PR347 Managing Inventory Restock Requisitions and Receipts (VDOT Only)

Managing Inventory Restock Requisitions and Receipts Overview

This Job Aid provides step-by-step instructions for creating, canceling, and managing Restock Requisitions in Cardinal. It also includes guidance on viewing related Purchase Orders and creating or canceling Restock Receipts. Restock Requisitions are used to replenish inventory and follow a specific process that includes an integration with WebIMS.

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

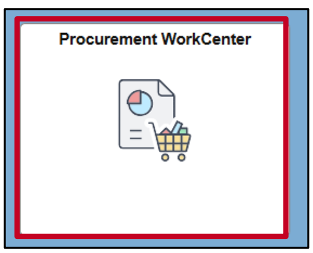
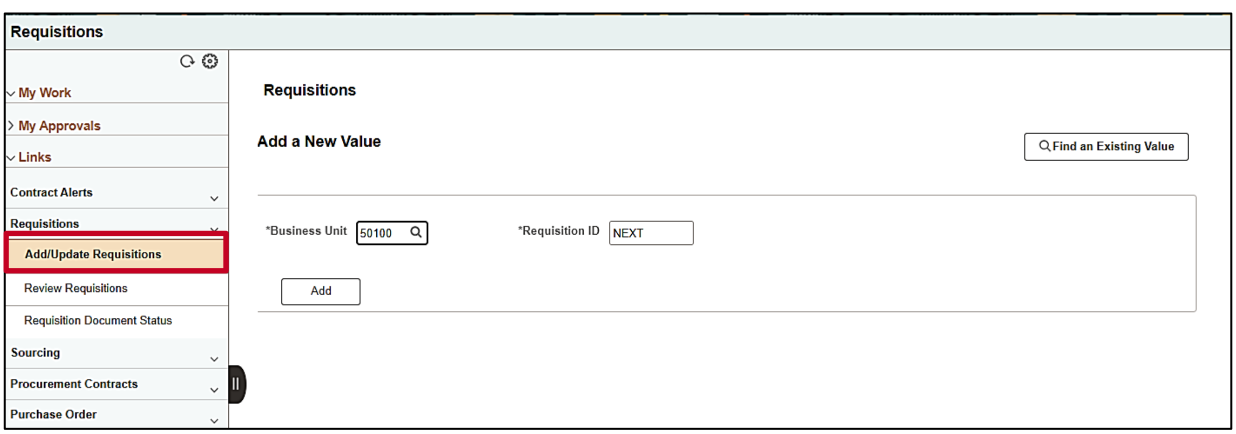
Revision History

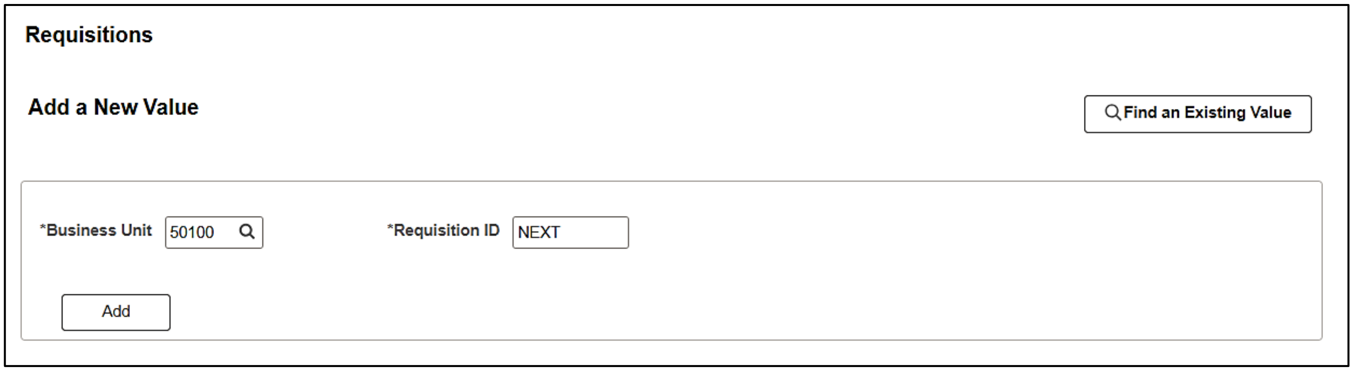
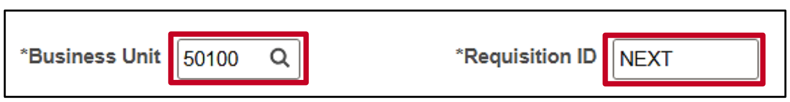
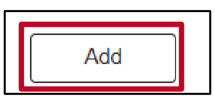
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/11/2026	Baseline.

Creating a Restock Requisition

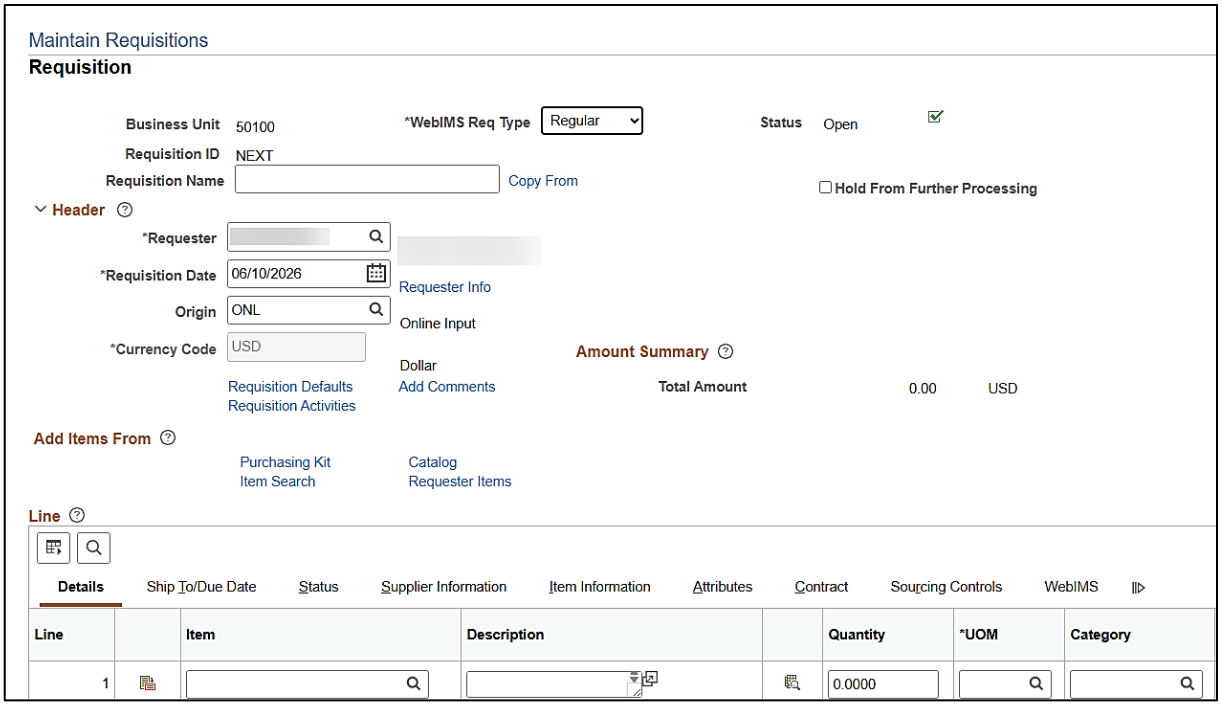
Creating a Restock Requisition is similar to creating a regular Requisition. However, with a Restock Requisition, the WebIMS Requisition Type must be changed to “Restock” before any other data entry is completed.

The accounting distribution is set by default and cannot be changed. Like a regular Requisition, enter details in the **Header**, **Lines**, and **Schedule** sections as needed. For more information on processing Requisitions, see the Job Aid titled **PR342 Creating Regular Requisitions (VDOT Only)**. For more information about inventory issuances, see the Job Aid titled **PR347 Creating and Managing Inventory Issuance Requisitions (VDOT Only)**.

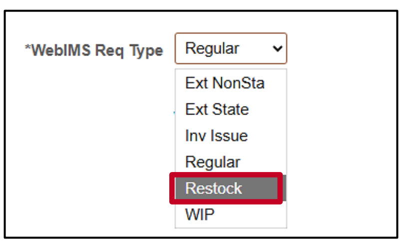
Step	Action
1.	Navigate to the **Requisitions** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following 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. 	
	The **Business Unit** field defaults based on the Agency Business Unit. The **Requisition ID** field defaults to "NEXT" and should not be changed. Cardinal assigns a Requisition ID when the user saves the Requisition. 
3.	Click the **Add** button. 

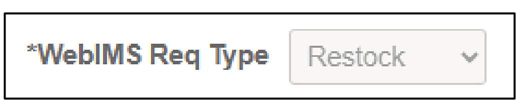
Step	Action
	The **Maintain Requisitions Requisition** page displays.



Step	Action
4.	Click the **WebIMS Req Type** dropdown button and select "Restock". This step must be done first.



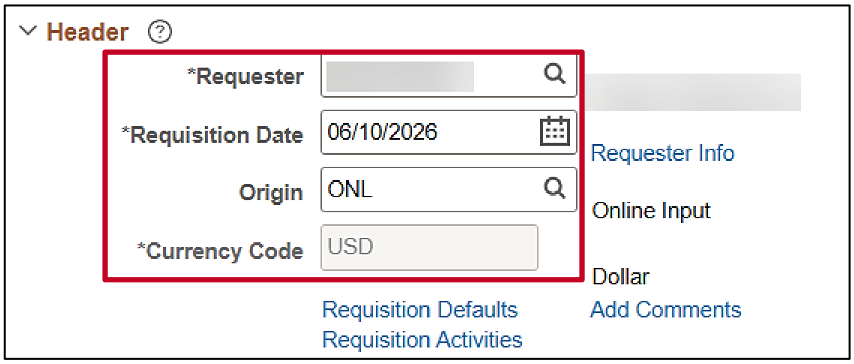
Step	Action
	The **WebIMS Req Type** field is then grayed out and cannot be changed.



Step	Action
5.	Enter a descriptive title for the Requisition in the **Requisition Name** field. Otherwise, the Requisition Name will default to the Requisition ID.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

The Header section contains key data such as the Requester, Requisition Date, and Origin fields. This information automatically populates based on the user setup but can be changed as necessary.

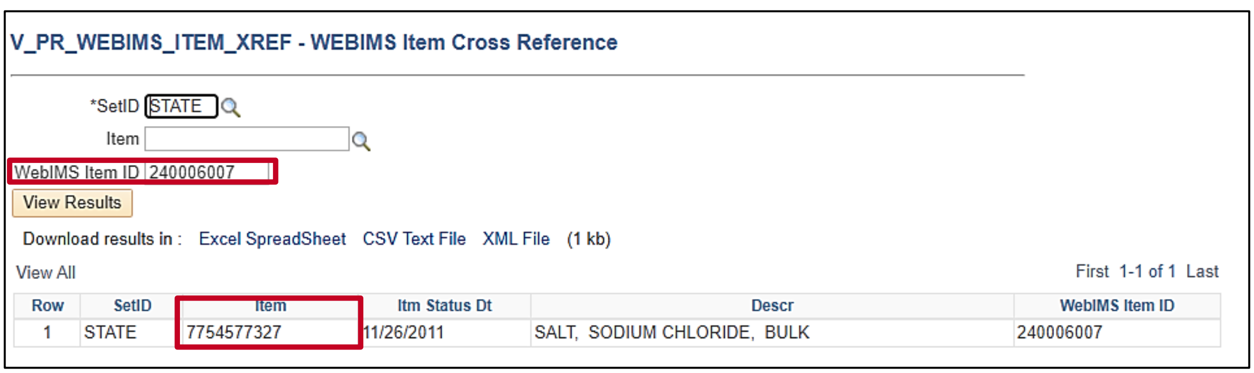


</td></tr>
<tr><td>6.</td><td>

Enter or select the National Institute of Governmental Purchasing (NIGP) Item Number in the Item field.

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

If the item's WebIMS Item ID is known, but its 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 its NIGP Item Number.

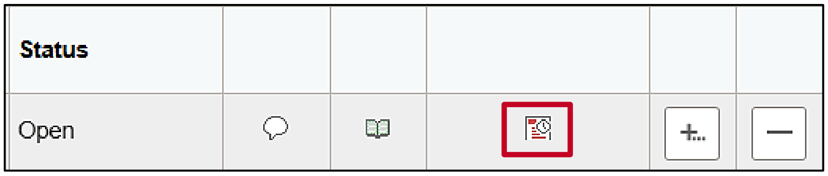


</td></tr>
<tr><td>7.</td><td>

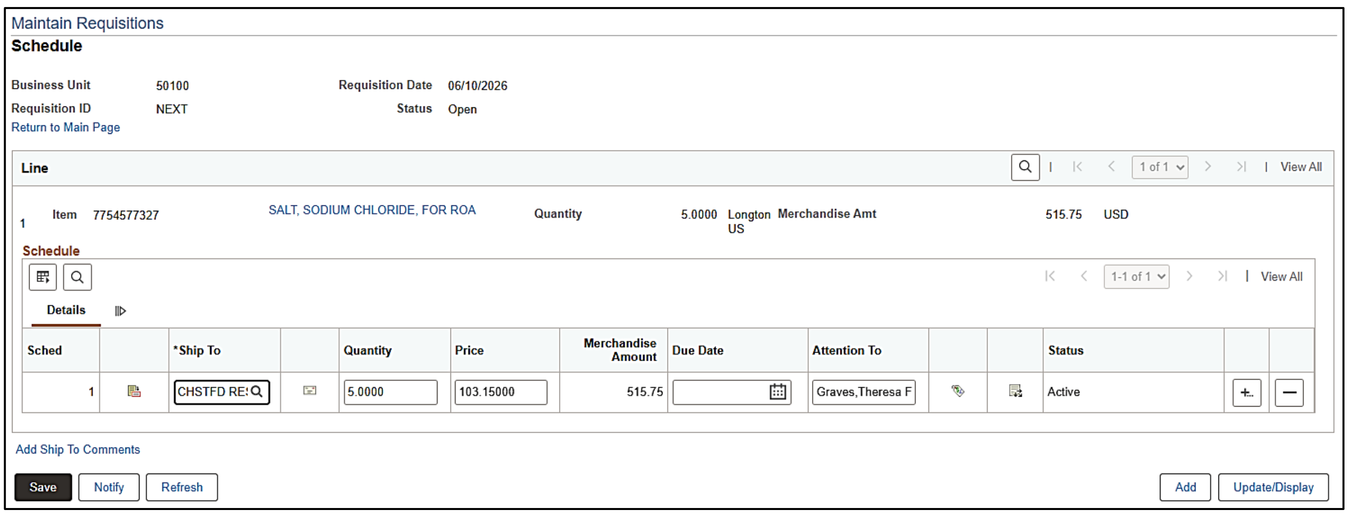
Enter the desired quantity in the Quantity field.

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

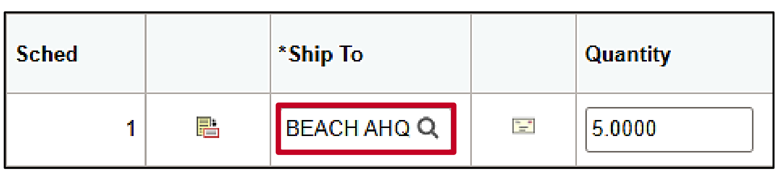
Step	Action
8.	Click the **Schedule** icon.



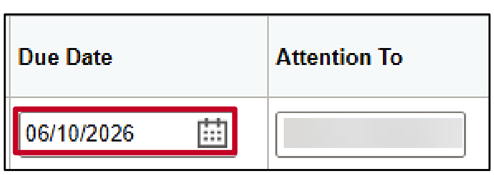
The **Maintain Requisitions Schedule** page displays.

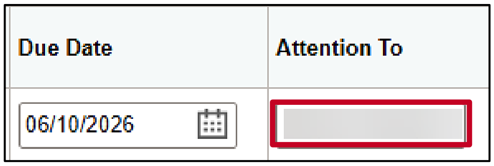
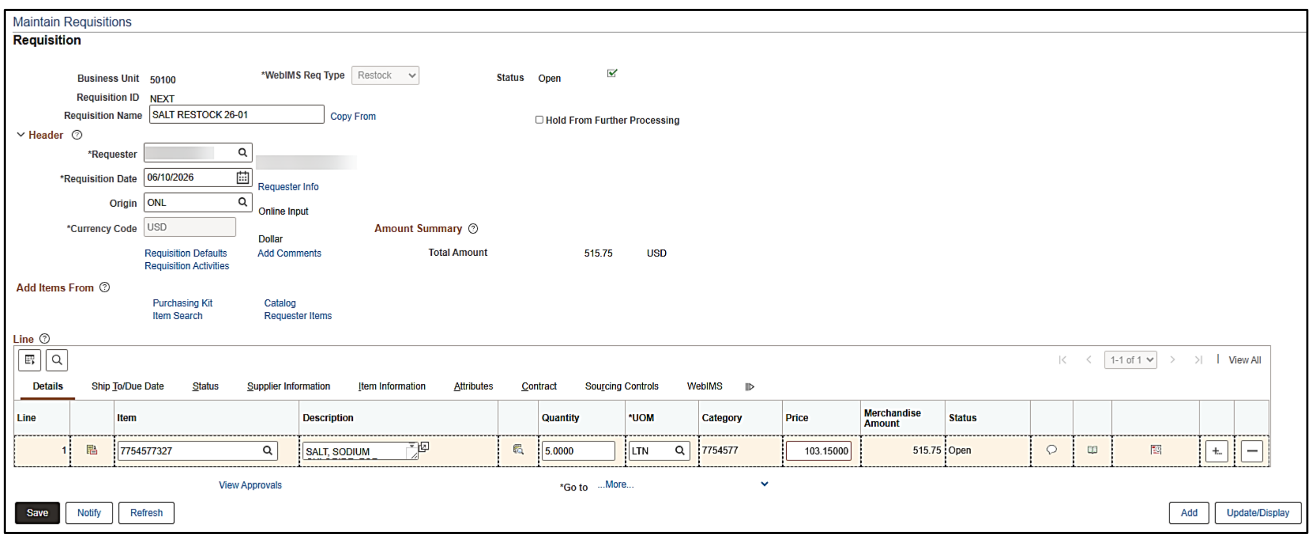
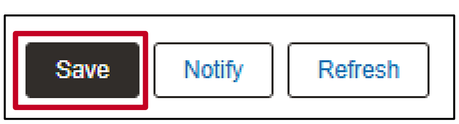


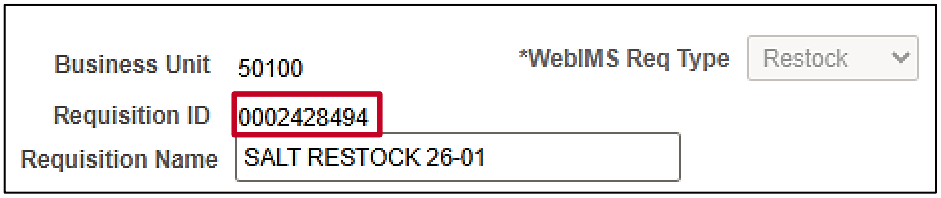
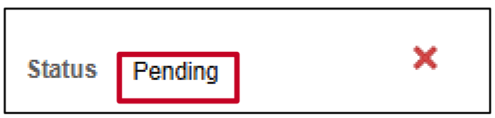
Step	Action
9.	Update the **Ship To** field as needed. **Note**: This is the stock location where the inventory will be delivered.



Step	Action
10.	Click the **Due Date Calendar** icon and select the desired delivery date.

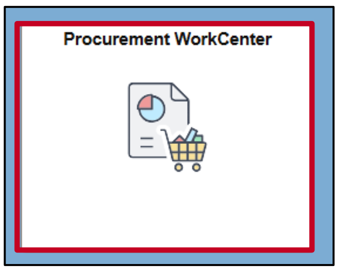
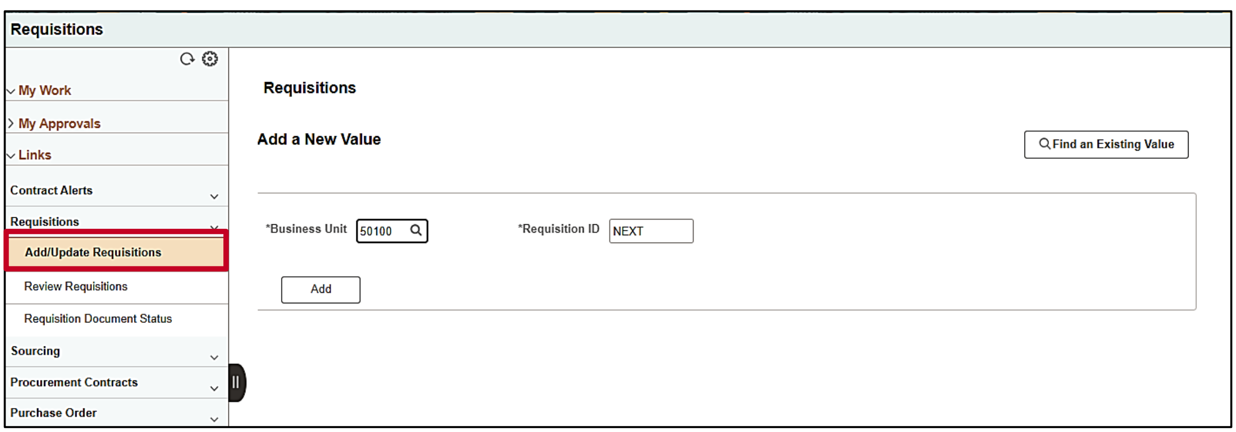


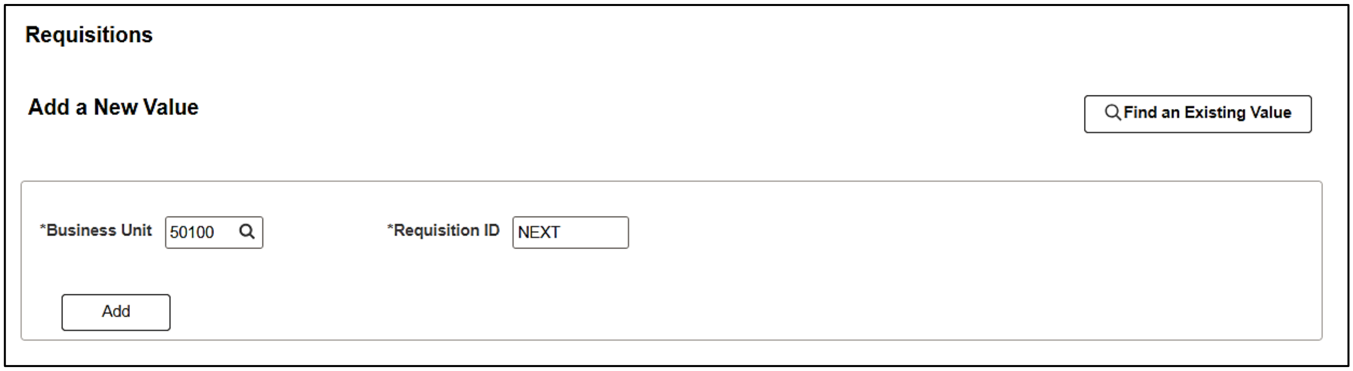
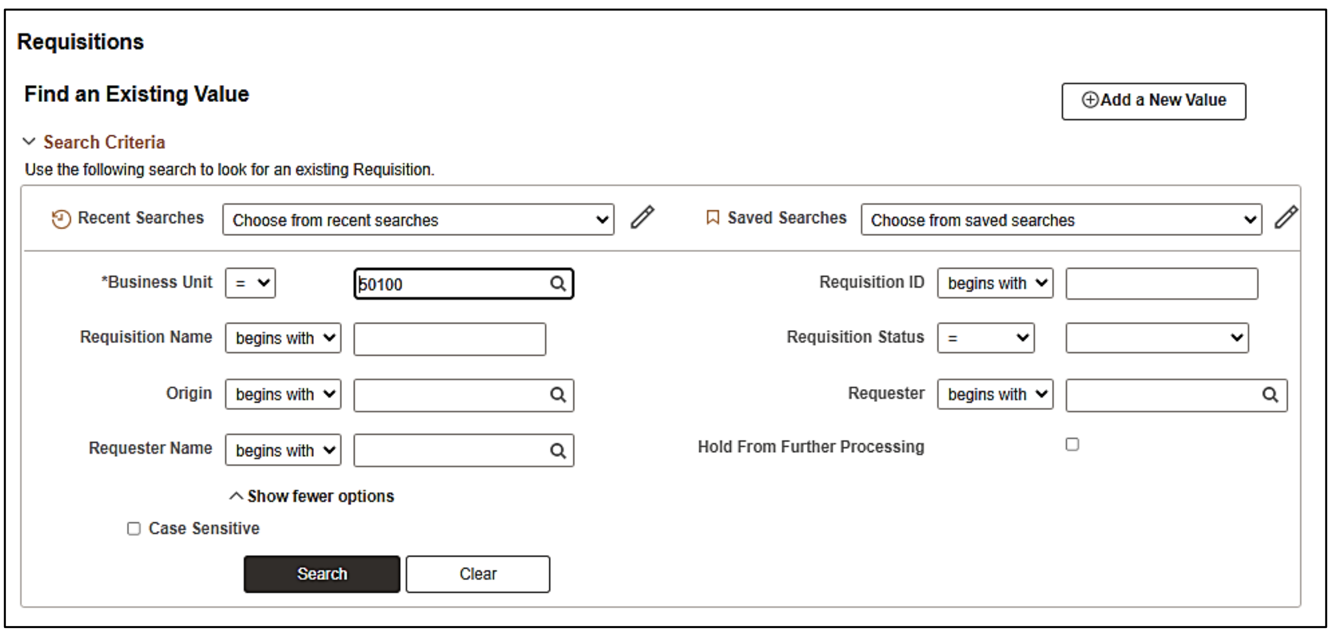
Step	Action
11.	Update the **Attention To** field as needed. 
	The accounting distribution will default based on the Storekeeper's user profile and cannot be changed.
12.	Click the **Return to Main Page** link. 
The **Maintain Requisitions Requisition** page redisplays.  	
13.	Click the **Save** button. 

Step	Action
	The page refreshes and the system-assigned Requisition ID Number displays in the **Requisition ID** field. 
13.	Click the **Submit for Approval** icon. 
14.	The **Status** field updates to "Pending" and the **Submit for Approval** icon no longer displays. 
	The Restock Requisition will follow the normal Requisition approval process. However, it must be approved by the Procurement Manager before it is updated in WebIMS. Upon approval, the WebIMS Item Number, Location Number, quantity, and Document IDs will be sent to WebIMS to update the quantity on order.

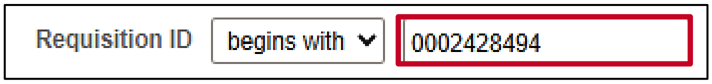
Canceling a Restock Requisition

A Restock Requisition is canceled the same way as a regular Requisition. A Requisition that has been sourced to a Purchase Order cannot be canceled.

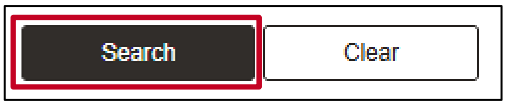
Step	Action
1.	Navigate to the **Requisitions** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following 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 **Find an Existing Value** button. 
	The **Requisitions Find an Existing Value Search** page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

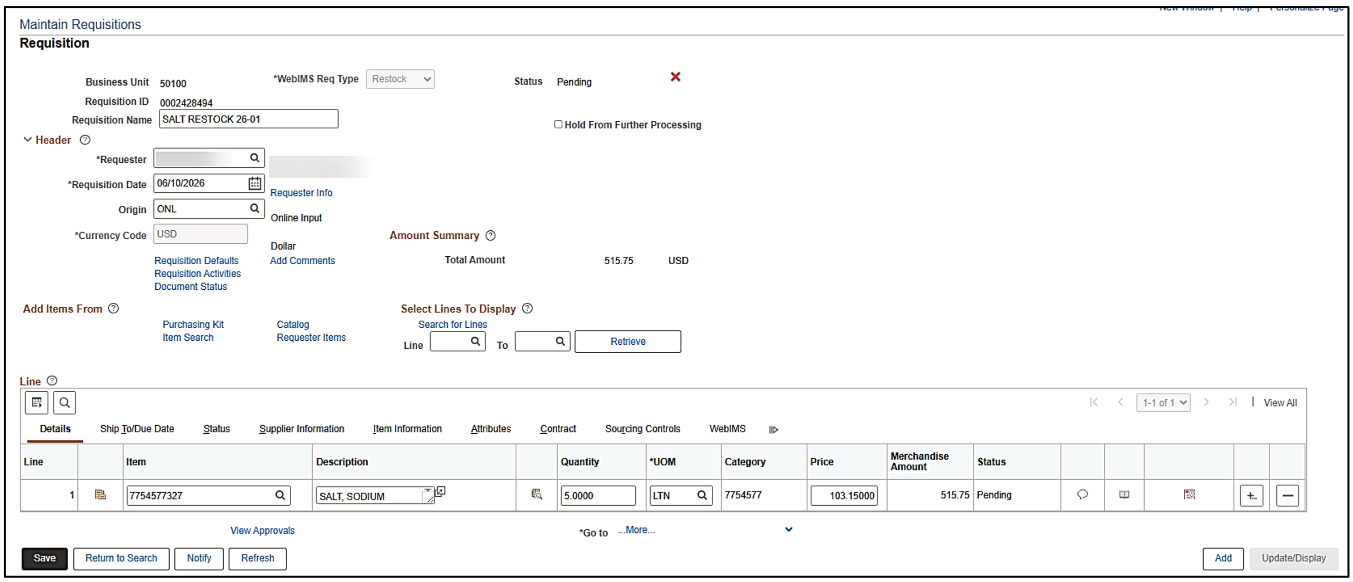
Step	Action
4.	Enter the applicable Requisition ID Number in the **Requisition ID** field.



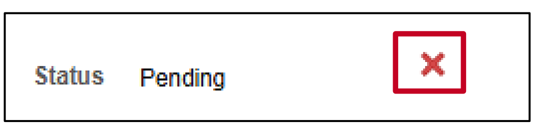
Step	Action
5.	Click the **Search** button.

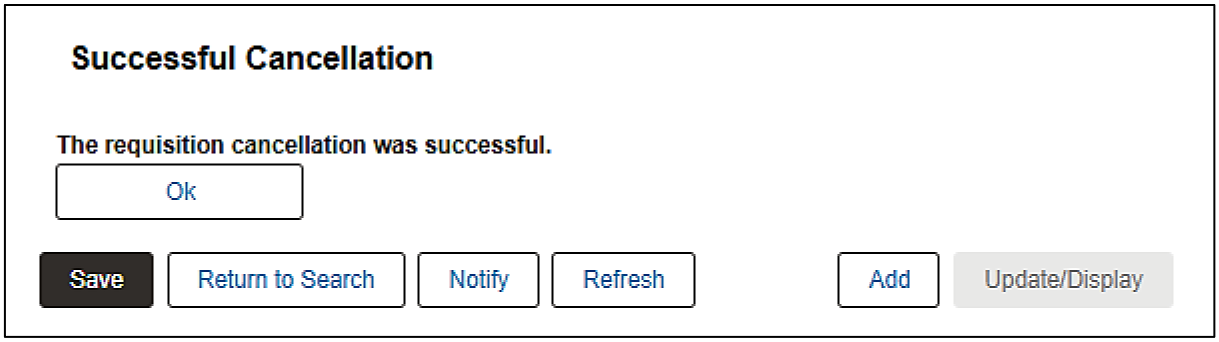


The **Maintain Requisitions Requisition** page displays.



Step	Action
6.	Click the **Cancel** icon.



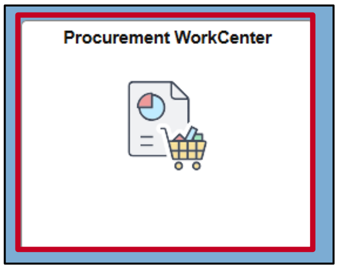
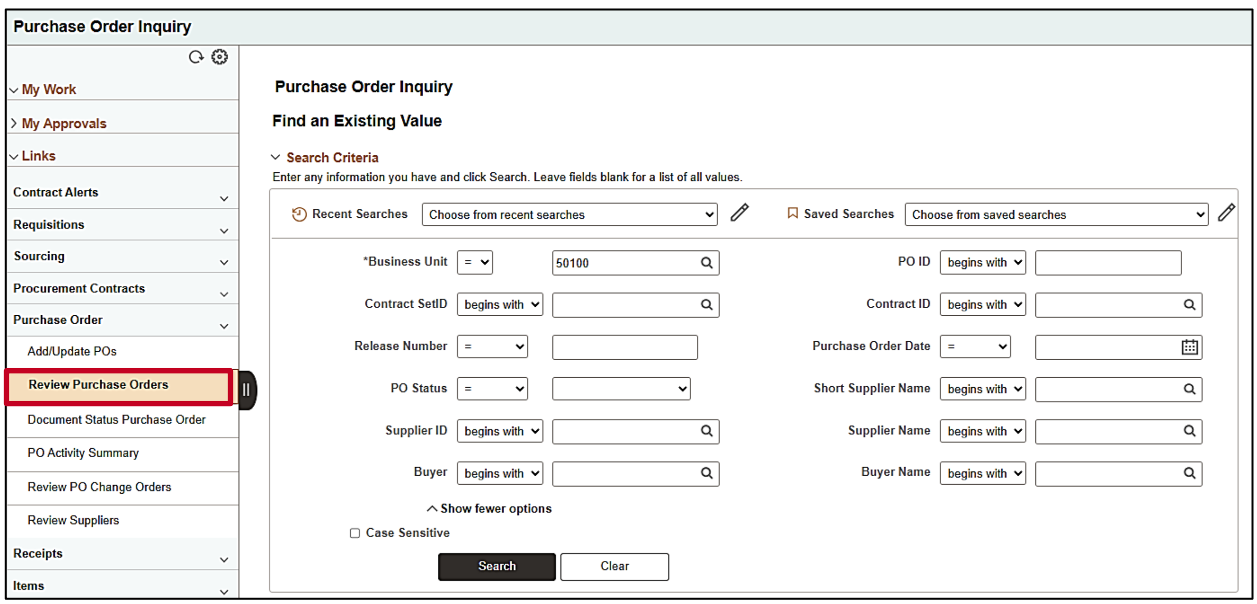
Step	Action
The **Successful Cancellation** page displays in a pop-up window. 	
	WebIMS is not automatically updated when a Restock Requisition is canceled. The Storekeeper must manually update the quantity on order in WebIMS.

Viewing Restock Purchase Orders

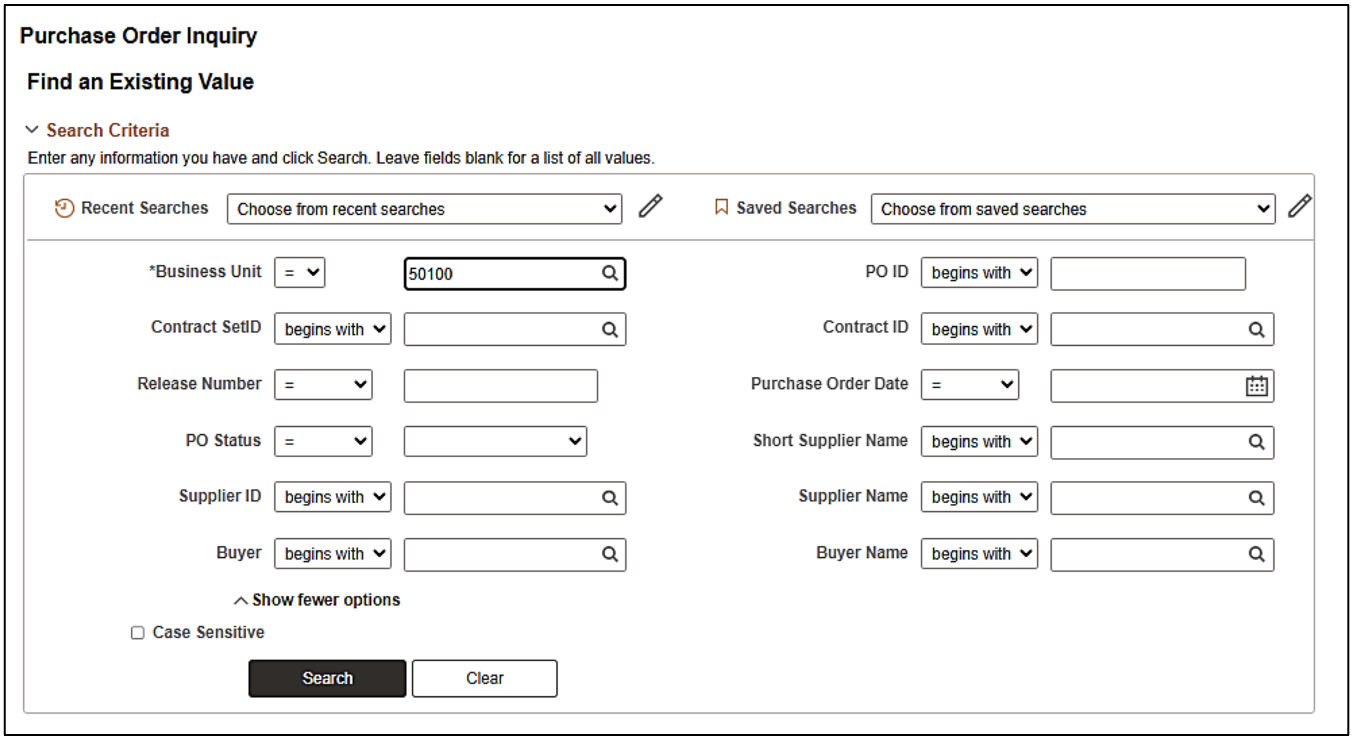
Restock Purchase Orders are sourced by Buyers just like regular Purchase Orders.

Both Storekeepers and Buyers can view Restock Purchase Orders to check their status. However, the way they are viewed is determined by the user role.

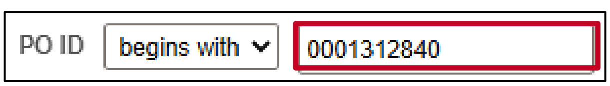
Storekeeper View

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Purchase Order Inquiry page by clicking the Procurement WorkCenter tile.

</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Purchase Order > Review Purchase Orders
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 Purchase Order Inquiry page using the following navigation path:
NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders</td></tr>
</table>

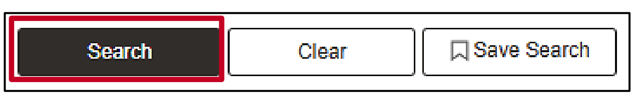
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Purchase Order Inquiry Find an Existing Value Search page displays.



</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>3.</td><td>Enter the applicable Purchase Order Number in the PO ID field.

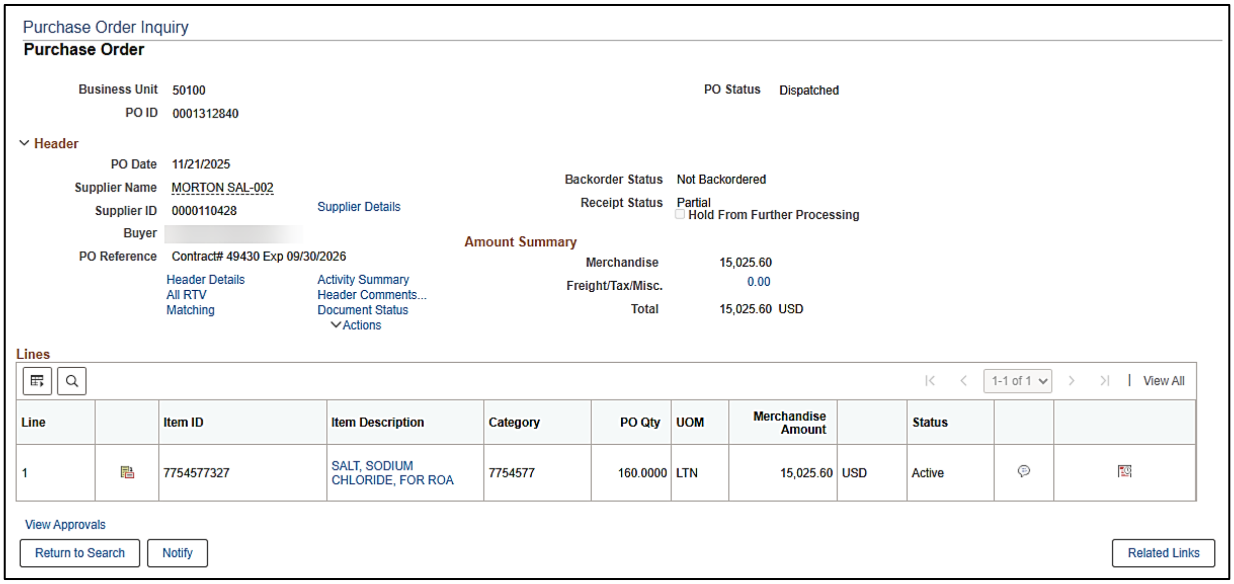


</td></tr>
<tr><td>4.</td><td>Click the Search button.



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

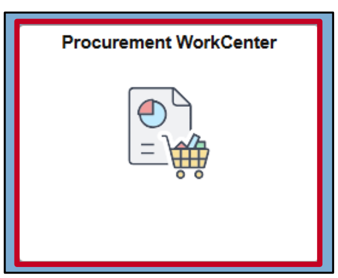
Step	Action
The **Purchase Order Inquiry Purchase Order** page displays.	



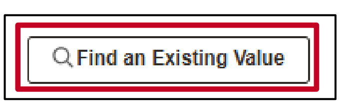
Step	Action
5.	Review the information as needed.
ℹ	The **Web IMS?** checkbox is selected for all Restock Purchase Orders. However, it can only be seen on the **Add/Update POs** page.

Buyer View

Step	Action
1.	Navigate to the **Purchase Order** page by clicking the **Procurement WorkCenter** tile.

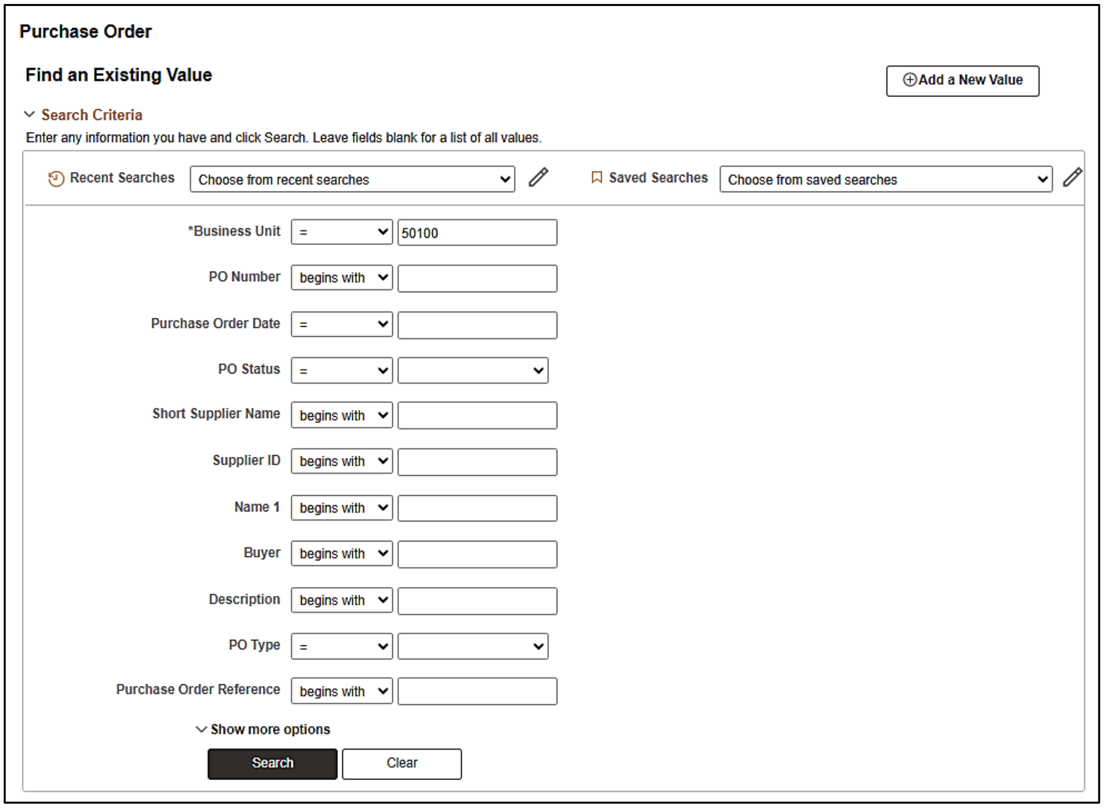


Step	Action
ℹ	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

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

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

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



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

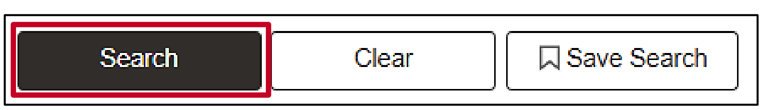
For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

</td></tr>
<tr><td>4.</td><td>

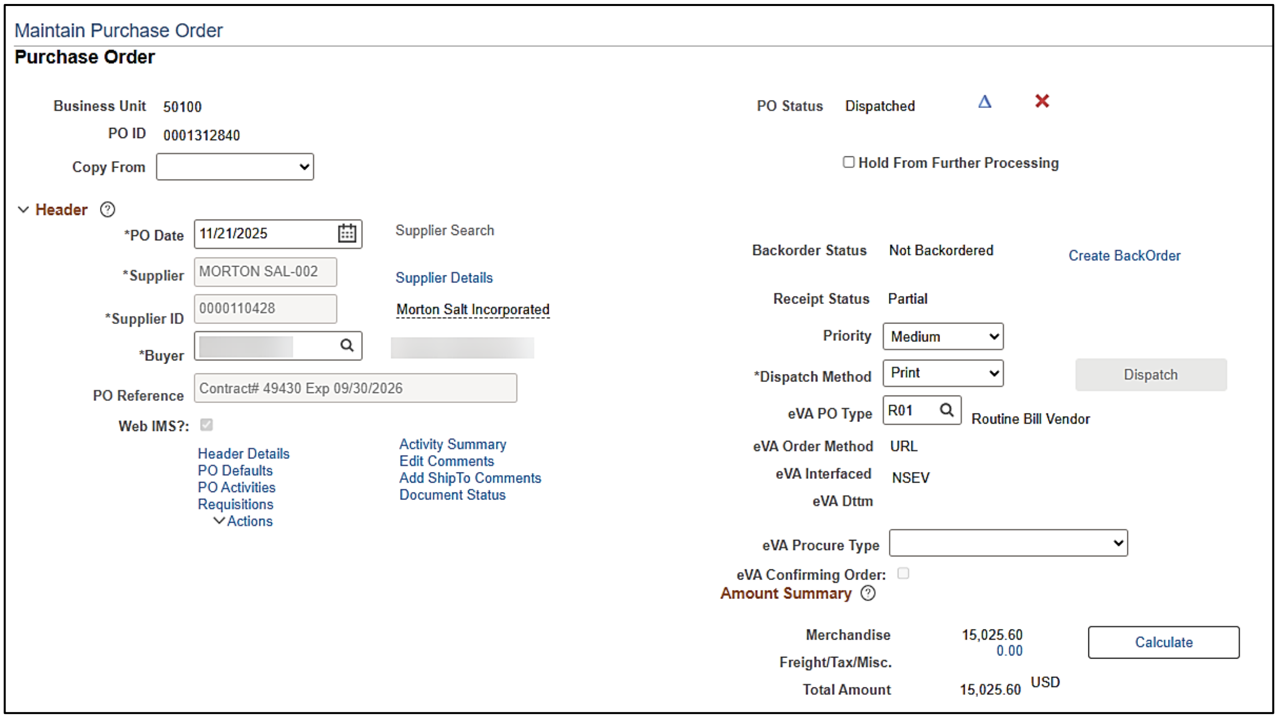
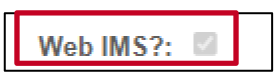
Enter the applicable Purchase Order Number in the **PO ID** field.

</td></tr>
<tr><td>5.</td><td>

Click the **Search** button.

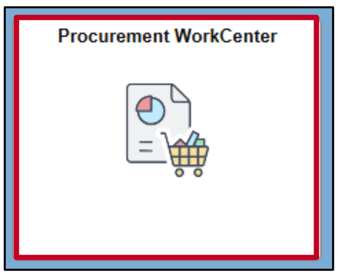
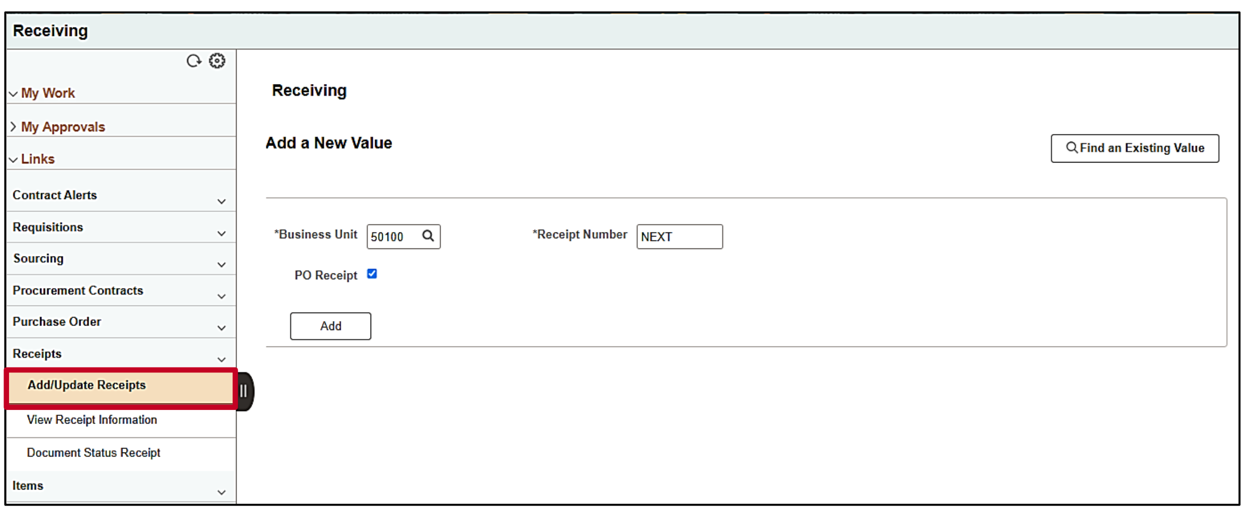


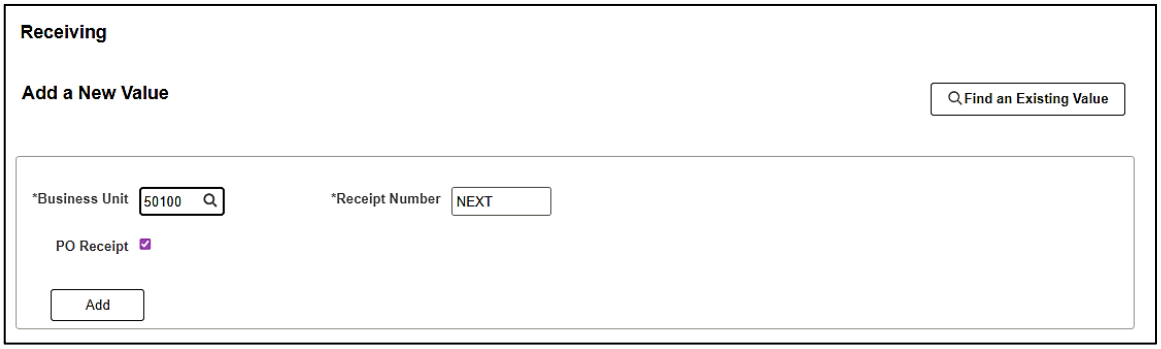
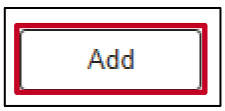
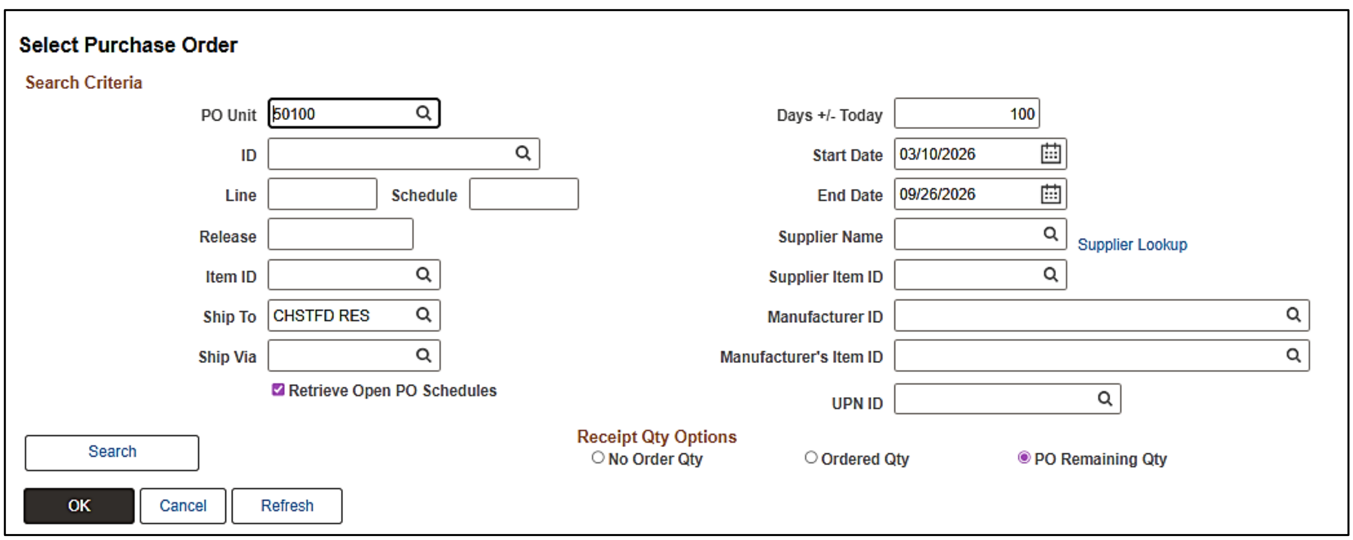
</td></tr>
</table>

Step	Action
The **Maintain Purchase Order Purchase Order** page displays. 	
5.	Review the information as needed.
	The **Web IMS?** checkbox is selected for all Restock Purchase Orders. A Buyer can see this checkbox but cannot edit it. 

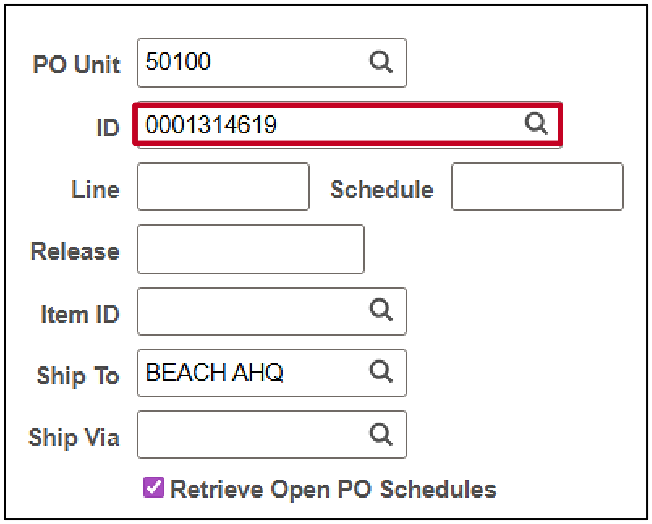
Creating a Restock Receipt

Creating a Restock Receipt for the goods when they are received is similar to creating a regular Receipt. The difference between a Restock Receipt and regular Receipt is that Cardinal creates a WebIMS Receipt Doc ID for each Line of the Restock Receipt and updates the Receipt information to WebIMS. For more information on creating and processing Receipts, see the Job Aid titled **PR346 Managing Receiving (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

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

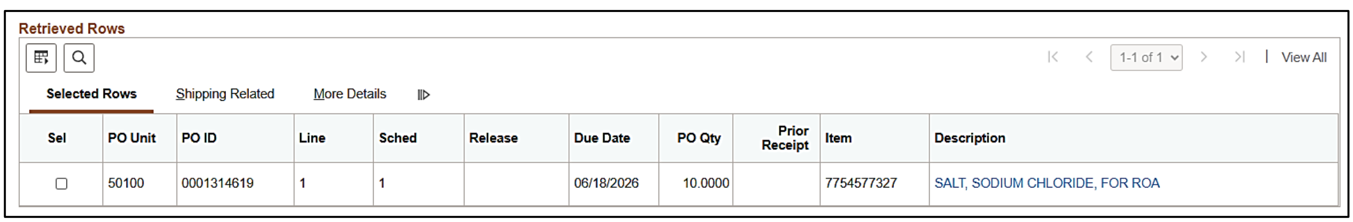
Step	Action
The **Receiving Add a New Value** page displays. 	
3.	Click the **Add** button. 
The **Select Purchase Order** page displays. 	

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Enter the applicable Purchase Order Number in the ID field.

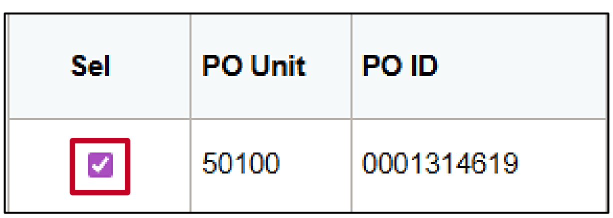


</td></tr>
<tr><td></td><td>The Ship To field automatically populates with the user's default Ship To location. This field may need to be cleared or updated before searching.</td></tr>
<tr><td>5.</td><td>Click the Search button.

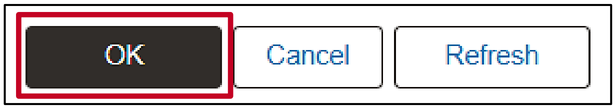
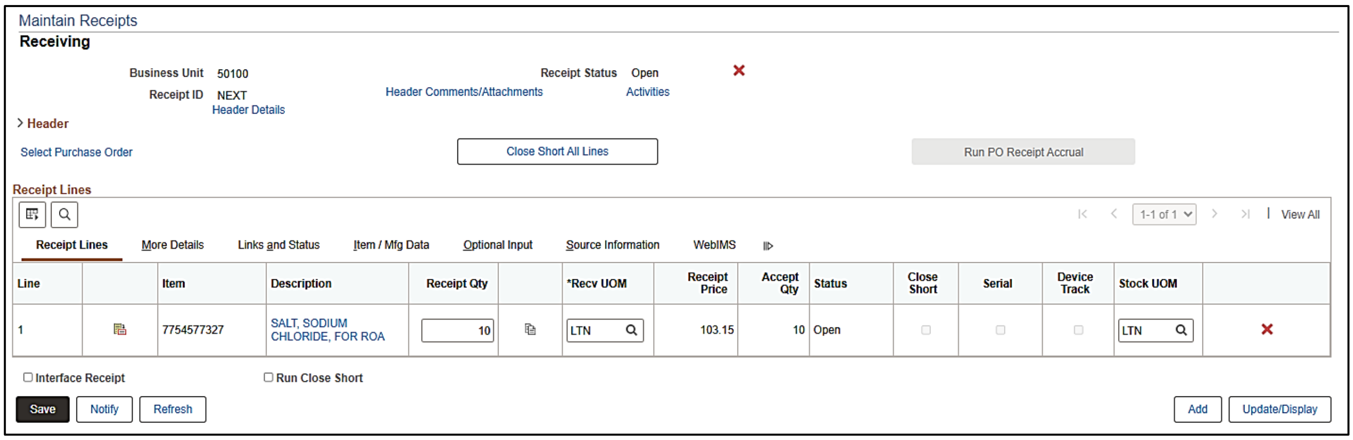
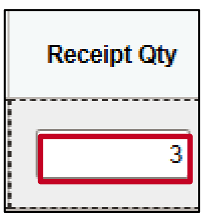
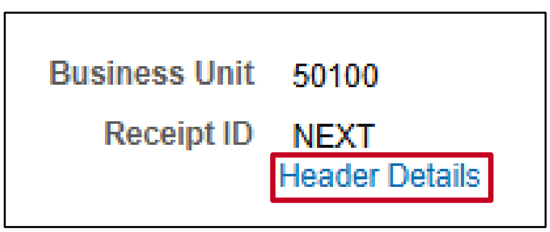
</td></tr>
<tr><td colspan="2">The page refreshes and the Retrieved Rows section displays at the bottom of the page.



</td></tr>
<tr><td>6.</td><td>Select the Sel (Select) checkbox option for the Purchase Order Line to receive against.



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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Click the OK button.

</td></tr>
<tr><td colspan="2">The Maintain Receipts Receiving page displays.

</td></tr>
<tr><td>8.</td><td>Enter the quantity received in the Receipt Qty field.

</td></tr>
<tr><td>9.</td><td>Click the Header Details link.

</td></tr>
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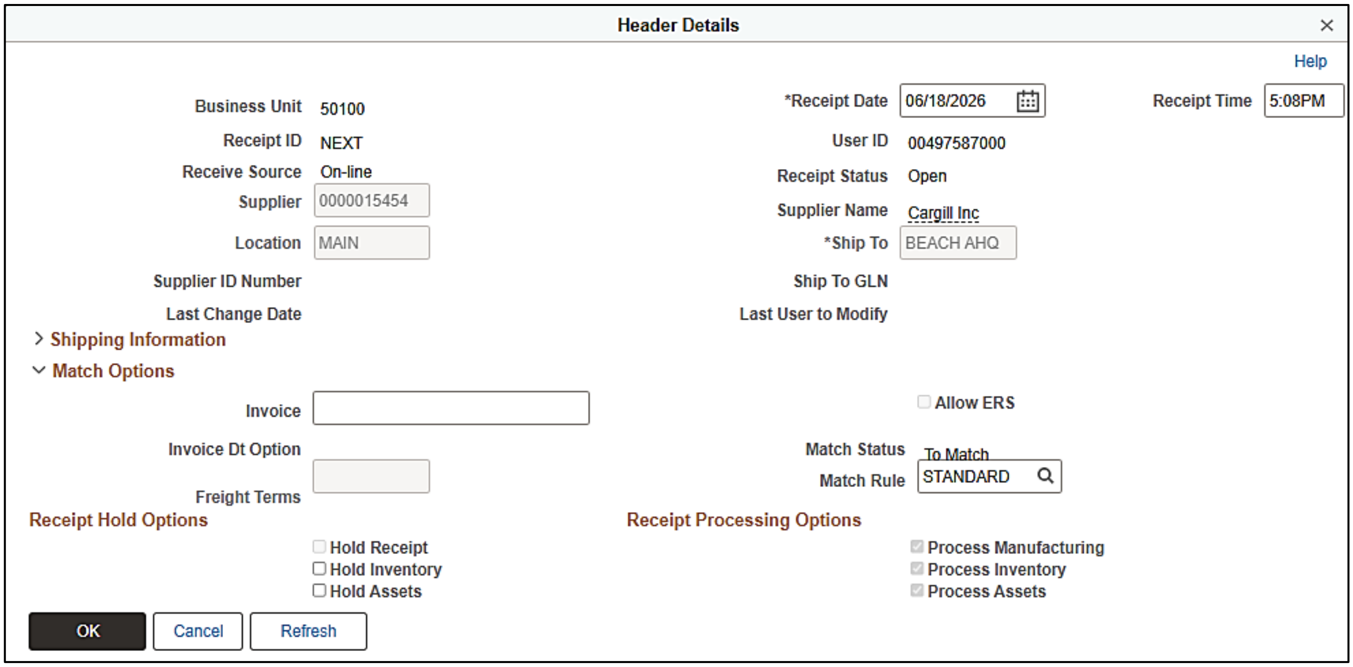
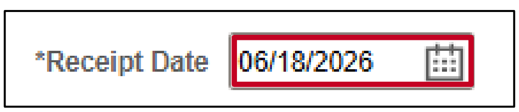
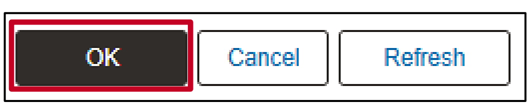
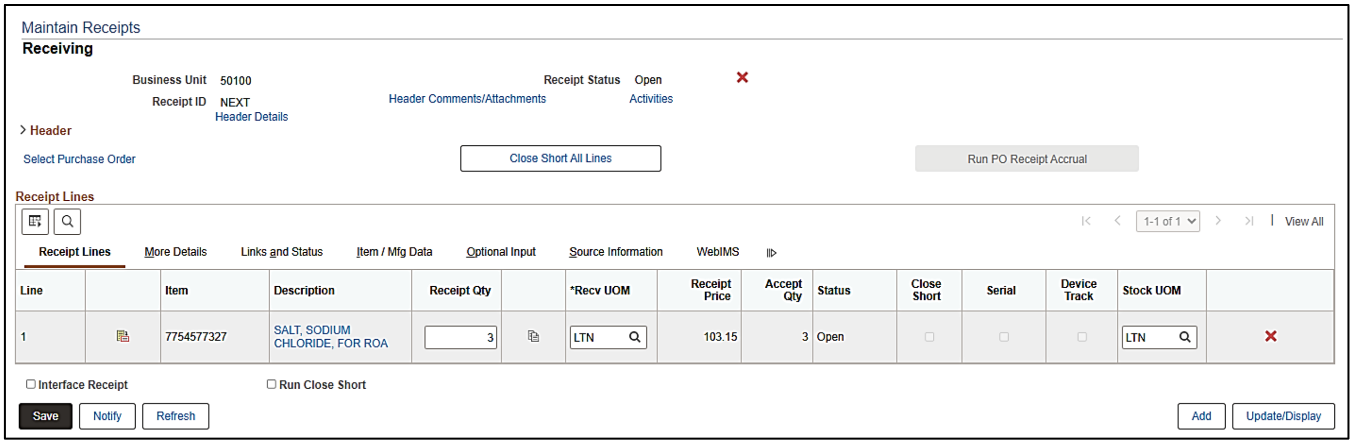
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Header Details page displays.


</td></tr>
<tr><td>10.</td><td>Click the Receipt Date Calendar icon and select the actual date the goods were received.


</td></tr>
<tr><td>11.</td><td>Click the OK button.


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

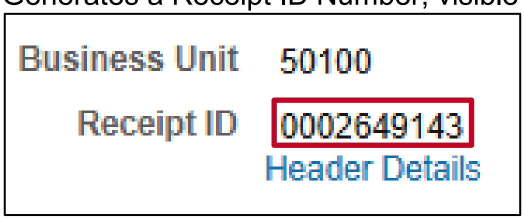
Step	Action
	The **Maintain Receipts Receiving** page redisplays.



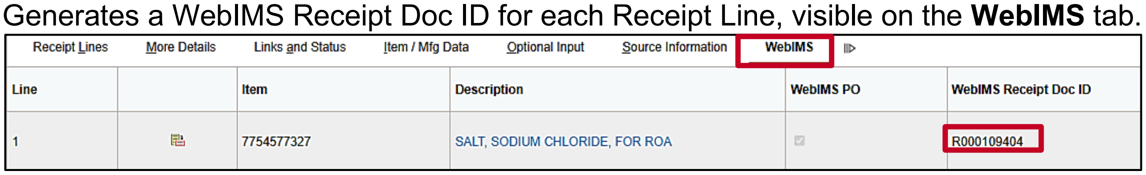
Step	Action
12.	Click the **Save** button.

Cardinal completes a three-step process:

1. Generates a Receipt ID Number, visible in the Receipt Header.



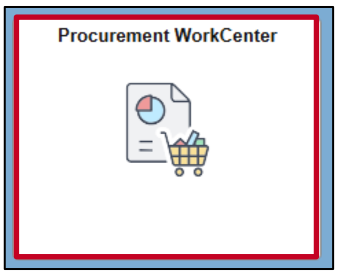
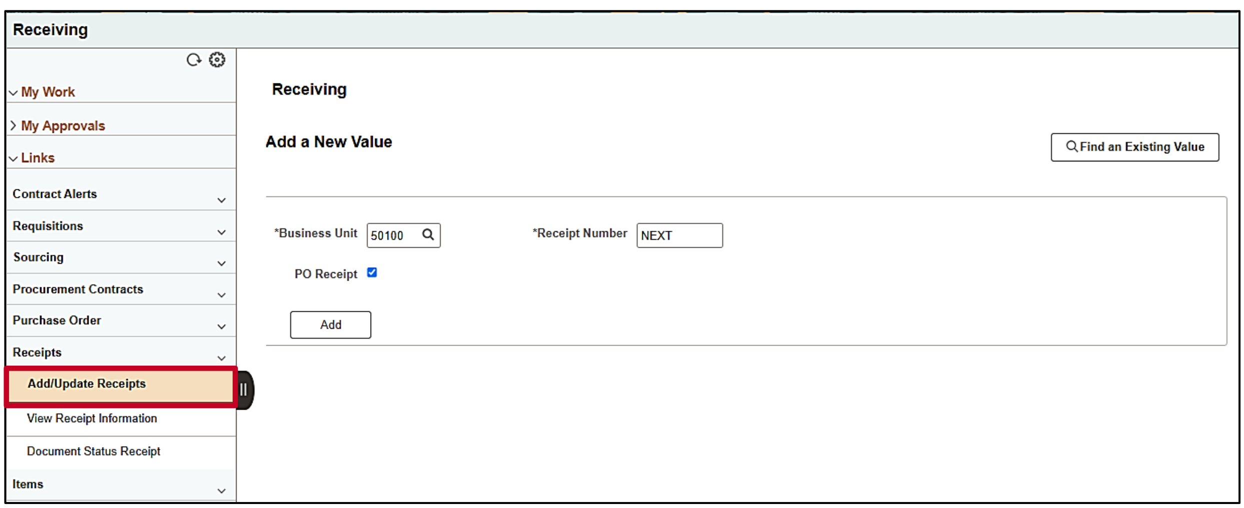
2. Generates a WebIMS Receipt Doc ID for each Receipt Line, visible on the **WebIMS** tab.

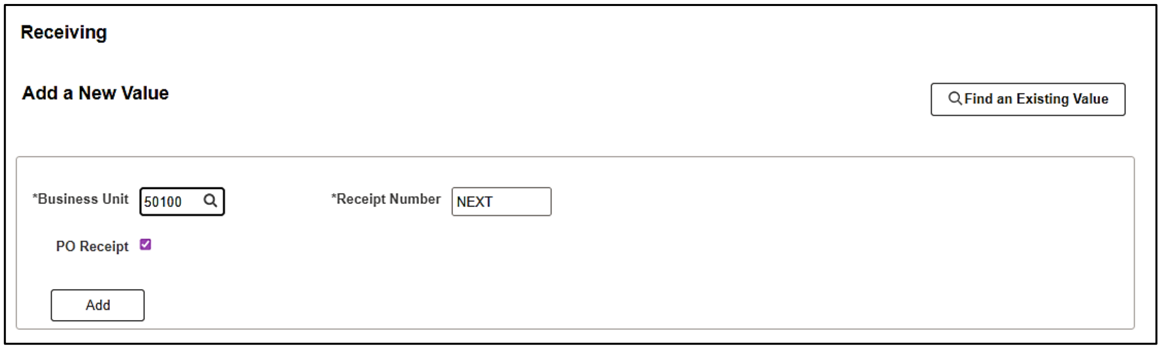
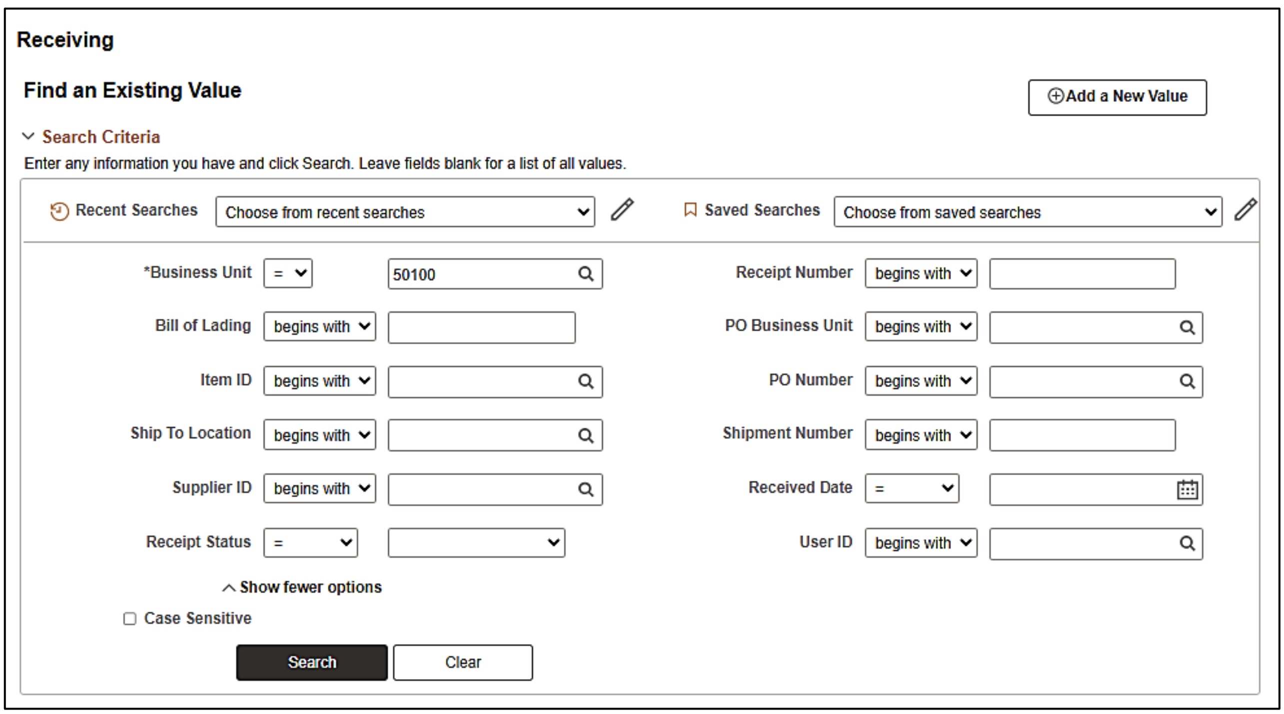


3. Sends the Receipt information to WebIMS.

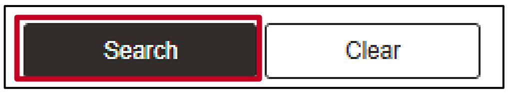
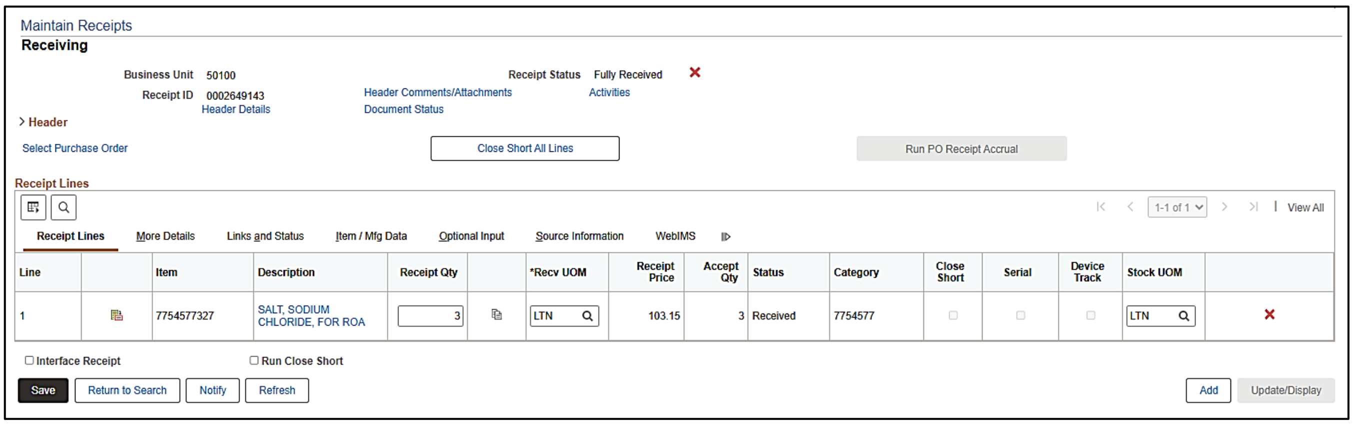
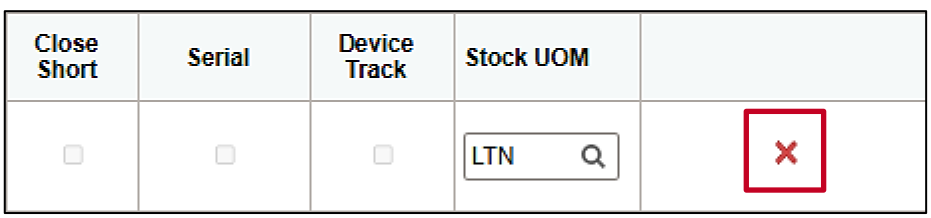
Canceling a Restock Receipt

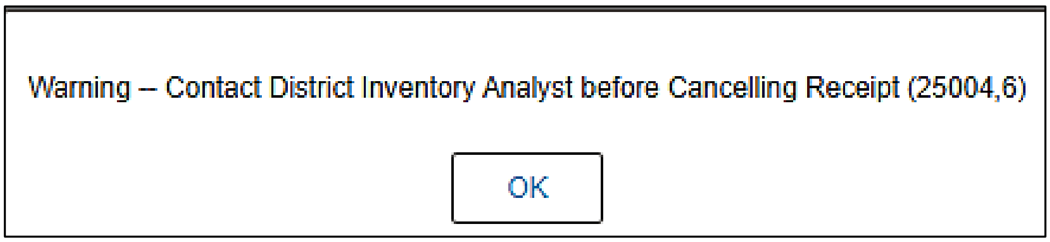
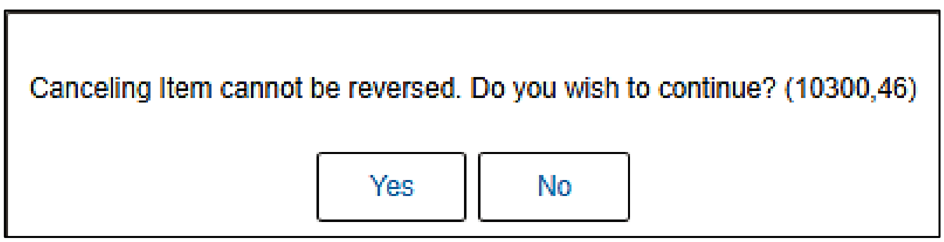
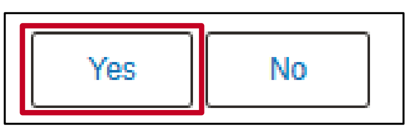
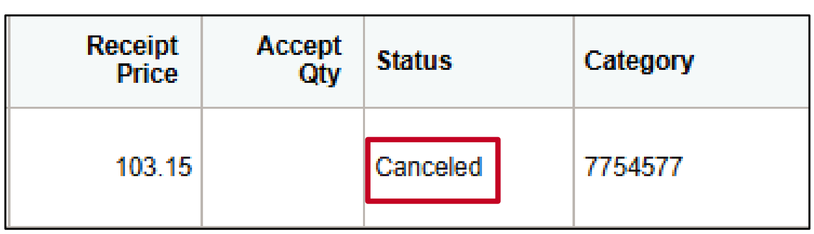
A Restock Receipt can be canceled at the Line level as long as it has not been vouchered (i.e., sent for payment). Once the goods have been received and a Voucher has been created, the Line cannot be canceled. Once canceled, the information is sent to WebIMS. Do not cancel the entire Receipt by clicking the **Cancel** icon at the Header level. Each applicable Line must be canceled at the Line level.

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

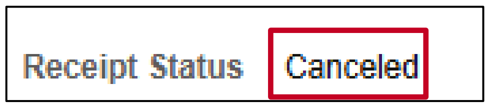
Step	Action
The **Receiving Add a New Value** page displays.  	
3.	Click the **Find an Existing Value** button. 
The **Receiving Find an Existing Value Search** page displays.  	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Enter the applicable Receipt Number in the Receipt Number field.

</td></tr>
<tr><td>5.</td><td>Click the Search button.

</td></tr>
<tr><td colspan="2">The Maintain Receipts Receiving page displays.

</td></tr>
<tr><td>6.</td><td>Click the Cancel icon associated with the Line to be canceled.

</td></tr>
<tr><td></td><td>Do not cancel the entire Receipt by clicking the Cancel icon at the Header level.</td></tr>
</table>

Step	Action
	A message displays in a pop-up window advising the user to contact the District Inventory Analyst before canceling the Receipt. It is important to contact this individual to ensure that none of the canceled stock delivery has been issued from WebIMS. 
7.	Click the **OK** button. 
	A message displays in a pop-up window advising the user that canceling an Item cannot be reversed. 
8.	Click the **Yes** button. 
	The **Maintain Receipts Receiving** page redisplays and the **Status** field for the canceled Line is updated to “Canceled”. 

Receipt Price	Accept Qty	Status	Category
103.15		Canceled	7754577

Step	Action
9.	Click the **Save** button. 
The page refreshes and if all Lines on the Receipt have been canceled, the **Receipt Status** field is updated to “Canceled”.  	
	Once canceled, the information is sent to and updated in WebIMS.