



Cardinal Procurement Job Aid

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.

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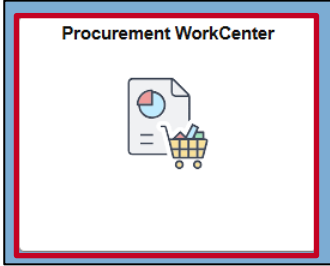
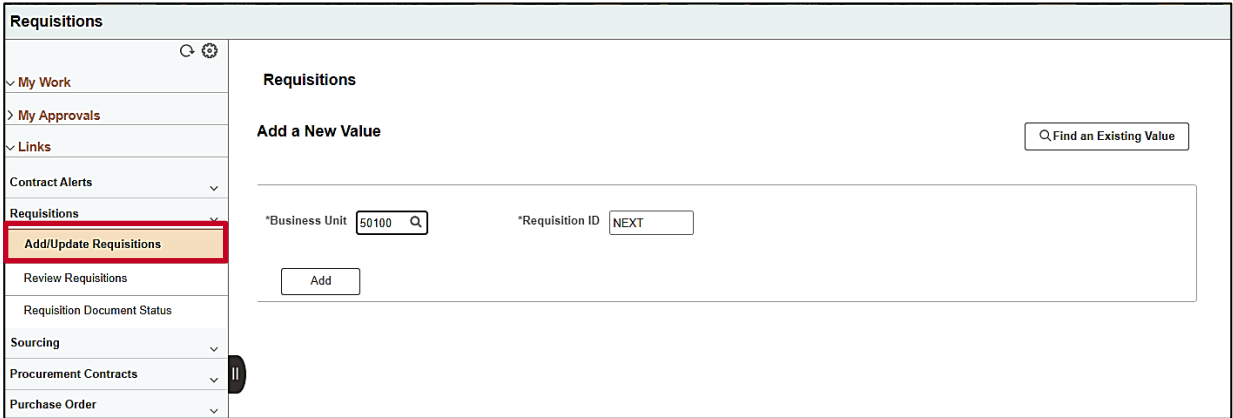
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Revision History

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



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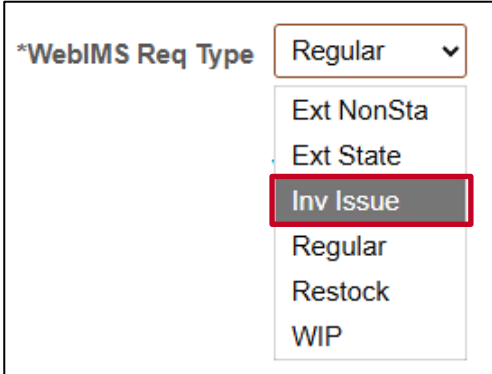
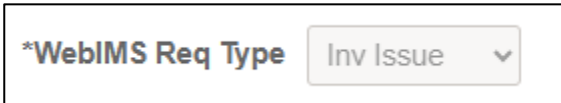
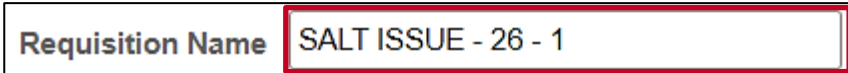
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Step	Action			
	The Requisitions Add a New Value page displays. Requisitions Add a New Value Find an Existing Value *Business Unit 50100 Q *Requisition ID NEXT Add			
3.	Click the Add button. Add			
	The Maintain Requisitions Requisition page displays. Maintain Requisitions Requisition Business Unit 50100 *WebIMS Req Type Regular Status Open ☒ Requisition ID NEXT Copy From Requisition Name ☐ Hold From Further Processing ▼ Header ⓘ *Requester Q *Requisition Date 06/08/2026 Calendar Requester Info Origin ONL Q Online Input *Currency Code USD Dropdown Requisition Defaults Add Comments Requisition Activities Amount Summary ⓘ <table><tr><td>Total Amount</td><td>0.00</td><td>USD</td></tr></table> Add Items From ⓘ Purchasing Kit Catalog Item Search Requester Items	Total Amount	0.00	USD
Total Amount	0.00	USD		



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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. 



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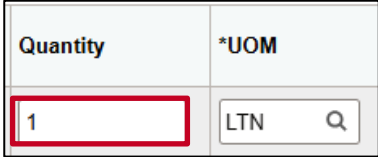
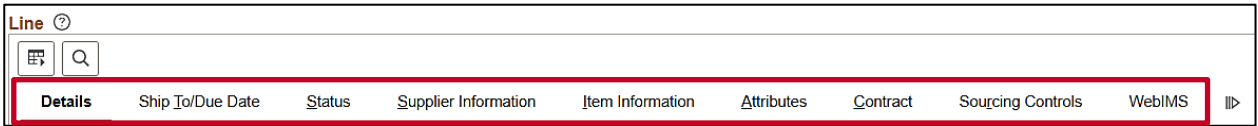
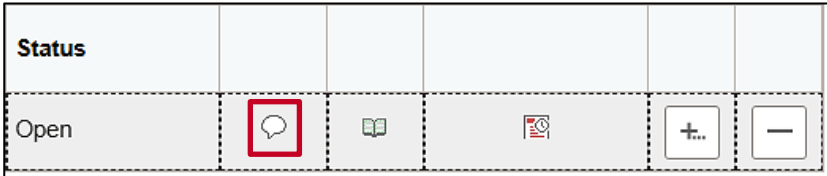
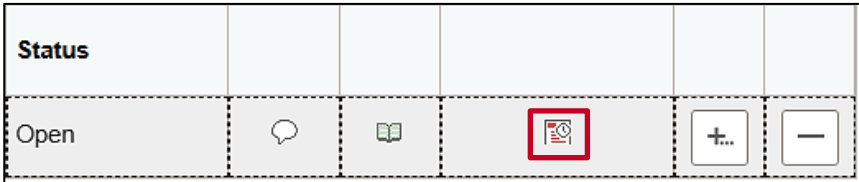
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Step	Action
i	The Header section contains key data such as Requester, Requisition Date, and Origin. Header comments can also be added in this section using the Add Comments link. *Requester *Requisition Date 06/08/2026 Origin ONL *Currency Code USD Requester Info Online Input Dollar Add Comments Requisition Defaults Requisition Activities
6.	Enter the National Institute of Governmental Purchasing (NIGP) Item number in the Item field. Line ? Details Ship To/Due Date Status Supplier Information Item Information Attributes Line Item Description 1 7754577327
i	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. V_PR_WEBIMS_ITEM_XREF - WEBIMS Item Cross Reference *SetID STATE Item WebIMS Item ID 240006007 View Results Download results in : Excel Spreadsheet CSV Text File XML File (1 kb) View All Row SetID Item Item Status Dt 1 STATE 7754577327 11/26/2011 SALT, SODIUM CHLORIDE, BULK



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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. 



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Step

Action

The **Maintain Requisitions Schedule** page displays.

Maintain Requisitions

Schedule

Business Unit50100

Requisition Date06/08/2026

Requisition IDNEXT

StatusOpen

Return to Main Page

Line

Q

I

<

1 of 1

>

>|

View All

1

Item7754577327

SALT, SODIUM CHLORIDE, FOR ROA

Quantity1.0000

LongtonUS

Merchandise Amt103.15

USD

Schedule

Q

<

1-1 of 1

>

|

View All

Details

Sched		*Ship To		Quantity	Price	Merchandise Amount	Due Date	Attention To			Status		
1		CHSTFD RE: Q		1.0000	103.15000	103.15					Active	+	-

Add Ship To Comments

Save

Notify

Refresh

Add

Update/Display

10.

Update the **Ship To** field as needed.

Details

Sched		*Ship To		Quantity
1		BEACH AHQ Q		1.0000

i

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.

i

Do not

 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.

Status
Active

+

-



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Step	Action								
11.	Click the Distribution icon to enter the accounting distribution for a Line. <table><tr><td></td><td>Status</td><td></td><td></td></tr><tr><td></td><td>Active</td><td></td><td></td></tr></table>		Status				Active		
	Status								
	Active								

The **Maintain Requisitions Distribution** window displays with the **Chartfields** tab selected by default.

Distribution Details

Maintain Requisitions
Distribution

Requisition ID: NEXT
Line: 1
Schedule: 1
Ship To: BEACH AHQ
Distribute By: Quantity
SpeedChart: Multi-SpeedCharts

Item: 7754577327
Status: Active
SALT, SODIUM CHLORIDE, FOR ROA
Quantity: 1.0000 LTN
Open Quantity: 1
Merchandise Amt: 103.15 USD

Distributions

Chartfields Details Asset Information ID>

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task
1	Open	100	1	103.15	50100							

OK Cancel Refresh

12.

Enter valid ChartField values.

Distributions

Chartfields

Details

Asset Information

ID>

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center
1	Open	100	1	103.15	50100						



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.

SpeedChart  Multi-SpeedCharts

For Inventory Issuances, the Requester should inform the Storekeeper of the applicable ChartField distribution to charge.



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Step	Action																																									
13.	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. <table><tr><td>Affiliate</td><td>Fund Affiliate</td><td></td><td></td></tr><tr><td> </td><td> </td><td> +... </td><td> - </td></tr></table>	Affiliate	Fund Affiliate					+...	-																																	
Affiliate	Fund Affiliate																																									
		+...	-																																							
14.	Click the OK button. <table><tr><td> OK </td><td> Cancel </td><td> Refresh </td></tr></table>	OK	Cancel	Refresh																																						
OK	Cancel	Refresh																																								
The Maintain Requisitions Schedule page displays. Maintain Requisitions Schedule Business Unit 50100 Requisition Date 06/08/2026 Requisition ID NEXT Status Open Return to Main Page <table><tr><th colspan="10">Line</th></tr><tr><td>1</td><td>Item 7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROA</td><td>Quantity 1.0000</td><td>Longton</td><td>Merchandise Amt 103.15</td><td>USD</td><td colspan="3"></td></tr></table> Schedule <table><tr><th>Sched</th><th>*Ship To</th><th>Quantity</th><th>Price</th><th>Merchandise Amount</th><th>Due Date</th><th>Attention To</th><th>Status</th></tr><tr><td>1</td><td>BEACH AHQ Q</td><td>1.0000</td><td>103.15000</td><td>103.15</td><td></td><td></td><td>Active</td></tr></table> Add Ship To Comments <table><tr><td> Save </td><td> Notify </td><td> Refresh </td><td> Add </td><td> Update/Display </td></tr></table>		Line										1	Item 7754577327	SALT, SODIUM CHLORIDE, FOR ROA	Quantity 1.0000	Longton	Merchandise Amt 103.15	USD				Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	1	BEACH AHQ Q	1.0000	103.15000	103.15			Active	Save	Notify	Refresh	Add	Update/Display
Line																																										
1	Item 7754577327	SALT, SODIUM CHLORIDE, FOR ROA	Quantity 1.0000	Longton	Merchandise Amt 103.15	USD																																				
Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status																																			
1	BEACH AHQ Q	1.0000	103.15000	103.15			Active																																			
Save	Notify	Refresh	Add	Update/Display																																						
15.	Click the Return to Main Page link. <table><tr><td>Business Unit</td><td>50100</td></tr><tr><td>Requisition ID</td><td>NEXT</td></tr><tr><td>Return to Main Page</td><td></td></tr></table>	Business Unit	50100	Requisition ID	NEXT	Return to Main Page																																				
Business Unit	50100																																									
Requisition ID	NEXT																																									
Return to Main Page																																										



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Step	Action																										
	The Maintain Requisitions Requisition page displays. Maintain Requisitions Requisition Business Unit: 50100 *WebIMS Req Type: Inv Issue Status: Open ☒ Requisition ID: NEXT Requisition Name: SALT ISSUE - 26 - 1 Copy From ☐ Hold From Further Processing ▼ Header ⓘ *Requester: Requester Info *Requisition Date: 06/08/2026 Origin: ONL Online Input *Currency Code: USD Amount Summary ⓘ Requisition Defaults: Add Comments Total Amount: 103.15 USD Requisition Activities Add Items From ⓘ Purchasing Kit: Item Search Catalog: Requester Items Line ⓘ Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ⓘ <table border="1"><thead><tr><th>Line</th><th>Item</th><th>Description</th><th>Quantity</th><th>*UOM</th><th>Category</th><th>Price</th><th>Merchandise Amount</th><th>Status</th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>7754577327</td><td>SALT SODIUM</td><td>1.0000</td><td>LTN</td><td>7754577</td><td>103.15000</td><td>103.15</td><td>Open</td><td></td><td></td><td></td><td></td></tr></tbody></table> View Approvals *Go to ...More... Add Update/Display	Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					1	7754577327	SALT SODIUM	1.0000	LTN	7754577	103.15000	103.15	Open				
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status																			
1	7754577327	SALT SODIUM	1.0000	LTN	7754577	103.15000	103.15	Open																			
16.	Click the WebIMS tab in the Line section. Line ⓘ Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ⓘ																										
	The WebIMS tab displays. Line ⓘ Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ⓘ <table border="1"><thead><tr><th>Line</th><th>Item</th><th>Description</th><th>WebIMS Doc ID</th><th>WebIMS Item ID</th><th>WebIMS Post</th><th>WebIMS Condition Code</th><th>WebIMS Issued Date</th><th>Validate WebIMS</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>7754577327</td><td>SALT SODIUM</td><td></td><td>240006007</td><td>Post</td><td>New</td><td></td><td>Validate WebIMS</td><td></td><td></td></tr></tbody></table>	Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition Code	WebIMS Issued Date	Validate WebIMS			1	7754577327	SALT SODIUM		240006007	Post	New		Validate WebIMS						
Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition Code	WebIMS Issued Date	Validate WebIMS																			
1	7754577327	SALT SODIUM		240006007	Post	New		Validate WebIMS																			
17.	Confirm that there is a WebIMS Item ID, indicating that the Item is in WebIMS. <table border="1"><thead><tr><th>WebIMS Doc ID</th><th>WebIMS Item ID</th><th>WebIMS Post</th></tr></thead><tbody><tr><td></td><td>240006007</td><td>Post</td></tr></tbody></table>	WebIMS Doc ID	WebIMS Item ID	WebIMS Post		240006007	Post																				
WebIMS Doc ID	WebIMS Item ID	WebIMS Post																									
	240006007	Post																									



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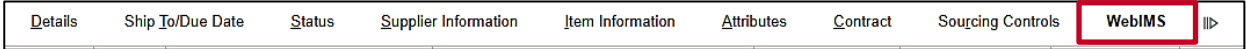
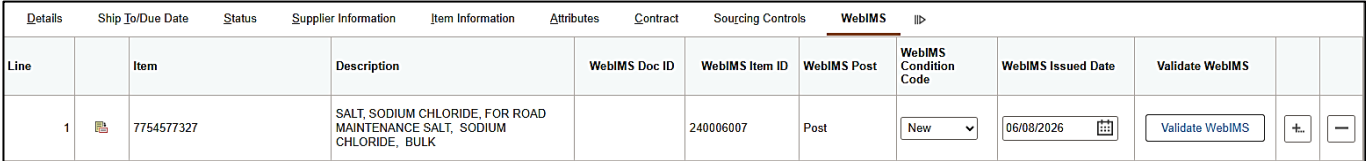
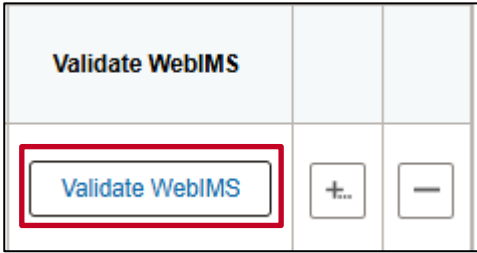
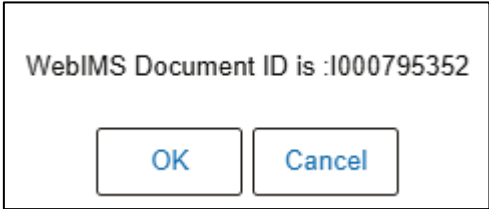
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Step	Action
18.	Click the WebIMS Condition Code dropdown button and select the applicable WebIMS Condition Code. WebIMS Condition Code New ▾ WebIMS Issued Date
19.	Click the WebIMS Issued Date Calendar icon and select the actual date of issuance. WebIMS Condition Code New ▾ WebIMS Issued Date 06/08/2026 
20.	Click the Save button. Save Notify Refresh
The Requisition page refreshes and a Requisition ID is generated. Business Unit 50100 *WebIMS Req Type Inv Issue ▾ Requisition ID 0002428529 Requisition Name SALT - ISSUE - 26 - 1	
21.	Click the Submit for Approval checkmark icon. Status Open  
The Status is changed to “Approved”, and the checkmark icon disappears. Status Approved 	



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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. 

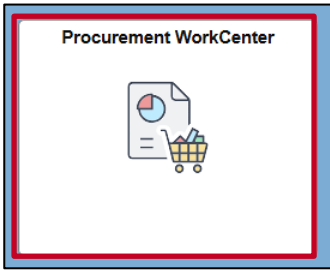
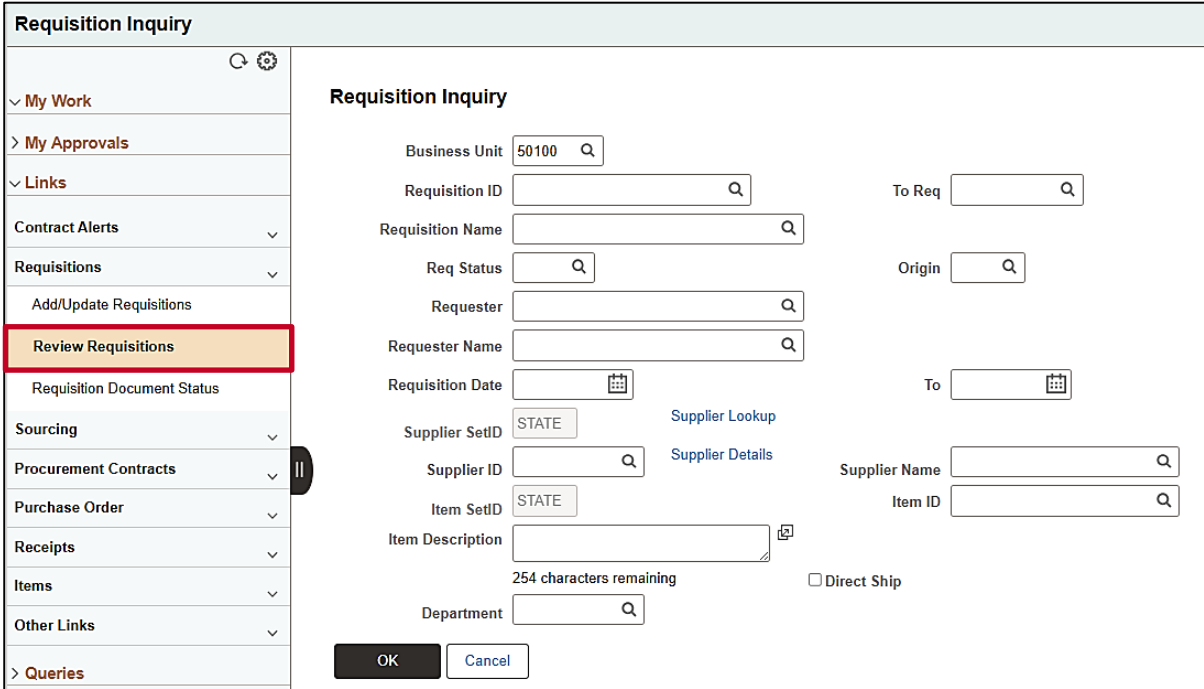
Step	Action																												
i	If there is insufficient stock in WebIMS for a Requisition Line, an error message window is displayed. The Storekeeper has two options: - Adjust the Quantity field on the Details tab to match the available WebIMS quantity. Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract <table><tr><th>Line</th><th></th><th>Item</th><th>Description</th><th></th><th>Quantity</th></tr><tr><td>1</td><td></td><td> 7754577327  </td><td> SALT, SODIUM  </td><td></td><td> 1.0000 </td></tr></table> A new WebIMS Document ID will be generated for the Line. The Requisition will be fulfilled as an Issuance Requisition. - Cancel the Requisition Line by clicking the Cancel icon (red x) on the Status tab. Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ⌵ <table><tr><th>Line</th><th></th><th>Item</th><th>Description</th><th>Status</th><th></th><th></th><th></th></tr><tr><td>1</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK</td><td>Approved</td><td> x </td><td> + </td><td> - </td></tr></table>	Line		Item	Description		Quantity	1		7754577327 	SALT, SODIUM 		1.0000	Line		Item	Description	Status				1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	Approved	x	+	-
Line		Item	Description		Quantity																								
1		7754577327 	SALT, SODIUM 		1.0000																								
Line		Item	Description	Status																									
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	Approved	x	+	-																						
	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. IMS Requisition 50100/0002428529 has been set to complete status OK Cancel																												
25.	Click the OK button. OK Cancel																												
i	Once a Line on the Requisition has been marked “Complete”, neither the Line nor the Requisition can be canceled.																												



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Viewing Completed Issuance Requisitions

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



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Step	Action
	The Requisition Inquiry page displays. Requisition Inquiry Business Unit 50100 Q Requisition ID Q Requisition Name Q Req Status Q Requester Q Requester Name Q Requisition Date Calendar Supplier SetID STATE Supplier Lookup Supplier ID Q Supplier Details Item SetID STATE Item Description Copy 254 characters remaining Department Q OK Cancel To Req Q Origin Q To Calendar Supplier Name Q Item ID Q ☐ Direct Ship
3.	Select the Req Status of "C" (Complete) and any additional information to narrow down the search results. Req Status C Q Requester Q Requester Name Q Requisition Date 06/01/2026 Calendar Origin Q To 06/08/2026 Calendar



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Step	Action																
i	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. V_PR_WEBIMS_IMS_DOCID_REQ_XREF - IMS Requisition Doc ID Xrefer *Unit50100 Req ID WebIMS Doc ID1000795353 View Results Download results in : Excel Spreadsheet CSV Text File XML File (1 kb) View All <table><tr><th>Row</th><th>Unit</th><th>Req ID</th><th>Line</th><th>Item</th><th>More Info</th></tr><tr><td>1</td><td>50100</td><td>0002428529</td><td>1</td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK</td></tr></table>	Row	Unit	Req ID	Line	Item	More Info	1	50100	0002428529	1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK				
Row	Unit	Req ID	Line	Item	More Info												
1	50100	0002428529	1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK												
4.	Click the OK button. OK Cancel																
The Requisitions page populates based on the search criteria. Req Inquiry 1-1 of 1 < > View All Details Status <table><tr><th>Unit</th><th>Requisition</th><th>Requisition Name</th><th>Requisition Status</th><th>Requester</th><th>Req Date</th><th>Total Amt</th><th></th></tr><tr><td>50100</td><td>0002428529</td><td>SALT - ISSUE - 26 - 1</td><td>Complete</td><td></td><td>06/08/2026</td><td>0.91</td><td>USD</td></tr></table>		Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt		50100	0002428529	SALT - ISSUE - 26 - 1	Complete		06/08/2026	0.91	USD
Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt											
50100	0002428529	SALT - ISSUE - 26 - 1	Complete		06/08/2026	0.91	USD										
5.	Click the link of the Requisition to be viewed. Requisition 0002428529																



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

The **Requisition Details** window displays.

Requisition Details

Business Unit 50100 Req ID 0002428529

Requester Requester

Requisition Date 08/08/2026 Merchandise Amount 0.91 USD

Req Status Complete

Requisition Details

Details More Contract ID

Line	Status	Item ID	Description	Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only		
1	Closed	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	0000015454	Cargill Inc	0.0100	Longton US	0.91 USD	☐		

Return

6. Click the **Schedule Details** icon to review shipping details for the selected Line.

Amount Only		
☐		

The **Schedule Details** page displays.

Schedule Details

Business Unit 50100 Req ID 0002428529 Line 1

Schedule

Sched	Status	Due Date	Ship To	Ship Via Code	Freight Terms	One Time Addr	Price	Req Qty	Merchandise Amt	Revision
1	Closed	08/08/2026	BEACH AHC	COMMON	FOB DEST		91.18193	0.0100	0.91 USD	

Ship To Comments

Return

7. Click the **Distribution Details** icon to review the accounting distribution details for the selected Line.

	Revision



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Step	Action																														
	The Distribution Details page displays. Distribution Information Business Unit 50100 Req ID 0002428529 Line 1 Sched Num 1 Distribution Details More Asset Information IP> <table border="1"><thead><tr><th>Distrib</th><th>Status</th><th>Location</th><th>Req Qty</th><th>Merchandise Amt</th><th>GL Unit</th><th>Entry Event</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th></tr></thead><tbody><tr><td>1</td><td>Complete</td><td>BEACH AHQ</td><td>0.0100</td><td>0.91 USD</td><td>50100</td><td></td><td>5012550</td><td>04100</td><td>699001</td><td>10003</td><td>11120010</td><td></td><td></td><td></td></tr></tbody></table> Return	Distrib	Status	Location	Req Qty	Merchandise Amt	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	1	Complete	BEACH AHQ	0.0100	0.91 USD	50100		5012550	04100	699001	10003	11120010			
Distrib	Status	Location	Req Qty	Merchandise Amt	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset																	
1	Complete	BEACH AHQ	0.0100	0.91 USD	50100		5012550	04100	699001	10003	11120010																				
8.	Click the Return button. Return																														
	The Schedule Details page displays. Schedule Details Business Unit 50100 Req ID 0002428529 Line 1 Schedule Sched Status Due Date Ship To Ship Via Code Freight Terms One Time Addr Price Req Qty Merchandise Amt Revision <table border="1"><tbody><tr><td>1</td><td>Closed</td><td>06/08/2026</td><td>BEACH AHQ</td><td>COMMON</td><td>FOB DEST</td><td></td><td>91.18193</td><td>0.0100</td><td>0.91 USD</td><td></td></tr></tbody></table> Ship To Comments Return	1	Closed	06/08/2026	BEACH AHQ	COMMON	FOB DEST		91.18193	0.0100	0.91 USD																				
1	Closed	06/08/2026	BEACH AHQ	COMMON	FOB DEST		91.18193	0.0100	0.91 USD																						
9.	Click the Return button. Return																														



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Step

Action

The Requisition Details page displays.

Requisition Details

Business Unit50100

Requester

Requisition Date06/08/2026

Req StatusComplete

Req ID0002428529

Merchandise Amount0.91

USD

Requisition Details

1-1 of 1

View All

Details

More

Contract

ID

Line	Status	Item ID	Description	Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only		
1	Closed	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	0000015454	Cargill Inc	0.0100	Longton US	0.91	USD		

Return

10.

Click the Return button.

Return

The Requisitions page displays.

Req Inquiry

1-1 of 1

View All

Details

Status

ID

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
50100	0002428529	SALT - ISSUE - 26 - 1	Complete		06/08/2026	0.91	USD

Search

Notify

11.

Click the Search link to find and review another Requisition if needed.

Search

Notify



Cardinal Procurement Job Aid

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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