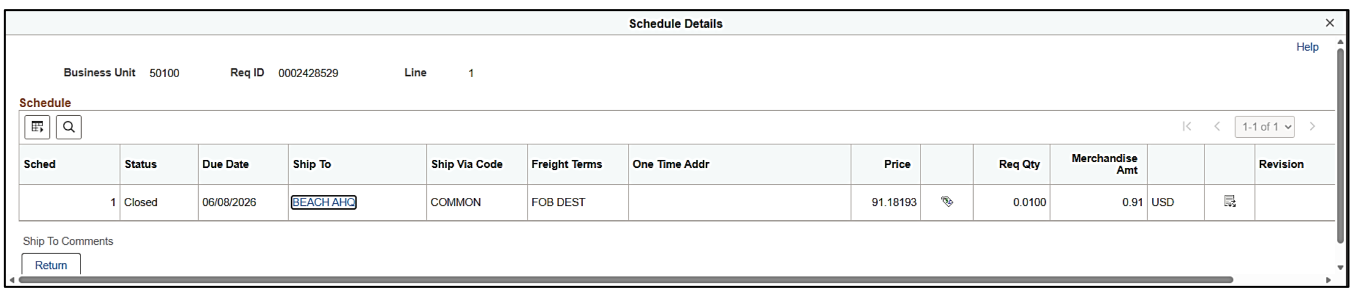


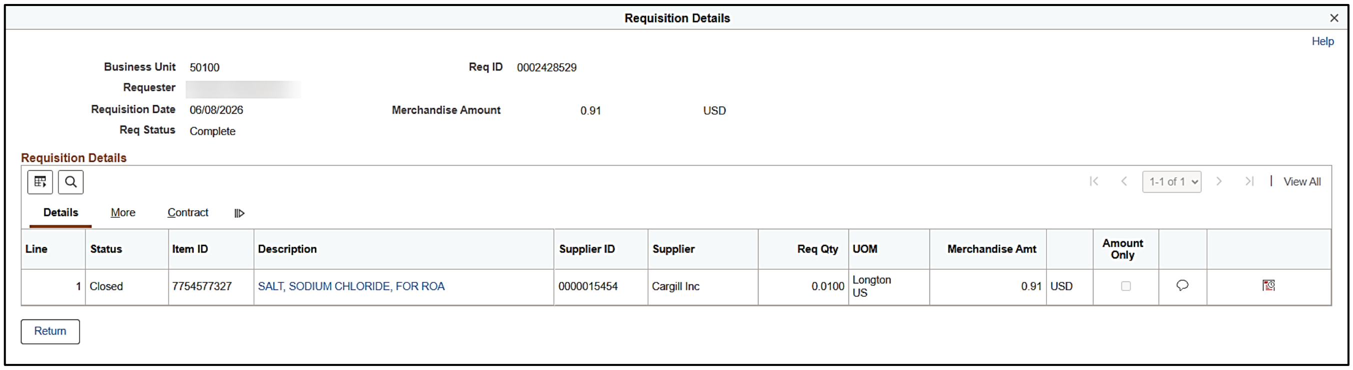
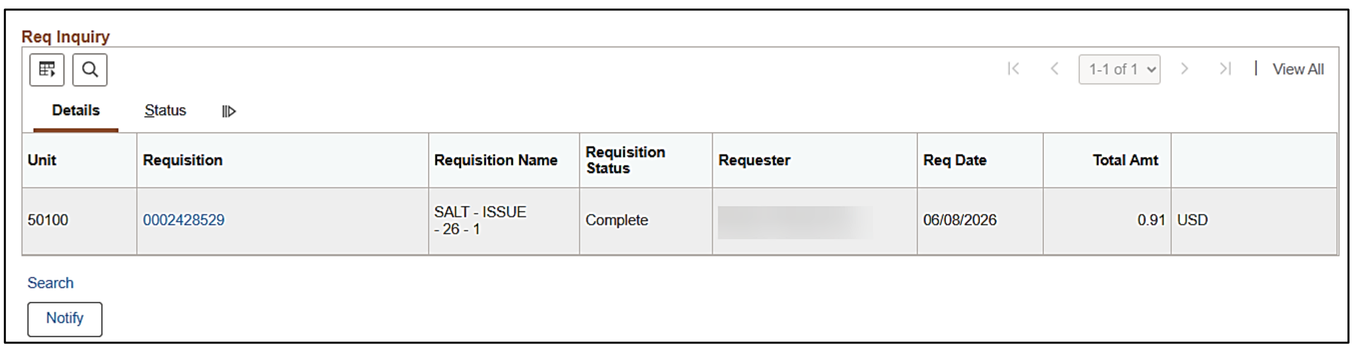
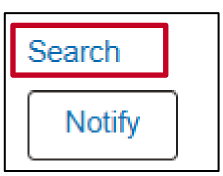
The **Requisitions** page populates based on the search criteria.



Step	Action
5.	Click the link of the Requisition to be viewed.

Step	Action
	The **Requisition Details** window displays. 
6.	Click the **Schedule Details** icon to review shipping details for the selected Line. 
	The **Schedule Details** page displays. 
7.	Click the **Distribution Details** icon to review the accounting distribution details for the selected Line. 

Step	Action
The **Distribution Details** page displays.	
	
8.	Click the **Return** button. 
The **Schedule Details** page displays.	
	
9.	Click the **Return** button. 

Step	Action
	The **Requisition Details** page displays. 
10.	Click the **Return** button. 
	The **Requisitions** page displays. 
11.	Click the **Search** link to find and review another Requisition if needed. 

Appendix: Allowed Extensions on Attachments in Cardinal

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

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