



Cardinal Procurement Job Aid

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.

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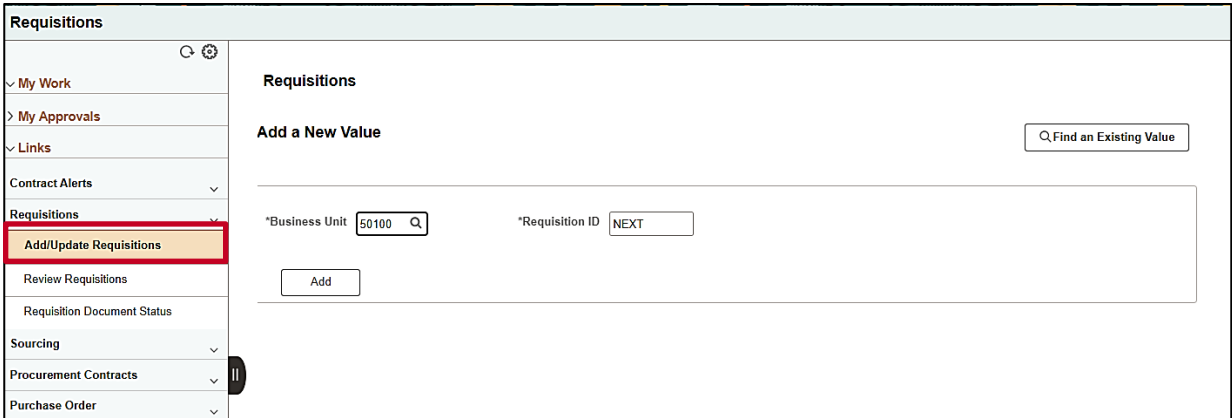
Revision History

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

Creating 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



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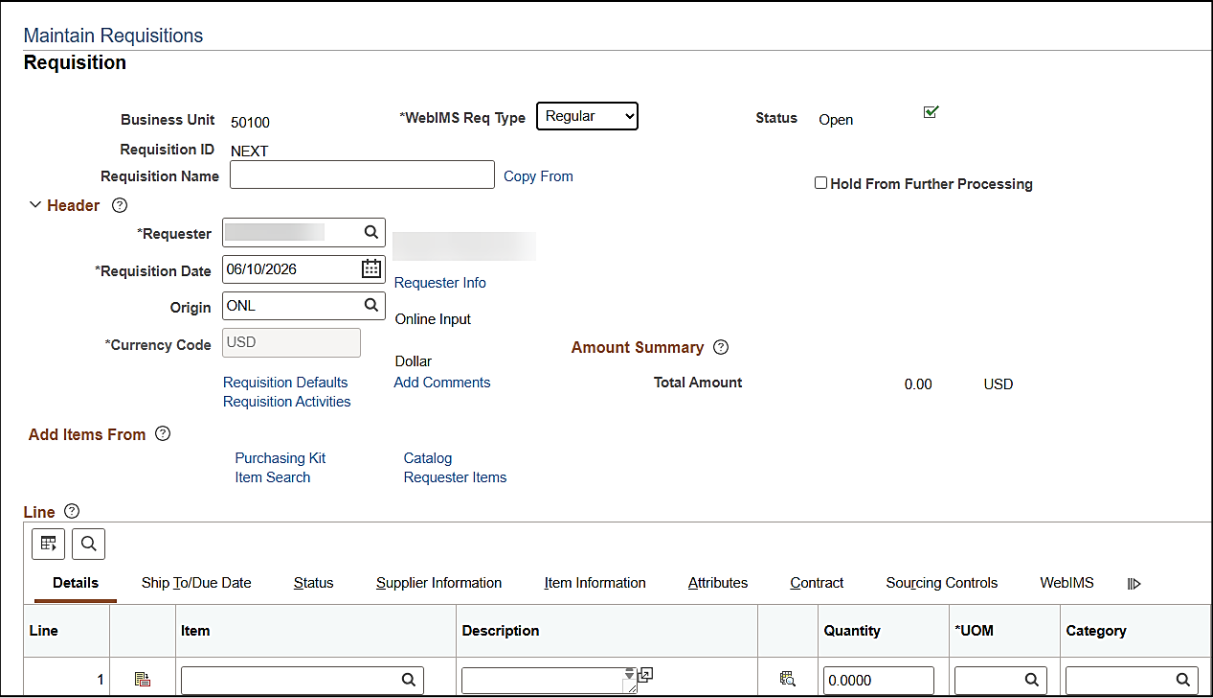
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Step	Action
	The Requisitions Add a New Value page displays. Requisitions Add a New Value Find an Existing Value *Business Unit 50100 Q *Requisition ID NEXT Add
	The Business Unit field defaults based on the Agency Business Unit. The Requisition ID field defaults to “NEXT” and should not be changed. Cardinal assigns a Requisition ID when the user saves the Requisition. *Business Unit 50100 Q *Requisition ID NEXT
3.	Click the Add button. Add



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Step	Action
	The Maintain Requisitions Requisition page displays. 
4.	Click the WebIMS Req Type dropdown button and select “Restock”. This step must be done first. 
	The WebIMS Req Type field is then grayed out and cannot be changed. 
5.	Enter a descriptive title for the Requisition in the Requisition Name field. Otherwise, the Requisition Name will default to the Requisition ID. 



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Step	Action												
i	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. Header ? *Requester *Requisition Date 06/10/2026 Origin ONL *Currency Code USD Requester Info Online Input Dollar Requisition Defaults Requisition Activities Add Comments												
6.	Enter or select the National Institute of Governmental Purchasing (NIGP) Item Number in the Item field. <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> 5 </td></tr></table>	Line		Item	Description		Quantity	1		7754577327	SALT, SODIUM		5
Line		Item	Description		Quantity								
1		7754577327	SALT, SODIUM		5								
i	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. 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 First 1-1 of 1 Last <table><tr><th>Row</th><th>SetID</th><th>Item</th><th>Itm Status Dt</th><th>Descr</th><th>WebIMS Item ID</th></tr><tr><td>1</td><td>STATE</td><td>7754577327</td><td>11/26/2011</td><td>SALT, SODIUM CHLORIDE, BULK</td><td>240006007</td></tr></table>	Row	SetID	Item	Itm Status Dt	Descr	WebIMS Item ID	1	STATE	7754577327	11/26/2011	SALT, SODIUM CHLORIDE, BULK	240006007
Row	SetID	Item	Itm Status Dt	Descr	WebIMS Item ID								
1	STATE	7754577327	11/26/2011	SALT, SODIUM CHLORIDE, BULK	240006007								
7.	Enter the desired quantity in the Quantity field. <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> 5 </td></tr></table>	Line		Item	Description		Quantity	1		7754577327	SALT, SODIUM		5
Line		Item	Description		Quantity								
1		7754577327	SALT, SODIUM		5								



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Step	Action												
8.	Click the Schedule icon. <table><tr><th>Status</th><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Open</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Status						Open					
Status													
Open													
The Maintain Requisitions Schedule page displays. Maintain Requisitions Schedule Business Unit 50100 Requisition Date 06/10/2026 Requisition ID NEXT Status Open Return to Main Page Line 1 Item 7754577327 SALT, SODIUM CHLORIDE, FOR ROA Quantity 5.0000 Longton Merchandise Amt 515.75 USD Schedule 1-1 of 1 <													



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Step	Action						
11.	Update the Attention To field as needed. <table><tr><td>Due Date</td><td>Attention To</td></tr><tr><td>06/10/2026 </td><td> </td></tr></table>	Due Date	Attention To	06/10/2026			
Due Date	Attention To						
06/10/2026							
	The accounting distribution will default based on the Storekeeper’s user profile and cannot be changed.						
12.	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							

The **Maintain Requisitions Requisition** page redisplay.

Maintain Requisitions

Requisition

Business Unit50100

*WebIMS Req TypeRestock

StatusOpen

Requisition IDNEXT

Requisition NameSALT RESTOCK 26-01

Copy From

Hold From Further Processing

Header

*Requester

*Requisition Date06/10/2026

OriginONL

*Currency CodeUSD

Requester Info

Online Input

Requisition Defaults

Requisition Activities

Add Comments

Amount Summary

Total Amount515.75

USD

Add Items From

Purchasing Kit Item Search

Catalog Requisitioner Items

Line

Details

Ship To/Due Date

Status

Supplier Information

Item Information

Attributes

Contract

Sourcing Controls

WebIMS

Line

Item

Description

Quantity

*UOM

Category

Price

Merchandise Amount

Status

View Approvals

*Go to ...More...

Save

Notify

Refresh

Add

Update/Display

13.	Click the Save button. Save Notify Refresh
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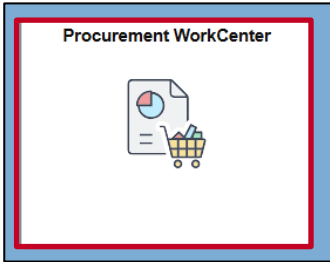
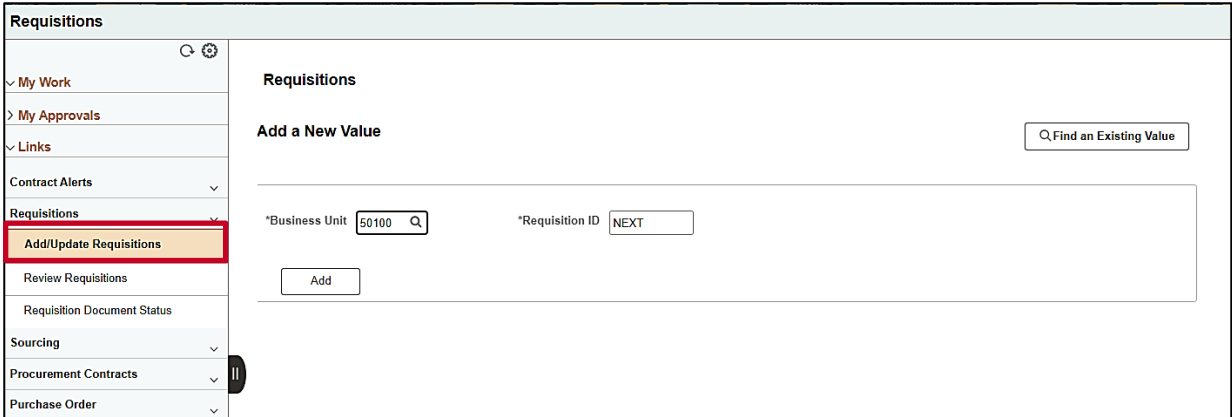
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Step	Action
	The page refreshes and the system-assigned Requisition ID Number displays in the Requisition ID field. Business Unit50100 *WebIMS Req TypeRestock Requisition ID0002428494 Requisition NameSALT RESTOCK 26-01
13.	Click the Submit for Approval icon. StatusOpen  
14.	The Status field updates to "Pending" and the Submit for Approval icon no longer displays. StatusPending 
	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



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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 Find an Existing Value button. Find an Existing Value
	The Requisitions Find an Existing Value Search page displays. Requisitions Find an Existing Value + Add a New Value ▼ Search Criteria Use the following search to look for an existing Requisition. Recent Searches Choose from recent searches Saved Searches Choose from saved searches *Business Unit 50100 Q Requisition ID begins with Q Requisition Name begins with Q Requisition Status = Q Origin begins with Q Requester begins with Q Requester Name begins with Q Hold From Further Processing ☐ ^ Show fewer options ☐ Case Sensitive Search Clear
	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.

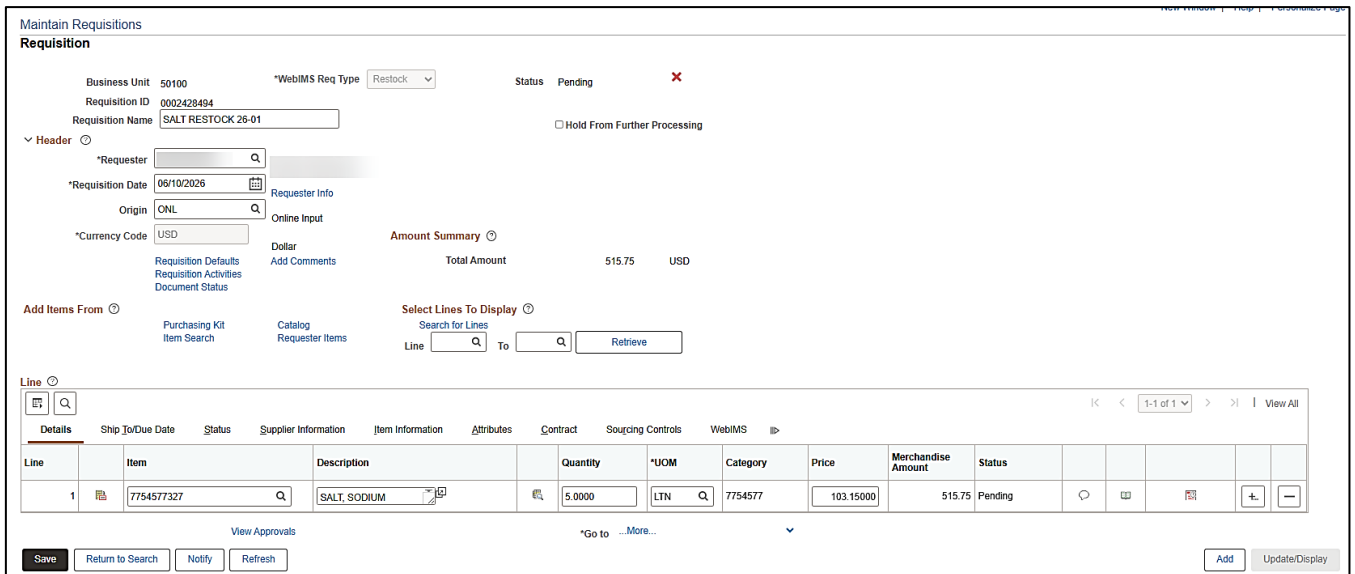


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Step	Action
4.	Enter the applicable Requisition ID Number in the Requisition ID field. 
5.	Click the Search button. 

The **Maintain Requisitions Requisition** page displays.



Maintain Requisitions
Requisition

Business Unit: 50100 *WebIMS Req Type: Restock Status: Pending ✖

Requisition ID: 0002428494
Requisition Name: SALT RESTOCK 26-01 ☐ Hold From Further Processing

Header ☐ ☐

*Requester: Requester Info

*Requisition Date: 06/10/2026 Online Input

Origin: ONL

*Currency Code: USD

Amount Summary ☐

Dollar Add Comments

Total Amount: 515.75 USD

Add Items From ☐

Purchasing Kit Item Search Catalog Requester Items

Select Lines To Display ☐

Search for Lines

Line To Retrieve

Line ☐

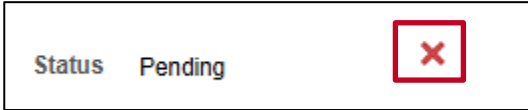
Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS ☐

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	7754577327	SALT, SODIUM	5.0000	LTN	7754577	103.15000	515.75	Pending					

View Approvals ☐

*Go to ...More... ☐

Save Return to Search Notify Refresh Add Update/Display

6.	Click the Cancel icon. 
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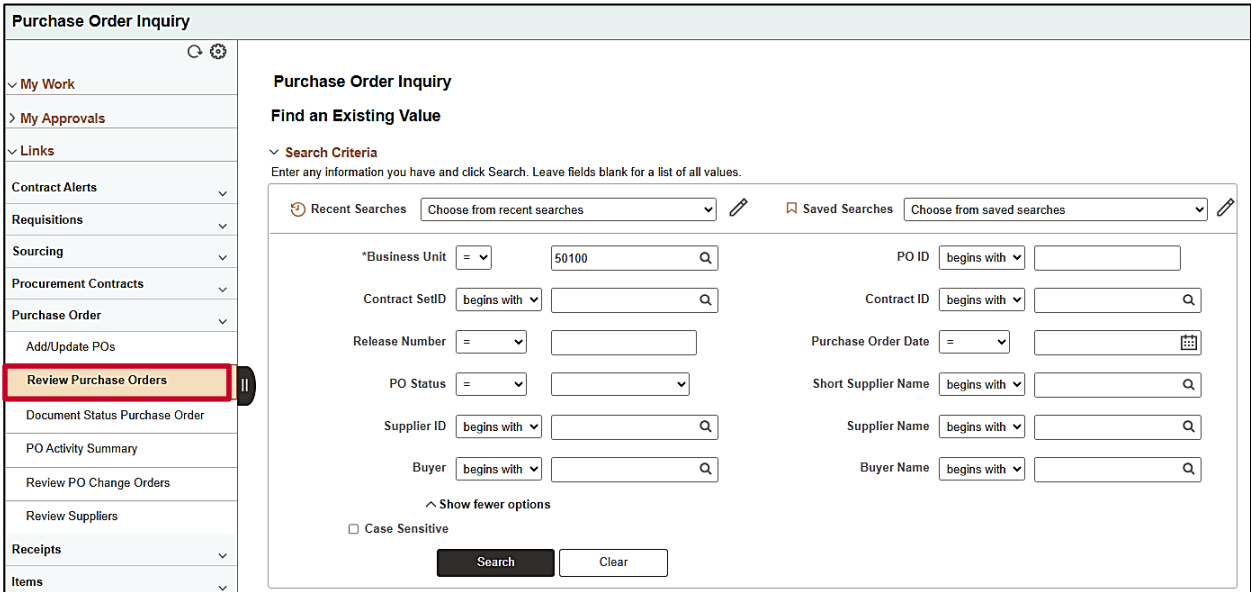
Step	Action
	The Successful Cancellation page displays in a pop-up window. Successful Cancellation The requisition cancellation was successful. Ok Save Return to Search Notify Refresh Add Update/Display
	WebIMS is not automatically updated when a Restock Requisition is canceled. The Storekeeper must 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

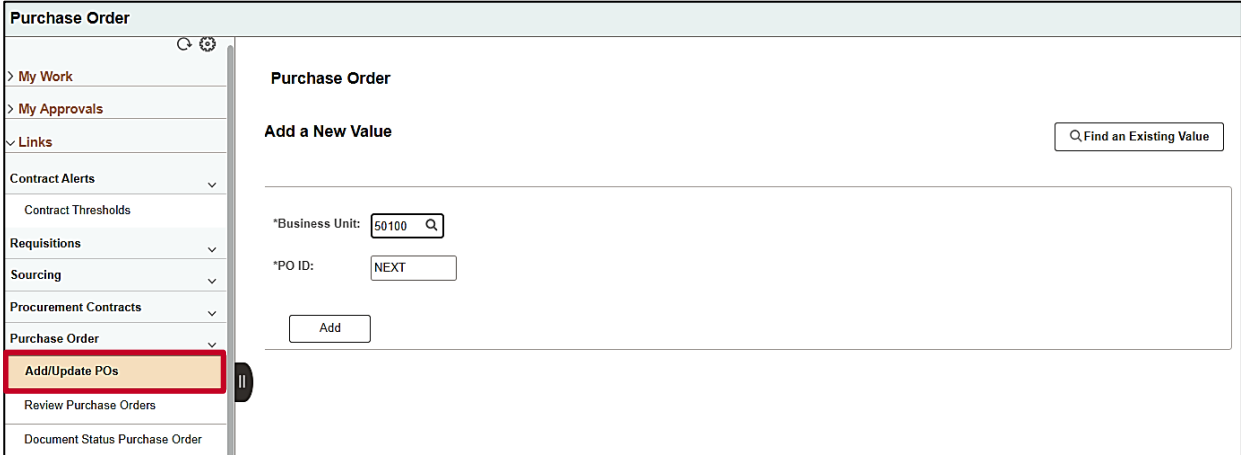
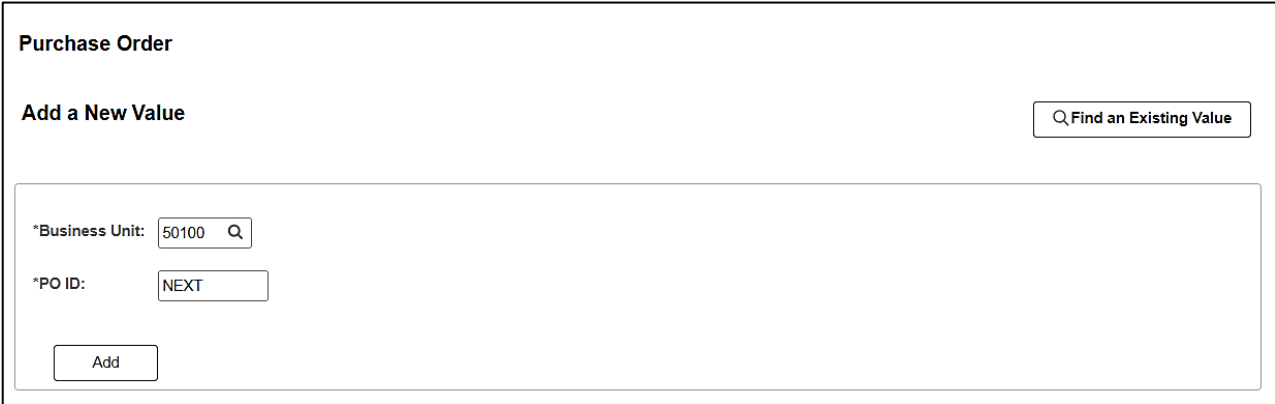
Step	Action
1.	Navigate to the Purchase Order Inquiry page by clicking the Procurement WorkCenter tile. 
2.	Use the following navigation in the WorkCenter: Links > Purchase Order > Review Purchase Orders Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Purchase Order Inquiry page using the following navigation path: NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders



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Step	Action
	The Purchase Order Inquiry Find an Existing Value Search page displays. Purchase Order Inquiry Find an Existing 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 Q Contract SetID begins with ▼ Q Release Number = ▼ PO Status = ▼ ▼ Supplier ID begins with ▼ Q Buyer begins with ▼ Q PO ID begins with ▼ Contract ID begins with ▼ Q Purchase Order Date = ▼ Short Supplier Name begins with ▼ Q Supplier Name begins with ▼ Q Buyer Name begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear
	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.
3.	Enter the applicable Purchase Order Number in the PO ID field. PO ID begins with ▼ 0001312840
4.	Click the Search button. Search Clear Save Search

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. 



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Step	Action
	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 Number begins with Purchase Order Date = PO Status = Short Supplier Name begins with Supplier ID begins with Name 1 begins with Buyer begins with Description begins with PO Type = Purchase Order Reference begins with ▼ Show more options Search Clear
	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.
4.	Enter the applicable Purchase Order Number in the PO ID field. PO ID begins with ▼ 0001312840
5.	Click the Search button. Search Clear 🔖 Save Search



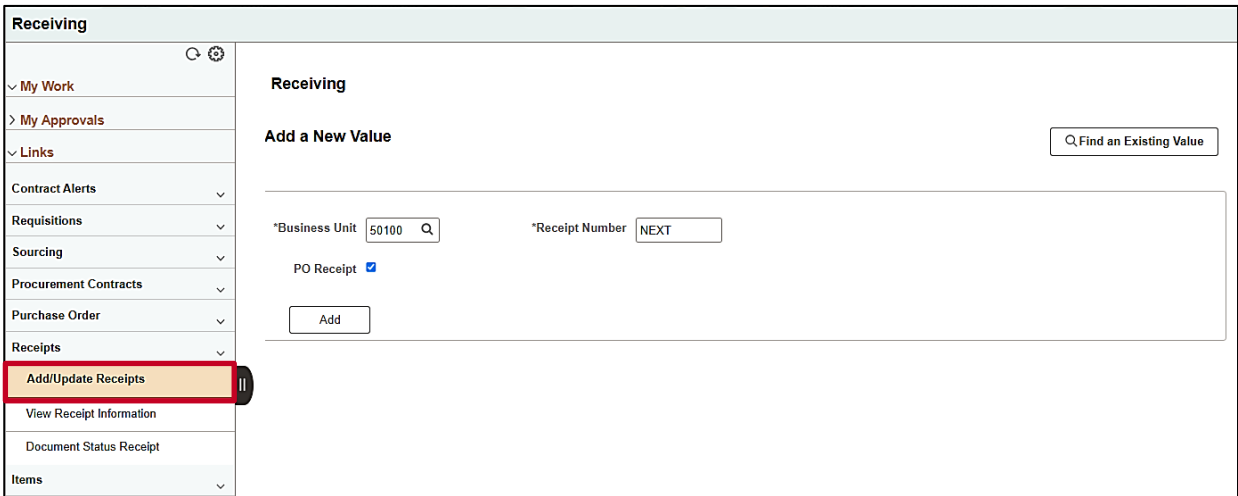
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Step	Action
	The Maintain Purchase Order Purchase Order page displays. Maintain Purchase Order Purchase Order Business Unit 50100 PO ID 0001312840 Copy From PO Status Dispatched   ☐ Hold From Further Processing ▼ Header ⓘ *PO Date 11/21/2025  *Supplier MORTON SAL-002 *Supplier ID 0000110428 *Buyer PO Reference Contract# 49430 Exp 09/30/2026 Web IMS?: ☒ Header Details PO Defaults PO Activities Requisitions ▼ Actions Supplier Search Supplier Details Morton Salt Incorporated Backorder Status Not Backordered Create BackOrder Receipt Status Partial 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 15,025.60 Freight/Tax/Misc. 0.00 Total Amount 15,025.60 USD Calculate
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. Web IMS?: ☒

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



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Step	Action																
	The Receiving Add a New Value page displays. Receiving Add a New Value Find an Existing Value *Business Unit 50100 *Receipt Number NEXT PO Receipt ☒ Add																
3.	Click the Add button. Add																
	The Select Purchase Order page displays. Select Purchase Order Search Criteria <table><tbody><tr><td>PO Unit 50100 </td><td>Days +/- Today 100 </td></tr><tr><td>ID </td><td>Start Date 03/10/2026 </td></tr><tr><td>Line Schedule </td><td>End Date 09/26/2026 </td></tr><tr><td>Release </td><td>Supplier Name Supplier Lookup</td></tr><tr><td>Item ID </td><td>Supplier Item ID </td></tr><tr><td>Ship To CHSTFD RES </td><td>Manufacturer ID </td></tr><tr><td>Ship Via </td><td>Manufacturer's Item ID </td></tr><tr><td>☒ Retrieve Open PO Schedules</td><td>UPN ID </td></tr></tbody></table> Search Receipt Qty Options ☐ No Order Qty ☐ Ordered Qty ☒ PO Remaining Qty OK Cancel Refresh	PO Unit 50100	Days +/- Today 100	ID	Start Date 03/10/2026	Line Schedule	End Date 09/26/2026	Release	Supplier Name Supplier Lookup	Item ID	Supplier Item ID	Ship To CHSTFD RES	Manufacturer ID	Ship Via	Manufacturer's Item ID	☒ Retrieve Open PO Schedules	UPN ID
PO Unit 50100	Days +/- Today 100																
ID	Start Date 03/10/2026																
Line Schedule	End Date 09/26/2026																
Release	Supplier Name Supplier Lookup																
Item ID	Supplier Item ID																
Ship To CHSTFD RES	Manufacturer ID																
Ship Via	Manufacturer's Item ID																
☒ Retrieve Open PO Schedules	UPN ID																



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Step

Action

4.

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

PO Unit

50100

Q

ID

0001314619

Q

Line

Schedule

Release

Item ID

Q

Ship To

BEACH AHQ

Q

Ship Via

Q

☒ Retrieve Open PO Schedules

i

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.

5.

Click the **Search** button.

Search

The page refreshes and the **Retrieved Rows** section displays at the bottom of the page.

Retrieved Rows

Q

1-1 of 1

>

>|

View All

Selected Rows

Shipping Related

More Details

III>

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	50100	0001314619	1	1		06/18/2026	10.0000		7754577327	SALT, SODIUM CHLORIDE, FOR ROA

6.

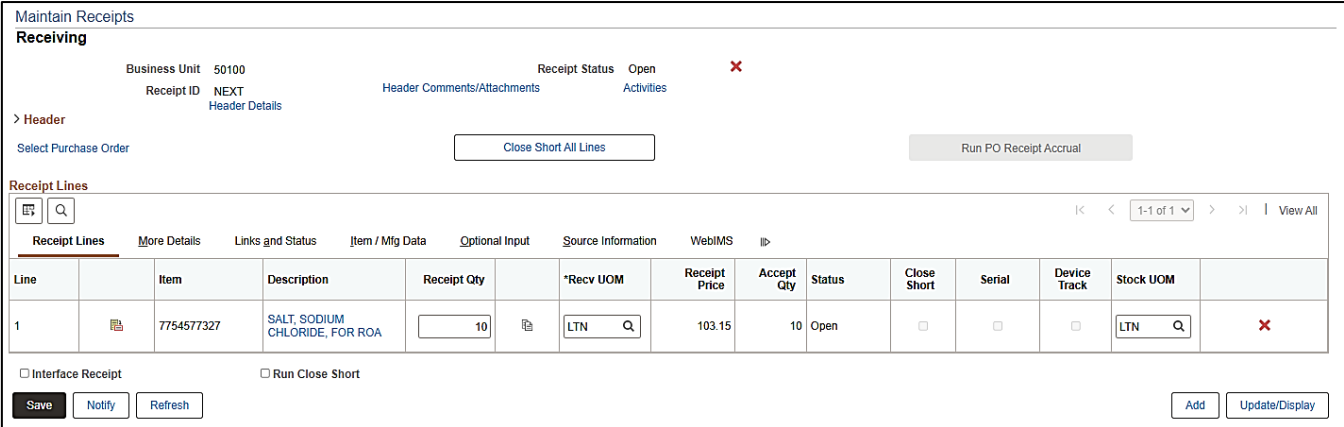
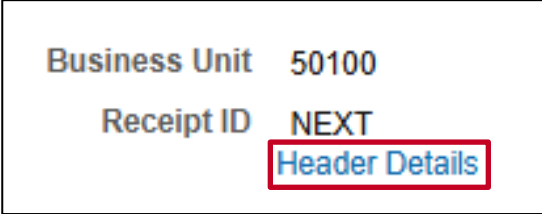
Select the **Sel** (Select) checkbox option for the Purchase Order Line to receive against.

Sel	PO Unit	PO ID
☒	50100	0001314619



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Step	Action
7.	Click the OK button. 
The Maintain Receipts Receiving page displays. 	
8.	Enter the quantity received in the Receipt Qty field. 
9.	Click the Header Details link. 



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Step	Action
	The Header Details page displays. Header Details Business Unit50100 Receipt IDNEXT Receive SourceOn-line Supplier0000015454 LocationMAIN Supplier ID Number Last Change Date > Shipping Information < Match Options Invoice Invoice Dt Option Freight Terms Receipt Hold Options ☐ Hold Receipt ☐ Hold Inventory ☐ Hold Assets *Receipt Date06/18/2026 Receipt Time5:08PM User ID00497587000 Receipt StatusOpen Supplier NameCargill Inc *Ship ToBEACH AHQ Ship To GLN Last User to Modify ☐ Allow ERS Match StatusTo Match Match RuleSTANDARD Receipt Processing Options ☒ Process Manufacturing ☒ Process Inventory ☒ Process Assets OK Cancel Refresh



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Step

Action

The **Maintain Receipts Receiving** page redispays.

Maintain Receipts

Receiving

Business Unit50100

Receipt IDNEXT

Header Comments/Attachments

Receipt StatusOpen

OpenActivities

<div>X</div>

> Header

Select Purchase Order

Close Short All Lines

Run PO Receipt Accrual

Receipt Lines

ET

Q

<

>

1-1 of 1

>

>

View All

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

WebIMS

⌵

Line	Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	
1	 7754577327	SALT, SODIUM CHLORIDE, FOR ROA	3		LTN Q	103.15	3	Open	☐	☐	☐	LTN Q	<div>X</div>

☐ Interface Receipt

☐ Run Close Short

Save

Notify

Refresh

Add

Update/Display

12.

Click the **Save** button.

Save

Notify

Refresh

i

Cardinal completes a three-step process:

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

Business Unit50100

Receipt ID0002649143

Header Details

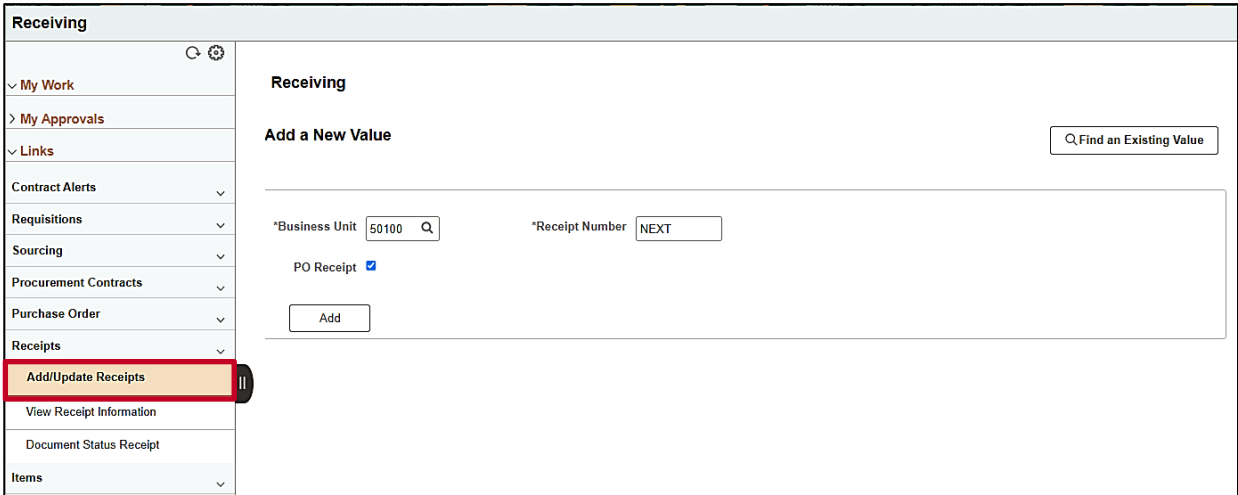
2. Generates a WebIMS Receipt Doc ID for each Receipt Line, visible on the **WebIMS** tab.

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS	⌵
Line		Item	Description		WebIMS PO	WebIMS Receipt Doc ID	
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROA		☒	R000109404	

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



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Step	Action
	The Receiving Add a New Value page displays. Receiving Add a New Value Find an Existing Value *Business Unit50100 *Receipt NumberNEXT PO Receipt☒ Add
3.	Click the Find an Existing Value button. Find an Existing Value
	The Receiving Find an Existing Value Search page displays. Receiving 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 Receipt Numberbegins with Bill of Ladingbegins with PO Business Unitbegins with Item IDbegins with PO Numberbegins with Ship To Locationbegins with Shipment Numberbegins with Supplier IDbegins with Received Date= Receipt Status= User IDbegins with Show fewer options Case Sensitive☐ SearchClear
	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.



Cardinal Procurement Job Aid

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Step	Action																												
4.	Enter the applicable Receipt Number in the Receipt Number field. Receipt Number begins with ▼ 0002649143																												
5.	Click the Search button. Search Clear																												
The Maintain Receipts Receiving page displays. Maintain Receipts Receiving Business Unit 50100 Receipt ID 0002649143 Header Details Receipt Status Fully Received ✖ Header Comments/Attachments Document Status > Header Select Purchase Order Close Short All Lines Run PO Receipt Accrual Receipt Lines Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information WebIMS ⌵ <table><tr><th>Line</th><th>Item</th><th>Description</th><th>Receipt Qty</th><th>*Recv UOM</th><th>Receipt Price</th><th>Accept Qty</th><th>Status</th><th>Category</th><th>Close Short</th><th>Serial</th><th>Device Track</th><th>Stock UOM</th><th></th></tr><tr><td>1</td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROA</td><td>3</td><td>LTN</td><td>103.15</td><td>3</td><td>Received</td><td>7754577</td><td>☐</td><td>☐</td><td>☐</td><td>LTN</td><td>✖</td></tr></table> ☐ Interface Receipt ☐ Run Close Short Save Return to Search Notify Refresh Add Update/Display		Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM		1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	3	LTN	103.15	3	Received	7754577	☐	☐	☐	LTN	✖
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM																	
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	3	LTN	103.15	3	Received	7754577	☐	☐	☐	LTN	✖																
6.	Click the Cancel icon associated with the Line to be canceled. <table><tr><th>Close Short</th><th>Serial</th><th>Device Track</th><th>Stock UOM</th><th></th></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>LTN</td><td>✖</td></tr></table>	Close Short	Serial	Device Track	Stock UOM		☐	☐	☐	LTN	✖																		
Close Short	Serial	Device Track	Stock UOM																										
☐	☐	☐	LTN	✖																									
	Do not cancel the entire Receipt by clicking the Cancel icon at the Header level.																												



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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. Warning – Contact District Inventory Analyst before Cancelling Receipt (25004,6) OK								
7.	Click the OK button. OK								
	A message displays in a pop-up window advising the user that canceling an Item cannot be reversed. Canceling Item cannot be reversed. Do you wish to continue? (10300,46) Yes No								
8.	Click the Yes button. Yes No								
	The Maintain Receipts Receiving page redisplay and the Status field for the canceled Line is updated to “Canceled”. <table><tr><th>Receipt Price</th><th>Accept Qty</th><th>Status</th><th>Category</th></tr><tr><td>103.15</td><td></td><td>Canceled</td><td>7754577</td></tr></table>	Receipt Price	Accept Qty	Status	Category	103.15		Canceled	7754577
Receipt Price	Accept Qty	Status	Category						
103.15		Canceled	7754577						



Cardinal Procurement Job Aid

PR347 Managing Inventory Restock Requisitions and Receipts (VDOT Only)

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