Cardinal Reports Catalog

Procurement

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 9/1/2026

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
9/29/2025	Updated the reference for the NAV220_Cardinal Reporting (FIN) WBT Course from the Cardinal Website to COVLC.
4/10/2025	Added two new queries titled PR Buyer Setup (V_PR_BUYER_SETUP) and WebIMS Store Keeper (V_PR_STOREKEEPER).
4/13/2020	Baseline

Training Materials and Resources

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

Cardinal NAV220 Introduction to Cardinal Financial Reporting: This Web-Based Training (WBT) course provides training and video tutorials that cover the fundamentals of how to run or access financial reports and queries. Additionally, it covers how to perform inquiries on financial data. This course is available in COVLC and provides:

- Key concepts in Cardinal reporting
- Information and an interactive demonstration on how to run FIN reports using different Reporting Options
- Information on how to retrieve existing Batch Generated FIN Reports
- Information on how to add FIN reports to your Favorites folder
- Information on how to perform an inquiry on financial data
- Information and an interactive demonstration on how to navigate to the Query Viewer, search for and run a FIN query, and download the query results
- Information on how to add FIN queries to your Favorites folder

Note: The tutorial videos within this WBT Course are also available on the Cardinal website and can be accessed by following this path:

Learning > Videos (FIN) > Reporting Tutorials for Core Users

NAV220 Monitoring Tips: This Job Aid provides additional information and navigation instructions for some of the more commonly used Financials reports, queries, and inquiries.

NAV220 Generating FIN Reports and Inquiries: This Job Aid provides detailed instructions and screenshots for generating a FIN report or inquiry.

NAV220 Running and Scheduling FIN Queries: This Job Aid provides detailed instructions and screenshots for running a FIN query.

Note: These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.

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Add/Update Receipts Inquiry

REVISED: 9/1/2026

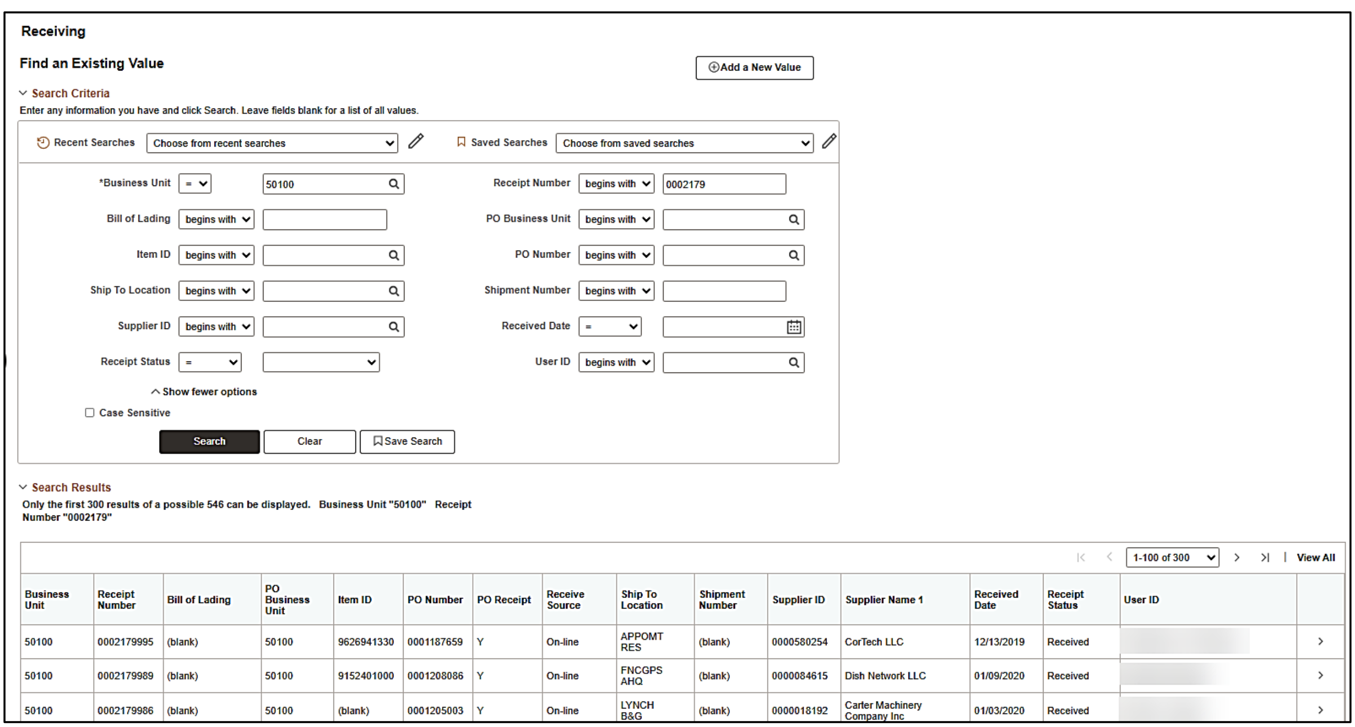
DESCRIPTION:
This inquiry is used to view Receipt information such as Distributions, rejects, and Asset Tag IDs. This inquiry does not show Receipts with the status of “Closed”.

NAVIGATION PATH:
- Procurement WorkCenter > Links > Receipts > Add/Update Receipts
- NavBar > Menu > Purchasing > Receipts > Add/Update Receipts

INPUT / SEARCH CRITERIA:
Business Unit
Receipt Number
Bill of Lading
PO Business Unit
Item ID
PO Number
Ship To Location
Shipment Number
Supplier ID
Received Date
Receipt Status
User ID

OUTPUT FORMAT:
Online

Screenshot of the Add/Update Receipts Find an Existing Value Search Page



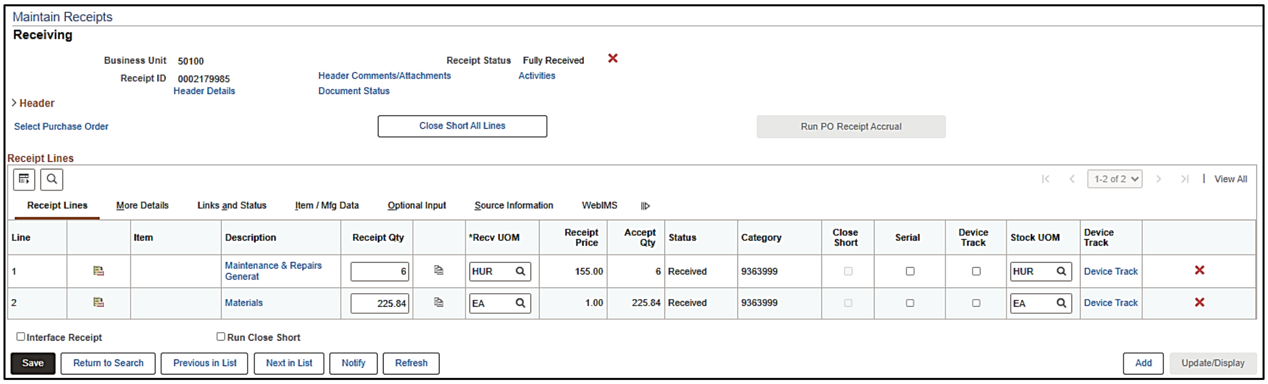
Receiving
Find an Existing Value
Add a New Value
Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.
Recent Searches: Choose from recent searches
Saved Searches: Choose from saved searches
*Business Unit: = 50100
Receipt Number: begins with 0002179
Bill of Lading: begins with
PO Business Unit: begins with
Item ID: begins with
PO Number: begins with
Ship To Location: begins with
Shipment Number: begins with
Supplier ID: begins with
Received Date: =
Receipt Status: =
User ID: begins with
Show fewer options
Case Sensitive
Search | Clear | Save Search

Search Results
Only the first 300 results of a possible 546 can be displayed. Business Unit "50100" Receipt Number "0002179"

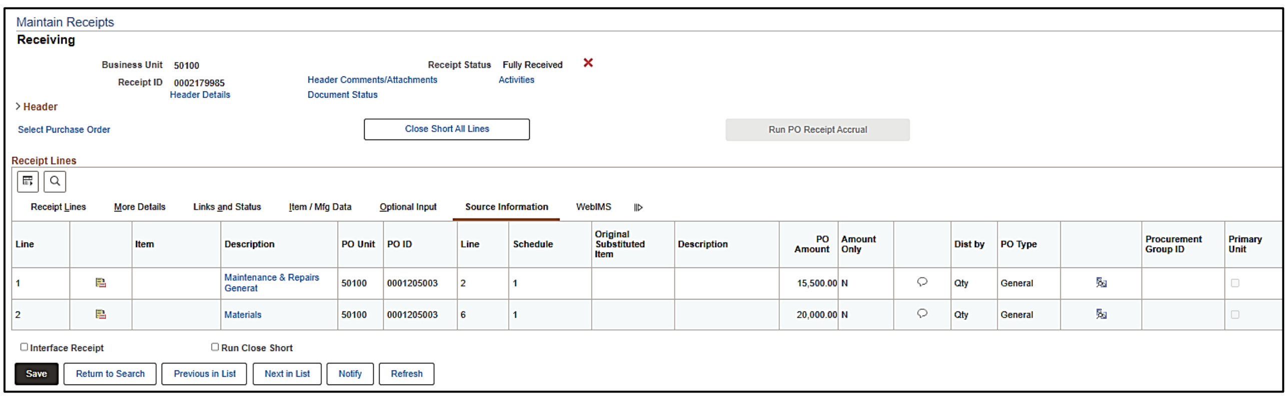
1-100 of 300 | View All

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status	User ID
50100	0002179995	(blank)	50100	9626941330	0001187659	Y	On-line	APPOMT RES	(blank)	0000580254	CorTech LLC	12/13/2019	Received	
50100	0002179989	(blank)	50100	9152401000	0001208086	Y	On-line	FNCGPS AHQ	(blank)	0000084615	Dish Network LLC	01/09/2020	Received	
50100	0002179986	(blank)	50100	(blank)	0001205003	Y	On-line	LYNCH B&G	(blank)	0000018192	Carter Machinery Company Inc	01/03/2020	Received	

Screenshot of the Maintain Receipts Page - Receipt Lines Tab



Screenshot of the Maintain Receipts Page – Source Information Tab



Partially Received Purchase Orders (POs) Inquiry

REVISED: 9/1/2026

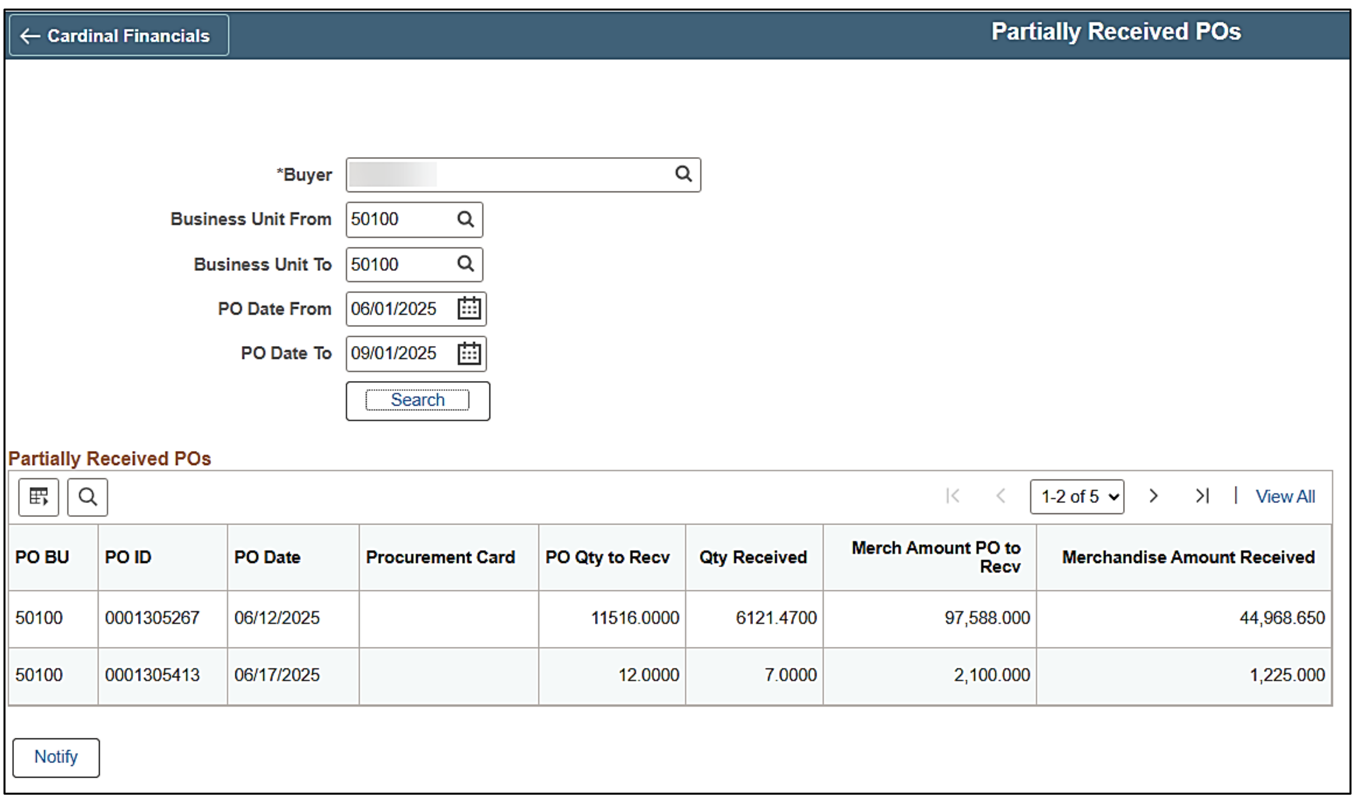
DESCRIPTION:
This inquiry is used to view Purchase Orders that have been partially received.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs

INPUT / SEARCH CRITERIA:
Buyer
Business Unit From
Business Unit To
PO Date From
PO Date To

OUTPUT FORMAT:
Online

Screenshot of the Partially Received POs Page



Cardinal

Receipt Document Status Inquiry

REVISED: 9/1/2026

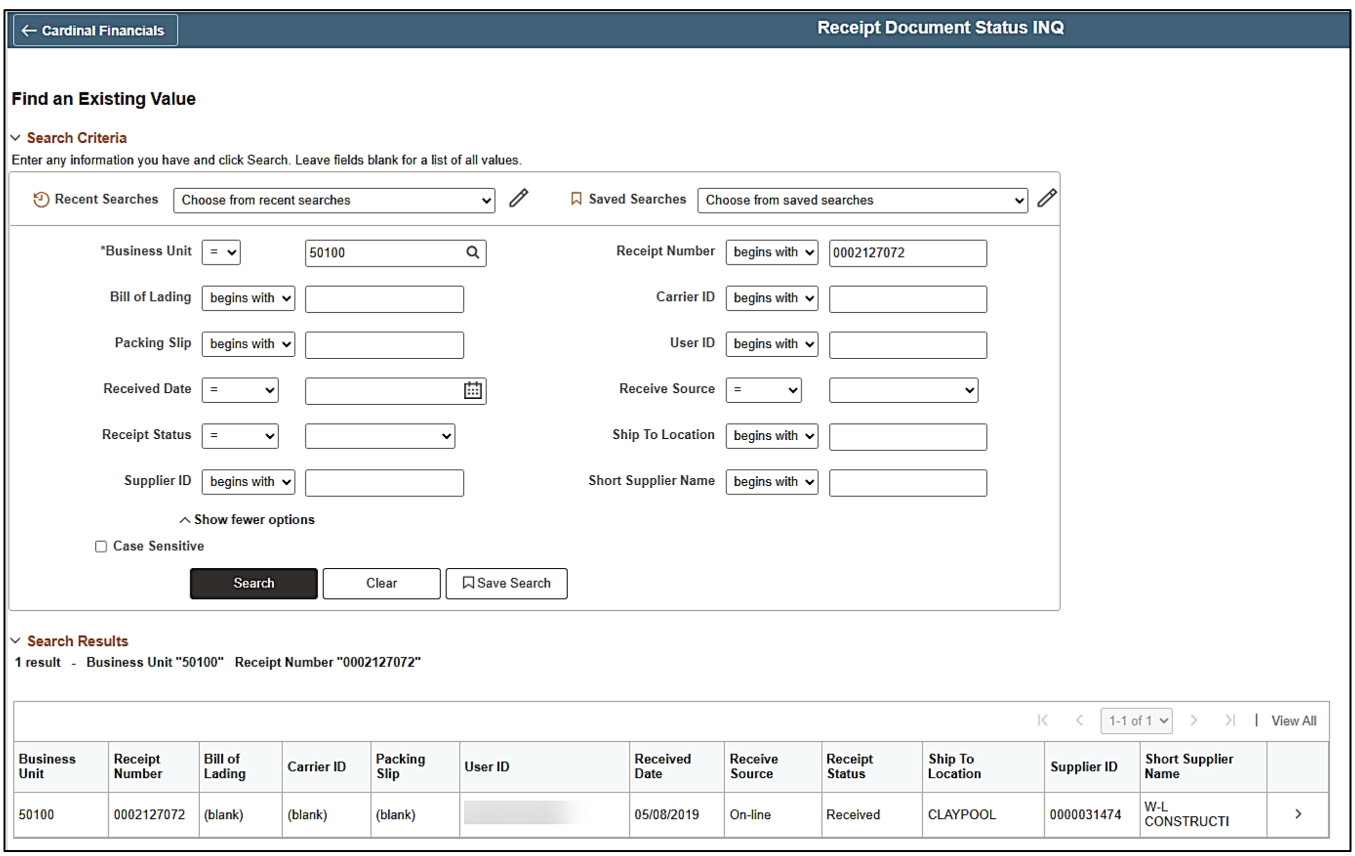
DESCRIPTION:
This inquiry is used to view Receipt document status information.

NAVIGATION PATH:
- Procurement WorkCenter > Links > Receipts > Document Status Receipt
- NavBar > Menu > Purchasing > Receipts > Review Receipt Information > Document Status Receipt

INPUT / SEARCH CRITERIA:
Business Unit
Receipt Number
Bill of Lading
Carrier ID
Packing Slip
User ID
Received Date
Receive Source
Receipt Status
Ship To Location
Supplier ID
Short Supplier Name

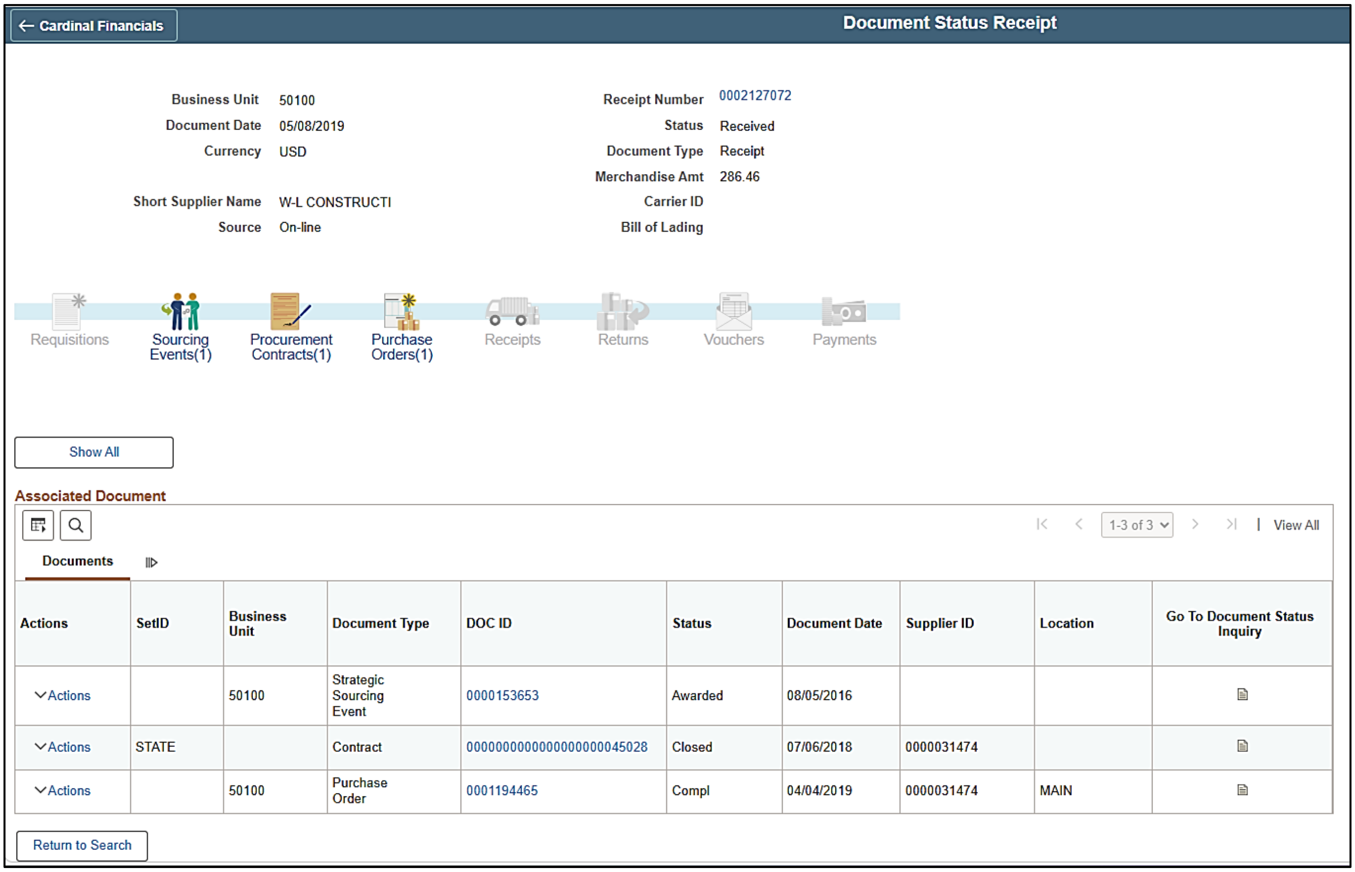
OUTPUT FORMAT:
Online

Screenshot of the Receipt Document Status Inquiry Find an Existing Value Search Page



Cardinal

Screenshot of the Receipt Document Status Page



Receipts by Location Inquiry

REVISED: 9/1/2026

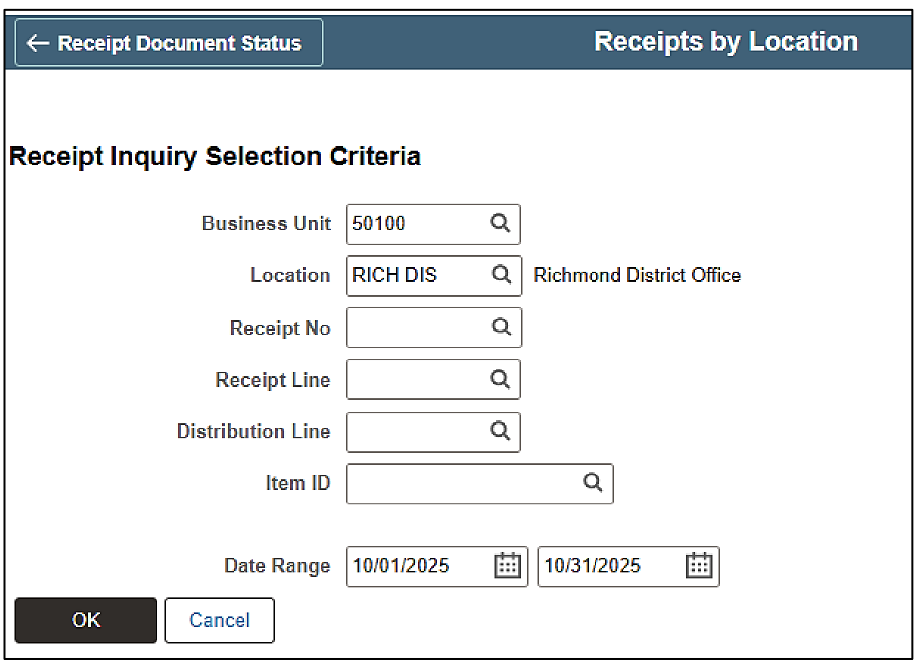
DESCRIPTION:
This inquiry is used to view Receipt information by location.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location

INPUT / SEARCH CRITERIA:
Business Unit
Location
Receipt No
Receipt Line
Distribution Line
Item ID
Date Range

OUTPUT FORMAT:
Online

Screenshot of the Receipts by Location Page Search Page



Screenshot of the Receipts by Location Page

← Receipt Document Status

Receipts by Location

Business Unit 50100

Refresh

Receipts

1-5 of 66 | View All

Receipt Locations | Quantity and Amount

Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	More Information
RICH DIS	50100	0002631362	1	1	1	9264538000	DISPOSAL OF HAZARDOUS MATERIAL, PER VADOT SPECIFICATIONS DISPOSAL OF HAZARDOUS MATERIAL, PER VIRGINIA DOT SPECIFICATI
RICH DIS	50100	0002631369	1	1	1	9264538000	DISPOSAL OF HAZARDOUS MATERIAL, PER VADOT SPECIFICATIONS DISPOSAL OF HAZARDOUS MATERIAL, PER VIRGINIA DOT SPECIFICATI
RICH DIS	50100	0002631431	1	1	1		PF270W9EM 3M Privacy Filter for 27in Full Screen Monitor with<&n>3M COMPLY Magnetic Attach, 16:9
RICH DIS	50100	0002631542	1	1	1		RBC17<&n>APC Replacement Battery Cartridge for Back-UPS, <&n>12V 9Ah lead-acid battery, 2-year repair or replace<&n>warranty
RICH DIS	50100	0002631542	2	1	1		APCRBC159 APC Replacement Battery Cartridge #159

Total Cost 172050.0600

Notify

Receipts Inquiry

REVISED: 9/1/2026

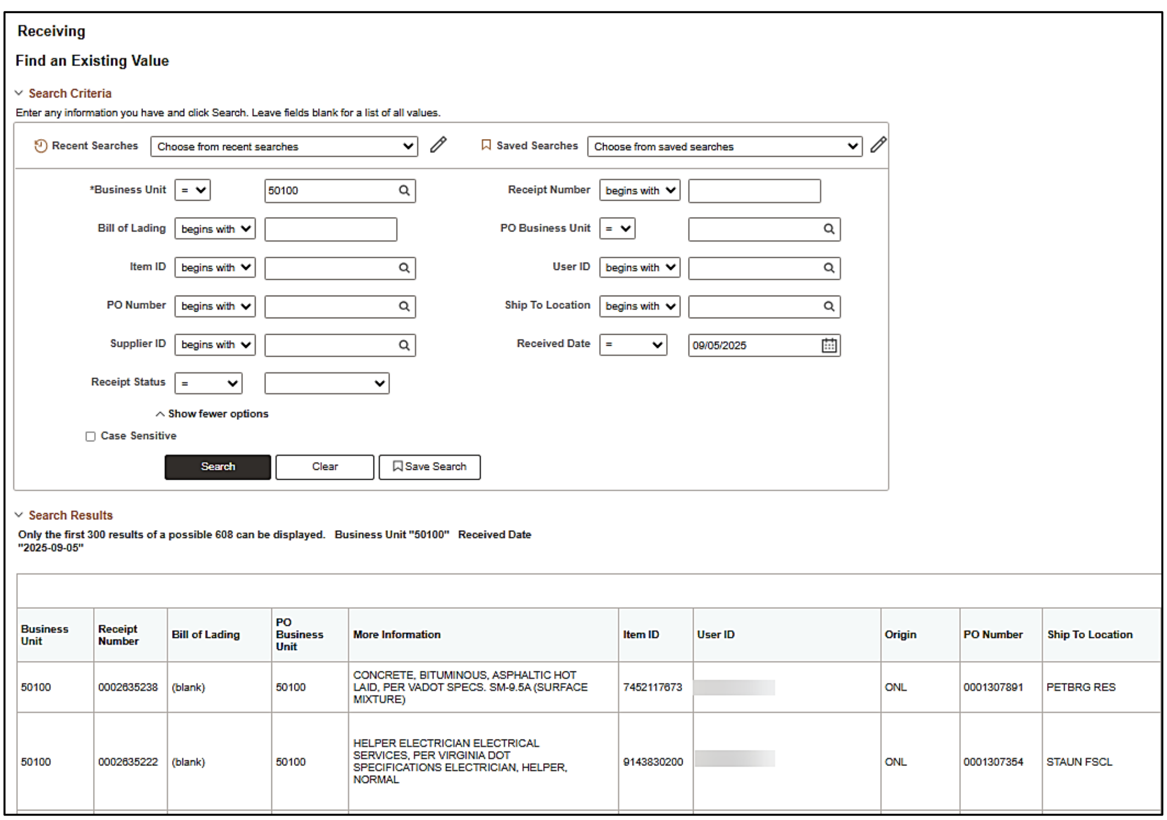
DESCRIPTION:
This inquiry is used to view Receipt information. This inquiry includes Receipts with the status of “Closed”

NAVIGATION PATH:
- Procurement WorkCenter > Links > Receipts > View Receipt Information
- NavBar > Menu > Purchasing > Receipts > Review Receipt Information > View Receipt Information

INPUT / SEARCH CRITERIA:
Business Unit
Receipt Number
Bill of Lading
PO Business Unit
Item ID
User ID
PO Number
Ship To Location
Supplier ID
Received Date
Receipt Status

OUTPUT FORMAT:
Online

Screenshot of the Receiving Find an Existing Value Search Page



Screenshot of the Receiving Find an Existing Value Search Page (Search Results)

1-100 of 300 | View All

Item ID	User ID	Origin	PO Number	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status	
7452117673		ONL	0001307891	PETBRG RES	(blank)	0000033049	Allan Myers VA Inc	09/05/2025	Received	›
9143830200		ONL	0001307354	STAUN FSCL	(blank)	0000103794	Built Right Homes Inc	09/05/2025	Received	›
9143830300		ONL	0001307354	STAUN FSCL	(blank)	0000103794	Built Right Homes Inc	09/05/2025	Received	›

Screenshot of the Receipts Tab

Receipts

Unit 50100 Receipt No 0002635238 Source On-line Receipt Status Received

Receipt Lines

1-1 of 1 | View All

Receipt Lines | More Line Data | Optional Input

Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track
☐	1	7452117673	CONCRETE, BITUMINOUS, ASPHALTI	74.50000	☐	48.0502	LTN			☐

Header Details | Line Details | Manufacturer Info | Asset Information
Document Status | Header Comments | Display RTV Information | Line Status
Distribution | Putaway Information | Device Tracking

Return to Search | Previous in List | Next in List | Notify

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![Cardinal logo]

IMS PO Recv Vchr Prepost GL Query (V_PR_WEBIMS_VCHR_PREPOST)

REVISED: 9/1/2026

DESCRIPTION:
This query displays a list of Web Inventory Management System (WebIMS) related Receipts that have not been Voucher posted. The query will return results for re-stock Purchase Order Receipts to reconcile IMS Receipts reporting prior to Voucher approval. The query can be used to assist with reconciliation of WebIMS to Cardinal General Ledger (GL) Inventory.

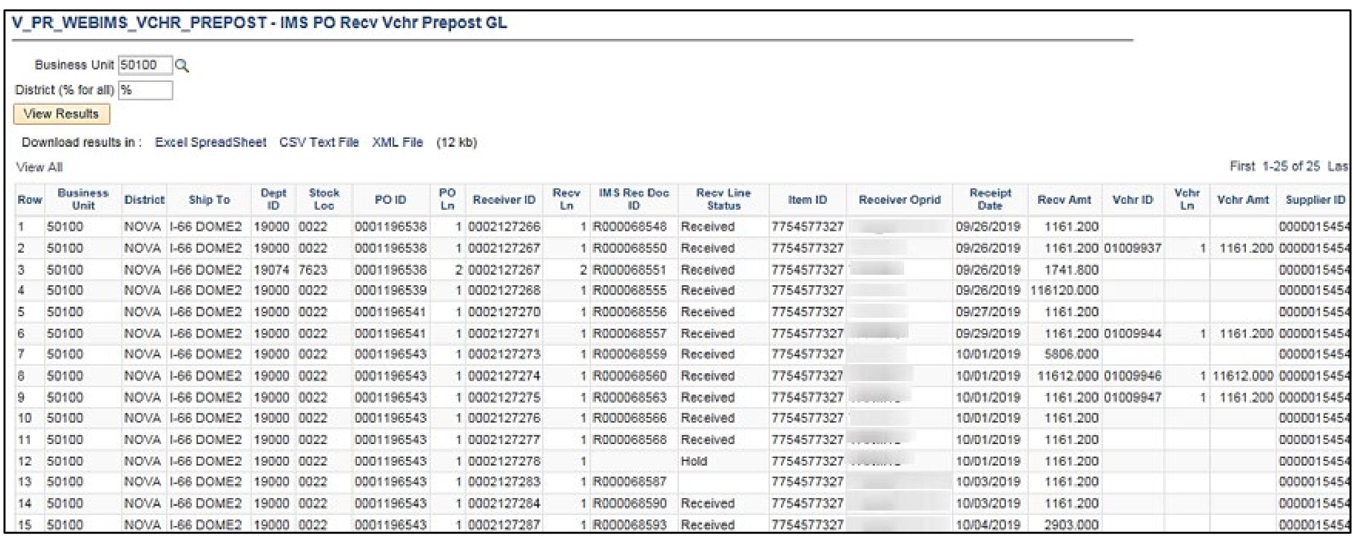
NAVIGATION PATHS:
- Query Viewer > V_PR_WEBIMS_VCHR_PREPOST
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST

INPUT / SEARCH CRITERIA:
Business Unit
District (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
The query includes WebIMS type POs and Account Type of Expense Distribution (DST). The query excludes cancelled Receivers and cancelled Received Lines.

Screenshot of the IMS PO Recv Vchr Prepost GL Query Page


V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit 50100
District (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (12 kb)

View All

First 1-25 of 25 Las

Row	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Supplier ID
1	50100	NOVA	I-66 DOME2	19000	0022	0001196538	1	0002127266	1	R000068548	Received	7754577327	[illegible]	09/26/2019	1161.200				000001545
2	50100	NOVA	I-66 DOME2	19000	0022	0001196538	1	0002127267	1	R000068550	Received	7754577327	[illegible]	09/26/2019	1161.200	01009937	1	1161.200	000001545
3	50100	NOVA	I-66 DOME2	19074	7623	0001196538	2	0002127267	2	R000068551	Received	7754577327	[illegible]	09/26/2019	1741.800				000001545
4	50100	NOVA	I-66 DOME2	19000	0022	0001196539	1	0002127268	1	R000068555	Received	7754577327	[illegible]	09/26/2019	116120.000				000001545
5	50100	NOVA	I-66 DOME2	19000	0022	0001196541	1	0002127270	1	R000068556	Received	7754577327	[illegible]	09/27/2019	1161.200				000001545
6	50100	NOVA	I-66 DOME2	19000	0022	0001196541	1	0002127271	1	R000068557	Received	7754577327	[illegible]	09/29/2019	1161.200	01009944	1	1161.200	000001545
7	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127273	1	R000068559	Received	7754577327	[illegible]	10/01/2019	5806.000				000001545
8	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127274	1	R000068560	Received	7754577327	[illegible]	10/01/2019	11612.000	01009946	1	11612.000	000001545
9	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127275	1	R000068563	Received	7754577327	[illegible]	10/01/2019	1161.200	01009947	1	1161.200	000001545
10	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127276	1	R000068566	Received	7754577327	[illegible]	10/01/2019	1161.200				000001545
11	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127277	1	R000068568	Received	7754577327	[illegible]	10/01/2019	1161.200				000001545
12	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127278	1		Hold	7754577327	[illegible]	10/01/2019	1161.200				000001545
13	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127283	1	R000068587		7754577327	[illegible]	10/03/2019	1161.200				000001545
14	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127284	1	R000068590	Received	7754577327	[illegible]	10/03/2019	1161.200				000001545
15	50100	NOVA	I-66 DOME2	19000	0022	0001196543	1	0002127287	1	R000068593	Received	7754577327	[illegible]	10/04/2019	2903.000				000001545

IMS/Cardinal Receipts Recon Query (V_PR_RECEIPTS_LOCATION)

REVISED: 9/1/2026

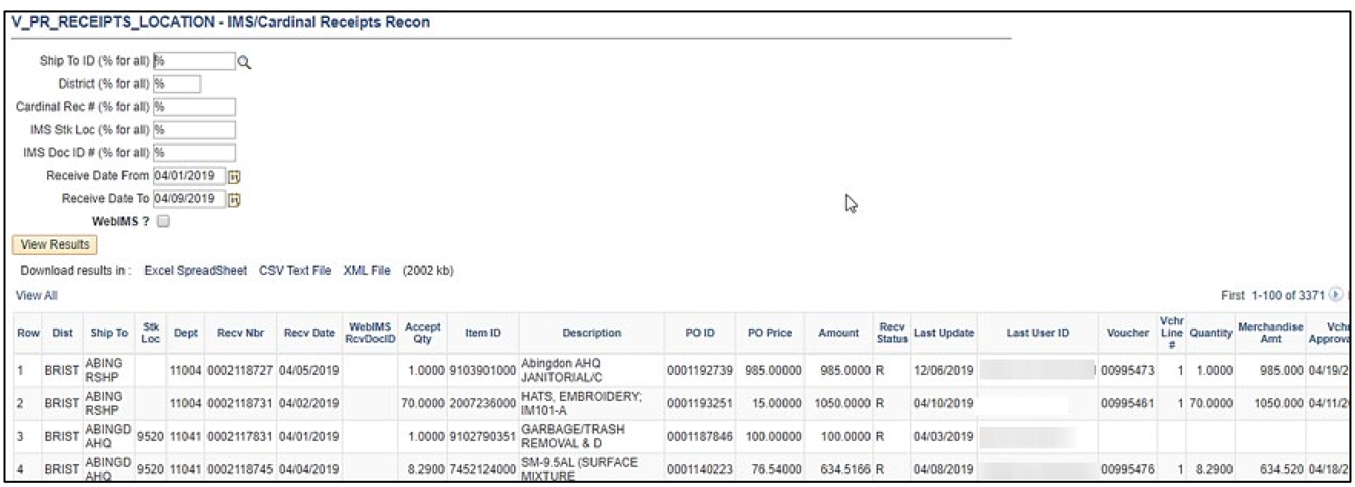
DESCRIPTION:
This query displays a list of Receipts and can be used to view Receipts by various selection criteria.

NAVIGATION PATHS:
- Query Viewer > V_PR_RECEIPTS_LOCATION
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_RECEIPTS_LOCATION
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_RECEIPTS_LOCATION

INPUT / SEARCH CRITERIA:
Ship To ID (% for all)
District (% for all)
Cardinal Rec # (% for all)
IMS Stk Loc (% for all)
IMS Doc ID # (% for all)
Receive Date From
Receive Date To
WebIMS ? [checkbox]

OUTPUT FORMAT:
HTML
Excel
CSV

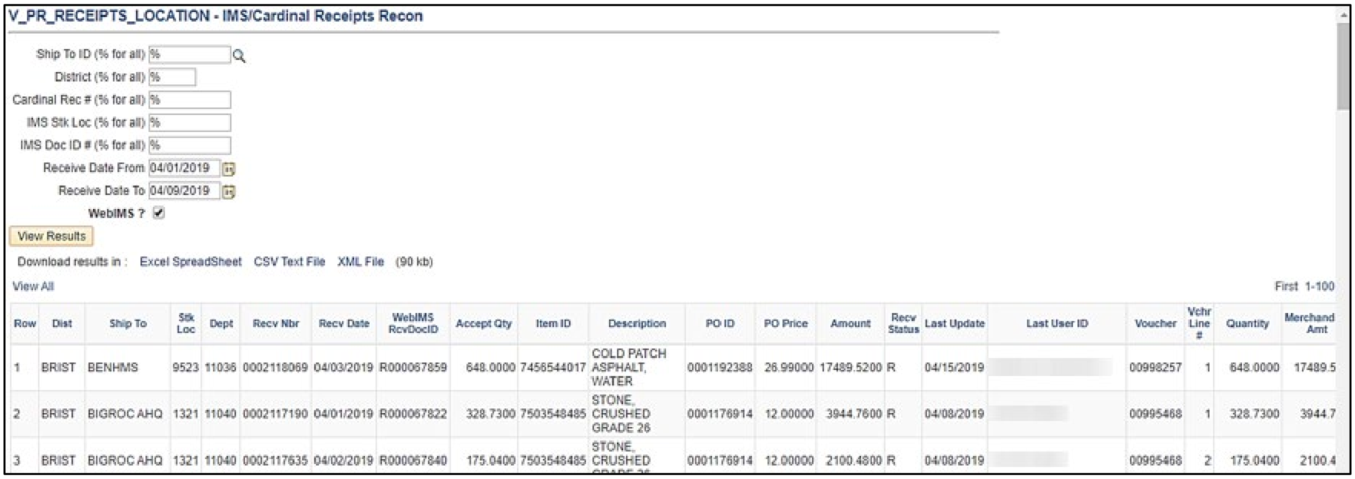
Screenshot of the IMS/Cardinal Receipts Recon Query Page


V_PR_RECEIPTS_LOCATION - IMS/Cardinal Receipts Recon

Ship To ID (% for all) %
District (% for all) %
Cardinal Rec # (% for all) %
IMS Stk Loc (% for all) %
IMS Doc ID # (% for all) %
Receive Date From 04/01/2019
Receive Date To 04/09/2019
WebIMS ?
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (2002 kb)
View All
First 1-100 of 3371

Row	Dist	Ship To	Stk Loc	Dept	Recv Nbr	Recv Date	WebIMS RcvDocID	Accept Qty	Item ID	Description	PO ID	PO Price	Amount	Recv Status	Last Update	Last User ID	Voucher	Vchr Line #	Quantity	Merchandise Amt	Vchr Approva
1	BRIST	ABING RSHP		11004	0002118727	04/05/2019		1.0000	9103901000	Abingdon AHQ JANITORIAL/C	0001192739	985.00000	985.0000	R	12/06/2019		00995473	1	1.0000	985.000	04/19/2
2	BRIST	ABING RSHP		11004	0002118731	04/02/2019		70.0000	2007236000	HATS, EMBROIDERY; IM101-A	0001193251	15.00000	1050.0000	R	04/10/2019		00995461	1	70.0000	1050.000	04/11/2
3	BRIST	ABINGD AHQ	9520	11041	0002117831	04/01/2019		1.0000	9102790351	GARBAGE/TRASH REMOVAL & D	0001187846	100.00000	100.0000	R	04/03/2019						
4	BRIST	ABINGD AHQ	9520	11041	0002118745	04/04/2019		8.2900	7452124000	SM-9.5AL (SURFACE MIXTURE	0001140223	76.54000	634.5166	R	04/08/2019		00995476	1	8.2900	634.520	04/18/2

Screenshot of the IMS/Cardinal Receipts Recon Query Page with WebIMS Selected


V_PR_RECEIPTS_LOCATION - IMS/Cardinal Receipts Recon

Ship To ID (% for all) %

District (% for all) %

Cardinal Rec # (% for all) %

IMS Stk Loc (% for all) %

IMS Doc ID # (% for all) %

Receive Date From 04/01/2019

Receive Date To 04/09/2019

WebIMS ?

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (90 kb)

View All

First 1-100

Row	Dist	Ship To	Stk Loc	Dept	Recv Nbr	Recv Date	WebIMS RcvDocID	Accept Qty	Item ID	Description	PO ID	PO Price	Amount	Recv Status	Last Update	Last User ID	Voucher	Vchr Line #	Quantity	Merchand Amt
1	BRIST	BENHMS	9523	11036	0002118069	04/03/2019	R000067859	648.0000	7456544017	COLD PATCH ASPHALT, WATER	0001192388	26.99000	17489.5200	R	04/15/2019		00998257	1	648.0000	17489.5
2	BRIST	BIGROC AHQ	1321	11040	0002117190	04/01/2019	R000067822	328.7300	7503548485	STONE, CRUSHED GRADE 26	0001176914	12.00000	3944.7600	R	04/08/2019		00995468	1	328.7300	3944.7
3	BRIST	BIGROC AHQ	1321	11040	0002117635	04/02/2019	R000067840	175.0400	7503548485	STONE, CRUSHED	0001176914	12.00000	2100.4800	R	04/08/2019		00995468	2	175.0400	2100.4

WebIMS Voucher Prepost Query (V_PR_WEBIMS_VCHR_PREPOST)

REVISED: 9/1/2026

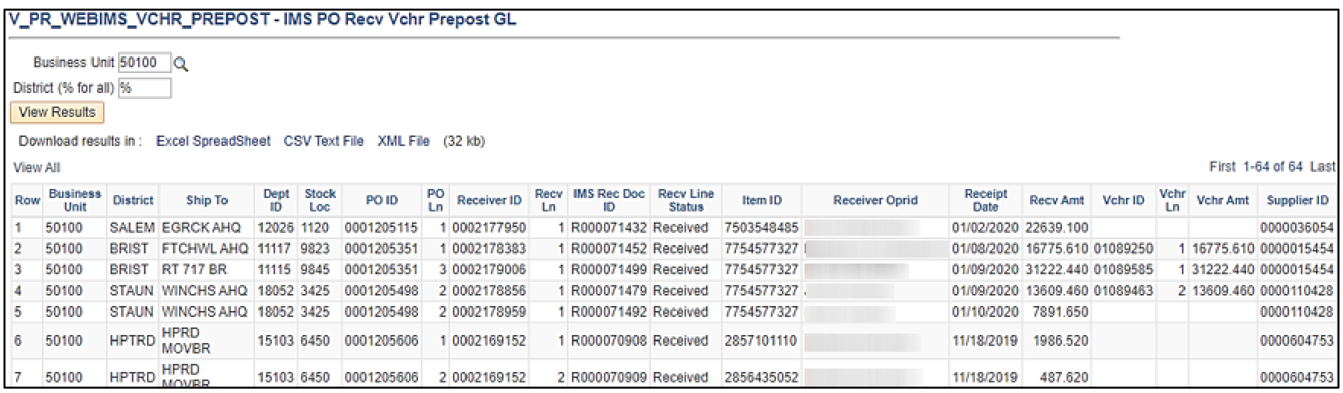
DESCRIPTION:
This report provides a listing of Inventory Management System (IMS) POs and their related Receipts and Vouchers before they are posted to the Voucher accounting line table. Requisitions with a Requisition date within the last 365 days are reported. This report is used daily by the IMS Inventory Staff as part of the IMS/Cardinal Receipts reconciliation process and is the only report apart from the PSQuery that provides the PO, IMS Doc ID, Cardinal Receiver ID data, and Voucher Number cross-reference.

NAVIGATION PATHS:
- Query Viewer > V_PR_WEBIMS_VCHR_PREPOST
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST

RUN CONTROL PARAMETERS:
Business Unit
District (% for all)

OUTPUT FORMAT:
CSV

Screenshot of the IMS PO Recv Vchr Prepost GL Query


V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit 50100
District (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (32 kb)

View All

First 1-64 of 64 Last

Row	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Supplier ID
1	50100	SALEM	EGRCK AHQ	12026	1120	0001205115	1	0002177950	1	R000071432	Received	7503548485		01/02/2020	22639.100				0000036054
2	50100	BRIST	FTCHWL AHQ	11117	9823	0001205351	1	0002178383	1	R000071452	Received	7754577327		01/08/2020	16775.610	01089250	1	16775.610	0000015454
3	50100	BRIST	RT 717 BR	11115	9845	0001205351	3	0002179006	1	R000071499	Received	7754577327		01/09/2020	31222.440	01089585	1	31222.440	0000015454
4	50100	STAUN	WINCHS AHQ	18052	3425	0001205498	2	0002178856	1	R000071479	Received	7754577327		01/09/2020	13609.460	01089463	2	13609.460	0000110428
5	50100	STAUN	WINCHS AHQ	18052	3425	0001205498	2	0002178959	1	R000071492	Received	7754577327		01/10/2020	7891.650				0000110428
6	50100	HPTRD	HPRD MOVBR	15103	6450	0001205606	1	0002169152	1	R000070908	Received	2857101110		11/18/2019	1986.520				0000604753
7	50100	HPTRD	HPRD MOVBR	15103	6450	0001205606	2	0002169152	2	R000070909	Received	2856435052		11/18/2019	487.620				0000604753

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Receipt Delivery Detail Report (POX5030) – PSJob Report

REVISED: 9/1/2026

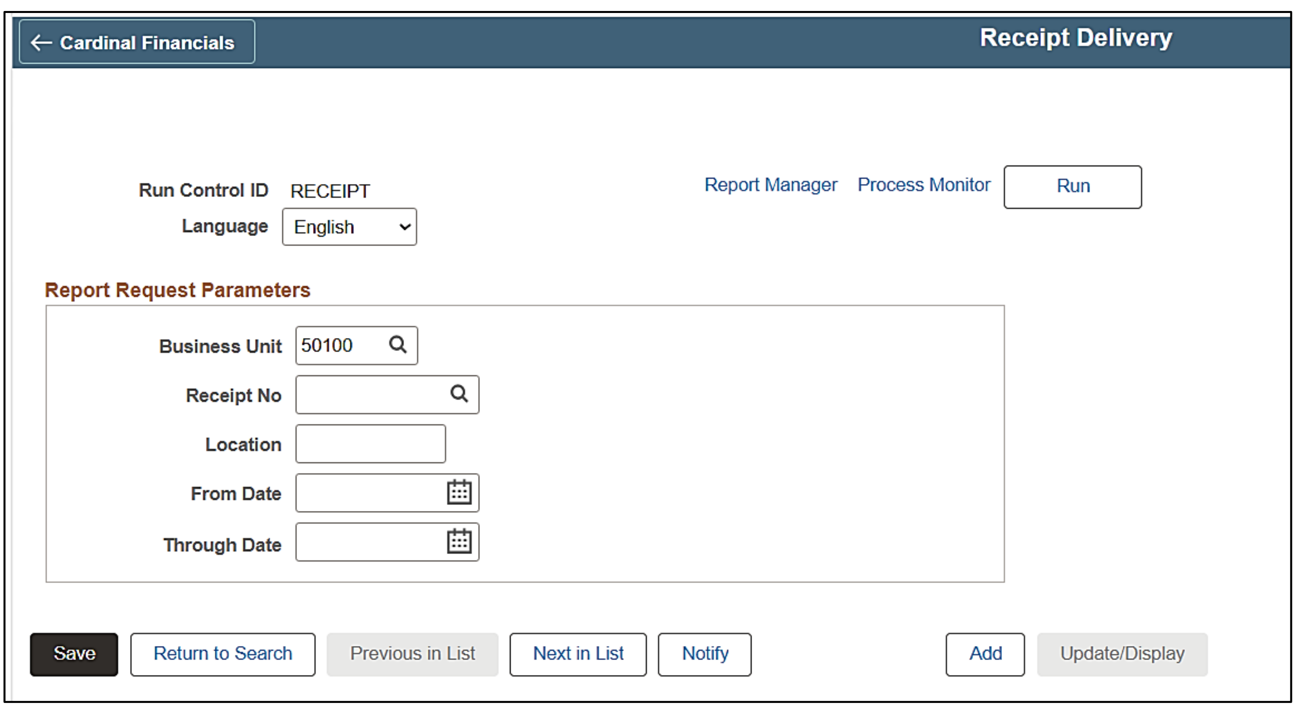
DESCRIPTION:
This report provides a listing of items received by location and associated Purchase Order and Requisition information.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Receipt Delivery
- NavBar > Menu > Purchasing > Receipts > Reports > Receipt Delivery

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT**:
Process to select: **RECV_DEL**	
Business Unit	PDF
Receipt No	XLS
Location	TXT
From Date	
Through Date	

ADDITIONAL INFORMATION:
This is a PSJob report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Receipt Delivery Detail Report Run Control Page



Screenshot of the Receipt Delivery Detail Process Scheduler Request Page

Process Scheduler Request

Help

User ID

Run Control ID RECEIPT

Server Name

Recurrence

Time Zone

Run Date 09/01/2026

Run Time 14:49:59

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Shop Floor Receipt Delivery	POX5035	BI Publisher	Web	PDF	Distribution
☑	Receipt Delivery	RECV_DEL	PSJob	(None)	(None)	Distribution

OK Cancel

Screenshot of the Receipt Delivery Detail Report

ORACLE

Report ID: POX5030
User ID:
Run Control: RECEIPT

PeopleSoft Purchasing
RECEIPT DELIVERY DETAIL REPORT

Page No. 1
Run Date 9/1/2026
Run Time 14:51:10 PM

Location CLAYPOOL Claypool Hill
Address VDOT Claypool Hill
Rt 1 Box 500
Pounding Mill VA 24637

Phone
Building **Floor** 11060

Receiving BU 50100
Supplier 0000031474
Receipt Date 05/08/2019
Receipt Status Received
Bill of Lading

Receiver ID 0002127072
W-L Construction & Paving Inc

Recv Ln	Item ID Item Description	Dist/Accepted Qty	UOM	Due Date	PO BU	Purchase Order Buyer	Requisition Requester	Delivery Date	Delivered To Attention To
1	7452124000 SM-9.5AL (SURFACE MIXTURE, LIMESTONE) SM-9.5AL (SURFACE MIXTURE, LIMESTONE)	4.13	LTN	04/04/2019	50100	0001194465 (VDOT)			

Cardinal

Receiver Ship To Detail Report (POX5010) – BI Publisher Report

REVISED: 9/1/2026

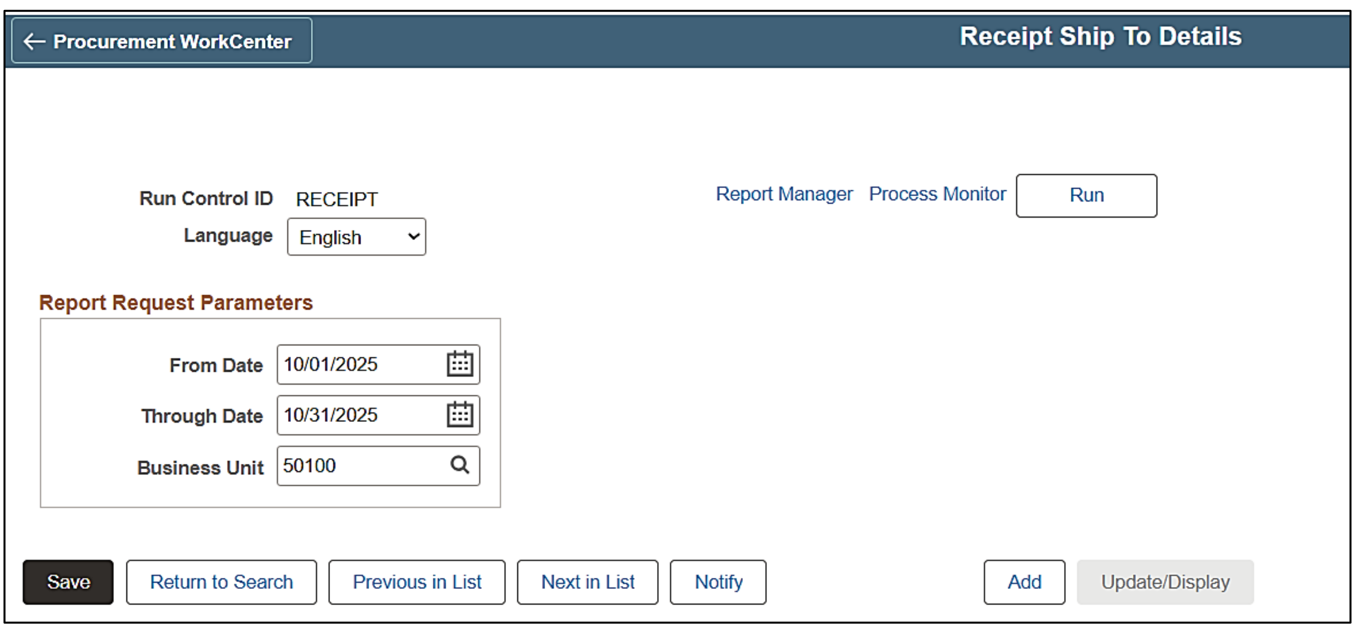
DESCRIPTION:
This report provides a summary listing of Receipts shipments within a specified date range. The report also includes ship to location information.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Receipts > Reports > Receipt Ship To Details

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT**:
Process to select: **POX5010**	
From Date	PDF
Through Date	XLS
Business Unit	TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Receiver Ship To Detail Report Run Control Page



Cardinal

Screenshot of the Receiver Ship To Detail Report

ORACLE

Report ID: POX5010
User ID:
Run Control: RECEIPT

PeopleSoft Purchasing
RECEIVER SHIPTO DETAIL REPORT

Page No. 1
Run Date 9/1/2026
Run Time 15:01:02 PM

Receiver Dates Included: 10/01/2025 **Thru:** 10/31/2025
Business Unit: 50100

Receipt Date	Receiver ID	Supplier Name	Item ID/Description	Schd	Due Date	Ship To	UOM	Received Qty	Accepted Qty	Rejected Qty	Returned Qty	Merchandise Amount
10/27/2025	0001296897	UniFirst Corporation	9837942000 RENTAL OF FLOOR MATS RENTAL OF FLOOR MATS	1	12/17/2024	HRBT ADM	HUR	0	0	0	0	0
			9837942000 RENTAL OF FLOOR MATS RENTAL OF FLOOR MATS	1	12/17/2024	HRBT ADM	HUR	0	0	0	0	0
			9837942000 RENTAL OF FLOOR MATS RENTAL OF FLOOR MATS	1	12/17/2024	HRBT ADM	HUR	0	0	0	0	0
10/16/2025	0001310207	VIRGINIA CORRECTIONA L ENTERPRISES	0504045000 Digital Works Color - MISCELLANEOUS SUPPLIES MISCELLANEOUS SUPPLIES	1	09/23/2025	STAUN FSCL	EA	200	200	0	0	811.12
10/14/2025	0002621879	Pitney Bowes Global Financial Services	9395201540 MAILING MACHINES AND EQUIPMENT MAINT. AND REPAIR METER, POSTAGE, RENTAL	1	06/28/2021	CHSTFD RES	MON	1	1	0	0	50.39
10/14/2025	0002624627	Comcast Holding Corporation	2802984000 CABLE, TELEVISION CABLE, TELEVISION	1	06/17/2025	LEESB RES	EA	63.38	63.38	0	0	63.38

Receiver Summary Report (POX5001) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides a summary listing of Receipts within a specified date range.

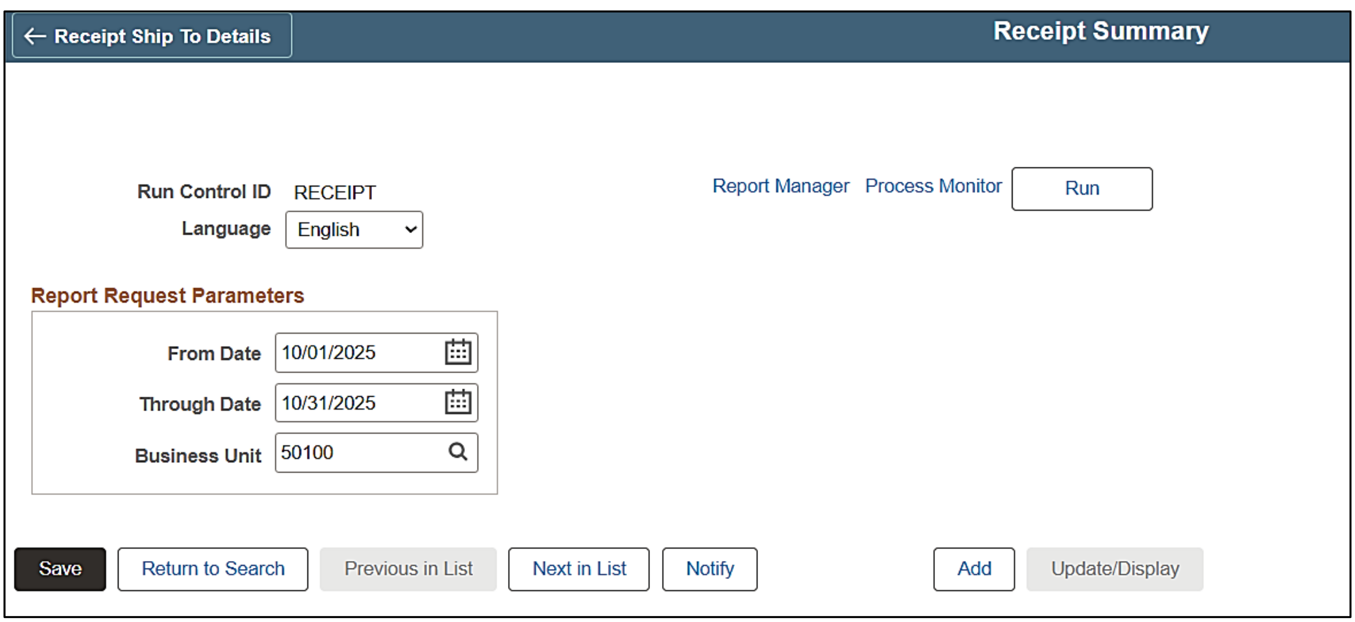
NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Receipt Summary
- NavBar > Menu > Purchasing > Receipts > Reports > Receipt Summary

RUN CONTROL PARAMETERS:
Process to select: POX5001
From Date
Through Date
Business Unit

OUTPUT FORMAT:
PDF
XLS
TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Receiver Summary Report Run Control Page



Screenshot of the Receiver Summary Report

ORACLE

Report ID: POX5001
User ID:
Run Control: RECEIPT

PeopleSoft Purchasing
RECEIVER SUMMARY REPORT

Page No. 1
Run Date 9/1/2026
Run Time 15:10:44 PM

Receiver Dates Included: 10/01/2025 Thru: 10/31/2025
Business Unit: 50100

Ship To	Receiver ID	Rcv Date	Supplier ID	Supplier Name	Rcv Status	Match Status	Bill Of Lading	Carrier ID	Hold Asset	Hold Inventory
50100	0002628622	10/01/2025	0000035088	AssetWorks	Received	Matched			N	N
	0002628793	10/01/2025	0000035088	AssetWorks	Canceled	To Match			N	N
	0002628996	10/02/2025	0000022627	Computer Aid Inc	Received	Matched			N	N
	0002628998	10/02/2025	0000022627	Computer Aid Inc	Received	Matched			N	N
	0002629000	10/02/2025	0000022627	Computer Aid Inc	Received	Matched			N	N
	0002629017	10/02/2025	0000022627	Computer Aid Inc	Received	Matched			N	N
	0002629259	10/02/2025	0000022627	Computer Aid Inc	Received	Matched			N	N
	0002629411	10/03/2025	0000022627	Computer Aid Inc	Received	Matched			N	N
	0002629426	10/03/2025	0002446870	Soundtrack Your Brand USA Inc.	Received	To Match			N	N
	0002629485	10/03/2025	0000072517	Commonwealth of Virginia	Received	Matched			N	N

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Cardinal

Add/Update Requisitions Inquiry

REVISED: 9/1/2026

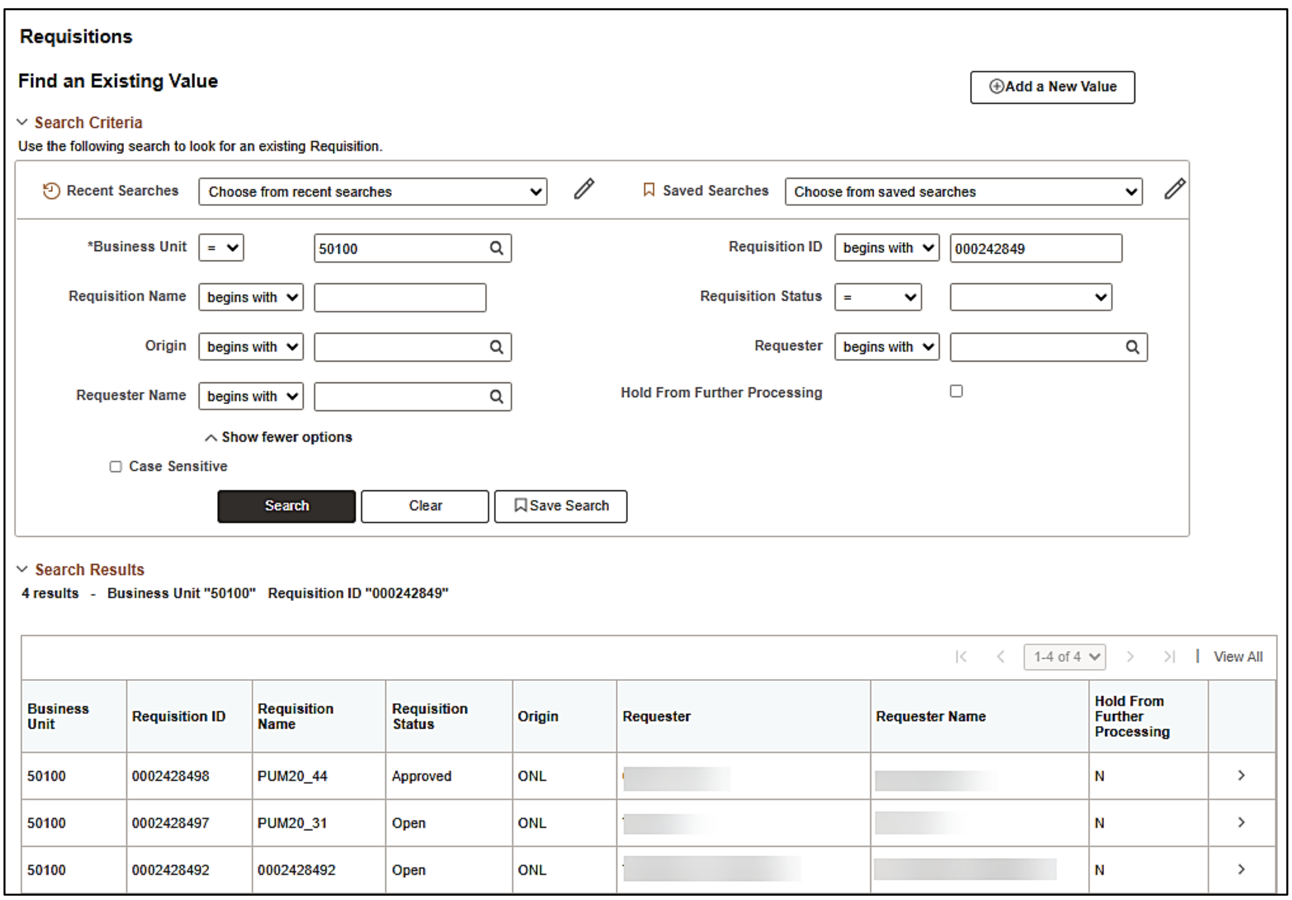
DESCRIPTION:
This inquiry is used to view Requisition Header, Line, Schedule, and Distribution information.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Requisitions > Add/Update Requisitions
- NavBar > Menu > Purchasing > Requisitions > Add/Update Requisitions

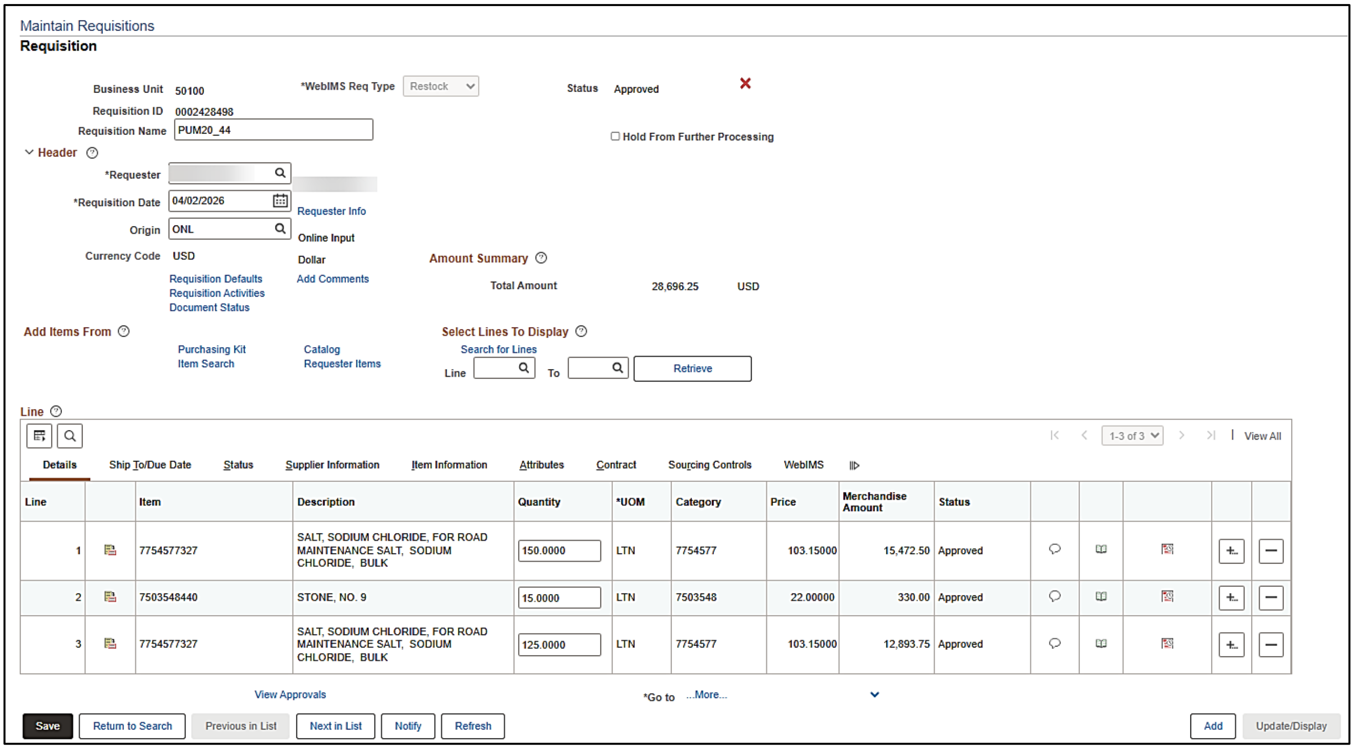
INPUT / SEARCH CRITERIA:
Business Unit
Requisition ID
Requisition Name
Requisition Status
Origin
Requester
Requester Name
Hold From Further Processing [checkbox]

OUTPUT FORMAT:
Online

Screenshot of the Add\Update Requisitions Find an Existing Value Search Page



Screenshot of the Maintain Requisitions Page



Requisition Workbench Inquiry

REVISED: 9/1/2026

DESCRIPTION:
This inquiry is used to update Requisition information and view the status of Requisitions in the process flow.

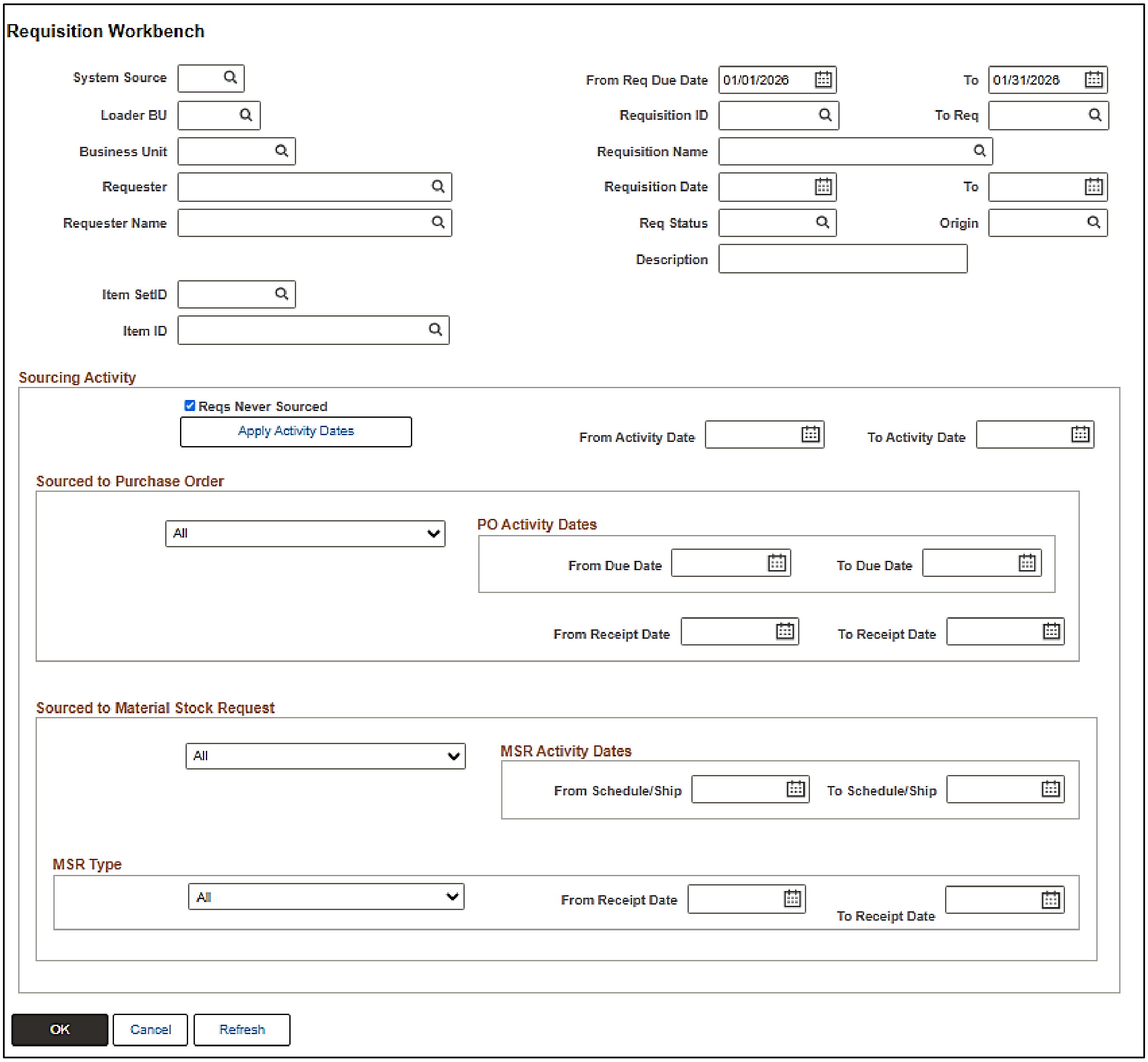
NAVIGATION PATH:
NavBar > Menu > Purchasing > Requisitions > Review Requisition Information > Workbench

INPUT / SEARCH CRITERIA:
Business Unit
Description
System Source – Do not use
Loader BU – Do not use
Business Unit
Requester
Requester Name
Item SetID
Item ID
From Req Due Date / To
Requisition ID / To Req
Requisition Name
Requisition Date / To
Req Status
Origin
Description
Sourcing Activity [various additional fields]

OUTPUT FORMAT:
Online

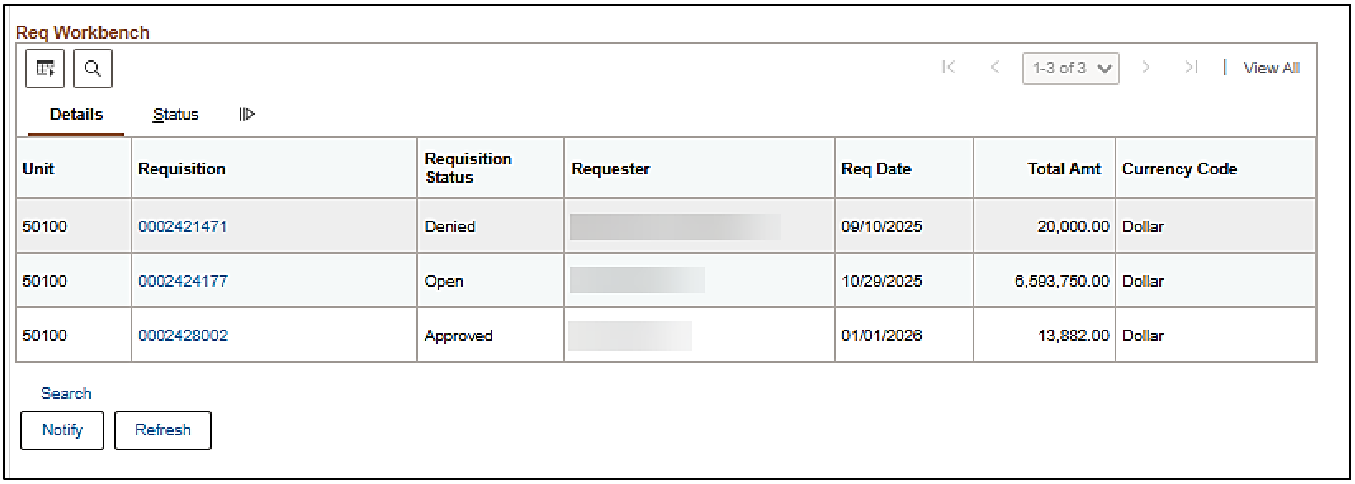
Cardinal

Screenshot of the Requisition Workbench Search Page



Cardinal

Screenshot of the Requisition Workbench Page



Req Workbench

Details | Status

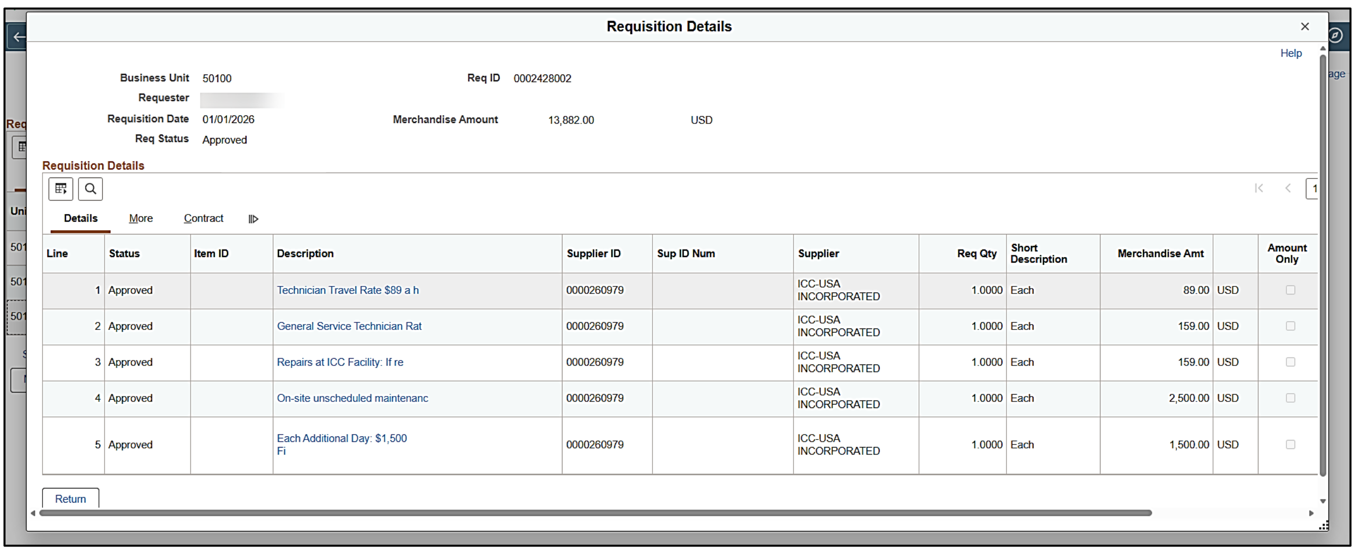
1-3 of 3 | View All

Unit	Requisition	Requisition Status	Requester	Req Date	Total Amt	Currency Code
50100	0002421471	Denied		09/10/2025	20,000.00	Dollar
50100	0002424177	Open		10/29/2025	6,593,750.00	Dollar
50100	0002428002	Approved		01/01/2026	13,882.00	Dollar

Search

Notify | Refresh

Screenshot of the Requisition Details Page



Requisition Details

Help

Business Unit 50100 | Req ID 0002428002

Requester

Requisition Date 01/01/2026 | Merchandise Amount 13,882.00 USD

Req Status Approved

Requisition Details

Details | More | Contract

Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty	Short Description	Merchandise Amt		Amount Only
1	Approved		Technician Travel Rate $89 a h	0000260979		ICC-USA INCORPORATED	1.0000	Each	89.00	USD	
2	Approved		General Service Technician Rat	0000260979		ICC-USA INCORPORATED	1.0000	Each	159.00	USD	
3	Approved		Repairs at ICC Facility: If re	0000260979		ICC-USA INCORPORATED	1.0000	Each	159.00	USD	
4	Approved		On-site unscheduled maintenanc	0000260979		ICC-USA INCORPORATED	1.0000	Each	2,500.00	USD	
5	Approved		Each Additional Day: $1,500 Fi	0000260979		ICC-USA INCORPORATED	1.0000	Each	1,500.00	USD	

Return

Requisition Document Status Inquiry

REVISED: 9/1/2026

DESCRIPTION:
This inquiry is used to view all documents that are tied to a Requisition including Contracts, Strategic Sourcing Events, Purchase Orders, Receipts, and Vouchers.

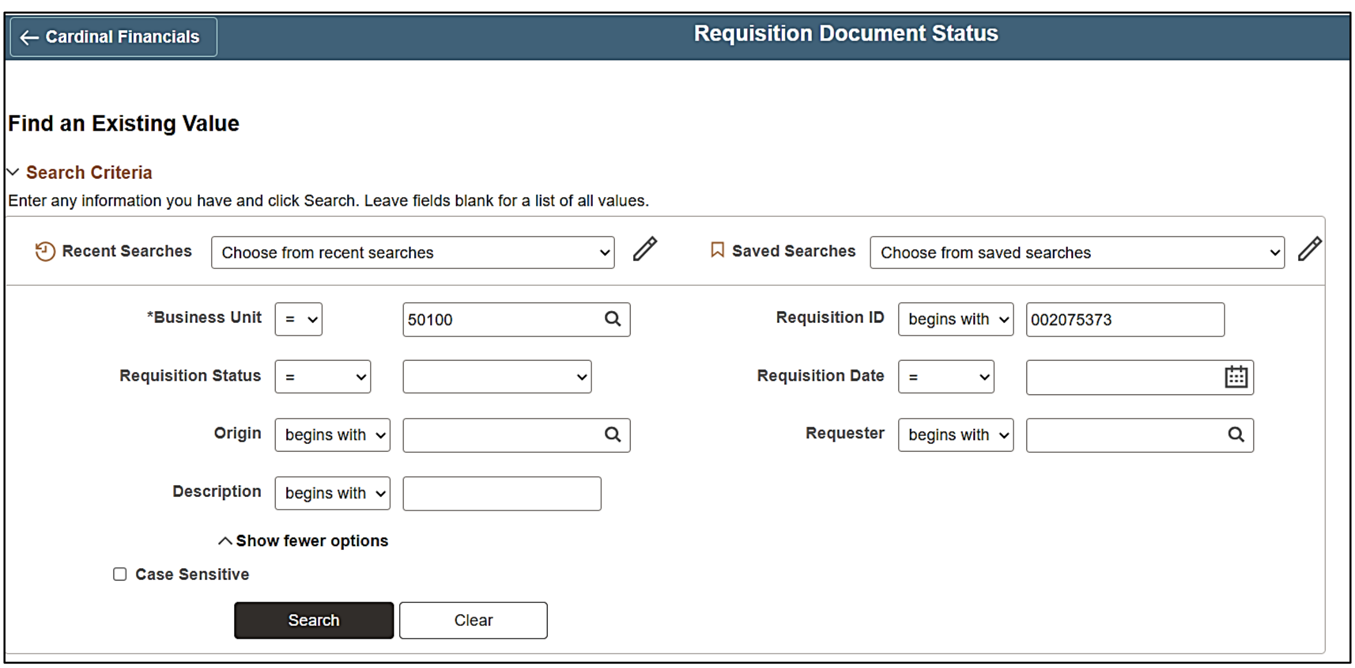
NAVIGATION PATHS:
- Procurement WorkCenter > Links > Requisitions > Requisition Document Status
- NavBar > Menu > Purchasing > Requisitions > Review Requisition Information > Document Status Requisition

INPUT / SEARCH CRITERIA:
Business Unit
Requisition ID
Requisition Status
Requisition Date
Origin
Requester
Description

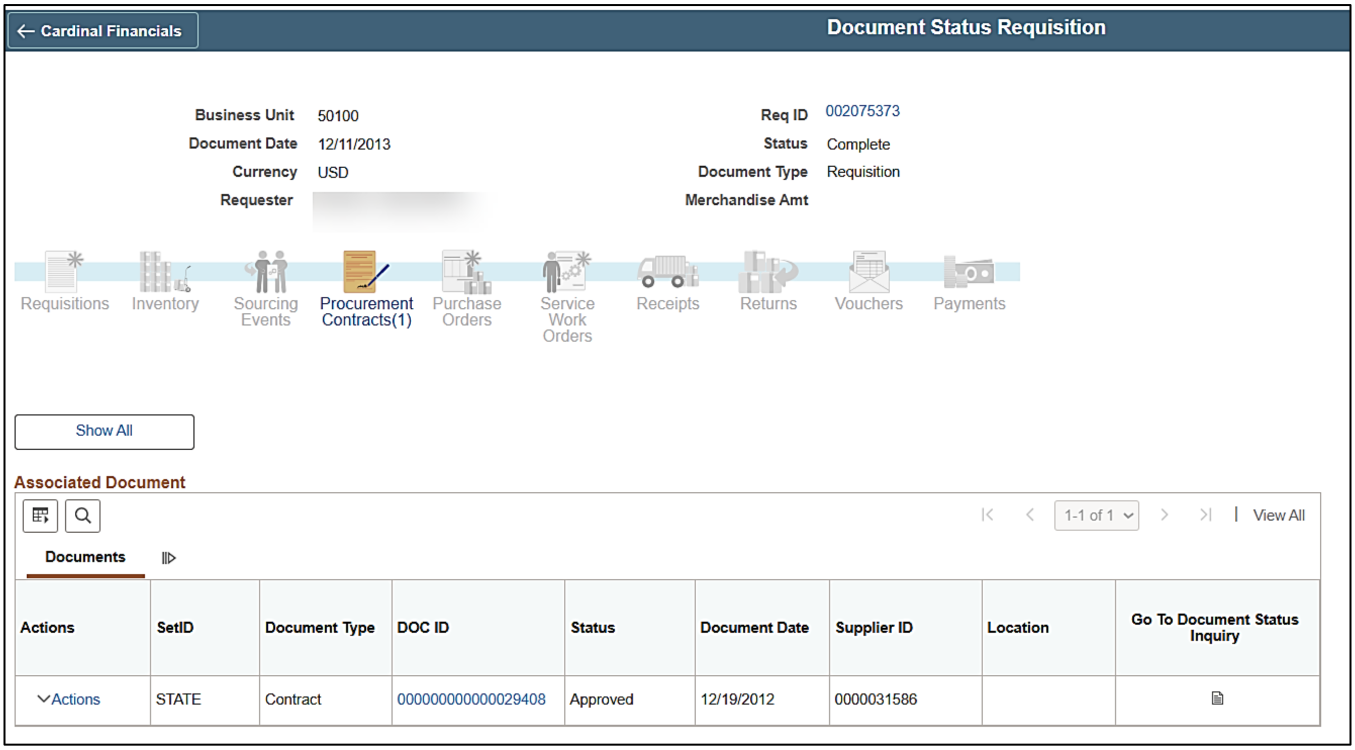
OUTPUT FORMAT:
Online

ADDITIONAL INFORMATION:
In the Purchasing module, a link on the **Requisition** page also allows a user to view the Document Status.

Screenshot of the Requisition Document Status Find an Existing Value Search Page



Screenshot of the Requisition Document Status Page



Cardinal

Requisition Inquiry

REVISED: 9/1/2026

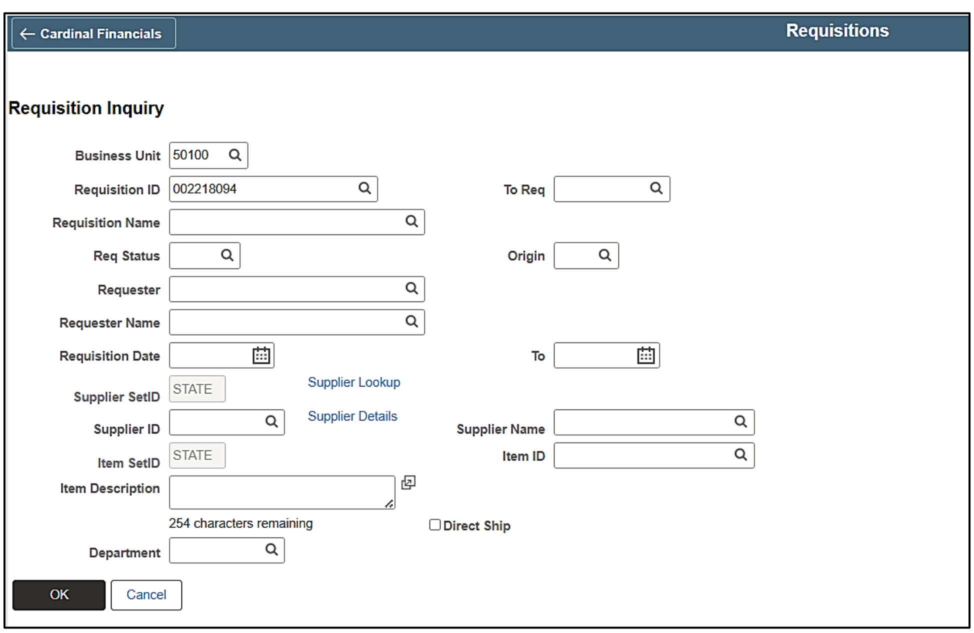
DESCRIPTION:
This inquiry is used to research the history of a Requisition in Cardinal. Depending on the status of the Requisition, users can drill down to view additional information relating to a specific Requisition.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Requisitions > Review Requisitions
- NavBar > Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

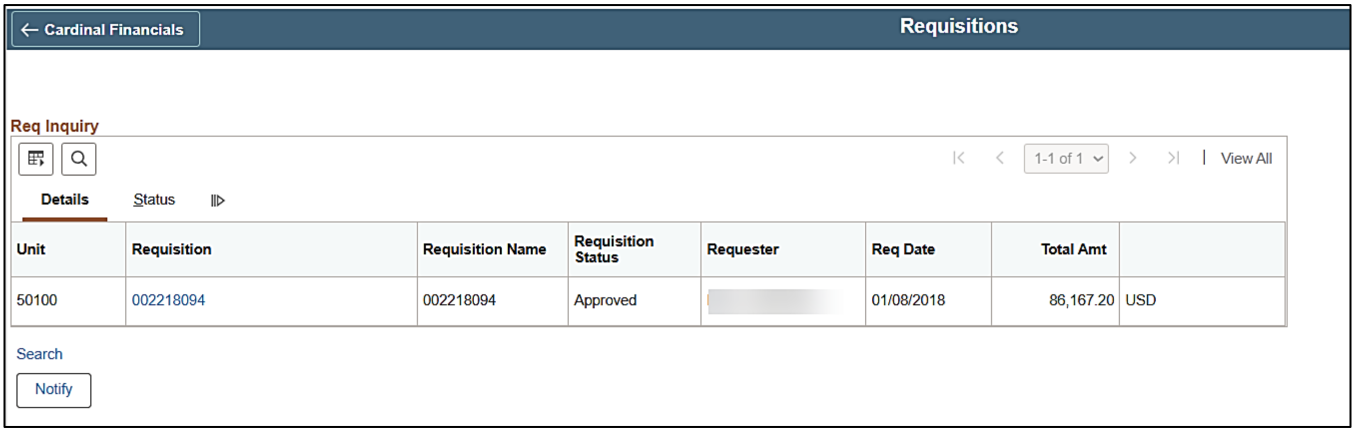
INPUT / SEARCH CRITERIA:
Business Unit
Requisition ID / To Req
Requisition Name
Req Status
Origin
Requester
Requester Name
Requisition Date / To
Supplier SetID
Supplier ID
Supplier Name
Item SetID
Item ID
Item Description
Direct Ship [checkbox]
Department

OUTPUT FORMAT:
Online

Screenshot of the Requisition Inquiry Search Page

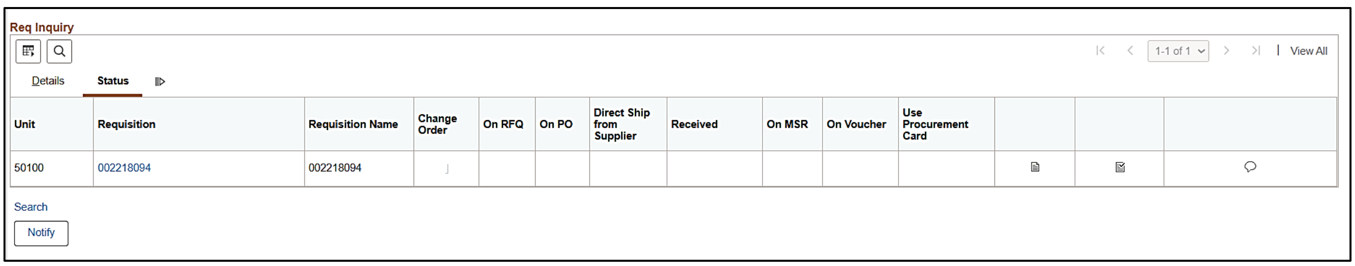


Screenshot of the Requisition Inquiry Page – Details Tab



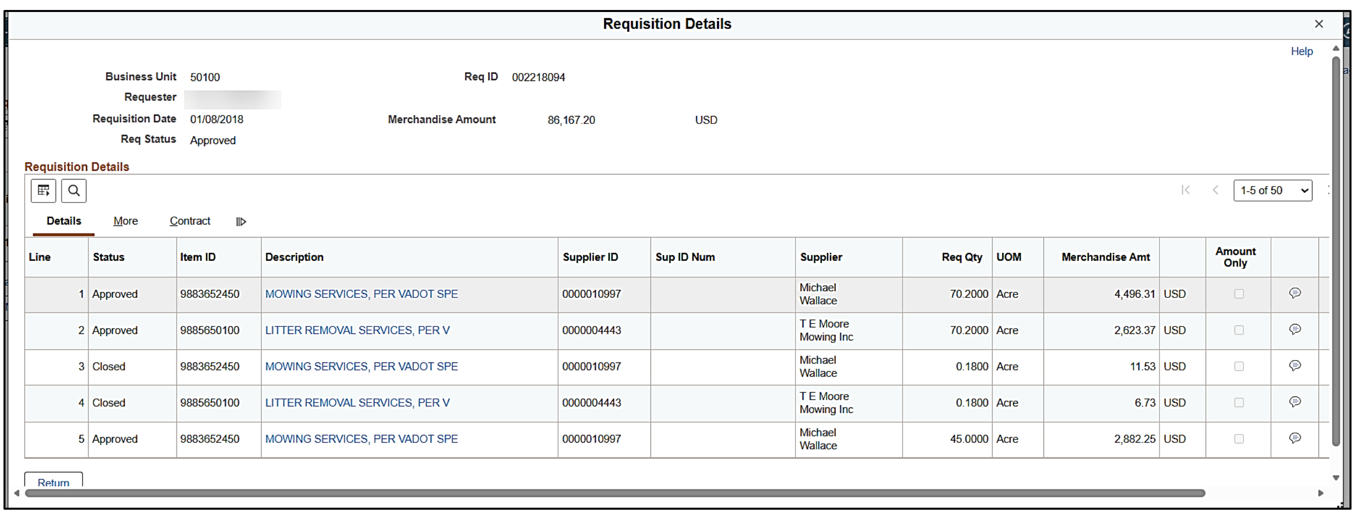
Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
50100	002218094	002218094	Approved		01/08/2018	86,167.20	USD

Screenshot of the Requisition Inquiry Page – Status Tab



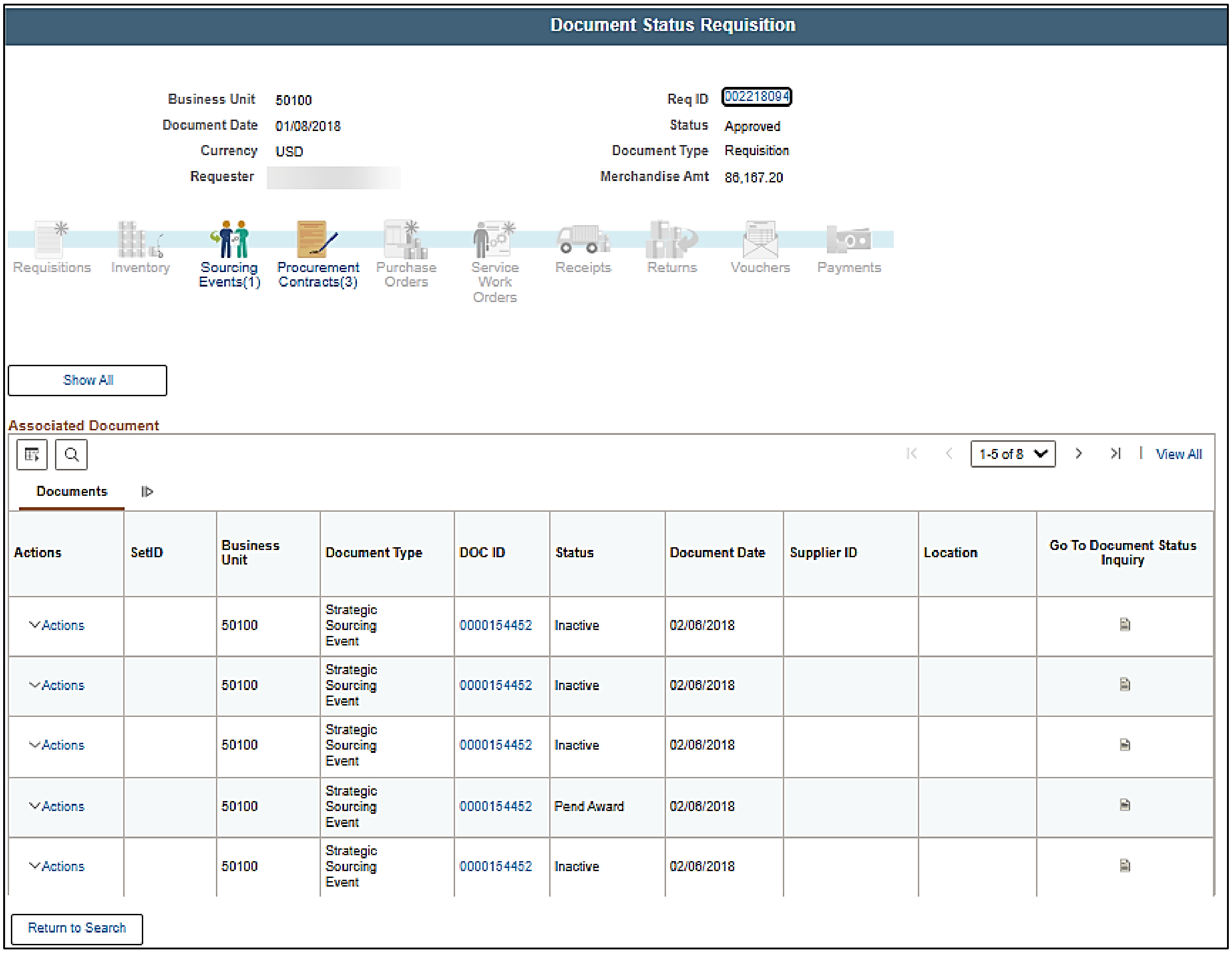
Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
50100	002218094	002218094											

Screenshot of Requisition Details Page



Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty	UOM	Merchandise Amt		Amount Only	
1	Approved	9883652450	MOWING SERVICES, PER VADOT SPE	0000010997		Michael Wallace	70.2000	Acre	4,496.31	USD		
2	Approved	9885650100	LITTER REMOVAL SERVICES, PER V	0000004443		T E Moore Mowing Inc	70.2000	Acre	2,623.37	USD		
3	Closed	9883652450	MOWING SERVICES, PER VADOT SPE	0000010997		Michael Wallace	0.1800	Acre	11.53	USD		
4	Closed	9885650100	LITTER REMOVAL SERVICES, PER V	0000004443		T E Moore Mowing Inc	0.1800	Acre	6.73	USD		
5	Approved	9883652450	MOWING SERVICES, PER VADOT SPE	0000010997		Michael Wallace	45.0000	Acre	2,882.25	USD		

Screenshot of Document Status - Selected Requisition Document Status



Document Status Requisition

Business Unit	50100	Req ID	0002218094
Document Date	01/08/2018	Status	Approved
Currency	USD	Document Type	Requisition
Requester		Merchandise Amt	86,167.20

Requisitions | Inventory | Sourcing Events(1) | Procurement Contracts(3) | Purchase Orders | Service Work Orders | Receipts | Returns | Vouchers | Payments

Show All

Associated Document

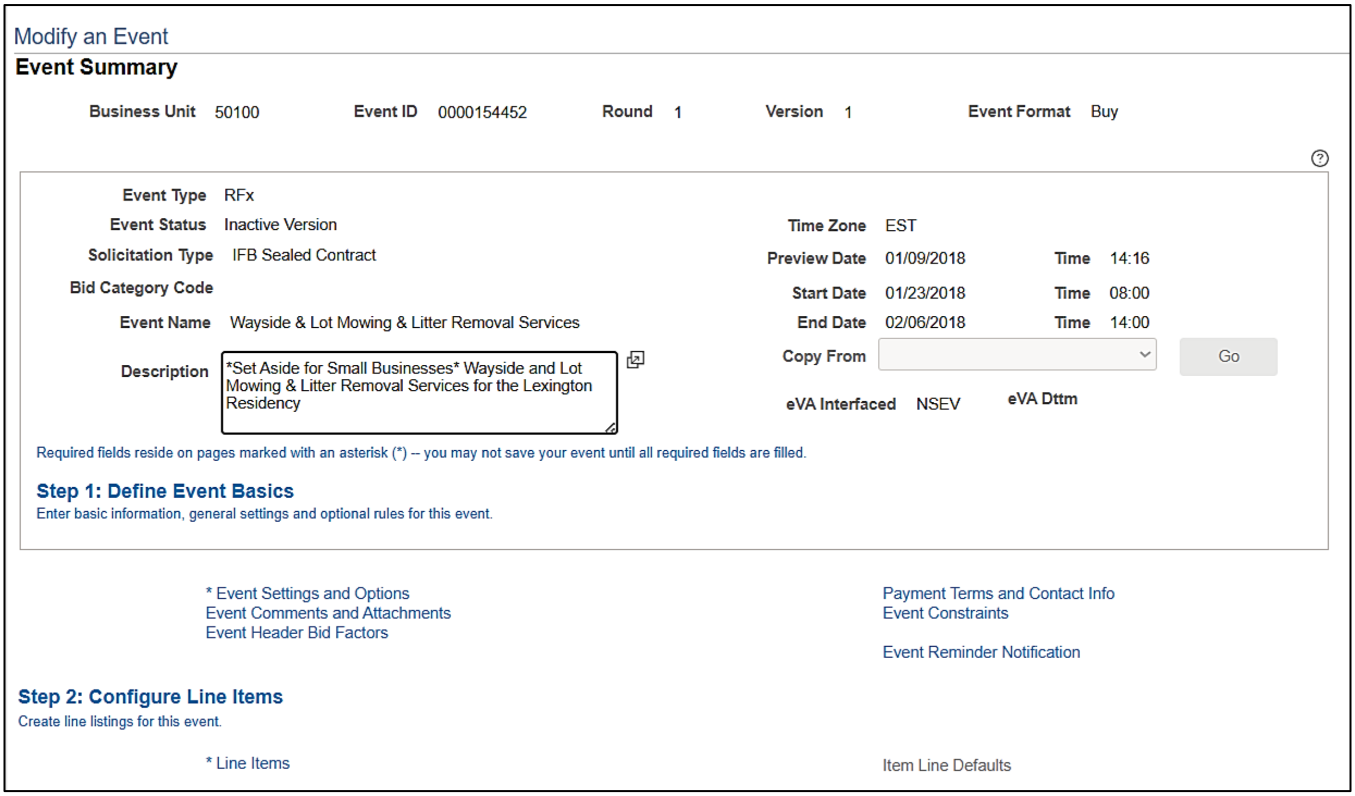
1-5 of 8 | View All

Documents

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/06/2018			
Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/06/2018			
Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/06/2018			
Actions		50100	Strategic Sourcing Event	0000154452	Pend Award	02/06/2018			
Actions		50100	Strategic Sourcing Event	0000154452	Inactive	02/06/2018			

Return to Search

Screenshot of Event Summary - Selected Requisition Event Summary



Modify an Event

Event Summary

Business Unit 50100 | Event ID 0000154452 | Round 1 | Version 1 | Event Format Buy

Event Type RFx

Event Status Inactive Version

Solicitation Type IFB Sealed Contract

Bid Category Code

Event Name Wayside & Lot Mowing & Litter Removal Services

Description *Set Aside for Small Businesses* Wayside and Lot Mowing & Litter Removal Services for the Lexington Residency

Time Zone EST

Preview Date 01/09/2018 Time 14:16

Start Date 01/23/2018 Time 08:00

End Date 02/06/2018 Time 14:00

Copy From Go

eVA Interfaced NSEV eVA Dttm

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints
Event Reminder Notification

Step 2: Configure Line Items

Create line listings for this event.

* Line Items

Item Line Defaults

<This page is intended to be blank>

COA Journal Query (V_PR_COA_JRNL_QRY)

REVISED: 9/1/2026

DESCRIPTION:
This query displays posted transactions based on Business Unit, Fiscal Year, Accounting Period, and selected Chart of Accounts (COA) parameters. The query can be executed by any user to view Journal details and identify the Distribution accounting information for Journals.

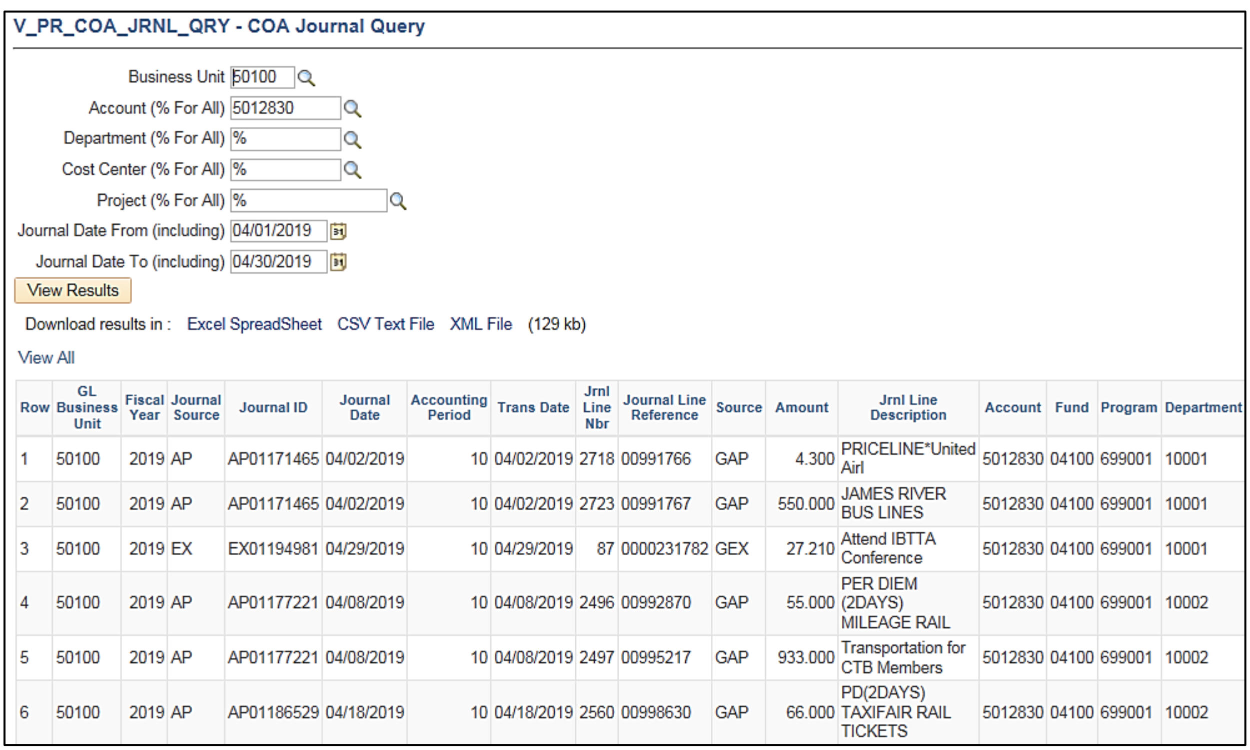
NAVIGATION PATHS:
- Query Viewer > V_PR_COA_JRNL_QRY
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_COA_JRNL_QRY
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_COA_JRNL_QRY

INPUT / SEARCH CRITERIA:
Business Unit
Account (% for All)
Department (% for All)
Cost Center (% for All)
Project (% for All)
Journal Date From (including)
Journal Date To (including)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
Excludes Account 101010.

Screenshot of the COA Journal Query Page



V_PR_COA_JRNL_QRY - COA Journal Query

Business Unit 50100
Account (% For All) 5012830
Department (% For All) %
Cost Center (% For All) %
Project (% For All) %
Journal Date From (including) 04/01/2019
Journal Date To (including) 04/30/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (129 kb)

View All

Row	GL Business Unit	Fiscal Year	Journal Source	Journal ID	Journal Date	Accounting Period	Trans Date	Jrnl Line Nbr	Journal Line Reference	Source	Amount	Jrnl Line Description	Account	Fund	Program	Department
1	50100	2019	AP	AP01171465	04/02/2019	10	04/02/2019	2718	00991766	GAP	4.300	PRICELINE*United Airl	5012830	04100	699001	10001
2	50100	2019	AP	AP01171465	04/02/2019	10	04/02/2019	2723	00991767	GAP	550.000	JAMES RIVER BUS LINES	5012830	04100	699001	10001
3	50100	2019	EX	EX01194981	04/29/2019	10	04/29/2019	87	0000231782	GEX	27.210	Attend IBTTA Conference	5012830	04100	699001	10001
4	50100	2019	AP	AP01177221	04/08/2019	10	04/08/2019	2496	00992870	GAP	55.000	PER DIEM (2DAYS) MILEAGE RAIL	5012830	04100	699001	10002
5	50100	2019	AP	AP01177221	04/08/2019	10	04/08/2019	2497	00995217	GAP	933.000	Transportation for CTB Members	5012830	04100	699001	10002
6	50100	2019	AP	AP01186529	04/18/2019	10	04/18/2019	2560	00998630	GAP	66.000	PD(2DAYS) TAXIFAIR RAIL TICKETS	5012830	04100	699001	10002

Screenshot of the COA Journal Query Page (scrolled right)

First 1-100 of 192 Last

Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Responsible Org	Voucher	Invoice
11120010												10015	00991766	C0_2/2019_ADJUST_00000001
11120270												10015	00991767	C0_3/2019_BILL_0000000001
11120010														
11120270												10002	00992870	MARCH2019
11120010												15055	00995217	201210
11120270												10002	00998630	APRIL2019

IMS Requisition Doc ID Xrefer Query (V_PR_WEBIMS_IMS_DOCID_REQ_XREF)

REVISED: 9/1/2026

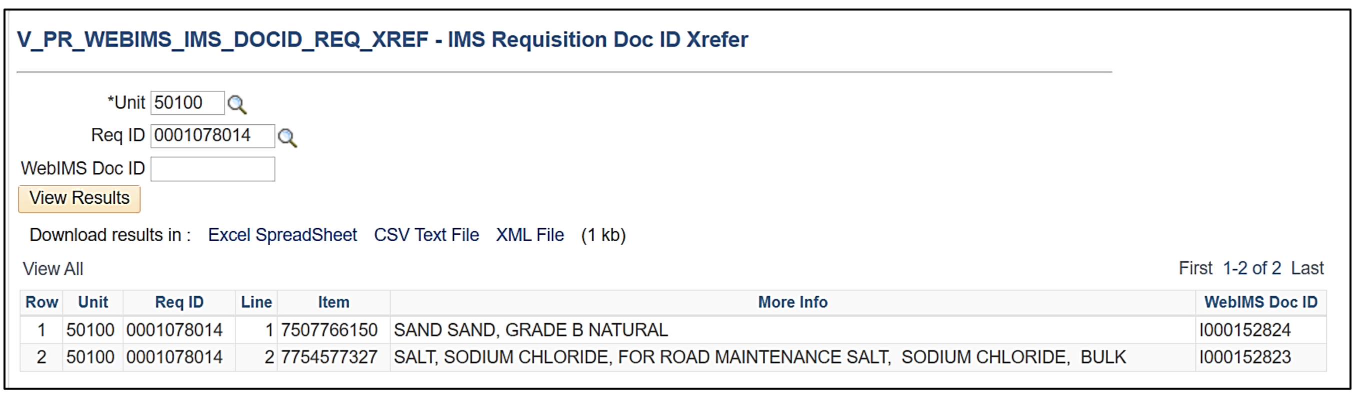
DESCRIPTION:
This query displays cross reference information for Cardinal Requisition IDs to Web Based Inventory Management System (WebIMS) Doc IDs. The query can be used to find the corresponding WebIMS Doc ID related to a Cardinal Requisition. The query can be used to reconcile IMS/Cardinal stock issuances.

NAVIGATION PATHS:
- Query Viewer > V_PR_WEBIMS_IMS_DOCID_REQ_XREF
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_WEBIMS_IMS_DOCID_REQ_XREF
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_IMS_DOCID_REQ_XREF

INPUT / SEARCH CRITERIA:
Unit
Req ID
WebIMS Doc ID

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the IMS Requisition Doc ID Xrefer Query Page


V_PR_WEBIMS_IMS_DOCID_REQ_XREF - IMS Requisition Doc ID Xrefer

*Unit 50100
Req ID 0001078014
WebIMS Doc ID
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

Row	Unit	Req ID	Line	Item	More Info	WebIMS Doc ID
1	50100	0001078014	1	7507766150	SAND SAND, GRADE B NATURAL	I000152824
2	50100	0001078014	2	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	I000152823

Cardinal

IMS Requisitions Not Complete Query (V_PR_IMS_REQ_NOT_ACTG_LN_TBL)

REVISED: 9/1/2026

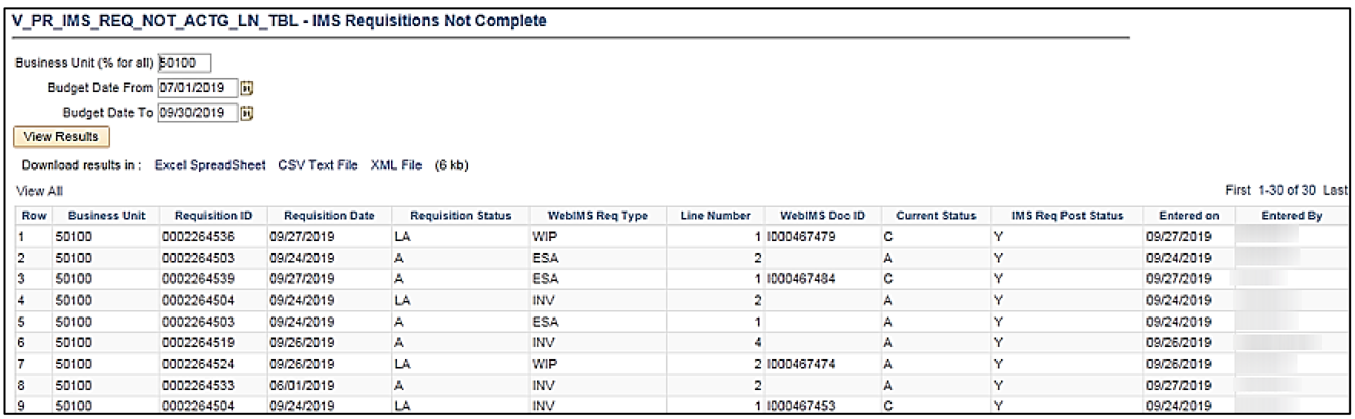
DESCRIPTION:
This query displays a list of outstanding IMS Requisitions. The query can be used to assist with the reconciliation of Web Based Inventory Management System (WEBIMS). The query excludes Completed Requisitions and Cancelled Requisition Lines.

NAVIGATION PATHS:
- Query Viewer > V_PR_IMS_REQ_NOT_ACTG_LN_TBL
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_IMS_REQ_NOT_ACTG_LN_TBL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_IMS_REQ_NOT_ACTG_LN_TBL

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Budget Date From
Budget Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the IMS Requisitions Not Complete Query Page



V_PR_IMS_REQ_NOT_ACTG_LN_TBL - IMS Requisitions Not Complete

Business Unit (% for all) 50100
Budget Date From 07/01/2019
Budget Date To 09/30/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All First 1-30 of 30 Last

Row	Business Unit	Requisition ID	Requisition Date	Requisition Status	WebIMS Req Type	Line Number	WebIMS Doc ID	Current Status	IMS Req Post Status	Entered on	Entered By
1	50100	0002264536	09/27/2019	LA	WIP	1	I000467479	C	Y	09/27/2019	
2	50100	0002264503	09/24/2019	A	ESA	2		A	Y	09/24/2019	
3	50100	0002264539	09/27/2019	A	ESA	1	I000467484	C	Y	09/27/2019	
4	50100	0002264504	09/24/2019	LA	INV	2		A	Y	09/24/2019	
5	50100	0002264503	09/24/2019	A	ESA	1		A	Y	09/24/2019	
6	50100	0002264519	09/26/2019	A	INV	4		A	Y	09/26/2019	
7	50100	0002264524	09/26/2019	LA	WIP	2	I000467474	A	Y	09/26/2019	
8	50100	0002264533	06/01/2019	A	INV	2		A	Y	09/27/2019	
9	50100	0002264504	09/24/2019	LA	INV	1	I000467453	C	Y	09/24/2019	

WEBIMS Item Cross Reference Query (V_PR_WEBIMS_ITEM_XREF)

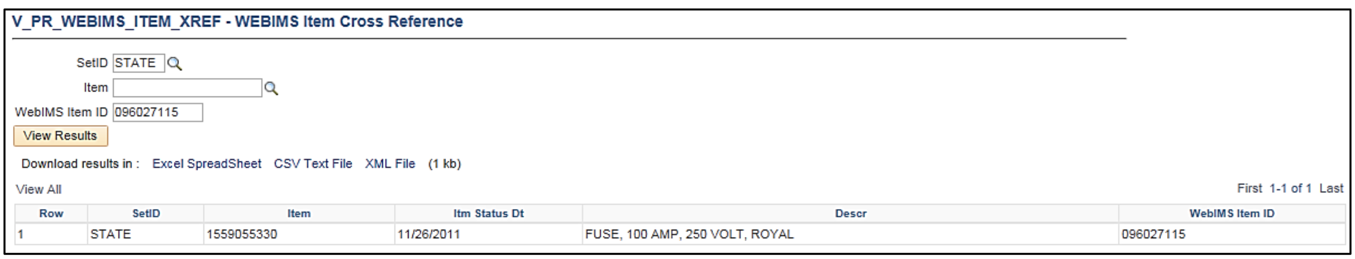
REVISED: 9/1/2026

DESCRIPTION:
This query displays cross reference information for the WebIMS Item ID to the National Institute of Governmental Purchasing (NIGP) Item ID. The query can be used to find the corresponding WebIMS Number to the NIGP Item ID.

NAVIGATION PATHS:
- Query Viewer > V_PR_WEBIMS_ITEM_XREF
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_WEBIMS_ITEM_XREF
- NavBar Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_ITEM_XREF

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT**:
SetID	HTML
Item	Excel
WebIMS Item ID	CSV

Screenshot of the WEBIMS Item Cross Reference Query Page



WebIMS Store Keeper Query (V_PR_STOREKEEPER)

REVISED: 9/1/2026

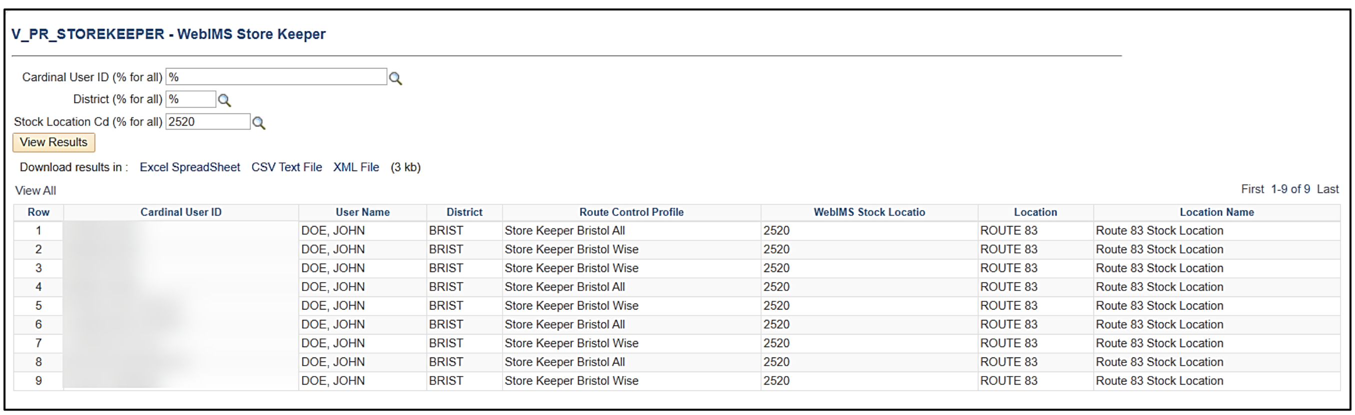
DESCRIPTION:
This query displays a list of WebIMS Store Keepers with their WebIMS Stock Location and District information. This query can also be used to look up which Store Keepers are assigned to a particular Stock Location.

NAVIGATION PATHS:
- Query Viewer > V_PR_STOREKEEPER
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_STOREKEEPER
- NavBar Menu > Reporting Tools > Query > Query Viewer > V_PR_STOREKEEPER

INPUT / SEARCH CRITERIA:
Cardinal User ID (% for all)
District (% for all)
Stock Location Code (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the WebIMS Store Keeper Query Page



V_PR_STOREKEEPER - WebIMS Store Keeper

Cardinal User ID (% for all) %
District (% for all) %
Stock Location Cd (% for all) 2520
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All | First 1-9 of 9 Last

Row	Cardinal User ID	User Name	District	Route Control Profile	WebIMS Stock Locatio	Location	Location Name
1	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol All	2520	ROUTE 83	Route 83 Stock Location
2	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol Wise	2520	ROUTE 83	Route 83 Stock Location
3	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol Wise	2520	ROUTE 83	Route 83 Stock Location
4	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol All	2520	ROUTE 83	Route 83 Stock Location
5	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol Wise	2520	ROUTE 83	Route 83 Stock Location
6	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol All	2520	ROUTE 83	Route 83 Stock Location
7	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol Wise	2520	ROUTE 83	Route 83 Stock Location
8	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol All	2520	ROUTE 83	Route 83 Stock Location
9	[illegible]	DOE, JOHN	BRIST	Store Keeper Bristol Wise	2520	ROUTE 83	Route 83 Stock Location

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Print Requisition Report (PORQ010) – SQR Report

REVISED: 9/1/2026

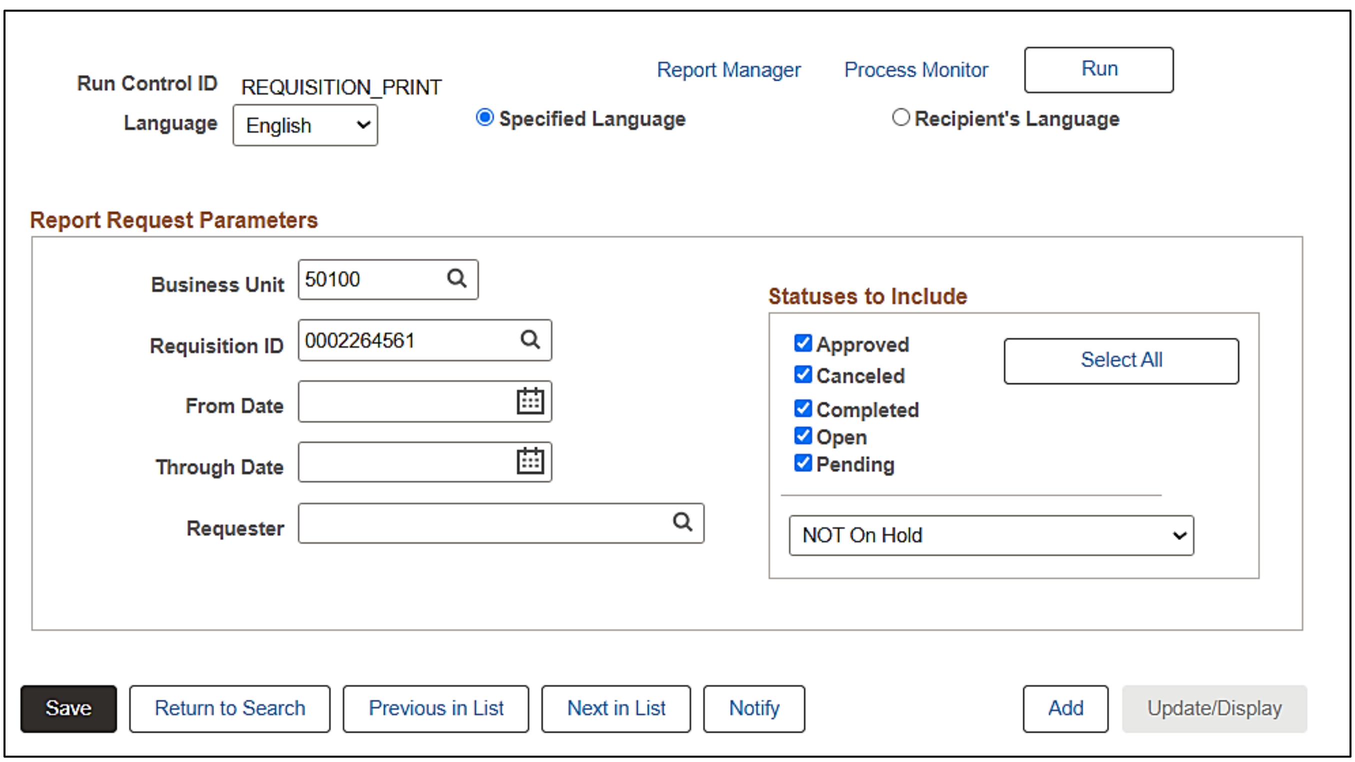
DESCRIPTION:
This report provides Requisition details based on the status of “Open”, “Pending”, “Approved”, “Cancelled”, and “Complete”.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Print Requisition
- NavBar > Menu > Purchasing > Requisitions > Reports > Print Requisition

RUN CONTROL PARAMETERS:
Process to select: **PORQ010**
Business Unit
Requisition ID
From Date
Through Date
Requester
Statuses to Include Approved, Canceled, Completed, Open, Pending [checkbox]

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Print Requisition Report Run Control Page



Cardinal

Screenshot of the Requisition Report

Requisition

Ship To: See detail below

Business Unit:	50100	APPROVED	
Req ID: 0002264561	Date 10/15/2019		Page 1
Requisition Name: Regression 1			
Requester			Currency USD
Requester Signature			

Line-Schd	Item	Description	Mfg ID	Quantity UOM	Price	Extended Amt	Due Date
1-1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		500.0000 LTN	116.12	58,060.00	

Buyer:
Supplier: 0000015454 Cargill Inc
Ship To: VDOT Jennings Ordinary Bridge Crew
4668 Patrick Henry Highway
Crewe VA
USA
Attn:

Line Total: 58,060.00

Line-Schd	Item	Description	Mfg ID	Quantity UOM	Price	Extended Amt	Due Date
2-1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		500.0000 LTN	116.12	58,060.00	

Buyer:
Supplier: 0000015454 Cargill Inc
Ship To: VDOT Dinwiddie Bridge Crew
13717 Richie Road
Dinwiddie VA 23841
USA
Attn:

Line Total: 58,060.00

Total Requisition Amount: 116,120.00

Cardinal

Requisition to PO Xref Report (POX4010) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides Requisition details and cross-references information between Requisitions and associated Purchase Orders. The report can be executed by any user and can be used to display a selected date range of Requisitions that were copied into Purchase Orders.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Requisition/PO Xref
- NavBar > Menu > Purchasing > Requisitions > Reports > PO/Requisition Xref

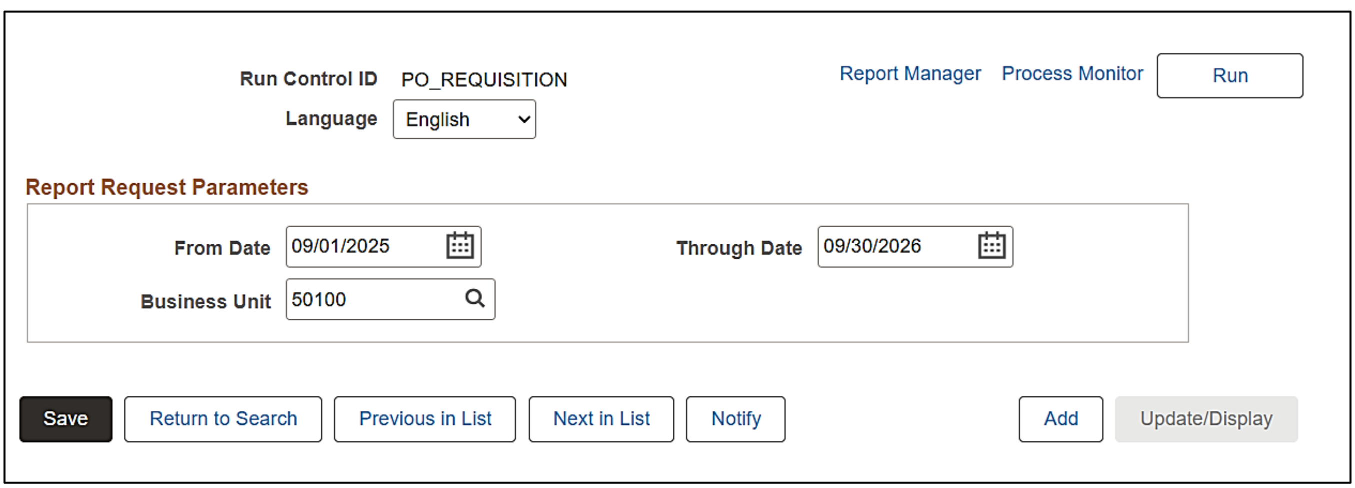
RUN CONTROL PARAMETERS:
Process to select: **POX1100**
From Date
Through Date
Business Unit

OUTPUT FORMAT:
PDF
XLS
TXT

ADDITIONAL INFORMATION:
Requisitions that are not Purchase Order (PO) related are excluded from the report. All Requisitions are included if the **From Date** and **Through Date** fields are not populated.

This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Requisition to PO Xref Report Run Control Page



Screenshot of the Requisition to PO Xref Report

ORACLE

Report ID: POX4010
User ID:
Run Control: Requisition_Print

PeopleSoft Purchasing
REQUISITION TO PO XREF REPORT

Page No. 1
Run Date 3/30/2020
Run Time 12:13:31 PM

Req Dates Included : 03/03/2019 Thru: 04/13/2019
Business Unit: 50100

Requisition								Purchase Order							
ID	Lin/Sch/Dst	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin/Sch/Dst	Quantity	CUR	Price	
0002258317	1 1 1	03/04/2019	7503532 045	STONE NO. 8, STONE	1,000.00	LTN	0001192867	00000000000000000000047297	4	03/07/2019	1 1 1	1,000.00	USD	46.24	
Requisition Name:	47297 2/28/2020 Plms #8														
0002258319	1 1 1	03/04/2019	9131320 000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL	6.00	EA	0001195330		0	08/05/2019	2 1 1	1.00	USD	72,600.00	
Requisition Name:	Prestressed Slabs 616,759,991							Attention To :	Baska, Jessica (VDOT)						
	2 1 1	03/04/2019	9131320 000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL	6.00	EA	0001195330		0	08/19/2019	1 1 1	1.00	USD	80,100.00	
Requisition Name:	Prestressed Slabs 616,759,991							Attention To :	Baska, Jessica (VDOT)						
	3 1 1	03/04/2019	9131320 000	BRIDGE SLABS, PRECAST CONCRETE. THIS WORK SHALL INCLUDE ALL BRIDGE SLABS, PRECAST CONCRETE.	4.00	EA	0001195331		0	07/15/2019	1 1 1	1.00	USD	59,200.00	

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Cardinal

PCard Reconcile Statement Inquiry

REVISED: 9/1/2026

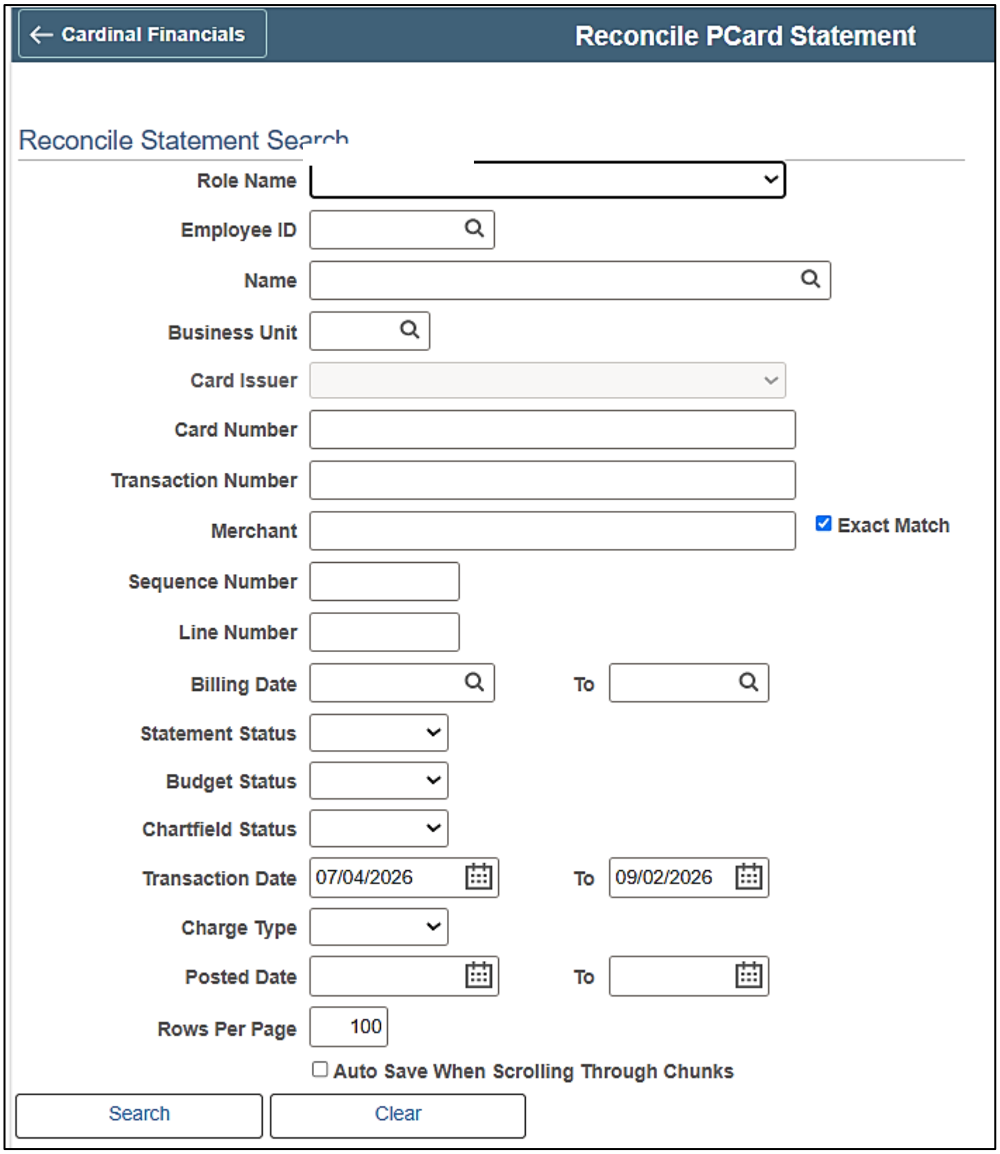
DESCRIPTION:
This inquiry is used to review, manage, and approve Procurement Card transactions loaded by the Load Statement process.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement

INPUT / SEARCH CRITERIA:
Role Name
Employee ID
Name
Card Issuer
Card Number
Transaction Number
Merchant
Sequence Number
Line Number
Billing Date / To
Statement Status
Budget Status
ChartField Status
Transaction Date / To
Charge Type
Posted Date / To

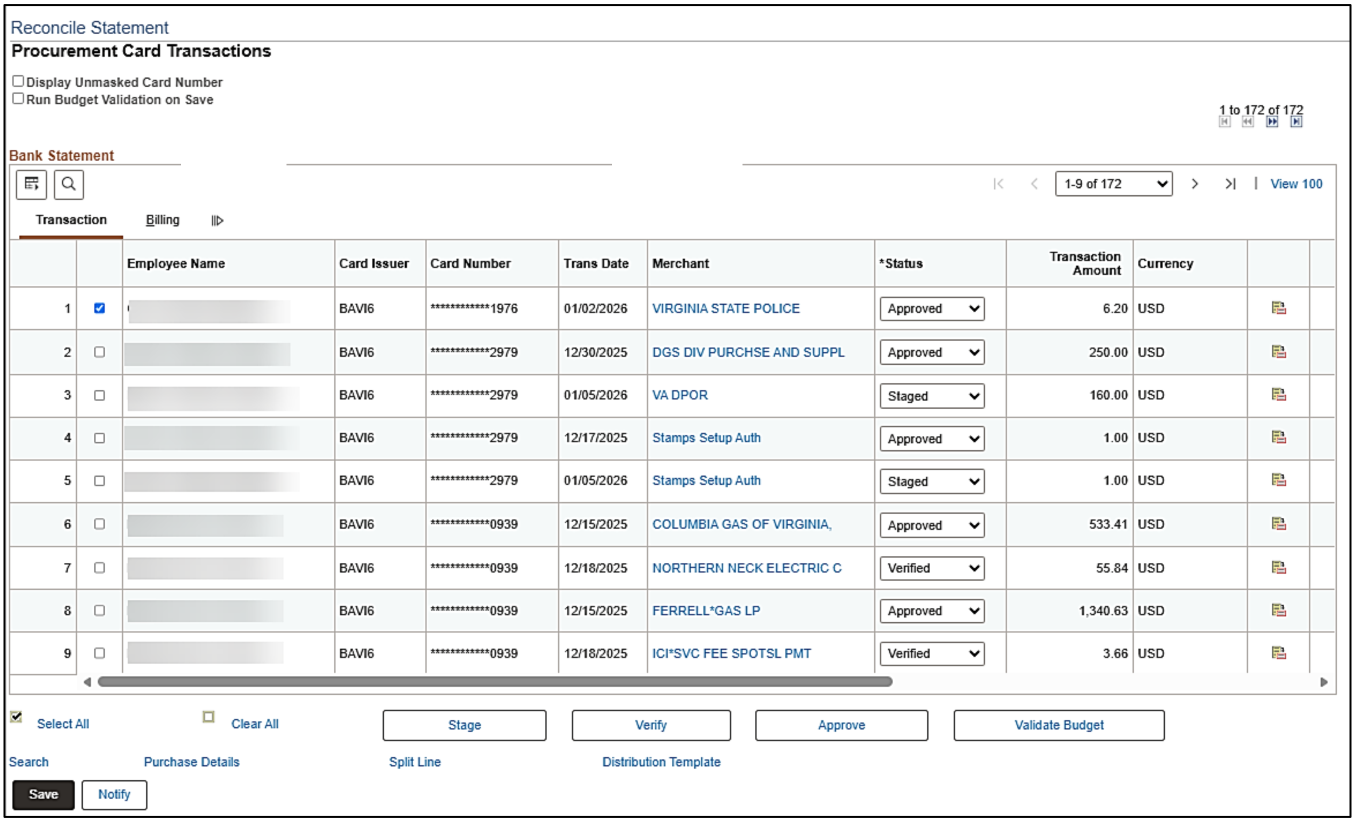
OUTPUT FORMAT:
Online

Screenshot of the PCard Reconcile Statement Search Page



Cardinal

Screenshot of the PCard Reconcile Statement Page


Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

1 to 172 of 172

Bank Statement

1-9 of 172 View 100

Transaction | Billing

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	☑		BAVI6	************1976	01/02/2026	VIRGINIA STATE POLICE	Approved	6.20	USD
2	☐		BAVI6	************2979	12/30/2025	DGS DIV PURCHSE AND SUPPL	Approved	250.00	USD
3	☐		BAVI6	************2979	01/05/2026	VA DPOR	Staged	160.00	USD
4	☐		BAVI6	************2979	12/17/2025	Stamps Setup Auth	Approved	1.00	USD
5	☐		BAVI6	************2979	01/05/2026	Stamps Setup Auth	Staged	1.00	USD
6	☐		BAVI6	************0939	12/15/2025	COLUMBIA GAS OF VIRGINIA,	Approved	533.41	USD
7	☐		BAVI6	************0939	12/18/2025	NORTHERN NECK ELECTRIC C	Verified	55.84	USD
8	☐		BAVI6	************0939	12/15/2025	FERRELL*GAS LP	Approved	1,340.63	USD
9	☐		BAVI6	************0939	12/18/2025	ICI*SVC FEE SPOTSL PMT	Verified	3.66	USD

Select All | Clear All | Stage | Verify | Approve | Validate Budget

Search | Purchase Details | Split Line | Distribution Template

Save | Notify

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Cardinal

Duplicate PCard Transactions Query (V_PR_PCARD_DUPLICATE_TRANS)

REVISED: 9/1/2026

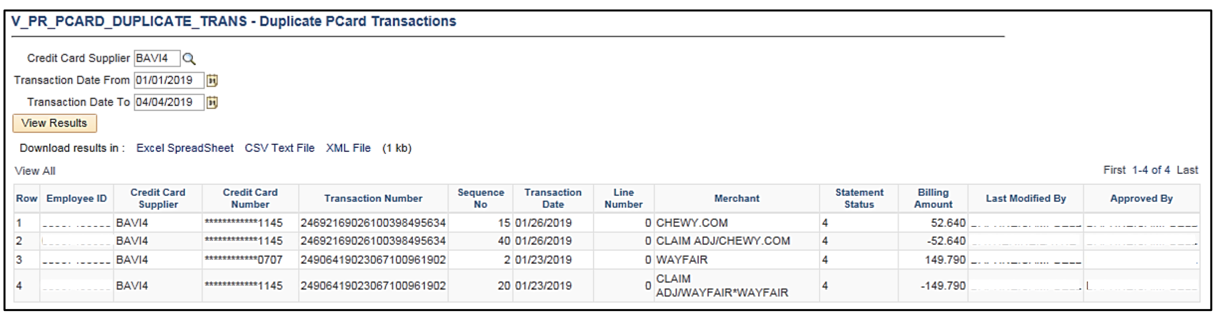
DESCRIPTION:
This query displays a list of duplicate Procurement Card transactions charged by a merchant and can be used to review transactions.

NAVIGATION PATHS:
- Query Viewer > V_PR_PCARD_DUPLICATE_TRANS
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PCARD_DUPLICATE_TRANS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_DUPLICATE_TRANS

INPUT / SEARCH CRITERIA:
Credit Card Supplier
Transaction Date From
Transaction Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Duplicate PCard Transactions Query Page



V_PR_PCARD_DUPLICATE_TRANS - Duplicate PCard Transactions

Credit Card Supplier BAVI4
Transaction Date From 01/01/2019
Transaction Date To 04/04/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-4 of 4 Last

Row	Employee ID	Credit Card Supplier	Credit Card Number	Transaction Number	Sequence No	Transaction Date	Line Number	Merchant	Statement Status	Billing Amount	Last Modified By	Approved By
1		BAVI4	************1145	24692169026100398495634	15	01/26/2019	0	CHEWY.COM	4	52.640		
2		BAVI4	************1145	24692169026100398495634	40	01/26/2019	0	CLAIM ADJ/CHEWY.COM	4	-52.640		
3		BAVI4	************0707	24906419023067100961902	2	01/23/2019	0	WAYFAIR	4	149.790		
4		BAVI4	************1145	24906419023067100961902	20	01/23/2019	0	CLAIM ADJ/WAYFAIR*WAYFAIR	4	-149.790		

Cardinal

New PCard Supplier Report Query (V_PR_PCARD_VNDR)

REVISED: 9/1/2026

DESCRIPTION:
This query displays a list of merchants (not associated to a Cardinal Supplier) that have transaction charges on a Procurement Card (PCard). The query can be used to identify PCard merchants not currently set up as preferred Suppliers in Cardinal.

NAVIGATION PATHS:
- Query Viewer > V_PR_PCARD_VNDR
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PCARD_VNDR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_VNDR

INPUT / SEARCH CRITERIA:
Date/Time
To Date

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the New PCard Supplier Report Query Page

V_PR_PCARD_VNDR - New PCARD Supplier Report

Date/Time 01/01/2019
To Date 09/01/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5185 kb)

View All

First 1-100 of 13162 Last

Row	SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct
1	STATE	1090 BLUEFIELD DAILY TELE		304-3272808		WV	247010000		YES
2	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
3	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
4	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
5	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
6	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
7	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
8	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
9	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
10	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
11	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
12	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
13	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
14	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
15	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
16	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
17	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
18	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES
19	STATE	1210 PWCSA		703-335-7950		VA	221920000		YES

PCard Monthly Statement Query (V_PR_PCARD_TRANS_MONTHLY_STMNT)

REVISED: 9/1/2026

DESCRIPTION:
This query displays a list of PCard transactions between certain start and end dates, for one or all card holders, for one or all card issuers, and with one or all statuses. The query can be used to verify and match the PCard monthly statement and to review card holder transactions.

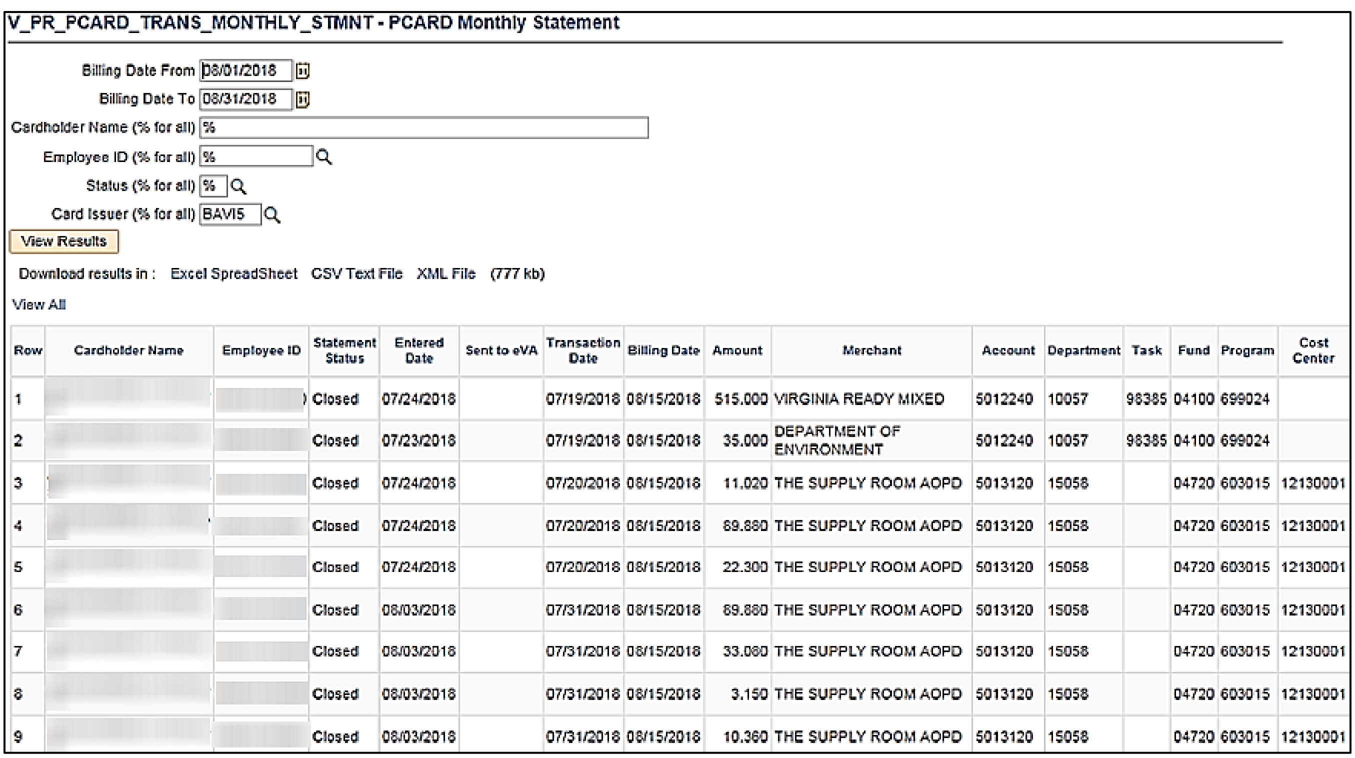
NAVIGATION PATHS:

- Query Viewer > V_PR_PCARD_TRANS_MONTHLY_STMNT
- Procurement WorkCenter > Queries > PCard Monthly Statement
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PCARD_TRANS_MONTHLY_STMNT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_MONTHLY_STMNT

INPUT / SEARCH CRITERIA:
Billing Date From
Billing Date To
Cardholder Name (% for all)
Employee ID (% for all)
Status (% for all)
Card Issuer (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the PCard Monthly Statement Query Page


V_PR_PCARD_TRANS_MONTHLY_STMNT - PCARD Monthly Statement

Billing Date From 08/01/2018
Billing Date To 08/31/2018
Cardholder Name (% for all) %
Employee ID (% for all) %
Status (% for all) %
Card Issuer (% for all) BAVIS

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (777 kb)

View All

Row	Cardholder Name	Employee ID	Statement Status	Entered Date	Sent to eVA	Transaction Date	Billing Date	Amount	Merchant	Account	Department	Task	Fund	Program	Cost Center
1			Closed	07/24/2018		07/19/2018	08/15/2018	515.000	VIRGINIA READY MIXED	5012240	10057	98385	04100	699024	
2			Closed	07/23/2018		07/19/2018	08/15/2018	35.000	DEPARTMENT OF ENVIRONMENT	5012240	10057	98385	04100	699024	
3			Closed	07/24/2018		07/20/2018	08/15/2018	11.020	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
4			Closed	07/24/2018		07/20/2018	08/15/2018	69.880	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
5			Closed	07/24/2018		07/20/2018	08/15/2018	22.300	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
6			Closed	08/03/2018		07/31/2018	08/15/2018	69.880	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
7			Closed	08/03/2018		07/31/2018	08/15/2018	33.080	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
8			Closed	08/03/2018		07/31/2018	08/15/2018	3.150	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001
9			Closed	08/03/2018		07/31/2018	08/15/2018	10.360	THE SUPPLY ROOM AOPD	5013120	15058		04720	603015	12130001

Screenshot of the PCard Monthly Statement Query Page (scrolled right)

First 1-100 of 912 Last

Agency Use 1	Project	Activity	Asset	FIPS	Approved By	eVA PO Type	Supp Item Descr
00064232	0000108455	983			[illegible]	X02	
00067723	0000108455	983			[illegible]	X02	
					[illegible]	EPO	E1947924 7/31/2018
					[illegible]	EPO	E1947924 7/31/2018
					[illegible]	EPO	E1947924 7/31/2018
					[illegible]	EPO	E1947924 7/31/2018
					[illegible]	EPO	E1947924 7/31/2018
					[illegible]	EPO	E1947924 7/31/2018
					[illegible]	EPO	E1947924 7/31/2018

Cardinal

PCard Transaction Approvals Query (V_PR_PCARD_APPROVAL)

REVISED: 9/1/2026

DESCRIPTION:
This query displays a list of verified procurement card transactions ready for approval by the assigned Approver. The query can be used to review card holder transactions ready for approval by selecting PCard transactions with a status of “Verified”.

NAVIGATION PATHS:
- Query Viewer > V_PR_PCARD_APPROVAL
- Procurement WorkCenter > Queries > PCard Transaction Approvals
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PCARD_APPROVAL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_APPROVAL

INPUT / SEARCH CRITERIA:
User

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the PCard Transaction Approvals Query Page

V_PR_PCARD_APPROVAL - PCard Transaction Approvals

User

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

First 1-15 of 15 Last

Row	ID	Name	Tran Nbr	Trans Date	Merchant	Sum Amount
1			2401339912700090703311 1	05/06/2019	CORTECH LLC	2000.000
2			24755429127271279713880	05/07/2019	DIAMOND SPRINGS WATER INC	11.900
3			24639239128900013002226	05/07/2019	THE SUPPLY ROOM AOPD	21.260
4			24055239127083708774007	05/07/2019	PREMIER STAFFING SOURCE	858.880
5			24493989128026728403205	05/07/2019	CARTER MACHINERY 12	3658.000
6			24692169127100801583752	05/07/2019	BILLPAY-COLUMBIAGASVA	332.940
7			24755429128121286424501	05/07/2019	SELECT RECYCLING WASTE SE	682.000
8			24055239127083306991243	05/07/2019	PREMIER STAFFING SOURCE	704.600
9			24055239127083323366015	05/07/2019	PREMIER STAFFING SOURCE	761.940
10			24060659127900012910310	05/07/2019	M L LEONARD INC	338.320
11			24060659127900012965041	05/07/2019	M L LEONARD INC	745.040
12			24692169127100497305252	05/07/2019	COMCAST	115.390
13			24755429127271279713872	05/07/2019	DIAMOND SPRINGS WATER INC	173.750
14			24067209128408150000932	05/07/2019	VPWE RENTS 030101	11500.000
15			24137479128010402721094	05/07/2019	NATURCHEM, INC.	34504.600

PCard Transactions by PO Query (V_PR_PCARD_TRANS_BY_PO)

REVISED: 9/1/2026

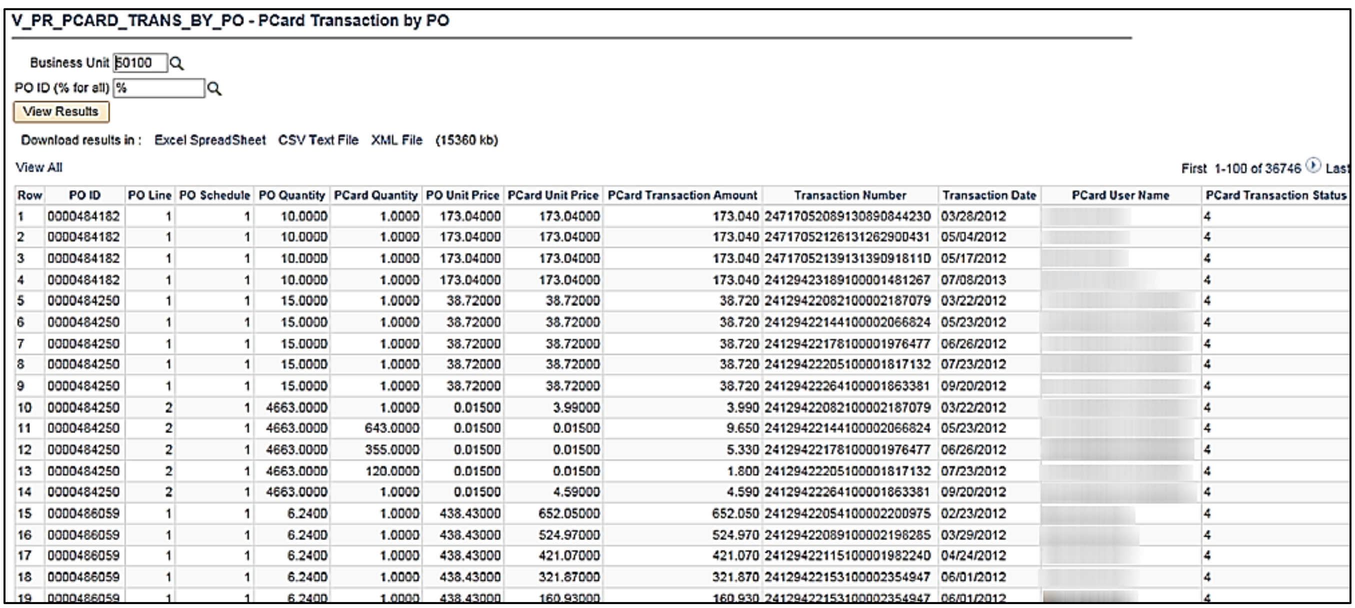
DESCRIPTION:
This query displays a list of PCard transactions that are related to a Purchase Order (PO) by Business Unit and PO ID. The query can be used to review card holder transactions that are related to a specific Purchase Order.

NAVIGATION PATHS:
- Query Viewer > V_PR_PCARD_TRANS_BY_PO
- Procurement WorkCenter > Queries > PCard Transaction by PO
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PCARD_TRANS_BY_PO
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_BY_PO

INPUT / SEARCH CRITERIA:
Business Unit
PO ID (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the PCard Transaction by PO Query Page



V_PR_PCARD_TRANS_BY_PO - PCard Transaction by PO

Business Unit 50100
PO ID (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (15360 kb)

View All

First 1-100 of 36746 Last

Row	PO ID	PO Line	PO Schedule	PO Quantity	PCard Quantity	PO Unit Price	PCard Unit Price	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	PCard Transaction Status
1	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24717052089130890844230	03/28/2012		4
2	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24717052126131262900431	05/04/2012		4
3	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24717052139131390918110	05/17/2012		4
4	0000484182	1	1	10.0000	1.0000	173.04000	173.04000	173.040	24129423189100001481267	07/08/2013		4
5	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422082100002187079	03/22/2012		4
6	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422144100002066824	05/23/2012		4
7	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422178100001976477	06/26/2012		4
8	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422205100001817132	07/23/2012		4
9	0000484250	1	1	15.0000	1.0000	38.72000	38.72000	38.720	24129422264100001863381	09/20/2012		4
10	0000484250	2	1	4663.0000	1.0000	0.01500	3.99000	3.990	24129422082100002187079	03/22/2012		4
11	0000484250	2	1	4663.0000	643.0000	0.01500	0.01500	9.650	24129422144100002066824	05/23/2012		4
12	0000484250	2	1	4663.0000	355.0000	0.01500	0.01500	5.330	24129422178100001976477	06/26/2012		4
13	0000484250	2	1	4663.0000	120.0000	0.01500	0.01500	1.800	24129422205100001817132	07/23/2012		4
14	0000484250	2	1	4663.0000	1.0000	0.01500	4.59000	4.590	24129422264100001863381	09/20/2012		4
15	0000486059	1	1	6.2400	1.0000	438.43000	652.05000	652.050	24129422054100002200975	02/23/2012		4
16	0000486059	1	1	6.2400	1.0000	438.43000	524.97000	524.970	24129422089100002198285	03/29/2012		4
17	0000486059	1	1	6.2400	1.0000	438.43000	421.07000	421.070	24129422115100001982240	04/24/2012		4
18	0000486059	1	1	6.2400	1.0000	438.43000	321.87000	321.870	24129422153100002354947	06/01/2012		4
19	0000486059	1	1	6.2400	1.0000	438.43000	160.93000	160.930	24129422153100002354947	06/01/2012		4

PCard Transactions by Trans Dt Query (V_PR_PCARD_TRANS_BY_TRANS_DT)

REVISED: 9/1/2026

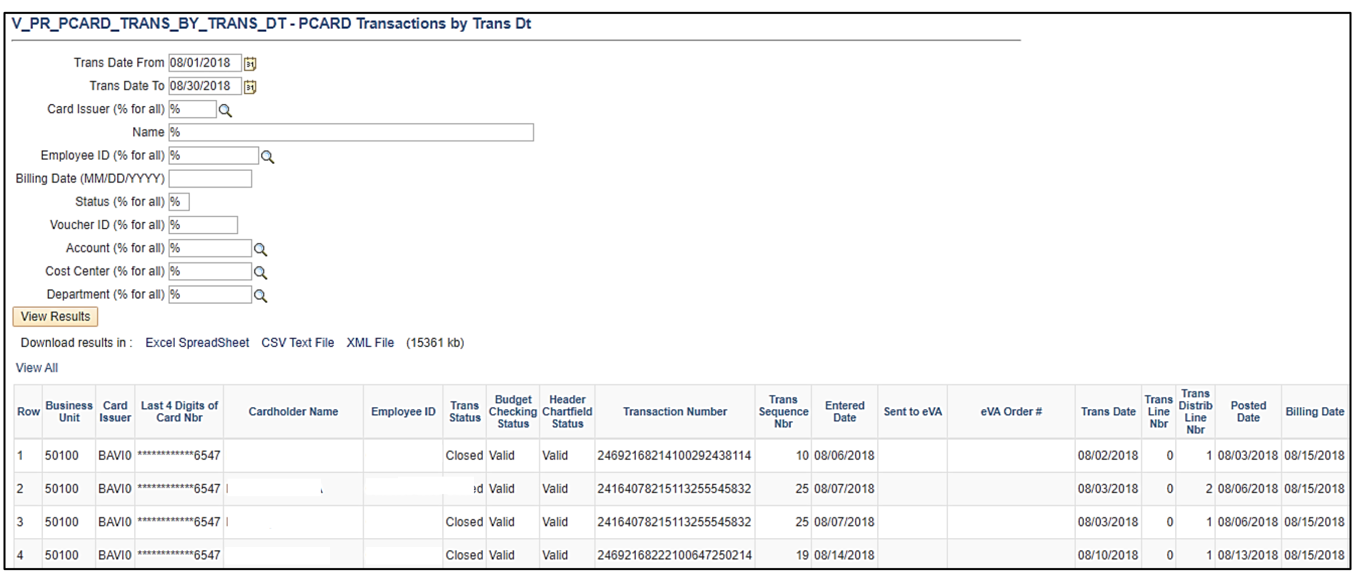
DESCRIPTION:
This query displays a list of PCard transactions between certain start and end dates for one or all Districts, one or all card holders, billing date, and one or all statuses. The query can be used to review card holder transaction details. The details include the date the transaction was entered into Cardinal, the Posted Date and other specifics, to include related Voucher information.

NAVIGATION PATHS:
- Query Viewer > V_PR_PCARD_TRANS_BY_TRANS_DT
- Procurement WorkCenter > Queries > PCard Transaction by Trans Dt
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PCARD_TRANS_BY_TRANS_DT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PCARD_TRANS_BY_TRANS_DT

INPUT / SEARCH CRITERIA:
Trans Date From
Trans Date To
Card Issuer (% for all)
Name (% for all)
Employee ID (% for all)
Billing Date (MM/DD/YYYY)
Status (% for all)
Voucher ID (% for all)
Account (% for all)
Cost Center (% for all)
Department (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the PCard Transactions by Trans Dt Query Page


V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Trans Date From 08/01/2018
Trans Date To 08/30/2018
Card Issuer (% for all) %
Name %
Employee ID (% for all) %
Billing Date (MM/DD/YYYY)
Status (% for all) %
Voucher ID (% for all) %
Account (% for all) %
Cost Center (% for all) %
Department (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (15361 kb)

View All

Row	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date
1	50100	BAVI0	************6547			Closed	Valid	Valid	24692168214100292438114	10	08/06/2018			08/02/2018	0	1	08/03/2018	08/15/2018
2	50100	BAVI0	************6547			ed	Valid	Valid	24164078215113255545832	25	08/07/2018			08/03/2018	0	2	08/06/2018	08/15/2018
3	50100	BAVI0	************6547			Closed	Valid	Valid	24164078215113255545832	25	08/07/2018			08/03/2018	0	1	08/06/2018	08/15/2018
4	50100	BAVI0	************6547			Closed	Valid	Valid	24692168222100647250214	19	08/14/2018			08/10/2018	0	1	08/13/2018	08/15/2018

Cardinal

Screenshot of the PCard Transactions by Trans Dt Query Page (scrolled right)

Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date Time	Approved By	Approval Date	Supplier Item	Trans Description	UOM	Trans PO Qty	Trans Unit Price	Trans Item ID	eVA PO Type	PO ID
08/15/2018	12.220	DOMINION VA/NC POWER		AUDREY.ROSS	08/09/2018 1:35:22PM	AUDREY.ROSS	08/09/2018	9618301000		EA	1.0000	12.22000		X02	
08/15/2018	1.830	BILLMATRX - COLUMBIA G		AUDREY.ROSS	08/09/2018 2:37:19PM	AUDREY.ROSS	08/09/2018	9618401000	0000000000000000	EA	1.0000	33.17000		X02	
08/15/2018	31.340	BILLMATRX - COLUMBIA G		AUDREY.ROSS	08/09/2018 2:37:19PM	AUDREY.ROSS	08/09/2018	9618401000	0000000000000000	EA	1.0000	33.17000		X02	
08/15/2018	127.500	IN *CHILES ENTERPRISES, L		AUDREY.ROSS	08/20/2018 6:37:03AM	AUDREY.ROSS	08/20/2018	9883642000		EA	1.0000	127.50000		EPO	

Screenshot of the PCard Transactions by Trans Dt Query Page (continued scrolled right)

PO ID	PO Line Nbr	PO Sched Nbr	Account	Fund	Program	Department	Cost Center	Agency Use 1	Agency Use 2	Asset	Project	Activity	Task	FIPS	Source Type	Category	Subcategory	Voucher ID	Voucher Line Nbr
	0	0	5021120	04720	603023	14006					0000085623	668		570				00912853	17
	0	0	5012970	04720	6030[illegible]	[illegible]	12200596							153				00912853	12
	0	0	5021120	04720	6030		2200596							153				00912853	12
	0	0	5012510	04720	6030[illegible]	[illegible]	12200596		00029					003				00912853	18

PCard/ISSP Un Reconciled Trans Query (V_PR_UNRECONCILED_TRNSCTIONS)

REVISED: 9/1/2026

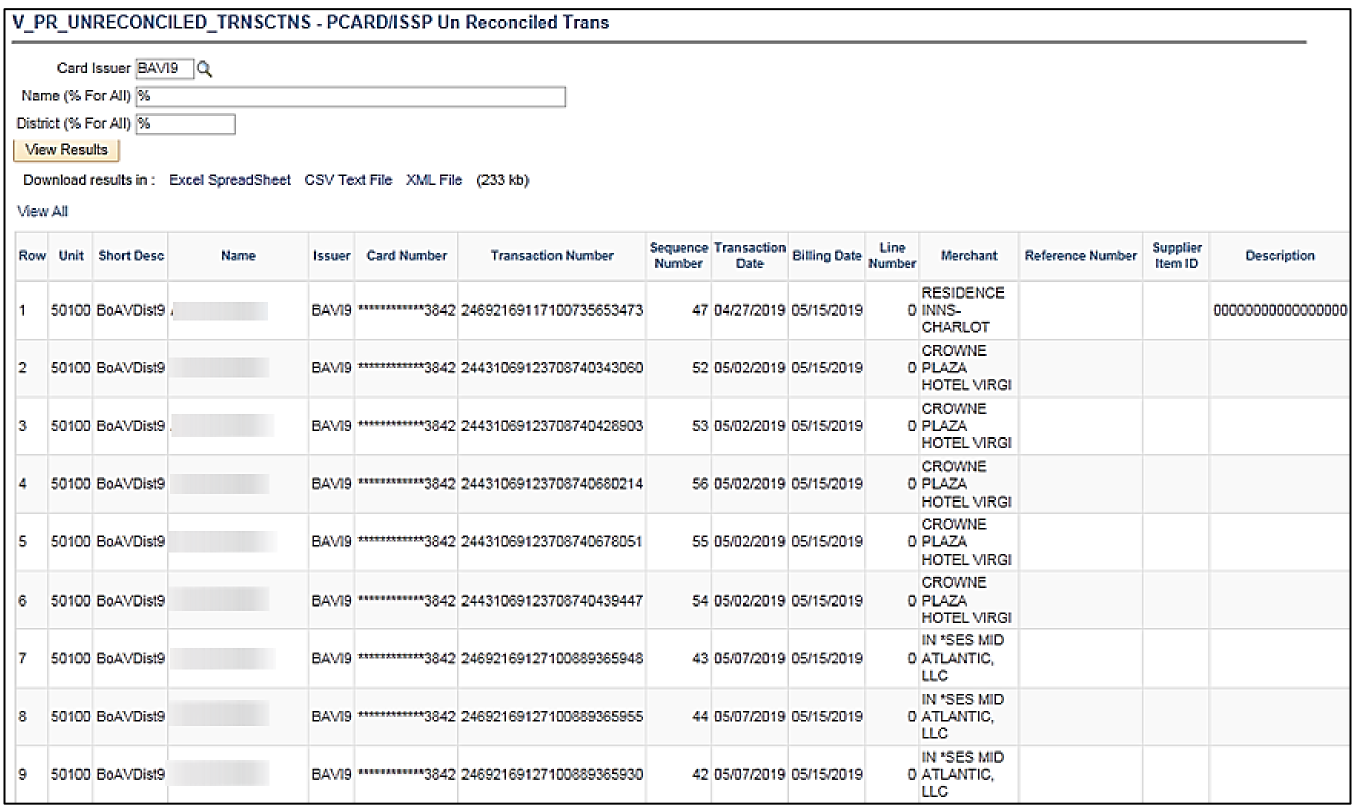
DESCRIPTION:
This query displays Integrated Supply Services Program (ISSP) and PCard transactions that have not been reconciled by the cardholder. The query can be used to find transactions that have not yet been verified/approved and to review unreconciled transactions and the related details. Merchant provided description details are also shown when available.

NAVIGATION PATHS:
- Query Viewer > V_PR_UNRECONCILED_TRNSCTNS
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_UNRECONCILED_TRNSCTNS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_UNRECONCILED_TRNSCTNS

INPUT / SEARCH CRITERIA:
Card Issuer
Name (% For All)
District (% For All)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the PCard/ISSP Un Reconciled Trans Query Page


V_PR_UNRECONCILED_TRNSCTNS - PCARD/ISSP Un Reconciled Trans

Card Issuer BAVI9
Name (% For All) %
District (% For All) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (233 kb)

View All

Row	Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Billing Date	Line Number	Merchant	Reference Number	Supplier Item ID	Description
1	50100	BoAVDist9		BAVI9	************3842	24692169117100735653473	47	04/27/2019	05/15/2019	0	RESIDENCE INNS-CHARLOT			00000000000000000
2	50100	BoAVDist9		BAVI9	************3842	24431069123708740343060	52	05/02/2019	05/15/2019	0	CROWNE PLAZA HOTEL VIRGI			
3	50100	BoAVDist9		BAVI9	************3842	24431069123708740426903	53	05/02/2019	05/15/2019	0	CROWNE PLAZA HOTEL VIRGI			
4	50100	BoAVDist9		BAVI9	************3842	24431069123708740680214	56	05/02/2019	05/15/2019	0	CROWNE PLAZA HOTEL VIRGI			
5	50100	BoAVDist9		BAVI9	************3842	24431069123708740678051	55	05/02/2019	05/15/2019	0	CROWNE PLAZA HOTEL VIRGI			
6	50100	BoAVDist9		BAVI9	************3842	24431069123708740439447	54	05/02/2019	05/15/2019	0	CROWNE PLAZA HOTEL VIRGI			
7	50100	BoAVDist9		BAVI9	************3842	24692169127100889365948	43	05/07/2019	05/15/2019	0	IN *SES MID ATLANTIC, LLC			
8	50100	BoAVDist9		BAVI9	************3842	24692169127100889365955	44	05/07/2019	05/15/2019	0	IN *SES MID ATLANTIC, LLC			
9	50100	BoAVDist9		BAVI9	************3842	24692169127100889365930	42	05/07/2019	05/15/2019	0	IN *SES MID ATLANTIC, LLC			

Cardinal

Screenshot of the PCard/ISSP Un Reconciled Trans Query Page (scrolled right)

First 1-100 of 171 Last

Unit of Measure	Quantity	Unit Price	Transaction Amount	Credit Amount	Credit Collected	Invoice Number	User Data 1	User Data 1 Description	User Data 2	User Data 2 Description	User Data 3	User Data 3 Description	User Data 4	User Data 4 Description	User Data 5	User Data 5 Description
EA	1.0000	148.24000	148.240	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	103.46000	103.460	0.000	N											
EA	1.0000	1886.40000	1886.400	0.000	N											
EA	1.0000	1886.40000	1886.400	0.000	N											
EA	1.0000	2200.80000	2200.800	0.000	N											

Procurement Card (PCard) Reports

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Expected Credits Report (POX8020) – PSJob Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides a list of disputed PCard transactions.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Procurement Cards > Reports > Expected Credits

RUN CONTROL PARAMETERS:
Process to select: **POY8020**
Role Name
ID
Card Issuer
Card Number
Date From / To

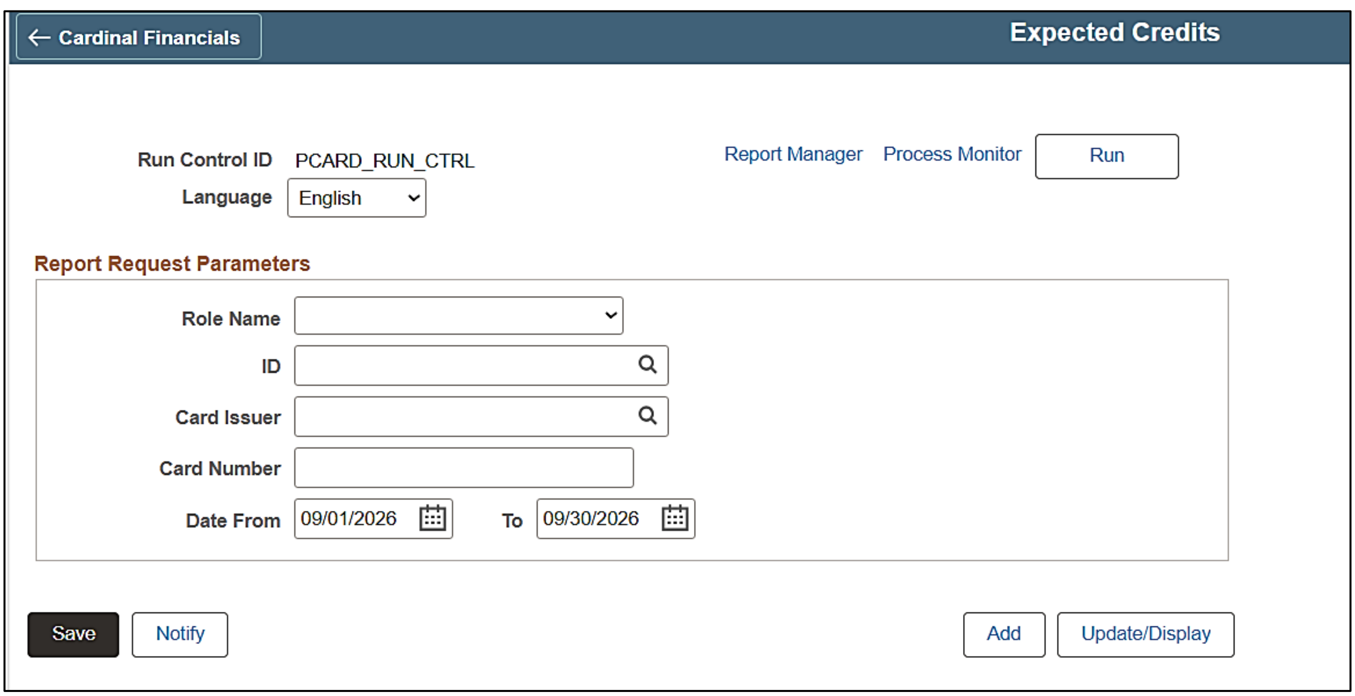
OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:
Statement lines on the Expected Credits report are those for prior periods where a dispute amount has been entered and the credit collected indicator has not been selected.

This is a PSJob report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Expected Credits Report Run Control Page



Cardinal

Screenshot of the Expected Credits Report

ORACLE

Report ID: POX8020
Use ID:
Run Control ID:

PeopleSoft Purchasing
EXPECTED CREDITS

Page No. 1
Run Date 4/20/2017
Run Time 13:51:50 PM

From 01/01/2015
To 12/31/2016

Credit Amount in USD

Card Issuer: BAVI0, Central Office - BoA Visa

Merchant: HILTON VIRGINIA BEACH

Employee	Trans Date	Description	Credit Amount
	11/10/2016	00000000000000000	22.80

Merchant: SECOM SYSTEMS INC

Employee	Trans Date	Description	Credit Amount
	12/7/2016		1,490.30

Merchant: THE BERKELEY HOTEL

Employee	Trans Date	Description	Credit Amount
	12/3/2016	1328-302; CPSM Seminar	46.00

Merchant: VA DEPT OF CORRECTIONAL E

Employee	Trans Date	Description	Credit Amount
	10/22/2015	returned credit to be issued	268.25

Total for BAVI0, Central Office - BoA Visa 1,827.35

1 / 9

Cardinal

Purchase Detail Report (POX8030, POX8031, POX8032) – PSJob Report

REVISED: 9/1/2026

DESCRIPTION:
These reports provide detailed PCard expenditures of a single card holder or all card holders. The report can be run by Card Issuer (POX8030), Merchant (POX8031), or Employee (POX8032). For ISSP, the report will be for the District associated with the respective cards/locations.

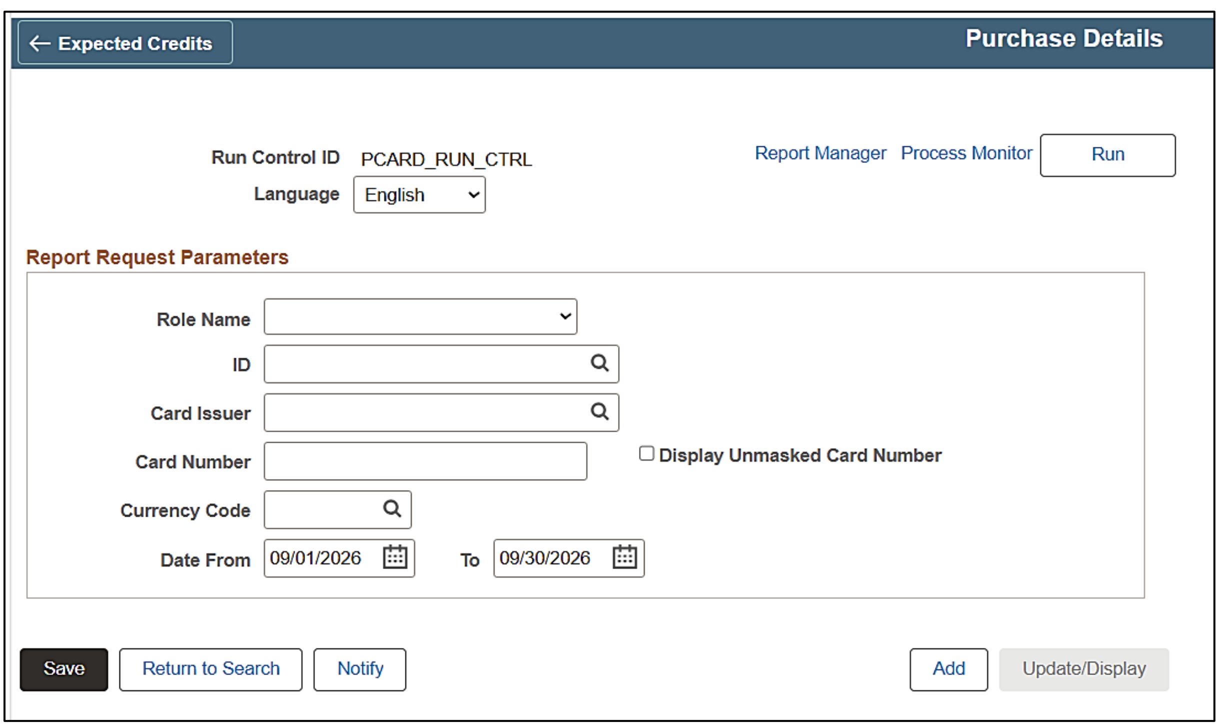
NAVIGATION PATH:
NavBar > Menu > Purchasing > Procurement Cards > Reports > Purchase Details

RUN CONTROL PARAMETERS:
Process to select: POY8030, POY8031, POY8032
Role Name
ID
Card Issuer
Card Number
Display Unmasked Card Number [checkbox]
Currency Code
Date From / To

OUTPUT FORMAT:
PDF

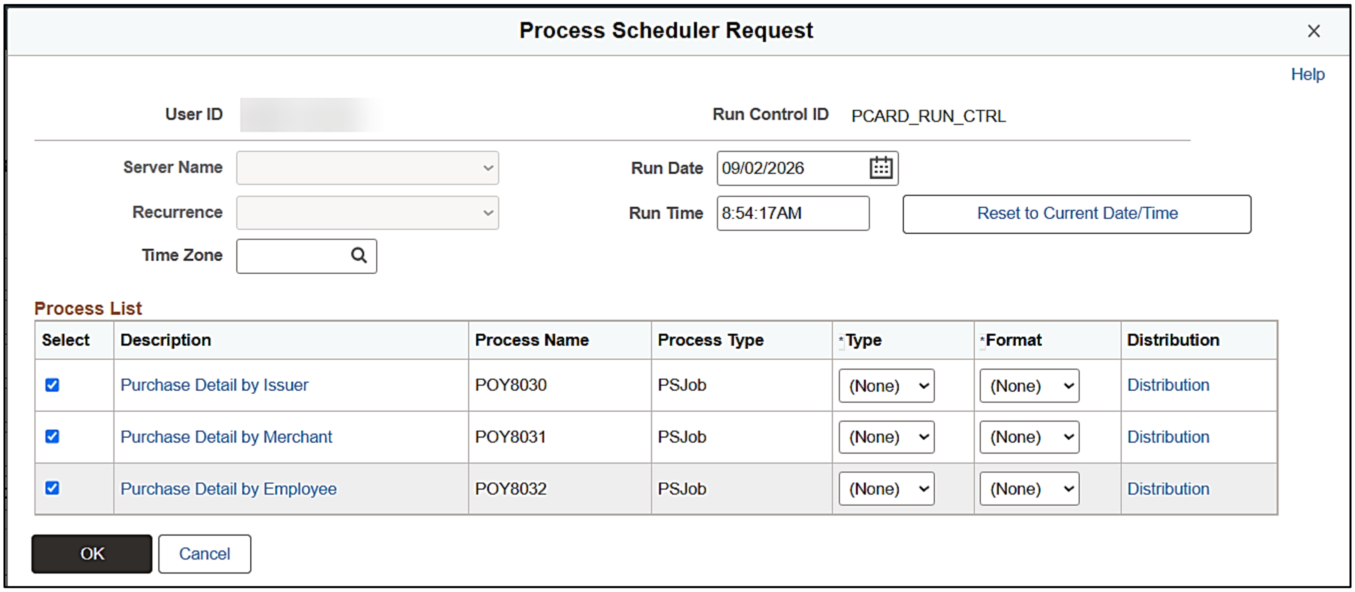
ADDITIONAL INFORMATION:
This is a PSJob report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Purchase Details Report Run Control Page



Cardinal

Screenshot of the Purchase Details Report Process Scheduler Request Page


Process Scheduler Request

Help

User ID

Run Control ID PCARD_RUN_CTRL

Server Name

Run Date 09/02/2026

Recurrence

Run Time 8:54:17AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Purchase Detail by Issuer	POY8030	PSJob	(None)	(None)	Distribution
☑	Purchase Detail by Merchant	POY8031	PSJob	(None)	(None)	Distribution
☑	Purchase Detail by Employee	POY8032	PSJob	(None)	(None)	Distribution

OK Cancel

Cardinal

Screenshot of the Purchase Detail by Card Issuer Report

ORACLE

Report ID: POX8030
Use ID:
Run Control ID: CREDIT

PeopleSoft Purchasing
PURCHASE DETAIL BY CARD ISSUER

Page No.: 9
Run Date: 3/13/2020
Run Time: 11:26:29 AM

From 01/01/2019
To 02/01/2019

Billing Amount in: USD

Card Issuer: BAVI0, Central Office - BoA Visa

*Credit Card: ************1871 (Visa) Expires: 4/30/2018*

Employee:

Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
24767259024000001568747	1/23/2019	1/24/2019	NEW JOURNAL GUIDE		INV 120201-18 RTE 690(ENIS MILL RD)		249.60
74767259011000000246139	1/9/2019	1/11/2019	NEW JOURNAL GUIDE		Credit Issued for misapplied payment 3		-85.00

Total for **********1871 (Visa) 34,002.45**

*Credit Card: ************2358 (Visa) Expires: 10/31/2021*

Employee:

Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
24755429026120268784695	1/25/2019	2/8/2019	VA DEPT OF CORRECTIONAL E		Inv. 9552339 Mthly. Planner		9.50

Total for **********2358 (Visa) 9.50**

*Credit Card: ************2479 (Visa) Expires: 3/31/2022*

Employee:

Transaction Number	Trans Date	Post Date	Merchant	Merchant Reference	Description	Commodity	Billing Amount
24183109010010230644549	1/10/2019	1/11/2019	Cater Nation				322.50
24639239013900014100068	1/10/2019	1/14/2019	THE SUPPLY ROOM AOPD				114.97

Total for **********2479 (Visa) 437.47**

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Cardinal

Screenshot of the Purchase Detail Report by Merchant

ORACLE

Report ID: POX8031
Use ID:
Run Control ID: CREDIT

PeopleSoft Purchasing
PURCHASE DETAIL BY MERCHANT

Page No.: 3
Run Date: 3/13/2020
Run Time: 11:09:37 AM

From 01/01/2019
To 02/01/2019

Billing Amount in: USD

Merchant: ABSOLUTE PEST SOLUTIONS

Card Issuer: BAVI0, Central Office - BoA Visa

*Credit Card: ************8178 (Visa) Expires: 10/31/2021*
Employee:

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24765199030027011310218	1/30/2019	1/31/2019		Monthly Pest Control for the facility		30.00

Total for BAVI0 (Central Office - BoA Visa) 30.00

Total for ABSOLUTE PEST SOLUTIONS 30.00

Merchant: ACCESS OFFICE PRODUCTS

Card Issuer: BAVI0, Central Office - BoA Visa

*Credit Card: ************1871 (Visa) Expires: 4/30/2018*
Employee:

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639239024900017100070	1/23/2019	1/25/2019		INV 0013347-001 Office Suplies- Monitor Stand and Wrist Rest		177.37
24639239024900017100070	1/23/2019	1/25/2019		INV 0013347-001 Office Suplies-Whiteboard		30.26

*Credit Card: ************8178 (Visa) Expires: 10/31/2021*
Employee:

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639239008900015600014	1/4/2019	1/9/2019		Custodial Supplies		25.54
24639239027900017500060	1/25/2019	1/28/2019		Office Supplies		43.83

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Cardinal

Screenshot of the Purchase Detail Report by Employee

ORACLE

Report ID: POX8032
Use ID:
Run Control ID: CREDIT

PeopleSoft Purchasing
PURCHASE DETAIL BY EMPLOYEE

Page No.: 19
Run Date: 3/13/2020
Run Time: 10:54:52 AM

From 01/01/2019
To 02/01/2019

Billing Amount in: USD

Employee:

Merchant: KATHY'S CUSTOM CATERING

Card Issuer: BAVI0, Central Office - BoA Visa
*Credit Card: ************4609 (Visa) Expires: 3/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
2432300903175414O213998	1/31/2019	2/1/2019				223.75

Total for KATHY'S CUSTOM CATERING 223.75

Merchant: SQ *CATERING BY CAT

Card Issuer: BAVI0, Central Office - BoA Visa
*Credit Card: ************4609 (Visa) Expires: 3/31/2022*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24492159010741398048898	1/10/2019	1/11/2019				70.00

Total for SQ *CATERING BY CAT 70.00

Total for 293.75

Employee:

Merchant: ACT LEWISGINTERBOTANIC

Card Issuer: BAVI0, Central Office - BoA Visa
*Credit Card: ************7967 (Visa) Expires: 5/21/2019*

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24692169012100513339234	1/12/2019	1/14/2019		Reg Fee Lewis Ginter		340.00

Total for ACT LEWISGINTERBOTANIC 340.00

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Purchase Summary Report (POX8050, POX8051, POX8052) – PSJob Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides a summary of all PCard purchases. The report can be run by Card Issuer (POX8050), Merchant (POX8051), or Employee (POX8052). For ISSP, the report will be for the District associated with the respective cards/locations.

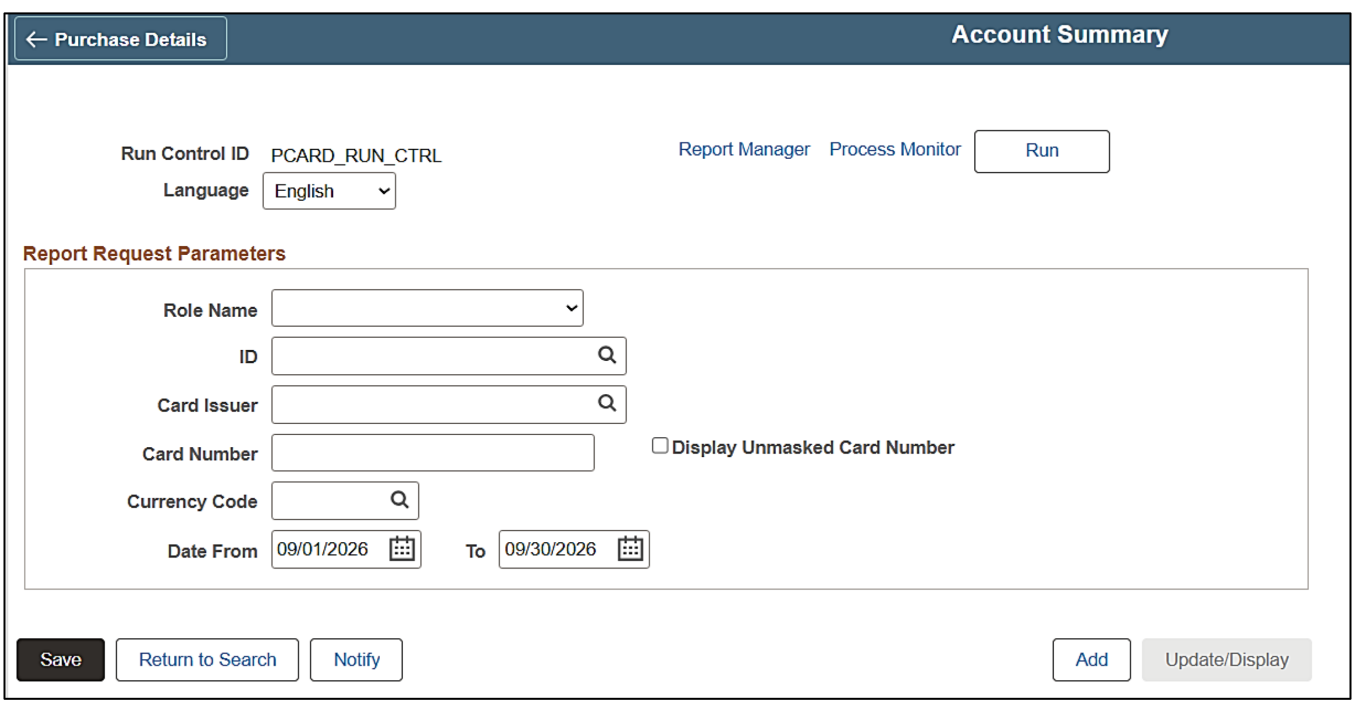
NAVIGATION PATH:
NavBar > Menu > Purchasing > Procurement Cards > Reports > Account Summary

RUN CONTROL PARAMETERS:
Process to select: POY8050, POY8051, POY8052
Role Name
ID
Card Issuer
Card Number
Display Unmasked Card Number [checkbox]
Currency Code
Date From / To

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
This is a PSJob report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Purchase Summary Report Run Control Page



Cardinal

Screenshot of the Purchase Summary Report Process Scheduler Request Page

Process Scheduler Request

Help

User ID

Run Control ID PCARD_RUN_CTRL

Server Name

Run Date 09/02/2026

Recurrence

Run Time 8:57:26AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Purchase Summary by Issuer	POY8050	PSJob	(None)	(None)	Distribution
☑	Purchase Summary by Merchant	POY8051	PSJob	(None)	(None)	Distribution
☑	Purchase Summary by Employee	POY8052	PSJob	(None)	(None)	Distribution

OK Cancel

Screenshot of the Purchase Summary Report by Card Issuer

ORACLE

Report ID: POX8050
Use ID:
Run Control ID: PCARD_ITEMS

PeopleSoft Purchasing
PURCHASE DETAIL BY CARD ISSUER

Page No.: 1
Run Date: 3/13/2020
Run Time: 14:49:08 PM

From: 1/1/2020
To: 1/31/2020

Billing Amount in: USD

Card Issuer: BAVI0, Central Office - BoA Visa

*Credit Card: ************0446 (Visa) Expires: 1/31/2022*
Employee:

Merchant	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
CITIZENS TELEPHONE COOPER	240191100069000013931200		Phone Cabinet Rental	1/6/2020	1/7/2020	2,798.95
PMI - Membership	24906410008086192451414		Membership Dues	1/8/2020	1/9/2020	129.00
				Total for ************0446 (Visa)		**2,927.95**

*Credit Card: ************0534 (Visa) Expires: 6/30/2021*
Employee:

Merchant	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
ENTERPRISE RENT-A-CAR	24164070014434341339729			1/13/2020	1/15/2020	142.82
PAYPAL	24492150013852347664309			1/13/2020	1/14/2020	2,200.00
				Total for ************0534 (Visa)		**2,342.82**

*Credit Card: ************0796 (Visa) Expires: 9/30/2021*
Employee:

Merchant	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
KIDD COMMUNICATIONS IN	24247600002200128093477		Kidd Communication Invoice 19761	1/2/2020	1/3/2020	923.75
AMERICAN PUBLIC WORKS	24412950010014000027067			1/10/2020	1/13/2020	125.00
VAGP.ORG	24492150014637707437704			1/14/2020	1/15/2020	140.00
FLEETCROSS	24692160010100974615941		0000000000000000	1/10/2020	1/13/2020	3,111.00
SUBURBAN PROPANE	24692160014100483390479			1/14/2020	1/15/2020	556.87
DGS DIV PURCHSE AND SUPPL	24755420009120096868371		0 0	1/8/2020	1/9/2020	470.00

1/ 23

Screenshot of the Purchase Summary Report by Merchant

ORACLE

Report ID: POX8051
Use ID:
Run Control ID: PCARD_ITEMS

PeopleSoft Purchasing
PURCHASE SUMMARY BY MERCHANT

Page No.: 1
Run Date: 3/13/2020
Run Time: 14:54:12 PM

From: 1/1/2020
To: 1/31/2020

Billing Amount in: USD

Merchant: 2020 SASHTO ANNUAL MEE

Card Issuer: BAVI0, Central Office - BoA Visa

Card Number	Employee	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
************4640 (Visa)		24492150008637388691973			1/8/2020	1/9/2020	595.00
************4640 (Visa)		24492150008637389338863			1/8/2020	1/9/2020	595.00
************4640 (Visa)		24492150008637389673350			1/8/2020	1/9/2020	595.00
************4640 (Visa)		24492150007637345254692			1/7/2020	1/8/2020	595.00
************4640 (Visa)		24492150007637345813034			1/7/2020	1/8/2020	595.00
************4640 (Visa)		24492150007637346447089			1/7/2020	1/8/2020	595.00

Total for BAVI0, Central Office - BoA Visa 3,570.00

Total for *2020 SASHTO ANNUAL MEE* 3,570.00

Merchant: ACFE

Card Issuer: BAVI0, Central Office - BoA Visa

Card Number	Employee	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
************1857 (Visa)		24906410014086526987721			1/14/2020	1/15/2020	195.00

Total for BAVI0, Central Office - BoA Visa 195.00

Total for *ACFE* 195.00

Cardinal

Screenshot of the Purchase Summary Report by Employee

ORACLE

Report ID: POX8052
Use ID:
Run Control ID: PCARD_ITEMS

PeopleSoft Purchasing
PURCHASE SUMMARY BY EMPLOYEE

Page No.: 40
Run Date: 3/13/2020
Run Time: 15:04:31 PM

From: 1/1/2020
To: 1/31/2020

Billing Amount in: USD

Employee:

Merchant: UVA TTA TRAN TRAINING

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAVI0 (Central Office - BoA Visa)	************4485 (Visa)	24755420014130149602464			1/13/2020	1/14/2020	1,375.00
BAVI0 (Central Office - BoA Visa)	************4485 (Visa)	24755420014130149602480			1/13/2020	1/14/2020	125.00

Total for *UVA TTA TRAN TRAINING* **1,500.00**

Total for **9,283.35**

Employee:

Merchant: THE SUPPLY ROOM AOPD

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAVI0 (Central Office - BoA Visa)	************5924 (Visa)	24639230003900010302032			1/2/2020	1/6/2020	59.53

Total for *THE SUPPLY ROOM AOPD* **59.53**

Total for **59.53**

Employee:

Merchant: BW WILSON PAPER COMPANY

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
BAVI0 (Central Office - BoA Visa)	************7291 (Visa)	24394690014018023782665			1/14/2020	1/15/2020	3,659.40

Total for *BW WILSON PAPER COMPANY* **3,659.40**

Merchant: DGS DIV PURCHSE AND SUPPL

40/ 50

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Add/Update Contracts Inquiry

REVISED: 9/1/2026

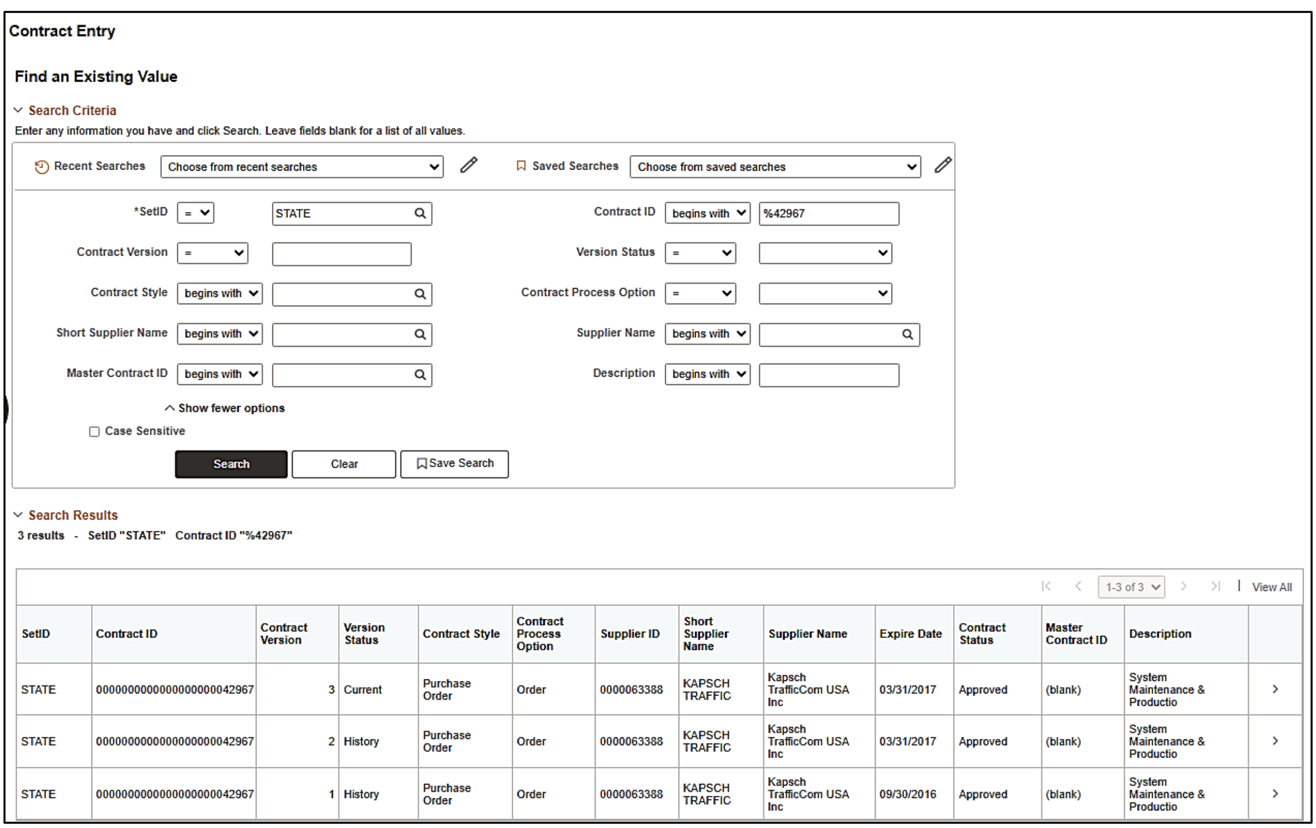
DESCRIPTION:
This inquiry is used to view Header and Line details, Contract status, and additional information associated with procurement Contracts that are entered in Cardinal.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Procurement Contracts > Add/Update Contracts
- NavBar > Menu > Procurement Contracts > Add/Update Contracts

INPUT / SEARCH CRITERIA:
SetID
Contract ID
Contract Version
Version Status
Contract Style
Contract Process Option
Short Supplier Name
Supplier Name
Master Contract ID
Description

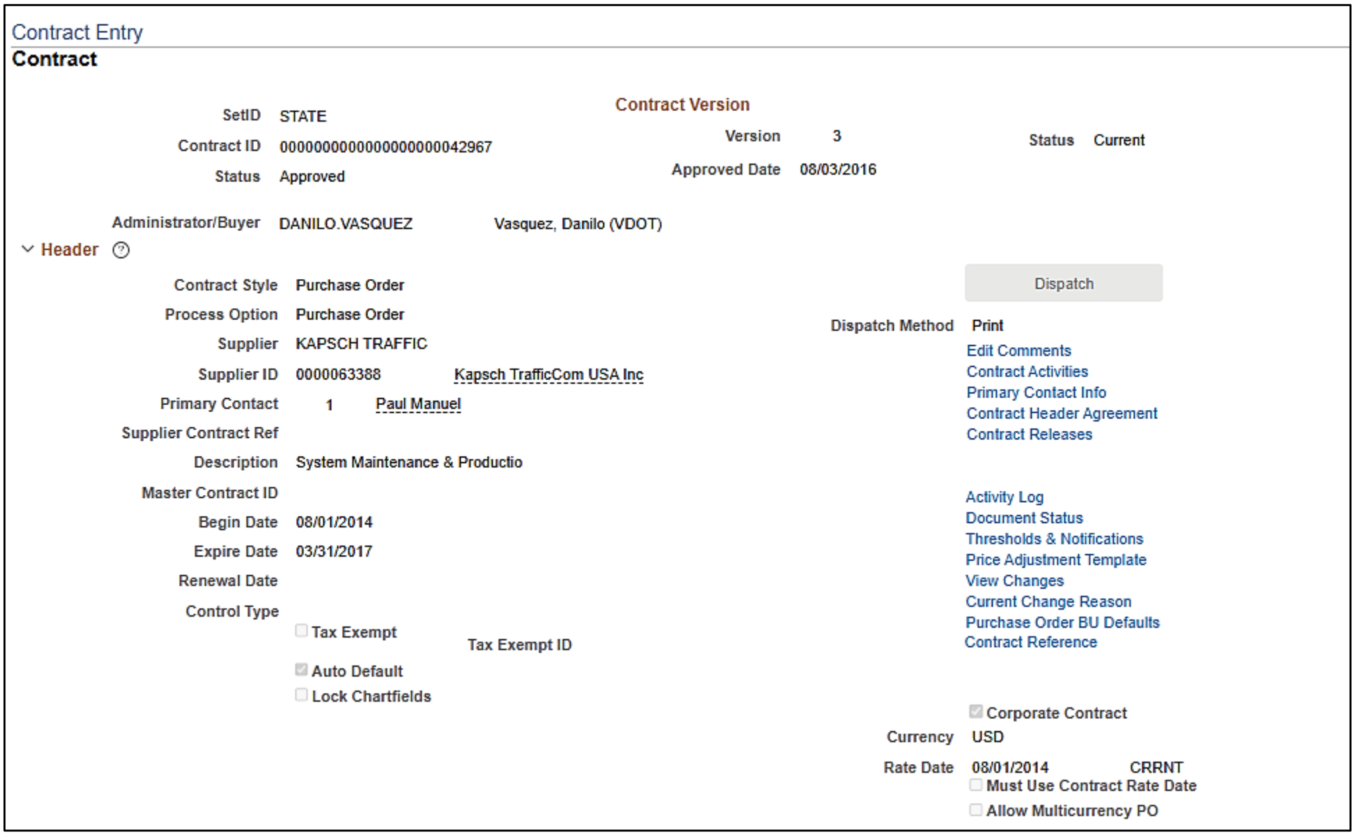
OUTPUT FORMAT:
Online

Screenshot of the Add/Update Procurement Contracts Find an Existing Value Search Page



Cardinal

Screenshot of the Contract Entry Page



Contract Entry

Contract

SetID STATE

Contract ID 00000000000000000000042967

Status Approved

Contract Version

Version 3

Status Current

Approved Date 08/03/2016

Administrator/Buyer DANILO.VASQUEZ Vasquez, Danilo (VDOT)

Header

Contract Style Purchase Order

Process Option Purchase Order

Supplier KAPSCH TRAFFIC

Supplier ID 0000063388 Kapsch TrafficCom USA Inc

Primary Contact 1 Paul Manuel

Supplier Contract Ref

Description System Maintenance & Productio

Master Contract ID

Begin Date 08/01/2014

Expire Date 03/31/2017

Renewal Date

Control Type

Tax Exempt

Tax Exempt ID

Auto Default

Lock Chartfields

Dispatch

Dispatch Method Print

Edit Comments

Contract Activities

Primary Contact Info

Contract Header Agreement

Contract Releases

Activity Log

Document Status

Thresholds & Notifications

Price Adjustment Template

View Changes

Current Change Reason

Purchase Order BU Defaults

Contract Reference

Corporate Contract

Currency USD

Rate Date 08/01/2014 CRRNT

Must Use Contract Rate Date

Allow Multicurrency PO

PO Contract Change History Inquiry

REVISED: 9/1/2026

DESCRIPTION:
This inquiry is used to view procurement Contract change history.

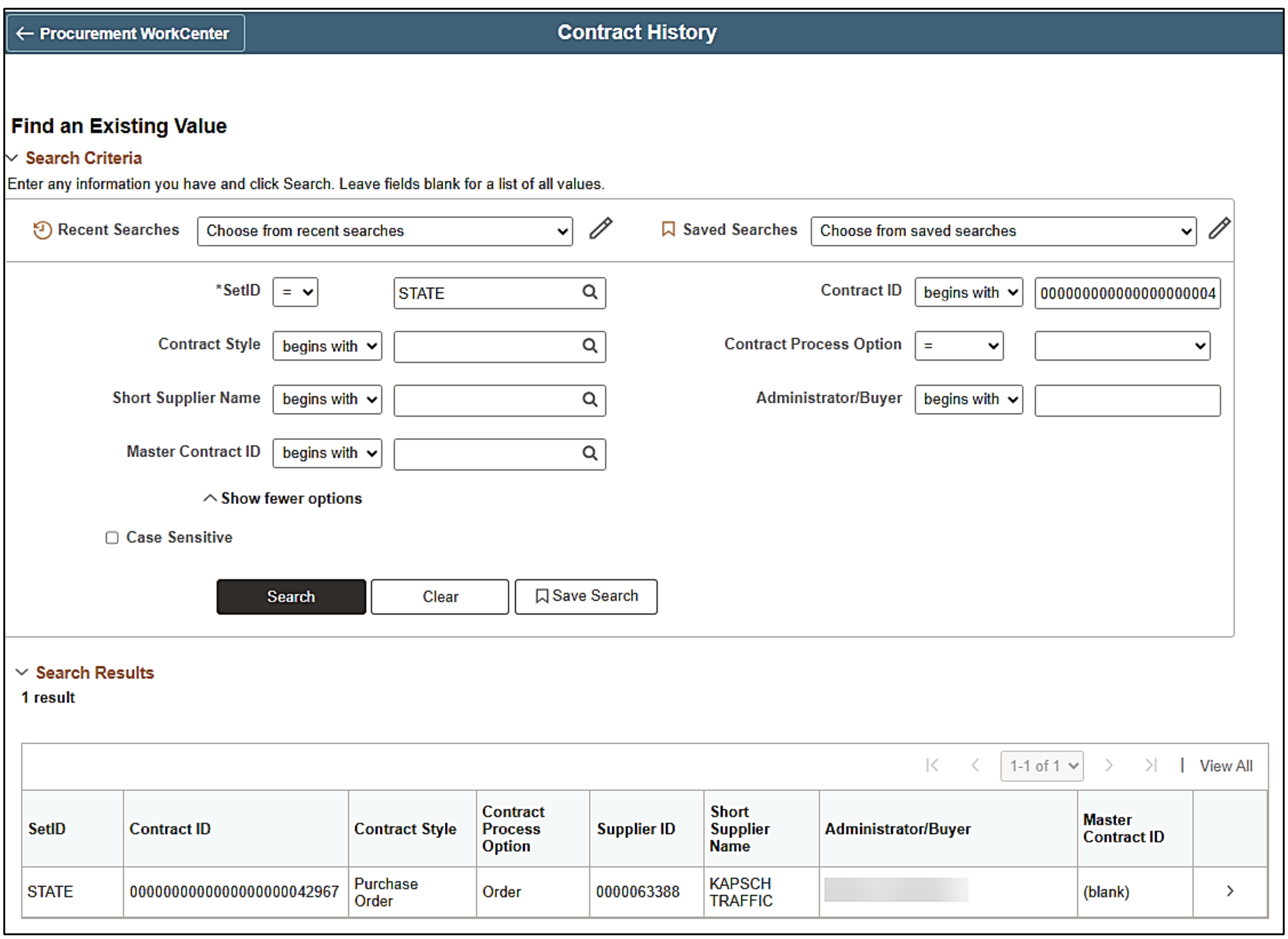
NAVIGATION PATHS:

- Procurement WorkCenter > Links > Procurement Contracts > PO Contract Change History
- NavBar > Menu > Procurement Contracts > Review Contract Information > PO Contract Change History

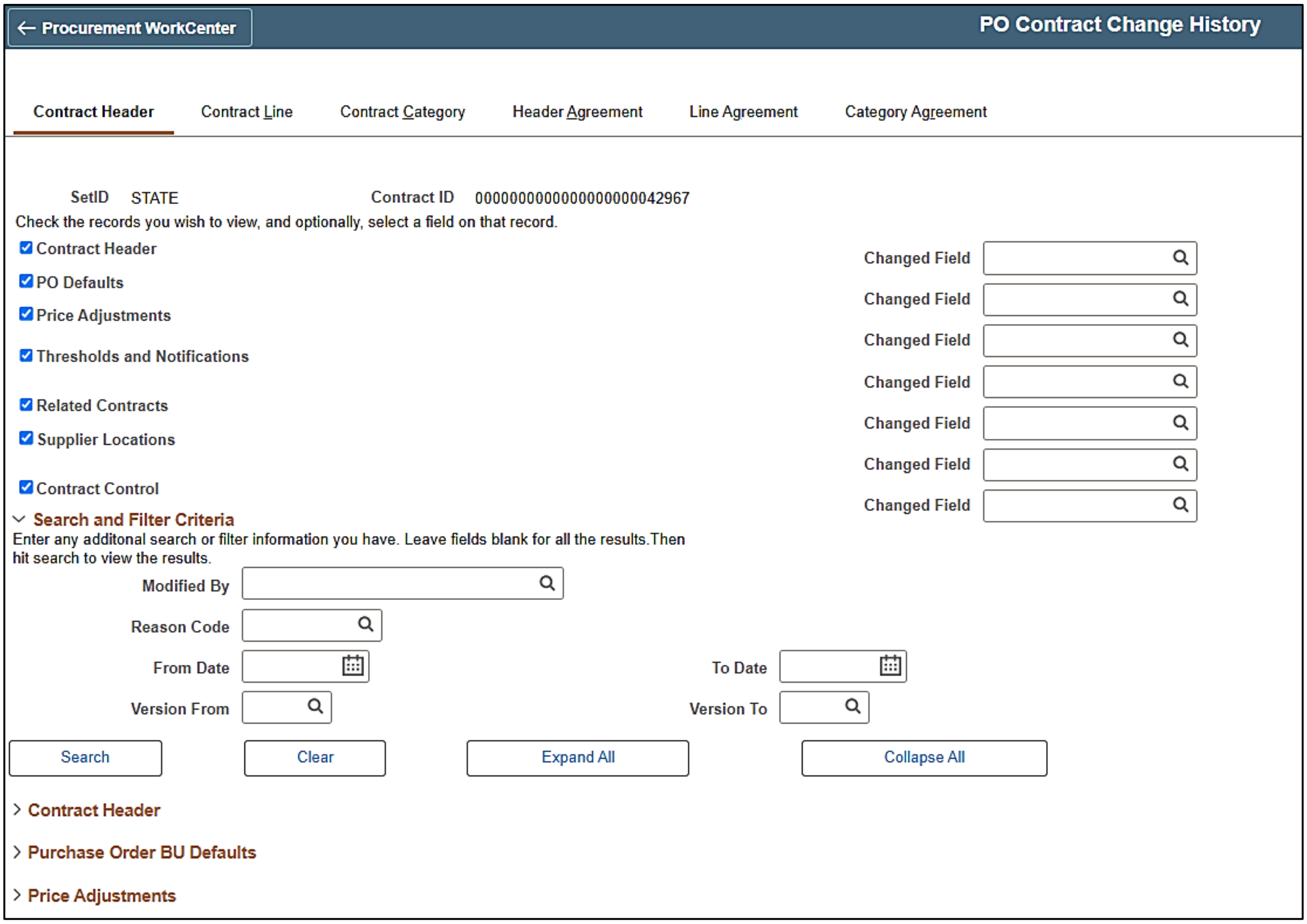
INPUT / SEARCH CRITERIA:
SetID = STATE
Contract ID
Contract Process Option
Short Supplier Name
Administrator/Buyer
Master Contract ID

OUTPUT FORMAT:
Online

Screenshot of the Contract Change History Find an Existing Value Search Page



Screenshot of the Contract Change History Inquiry Page



Cardinal

Contract Document Status Inquiry

REVISED: 9/1/2026

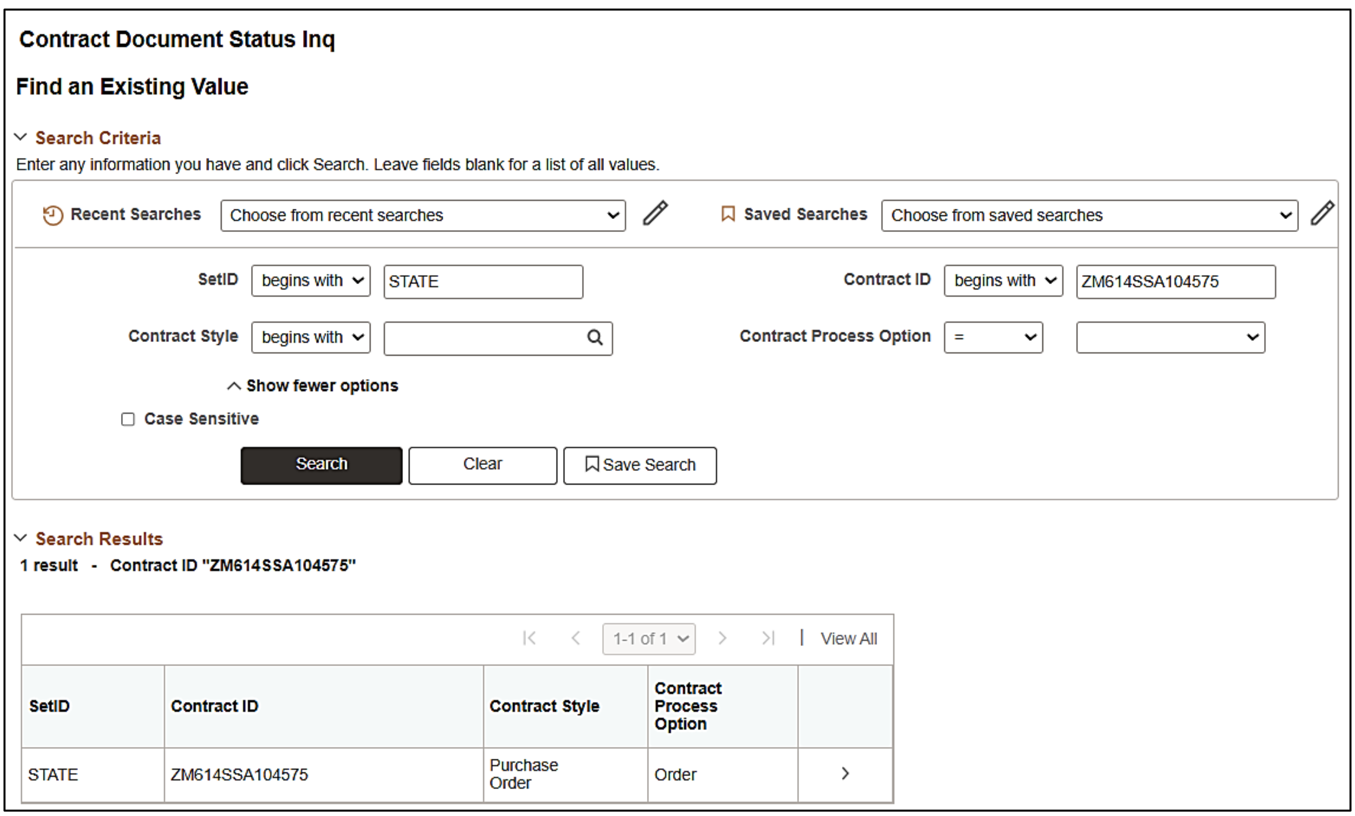
DESCRIPTION:
This inquiry is used to view procurement document status information related to a Contract (i.e., Requisitions, Purchase Order, Strategic Sourcing Events, Vouchers, and Payments).

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Procurement Contracts > Contract Document Status
- NavBar > Menu > Procurement Contracts > Review Contract Information > Document Status

INPUT / SEARCH CRITERIA:
SetID
Contract ID

OUTPUT FORMAT:
Online

Screenshot of the Contract Document Status Find an Existing Value Search Page


Contract Document Status Inq

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

SetID: begins with STATE
Contract ID: begins with ZM614SSA104575
Contract Style: begins with
Contract Process Option: =

Show fewer options

Case Sensitive

Search | Clear | Save Search

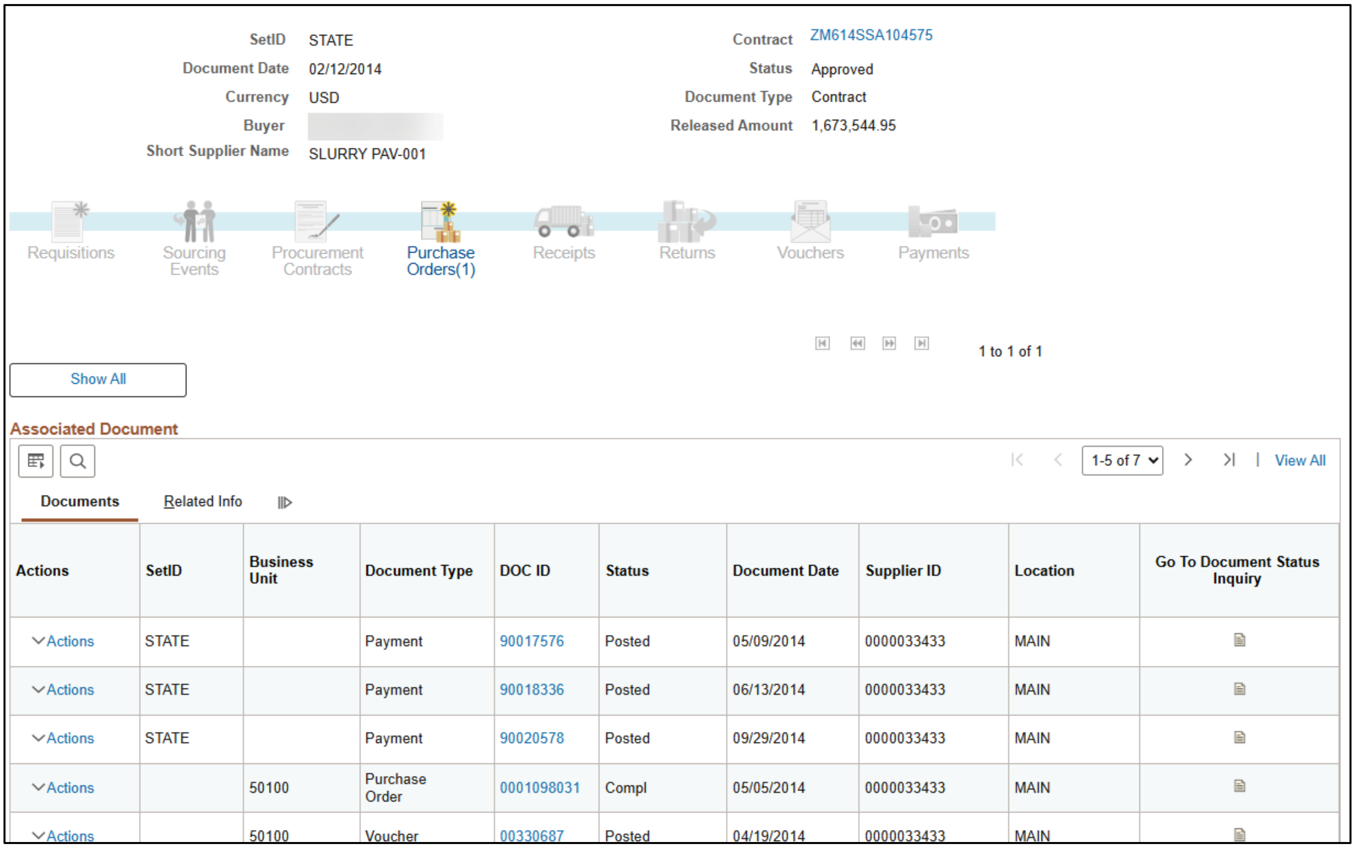
Search Results

1 result - Contract ID "ZM614SSA104575"

1-1 of 1 View All

SetID	Contract ID	Contract Style	Contract Process Option	
STATE	ZM614SSA104575	Purchase Order	Order	›

Screenshot of the Contract Document Status Page



SetID STATE

Document Date 02/12/2014

Currency USD

Buyer

Short Supplier Name SLURRY PAV-001

Contract ZM614SSA104575

Status Approved

Document Type Contract

Released Amount 1,673,544.95

Requisitions | Sourcing Events | Procurement Contracts | Purchase Orders(1) | Receipts | Returns | Vouchers | Payments

1 to 1 of 1

Show All

Associated Document

1-5 of 7 View All

Documents | Related Info

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions	STATE		Payment	90017576	Posted	05/09/2014	0000033433	MAIN	
Actions	STATE		Payment	90018336	Posted	06/13/2014	0000033433	MAIN	
Actions	STATE		Payment	90020578	Posted	09/29/2014	0000033433	MAIN	
Actions		50100	Purchase Order	0001098031	Compl	05/05/2014	0000033433	MAIN	
Actions		50100	Voucher	00330687	Posted	04/19/2014	0000033433	MAIN	

PO Contract Event Inquiry

REVISED: 9/1/2026

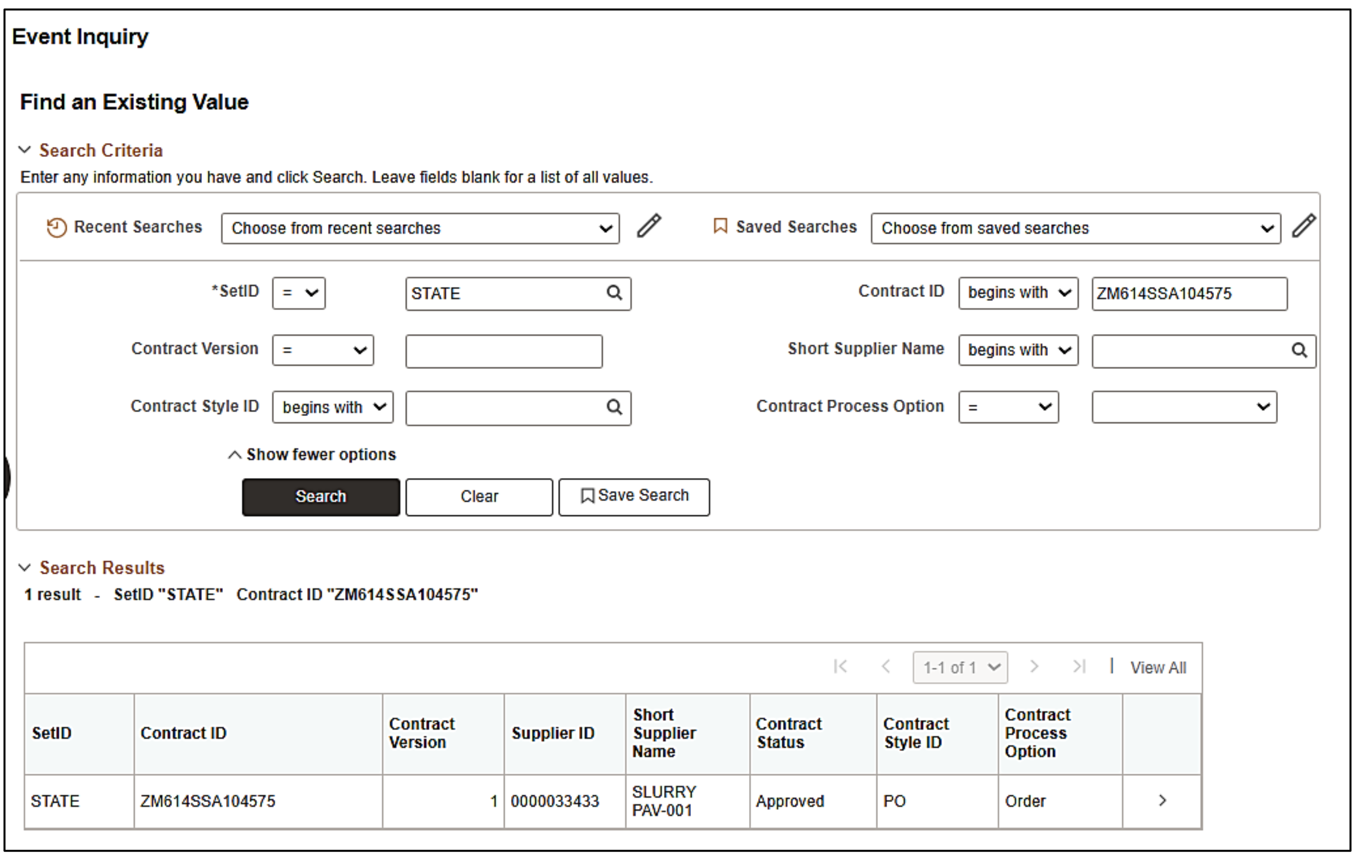
DESCRIPTION:
This inquiry is used to view procurement Contract events for Purchase Orders, Vouchers, and Requisitions.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Procurement Contracts > PO Contract Event Inquiry
- NavBar > Menu > Procurement Contracts > Review Contract Information > PO Contract Event Inquiry

INPUT / SEARCH CRITERIA:
SetID
Contract ID
Contract Version
Short Supplier Name

OUTPUT FORMAT:
Online

Screenshot of the Contracts Events Find an Existing Value Search Page



Screenshot of the Contracts Events Page

SetID STATE **Contract ID** ZM614SSA104575 **Description** SLURRY SEAL - DISTRICT WIDE

Supplier ID 0000033433 **Supplier Name** SLURRY PAVERS INC **Short Supplier Name** SLURRY PAV-001

Contract Style ID PO **Contract Process Option** PO

Contract Events

1-3 of 3

Details

Sel	Version	Type	BU	ID	Status	Reference	Release	Amount	Currency
☐	1	PO Release	50100	0001098031	Complete	SLURRY SEAL - DISTRICT WIDE	1	1,673,544.95	USD
☐	1	PO Release	50100	0001098031	Complete	SLURRY SEAL - DISTRICT WIDE	2	83,677.25	USD
☐	1	PO Release	50100	0001098031	Complete	SLURRY SEAL - DISTRICT WIDE	3	-83,677.25	USD

Maximum Amount 1673544.95 **Released** 1673544.95 **Remaining** 0.00 USD

View Contract ID Line

Show Payments

View Contract ID Category

Return to Search

Notify

Cardinal

Review Contracts by PO Inquiry

REVISED: 9/1/2026

DESCRIPTION:
This inquiry is used to view Purchase Orders related to a procurement Contract.

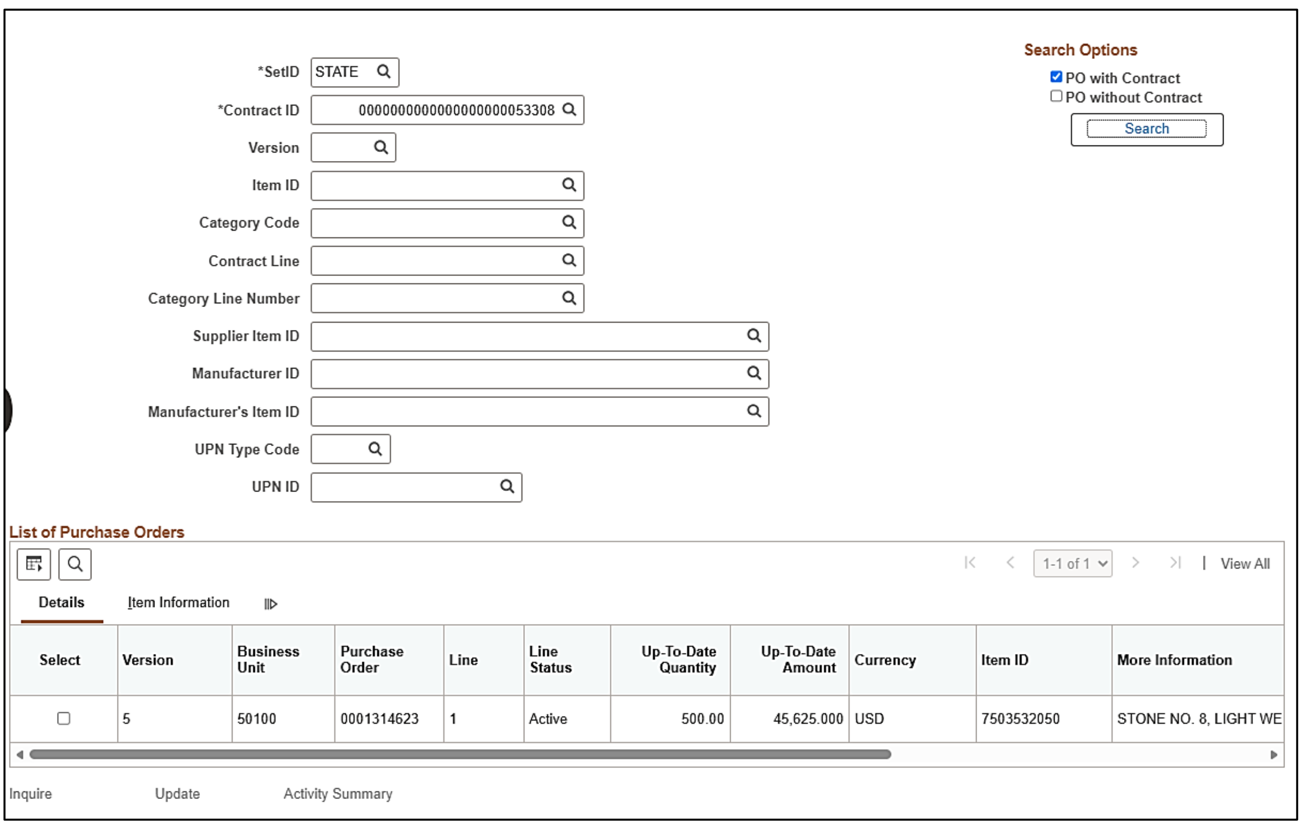
NAVIGATION PATHS:

- Procurement WorkCenter > Links > Procurement Contracts > Review Contracts by PO
- NavBar > Menu > Procurement Contracts > Review Contract Information > Review Contracts by PO

INPUT / SEARCH CRITERIA:
SetID
Contract ID
Version
Item ID
Category Code
Contract Line
Category Line Number
Search Options (PO with Contract, PO without Contract)

OUTPUT FORMAT:
Online

Screenshot of the Review Contracts by PO Page



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Contract Line Detail Pricing Query (V_PR_CNTRCT_DETAIL)

REVISED: 9/1/2026

DESCRIPTION:
This query displays all Contract Lines and pricing data related to a specific Contract ID. The query can be executed by any user and can be used in managing Contracts and related activities.

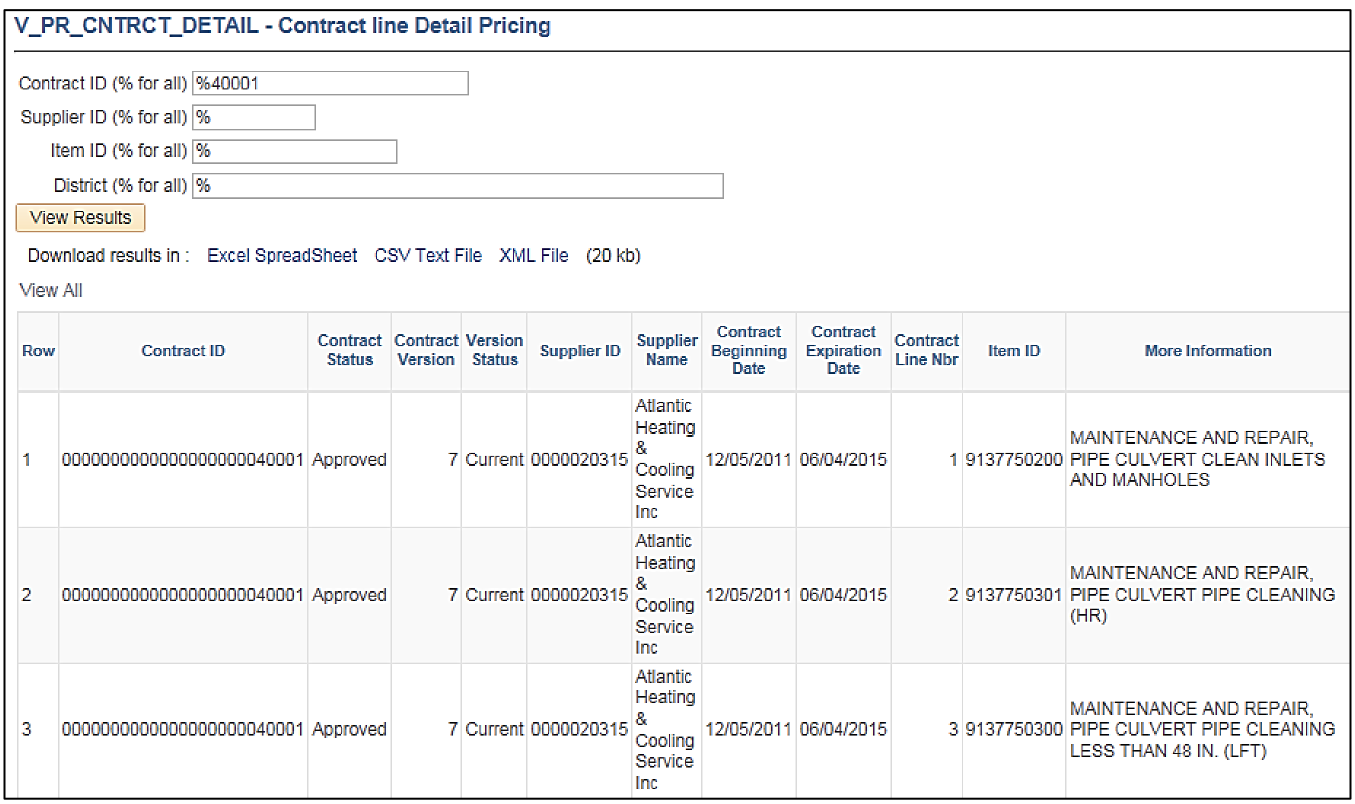
NAVIGATION PATHS:
- Query Viewer > V_PR_CNTRCT_DETAIL
- Procurement WorkCenter > Queries > Contract line Detail Pricing
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CNTRCT_DETAIL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_DETAIL

INPUT / SEARCH CRITERIA:
Contract ID (% for all)
Supplier ID (% for all)
Item ID (% for all)
District (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITONAL INFORMATION:
Closed contracts are excluded from the results.

Screenshot of the Contract Line Detail Pricing Query Page



V_PR_CNTRCT_DETAIL - Contract line Detail Pricing

Contract ID (% for all) %40001
Supplier ID (% for all) %
Item ID (% for all) %
District (% for all) %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (20 kb)

View All

Row	Contract ID	Contract Status	Contract Version	Version Status	Supplier ID	Supplier Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr	Item ID	More Information
1	0000000000000000000040001	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	1	9137750200	MAINTENANCE AND REPAIR, PIPE CULVERT CLEAN INLETS AND MANHOLES
2	0000000000000000000040001	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	2	9137750301	MAINTENANCE AND REPAIR, PIPE CULVERT PIPE CLEANING (HR)
3	0000000000000000000040001	Approved	7	Current	0000020315	Atlantic Heating & Cooling Service Inc	12/05/2011	06/04/2015	3	9137750300	MAINTENANCE AND REPAIR, PIPE CULVERT PIPE CLEANING LESS THAN 48 IN. (LFT)

Screenshot of the Contract Line Detail Pricing Query Page (scrolled right)

First 1-14 of 14 Last

Supplier Item ID	Supplier's Catalog	Category	District (Mfg ID)	Mfg Itm ID	Contract Base Price	Eff Date of Price Change	Adjustment Method	Adjustment Amount	Adjust Percentage	Computed Adjusted Price	Lead Time Days
ASHLAND		9137750			140.00000						0
		9137750			115.00000						0
		9137750			5.95000						0

Contract Query for ASD-PRT/ACO (V_PR_CONTRACT)

REVISED: 9/1/2026

DESCRIPTION:
This query displays all Contract versions and related information by Contract Type. The query can be executed by any user and can be used in managing Contracts and related activities.

NAVIGATION PATHS:
- Query Viewer > V_PR_CONTRACT
- Procurement WorkCenter > Queries > Contract query for ASD-PRT/ACO
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CONTRACT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CONTRACT

INPUT / SEARCH CRITERIA:
Contract SetID
Contract Category
District, 2nd Char Dept, % All
Contract Begin Date From
Contract Begin Date To
Buyer Like (%)

OUTPUT FORMAT:
HTML
Excel
CSV

Cardinal

Screenshot of the Contract Query for ASD-PRT/ACO Page

V_PR_CONTRACT - Contract query for ASD-PRT/ACO

Contract SetID: STATE

Contract Category: FIXED PRICE

District, 2nd Char Dept, % All: %

Contract Begin Date From: 01/01/2018

Contract Begin Date To: 06/14/2019

Buyer Like (%): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (116 kb)

View All

Row	Contract SetID	Contract ID	Contract Version Nbr	Status	Contract Version Date	Contract Description	Supplier ID	Supplier Name	Contract Begin Date	Contract Expire Date
1	STATE	0000000000000000000046277	1	H	12/20/2017	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2018
2	STATE	0000000000000000000046277	2	H	12/05/2018	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2019
3	STATE	0000000000000000000046277	3	C	04/03/2019	PEST CONTROL SERVICES	0000032991	PermaTreat Pest Control Company Inc	01/01/2018	12/31/2019
4	STATE	0000000000000000000046279	1	H	12/20/2017	Janitorial Fredg District Comp	0000028711	PORTCO Inc	01/01/2018	12/31/2018
5	STATE	0000000000000000000046279	2	C	12/03/2018	Janitorial Fredg District Comp	0000028711	PORTCO Inc	01/01/2018	12/31/2019
6	STATE	0000000000000000000046287	1	C	12/29/2017	Property Maintenance Services	0000057980	DBI Services LLC	04/01/2018	03/31/2023
7	STATE	0000000000000000000046289	1	C	12/29/2017	Property Maintenance Services	0000042599	Infrastructure Corp of America	04/01/2018	04/01/2018

Cardinal

Screenshot of the Contract Query for ASD-PRT/ACO Page (scrolled right)

First 1-100 of 181 Last

Estimated Contract Value	Maximum Contract Amount	Original Nbr Renewal Options	Current Renewal Period	Event ID	Buyer	Contract Category Code	Department ID	District	District Nbr
0.000	7820.000	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	19103.750	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	19103.750	0	0	0000154310		FIXED PRICE	10141	Central Office	0
0.000	140420.760	0	0	0000154437		FIXED PRICE	10141	Central Office	0
0.000	280841.520	0	0	0000154437		FIXED PRICE	10141	Central Office	0
0.000	77936521.800	0	0	0000154331		FIXED PRICE	10003	Central Office	0
0.000	0.000	0	0	0000154331		FIXED PRICE	10003	Central Office	0

Cardinal

Contracts Not Linked to POs Query (V_PR_CNTRCT_WO_PO)

REVISED: 9/1/2026

DESCRIPTION:
This query displays Contract information for Contracts not linked to a Purchase Order, defined by specific selection criteria. The query can be executed by any user and can be used to identify Contracts not linked to Purchase Orders.

NAVIGATION PATHS:
- Query Viewer > V_PR_CNTRCT_WO_PO
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CNTRCT_WO_PO
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_WO_PO

INPUT / SEARCH CRITERIA:
SetID
Contract Begin Date From
Contract Begin Date To

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
Excludes SiteManager contracts and Closed / Cancelled contracts:

Screenshot of the Contracts Not Linked to POs Query Page

V_PR_CNTRCT_WO_PO - Contracts not linked to POs

SetID STATE
Contract Begin Date From 01/01/2018
Contract Begin Date To 06/14/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (78 kb)

View All

First 1-100 of 217 Last

Row	SetID	Contract ID	Cntrct Version Nbr	Cntrct Status	Contract Description	Cntrct Begin Dt	Cntrct Expire Dt	Supp SetID	Supplier ID	Supplier Name	Contract Buyer
1	STATE	0000000000000000000046119	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000031033	Luck Stone Corp	
2	STATE	0000000000000000000046120	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000031033	Luck Stone Corp	
3	STATE	0000000000000000000046135	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000037252	Charles W Barger & Son Construction	
4	STATE	0000000000000000000046136	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000037252	Charles W Barger & Son Construction	
5	STATE	0000000000000000000046141	2	A	FOB STONE	01/01/2018	12/31/2019	STATE	0000030699	Rockbridge Stone Products Inc	
6	STATE	0000000000000000000046161	1	A	Delivered Stone - Page Co.	01/01/2018	12/31/2018	STATE	0000032240	THE FRAZIER QUARRY INC	
7	STATE	0000000000000000000046162	1	A	Delivered Stone thoughout Augu	01/01/2018	12/31/2018	STATE	0000058791	Jason Harvey	
8	STATE	0000000000000000000046163	1	A	Delivered Stone thoughout Augu	01/01/2018	12/31/2018	STATE	0000035407	Rockydale Quarry - Staunton	
9	STATE	0000000000000000000046164	1	A	Delivered Stone thoughout Augu	01/01/2018	12/31/2018	STATE	0000032240	THE FRAZIER QUARRY INC	

Procurement Contract Expenditure Query (V_PR_CNTRCT_EXPENDITURES)

REVISED: 9/1/2026

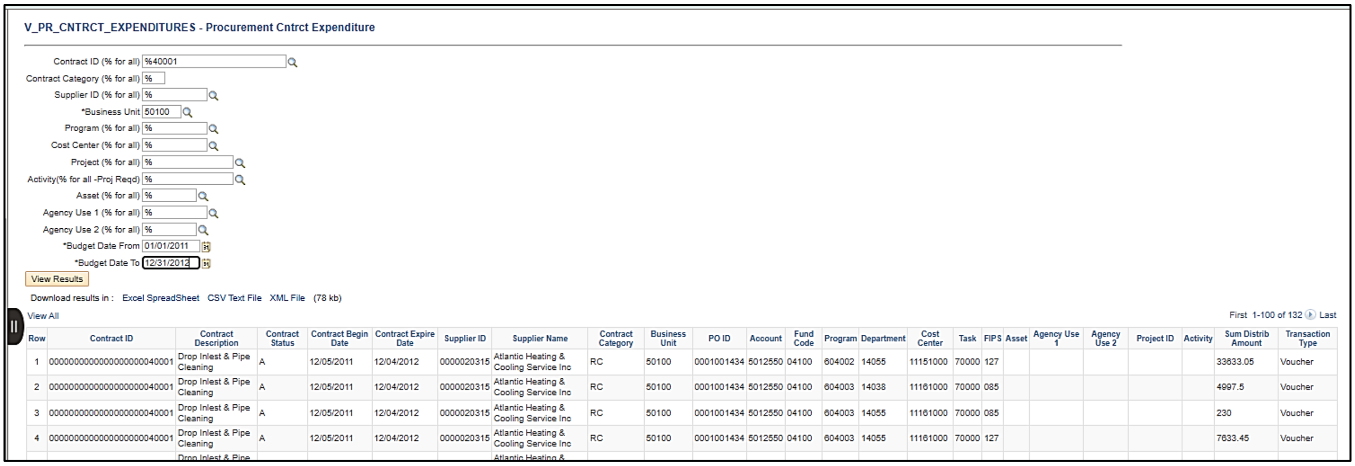
DESCRIPTION:
This query displays procurement Contract expenditures, including the associated accounting distribution information, by Contract ID.

NAVIGATION PATHS:
- Query Viewer > V_PR_CNTRCT_EXPENDITURES
- Procurement WorkCenter > Queries > Procurement Cntrct Expenditure
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CNTRCT_EXPENDITURES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_EXPENDITURES

INPUT / SEARCH CRITERIA:
Contract ID (% for all)
Contract Category (% for all)
Supplier ID (% for all)
Business Unit
Program (% for all)
Cost Center (% for all)
Project (% for all)
Activity (% for all – Project Required)
Asset (% for all)
Agency Use 1 (% for all)
Agency Use 2 (% for all)
Budget Date From
Budget Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Procurement Contract Expenditure Query Page


V_PR_CNTRCT_EXPENDITURES - Procurement Cntrct Expenditure

Contract ID (% for all) %40001
Contract Category (% for all) %
Supplier ID (% for all) %
*Business Unit 50100
Program (% for all) %
Cost Center (% for all) %
Project (% for all) %
Activity(% for all -Proj Reqd) %
Asset (% for all) %
Agency Use 1 (% for all) %
Agency Use 2 (% for all) %
*Budget Date From 01/01/2011
*Budget Date To 12/31/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (78 kb)

View All

First 1-100 of 132 Last

Row	Contract ID	Contract Description	Contract Status	Contract Begin Date	Contract Expire Date	Supplier ID	Supplier Name	Contract Category	Business Unit	PO ID	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project ID	Activity	Sum Distrib Amount	Transaction Type
1	0000000000000000000040001	Drop Inlest & Pipe Cleaning	A	12/05/2011	12/04/2012	0000020315	Atlantic Heating & Cooling Service Inc	RC	50100	0001001434	5012550	04100	604002	14055	11151000	70000	127						33633.05	Voucher
2	0000000000000000000040001	Drop Inlest & Pipe Cleaning	A	12/05/2011	12/04/2012	0000020315	Atlantic Heating & Cooling Service Inc	RC	50100	0001001434	5012550	04100	604003	14038	11161000	70000	085						4997.5	Voucher
3	0000000000000000000040001	Drop Inlest & Pipe Cleaning	A	12/05/2011	12/04/2012	0000020315	Atlantic Heating & Cooling Service Inc	RC	50100	0001001434	5012550	04100	604003	14055	11161000	70000	085						230	Voucher
4	0000000000000000000040001	Drop Inlest & Pipe Cleaning	A	12/05/2011	12/04/2012	0000020315	Atlantic Heating & Cooling Service Inc	RC	50100	0001001434	5012550	04100	604003	14055	11161000	70000	127						7633.45	Voucher

Procurement Contract Site Manager Query (V_PR_CNTRCT_SITEMANAGER)

CREATED: 9/1/2026

DESCRIPTION:
This query displays procurement Contract expenditures, including the associated accounting distribution information, by Contract ID for Site Managers.

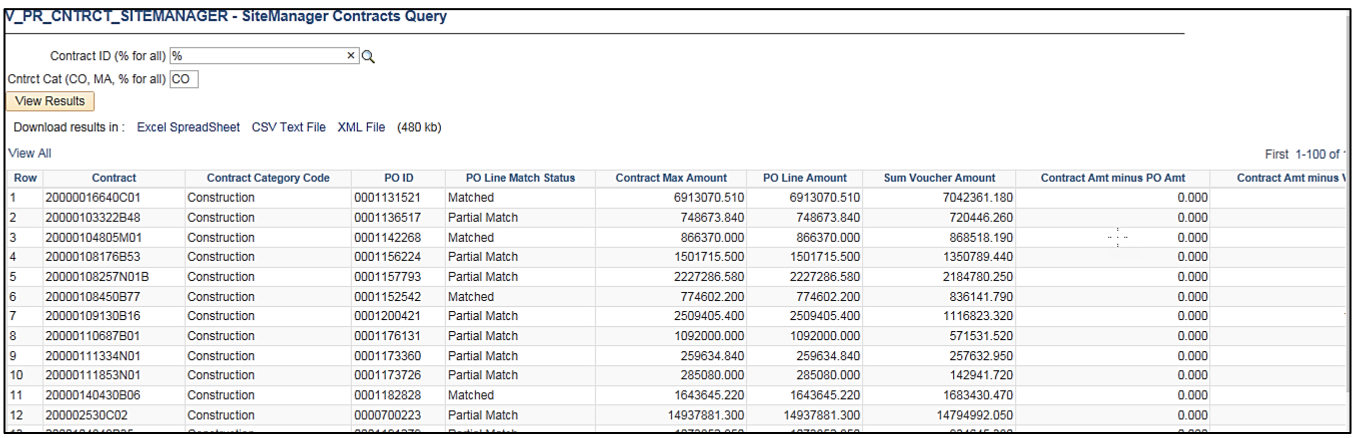
NAVIGATION PATHS:

- Query Viewer > V_PR_CNTRCT_SITEMANAGER
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CNTRCT_SITEMANAGER
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_SITEMANAGER

INPUT / SEARCH CRITERIA:
Contract ID (% for all)
Contract Category (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Procurement Contract Site Manager Query Page



V_PR_CNTRCT_SITEMANAGER - SiteManager Contracts Query

Contract ID (% for all) %
Cntrct Cat (CO, MA, % for all) CO
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (480 kb)

View All

First 1-100 of

Row	Contract	Contract Category Code	PO ID	PO Line Match Status	Contract Max Amount	PO Line Amount	Sum Voucher Amount	Contract Amt minus PO Amt	Contract Amt minus V
1	20000016640C01	Construction	0001131521	Matched	6913070.510	6913070.510	7042361.180	0.000	
2	20000103322B48	Construction	0001136517	Partial Match	748673.840	748673.840	720446.260	0.000	
3	20000104805M01	Construction	0001142268	Matched	866370.000	866370.000	868518.190	0.000	
4	20000108176B53	Construction	0001156224	Partial Match	1501715.500	1501715.500	1350789.440	0.000	
5	20000108257N01B	Construction	0001157793	Partial Match	2227286.580	2227286.580	2184780.250	0.000	
6	20000108450B77	Construction	0001152542	Matched	774602.200	774602.200	836141.790	0.000	
7	20000109130B16	Construction	0001200421	Partial Match	2509405.400	2509405.400	1116823.320	0.000	
8	20000110687B01	Construction	0001176131	Partial Match	1092000.000	1092000.000	571531.520	0.000	
9	20000111334N01	Construction	0001173360	Partial Match	259634.840	259634.840	257632.950	0.000	
10	20000111853N01	Construction	0001173726	Partial Match	285080.000	285080.000	142941.720	0.000	
11	20000140430B06	Construction	0001182828	Matched	1643645.220	1643645.220	1683430.470	0.000	
12	200002530C02	Construction	0000700223	Partial Match	14937881.300	14937881.300	14794992.050	0.000	

<This page is intended to be blank>

Contract Activities Report (POX3031) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides a list of Contract-related activities by Supplier, or Contract, for a specified period.

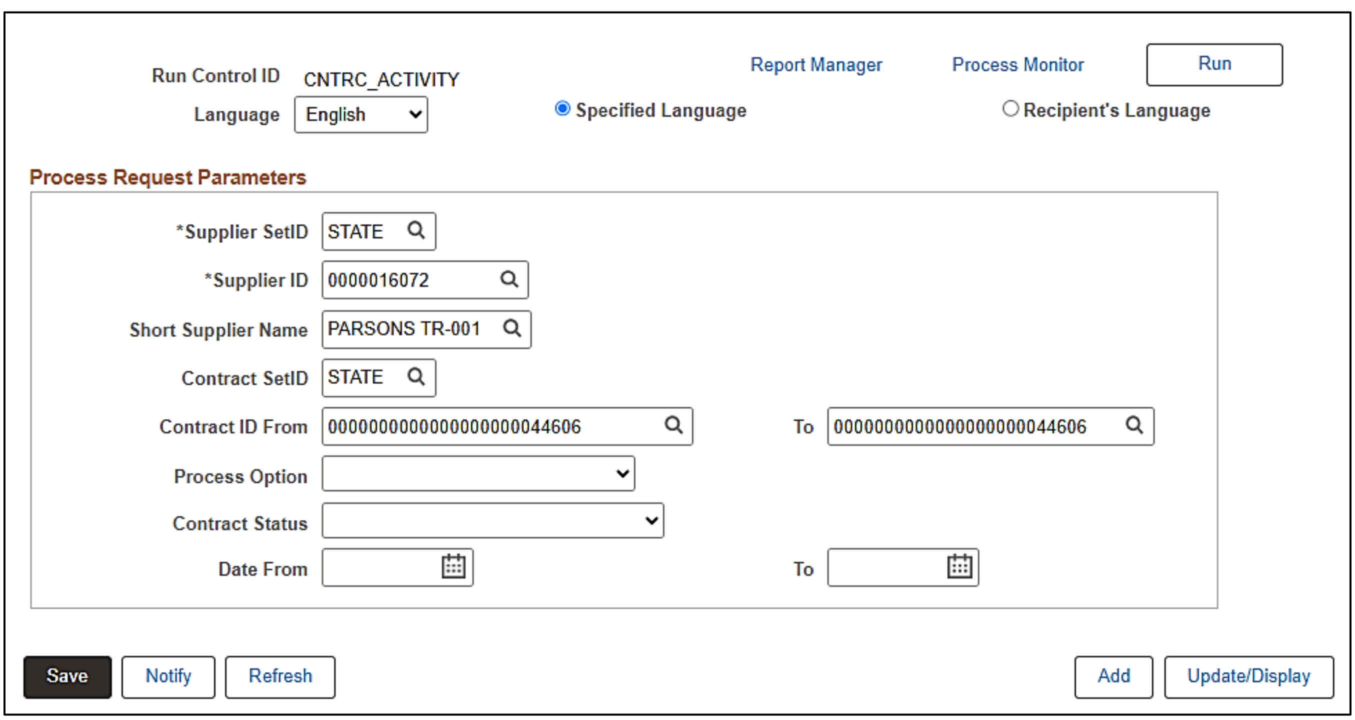
NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Contract Reports > PO Contract Activities Report
- NavBar > Menu > Procurement Contracts > Reports > PO Contract Activities Report

RUN CONTROL PARAMETERS:
Process to select: POX3031
Supplier SetID = STATE
Supplier ID
Short Supplier Name
Contract SetID
Contract ID From / To
Process Option
Contract Status
Date From / To

OUTPUT FORMAT:
PDF

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Contract Activities Report Run Control Page



Cardinal

Screenshot of the Contract Activities Report

ORACLE

Report ID: POX3031
Use ID:
Run Control ID: CNT_ACTIVITY_RPRT

PeopleSoft Purchasing
CONTRACT ACTIVITIES REPORT

Page No.: 1
Run Date: 3/13/2020
Run Time: 10:14:16 AM

Report Selection Criteria

Supplier Set ID:	STATE	Supplier ID:	0000016072	Supplier Name:	PARSONS TR-001		
Contract Set ID:	STATE	Contract ID From:	0000000000000000000044606	Through:	0000000000000000000044606	Contract Status:	Approved
		Date From:	01/01/2015	Through:	03/09/2017	Process Option:	Purchase Order

Set ID: STATE **Contract ID: 0000000000000000000044606** **Status: Approved** **Max Amount:** **0** **USD**

Unit	Doc ID	Line	Date	Amount	Currency	Doc Status	Set ID	Contract ID	Version	Line	Status
Payment											
50100	00653025	1	10/14/2016	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00653027	1	10/14/2016	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00653033	1	10/14/2016	38000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00653035	1	10/14/2016	212500	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00653041	1	10/14/2016	65000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00659518	1	10/28/2016	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00666844	1	11/10/2016	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00676978	1	12/21/2016	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00686058	1	01/12/2017	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
50100	00707378	1	03/08/2017	20000	USD	Paid	STATE	0000000000000000000044606	1		Approved
		Payment Total:		455,500.00							

Cardinal

Contract Expiration Report (POCNT400) – SQR Report

REVISED: 9/1/2026

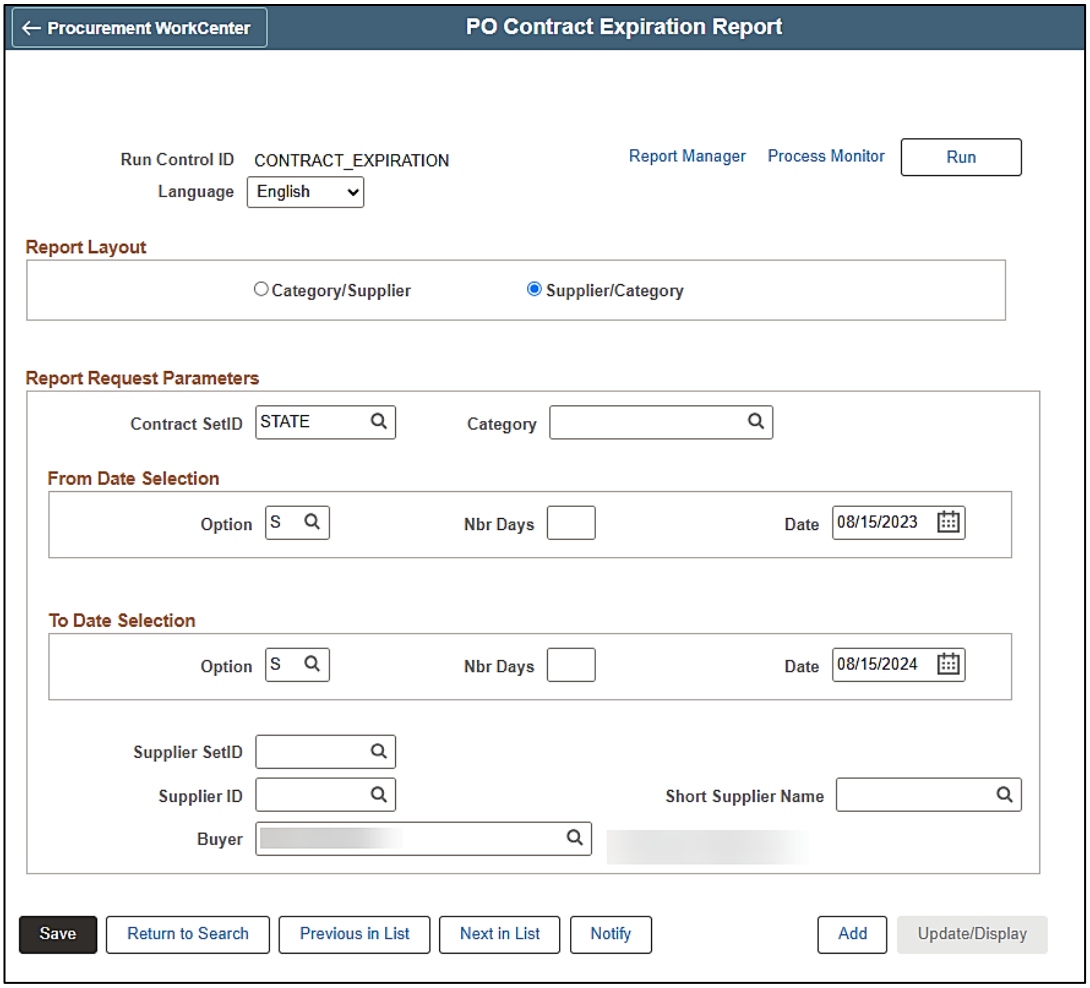
DESCRIPTION:
This report provides a list (by Category/Supplier or Supplier/Category) of Contracts that are scheduled to expire within a selected date range.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Contract Reports > PO Contract Expiration Report
- NavBar > Menu > Procurement Contracts > Reports > PO Contract Expiration Report

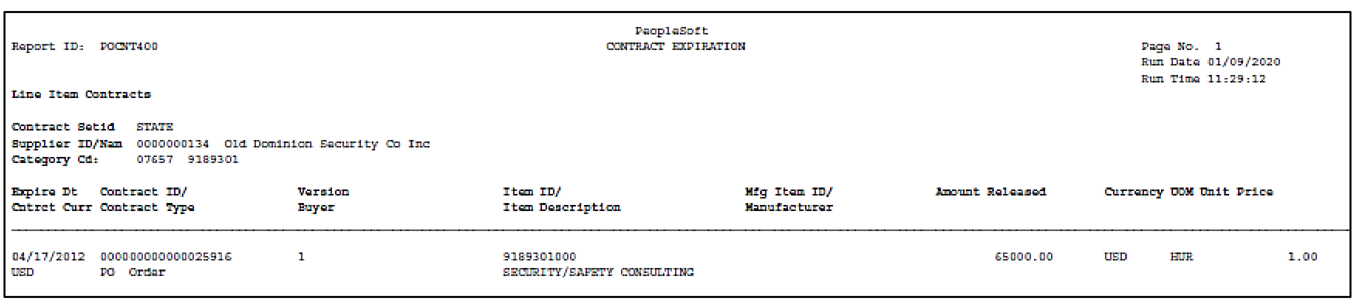
RUN CONTROL PARAMETERS:
Process to select: POCNT400
Report Layout (Category/Supplier, Supplier/Category)
Contract SetID
Category
From Date Selection (Option / Nbr Days / Date)
To Date Selection (Option / Nbr Days / Date)
Supplier SetID
Supplier ID
Short Supplier Name
Buyer

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Contract Expiration Report Run Control Page



Screenshot of the Contract Expiration Report



```
                                              PeopleSoft
Report ID:  POCNT400                     CONTRACT EXPIRATION                                         Page No.  1
                                                                                                     Run Date 01/09/2020
                                                                                                     Run Time 11:29:12
Line Item Contracts

Contract Setid   STATE
Supplier ID/Nam  0000000134  Old Dominion Security Co Inc
Category Cd:     07657  9189301

Expire Dt   Contract ID/           Version          Item ID/                Mfg Item ID/        Amount Released     Currency UOM Unit Price
Cntrct Curr Contract Type          Buyer            Item Description        Manufacturer
-------------------------------------------------------------------------------------------------------------------------------------------------
04/17/2012  000000000000025916     1                9189301000                                        65000.00     USD      HUR           1.00
USD         PO  Order                               SECURITY/SAFETY CONSULTING
```

Cardinal

Contract Usage Details Report (RPR017) – SQR Report

REVISED: 9/1/2026

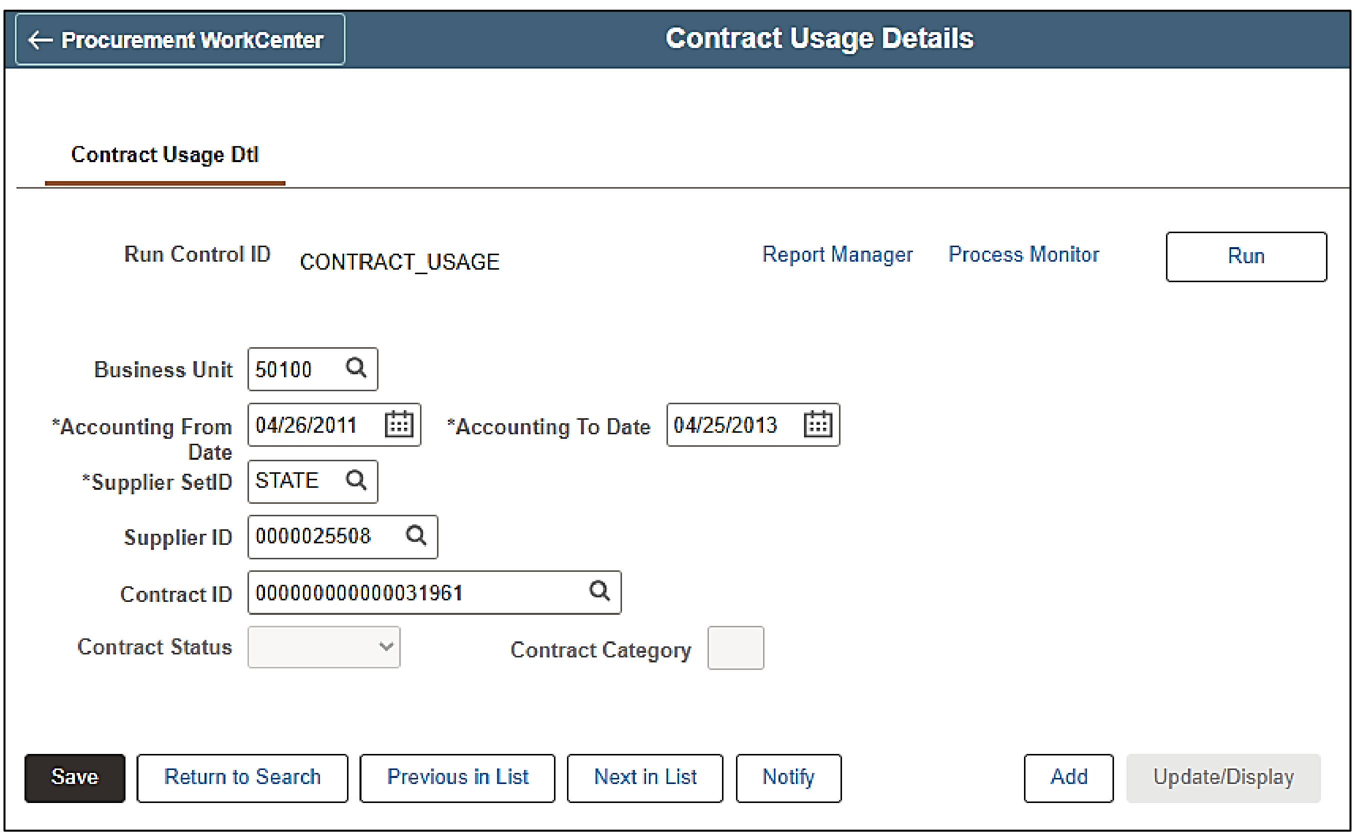
DESCRIPTION:
This report provides a list (by Supplier and Contract ID) of the Purchase Orders, Invoices, and Voucher/Payment details and summaries within a selected date range.

NAVIGATION PATH:
NavBar > Menu > Procurement Contracts > Reports > Contract Usage Details

RUN CONTROL PARAMETERS:
Process to select: VPRR017
Business Unit
Accounting From Date
Accounting To Date
Supplier SetID = STATE
Supplier ID
Contract ID
Contract Status
Contract Category

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Contract Usage Details Report Run Control Page



Cardinal

Screenshot of the Contract Usage Details Report

CARDINAL

Report ID: RPR017

Commonwealth of Virginia
CONTRACT USAGE DETAILS

Run Date: 02/24/2020
Run Time: 12:16 00

Page No. 1 of 2

Setid:	STATE	From Date:	11/01/2011
Business Unit:	50100	To Date:	11/15/2012
Supplier ID:	0000032240		
Supplier Name:	THE FRAZIER QUARRY INC		
Contract ID:	000000000000032816	Contract Category:	RC
Contract Manager:		Contract Status:	Approved
Original Value:	0.00	Award Date:	
Current Value:	0.00	Begin Date:	01/01/2012
		Expiration Date:	12/31/2012

Invoice Date	Supplr Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Supplr	Retainage Held
04/30/2012	12019120430	24,231.60		00057584	05/03/2012	24,231.60	0.00
Total for PO	**0001001765 Line 1**	**24,231.60**				**24,231.60**	**0.00**
02/29/2012	12004120229	1,333.33		00034479	03/02/2012	1,333.33	0.00
Total for PO	**0001001765 Line 2**	**1,333.33**				**1,333.33**	**0.00**
01/31/2012	12004120131	7,640.03		00024524	02/06/2012	7,640.03	0.00
Total for PO	**0001003719 Line 1**	**7,640.03**				**7,640.03**	**0.00**
01/31/2012	12004120131	3,928.20		00024524	02/06/2012	3,928.20	0.00
Total for PO	**0001003719 Line 2**	**3,928.20**				**3,928.20**	**0.00**
10/15/2012	12017121015	1,160.10		00119075	10/23/2012	1,160.10	0.00
Total for PO	**0001003753 Line 1**	**1,160.10**				**1,160.10**	**0.00**
10/15/2012	12017121015	1,609.87		00119075	10/23/2012	1,609.87	0.00
Total for PO	**0001003753 Line 2**	**1,609.87**				**1,609.87**	**0.00**
10/31/2012	12017121031	577.48		00124337	11/07/2012	577.48	0.00
Total for PO	**0001003753 Line 3**	**577.48**				**577.48**	**0.00**
01/31/2012	12004120131	1,080.23		00024524	02/06/2012	1,080.23	0.00
10/15/2012	12017121015	867.22		00119075	10/23/2012	867.22	0.00
Total for PO	**0001003753 Line 4**	**1,947.45**				**1,947.45**	**0.00**
01/31/2012	12004120131	6,262.37		00024524	02/06/2012	6,262.37	0.00
Total for PO	**0001004603 Line 1**	**6,262.37**				**6,262.37**	**0.00**

Screenshot of the Contract Usage Details Report (continued)

Page No. 2 of 2

Setid:	STATE	From Date:	11/01/2011
Business Unit:	50100	To Date:	11/15/2012
Supplier ID:	0000032240		
Supplier Name:	THE FRAZIER QUARRY INC		
Contract ID:	000000000000032816	Contract Category:	RC
Contract Manager:		Contract Status:	Approved
Original Value:	0.00	Award Date:	
Current Value:	0.00	Begin Date:	01/01/2012
		Expiration Date:	12/31/2012

Invoice Date	Supplr Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Supplr	Retainage Held
09/15/2012	12020120915	8,076.02		00109408	09/25/2012	8,076.02	0.00
Total for PO	**0001006337 Line 5**	**8,076.02**				**8,076.02**	**0.00**
09/30/2012	12020120930	696.44		00112714	10/04/2012	696.44	0.00
Total for PO	**0001006337 Line 6**	**696.44**				**696.44**	**0.00**
06/15/2012	12020120615	7,805.65		00078298	07/01/2012	7,805.65	0.00
09/15/2012	12020120915	7,819.40		00109408	09/25/2012	7,819.40	0.00
Total for PO	**0001006337 Line 7**	**15,625.05**				**15,625.05**	**0.00**
04/30/2012	12020120430	3,827.88		00057548	05/03/2012	3,827.88	0.00
05/31/2012	12020120531	3,747.65		00069561	06/05/2012	3,747.65	0.00
08/15/2012	12020120815	12,625.93		00097320	08/21/2012	12,625.93	0.00
09/30/2012	12020120930	6,242.54		00112714	10/04/2012	6,242.54	0.00
10/15/2012	12020121015	6,417.99		00118540	10/22/2012	6,417.99	0.00
Total for PO	**0001006337 Line 9**	**32,861.99**				**32,861.99**	**0.00**
09/30/2012	12020120930	1,609.58		00112714	10/04/2012	1,609.58	0.00
Total for PO	**0001006337 Line 10**	**1,609.58**				**1,609.58**	**0.00**
09/30/2012	12020120930	885.01		00112714	10/04/2012	885.01	0.00
Total for PO	**0001006337 Line 11**	**885.01**				**885.01**	**0.00**
05/15/2012	12019120515	8,687.03		00063804	05/21/2012	8,687.03	0.00
Total for PO	**0001019708 Line 1**	**8,687.03**				**8,687.03**	**0.00**
Total for 000000000000032816		**117,131.55**				**117,131.55**	**0.00**

Internal Order Contracts Report

REVISED: 9/1/2026

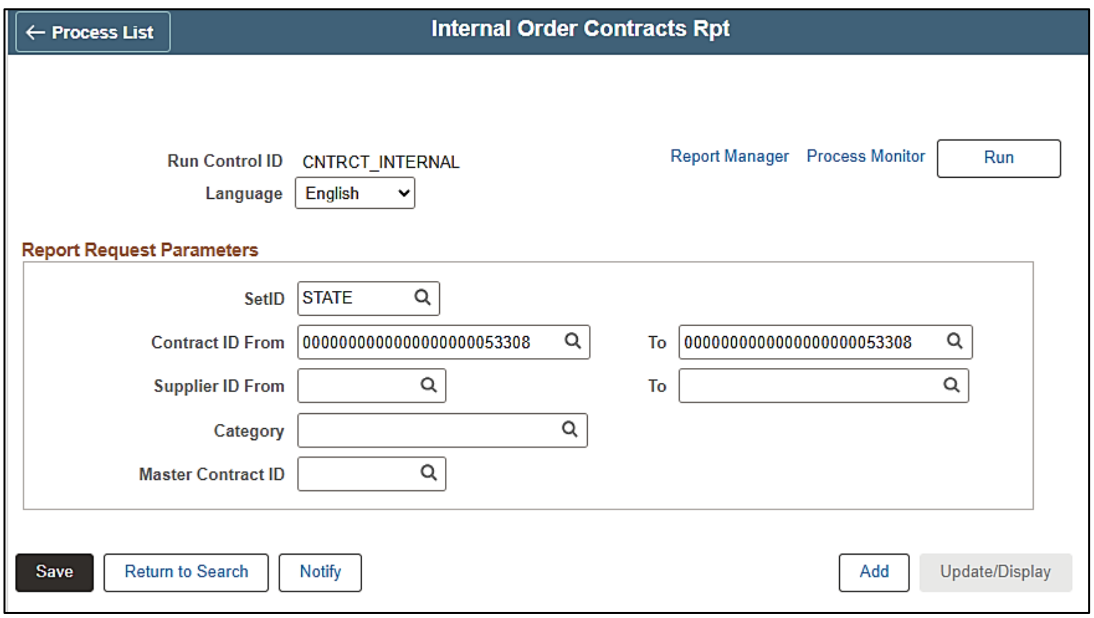
DESCRIPTION:
Generates a summary of selected Procurement Contract(s). The report lists contract terms, suppliers, associated items, and relevant dates.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Contract Reports > Internal Order Contracts Rpt
- NavBar > Menu > Procurement Contracts > Reports > Internal Order Contracts Rpt

RUN CONTROL PARAMETERS:
SetID
ContractID From/To
SupplierID From/To
Category
Master Contract ID

OUTPUT FORMAT:
PDF

Screenshot of the Internal Order Contracts Report Run Control Page



Cardinal

Screenshot of the Internal Order Contracts Report

Report ID: POCNT200	PeopleSoft Purchasing	Page	1
Operator ID: [redacted]	CONTRACT REPORT	Run Date	09/02/2026
Run Control: CNTRCT_INTERNAL		Run Time	13:24:28

Set ID:	STATE
Suppliers Include	All Supplie
Contracts Included:	00000000000000000000053308 **thru** 00000000000000000000053308
Categories Included:	All Categories
Master Contracts Included:	All Master Contracts

Supplier **0000000082 J D Hauling Inc**

Contract ID	Version	Contract Description
00000000000000000000053308	5	

Date Begin	Date End	Curr	Rate Type	Rate Date	MC PO	Maximum	Released	Status	Adjus Supp	Tax Exempt ID	Open Item	Total PO
08/01/2026	07/31/2029	USD	CRRNT	PO Date	Y	1,800,000.00	45,625.00	Approved	N		N	1

Contract Lines:

Line #	Supplier Item	Category	Min/Order Qty	Min/Order Amt	Max/Contract Qty	Max/Contract Amt	UOM	Ship To	Price Date	Price Qty	Qty Type
1	7503532575 STONE, 8 P GRADE B	7503532	0.01	0.01	0	0.00	N	N	PO	Line	C.O.Q.
2	7503532050 STONE NO. 8, LIGHT WEIGHT, STONE	7503532	0	0.00	0	0.00	N	N	PO	Line	C.O.Q.

Cardinal

Non-Contracted Items Report

REVISED: 9/1/2026

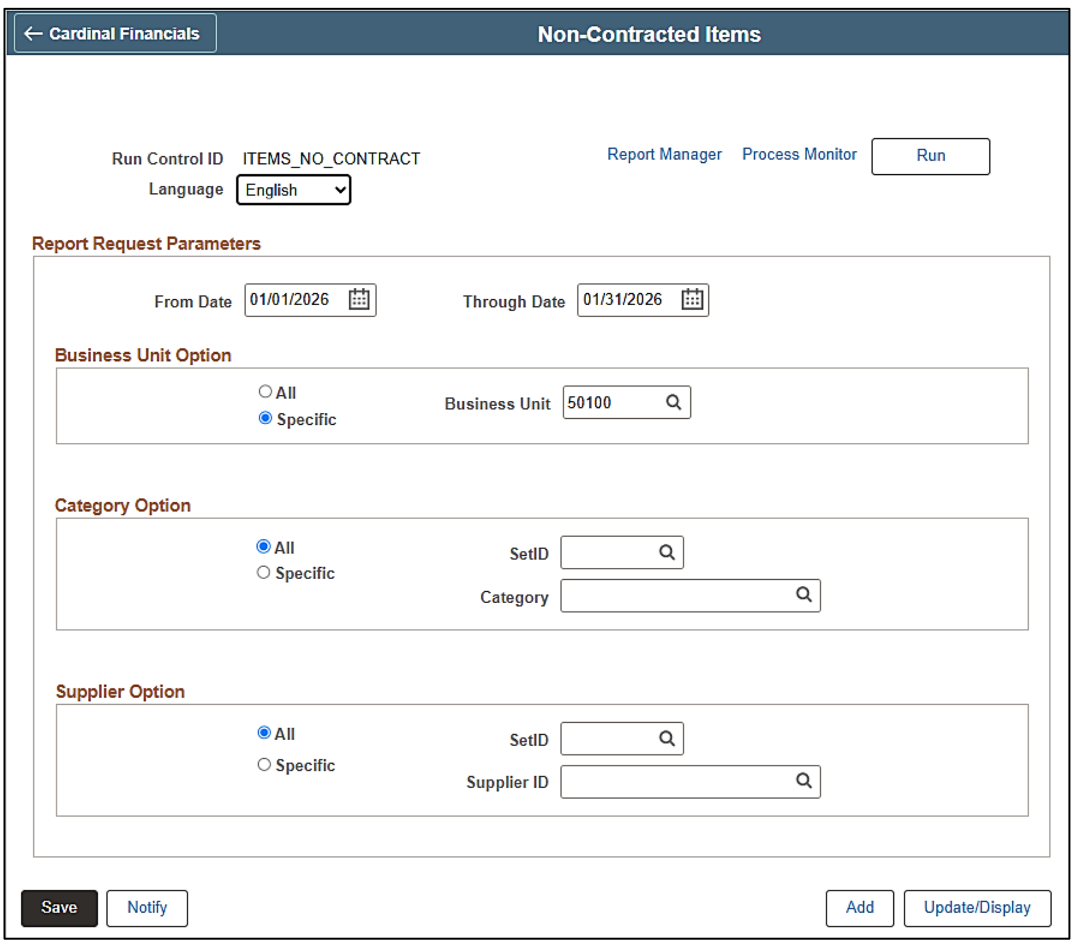
DESCRIPTION:
This report identifies items procured without an associated contract.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Contract Reports > Non-Contracted Items
- NavBar > Menu > Procurement Contracts > Reports > Non-Contracted Items

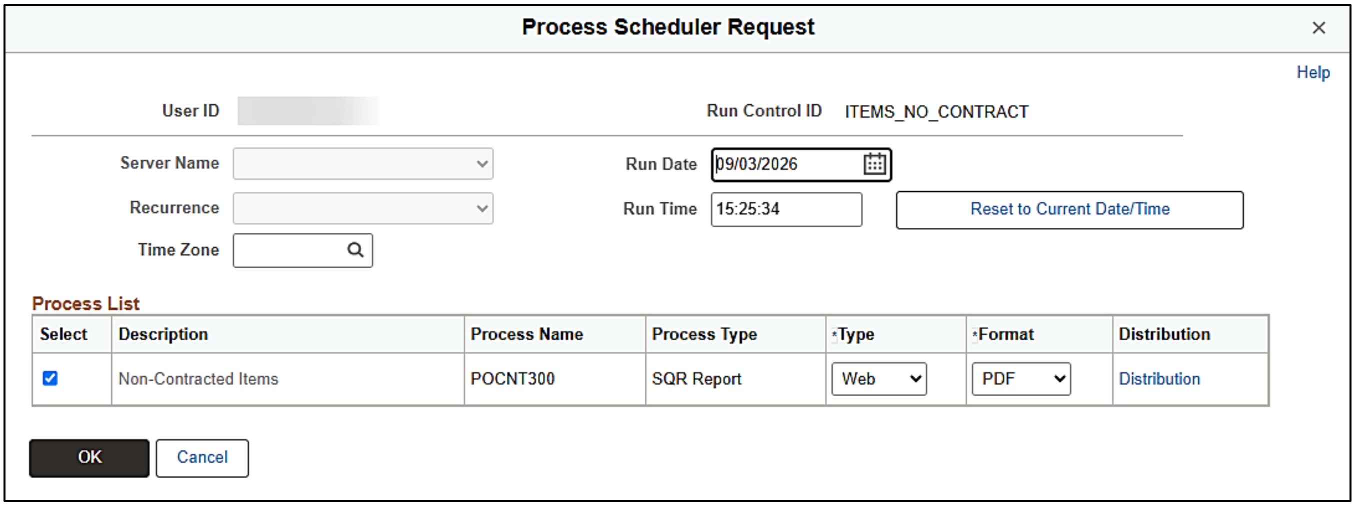
RUN CONTROL PARAMETERS:
Business Unit
Item ID (optional)
Category (optional)
Date Range (optional)

OUTPUT FORMAT:
PDF

Screenshot of the Non-Contracted Items Report Run Control Page



Screenshot of the Non-Contracted Items Report Process Scheduler Request Page



Process Scheduler Request

Help

User ID

Run Control ID ITEMS_NO_CONTRACT

Server Name

Run Date 09/03/2026

Recurrence

Run Time 15:25:34

Reset to Current Date/Time

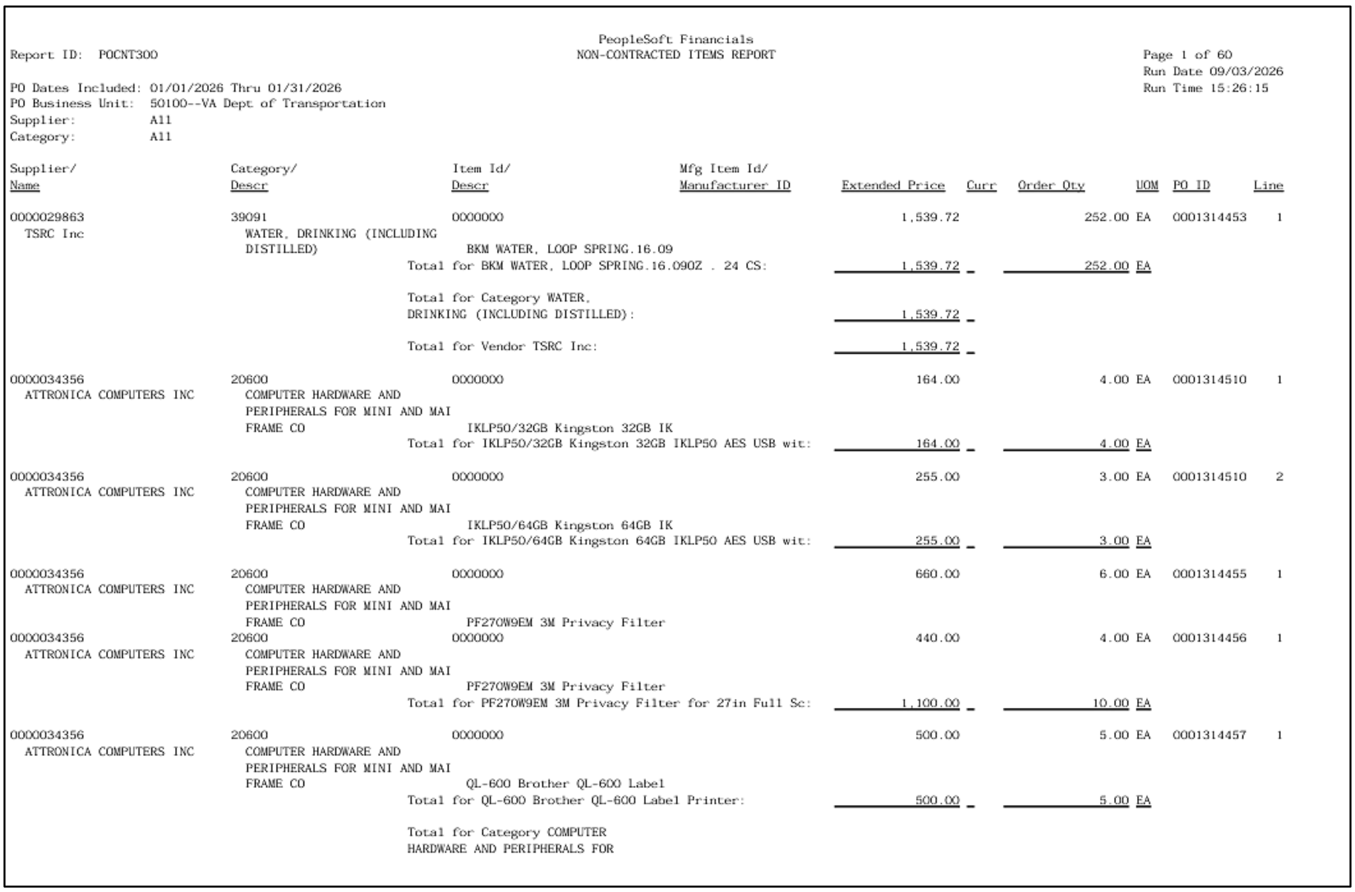
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Non-Contracted Items	POCNT300	SQR Report	Web	PDF	Distribution

OK Cancel

Screenshot of the Non-Contracted Items Report



```
                                              PeopleSoft Financials
Report ID:  POCNT300                          NON-CONTRACTED ITEMS REPORT                                    Page 1 of 60
                                                                                                              Run Date 09/03/2026
PO Dates Included: 01/01/2026 Thru 01/31/2026                                                                 Run Time 15:26:15
PO Business Unit:  50100--VA Dept of Transportation
Supplier:          All
Category:          All

Supplier/                Category/                Item Id/                 Mfg Item Id/
Name                     Descr                    Descr                    Manufacturer ID    Extended Price  Curr  Order Qty    UOM  PO ID       Line

0000029863               39091                    0000000                                          1,539.72               252.00 EA   0001314453   1
  TSRC Inc                 WATER, DRINKING (INCLUDING
                           DISTILLED)               BKM WATER, LOOP SPRING.16.09
                                   Total for BKM WATER, LOOP SPRING.16.09OZ . 24 CS:               1,539.72 _             252.00 EA

                                   Total for Category WATER,
                                   DRINKING (INCLUDING DISTILLED):                                 1,539.72 _

                                   Total for Vendor TSRC Inc:                                      1,539.72 _

0000034356               20600                    0000000                                            164.00                 4.00 EA   0001314510   1
  ATTRONICA COMPUTERS INC  COMPUTER HARDWARE AND
                           PERIPHERALS FOR MINI AND MAI
                           FRAME CO                 IKLP50/32GB Kingston 32GB IK
                                   Total for IKLP50/32GB Kingston 32GB IKLP50 AES USB wit:          164.00 _               4.00 EA

0000034356               20600                    0000000                                            255.00                 3.00 EA   0001314510   2
  ATTRONICA COMPUTERS INC  COMPUTER HARDWARE AND
                           PERIPHERALS FOR MINI AND MAI
                           FRAME CO                 IKLP50/64GB Kingston 64GB IK
                                   Total for IKLP50/64GB Kingston 64GB IKLP50 AES USB wit:          255.00 _               3.00 EA

0000034356               20600                    0000000                                            660.00                 6.00 EA   0001314455   1
  ATTRONICA COMPUTERS INC  COMPUTER HARDWARE AND
                           PERIPHERALS FOR MINI AND MAI
                           FRAME CO                 PF270W9EM 3M Privacy Filter
0000034356               20600                    0000000                                            440.00                 4.00 EA   0001314456   1
  ATTRONICA COMPUTERS INC  COMPUTER HARDWARE AND
                           PERIPHERALS FOR MINI AND MAI
                           FRAME CO                 PF270W9EM 3M Privacy Filter
                                   Total for PF270W9EM 3M Privacy Filter for 27in Full Sc:        1,100.00 _              10.00 EA

0000034356               20600                    0000000                                            500.00                 5.00 EA   0001314457   1
  ATTRONICA COMPUTERS INC  COMPUTER HARDWARE AND
                           PERIPHERALS FOR MINI AND MAI
                           FRAME CO                 QL-600 Brother QL-600 Label
                                   Total for QL-600 Brother QL-600 Label Printer:                   500.00 _               5.00 EA

                                   Total for Category COMPUTER
                                   HARDWARE AND PERIPHERALS FOR
```

Order Contract Report (POCNT100) – SQR Report

REVISED: 9/1/2026

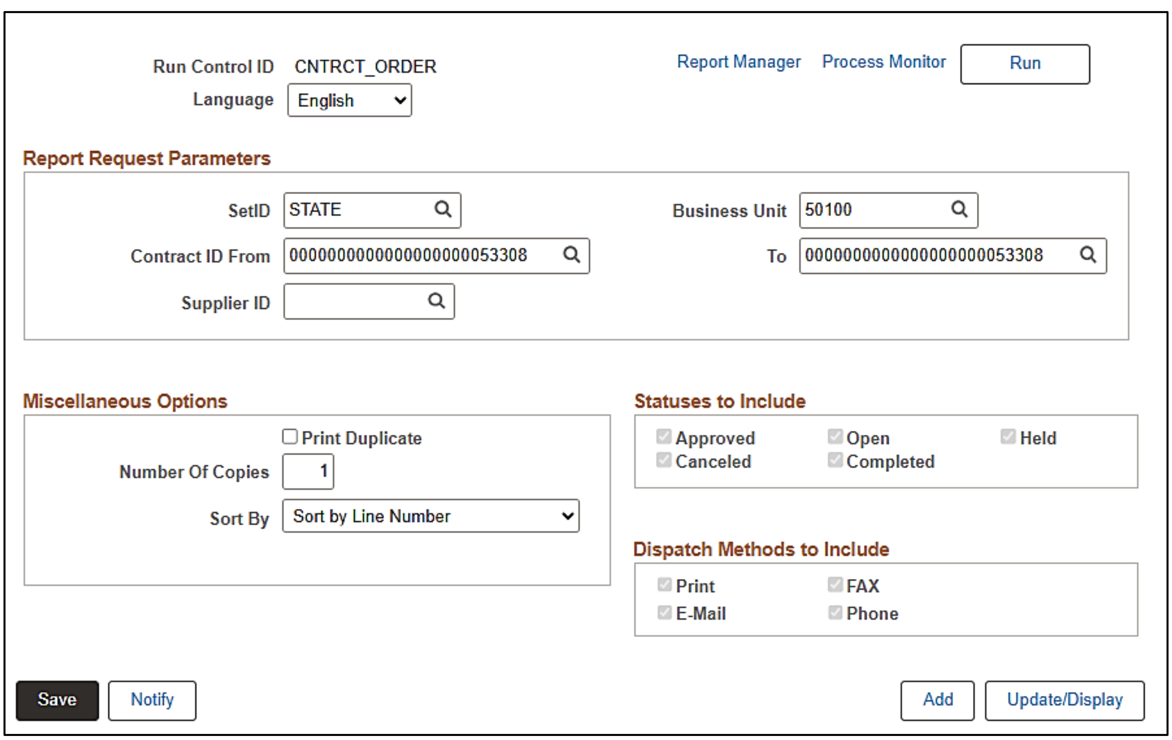
DESCRIPTION:
This report is used to print a copy of a Contract.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Contract Reports > Order Contracts
- NavBar > Menu > Procurement Contracts > Reports > Order Contracts

RUN CONTROL PARAMETERS:
Process to select: POCNT100
SetID
Business Unit
Contract ID From / To
Supplier ID
Print Duplicate [checkbox]
Number of Copies
Sort By
Statuses (Approved, Open, Held, Canceled, Completed)
Dispatch Methods to Include (Print, FAX, E-Mail, Phone)

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Order Contracts Report Run Control Page



Screenshot of the Order Contract Report

CONTRACT

VA Dept of Transportation
VDOT Central Office
1201 E Broad St
Richmond VA 23219
USA

Dispatch via Print

Contract ID	Version	Page
00000000000000000000053308	5	1 of 1

Contract Dates	Currency	Rate Type	Rate Date
08/01/2026 to 07/31/2029	USD	CRRNT	PO Date

Description: **Contract Maximum**
1,800,000.00

Supplier 0000000082
J D Hauling Inc

Virginia Beach VA 23456
USA

555-555-5555

Contract Lines:

Line #	Item ID / Category	Item Desc	UOM	Minimum Order Qty	Minimum Order Amt	Maximum / Open Qty	Maximum / Open Amt
1* Canceled	7503532575	STONE, 8 P GRADE B	LTN	0.01	0.01	0.00	0.00
Pricing Agreement:		Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Current Order Quantity				
2	7503532050	STONE NO. 8, LIGHT WEIGHT, STONE	LTN	0.00	0.00	0.00	0.00
Pricing Agreement:		Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Current Order Quantity				

<This page is intended to be blank>

Add/Update Purchase Order Inquiry

REVISED: 9/1/2026

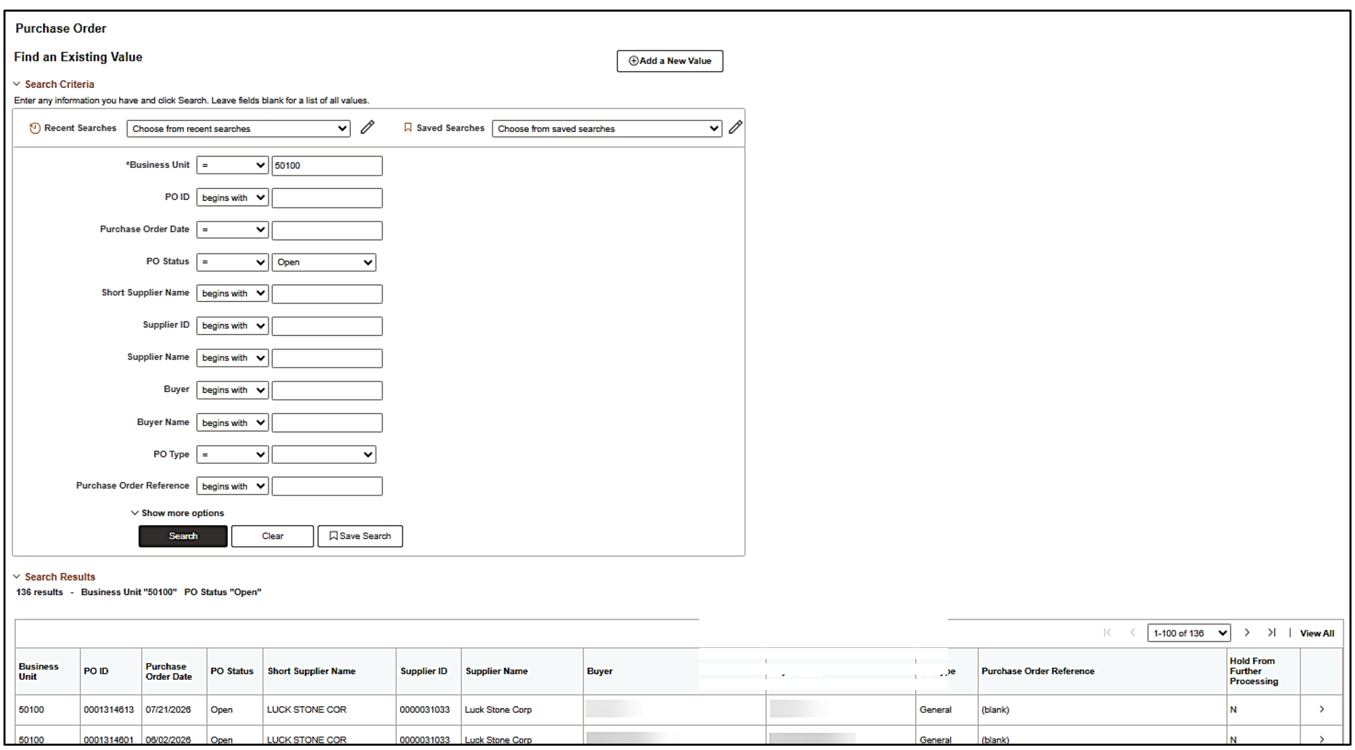
DESCRIPTION:
This inquiry is used to view or modify Purchase Order Header, Line, Schedule, and Distribution information.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Purchase Orders > Add/Update POs
- NavBar > Menu > Purchasing > Purchase Orders > Add/Update POs

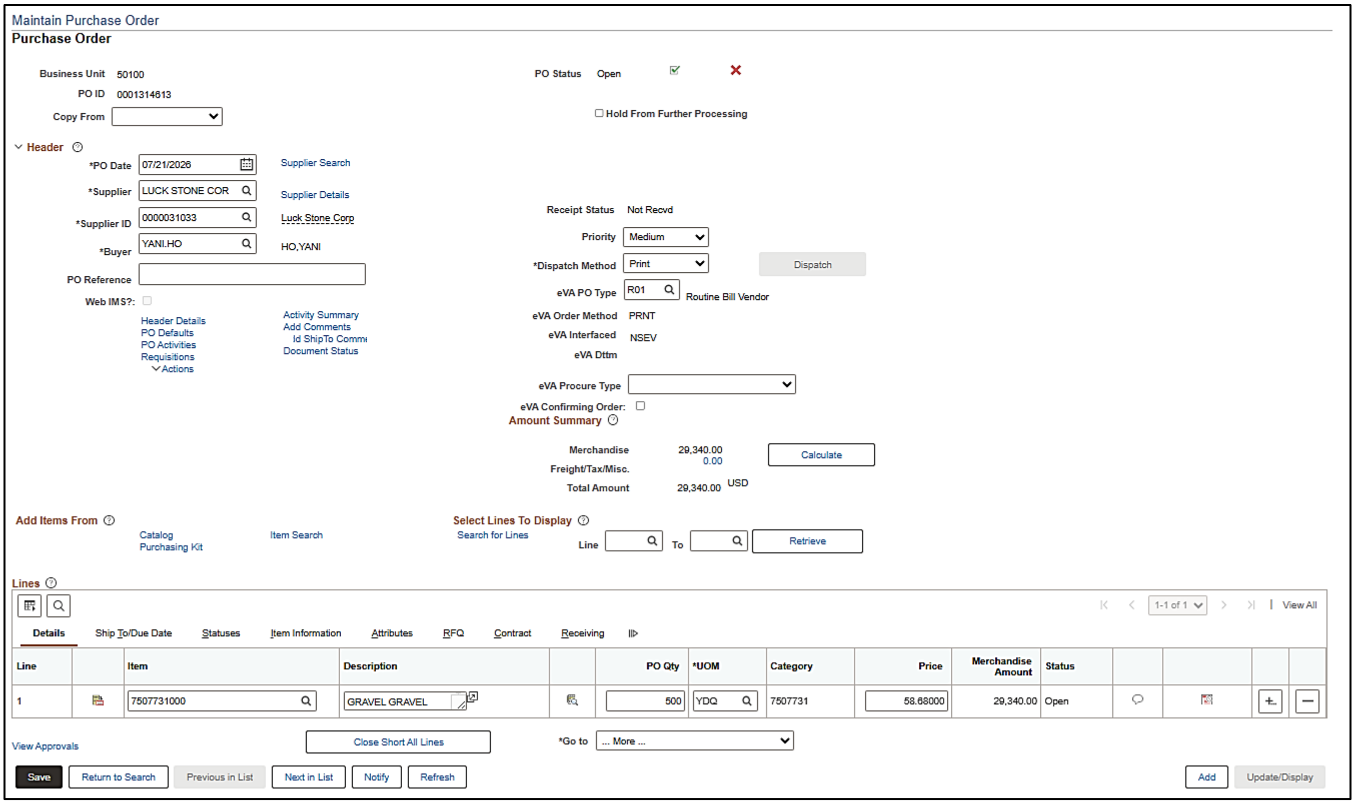
INPUT / SEARCH CRITERIA:
Business Unit
PO ID
Purchase Order Date
PO Status
Short Supplier Name
Supplier ID
Supplier Name
Buyer
Buyer Name
PO Type
Purchase Order Reference
Hold From Further Processing [checkbox]

OUTPUT FORMAT:
Online

Screenshot of the Add/Update Purchase Order Find an Existing Value Search Page



Screenshot of the Maintain Purchase Order Page



Cardinal

Purchase Order Inquiry

REVISED: 9/1/2026

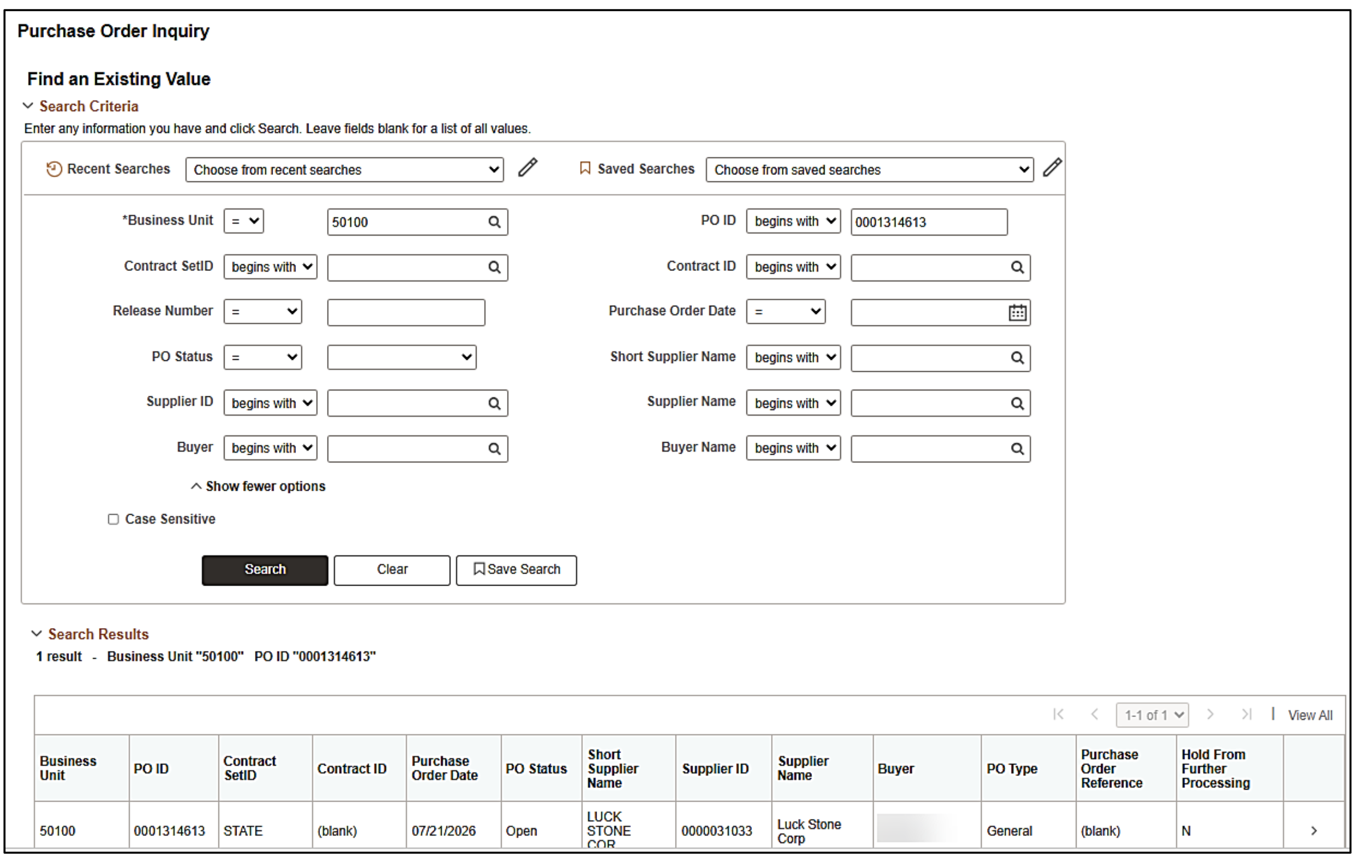
DESCRIPTION:
This inquiry is used to view Purchase Order information.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Purchase Order > Review Purchase Orders
- NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

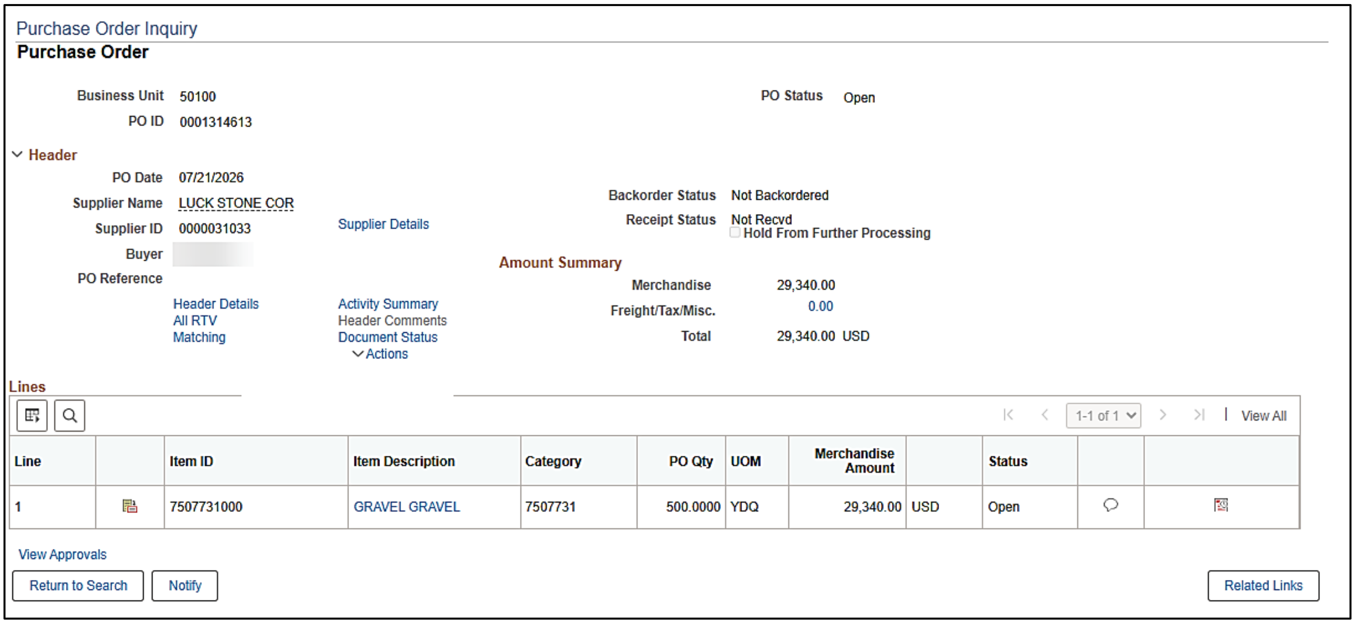
INPUT / SEARCH CRITERIA:
Business Unit
PO ID
Contract SetID
Contract ID
Release Number
Purchase Order Date
PO Status
Short Supplier Name
Supplier ID
Supplier Name
Buyer
Buyer Name

OUTPUT FORMAT:
Online

Screenshot of the Purchase Order Inquiry Find an Existing Value Search Page



Screenshot of the Purchase Order Inquiry Page



Purchase Order Inquiry

Purchase Order

Business Unit 50100

PO ID 0001314613

PO Status Open

Header

PO Date 07/21/2026

Supplier Name LUCK STONE COR

Supplier ID 0000031033

Supplier Details

Buyer

PO Reference

Backorder Status Not Backordered

Receipt Status Not Recvd

Hold From Further Processing

Amount Summary

Merchandise 29,340.00

Freight/Tax/Misc. 0.00

Total 29,340.00 USD

Header Details
All RTV
Matching

Activity Summary
Header Comments
Document Status
Actions

Lines

1-1 of 1 View All

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1		7507731000	GRAVEL GRAVEL	7507731	500.0000	YDQ	29,340.00	USD	Open		

View Approvals

Return to Search Notify Related Links

PO Activity Summary Inquiry

REVISED: 9/1/2026

DESCRIPTION:
This inquiry is used to view receiving, invoicing, and matching activities for selected Purchase Orders.

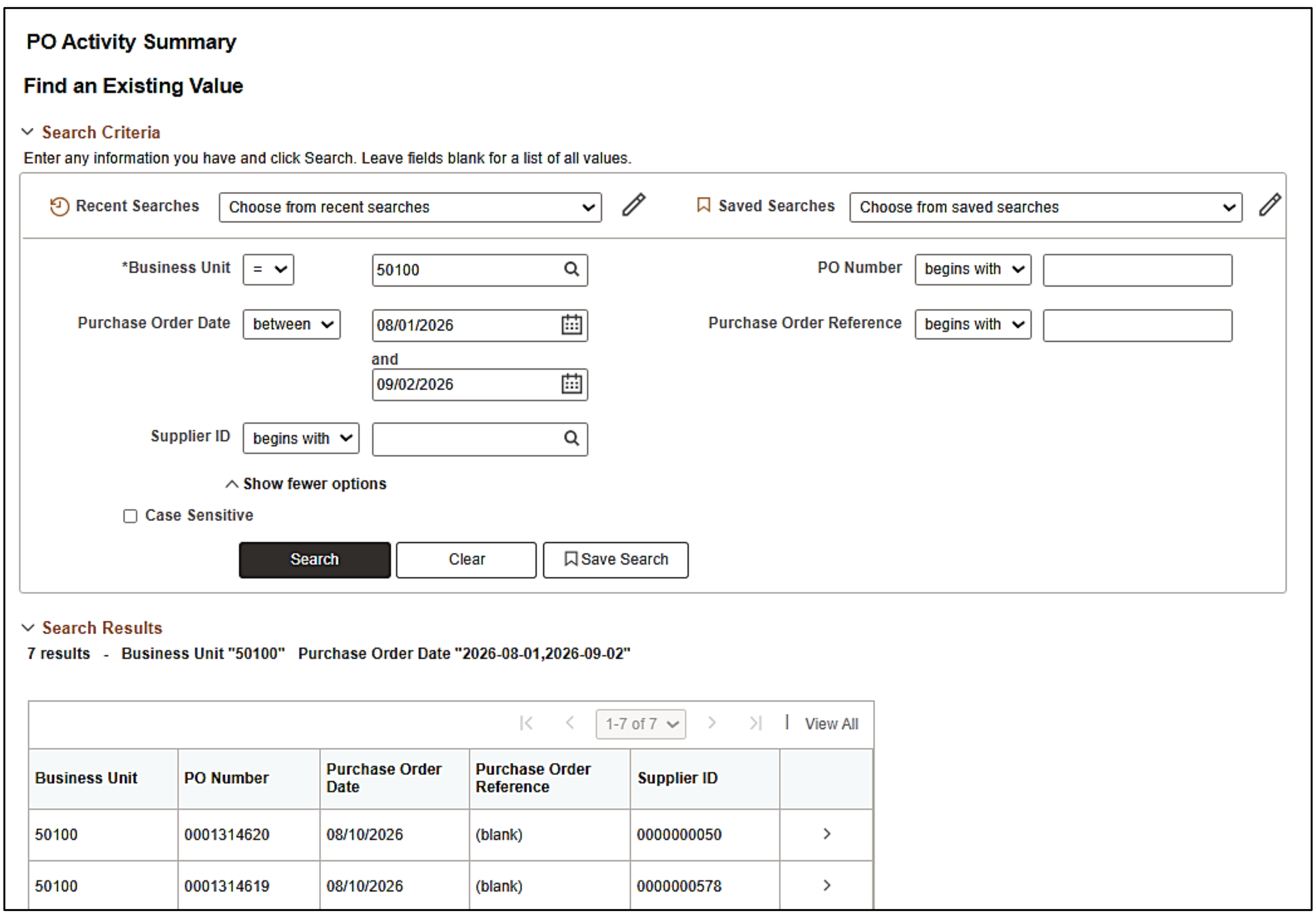
NAVIGATION PATHS:

- Procurement WorkCenter > Links > Purchase Order > PO Activity Summary
- NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

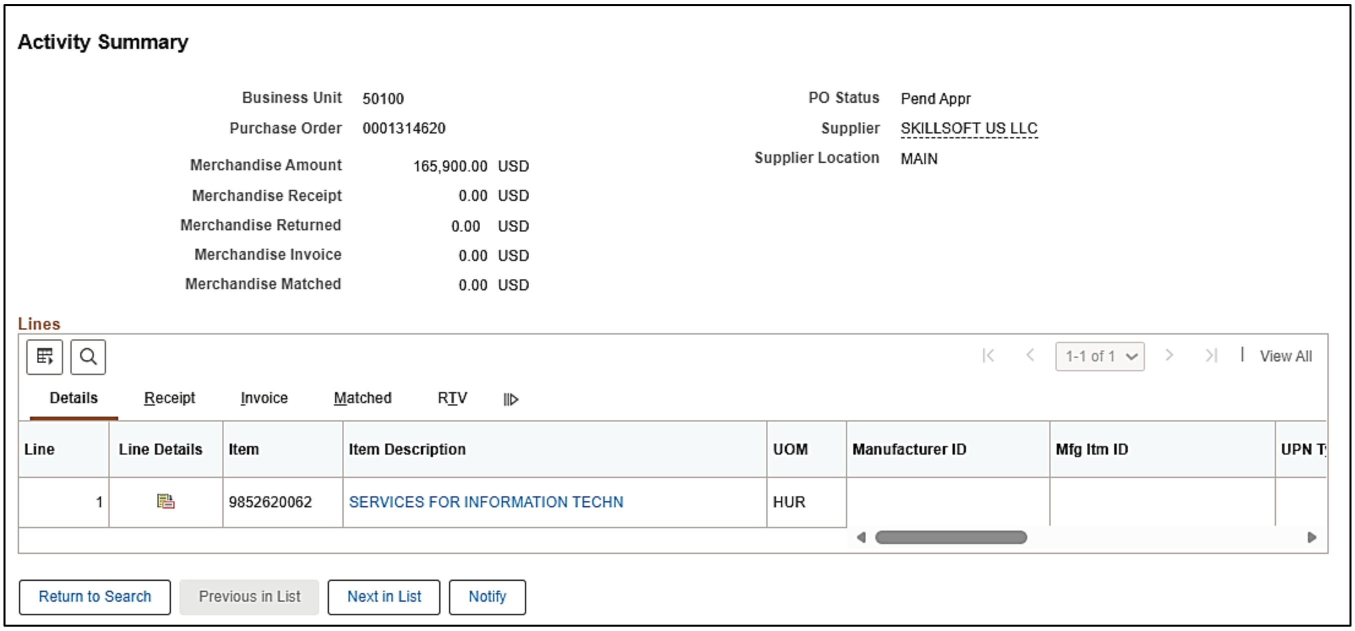
INPUT / SEARCH CRITERIA:
Business Unit
PO Number
Purchase Order Date
Purchase Order Reference
Supplier ID

OUTPUT FORMAT:
Online

Screenshot of the PO Activity Summary Find an Existing Value Search Page



Screenshot of the PO Activity Summary Page



Purchase Order Document Status Inquiry

REVISED: 9/1/2026

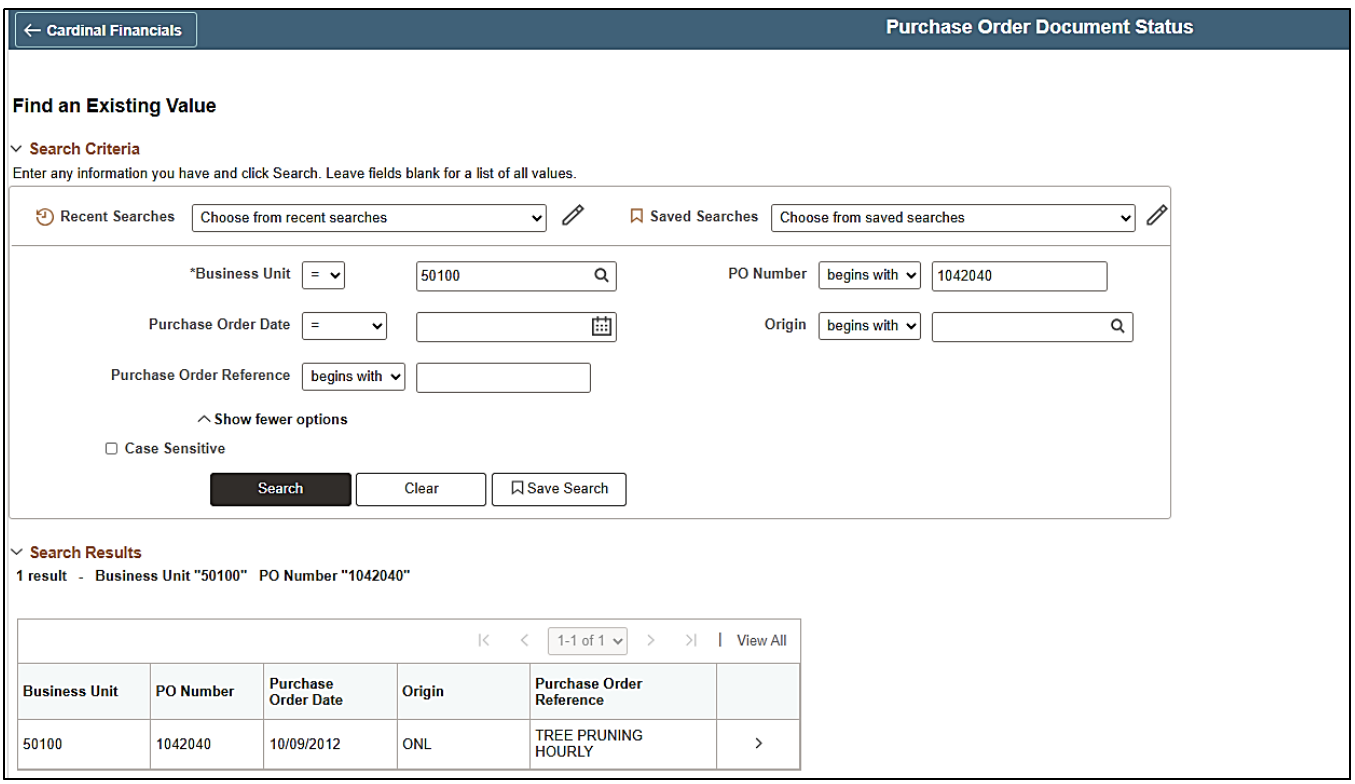
DESCRIPTION:
This inquiry is used to view Purchase Order document status information.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Purchase Order > Document Status Purchase Order
- NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Document Status Purchase Order

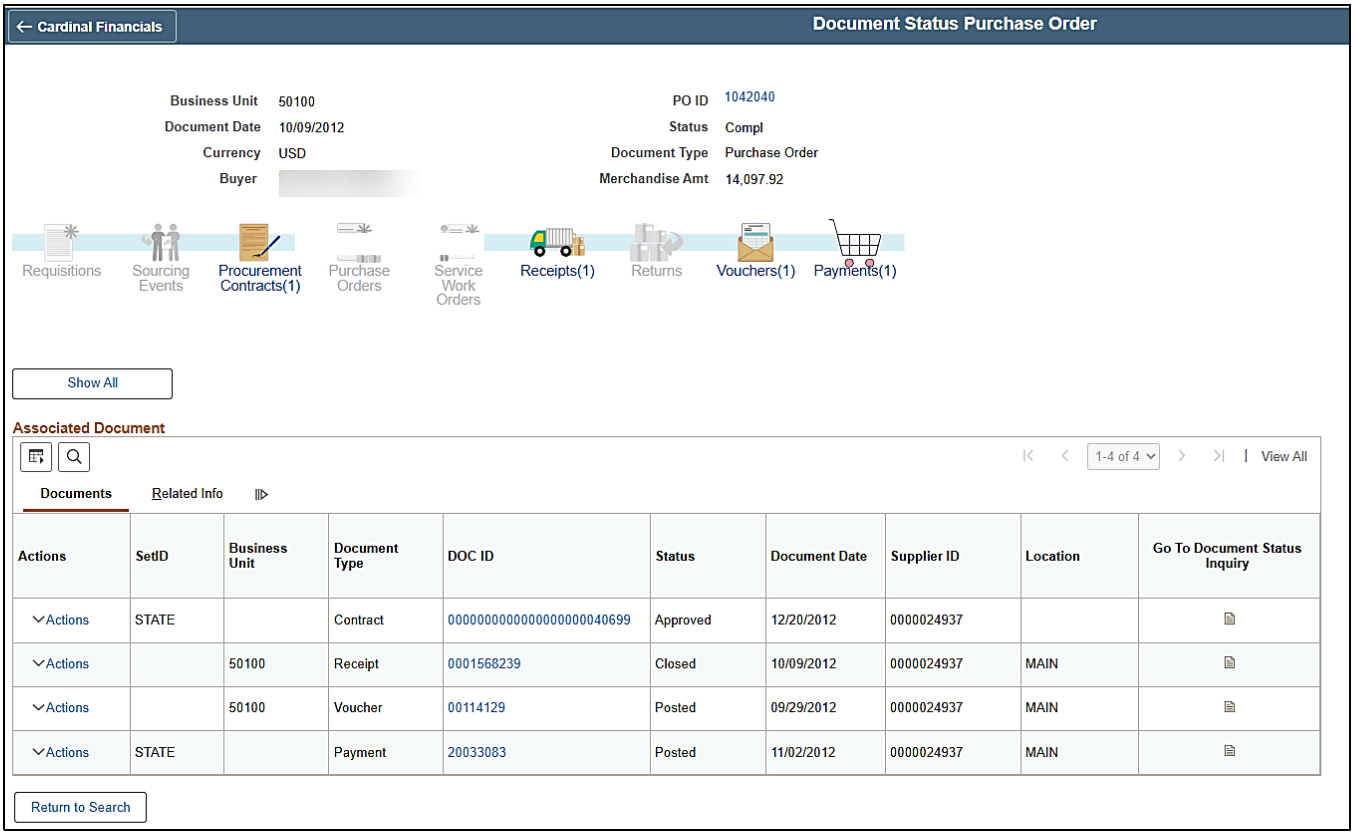
INPUT / SEARCH CRITERIA:
Business Unit
PO Number
Purchase Order Date
Origin
Purchase Order Reference

OUTPUT FORMAT:
Online

Screenshot of the Purchase Order Document Status Find an Existing Value Search Page



Screenshot of the Purchase Order Document Status Page



← Cardinal Financials

Document Status Purchase Order

Business Unit	50100	PO ID	1042040
Document Date	10/09/2012	Status	Compl
Currency	USD	Document Type	Purchase Order
Buyer		Merchandise Amt	14,097.92

Requisitions | Sourcing Events | Procurement Contracts(1) | Purchase Orders | Service Work Orders | Receipts(1) | Returns | Vouchers(1) | Payments(1)

Show All

Associated Document

1-4 of 4 | View All

Documents | Related Info

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions	STATE		Contract	0000000000000000000040699	Approved	12/20/2012	0000024937		
Actions		50100	Receipt	0001568239	Closed	10/09/2012	0000024937	MAIN	
Actions		50100	Voucher	00114129	Posted	09/29/2012	0000024937	MAIN	
Actions	STATE		Payment	20033083	Posted	11/02/2012	0000024937	MAIN	

Return to Search

Purchase Order Review Change Orders Inquiry

REVISED: 9/1/2026

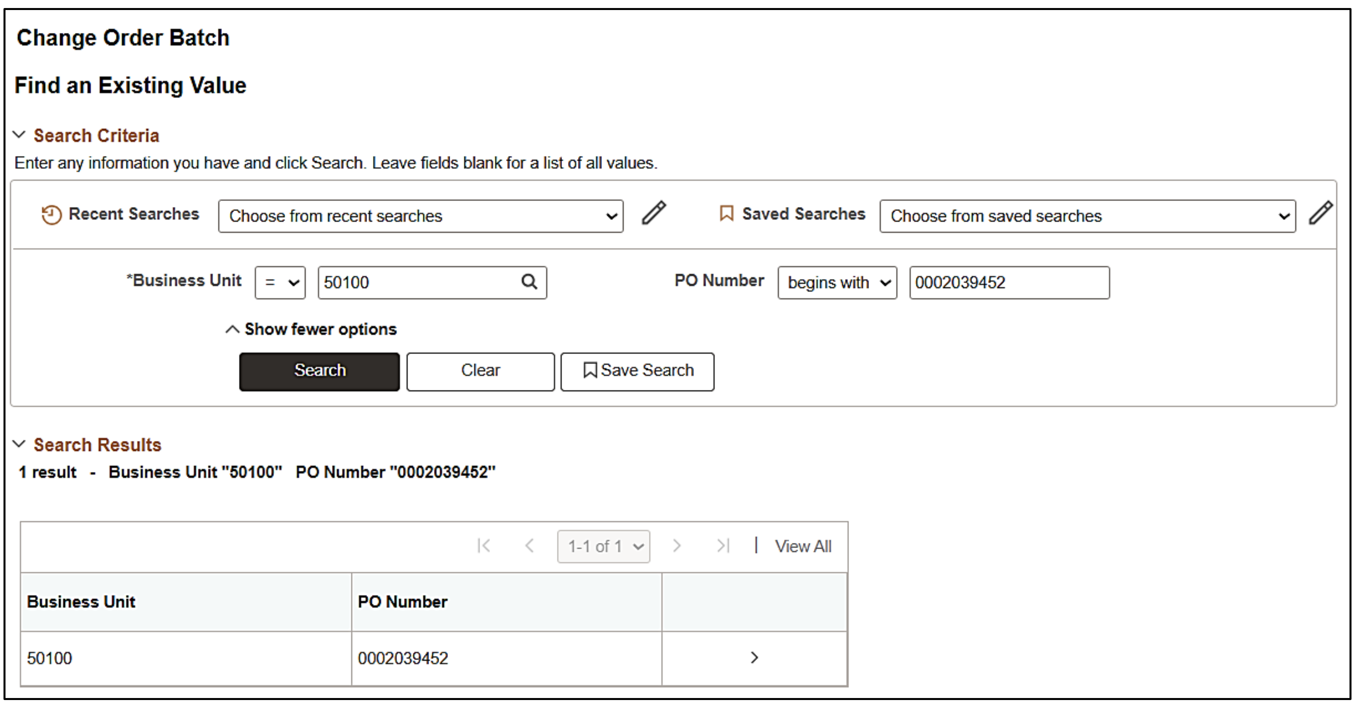
DESCRIPTION:
This inquiry is used to review change order details for a specific Purchase Order.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Purchase Order > Review PO Change Orders
- NavBar > Menu > Purchasing > Purchase Orders > Manage Change Orders > Review PO Change Orders

INPUT / SEARCH CRITERIA:
Business Unit
PO Number

OUTPUT FORMAT:
Online

Screenshot of the PO Review Change Orders Find an Existing Value Search Page



Cardinal

Screenshot of the PO Review Change Orders Page - Header Changes Tab

Header Changes | Line Changes | Ship Changes

Unit 50100 **PO ID** 0002039452

PO Header

1-6 of 12 | View All

Batch	Seq	Description	Value	User Modify	Last Change Date
0	0	Address Sequence Number	4.00000		01/10/2013 10:50:57
0	0	Billing Location	SALEM ADSP		01/10/2013 10:50:57
0	0	Contact			01/10/2013 10:50:57
0	0	Currency Code	USD		01/10/2013 10:50:57
0	0	Purchase Order Reference	Preformed Thermoplastic Mater		01/10/2013 10:50:57
0	0	PO Status	A		01/10/2013 10:50:57

Return to Search | Notify

Screenshot of the PO Review Change Orders Page - Line Changes Tab

Header Changes | **Line Changes** | Ship Changes

Unit 50100 **PO ID** 0002039452

Changes to PO Lines

1-5 of 26 | View All

Line	Batch	Seq	Description	Value	User Modify	Last Change Date
1	0	0	Status	A		01/10/2013 10:50:57
1	0	0	Buying Agreement ID	000000000000030578		01/10/2013 10:50:57
1	0	0	Buying Agreement Line Nbr	8.00000		01/10/2013 10:50:57
1	0	0	More Information	WHITE, 24 IN., 125 MIL., NON-P		01/10/2013 10:50:57
1	0	0	Item ID	5503649820		01/10/2013 10:50:57

Return to Search | Notify

Cardinal

Screenshot of the PO Review Change Orders Page - Ship Changes Tab

Header Changes | Line Changes | **Ship Changes**

Unit 50100 **PO ID** 0002039452

Changes to PO Schedules

1-5 of 20 View All

Line	Sched	Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	0	0	Status	A		01/10/2013 10:50:57
1	1	0	0	Due Date	01/17/2013		01/10/2013 10:50:57
1	1	0	0	Freight Terms Code	FOB DEST		01/10/2013 10:50:57
1	1	0	0	Merchandise Amount	8280.00000		01/10/2013 10:50:57
1	1	0	0	Original Promise Date	01/10/2013		01/10/2013 10:50:57

Return to Search | Notify

Cardinal

Review PO Change Order History Inquiry

REVISED: 9/1/2026

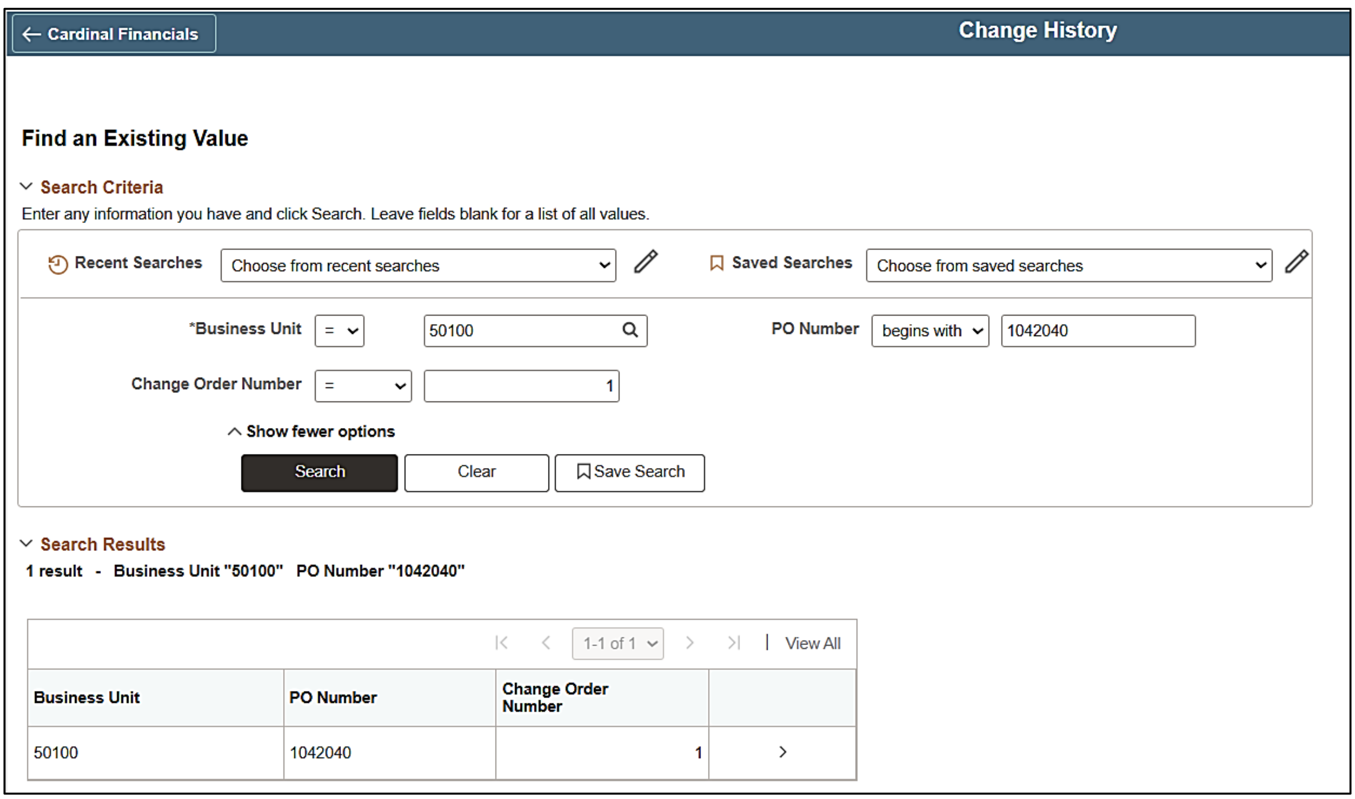
DESCRIPTION:
This inquiry is used to review the history of Change Orders associated with a Purchase Order.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Manage Change Orders > Review PO Change Order History

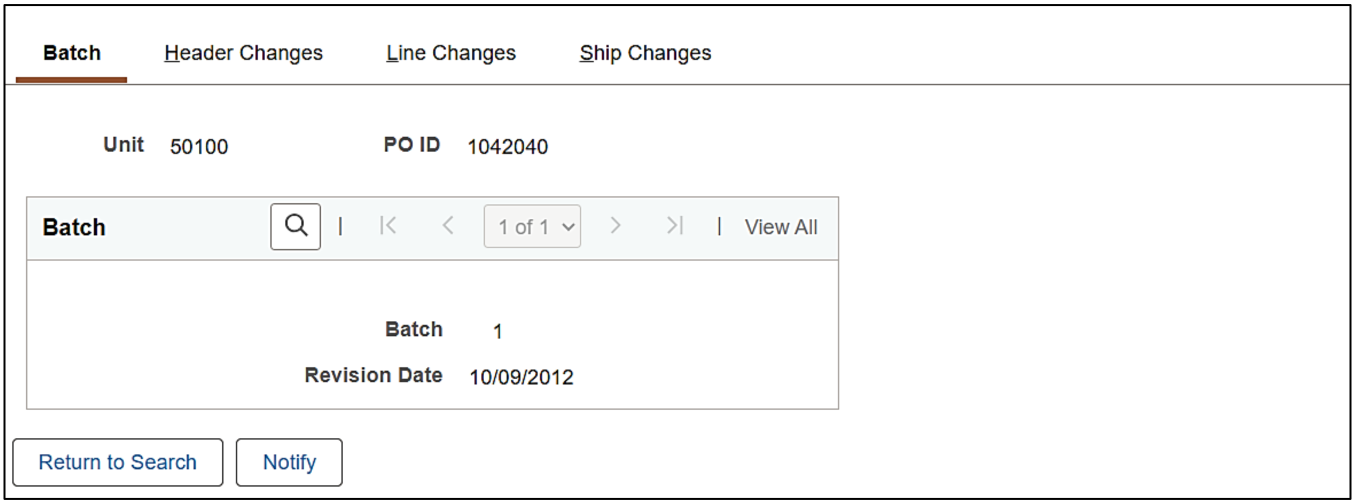
INPUT / SEARCH CRITERIA:
Business Unit
PO Number
Change Order Number

OUTPUT FORMAT:
Online

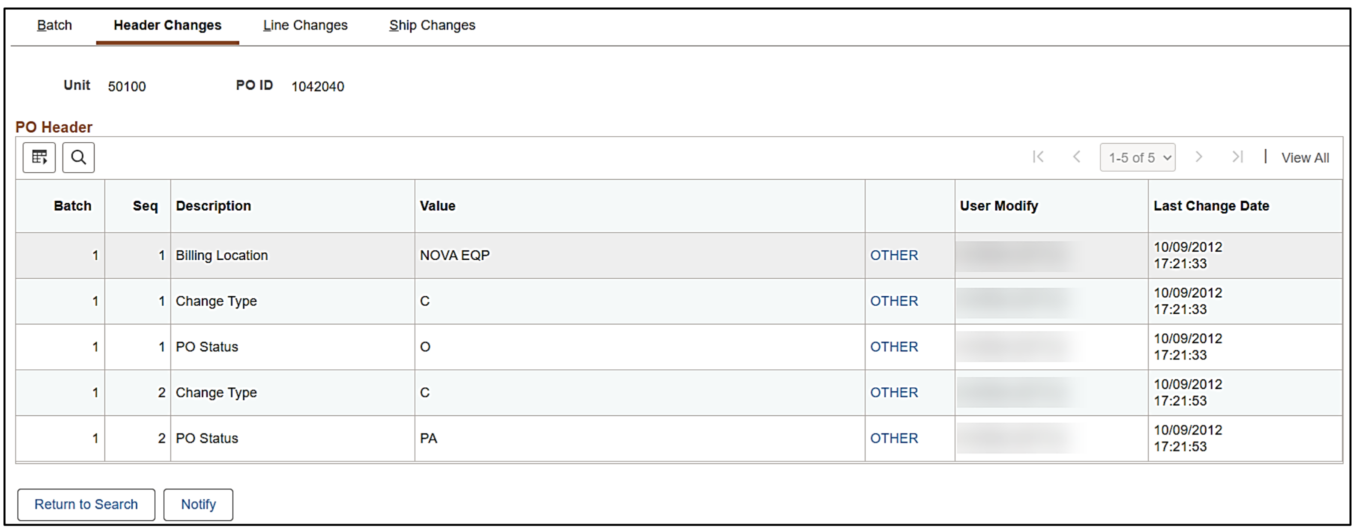
Screenshot of the Review PO Change Order History Find an Existing Value Search Page



Screenshot of the Review PO Change Order History Page - Batch Tab



Screenshot of the Review PO Change Order History Page – Header Changes Tab



Batch	Seq	Description	Value		User Modify	Last Change Date
1	1	Billing Location	NOVA EQP	OTHER		10/09/2012 17:21:33
1	1	Change Type	C	OTHER		10/09/2012 17:21:33
1	1	PO Status	O	OTHER		10/09/2012 17:21:33
1	2	Change Type	C	OTHER		10/09/2012 17:21:53
1	2	PO Status	PA	OTHER		10/09/2012 17:21:53

Cardinal

Screenshot of the Review PO Change Order History Page – Line Changes Tab

Batch | Header Changes | **Line Changes** | Ship Changes

Unit 50100 **PO ID** 1042040

Changes to PO Lines

1-1 of 1 View All

Line	Batch	Seq	Description	Value	User Modify	Last Change Date
1	0	0				

Return to Search Notify

Screenshot of the PO Review Change History Page – Ship Changes Tab

Batch | Header Changes | Line Changes | **Ship Changes**

Unit 50100 **PO ID** 1042040

Changes to PO Schedules

1-1 of 1 View All

Line	Sched	Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	0	0				

Return to Search Notify

Printing a Copy of the Purchase Order (unauthorized) (POPO005)

REVISED: 9/1/2026

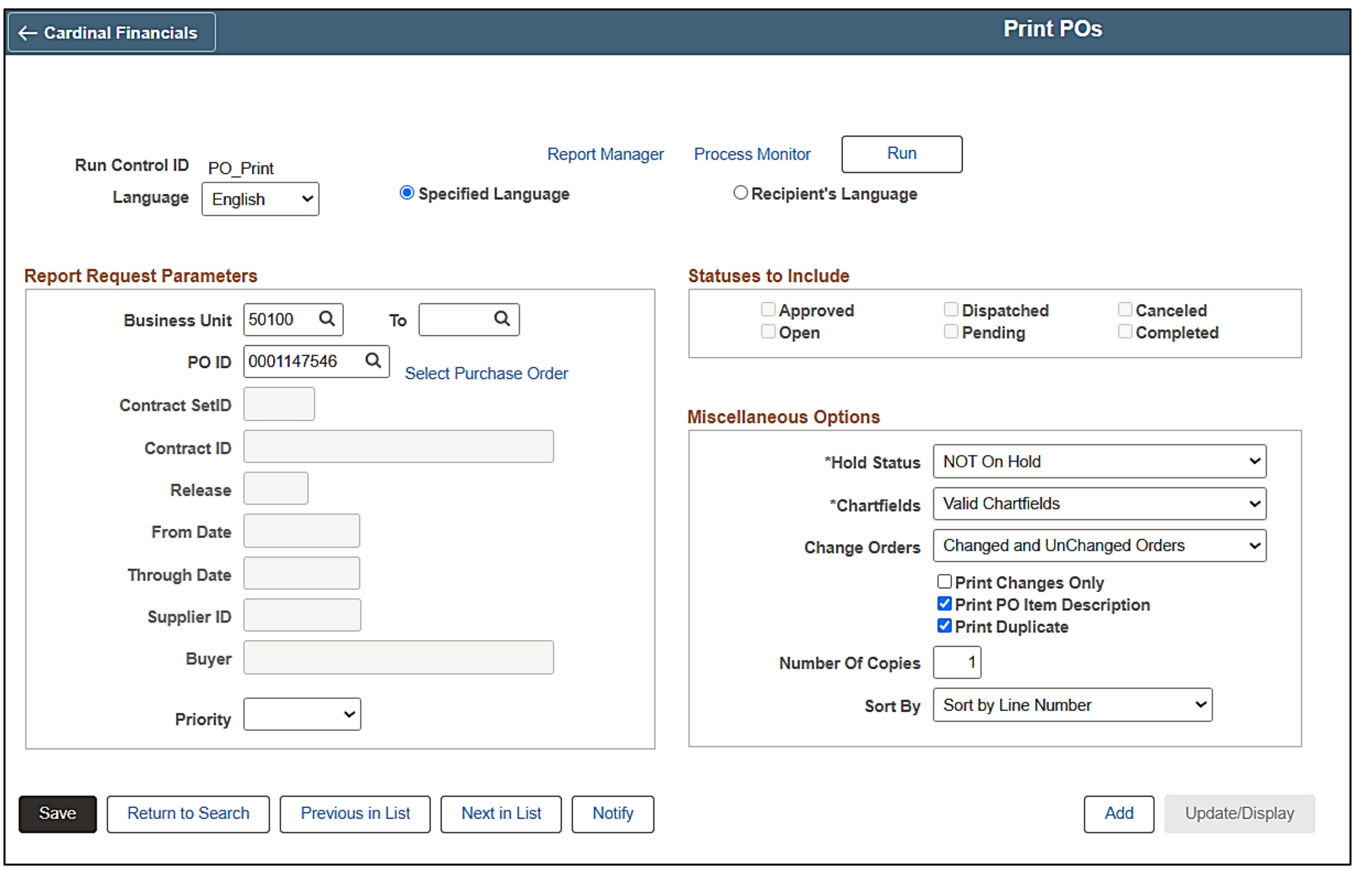
DESCRIPTION:
This is the process to follow when printing a copy of a Purchase Order.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

INPUT / SEARCH CRITERIA:
Business Unit
PO Number

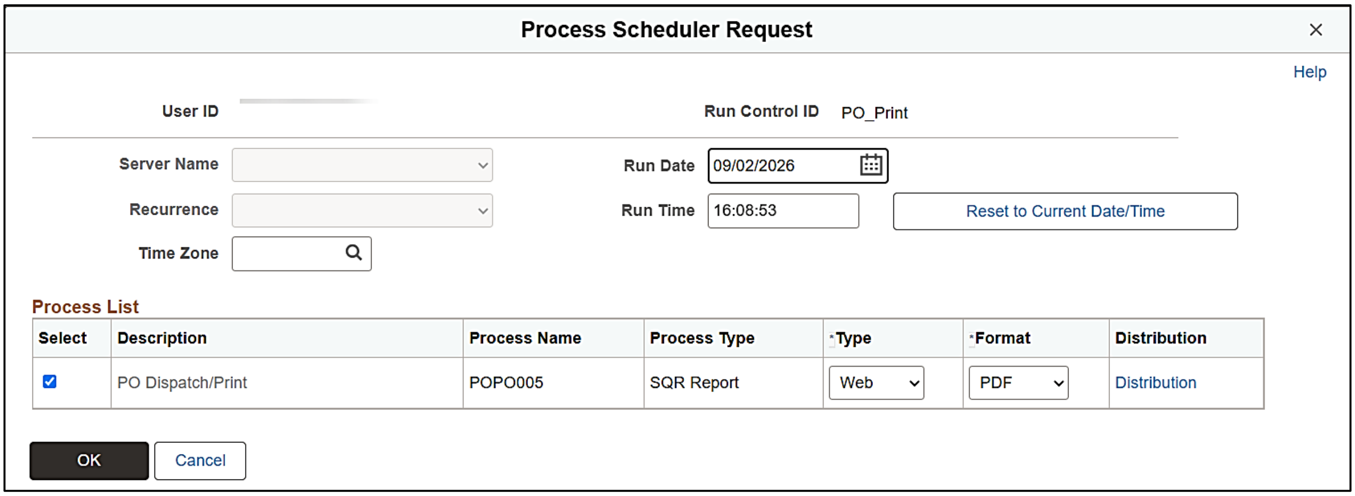
OUTPUT FORMAT:
Online

Screenshot of the Copy Print POs Page (unauthorized) Page



Cardinal

Screenshot of the Copy Print POs (unauthorized) Process Scheduler Request Page



Screenshot of a Copy of the Printed Purchase Order (notice unauthorized)

Purchase Order

DUPLICATE **Dispatch via Print**

Purchase Order	Date	Revision	Page
50100-0001147546	10/20/2016		1

Payment Terms	Freight Terms	Ship Via
Net 30	FOB Dest, Freight Prepaid	Common Carrier

Buyer	Phone/Email	Currency
[illegible]	[illegible]	USD

VA Dept of Transportation
VDOT Central Office
1201 E Broad St
Richmond VA 23219
United States

Supplier: 0000016042
PRECISION SAFE SIDEWALKS LLC
25 MARYLAND AVE
VA00011735
EVAAD332145
ANNAPOLIS MD 21401

Ship To: STPHNS AHQ
VDOT Stephens City Area Hdqts
301 Fairfax Pike
Route 277 East of Stephens City
Stephens City VA 22655
United States

Attention: Not Specified

Bill To: VDOT Winchester Office
2275 Northwestern Pike
City - Watch for VDOT signs
Winchester VA 22603
United States

Tax Exempt? Y **Tax Exempt ID:** 546001730 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	SIDEWALKS, REMOVAL OF EXISTING. THIS WORK SHALL CONSIST OF T SIDEWALK REPAIR AND REPLACEMENT		1.00EA	5,000.00000	0.00	CLOSED

For repairs to sidewalks in Woodside Subd. in Stephens City AHQ's area

Total PO Amount 0.00

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Unauthorized

Printing the Authorized Purchase Order for Signature (PODISP)

REVISED: 9/1/2026

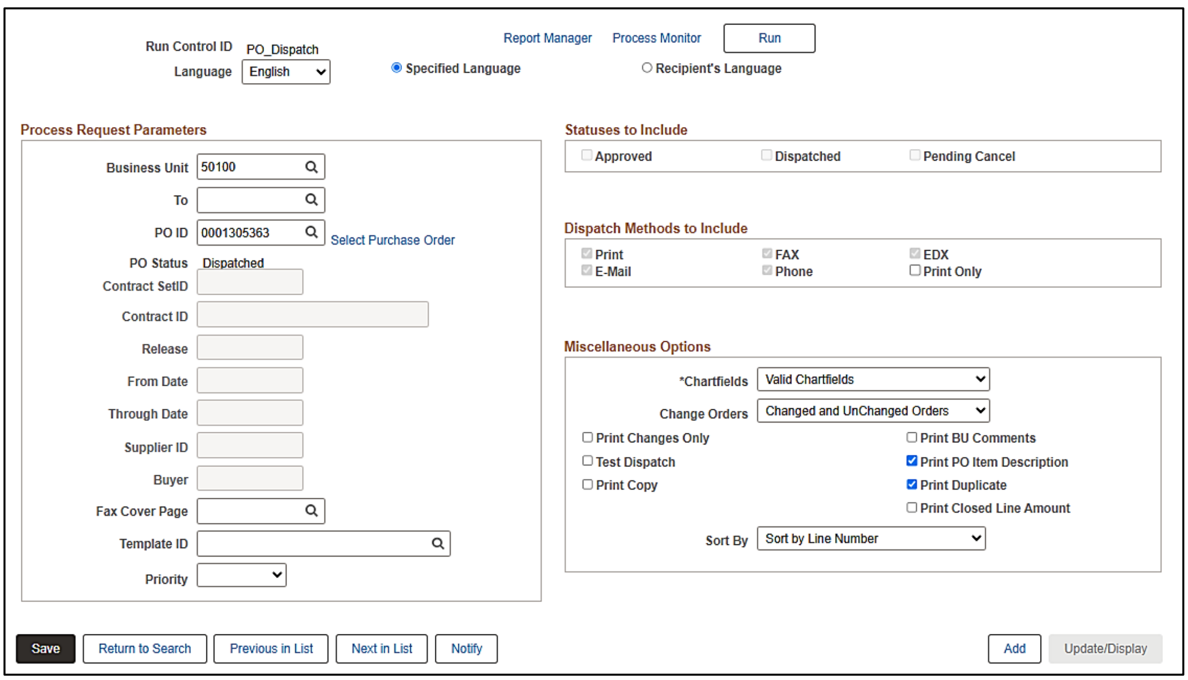
DESCRIPTION:
This is the process to follow when printing a copy of a Purchase Order.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Processes > Dispatch POs
- NavBar > Menu > Purchasing > Purchase Orders > Dispatch POs

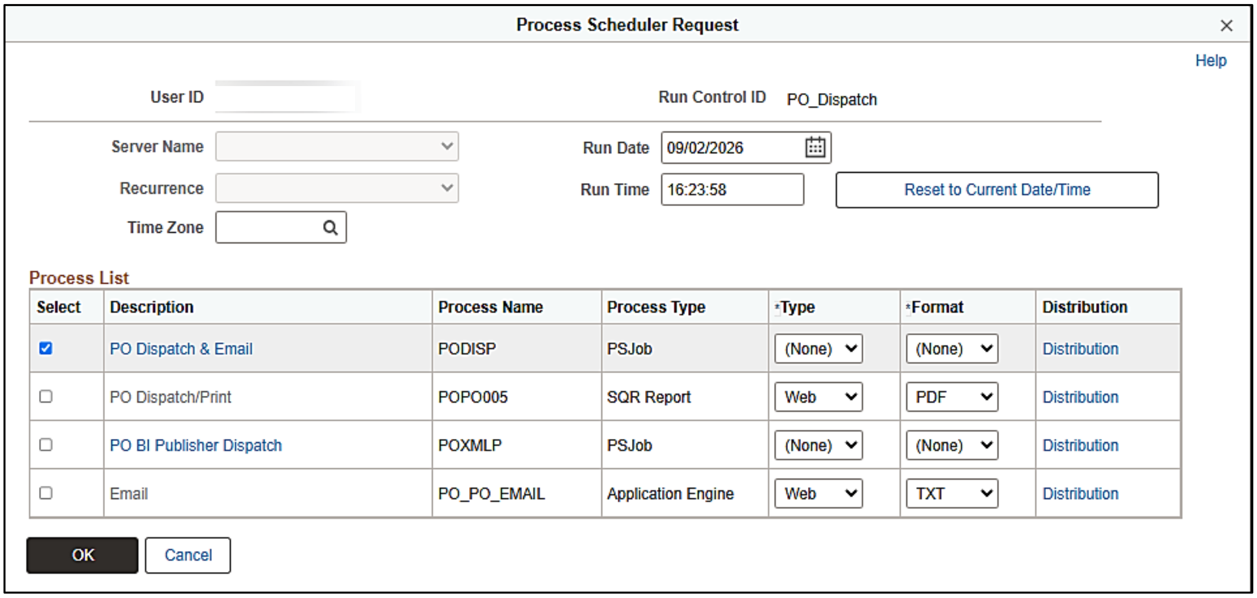
INPUT / SEARCH CRITERIA:
Business Unit
PO Number

OUTPUT FORMAT:
Online

Screenshot of the Print Authorized PO for Signature Page



Screenshot of the Print Authorized PO for Signature Process Scheduler Request Page


Process Scheduler Request

Help

User ID

Run Control ID PO_Dispatch

Server Name

Run Date 09/02/2026

Recurrence

Run Time 16:23:58

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
☐	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
☐	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
☐	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

OK

Cancel

Cardinal

Screenshot of the Print Authorized PO for Signature

CARDINAL

Purchase Order

CHANGE ORDER - REPRINT Dispatch via Print

Purchase Order	Date	Revision	Page
50100-0001305363	06/16/2025	1 - 01/06/2026	1

Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest, Freight Prepaid	Common Carrier

Buyer	Phone/Email	Currency
		USD

VA Dept of Transportation
VDOT Central Office
1201 E Broad St
Richmond VA 23219
United States

Supplier: 0000050289
Pittsylvania County Board of Supervisors
1 Center Street
PO Box 426
VA10079691
EVAAD1070248
Chatham VA 24531

Ship To: HALFX RO
VDOT Halifax Residency Office
5211 Halifax Rd.

Attention:

Bill To: VDOT Halifax Residency Office
5211 Halifax Rd.
Halifax VA 24558
United States

Tax Exempt? Y **Tax Exempt ID:** 546001730 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	DISPOSAL AND REMOVAL OF DEBRIS AND DEAD ANIMALS		1,500.00EA	35.00000	52,500.00	06/16/2025
2- 1	REMOVAL AND DISPOSAL OF TIRES AND TUBES		550.00EA	4.00000	2,200.00	06/16/2025

This purchase order period of performance July 1, 2025, through June 30, 2026. Pittsylvania County Board of Supervisors for Landfill Services.

Total PO Amount 54,700.00

Authorized Signature

<This page is intended to be blank>

Cardinal

All Vchr Lines on Vchr for PO Query (V_PR_CNTRCT_PO_VCHR_ALL_DISTRI)

REVISED: 9/1/2026

DESCRIPTION:
This query displays all Voucher and accounting distribution related data by Contract / Purchase Order. The query can be executed by any user.

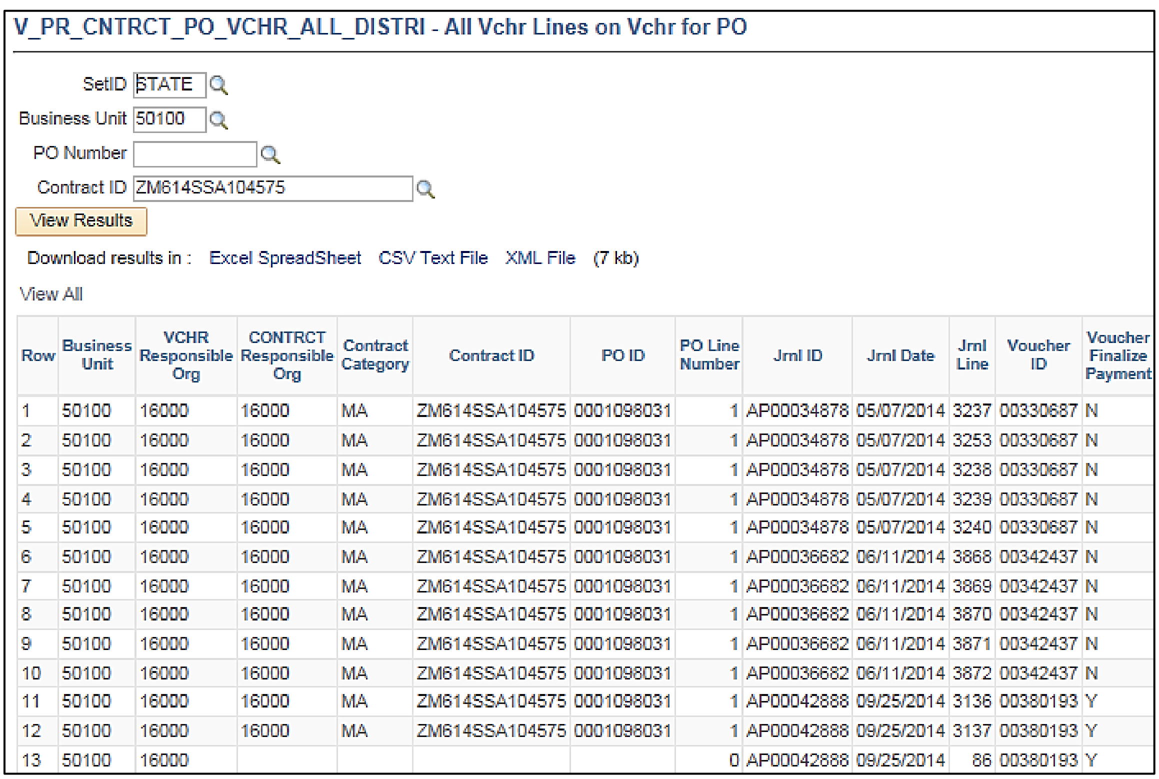
NAVIGATION PATHS:
- Query Viewer > V_PR_CNTRCT_PO_VCHR_ALL_DISTRI
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CNTRCT_PO_VCHR_ALL_DISTRI
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_PO_VCHR_ALL_DISTRI

INPUT / SEARCH CRITERIA:
SetID
Business Unit
PO Number
Contract ID

OUTPUT FORMAT:
HTML
Excel
CSV

ADDITIONAL INFORMATION:
For Account Type DST (Expense Distribution), Account 101010 is excluded.

Screenshot of the All Vchr Lines on Vchr for PO Query Page



V_PR_CNTRCT_PO_VCHR_ALL_DISTRI - All Vchr Lines on Vchr for PO

SetID STATE
Business Unit 50100
PO Number
Contract ID ZM614SSA104575
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

Row	Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Voucher Finalize Payment
1	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3237	00330687	N
2	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3253	00330687	N
3	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3238	00330687	N
4	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3239	00330687	N
5	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00034878	05/07/2014	3240	00330687	N
6	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3868	00342437	N
7	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3869	00342437	N
8	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3870	00342437	N
9	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3871	00342437	N
10	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00036682	06/11/2014	3872	00342437	N
11	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00042888	09/25/2014	3136	00380193	Y
12	50100	16000	16000	MA	ZM614SSA104575	0001098031	1	AP00042888	09/25/2014	3137	00380193	Y
13	50100	16000					0	AP00042888	09/25/2014	86	00380193	Y

Screenshot of the All Vchr Lines on Vchr for PO Query Page (scrolled right)

First 1-13 of 13 Last

Accounting Date	Voucher Line Number	Voucher Distribution Line	Account	Fund	Program	Department	Project ID	Activity	Cost Center	Task	FIPS	Asset	Agency Use 1	Route	VCHR Distribution Line Amount
05/05/2014	1	2	5023230	04100	604003	16000	0000104576	731							424708.34
05/05/2014	1	1	5023230	04100	604002	16000	0000104575	631							419582.97
05/05/2014	2	1	5023230	04100	604002	16000	0000104575	631							467.63
05/05/2014	2	2	5023230	04100	604003	16000	0000104576	731							349.91
05/05/2014	3	1	5023230	04100	604002	16000	0000104575	631							-6549.79
06/05/2014	1	1	5023230	04720	603004	16000	0000104575	631							427314.31
06/05/2014	1	2	5023230	04100	604003	16000	0000104576	731							354298.31
06/05/2014	2	1	5023230	04720	603004	16000	0000104575	631							301.21
06/05/2014	2	2	5023230	04100	604003	16000	0000104576	731							209.37
06/05/2014	3	1	5023230	04720	603004	16000	0000104575	631							323.35
09/23/2014	1	1	5023230	04720	603004	16000	0000104575	631							-102.89
09/23/2014	2	1	5023230	04100	604003	16000	0000104576	731							-1.43
09/23/2014	3	1	154604	04720	603004	16000	0000104575	631							104.32

Cardinal

Inactive POs/Contracts by Date Query (V_PR_PO_CNTRCT_INACTIVE)

REVISED: 9/1/2026

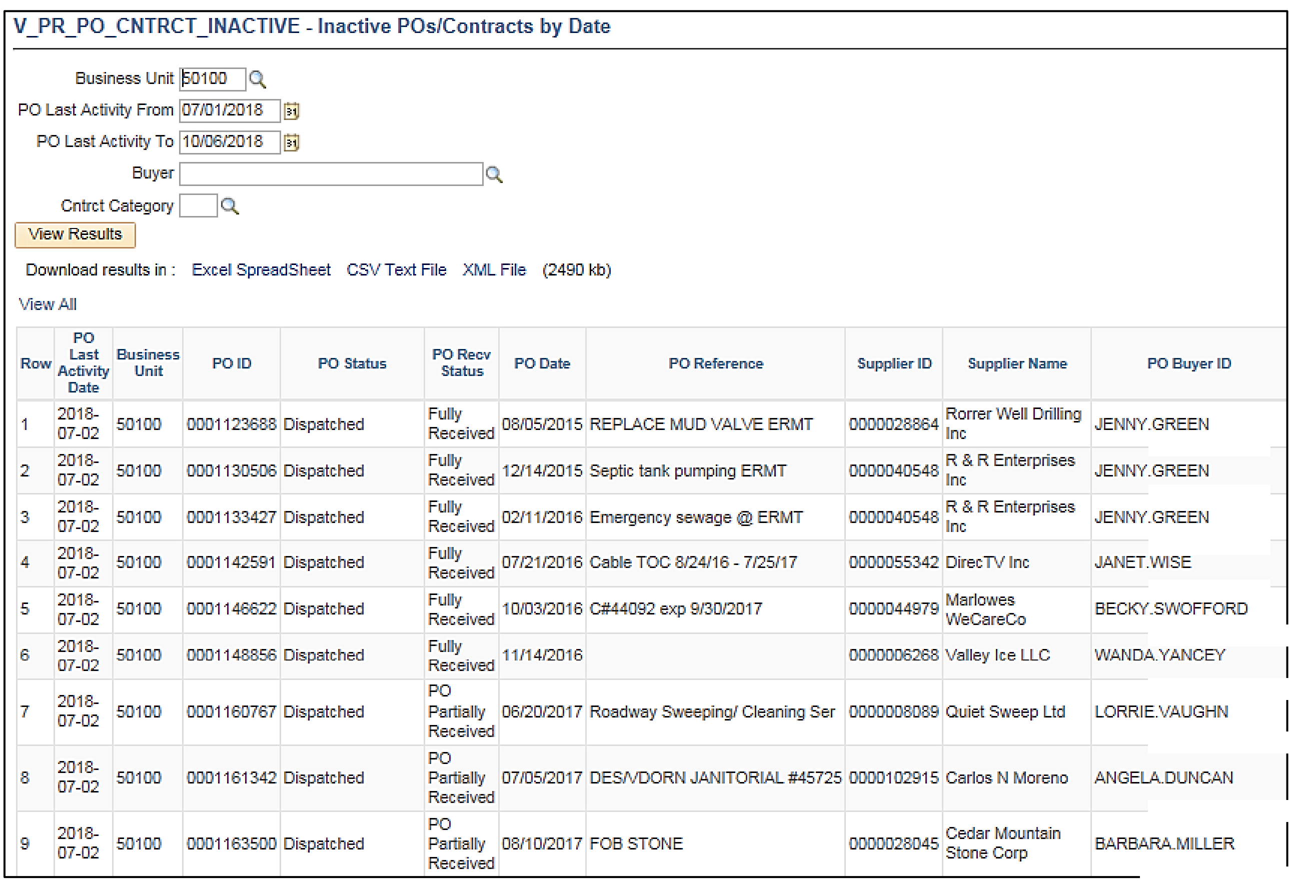
DESCRIPTION:
This query displays open Purchase Orders/Contacts where there has been no activity since a specified date. The query can be executed by any user and can be used to identify inactive Purchase Orders/Contracts. The query excludes completed and cancelled Purchase Orders.

NAVIGATION PATHS:
- Query Viewer > V_PR_PO_CNTRCT_INACTIVE
- Procurement WorkCenter > Queries > Inactive POs/Contracts by Date
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PO_CNTRCT_INACTIVE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PO_CNTRCT_INACTIVE

INPUT / SEARCH CRITERIA:
Business Unit
PO Last Activity From
PO Last Activity To
Buyer
Cntrct Category

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Inactive POs/Contracts by Date Query Page


V_PR_PO_CNTRCT_INACTIVE - Inactive POs/Contracts by Date

Business Unit 50100
PO Last Activity From 07/01/2018
PO Last Activity To 10/06/2018
Buyer
Cntrct Category
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (2490 kb)
View All

Row	PO Last Activity Date	Business Unit	PO ID	PO Status	PO Recv Status	PO Date	PO Reference	Supplier ID	Supplier Name	PO Buyer ID
1	2018-07-02	50100	0001123688	Dispatched	Fully Received	08/05/2015	REPLACE MUD VALVE ERMT	0000028864	Rorrer Well Drilling Inc	JENNY.GREEN
2	2018-07-02	50100	0001130506	Dispatched	Fully Received	12/14/2015	Septic tank pumping ERMT	0000040548	R & R Enterprises Inc	JENNY.GREEN
3	2018-07-02	50100	0001133427	Dispatched	Fully Received	02/11/2016	Emergency sewage @ ERMT	0000040548	R & R Enterprises Inc	JENNY.GREEN
4	2018-07-02	50100	0001142591	Dispatched	Fully Received	07/21/2016	Cable TOC 8/24/16 - 7/25/17	0000055342	DirecTV Inc	JANET.WISE
5	2018-07-02	50100	0001146622	Dispatched	Fully Received	10/03/2016	C#44092 exp 9/30/2017	0000044979	Marlowes WeCareCo	BECKY.SWOFFORD
6	2018-07-02	50100	0001148856	Dispatched	Fully Received	11/14/2016		0000006268	Valley Ice LLC	WANDA.YANCEY
7	2018-07-02	50100	0001160767	Dispatched	PO Partially Received	06/20/2017	Roadway Sweeping/ Cleaning Ser	0000008089	Quiet Sweep Ltd	LORRIE.VAUGHN
8	2018-07-02	50100	0001161342	Dispatched	PO Partially Received	07/05/2017	DES/VDORN JANITORIAL #45725	0000102915	Carlos N Moreno	ANGELA.DUNCAN
9	2018-07-02	50100	0001163500	Dispatched	PO Partially Received	08/10/2017	FOB STONE	0000028045	Cedar Mountain Stone Corp	BARBARA.MILLER

Screenshot of the Inactive POs/Contracts by Date Query Page (scrolled right)

First 1-100 of 3059 Last

Contract ID	Cntrct Category	Cntrct Begin Date	Cntrct Renewal Date	Cntrct Expire Date	Cntrct Last Update Date	Cntrct Responsible Org	Cntrct Status	Cntrct Description	Cntrct Admin, Supp Cntrct Ref	Cntrct Max Amt

Voucher Distribs Contract/PO Query (V_PR_CNTRCT_PO_PCARD_VCHR)

REVISED: 9/1/2026

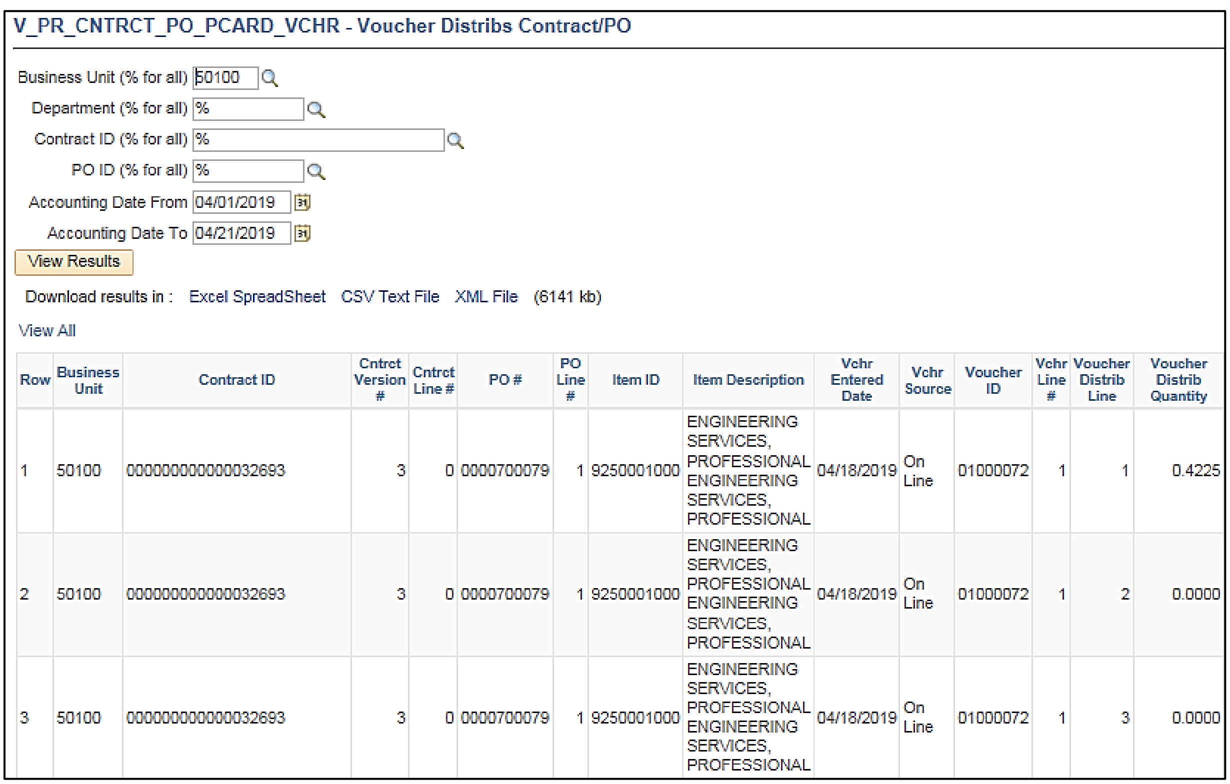
DESCRIPTION:
This query displays PCard accounting distribution data against transactions related to a specified Contract or Purchase Order and includes Voucher and receiver information. The query can be executed by any user and can be used in managing PCard payments related to Contracts and Purchase Orders. The query excludes deleted Vouchers.

NAVIGATION PATHS:
- Query Viewer > V_PR_CNTRCT_PO_PCARD_VCHR
- Procurement WorkCenter > Queries > Voucher Distribs Contract/PO
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_CNTRCT_PO_PCARD_VCHR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_CNTRCT_PO_PCARD_VCHR

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Department (% for all)
Contract ID (% for all)
PO ID (% for all)
Accounting Date From
Accounting Date To

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Voucher Distribs Contract/PO Query


V_PR_CNTRCT_PO_PCARD_VCHR - Voucher Distribs Contract/PO

Business Unit (% for all) 50100
Department (% for all) %
Contract ID (% for all) %
PO ID (% for all) %
Accounting Date From 04/01/2019
Accounting Date To 04/21/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6141 kb)

View All

Row	Business Unit	Contract ID	Cntrct Version #	Cntrct Line #	PO #	PO Line #	Item ID	Item Description	Vchr Entered Date	Vchr Source	Voucher ID	Vchr Line #	Voucher Distrib Line	Voucher Distrib Quantity
1	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	1	0.4225
2	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	2	0.0000
3	50100	000000000000032693	3	0	0000700079	1	9250001000	ENGINEERING SERVICES, PROFESSIONAL ENGINEERING SERVICES, PROFESSIONAL	04/18/2019	On Line	01000072	1	3	0.0000

Screenshot of the Voucher Distribs Contract/PO Query (scrolled right)

First 1-100 of 8102 Last

Vchr Unit Price	Vchr Distrib Mechandise Amt	Vchr Distrib Department	Fund	Program	Cost Center	Account	Project	Task	Activity	FIPS	Receipt No	Receipt Line #
5662.00000	2392.00	15006	04720	603020		5012610	0000098813		617			0
5662.00000	1711.00	15002	04720	603020		5012610	0000098821		64210	001		0
5662.00000	1152.00	15006	04720	603020		5012610	0000104965		64210	175		0

![Cardinal]

POs Not Linked to Contracts/Evt Query (V_PR_POS_WO_CNTRCT_EVENT)

REVISED: 9/1/2026

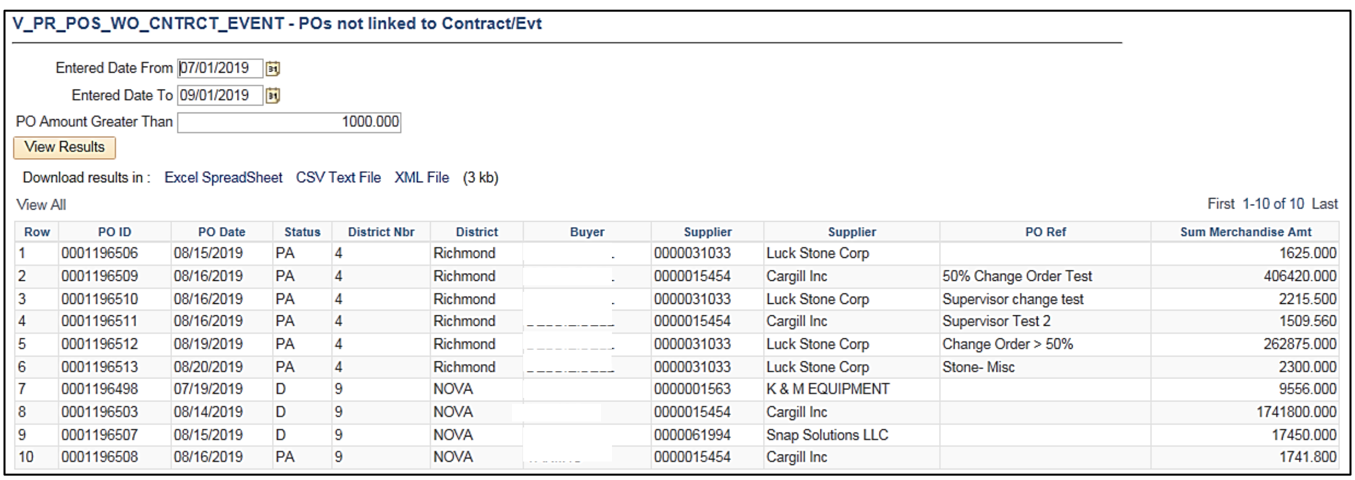
DESCRIPTION:
This query displays PO information for Purchase Orders not linked to a Contract, defined by date selection and amount. The query can be executed by any user and can be used to identify POs not linked to existing Contracts or a Strategic Sourcing Event. The query excludes completed and cancelled Purchase Orders.

NAVIGATION PATHS:
- Query Viewer > V_PR_POS_WO_CNTRCT_EVENT
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_POS_WO_CNTRCT_EVENT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_POS_WO_CNTRCT_EVENT

INPUT / SEARCH CRITERIA:
Entered Date From
Entered Date To
PO Amount Greater Than

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the POs Not Linked to Contract/Evt Query Page


V_PR_POS_WO_CNTRCT_EVENT - POs not linked to Contract/Evt

Entered Date From 07/01/2019
Entered Date To 09/01/2019
PO Amount Greater Than 1000.000
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All First 1-10 of 10 Last

Row	PO ID	PO Date	Status	District Nbr	District	Buyer	Supplier	Supplier	PO Ref	Sum Merchandise Amt
1	0001196506	08/15/2019	PA	4	Richmond		0000031033	Luck Stone Corp		1625.000
2	0001196509	08/16/2019	PA	4	Richmond		0000015454	Cargill Inc	50% Change Order Test	406420.000
3	0001196510	08/16/2019	PA	4	Richmond		0000031033	Luck Stone Corp	Supervisor change test	2215.500
4	0001196511	08/16/2019	PA	4	Richmond		0000015454	Cargill Inc	Supervisor Test 2	1509.560
5	0001196512	08/19/2019	PA	4	Richmond		0000031033	Luck Stone Corp	Change Order > 50%	262875.000
6	0001196513	08/20/2019	PA	4	Richmond		0000031033	Luck Stone Corp	Stone- Misc	2300.000
7	0001196498	07/19/2019	D	9	NOVA		0000001563	K & M EQUIPMENT		9556.000
8	0001196503	08/14/2019	D	9	NOVA		0000015454	Cargill Inc		1741800.000
9	0001196507	08/15/2019	D	9	NOVA		0000061994	Snap Solutions LLC		17450.000
10	0001196508	08/16/2019	PA	9	NOVA		0000015454	Cargill Inc		1741.800

PR Buyer Setup Query (V_PR_BUYER_SETUP)

REVISED: 9/1/2026

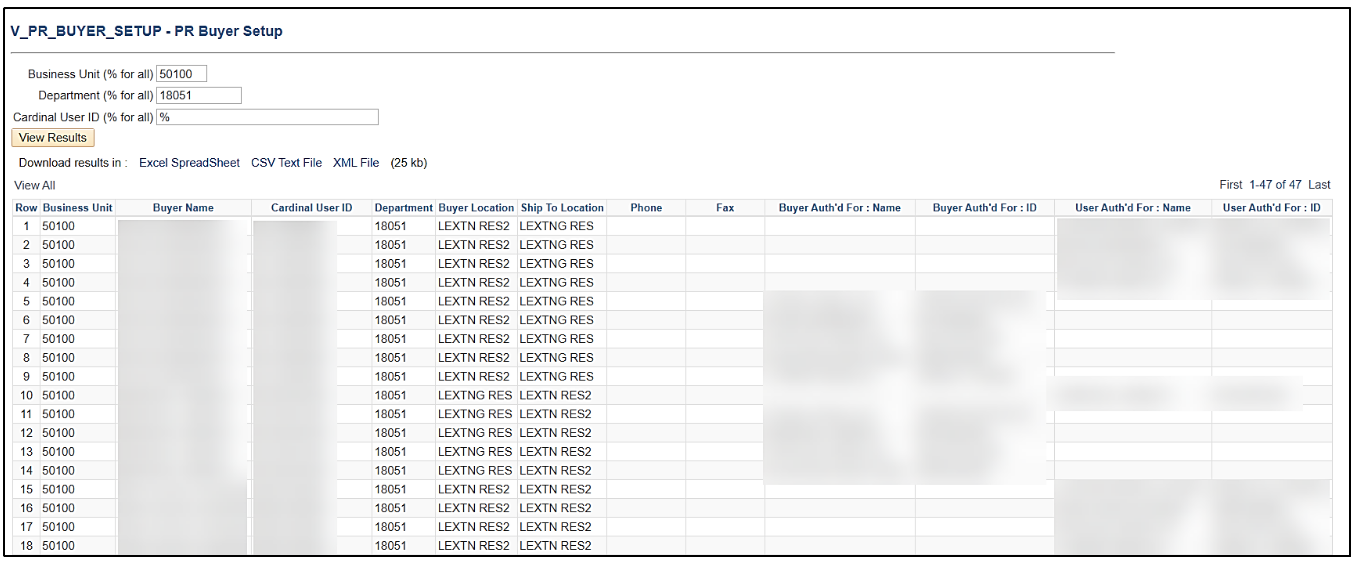
DESCRIPTION:
This query displays a list of Buyers with their default Buyer setups.

NAVIGATION PATHS:
- Query Viewer > V_PR_BUYER_SETUP
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_BUYER_SETUP
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_BUYER_SETUP

INPUT / SEARCH CRITERIA:
Business Unit (% for all)
Department (% for all)
Buyer’s Cardinal User ID (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the PR Buyer Setup Query Page



V_PR_BUYER_SETUP - PR Buyer Setup

Business Unit (% for all) 50100
Department (% for all) 18051
Cardinal User ID (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All

First 1-47 of 47 Last

Row	Business Unit	Buyer Name	Cardinal User ID	Department	Buyer Location	Ship To Location	Phone	Fax	Buyer Auth'd For : Name	Buyer Auth'd For : ID	User Auth'd For : Name	User Auth'd For : ID
1	50100			18051	LEXTN RES2	LEXTNG RES						
2	50100			18051	LEXTN RES2	LEXTNG RES						
3	50100			18051	LEXTN RES2	LEXTNG RES						
4	50100			18051	LEXTN RES2	LEXTNG RES						
5	50100			18051	LEXTN RES2	LEXTNG RES						
6	50100			18051	LEXTN RES2	LEXTNG RES						
7	50100			18051	LEXTN RES2	LEXTNG RES						
8	50100			18051	LEXTN RES2	LEXTNG RES						
9	50100			18051	LEXTN RES2	LEXTNG RES						
10	50100			18051	LEXTNG RES	LEXTN RES2						
11	50100			18051	LEXTNG RES	LEXTN RES2						
12	50100			18051	LEXTNG RES	LEXTN RES2						
13	50100			18051	LEXTNG RES	LEXTN RES2						
14	50100			18051	LEXTNG RES	LEXTN RES2						
15	50100			18051	LEXTN RES2	LEXTN RES2						
16	50100			18051	LEXTN RES2	LEXTN RES2						
17	50100			18051	LEXTN RES2	LEXTN RES2						
18	50100			18051	LEXTN RES2	LEXTN RES2						

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Cardinal

Buyers Report (RPR004)

REVISED: 9/1/2026

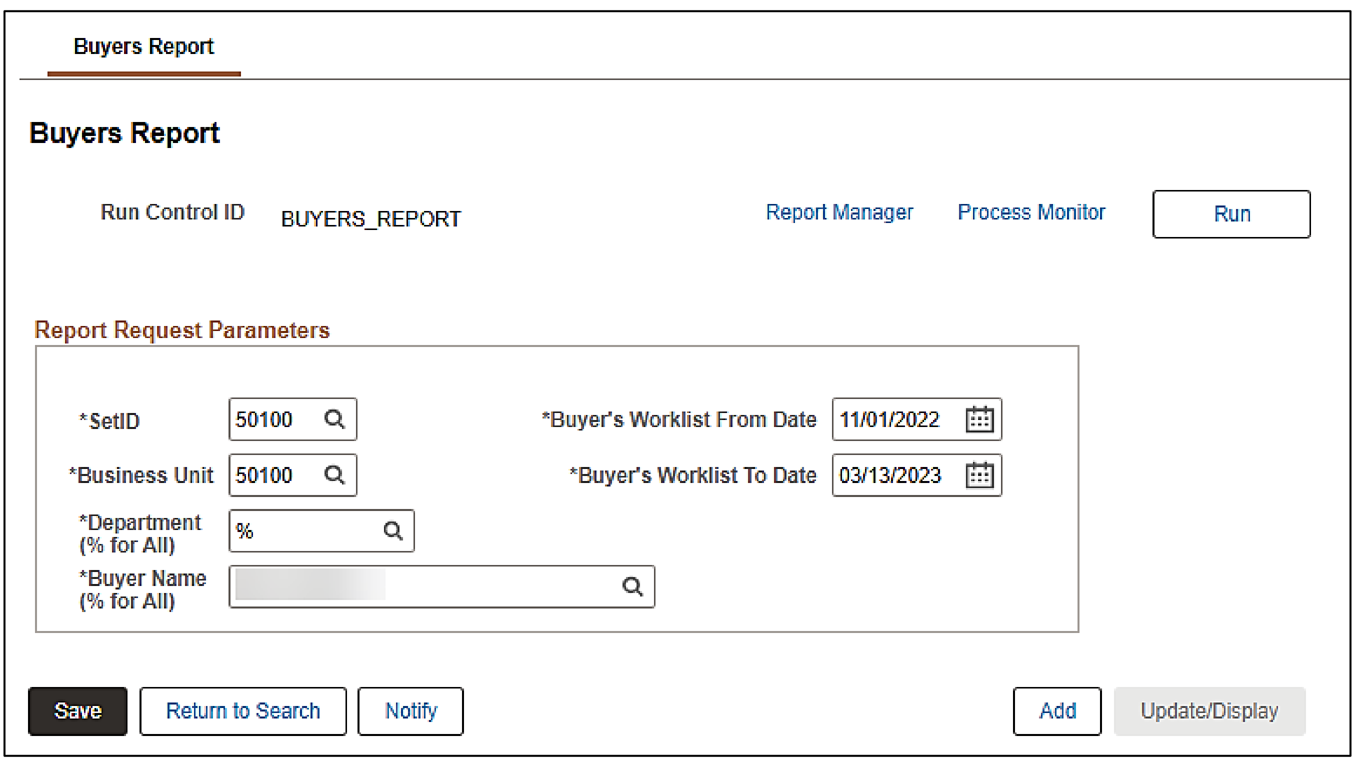
DESCRIPTION:
This report provides information on Requisitions, Strategic Sourcing Events, and related Purchase Orders and Contracts for a given period of time. The report can be used to review Buyer activities and accomplishments by timeline.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Buyers Report
- NavBar > Menu > Purchasing > Purchase Orders > Reports > Buyers Report

RUN CONTROL PARAMETERS:
Process to select: **VPRR0004**
SetID
Business Unit
Department (% for All)
Buyer Name (% for All)
Buyer’s Worklist From Date
Buyer’s Worklist To Date

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Buyers Report Run Control Page



Screenshot of the Buyers Report

Commonwealth of Virginia
BUYERS REPORT

Report ID: RPR004

Run Date: 01/09/2020
Run Time: 04:43 00

Page No. 1 of 2

Set ID 50100
Business Unit 50100
From Date 01/01/2017
To Date 02/14/2018
Department All
Buyer Name

Requisition	Date Assigned To Buyer	Event ID	Date Event Submitted For Review	Date Event Review Completed	Type	Event Date	Event End	Date Bids Submitted For Review	Date Review Completed	Contract Num	Contract Date	PO ID	PO Date
0002187320	01/05/2017												
0002187354	02/09/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000045603	05/16/2017		
0002187744	01/06/2017												
0002187746	01/06/2017												
0002187748	01/06/2017												
0002187749	01/06/2017												
0002187776	01/18/2017												
0002189080	01/18/2017												
0002189126	01/18/2017	0000153882			IFSL	03/01/2017	05/26/2017	05/26/2017	05/26/2017				
0002189708	01/20/2017												
0002189712	01/24/2017	0000153900			IFSC	02/09/2017	03/29/2017	03/29/2017	03/29/2017				
0002191464	02/06/2017												
0002192272	02/10/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000045605	05/23/2017		
0002192765	02/14/2017												
0002193045	02/16/2017	0000153935			ISCS	03/01/2017	04/05/2017	04/05/2017	04/05/2017	0000000000000000000045565	05/16/2017		
0002194636	03/10/2017												
0002194803	03/08/2017											0001154489	03/09/2017
0002195235	03/13/2017											0001154867	03/17/2017
0002195861	03/16/2017											0001154874	03/17/2017
0002196124	03/20/2017											0001155956	04/05/2017
0002197669	04/05/2017												
0002200578	05/19/2017											0001159351	05/30/2017
0002201587	05/19/2017											0001158991	05/23/2017
0002201647	05/22/2017											0001158976	05/23/2017
0002201735	05/24/2017												
0002201752	05/23/2017											0001158965	05/23/2017

Average number of days from date requisition assigned to buyer to the Event Date:	22.108
Average number of days from date requisition assigned to buyer to the PO/Contract Date:	29.135
Percentage of requisitions assigned to solicitation within 8 days:	0.000
Percentage of requisitions assigned to purchase order or contract within 45 days:	30.769
Number of Requisitions:	26
Nunber of distinct Requisitions:	26
Number of Event Types:	2

Cardinal

Expediting Report (POX4006, POX4007, POX4008) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides summarized information, such as late days and due date, on outstanding Purchase Orders by specific selection criteria. The report can be run by Buyer (POX4006), Supplier (POX4007) or Due Date (POX4008) and can be used to manage the delivery of goods and services in a timely manner. The report is similar to the Purchase Order Listings Report.

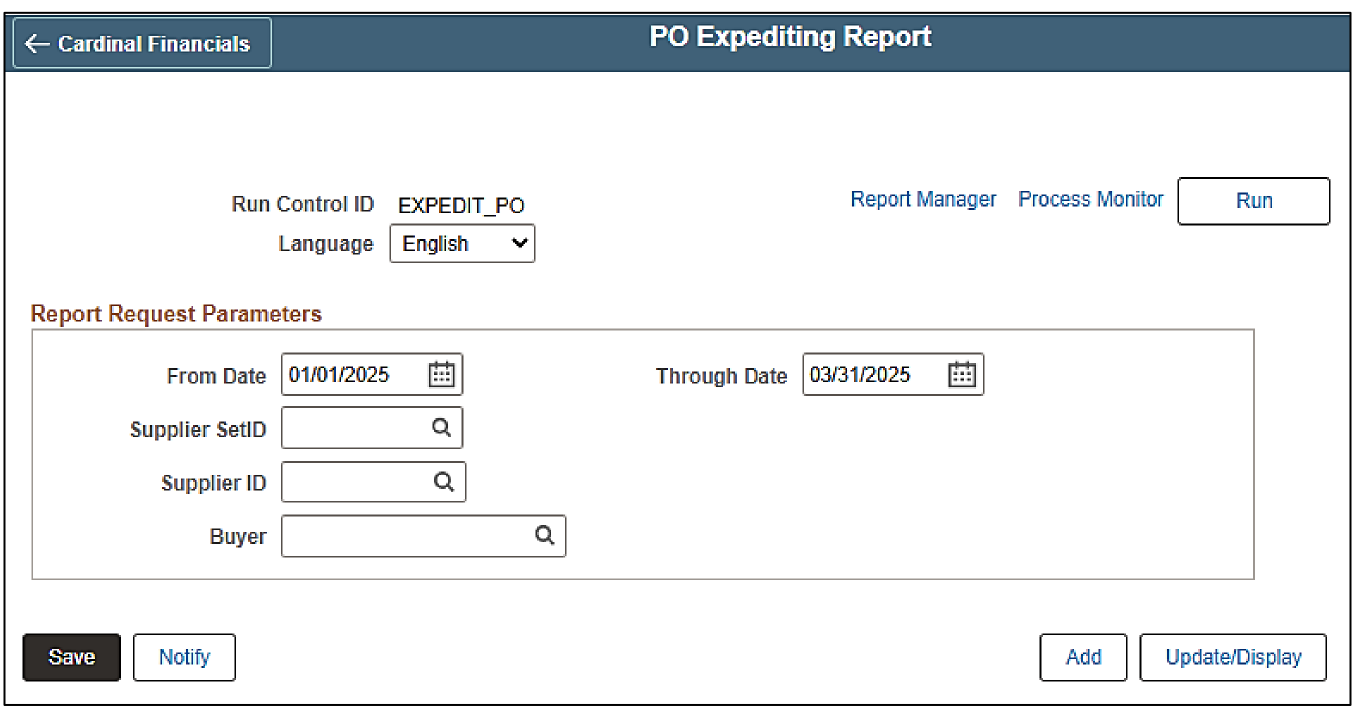
NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > PO Expediting Report
- NavBar > Menu > Purchasing > Purchase Orders > Reports > PO Expediting Report

RUN CONTROL PARAMETERS:
Process to select: POX4006, POX4007, POX4008
From Date
Through Date
Supplier SetID
Supplier ID
Buyer

OUTPUT FORMAT:
PDF
XLS
TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Expediting Report Run Control Page with Buyer Selection Criteria



Cardinal

Screenshot of the Process Scheduler Request Page with Expediting Report

Process Scheduler Request

Help

User ID

Run Control ID EXPEDIT_PO

Server Name

Run Date 09/02/2026

Recurrence

Run Time 16:45:26

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Expediting Report by Buyer	POX4006	BI Publisher	Web	PDF	Distribution
☑	Expediting Report by Supplier	POX4007	BI Publisher	Web	PDF	Distribution
☑	Expediting Report by Due Date	POX4008	BI Publisher	Web	PDF	Distribution

OK Cancel

Screenshot of the Expediting Report by Buyer

ORACLE

Report ID: POX4006
User ID:
Run Control: EXPEDITING_RPT

PeopleSoft Purchasing
EXPEDITING REPORT BY BUYER

Page No. 1
Run Date 1/10/2020
Run Time 9:23:41 AM

Due Dates Included : 01/07/2019 Thru: 07/31/2019
Buyer:

Due Date	Days Late	BU	PO ID	Contract ID	Rel	Supplier ID	Supplier Name	Item ID	Item Description	Line	Schd	Ord Qty	UOM	Shipto ID
01/08/2019	367	50100	0001189859	0000000000000000000046415	110	0000036129	RICHMOND MACHINERY & EQUIPMENT CO INC	9750001 000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HUR	RICH DIS

Screenshot of the Expediting Report by Supplier

ORACLE

Report ID: POX4007
User ID:
Run Control: EXPEDITING_RPT

PeopleSoft Purchasing
EXPEDITING REPORT BY SUPPLIER

Page No. 1
Run Date 1/10/2020
Run Time 9:57:26 AM

Due Dates Included : 01/07/2019 Thru: 07/31/2019
Supplier ID : 0000036129 RICHMOND MACHINERY & EQUIPMENT CO INC

Due Date	Days Late	BU	PO ID	Contract ID	Rel	Buyer	Item ID	Item Description	Line	Schd	Ord Qty	UOM	Shipto ID
01/08/2019	367	50100	0001189859	0000000000000000000046415	110		9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HUR	RICH DIS

Screenshot of the Expediting Report by Due Date

ORACLE

Report ID: POX4008
User ID:
Run Control: EXPEDITING_RPT

PeopleSoft Purchasing
EXPEDITING REPORT BY DUE DATE

Page No. 1
Run Date 1/10/2020
Run Time 9:23:36 AM

Due Dates Included : 01/07/2019 Thru: 07/31/2019
Due Date : 01/08/2019 Days Late : 367

BU	PO ID	Contract ID	Rel	Buyer	Supplier ID	Supplier Name	Item ID	Item Description	Line	Sch	Ord Qty	UOM	Shipto ID
50100	0001189859	0000000000000000000046415	110	Bell, Debbie (VDOT)	0000036129	RICHMOND MACHINERY & EQUIPMENT CO INC	9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	1	6	HUR	RICH DIS

Internal Retainage Detail Report (VPRR045) - SQR Report

REVISED: 9/1/2026

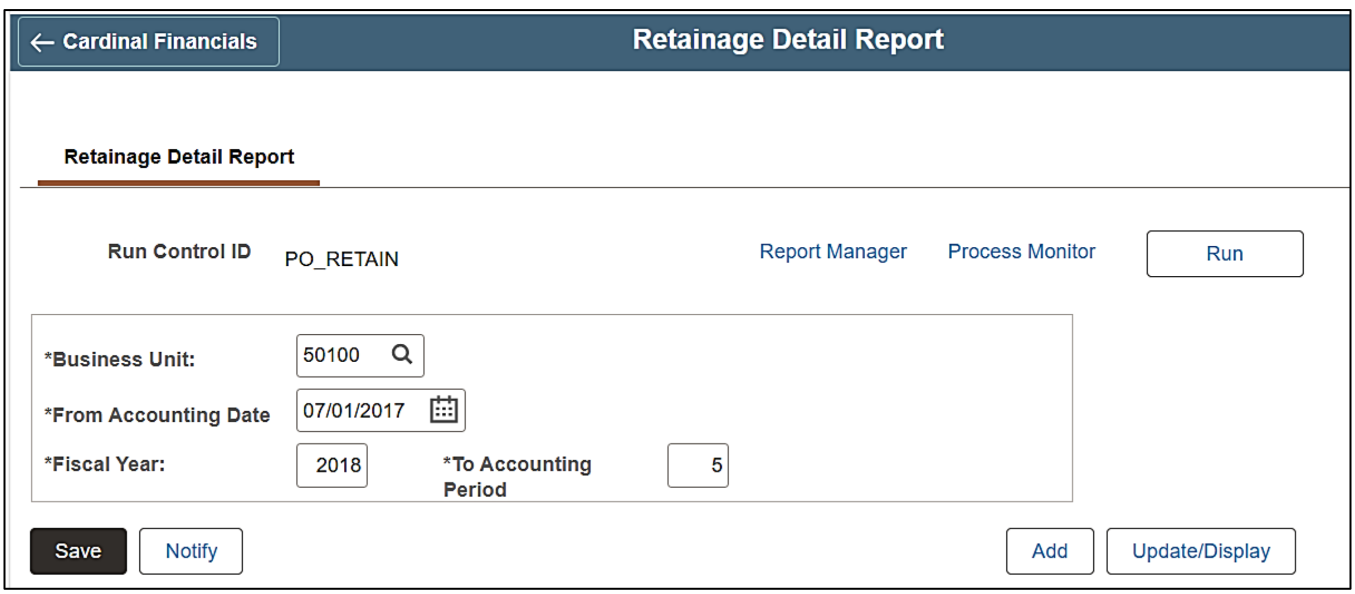
DESCRIPTION:
This report provides details for outstanding internal retainage associated to Contracts. The report can be used to report outstanding retainage balances.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Reports > Retainage Detail Report

RUN CONTROL PARAMETERS:
Process to select: VPRR045
Business Unit
From Accounting Date
Fiscal Year
To Accounting Period

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Internal Retainage Detail Report Run Control Page



Cardinal

Screenshot of the Internal Retainage Detail Report

CARDINAL
Report ID: VPRR045

Commonwealth of Virginia
INTERNAL RETAINAGE DETAIL REPORT

Run Date: 01/10/2020
Run Time: 10:49 00

Page No. 1 of 1

Business Unit	50100	VA Dept of Transportation
From Acc. Date	01-JUL-2017	
Fiscal year	2018	
Accounting Period	5	

Contract	Purchase Order	Supplier	Name	Final Voucher	Retainage To Date	Retainage Max Amount
W0000104009M01	0001166826	0000028943	INFRASTRUCTURE AND INDUSTRIAL CONST SE I	N	0.00	-166,590.54

Total Retainage Amount	$	0.00
GL Account Balance	$	2,295,440.05
Variance betweeen GL and Contract Balance	$	2,295,440.05

Non-Owned Purchase History Report (POPO011) – SQR Report

REVISED: 9/1/2026

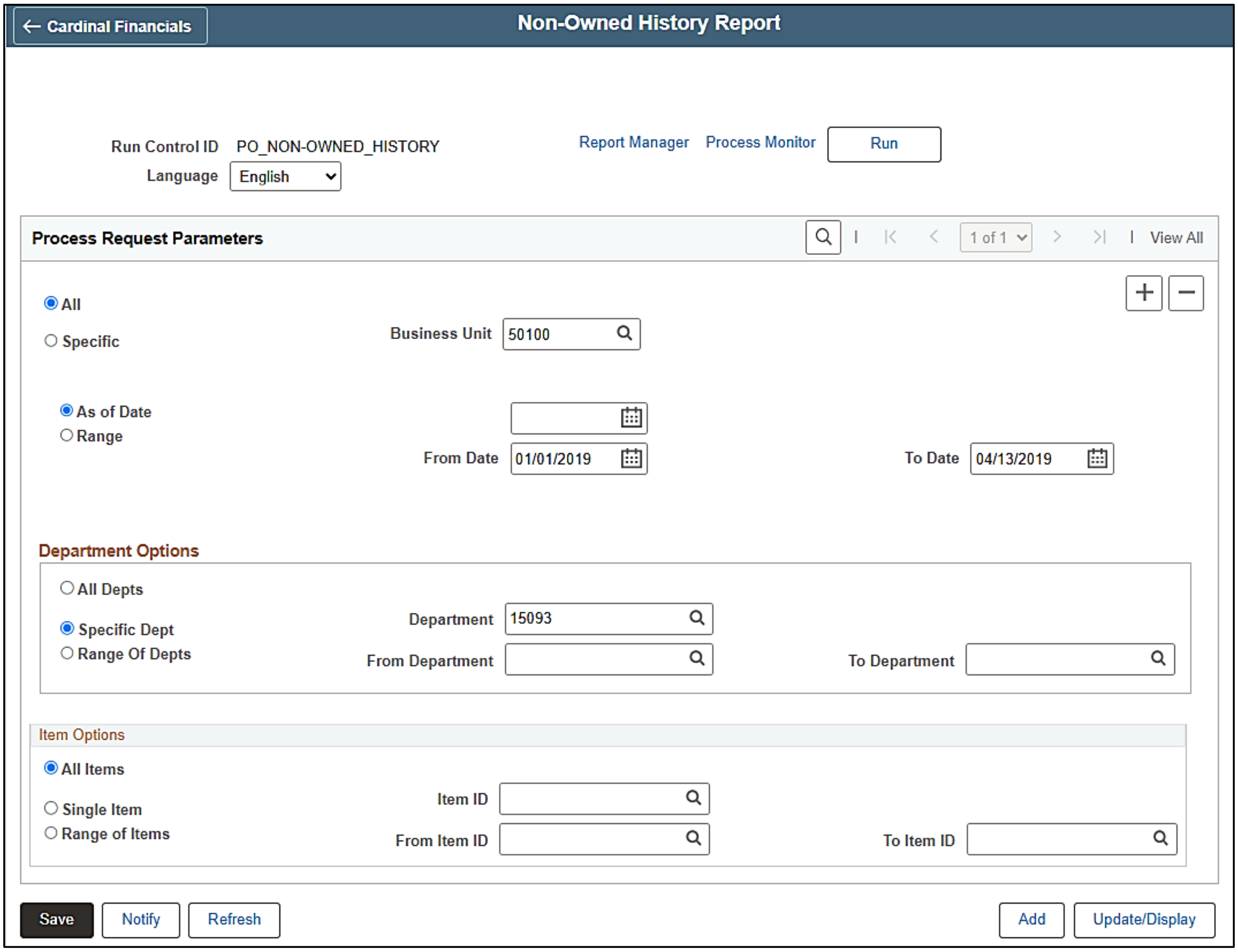
DESCRIPTION:
This report provides summarized information for nonstock items for Business Units and Departments. The report can be executed by any user to evaluate the purchase of non-stock items, consolidate purchasing transactions, establish and maintain Budgets, and anticipate future supply and inventory needs.

NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Reports > Non-Owned History Report

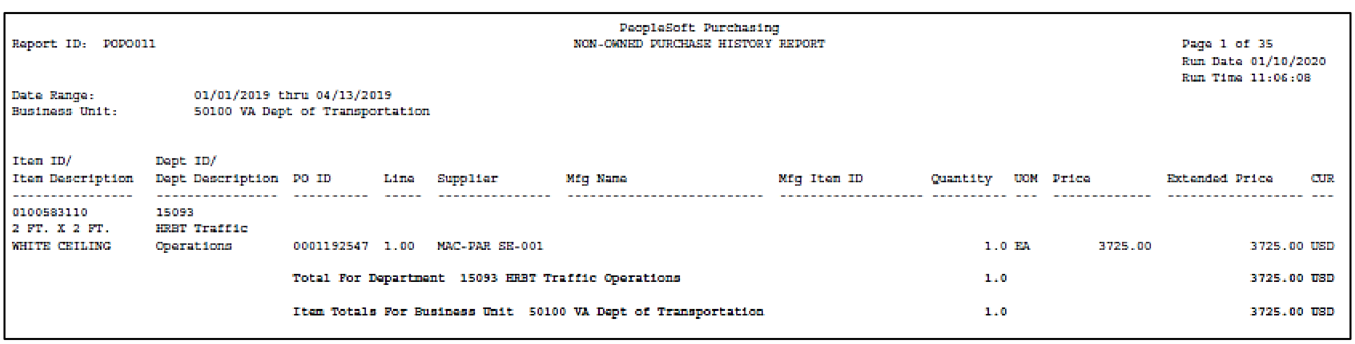
RUN CONTROL PARAMETERS:
Process to select: POPO011
Business Unit
From Date
To Date
Department
From Department
To Department
Item ID
From Item ID
To Item ID

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Non-Owned Purchase History Report Run Control Page



Screenshot of the Non-Owned Purchase History Report



PeopleSoft Purchasing

Report ID: POPO011 NON-OWNED PURCHASE HISTORY REPORT

Page 1 of 35
Run Date 01/10/2020
Run Time 11:06:08

Date Range: 01/01/2019 thru 04/13/2019
Business Unit: 50100 VA Dept of Transportation

Item ID/ Item Description	Dept ID/ Dept Description	PO ID	Line	Supplier	Mfg Name	Mfg Item ID	Quantity	UOM	Price	Extended Price	CUR
0100583110 2 FT. X 2 FT. WHITE CEILING	15093 HRBT Traffic Operations	0001192547	1.00	MAC-PAR SE-001			1.0	EA	3725.00	3725.00	USD
		Total For Department 15093 HRBT Traffic Operations					1.0			3725.00	USD
		Item Totals For Business Unit 50100 VA Dept of Transportation					1.0			3725.00	USD

Order Status Report (POX4020, POX4021) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides the status of Purchase Orders by Supplier or Item ID. The report can be run by Supplier (POX4020) or by Item (POX4021) and can be used to identify all POs by Supplier or by Item to measure the quantity or amount over a period of time.

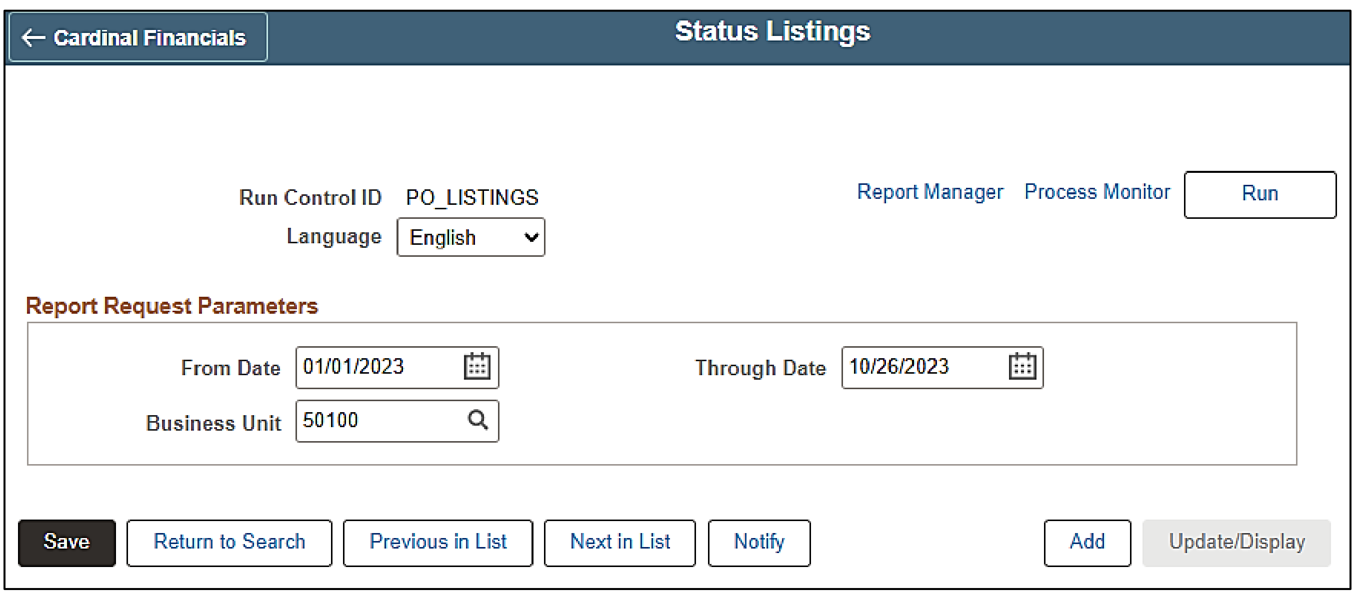
NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Reports > Status Listings

RUN CONTROL PARAMETERS:
Process to select: POX4020, POX4021
From Date
Through Date
Business Unit

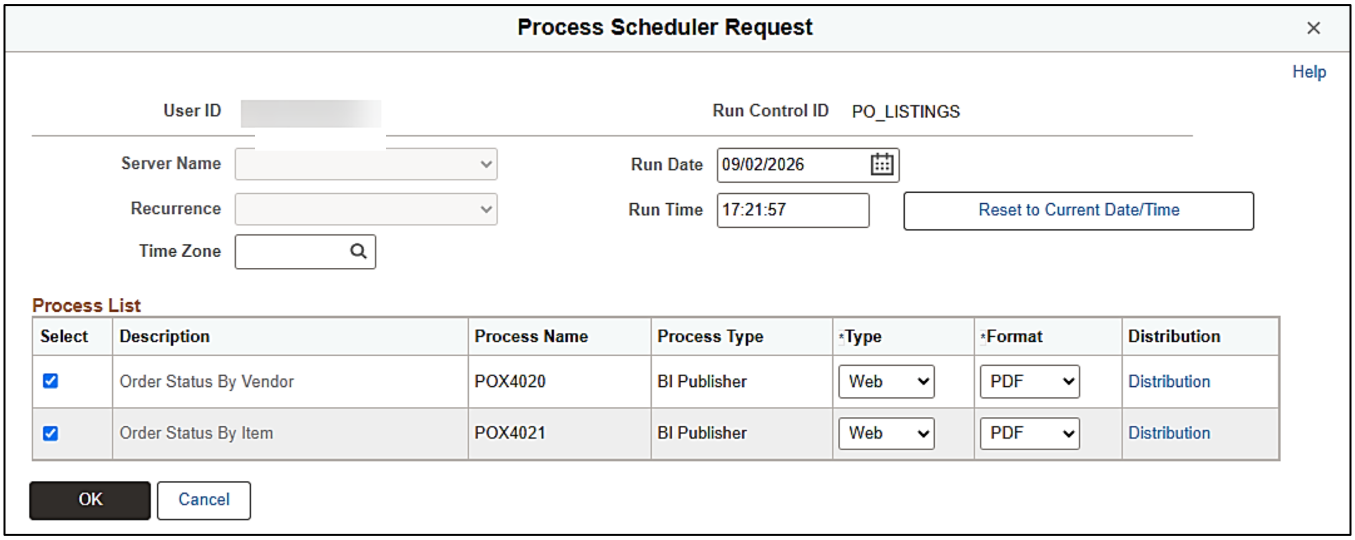
OUTPUT FORMAT:
PDF
XLS
TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Order Status Report Run Control Page



Screenshot of the Order Status Report Process Scheduler Request Page



Process Scheduler Request

Help

User ID | Run Control ID PO_LISTINGS

Server Name | Run Date 09/02/2026

Recurrence | Run Time 17:21:57 | Reset to Current Date/Time

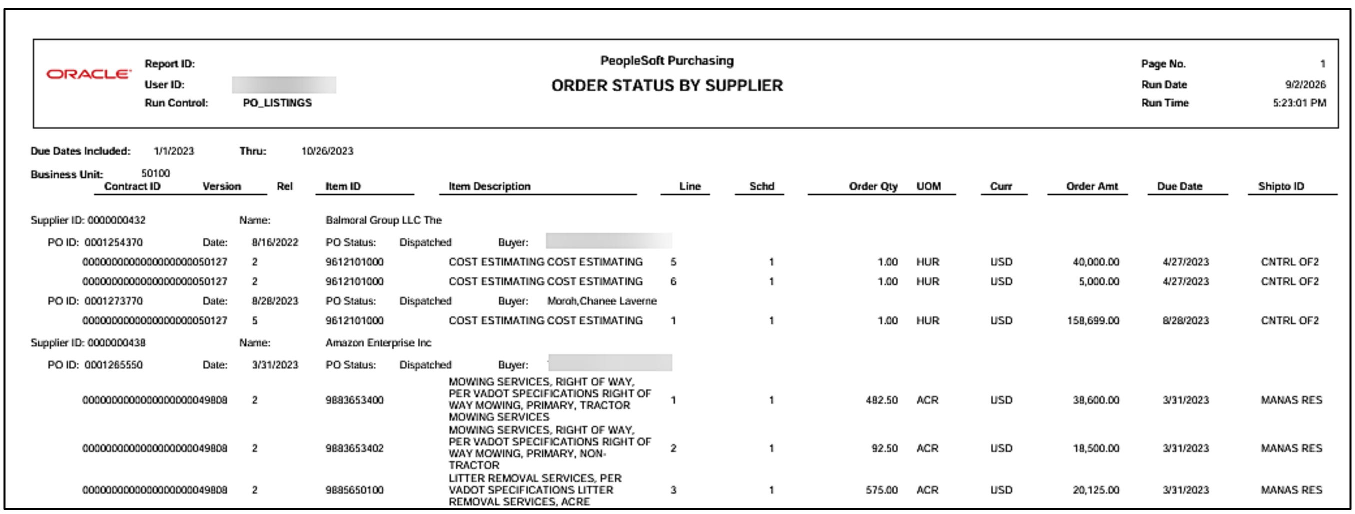
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Order Status By Vendor	POX4020	BI Publisher	Web	PDF	Distribution
☑	Order Status By Item	POX4021	BI Publisher	Web	PDF	Distribution

OK | Cancel

Screenshot of the Order Status by Supplier Report



ORACLE | Report ID: | User ID: | Run Control: PO_LISTINGS

PeopleSoft Purchasing

ORDER STATUS BY SUPPLIER

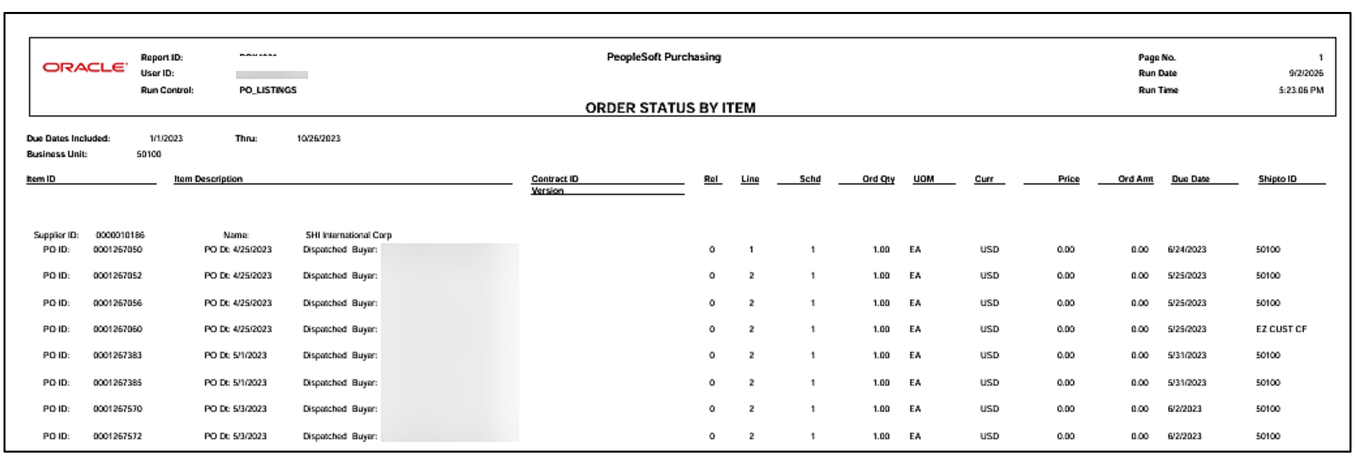
Page No. 1 | Run Date 9/2/2026 | Run Time 5:23:01 PM

Due Dates Included: 1/1/2023 Thru: 10/26/2023

Business Unit: 50100

Contract ID	Version	Rel	Item ID	Item Description	Line	Schd	Order Qty	UOM	Curr	Order Amt	Due Date	Shipto ID
Supplier ID: 0000000432	Name:		Balmoral Group LLC The									
PO ID: 0001254370	Date:	8/16/2022	PO Status:	Dispatched	Buyer:							
0000000000000000000050127	2		9612101000	COST ESTIMATING COST ESTIMATING	5	1	1.00	HUR	USD	40,000.00	4/27/2023	CNTRL OF2
0000000000000000000050127	2		9612101000	COST ESTIMATING COST ESTIMATING	6	1	1.00	HUR	USD	5,000.00	4/27/2023	CNTRL OF2
PO ID: 0001273770	Date:	8/28/2023	PO Status:	Dispatched	Buyer:	Moroh,Chanee Laverne						
0000000000000000000050127	5		9612101000	COST ESTIMATING COST ESTIMATING	1	1	1.00	HUR	USD	158,699.00	8/28/2023	CNTRL OF2
Supplier ID: 0000000438	Name:		Amazon Enterprise Inc									
PO ID: 0001265550	Date:	3/31/2023	PO Status:	Dispatched	Buyer:							
0000000000000000000049808	2		9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	1	1	482.50	ACR	USD	38,600.00	3/31/2023	MANAS RES
0000000000000000000049808	2		9883653402	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR	2	1	92.50	ACR	USD	18,500.00	3/31/2023	MANAS RES
0000000000000000000049808	2		9885650100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	3	1	575.00	ACR	USD	20,125.00	3/31/2023	MANAS RES

Screenshot of the Order Status by Item Report



ORACLE | Report ID: | User ID: | Run Control: PO_LISTINGS

PeopleSoft Purchasing

ORDER STATUS BY ITEM

Page No. 1 | Run Date 9/2/2026 | Run Time 5:23:06 PM

Due Dates Included: 1/1/2023 Thru: 10/26/2023

Business Unit: 50100

Item ID		Item Description		Contract ID Version	Rel	Line	Schd	Ord Qty	UOM	Curr	Price	Ord Amt	Due Date	Shipto ID
Supplier ID:	0000010186	Name:	SHI International Corp											
PO ID:	0001267050	PO Dt: 4/25/2023	Dispatched Buyer:		0	1	1	1.00	EA	USD	0.00	0.00	6/24/2023	50100
PO ID:	0001267052	PO Dt: 4/25/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	5/25/2023	50100
PO ID:	0001267056	PO Dt: 4/25/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	5/25/2023	50100
PO ID:	0001267060	PO Dt: 4/25/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	5/25/2023	EZ CUST CF
PO ID:	0001267383	PO Dt: 5/1/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	5/31/2023	50100
PO ID:	0001267385	PO Dt: 5/1/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	5/31/2023	50100
PO ID:	0001267570	PO Dt: 5/3/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	6/2/2023	50100
PO ID:	0001267572	PO Dt: 5/3/2023	Dispatched Buyer:		0	2	1	1.00	EA	USD	0.00	0.00	6/2/2023	50100

PO Balance Detail Report (RPR003) – SQR Report

REVISED: 9/1/2026

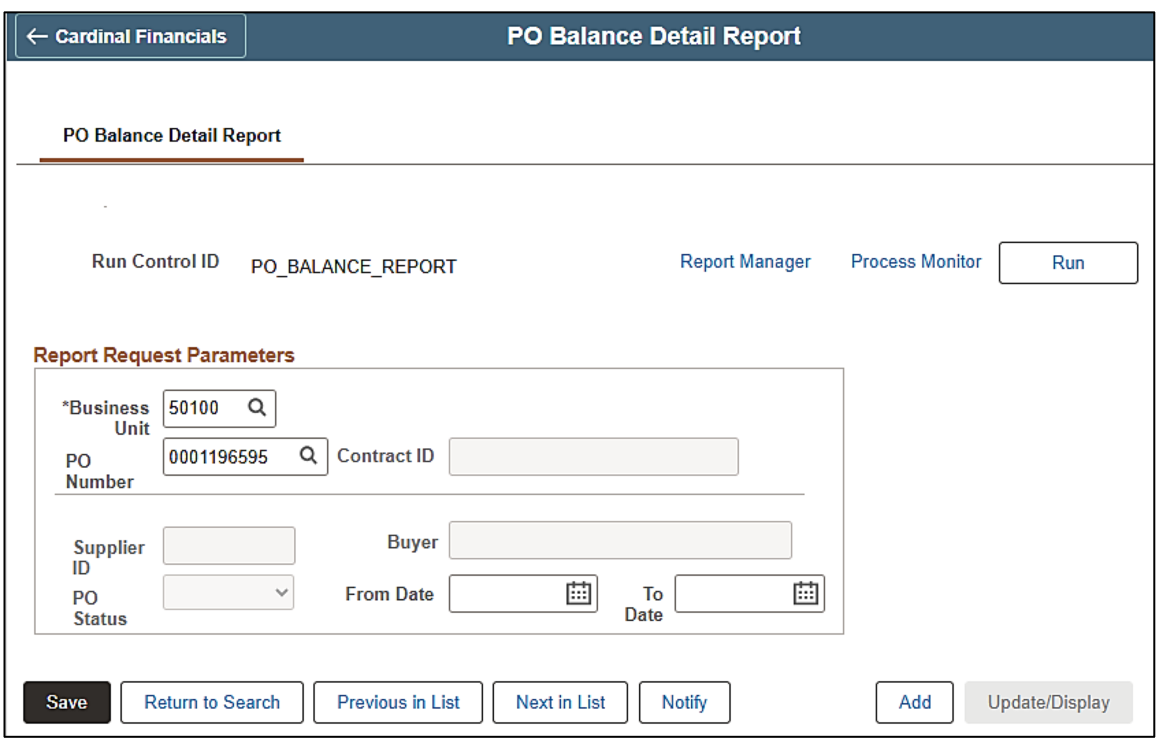
DESCRIPTION:
This report provides an overview of Purchase Order activities to include the related Contract, receivers, and Vouchers. Line quantities and amounts expended and remaining balances are also displayed. The report can be used to monitor activities against a Contract and to view outstanding balances, the received amount, and Voucher amounts against any related PO.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > PO Balance Detail Report
- NavBar > Menu > Purchasing > Purchase Orders > Reports > PO Balance Detail Report

RUN CONTROL PARAMETERS:
Process to select: VPRR003
Business Unit
PO Number
Contract ID
Supplier ID
Buyer
PO Status
From Date
To Date

OUTPUT FORMAT:
PDF

Screenshot of the PO Balance Detail Report Run Control Page



Screenshot of the PO Balance Detail Report

CARDINAL

Commonwealth of Virginia
PO BALANCE DETAIL REPORT

Report ID: RPR003

Run Date: 01/10/2020
Run Time: 11:28 00

Business Unit:50100 Page No. 1 of 1
PO ID: 0001196595
Contract ID: All
PO Status: All
Supplier ID: All
Buyer ID: All
From Date:
To Date:

Buyer Name	Supplr Name	Supplr ID	Supplr Location
YANI.HO	CARGILL INC	0000015454	MAIN

PO ID	PO Date	Change Order Number	PO Receive Status	Match Control ID	PO Reference
0001196595	10/18/2019	0	P	STANDARD	SALT for TEST

PO Line Number	Item ID	Item Description	Contract ID	PO QTY	PO Price	PO Line Merchandise Amount
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	000000000000000000047593	10.00	$ 75.15	$ 751.50

Receiver ID	Receiver Line Number	Receiver Shipping Sequence	Receipt Quantity	Receiver Schedule Merchandise Amount
0002127304	1	1	1.50	$ 112.73

Total Received	1.50		$ 112.73
Un-Received PO Line Quantity	8.50	Un-Received PO Line Amt	$ 638.77
Total Vouchered	0.00		$ 0.00
Open Receiver Quantity	1.50	Un-Vouchered PO Line Amount	$ 751.50

Total PO Line Amount	$ 751.50
Total PO Line Vouchered Amount	$ 0.00
Total PO Line PCard Vouchered Amount	$ 0.00
Total Un-Received PO Line Amt	$ 638.77

Total PO Amount	$ 751.50
Total Received PO Amount	$ 112.73
Open PO Receiving Amount	$ 638.77
Total PO Vouchered Amount	$ 0.00
Total PO PCard Vouchered Amount	$ 0.00
Total Un-Vouchered PO Amount	$ 751.50

PO Detail Listing Report (POX4030, POX4031, POX4032) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides a list of Purchase Orders in a detailed view. The report identifies each Purchase Order to include date, Supplier, Item description, quantity, price, and related Contract ID (as applicable). The report can be run by PO Date (POX4030), Supplier (POX4031), or Buyer (POX4032) and can be used to display a specific selection of Purchase Orders.

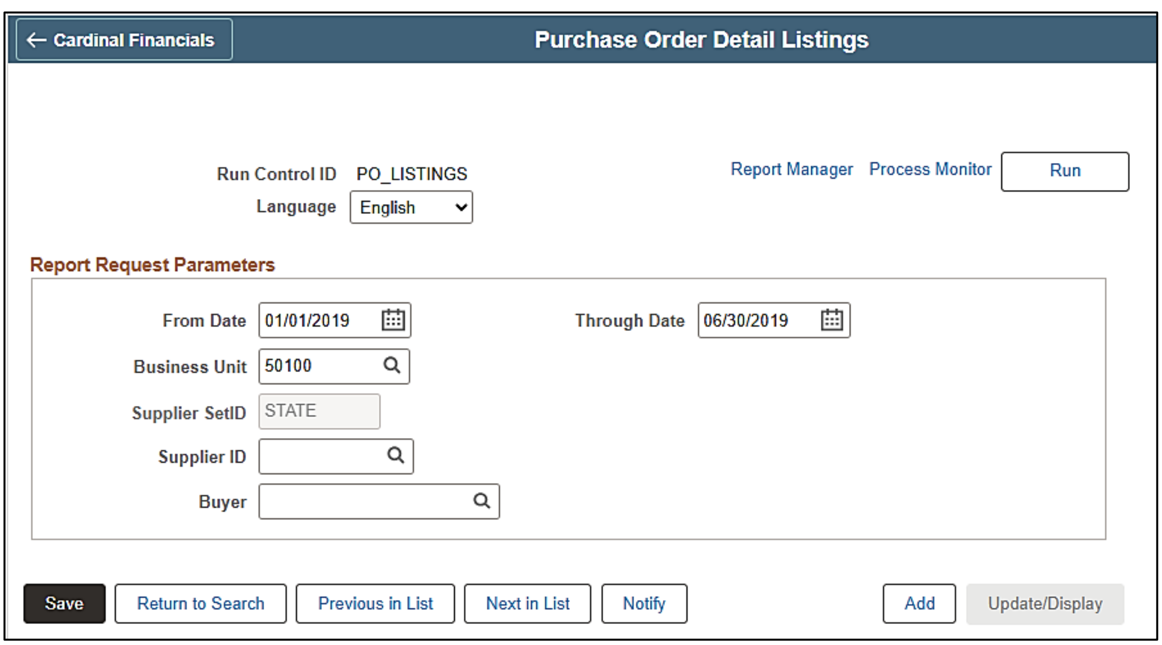
NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Purchase Order Detail Listings
- NavBar > Menu > Purchasing > Purchase Orders > Reports > Purchase Order Detail Listings

RUN CONTROL PARAMETERS:
Process to select: POX4030, POX4031, POX4032
From Date
Through Date
Business Unit
Supplier SetID
Supplier ID
Buyer

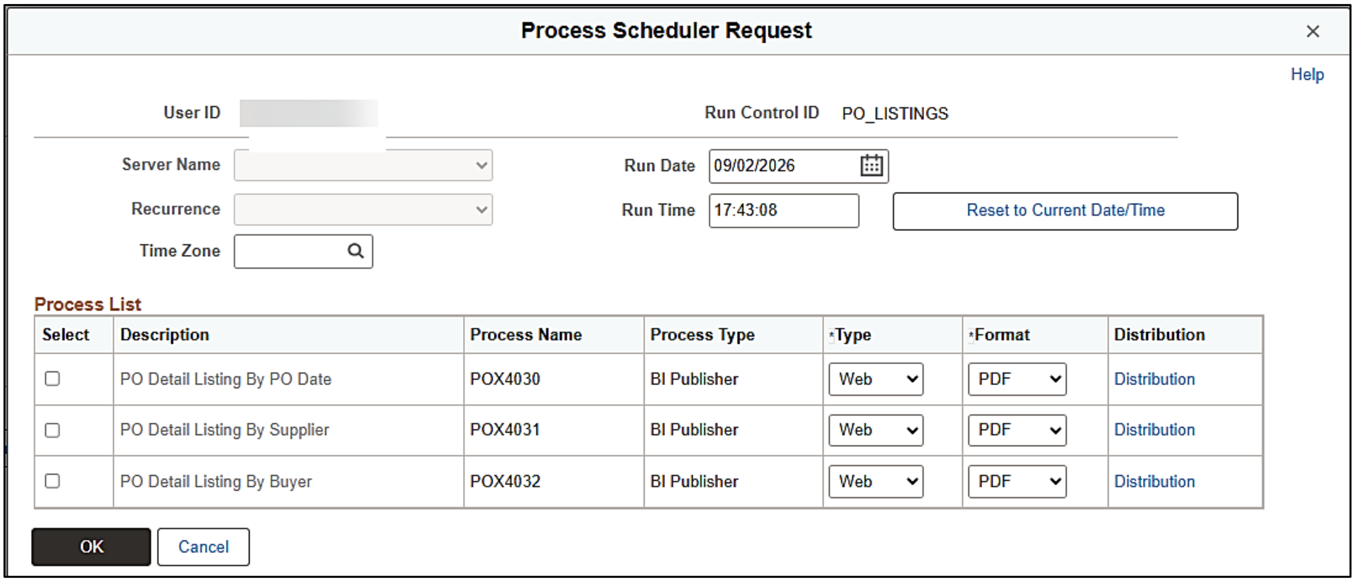
OUTPUT FORMAT:
PDF
XLS
TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the PO Detail Listing Report Run Control Page



Screenshot of the PO Detail Listing Report Process Scheduler Request Page



Process Scheduler Request

Help

User ID

Run Control ID PO_LISTINGS

Server Name

Run Date 09/02/2026

Recurrence

Run Time 17:43:08

Reset to Current Date/Time

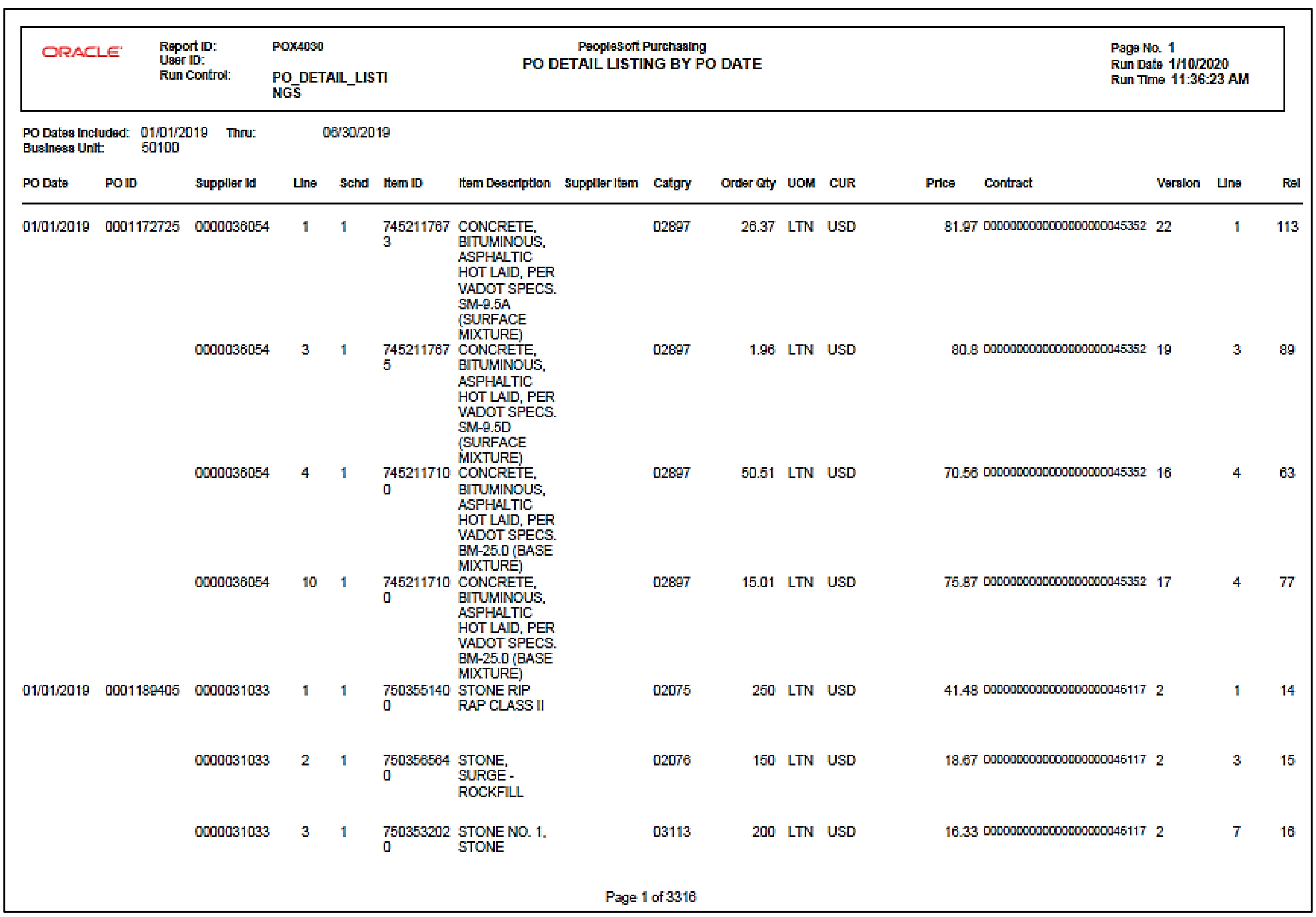
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	PO Detail Listing By PO Date	POX4030	BI Publisher	Web	PDF	Distribution
☐	PO Detail Listing By Supplier	POX4031	BI Publisher	Web	PDF	Distribution
☐	PO Detail Listing By Buyer	POX4032	BI Publisher	Web	PDF	Distribution

OK Cancel

Screenshot of the PO Detail Listing Report by PO Date



ORACLE

Report ID: POX4030
User ID:
Run Control: PO_DETAIL_LISTINGS

PeopleSoft Purchasing
PO DETAIL LISTING BY PO DATE

Page No. 1
Run Date 1/10/2020
Run Time 11:36:23 AM

PO Dates Included: 01/01/2019 Thru: 06/30/2019
Business Unit: 50100

PO Date	PO ID	Supplier Id	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line	Rel
01/01/2019	0001172725	0000036054	1	1	7452117673	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5A (SURFACE MIXTURE)		02897	26.37	LTN	USD	81.97	000000000000000000045352	22	1	113
		0000036054	3	1	7452117675	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5D (SURFACE MIXTURE)		02897	1.96	LTN	USD	80.8	000000000000000000045352	19	3	89
		0000036054	4	1	7452117100	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. BM-25.0 (BASE MIXTURE)		02897	50.51	LTN	USD	70.56	000000000000000000045352	16	4	63
		0000036054	10	1	7452117100	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. BM-25.0 (BASE MIXTURE)		02897	15.01	LTN	USD	75.87	000000000000000000045352	17	4	77
01/01/2019	0001189405	0000031033	1	1	7503551400	STONE RIP RAP CLASS II		02075	250	LTN	USD	41.48	000000000000000000046117	2	1	14
		0000031033	2	1	7503565640	STONE, SURGE - ROCKFILL		02076	150	LTN	USD	18.67	000000000000000000046117	2	3	15
		0000031033	3	1	7503532020	STONE NO. 1, STONE		03113	200	LTN	USD	16.33	000000000000000000046117	2	7	16

Page 1 of 3316

Screenshot of the PO Detail Listing by Supplier Report

ORACLE Report ID: POX4031 User ID: Run Control: PO_DETAIL_LISTINGS

PeopleSoft Purchasing
PO DETAIL LISTING BY SUPPLIER

Page No. 1
Run Date 1/10/2020
Run Time 11:35:52 AM

PO Dates Included: 01/01/2019 Thru: 06/30/2019
Supplier SetId: STATE
Supplier ID: 0000000102

BU	PO ID	PO Date	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line	Rel
50100	0001189903	01/08/2019	1	1	9415501000	Carrier iVu System - Furnish & Install Control System Appliance		07385	1	HUR	USD	6730				

Screenshot of the PO Detail Listing by Buyer Report

ORACLE Report ID: POX4032 User ID: | Run Control: PO_DETAIL_LISTINGS

PeopleSoft Purchasing
PO DETAIL LISTING BY BUYER

Page No. 1
Run Date 1/10/2020
Run Time 11:35:21 AM

PO Dates Included: 01/01/2019 Thru: 06/30/2019
Buyer:

BU	PO ID	PO Date	Suplier ID	Line	Schd	Item ID	Item Description	Supplier Item	Catgry	Order Qty	UOM	CUR	Price	Contract	Version	Line	Rel
50100	0001189405	01/01/2019	0000031033	1	1	7503551400	STONE RIP RAP CLASS II		02075	250	LTN	USD	41.48	0000000000000000000046117	2	1	14
				2	1	7503565640	STONE, SURGE - ROCKFILL		02076	150	LTN	USD	18.67	0000000000000000000046117	2	3	15
				3	1	7503532020	STONE NO. 1, STONE		03113	200	LTN	USD	16.33	0000000000000000000046117	2	7	16
50100	0001189406	01/01/2019	0000031033	1	1	7503532085	STONE NO. 21A, STONE		03113	1000	LTN	USD	10.37	0000000000000000000046118	2	1	10
				2	1	7503548485	STONE, CRUSHED GRADE 26		02073	500	LTN	USD	10.37	0000000000000000000046118	2	2	11
				3	1	7503532205	STONE NO. 57, STONE		03113	500	LTN	USD	17.63	0000000000000000000046118	2	3	12
				4	1	7503551310	STONE RIP RAP CLASS AI		02075	250	LTN	USD	36.3	0000000000000000000046118	2	5	13
50100	0001189407	01/01/2019	0000033829	1	1	7503532085	STONE NO. 21A, STONE		03113	1000	LTN	USD	9.8	0000000000000000000046122	2	4	28
				2	1	7503548485	STONE, CRUSHED GRADE 26		02073	500	LTN	USD	11	0000000000000000000046122	2	5	29

Page 1 of 3556

PO Listing Report (POX4010, POX4011, POX4012, POX4013) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides a high level summarized list of Purchase Orders. The report can be run by PO Date (POX4010), Supplier (POX4011), Buyer (POX4012), or Status (POX4013) and can be used to measure production and performance for specific Purchase Orders. The report is similar to the Expediting Report.

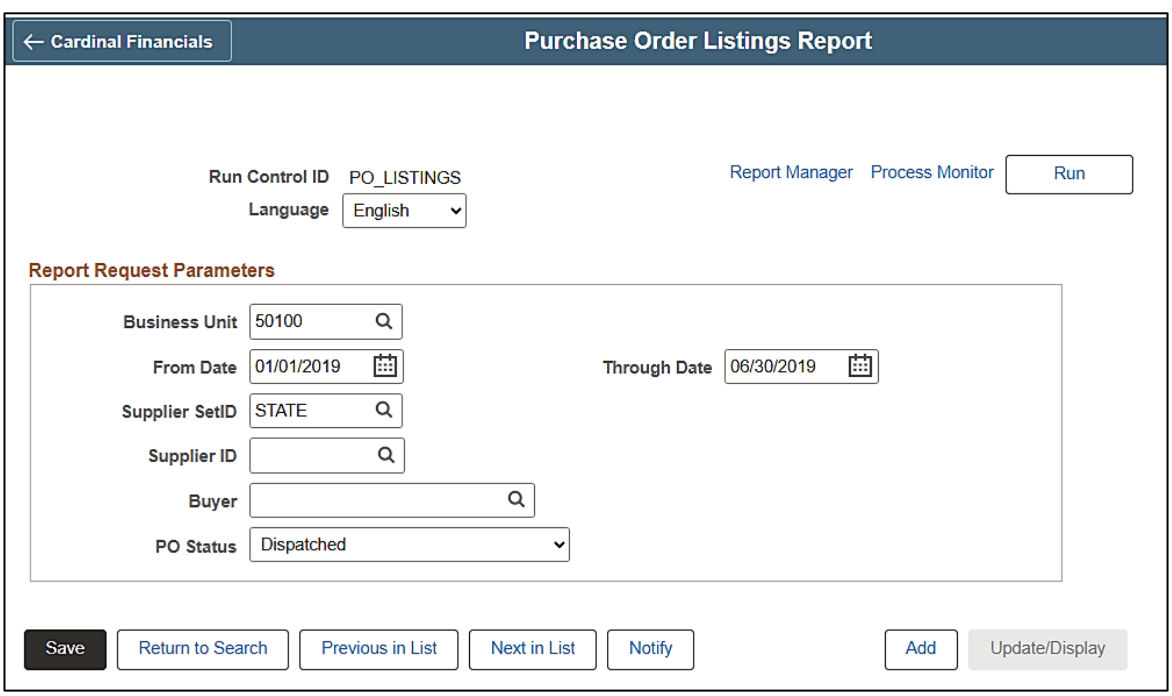
NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Reports > Purchase Order Listings Report

RUN CONTROL PARAMETERS:
Process to select: POX4010, POX4011, POX4012, POX4013
Business Unit
From Date
Through Date
Supplier SetID
Supplier ID
Buyer
PO Status

OUTPUT FORMAT:
PDF
XLS
TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Purchase Order Listing Report Run Control Page



Cardinal

Screenshot of the PO Listing Report Process Scheduler Request Page

Process Scheduler Request

Help

User ID

Run Control ID PO_LISTINGS

Server Name

Run Date 09/02/2026

Recurrence

Run Time 20:26:53

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	PO Listing by PO Date	POX4010	BI Publisher	Web	PDF	Distribution
☐	PO Listing by Vendor	POX4011	BI Publisher	Web	PDF	Distribution
☐	PO Listing by Buyer	POX4012	BI Publisher	Web	PDF	Distribution
☐	PO Listing By Status	POX4013	BI Publisher	Web	PDF	Distribution

OK Cancel

Screenshot of the PO Listing by PO Date Report

ORACLE

Report ID: POX4010
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY PO DATE

Page No. 1
Run Date 1/13/2020
Run Time 9:23:02 AM

PO Dates Included : Thru:
Business Unit: 50100

PO Date	PO ID	Contract ID	Rel	Change Order	Buyer	Supplier Id	Name	PO Status	Hold	Rcv	Curr	Amount
02/25/1987	0000700729	000000000000005278	1	0		0000035140	HDR Engineering Inc	Dispatched	N	N	USD	12,199,268.00
05/23/1988	0000700728	000000000000005264	1	1		0000053072	LOUIS BERGER & ASSOCIATES INC	Dispatched	N	N	USD	9,299,916.93
04/17/1992	0000700730	000000000000005343	1	1		0000013075	HNTB Corp	Dispatched	N	N	USD	42,233,991.00
08/20/1993	0000700731	000000000000005373	1	0		0000004105	AECOM Technical Services	Dispatched	N	N	USD	3,097,767.00
03/24/1995	0000700732	000000000000005447	6	5		0000048248	Kimley-Horn & Associates Inc	Dispatched	N	N	USD	4,967,734.76
11/21/1995	0000700733	000000000000005517	1	2		0000046730	Wilbur Smith Associates	Dispatched	N	N	USD	2,871,681.72
05/13/1996	0000700747	000000000000005884	1	1		0000042867	TY Lin International	Dispatched	N	N	USD	4,373,099.31
09/24/1996	0000700734	000000000000005582	1	0		0000003163	STV Inc	Dispatched	N	N	USD	4,741,958.00
10/24/1996	0000700735	000000000000005592	1	0		0000003127	Hardesty & Hanover LLP	Dispatched	N	N	USD	6,297,261.00
01/21/1997	0000700748	000000000000005894	1	0		0000059087	URS CORPORATION	Dispatched	N	N	USD	14,715,221.00
09/19/1997	0000700736	000000000000005692	1	0		0000003068	TRC Engineers Inc	Dispatched	N	N	USD	3,000,000.00
09/19/1997	0000700737	000000000000005700	1	0		0000032445	Johnson Mirmiran and Thompson Inc	Dispatched	N	N	USD	524,242.00
10/10/1997	0000700738	000000000000005701	1	2		0000037326	Dewberry Consultants LLC	Dispatched	N	N	USD	10,007,127.00
10/27/1997	0000700739	000000000000005707	1	1		0000013075	HNTB Corp	Dispatched	N	N	USD	6,289,048.00
12/02/1997	0000700740	000000000000005721	1	0		0000032445	Johnson Mirmiran and Thompson Inc	Dispatched	N	N	USD	3,076,690.00

Page 1 of 9898

Cardinal

Screenshot of the PO Listing by Supplier Report

ORACLE

Report ID: POX4011
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY SUPPLIER

Page No. 1
Run Date 1/13/2020
Run Time 9:27:19 AM

PO Dates Included: Thru:
Supplier SetID: STATE
Supplier ID, Name: 0000000000 PUBLIC EVENT

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Buyer	Dispatch Act	Dispatch Meth	PO Status	Hold	Rcv	Curr	Amount
50100	0001056919		0	0	01/15/2013		Y	PRN	Denied	N	N	USD	169.00

Screenshot of the PO Listing by Buyer Report

ORACLE

Report ID: POX4012
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY BUYER

Page No. 1
Run Date 1/13/2020
Run Time 9:37:47 AM

PO Dates Included : Thru:
Buyer:

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	PO Status	Hold	Rcv	Curr	Amount
50100	0001145111	0000000000000000000041313	638	3	9/6/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	16,966.08
50100	0001145112	0000000000000000000044821	12	2	9/6/2016	0000058791	Jason Harvey	Compl	N	R	USD	8,878.34
50100	0001145113	0000000000000000000044820	10	1	9/6/2016	0000029178	TME Enterprises Inc	Dispatched	N	P	USD	24,918.39
50100	0001145114	0000000000000000000041395	746	1	9/6/2016	0000018192	Carter Machinery Company Inc	Compl	N	N	USD	0.00
50100	0001145323	0000000000000000000044393	62	0	9/9/2016	0000037282	Joe Rainero Tile Co Inc	Compl	N	R	USD	53,044.06
50100	0001145572	0000000000000000000041397	606	2	9/14/2016	0000004139	Herc Rentals Inc	Compl	N	R	USD	12,168.00
50100	0001145594	0000000000000000000041395	751	1	9/14/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	4,460.00
50100	0001145666	0000000000000000000041395	756	1	9/15/2016	0000018192	Carter Machinery Company Inc	Compl	N	R	USD	5,780.00
50100	0001146239	0000000000000000000041397	670	2	9/26/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	14,000.00
50100	0001146559	0000000000000000000041397	623	1	9/30/2016	0000004139	Herc Rentals Inc	Open	N	R	USD	2,452.00
50100	0001146819	0000000000000000000043019	165	1	10/5/2016	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	6,410.00
50100	0001147040	0000000000000000000043019	175	1	10/11/2016	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	8,665.00
50100	0001147310	0000000000000000000045131	1	1	10/14/2016	0000036054	BOXLEY MATERIALS Co	Dispatched	N	P	USD	14,998.38
50100	0001147345	0000000000000000000041395	789	0	10/17/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	1,485.00
50100	0001148496	0000000000000000000041397	737	2	11/4/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,627.00
50100	0001148656	0000000000000000000045159	1	1	11/8/2016	0000036054	BOXLEY MATERIALS Co	Dispatched	N	P	USD	2,825.75
50100	0001148658	0000000000000000000045160	1	1	11/8/2016	0000033829	Appomattox Lime Co	Dispatched	N	P	USD	11,339.96
50100	0001148686	0000000000000000000041397	655	3	11/8/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,430.00
50100	0001148957	0000000000000000000041313	653	2	11/15/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	119,441.12
50100	0001148987	0000000000000000000041397	668	3	11/15/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	21,920.00
50100	0001149687	0000000000000000000041395	829	1	12/2/2016	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	9,340.00
50100	0001149699	0000000000000000000041397	680	1	12/2/2016	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	10,144.00
50100	0001149986	0000000000000000000041313	680	2	12/8/2016	0000034228	C H White Construction Co Inc	Dispatched	N	R	USD	2,527.12
50100	0001150287	0000000000000000000042188	257	1	12/14/2016	0000034228	C H White Construction Co Inc	Compl	N	R	USD	5,047.00
50100	0001151007	0000000000000000000041397	701	1	1/5/2017	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	4,243.00
50100	0001151529	0000000000000000000044825	18	1	1/17/2017	0000058791	Jason Harvey	Compl	N	N	USD	0.00
50100	0001151536	0000000000000000000044826	3	1	1/17/2017	0000036054	BOXLEY MATERIALS Co	Compl	N	N	USD	0.00
50100	0001152763	0000000000000000000044393	139	0	2/8/2017	0000037282	Joe Rainero Tile Co Inc	Compl	N	R	USD	59,780.56
50100	0001153165	0000000000000000000041397	729	2	2/15/2017	0000004139	Herc Rentals Inc	Dispatched	N	R	USD	20,382.00
50100	0001153179	0000000000000000000041313	683	1	2/15/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	6,044.57
50100	0001153188	0000000000000000000042187	484	1	2/15/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	6,025.50
50100	0001153794	0000000000000000000045159	2	3	2/28/2017	0000036054	BOXLEY MATERIALS Co	Dispatched	N	R	USD	52,109.47
50100	0001154215	0000000000000000000045148	69	3	3/7/2017	0000036135	ROCKYDALE QUARRIES CORP	Dispatched	N	R	USD	49,661.17
50100	0001154273	0000000000000000000043019	204	1	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	7,828.00
50100	0001154276	0000000000000000000043019	213	1	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	10,341.00
50100	0001154279	0000000000000000000043019	222	1	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	4,742.00
50100	0001154289	0000000000000000000043019	231	1	3/7/2017	0000033924	Patterson Brothers Paving Inc	Compl	N	R	USD	8,952.00
50100	0001154408	0000000000000000000042187	508	4	3/8/2017	0000034228	C H White Construction Co Inc	Compl	N	R	USD	49,563.60
50100	0001154560	0000000000000000000041397	747	2	3/10/2017	0000004139	Herc Rentals Inc	Compl	N	R	USD	25,908.00
50100	0001154881	0000000000000000000044492	6	0	3/17/2017	0000036129	RICHMOND MACHINERY & EQUIPMENT CO INC	Compl	N	N	USD	0.00
50100	0001155216	0000000000000000000041395	110 5	4	3/23/2017	0000018192	Carter Machinery Company Inc	Dispatched	N	R	USD	14,585.41

Cardinal

Screenshot of the PO Listing by Status Report

ORACLE

Report ID: POX4013
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY STATUS

Page No. 2
Run Date 1/13/2020
Run Time 9:30:32 AM

PO Dates Included : Thru:
PO Status: Approved

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rcv	Ord Qty
50100	0001000026		0	0	11/28/2011	0000033145	QUALITY TECHNICAL SERVICES INC		Y	N	340.00
50100	0001000027		0	0	11/29/2011	0000031508	Virginia Information Technologies Agency		Y	N	4.00
50100	0001000028		0	0	9/1/2011	0000031508	Virginia Information Technologies Agency		Y	N	76.00
50100	0001000029		0	0	11/2/2011	0000031508	Virginia Information Technologies Agency		Y	N	3.00
50100	0001000031		0	0	11/14/2011	0000037928	Environmental Systems Research Institute		Y	N	3.00
50100	0001000033		0	0	11/14/2011	0000031508	Virginia Information Technologies Agency		Y	N	3.00
50100	0001000051		0	0	11/28/2011	0000010186	SHI International Corp		Y	N	1.00
50100	0001000060		0	0	11/28/2011	0000010186	SHI International Corp		Y	N	1.00

Screenshot of the PO Listing by Status Report (continued)

ORACLE

Report ID: POX4013
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY STATUS

Page No. 575
Run Date 1/13/2020
Run Time 9:30:33 AM

PO Dates Included : Thru:
PO Status: Compl

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rcv	Ord Qty
50100	0000518040		0	1	3/24/2011	0000032240	THE FRAZIER QUARRY INC		N	N	0.00
50100	0000518045		0	0	3/24/2011	0000009329	Vulcan Construction Materials		N	N	0.00
50100	0000518047		0	0	3/24/2011	0000026374	Elite Contracting Group Inc		N	R	364,792.96
50100	0000518061		0	1	3/25/2011	0000038615	Digital Traffic Systems Inc		N	R	7,245.68
50100	0000518072		0	1	3/25/2011	0000038615	Digital Traffic Systems Inc		N	R	9,919.84
50100	0000518073		0	1	3/25/2011	0000038615	Digital Traffic Systems Inc		N	N	0.00
50100	0000518080		0	1	3/25/2011	0000049643	Falcon UHP Inc		N	N	0.00
50100	0000518086		0	1	3/25/2011	0000032858	Capital Rentals Inc		N	N	0.00

Screenshot of the PO Listing by Status Report (continued)

ORACLE

Report ID: POX4013
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY STATUS

Page No. 12447
Run Date 1/13/2020
Run Time 9:32:42 AM

PO Dates Included : Thru:
PO Status: Dispatched

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rcv	Ord Qty
50100	0000527490		0	0	9/26/2011	0000034439	Mantech Systems Engineering Corp		N	P	15,689.53
50100	0000527491		0	0	9/26/2011	0000034439	Mantech Systems Engineering Corp		N	P	51,053.61
50100	0000527508		0	0	9/26/2011	0000017163	Piedmont Asphalt LLC		N	N	434.61
50100	0000527514		0	1	9/26/2011	0000036135	ROCKYDALE QUARRIES CORP		N	R	89.28
50100	0000527516		0	2	9/26/2011	0000036135	ROCKYDALE QUARRIES CORP		N	R	3,846.92
50100	0000527536		0	0	9/27/2011	0000003662	XEROX Corporation		N	N	24.00
50100	0000527538		0	0	9/27/2011	0000036960	C&D Tree Service Inc		N	P	4,942.00
50100	0000527540		0	0	9/27/2011	0000052316	ATLANTIC TECHNICAL SALES		N	P	168.00

Screenshot of the PO Listing by Status Report (continued)

ORACLE

Report ID: POX4013
User ID:
Run Control: PO_LISTING

PeopleSoft Purchasing
PO LISTING BY STATUS

Page No. 20247
Run Date 1/13/2020
Run Time 9:34:01 AM

PO Dates Included : Thru:
PO Status: Open

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Supplier ID	Name	Buyer	Hold	Rcv	Ord Qty
50100	0001094500		0	0	2/20/2014	0000002503	United Rentals North America Inc		N	N	3.00
50100	0001095454	00000000000000000000042369	31	2	3/11/2014	0000025627	ALLIED CLEANING SERVICES CORP		N	P	3,658.00
50100	0001095596		0	2	3/13/2014	0000012255	Little Falls Construction LLC		N	P	46,627.12
50100	0001095841	00000000000000000000042033	102	0	3/18/2014	0000025845	Adams Construction Company		N	N	2,500.00
50100	0001096551	00000000000000000000040256	196	1	4/2/2014	0000044979	Marlowes WeCareCo		N	P	176.00
50100	0001096732	00000000000000000000042409	2	0	4/7/2014	0000031474	W-L Construction & Paving Inc		N	N	1,000.00
50100	0001096823		0	3	4/8/2014	0000042408	LBR Inc dba Brown Exterminating		N	R	22.00
50100	0001096880		0	0	4/9/2014	0000029880	The Kennedy Co of Va Inc		N	N	1.00

PO Schedule Listing Report (POX4040, POX4041, POX4042) – BI Publisher Report

REVISED: 9/1/2026

DESCRIPTION:
This report provides Purchase Order shipping details. The report identifies each Purchase Order to include Supplier, item description, quantity, price, shipping location, and due date. The report can be run by PO Date (POX4040), Supplier (POX4041), or Buyer (POX4042) and can be used to display the Line details and shipping data for a specific selection of Purchase Orders.

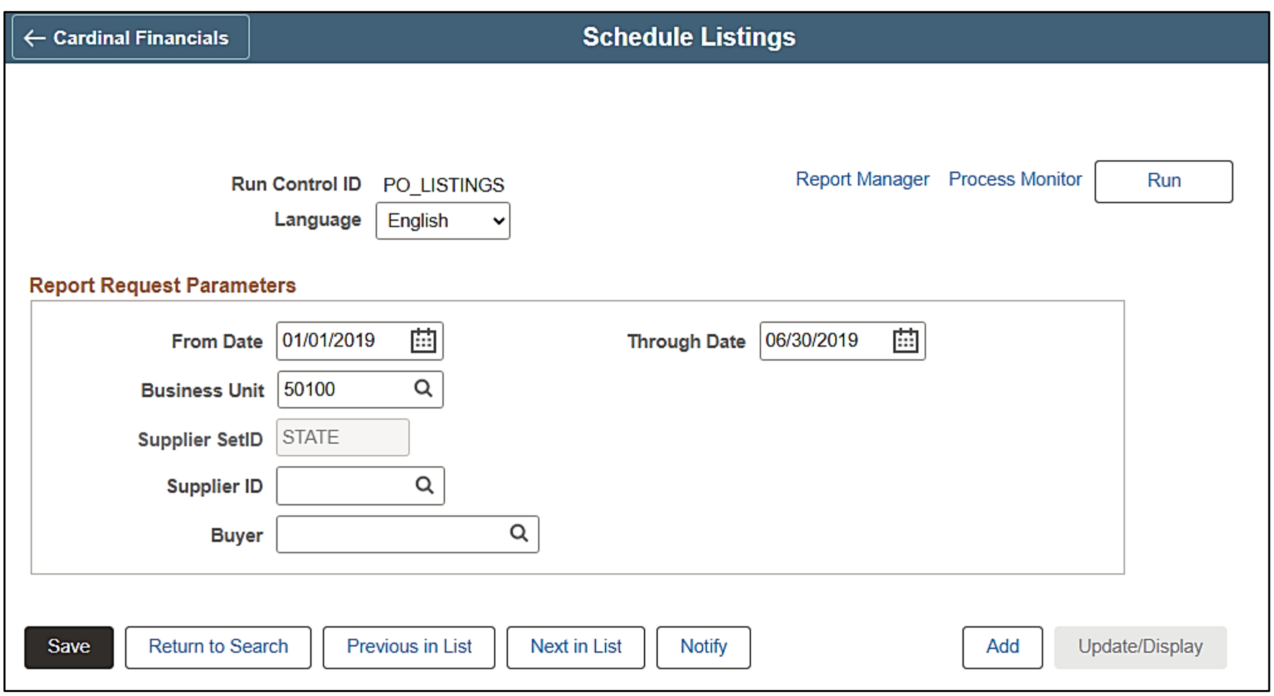
NAVIGATION PATH:
NavBar > Menu > Purchasing > Purchase Orders > Reports > Schedule Listings

RUN CONTROL PARAMETERS:
Process to select: POX4040, POX4041, POX4042
From Date
Through Date
Business Unit
Supplier SetID (State)
Supplier ID
Buyer

OUTPUT FORMAT:
PDF
XLS
TXT

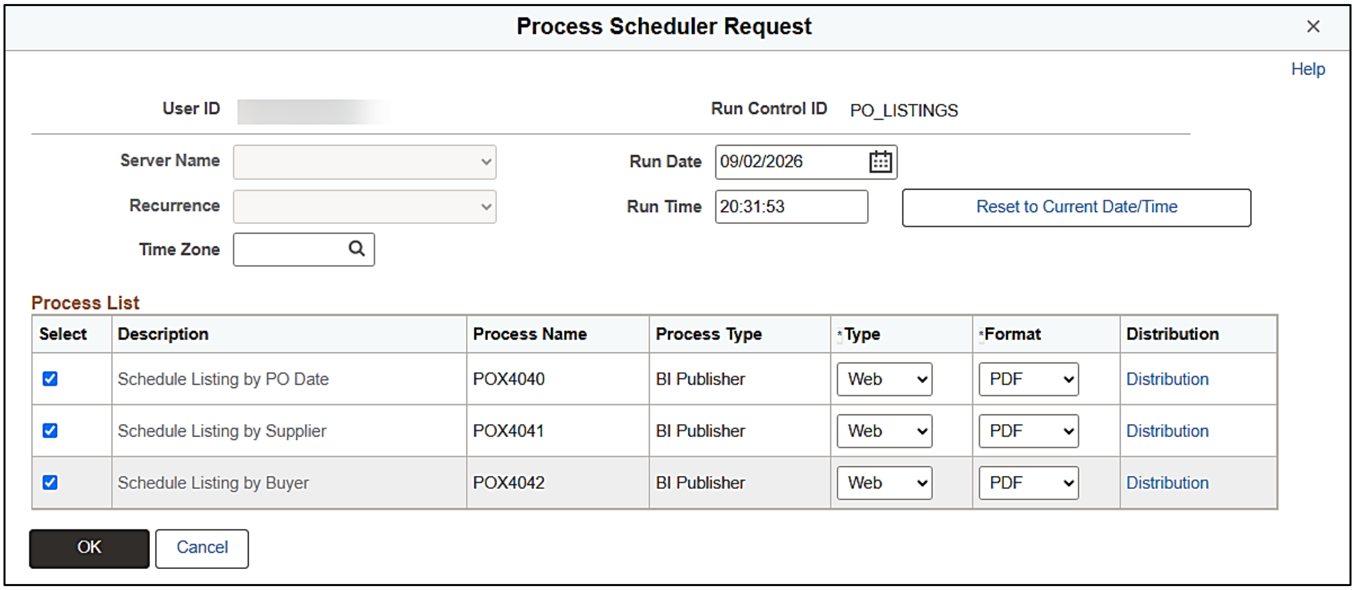
ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the PO Schedule Listing Report Run Control Page



Cardinal

Screenshot of the PO Schedule Listing Process Scheduler Request Page



Cardinal

Screenshot of the PO Schedule Listing by PO Date Report

ORACLE

Report ID: POX4040
User ID:
Run Control: PO_LISTINGS

PeopleSoft Purchasing
PO SCHEDULE LISTING BY PO DATE

Page No. 1
Run Date 1/13/2020
Run Time 10:51:05 AM

PO Dates Included: 4/1/2019 Thru: 4/13/2019
Business Unit: 50100

Contract ID	Version	Rel	Supplier ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
PO ID: 0001191251	PO Date: 4/1/2019															
000000000000000000043226	61	1,871	0000002181	1	7451220550	ASPHALT, LIQUID, HOT OIL, SUMMER, CRS-2	1	SALEM RES	2/5/2019	90.00	GLL	USD	121.54		FOB DEST	COMMON
000000000000000000043226	62	1,879	0000002181	2	7451220550	ASPHALT, LIQUID, HOT OIL, SUMMER, CRS-2	1	SALEM RES	3/8/2019	674.00	GLL	USD	985.79		FOB DEST	COMMON
PO ID: 0001192536	PO Date: 4/1/2019															
000000000000000000045978	3	1	0000428636	1	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	1	NOVA EQP	3/1/2019	225.00	ACR	USD	2,292.75		FOB DEST	COMMON
000000000000000000045978	3	2	0000428636	2	9883653402	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR	1	NOVA EQP	3/1/2019	62.70	ACR	USD	638.91		FOB DEST	COMMON
000000000000000000045978	3	3	0000428636	3	9885650100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	1	NOVA EQP	3/1/2019	287.70	ACR	USD	17,589.98		FOB DEST	COMMON
PO ID: 0001194064	PO Date: 4/1/2019															
000000000000000000045402	4	13	0000131985	1	9595101000	Emergency Bilge Service	1	JMTN OPS1	3/28/2019	4.00	EA	USD	3,600.00		FOB DEST	COMMON
000000000000000000045402	4	14	0000131985	2	9595150100	Pocahontas, Bilge Cleaning and Pumping Svc	1	JMTN OPS1	3/28/2019	3.00	EA	USD	12,900.00		FOB DEST	COMMON
000000000000000000045402	4	15	0000131985	3	9595150100	Surry, Bilge Cleaning and Pumping Svc	1	JMTN OPS1	3/28/2019	3.00	EA	USD	11,640.00		FOB DEST	COMMON
000000000000000000045402	4	16	0000131985	4	9595150100	Williamsburg, Bilge Cleaning and Pumping Svc	1	JMTN OPS1	3/28/2019	3.00	EA	USD	11,640.00		FOB DEST	COMMON
000000000000000000045402	4	17	0000131985	5	9595150150	Wastewater Pumped in excess of 3,000 per cleaning	1	JMTN OPS1	3/28/2019	25,000.00	GLL	USD	1,500.00		FOB DEST	COMMON
000000000000000000045402	4	18	0000131985	6	9595150100	Powhatan, Bilge Cleaning and Pumping Svc	1	JMTN OPS1	3/28/2019	3.00	EA	USD	12,900.00		FOB DEST	COMMON
PO ID: 0001194179	PO Date: 4/1/2019															
000000000000000000046449	1	736	0000018192	1	9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	1	HSPS BRG	4/1/2019	1.00	HUR	USD	2,475.00		FOB DEST	VEN CHOICE
PO ID: 0001194183	PO Date: 4/1/2019															
000000000000000000043515	6	36	0000021683	1	9106001000	PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.) PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.)	1	STAUN FSCL	4/1/2019	200.00	HUR	USD	14,000.00		FOB DEST	COMMON
000000000000000000043515	6	37	0000021683	2	9106001000	PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.) PLUMBING MAINT. AND REPAIR (INCL. TOILETS, ETC.)	1	STAUN FSCL	4/1/2019	1,200.00	HUR	USD	36,000.00		FOB DEST	COMMON
000000000000000000043515	6	38	0000021683	3	9146801000	PLUMBING PLUMBING	1	STAUN FSCL	4/1/2019	110.00	HUR	USD	5,500.00		FOB DEST	COMMON
000000000000000000043515	6	39	0000021683	4	9106041500	PLUMBING MAINTENANCE, REPAIR AND INSTALLATION SERVICE, PER V MATERIALS, PLUMBING SERVICES	1	STAUN FSCL	4/1/2019	70,000.00	EA	USD	70,000.00		FOB DEST	COMMON
PO ID: 0001194187	PO Date: 4/1/2019															
			0000005318	1	9626941330	ADMINISTRATIVE STAFF SPECIALIST SENIOR REG HOURS	1	STAUN FSCL	4/1/2019	2,080.00	HUR	USD	49,275.20		FOB DEST	COMMON
			0000005318	2	9626941330	ADMINISTRATIVE STAFF SPECIALIST SENIOR OVERTIME HOURS	1	STAUN FSCL	4/1/2019	150.00	HUR	USD	5,155.50		FOB DEST	COMMON

1 / 128

Screenshot of the PO Schedule Listing by Supplier Report

ORACLE | Report ID: POX4041 | PeopleSoft Purchasing | Page No 1
User ID: | **PO SCHEDULE LISTING BY SUPPLIER** | Run Date 1/13/2020
Run Control: PO_LISTING8 | Run Time 10:50:59 AM

PO Dates Included: 4/1/2019 Thru: 4/13/2019
Supplier SetId: STATE
Supplier ID: 0000000456

Contract ID	Version	Rel	Line	Item ID	Item Description	Schd	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 50100		PO ID: 0001184871			PO Date: 4/8/2019										
00000000000000000000045082	4	11	1	9883642000	GROUNDSKEEPING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC. (EACH)	1	RICHMANT2	4/8/2019	14.00	EA	USD	1,050.00		FOB DEST	COMMON
00000000000000000000045082	4	12	2	9883642000	GROUNDSKEEPING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC. (EACH)	1	RICHMANT2	4/8/2019	14.00	EA	USD	1,190.00		FOB DEST	COMMON
00000000000000000000045082	5	13	3	9883642000	GROUNDSKEEPING SERVICES FOR THE VADOT GROUNDS MAINTENANCE : MOWING, EDGING, PLANT ETC. (EACH)	1	RICHMANT2	5/6/2019	12.00	EA	USD	1,200.00		FOB DEST	COMMON

Screenshot of the PO Schedule Listing by Buyer Report

ORACLE | Report ID: POX4042 | PeopleSoft Purchasing | Page No. 1
User ID: | **PO SCHEDULE LISTING BY BUYER** | Run Date 1/13/2020
Run Control: PO_LISTINGS | Run Time 10:50:54 AM

PO Dates Included: 4/1/2019 Thru: 4/13/2019
Buyer:

Contract ID	Version	Rel	Supplier ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR	Amount	Rev	Freight	Ship Via
Business Unit: 50100	PO ID:		0001194685	PO Date:	4/8/2019											
				1	2077289296	TONER, CARTRIDGE, LASER PRINTERS HP Q5949X, TONER CARTRIDGE, PRINTER HP1320N	1	COLEMAN BD	4/8/2019	1.00	EA	USD	79.99		FOB DEST	COMMON
				2	2077295000	TONER CARTRIDGES, LASER PRINTER, REMANUFACTURED TONER CARTRIDGES, LASER PRINTER, REMANUFACTURED	1	COLEMAN BD	4/8/2019	1.00	EA	USD	89.99		FOB DEST	COMMON

Cardinal

Purchase Order Activity Report (POPO009) – SQR Report

REVISED: 9/1/2026

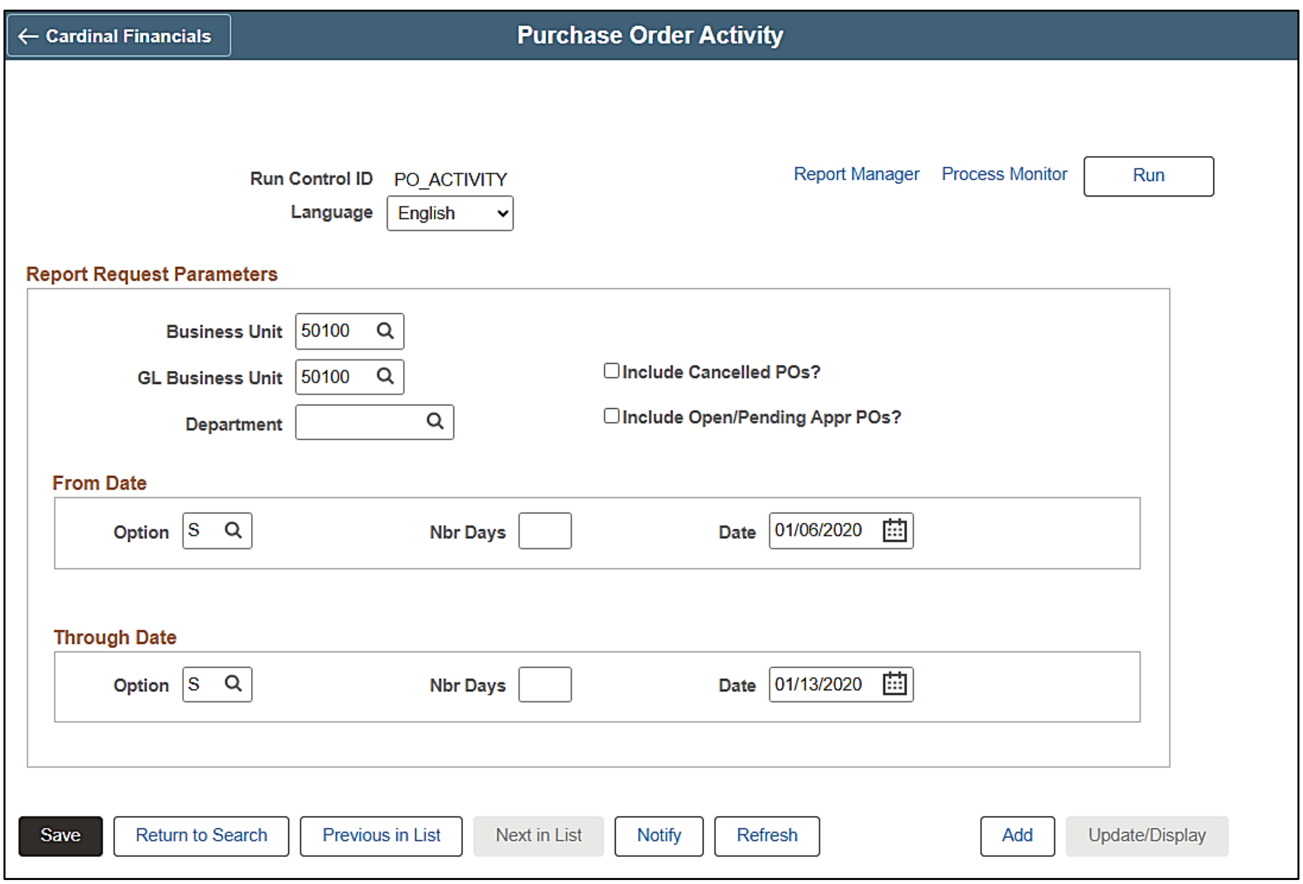
DESCRIPTION:
This report provides Purchase Order activity details for the Purchasing Business Unit, GL Business Unit, Department, and associated dates. The report can be executed by any user to perform comparisons and resolve discrepancies.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Purchase Order Activity
- NavBar > Menu > Purchasing > Purchase Orders > Reports > Purchase Order Activity

RUN CONTROL PARAMETERS:
Process to select: POPO009
Business Unit
GL Business Unit
Department
Include Cancelled POs? [checkbox]
Include Open/Pending Appr POs? [checkbox]
From Date (Option, Nbr Days, Date)
Through Date (Option, Nbr Days, Date)

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Purchase Order Activity Report Run Control Page



Screenshot of the Purchase Order Activity Report

PeopleSoft Financials

Report ID: POPO009

PURCHASE ORDER ACTIVITY REPORT

Page 1 of 352
Run Date 01/13/2020
Run Time 11:05:24

PO Business Unit : 50100--VA Dept of Transportation
GL Business Unit : 50100--VA Dept of Transportation
Department --

PO Create Dates Included : 01/06/2020 Thru 01/13/2020
Include Cancelled POs : N
Include Open/Pending Approval POs : N

Create Dt/ Status	Due Dt	Supplier/ Buyer	PO ID/ Line/Schd	Category/ Descr	Mfg Item Id/ Manufacturer	Item Id/ Descr	Order Qty	Price	UOM	Extended Price	Curr
01/10/2020 Approved	01/10/2020	ATTRONICA COMPUTERS INC EVA.BUYER	0001208222 1/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		BT SCVS-2: Blonder Tongue 2-way splitter SCVS-2	2.00	2.25	EA	4.50	USD
01/10/2020 Approved	01/10/2020	ATTRONICA COMPUTERS INC EVA.BUYER	0001208222 3/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		BT SDS-12: Blonder Tongue 12-way CATV splitter SDS-12	2.00	14.00	EA	28.00	USD
01/10/2020 Approved	01/10/2020	ATTRONICA COMPUTERS INC EVA.BUYER	0001208222 2/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		BT SCVS-6: Blonder Tongue 6-way splitter SCVS-6	2.00	5.50	EA	11.00	USD
01/10/2020 Approved	01/10/2020	DALY COMPUTERS INC EVA.BUYER	0001208221 1/1	20600 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO		HDMI to DISPLAYPORT BENFEI HDMI to DISPLAYPORT ADAPTER W/AU	2.00	29.55	EA	59.10	USD
01/10/2020 Approved	01/10/2020	DISYS Solutions Inc EVA.BUYER	0001208219 1/1	20900 COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGR		E Delivery license for one VSOM in Federator	3.00	690.00	EA	2,070.00	USD
01/10/2020	01/10/2020	DISYS Solutions Inc	0001208219	20900			3.00	69.70	EA	209.10	USD

Cardinal

Purchase Order Dispatch / Print Report (POPO005) – SQR Report

REVISED: 9/1/2026

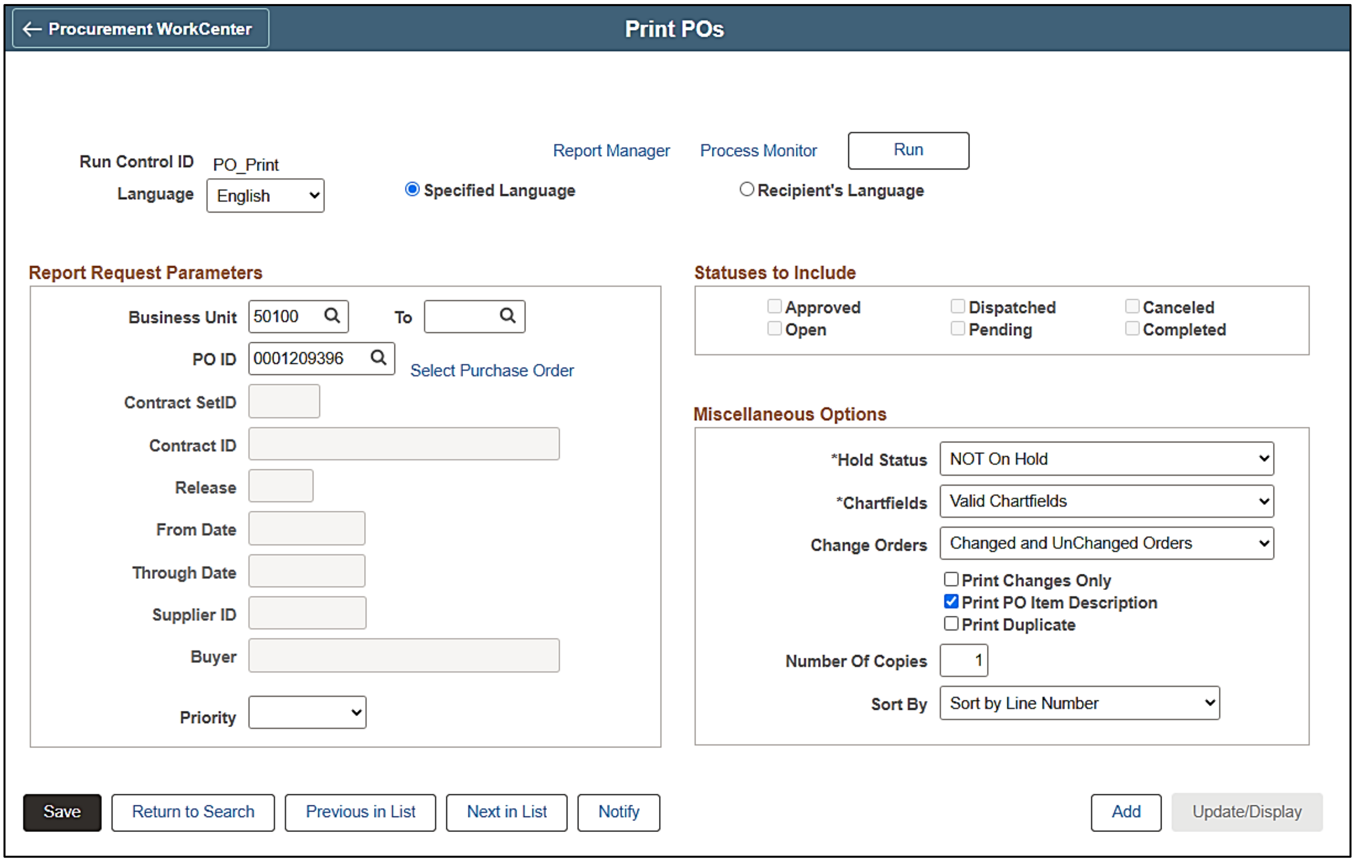
DESCRIPTION:
This report provides a printed copy of a designated Purchase Order.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Purchasing Reports > Print POs
- NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

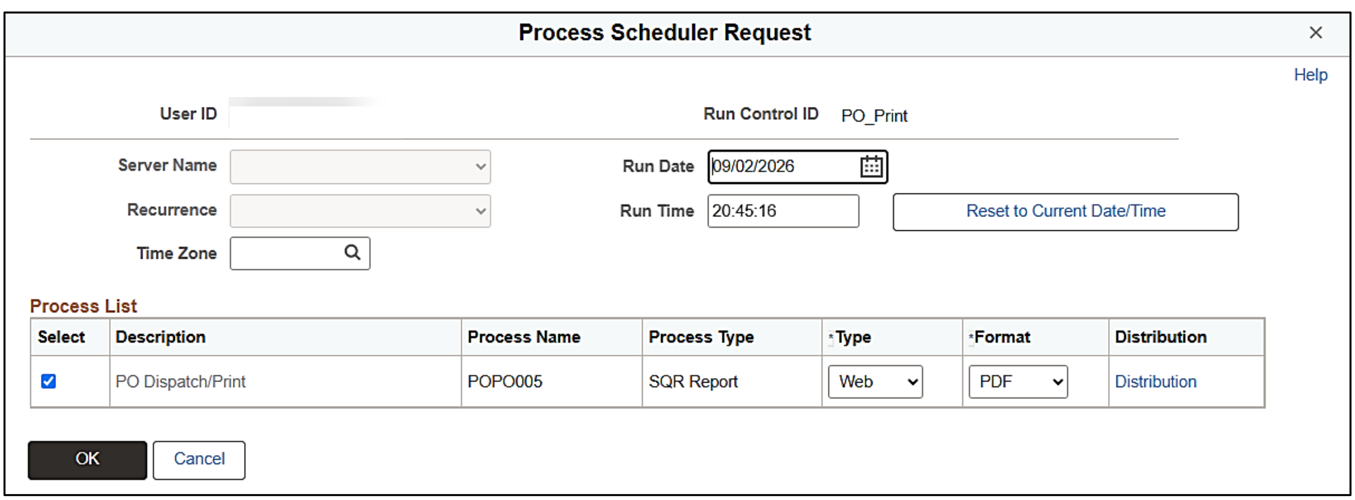
RUN CONTROL PARAMETERS:
Process to select: POPO005
Business Unit / To
PO ID
Contract SetID
Contract ID
Release
From Date
Through Date
Supplier ID
Buyer
Statuses to Include (Approved, Dispatched, Canceled, Open, Pending, Completed)
Hold Status
ChartFields
Change Orders
Print Changes Only [checkbox]
Print PO Item Description [checkbox]
Print Duplicate [checkbox]

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Purchase Order Dispatch/Print Report Run Control Page



Screenshot of the Purchase Order Dispatch/Print Report Process Scheduler Request Page



Cardinal

Screenshot of the Purchase Order Dispatch/Print Report Purchase Order

Purchase Order

CARDINAL

CHANGE ORDER **Dispatch via Print**

Purchase Order	Date	Revision	Page
50100-0001209396	02/06/2020	1 - 02/06/2020	1

Payment Terms	Freight Terms	Ship Via
Net 30	FOB Dest, Freight Prepaid	Common Carrier

Buyer	Phone	Currency
	804/524-6312	USD

VA Dept of Transportation

VDOT Central Office
1201 E Broad St
Richmond VA 23219
United States

Ship To: VDOT Richmond Dis Struct & Bridge
2430 Pine Forest Drive
Colonial Heights VA 23834
United States

Supplier: 0000030004
Heritage Home Center dba Cahill, Inc.
1558 Fairystone Park Highway
VA10059659
EVAAD207986
Stanleytown VA 24168

Attention: .

Bill To: **VDOT Richmond Dis Struct & Bridge**
2430 Pine Forest Drive
Colonial Heights VA 23834
United States

Tax Exempt? Y **Tax Exempt ID:** 546001730 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	PIPE, CONCRETE, W/GASKETS 72 IN. X 8 FT., CLASS 3		32.00	EA	242.22000	7,751.04	02/06/2020

32 LF of 72" inch inside diameter x 8' ft. long Class III RCP with lift hole & plug, including joint sealant

Unit of Measure "EA" is "LF".

Class III RCP pipe picked up by VDOT at CP&P Hanover Plant.

Pricing quoted by Dan Cahill on 1/31/20.

All General and Special Terms and Conditions apply.

Total PO Amount 7,751.04

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Strategic Sourcing Event Details Inquiry

REVISED: 9/1/2026

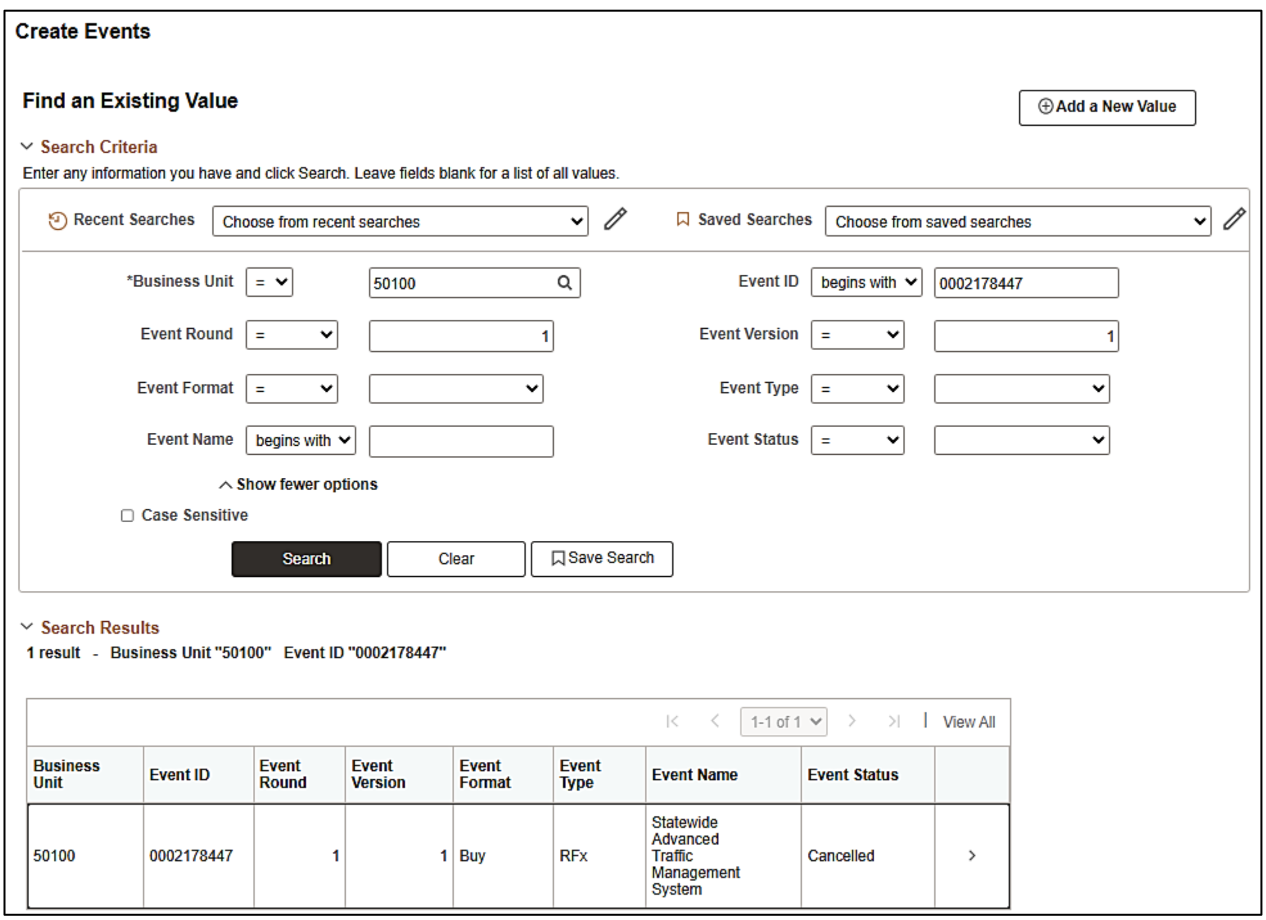
DESCRIPTION:
This inquiry is used to view and create a Strategic Sourcing Event to buy a good or service, or sell existing Assets.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Sourcing > Create Event Details
- NavBar > Menu > Sourcing > Create Events > Create Event Details

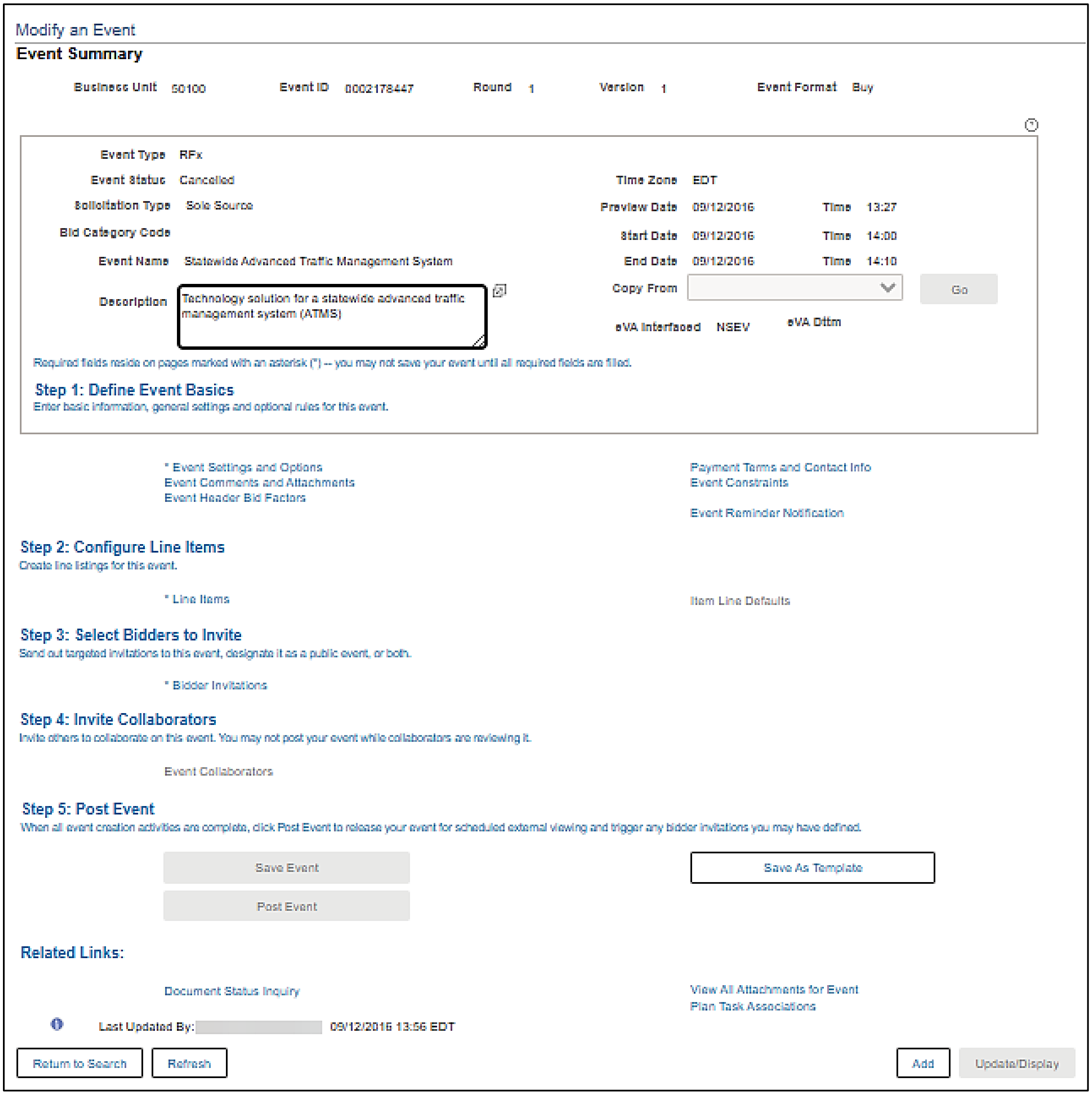
INPUT / SEARCH CRITERIA:
Business Unit
Event ID
Event Round
Event Version
Event Format
Event Type
Event Name
Event Status

OUTPUT FORMAT:
Online

Screenshot of the Strategic Sourcing Event Details Find an Existing Value Search Page



Screenshot of the Strategic Sourcing Event Page



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Event Line Details Query (V_PR_EVENT_LINE_DETAILS)

REVISED: 9/1/2026

DESCRIPTION:
This query displays line-level details for a Sourcing Event, including item specifications and quantities.

NAVIGATION PATHS:
- Query Viewer > V_PR_EVENT_LINE_DETAILS
- Procurement WorkCenter > Queries > Sourcing Queries > Event Line Details
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_EVENT_LINE_DETAILS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_EVENT_LINE_DETAILS

INPUT / SEARCH CRITERIA:
Business Unit
Event ID

OUTPUT FORMAT:
HTML
XLS
CSV
XML

Screenshot of the Event Line Details Query Page

V_PR_EVENT_LINE_DETAILS - Event Line Details

*Business Unit 50100
*Event ID 0000159512
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All — First 1-2 of 2 Last

Row	Business Unit	Event ID	Version	Line	Group ID	Lot Line Nbr	Item	Description	Category	Category Description	UOM	Event Qty	Unit Price	Extended Price	Comment Type	Comments
1	50100	0000159512	3	1				Light Duty Wrecker	9687201	SNOW AND ICE REMOVAL SERVICES	HUR	80.0000			Line	Light Duty Wrecker rated up to 8,000 lbs.
2	50100	0000159512	3	2				Heavy Duty Wrecker	9687201	SNOW AND ICE REMOVAL SERVICES	HUR	40.0000			Line	Heavy Duty Wrecker rated up to 26,000 lbs.

Sole Source Event Type for ASD Query (V_PR_EVENT_TYPE)

REVISED: 9/1/2026

DESCRIPTION:
This query displays a list of all Strategic Sourcing Events by Solicitation Type and can be used to view high level solicitation data by Event Type.

NAVIGATION PATHS:
- Query Viewer > V_PR_EVENT_TYPE
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_EVENT_TYPE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_EVENT_TYPE

INPUT / SEARCH CRITERIA:
Business Unit
Solctn Type
District, 2nd CharDpt, % All

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Sole Source Event Type for ASD Query Page

V_PR_EVENT_TYPE - Sole Source Event Type for ASD

Business Unit 50100
Solctn Type IFB Sealed Contract
District, 2nd CharDpt, % All %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (636 kb)

View All

First 1-100 of 1906 Last

Row	Business Unit	Event ID	Round	Version	Event Type	Event Name	Buyer	Solicitation Type	Analyze By	District	District Number	Date Event Entered
1	50100	0000150015	1	1	S	Gradall/Copied from event # 02		IFSC	LIN	Central Office	0	12/12/2011 1:29:47PM
2	50100	0000150048	1	3	S	Herbicide Spraying Culpeper District		IFSC	LIN	Central Office	0	01/18/2012 11:30:39AM
3	50100	0000150010	1	1	S	SA_Traffic Control Incident Mgmt Debris Removal		IFSC	LIN	Central Office	0	12/07/2011 4:02:47PM
4	50100	0000150032	1	1	S	POWHITE PKWY EXT POWER BLDG & LANE WASHING		IFSC	LIN	Central Office	0	12/19/2011 11:45:34AM
5	50100	0000150017	1	2	S	Pipe Jacking Services - Chesterfield		IFSC	LIN	Central Office	0	01/05/2012 4:01:13PM
6	50100	0000150058	1	1	S	Tree Pruning		IFSC	LIN	Central Office	0	01/09/2012 9:12:09AM
7	50100	0000150014	1	3	S	SET ASIDE FOR SMALL BUSINESS: Right of Way Mowing		IFSC	LIN	Central Office	0	12/27/2011 3:43:38PM
8	50100	0000150019	1	3	S	HVAC/MECHANICAL SERVICES		IFSC	LIN	Central Office	0	01/12/2012 3:10:36PM
9	50100	0000150069	1	2	S	STONE		IFSC	LIN	Central Office	0	01/12/2012 3:21:59PM
10	50100	0000150073	1	2	S	STONE LUNENBURG CO.		IFSC	LIN	Central Office	0	01/12/2012 3:26:25PM
11	50100	0000150021	1	2	S	Tree Pruning		IFSC	LIN	Central Office	0	01/11/2012 1:13:27PM
12	50100	0000150075	1	2	S	STONE BID		IFSC	LIN	Central Office	0	01/12/2012 3:28:59PM
13	50100	0000150047	1	1	S	SET ASIDE SMALL BUSINESS: Right of Way Mowing		IFSC	LIN	Central Office	0	12/27/2011 3:17:08PM
14	50100	0000150068	1	2	S	ASHLAND STONE BID		IFSC	LIN	Central Office	0	01/12/2012 3:30:57PM
15	50100	0000150129	1	1	S	F&I Generators - Rte 17 over James River		IFSC	LIN	Central Office	0	02/08/2012 10:54:46AM
16	50100	0000150059	1	3	S	Salem Stone Bid		IFSC	LIN	Central Office	0	01/26/2012 2:23:55PM
17	50100	0000150064	1	1	S	ASHLAND STONE BID		IFSC	LIN	Central Office	0	01/10/2012 10:35:13AM
18	50100	0000150038	1	3	S	Fire Extinguisher Inspection and Maintenance		IFSC	LIN	Central Office	0	01/27/2012 10:19:57AM
19	50100	0000150097	1	3	S	TRANSPORT BUSES AND VANS		IFSC	LIN	Central Office	0	03/05/2012 10:51:03AM
20	50100	0000150174	1	1	S	Painting Services - Richmond District		IFSC	LIN	Central Office	0	03/02/2012 11:41:00AM
21	50100	0000150173	1	1	S	Incidental Concrete Repairs-South Hill Residency		IFSC	LIN	Central Office	0	03/01/2012 3:52:05PM
22	50100	0000150102	1	5	S	Salem Maintenance Equipment w/Operator		IFSC	LIN	Central Office	0	03/06/2012 12:15:55PM
23	50100	0000150101	1	1	S	SA-Maintenance Equipment w/Operator-Salem Res		IFSC	LIN	Central Office	0	01/30/2012 8:40:34AM
24	50100	0000150151	1	1	S	TREE PRUNING BRUSH REMOVAL		IFSC	LIN	Central Office	0	02/15/2012 3:24:30PM
25	50100	0000150217	1	1	S	Christiansburg Ditch Maintenance Service		IFSC	LIN	Central Office	0	03/22/2012 3:53:37PM
26	50100	0000150051	1	4	S	TRASH REMOVAL SERVICES FOR FREDERICKSBURG RESIDEN		IFSC	LIN	Fredericksburg	6	03/02/2012 11:49:27AM

Solicitation Type Report Query (V_PR_PRMTHD)

REVISED: 9/1/2026

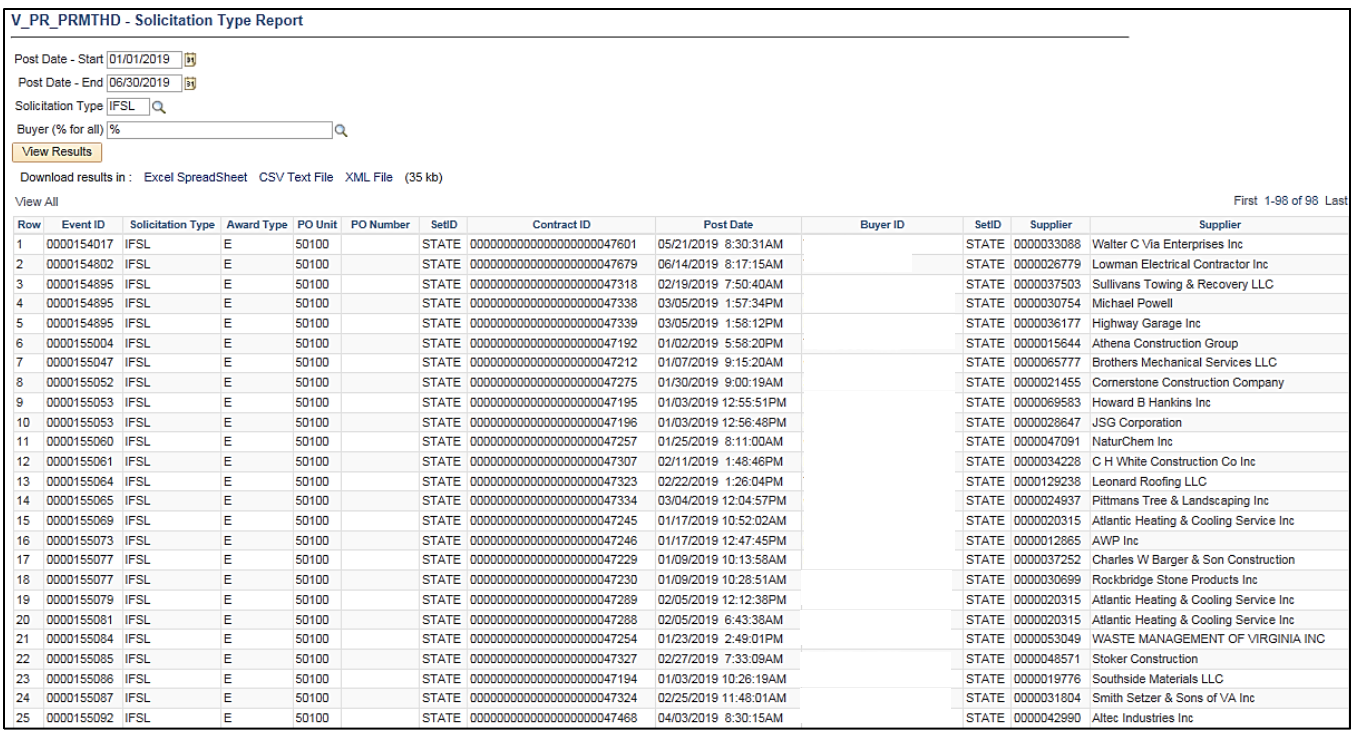
DESCRIPTION:
This query displays a list of Strategic Sourcing Events by type for a specific time period. The query will show the resulting Award Type and Purchase Order Number. The query can be used to review Strategic Sourcing Event results.

NAVIGATION PATHS:
- Query Viewer > V_PR_PRMTHD
- Procurement WorkCenter > Links > Other Links > Query Viewer > V_PR_PRMTHD
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PR_PRMTHD

INPUT / SEARCH CRITERIA:
Post Date – Start
Post Date – End
Solicitation Type
Buyer (% for all)

OUTPUT FORMAT:
HTML
Excel
CSV

Screenshot of the Solicitation Type Report Query Page


V_PR_PRMTHD - Solicitation Type Report

Post Date - Start 01/01/2019
Post Date - End 06/30/2019
Solicitation Type IFSL
Buyer (% for all) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (35 kb)

View All

First 1-98 of 98 Last

Row	Event ID	Solicitation Type	Award Type	PO Unit	PO Number	SetID	Contract ID	Post Date	Buyer ID	SetID	Supplier	Supplier
1	0000154017	IFSL	E	50100		STATE	0000000000000000000047601	05/21/2019 8:30:31AM		STATE	0000033088	Walter C Via Enterprises Inc
2	0000154802	IFSL	E	50100		STATE	0000000000000000000047679	06/14/2019 8:17:15AM		STATE	0000026779	Lowman Electrical Contractor Inc
3	0000154895	IFSL	E	50100		STATE	0000000000000000000047318	02/19/2019 7:50:40AM		STATE	0000037503	Sullivans Towing & Recovery LLC
4	0000154895	IFSL	E	50100		STATE	0000000000000000000047338	03/05/2019 1:57:34PM		STATE	0000030754	Michael Powell
5	0000154895	IFSL	E	50100		STATE	0000000000000000000047339	03/05/2019 1:58:12PM		STATE	0000036177	Highway Garage Inc
6	0000155004	IFSL	E	50100		STATE	0000000000000000000047192	01/02/2019 5:58:20PM		STATE	0000015644	Athena Construction Group
7	0000155047	IFSL	E	50100		STATE	0000000000000000000047212	01/07/2019 9:15:20AM		STATE	0000065777	Brothers Mechanical Services LLC
8	0000155052	IFSL	E	50100		STATE	0000000000000000000047275	01/30/2019 9:00:19AM		STATE	0000021455	Cornerstone Construction Company
9	0000155053	IFSL	E	50100		STATE	0000000000000000000047195	01/03/2019 12:55:51PM		STATE	0000069583	Howard B Hankins Inc
10	0000155053	IFSL	E	50100		STATE	0000000000000000000047196	01/03/2019 12:56:48PM		STATE	0000028647	JSG Corporation
11	0000155060	IFSL	E	50100		STATE	0000000000000000000047257	01/25/2019 8:11:00AM		STATE	0000047091	NaturChem Inc
12	0000155061	IFSL	E	50100		STATE	0000000000000000000047307	02/11/2019 1:48:46PM		STATE	0000034228	C H White Construction Co Inc
13	0000155064	IFSL	E	50100		STATE	0000000000000000000047323	02/22/2019 1:26:04PM		STATE	0000129238	Leonard Roofing LLC
14	0000155065	IFSL	E	50100		STATE	0000000000000000000047334	03/04/2019 12:04:57PM		STATE	0000024937	Pittmans Tree & Landscaping Inc
15	0000155069	IFSL	E	50100		STATE	0000000000000000000047245	01/17/2019 10:52:02AM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
16	0000155073	IFSL	E	50100		STATE	0000000000000000000047246	01/17/2019 12:47:45PM		STATE	0000012865	AWP Inc
17	0000155077	IFSL	E	50100		STATE	0000000000000000000047229	01/09/2019 10:13:58AM		STATE	0000037252	Charles W Barger & Son Construction
18	0000155077	IFSL	E	50100		STATE	0000000000000000000047230	01/09/2019 10:28:51AM		STATE	0000030699	Rockbridge Stone Products Inc
19	0000155079	IFSL	E	50100		STATE	0000000000000000000047289	02/05/2019 12:12:38PM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
20	0000155081	IFSL	E	50100		STATE	0000000000000000000047288	02/05/2019 6:43:38AM		STATE	0000020315	Atlantic Heating & Cooling Service Inc
21	0000155084	IFSL	E	50100		STATE	0000000000000000000047254	01/23/2019 2:49:01PM		STATE	0000053049	WASTE MANAGEMENT OF VIRGINIA INC
22	0000155085	IFSL	E	50100		STATE	0000000000000000000047327	02/27/2019 7:33:09AM		STATE	0000048571	Stoker Construction
23	0000155086	IFSL	E	50100		STATE	0000000000000000000047194	01/03/2019 10:26:19AM		STATE	0000019776	Southside Materials LLC
24	0000155087	IFSL	E	50100		STATE	0000000000000000000047324	02/25/2019 11:48:01AM		STATE	0000031804	Smith Setzer & Sons of VA Inc
25	0000155092	IFSL	E	50100		STATE	0000000000000000000047468	04/03/2019 8:30:15AM		STATE	0000042990	Altec Industries Inc

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Auction Summary Report

REVISED: 9/1/2026

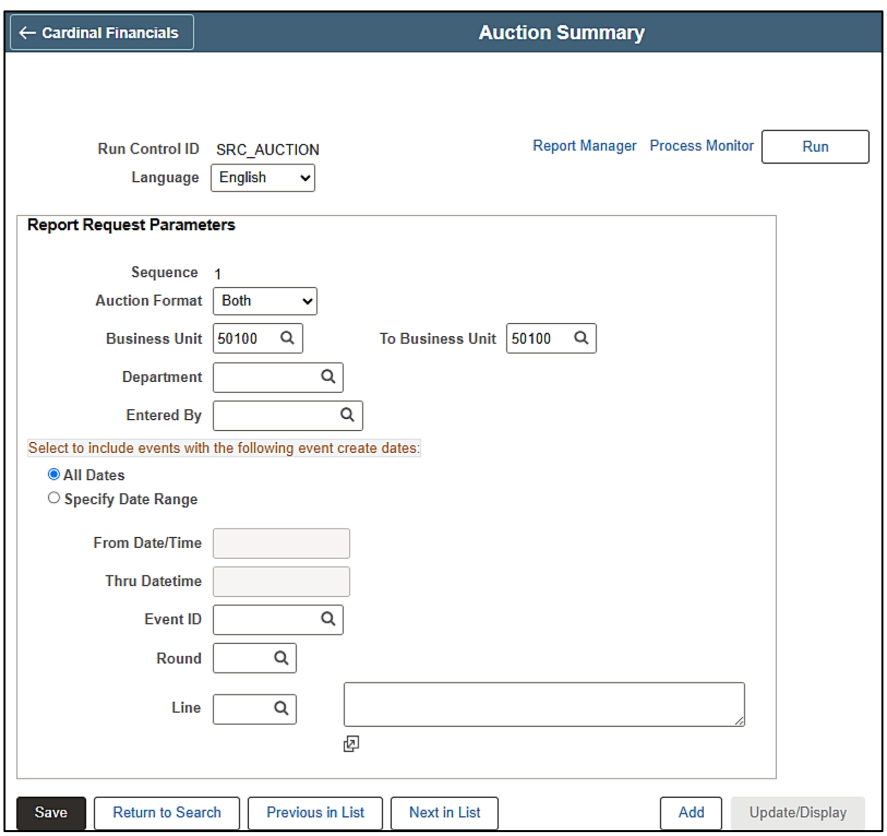
DESCRIPTION:
This report provides a summary of completed Strategic Sourcing Event activity.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Sourcing Reports > Auction Summary
- NavBar > Menu > Sourcing > Reports > Auction Summary

RUN CONTROL PARAMETERS:
Auction Format
Business Unit
Department
Entered By
From/Thru Date/Time
Event ID
Round
Line

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Auction Summary Report Run Parameters Page



Screenshot of the Auction Summary Report Process Scheduler Request Page

Process Scheduler Request

Help

User ID

Run Control ID SRC_AUCTION

Server Name

Run Date 09/03/2026

Recurrence

Run Time 11:08:27

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AUCSUMM	AUCSUMM	SQR Report	Web	PDF	Distribution

OK Cancel

Screenshot of the Auction Summary Report

Report ID: AUCSUMM

PeopleSoft
Sourcing Auction Summary

Page No: 1
Run Date: 03-SEP-2026 11:41:48

Selection Criteria

Format	Event Creator	Business Unit	Department	From Date	Through Date	Event ID	Round	Line
Both		50100		01-JAN-2025	03-SEP-2026			

Format	Event ID	Event Name	Event Creator	Round
Buy	0000158017	158017 IFB Fredericksburg Residency Generator		1

Line	Line ID	Line Description	Category	UOM	Requested Qty	Unit Start Price
1	9092101000	BUILDING CONSTRUCTION, INDUSTRIAL (WAREH OUSE, ETC.) BUILDING CONSTRUCTION, INDUS TRIAL (WAREHOUSE, ETC.)	9092101	HUR	1	$0.01

Line Summary	Unit Price	Score	Unit Cost
Average Best Bid	0.00	0.00	
Best Bid			
Awarded Savings (per unit)			
Percent Savings	100.00%		

Event Summary
Total Unit Price Savings for Event (awarded lines) 0.00

Format	Event ID	Event Name	Event Creator	Round
Buy	0000158982	HRD O&M Services for Moveable Bridges		1

Line	Line ID	Line Description	Category	UOM	Requested Qty	Unit Start Price
2	9136755000	MAINTENANCE, REPAIR AND OPERATION OF DRA WBRIDGES PER VDOT SP MAINTENANCE, REPAIR	9136755	HUR	24	$55,080.00

Bid Tabulation Report (V_RPR008) – BI Publisher Report

REVISED: 9/1/2026

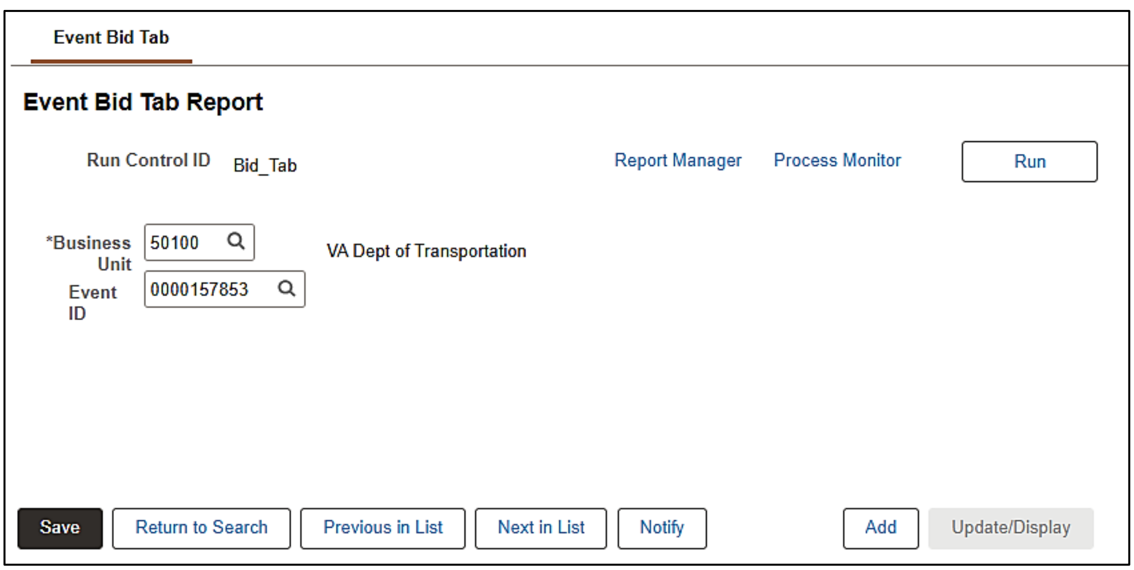
DESCRIPTION:
This report provides a record of the tabulation of all bid responses. The report becomes part of the Procurement file. The report is also referred to as the Event Bid Tab Report.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Sourcing Reports > Event Bid Tab
- NavBar > Menu > Sourcing > Reports > Event Bid Tab

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT**:
Business Unit	PDF
Event ID	XLS
	TXT

ADDITIONAL INFORMATION:
This is a BI Publisher report. To access the report once run successfully, go to the **Report Manager** page and click on the **Administration** tab.

Screenshot of the Bid Tabulation Report Run Control Page



Cardinal

Screenshot of the Bid Tabulation Report

CARDINAL

Commonwealth of Virginia
Department of Transportation
BID TABULATION REPORT

Report ID: VRPR008

Run Date: 9/3/2026
Run Time: 11:56 AM

Business Unit: 50100
Event ID: 0000157853

Page 1 of 4

Buyer:

Closing Date: 11/15/2022
Closing Time: 6:00:00 PM

Supplier ID	Supplier	SWAM Type	Bid #		Group / Line# / Item	Item Description	Quantity	Unit Price	Extended Price	Awarded
Line Type: L										
0000577696	S & B Consulting Inc	Micro	1	****	1-9753401000	SKID STEER MIN 65HP W/ TRAILER, ATTACHMENTS AND OPERATOR	200.00	$130.00	$26,000.00	$26,000.00
				****	2-9753401000	EARTH MOVING EQUIPMENT (GRADERS, DOZERS, LOADERS, ETC.) RENT;MINI EXCAVATOR, WITH OPERATOR, MIN. 26HP W/ATTACHMENTS TO INCLUDE ROCK BREAKER W/TRANSPORT TRAILER	100.00	$130.00	$13,000.00	$13,000.00
				****	3-9613002000	UNSKILLED LABOR	300.00	$80.00	$24,000.00	$24,000.00
				****	4-9753410070	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT, PER VADOT SPECS BACKHOE, RUBBER TIRE, 60 HP PLUS, WITH 18 IN., 24 IN., & 36 - BACKHOE, 4X4, 60HP W/EXTENDA-BOOM, 4-1 BUCKET, W/VARIOUS BUCKETS, W/OPERATOR AND TRANSPORT TRAILER	50.00	$85.00	$4,250.00	$4,250.00
				****	5-9752465090	HIRED EQUIPMENT, CONSTRUCTION, PER VADOT SPECIFICATIONS BRUSH CHIPPER, PULL TYPE, CAPACITY UP TO 12 IN. DIAMETER LIMB W/OPERATOR	25.00	$75.00	$1,875.00	$1,875.00

Cycle Time Analysis Report

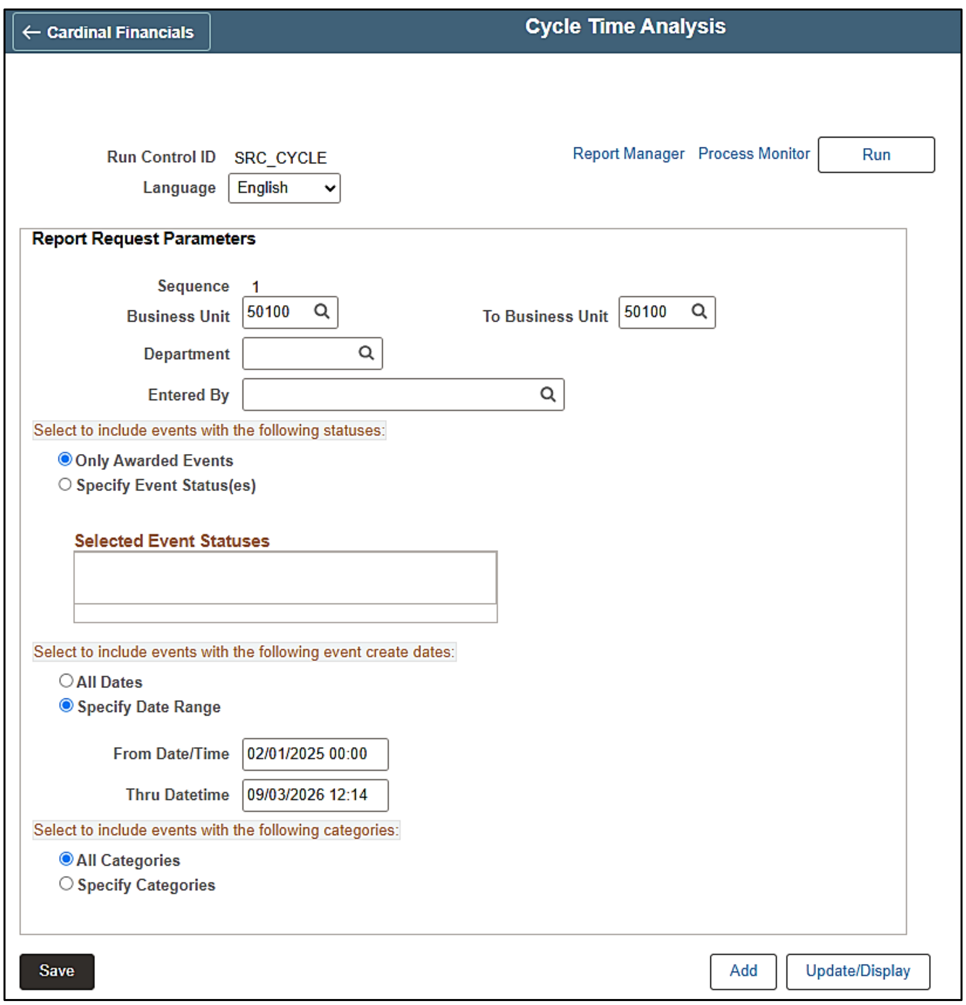
REVISED: 9/1/2026

DESCRIPTION:
This report provides visibility into the total cycle time for sourcing events by measuring the duration of key process steps from creation through award.

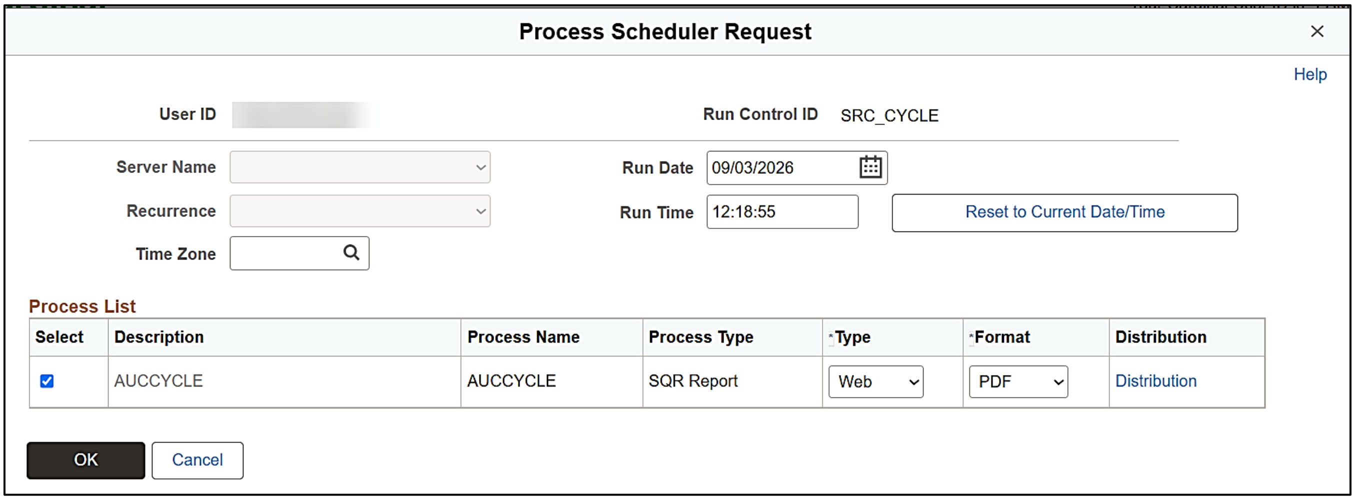
NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Sourcing Reports > Cycle Time Analysis
- NavBar > Menu > Sourcing > Reports > Cycle Time Analysis

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT**:
Business Unit	PDF
Department	XLS
Entered By	TXT
Event Status	
Date Range	
Categories	

Screenshot of the Cycle Time Analysis Report Run Control Page



Screenshot of the Cycle Time Analysis Report Process Scheduler Request Page



Process Scheduler Request

Help

User ID

Run Control ID SRC_CYCLE

Server Name

Run Date 09/03/2026

Recurrence

Run Time 12:18:55

Reset to Current Date/Time

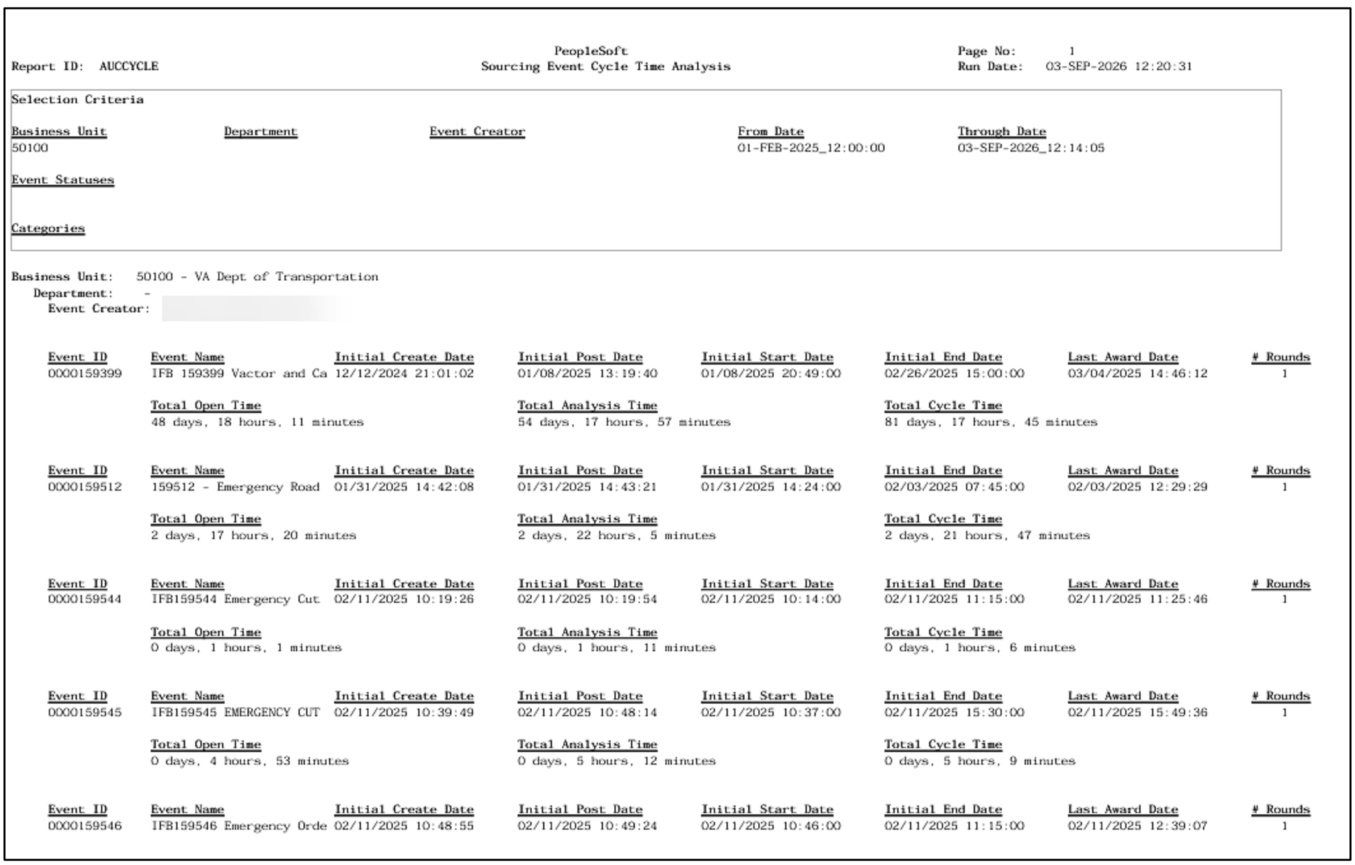
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AUCCYCLE	AUCCYCLE	SQR Report	Web	PDF	Distribution

OK Cancel

Screenshot of the Cycle Time Analysis Report



PeopleSoft

Report ID: AUCCYCLE — Sourcing Event Cycle Time Analysis — Page No: 1 — Run Date: 03-SEP-2026 12:20:31

Selection Criteria

Business Unit	Department	Event Creator	From Date	Through Date
50100			01-FEB-2025_12:00:00	03-SEP-2026_12:14:05

Event Statuses

Categories

Business Unit: 50100 - VA Dept of Transportation

Department: -

Event Creator:

Event ID	Event Name	Initial Create Date	Initial Post Date	Initial Start Date	Initial End Date	Last Award Date	# Rounds
0000159399	IFB 159399 Vactor and Ca	12/12/2024 21:01:02	01/08/2025 13:19:40	01/08/2025 20:49:00	02/26/2025 15:00:00	03/04/2025 14:46:12	1

Total Open Time: 48 days, 18 hours, 11 minutes — Total Analysis Time: 54 days, 17 hours, 57 minutes — Total Cycle Time: 81 days, 17 hours, 45 minutes

Event ID	Event Name	Initial Create Date	Initial Post Date	Initial Start Date	Initial End Date	Last Award Date	# Rounds
0000159512	159512 - Emergency Road	01/31/2025 14:42:08	01/31/2025 14:43:21	01/31/2025 14:24:00	02/03/2025 07:45:00	02/03/2025 12:29:29	1

Total Open Time: 2 days, 17 hours, 20 minutes — Total Analysis Time: 2 days, 22 hours, 5 minutes — Total Cycle Time: 2 days, 21 hours, 47 minutes

Event ID	Event Name	Initial Create Date	Initial Post Date	Initial Start Date	Initial End Date	Last Award Date	# Rounds
0000159544	IFB159544 Emergency Cut	02/11/2025 10:19:26	02/11/2025 10:19:54	02/11/2025 10:14:00	02/11/2025 11:15:00	02/11/2025 11:25:46	1

Total Open Time: 0 days, 1 hours, 1 minutes — Total Analysis Time: 0 days, 1 hours, 11 minutes — Total Cycle Time: 0 days, 1 hours, 6 minutes

Event ID	Event Name	Initial Create Date	Initial Post Date	Initial Start Date	Initial End Date	Last Award Date	# Rounds
0000159545	IFB159545 EMERGENCY CUT	02/11/2025 10:39:49	02/11/2025 10:48:14	02/11/2025 10:37:00	02/11/2025 15:30:00	02/11/2025 15:49:36	1

Total Open Time: 0 days, 4 hours, 53 minutes — Total Analysis Time: 0 days, 5 hours, 12 minutes — Total Cycle Time: 0 days, 5 hours, 9 minutes

Event ID	Event Name	Initial Create Date	Initial Post Date	Initial Start Date	Initial End Date	Last Award Date	# Rounds
0000159546	IFB159546 Emergency Orde	02/11/2025 10:48:55	02/11/2025 10:49:24	02/11/2025 10:46:00	02/11/2025 11:15:00	02/11/2025 12:39:07	1

Preview PDF Report - PDF

REVISED: 9/1/2026

DESCRIPTION:
This report provides a preview copy, in PDF format, of a Strategic Sourcing Event.

NAVIGATION PATHS:
- Procurement WorkCenter > Links > Sourcing > Create Event Details
- NavBar > Menu > Sourcing > Create Events > Create Event Details

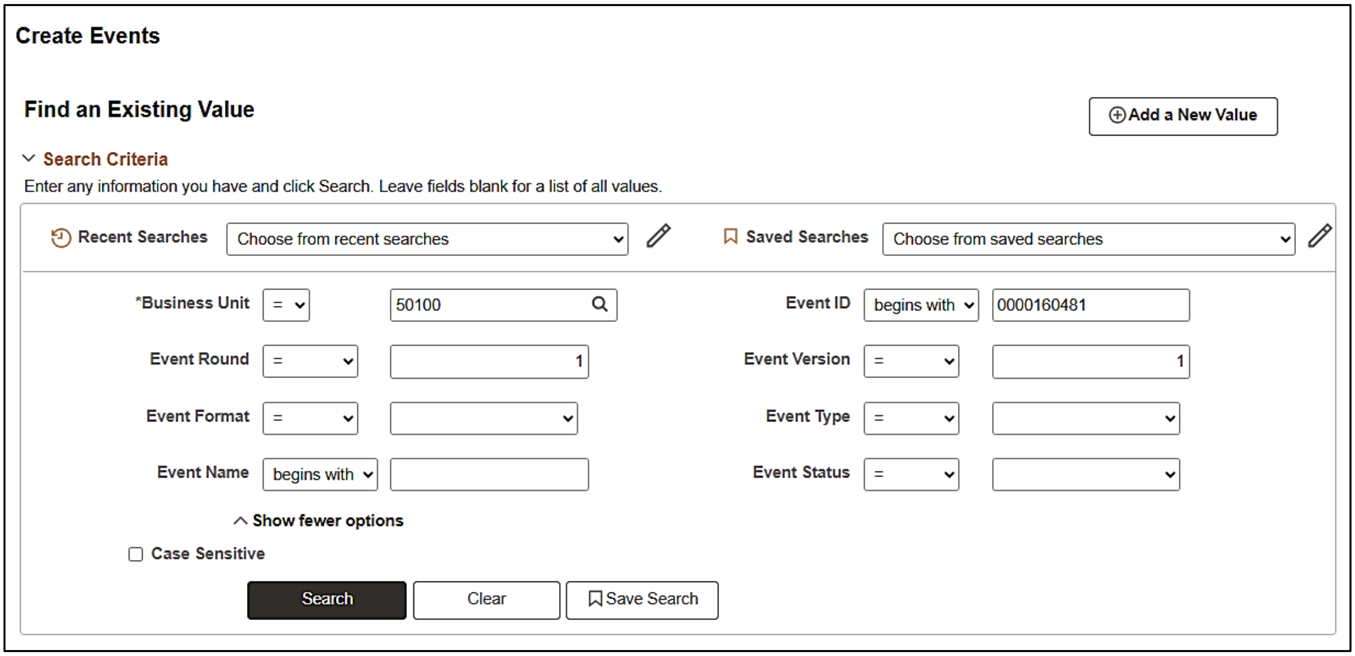
Alternative Paths:
- Procurement WorkCenter > Links > Sourcing > Create Event Details > Event Header Comments and Attachments > View
- NavBar > Sourcing > Create Event > Create Event Details > Event Header Comments and Attachments > View

RUN CONTROL PARAMETERS:	**OUTPUT FORMAT**:
Business Unit Event ID Event Round Event Version Event Format Event Type Event Name Event Status	PDF

ADDITIONAL INFORMATION:
Before posting the event, the **Preview PDF** button is used to generate an email attachment, which is sent to the Buyer. Print and/or save the PDF for manual posting to eVA following normal procedures.

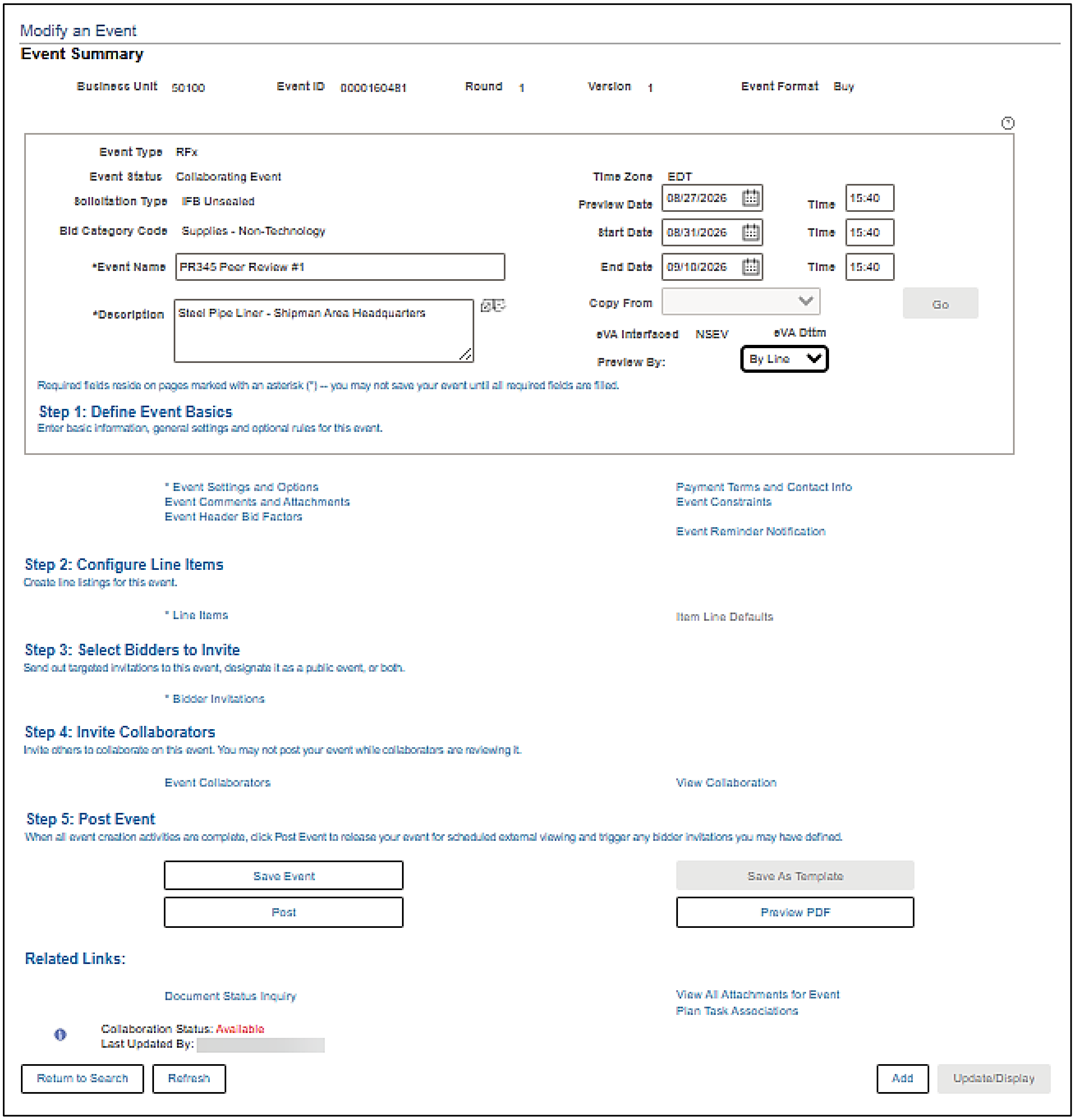
Once the Strategic Sourcing Event is posted, the **Preview PDF** button is no longer available on the **Event Summary** page. However, users can access the PDF from the **Event Comments and Attachments** link, and click the **View** button under the **Attachments** section.

Screenshot of the Strategic Sourcing Event Details Find an Existing Value Search Page



Cardinal

Screenshot of the Strategic Sourcing Event Details Page



Screenshot of the Preview PDF Report Notification

Do you want to create preview Event PDF and send it to @ virginia.gov? (18058,1925)

Select Yes to create the file or No to return to the Event.

Yes No

Screenshot of the Preview PDF Report Email Message

Event PDF Preview

noreply.FINTRN_PSUNX1@doa.virginia.gov

To

If there are problems with how this message is displayed, click here to view it in a web browser.

PR345_Peer_Review__1.pdf
32 KB

Preview Event PDF

The requested preview Event PDF is attached below.

Event Details

Event ID: 50100-0000160481 Round 1 Version 1
Event Name: PR345 Peer Review #1
Event Starts: 08/31/2026 15:40 EDT
Event Ends: 09/10/2026 15:40 EDT

Screenshot of the Event Details PDF Report

Event Details

Commonwealth of Virginia
Department of Transportation

Event ID	Format	Type	Page
50100-0000160481	Sell	IFB Unsealed	1
Event Round	**Version**		
1	1		
Event Name			
PR345 Peer Review #1			
Start Date/Time		**Close Date/Time**	
08/31/2026 15:40:32 EDT		09/10/2026 15:40:32 EDT	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: General Public
Submit To: VA Dept of Transportation
VDOT Staunton Dist Administrative
811 Commerce Rd.
Staunton VA 24401
United States

Contact:
Phone:
Email:

Event Description
Steel Pipe Liner - Shipman Area Headquarters

Screenshot of the Event Details PDF Report (continued)

Event Details (cont.)

Commonwealth of Virginia
Department of Transportation

Event ID	Format	Type	Page
50100-0000160481	Sell	IFB Unsealed	2
Event Round	**Version**		
1	1		
Event Name			
PR345 Peer Review #1			
Start Date/Time		**Close Date/Time**	
08/31/2026 15:40:32 EDT		09/10/2026 15:40:32 EDT	

Bidder: **General Public**
Submit To: VA Dept of Transportation
VDOT Staunton Dist Administrative
811 Commerce Rd.
Staunton VA 24401
United States
Contact:
Phone:
Email:

Event Currency: US Dollar
Bids allowed in other currency: No

Line Details

No Bid:

Line: 1 **Item ID:** 6588012000 **Line Qty:** 68.00 **UOM:** Linear Ft **Unit Price:** **Extended Price:**
Required: No **Reserve Price:** No

Description: PIPE, STEEL PIPE, STEEL
Comments:
- Pipes shall be steel, smooth wall arch pipes, 48" OD and 60' in total length.

SWAM Report (VRPR033) – SQR Report

REVISED: 9/1/2026

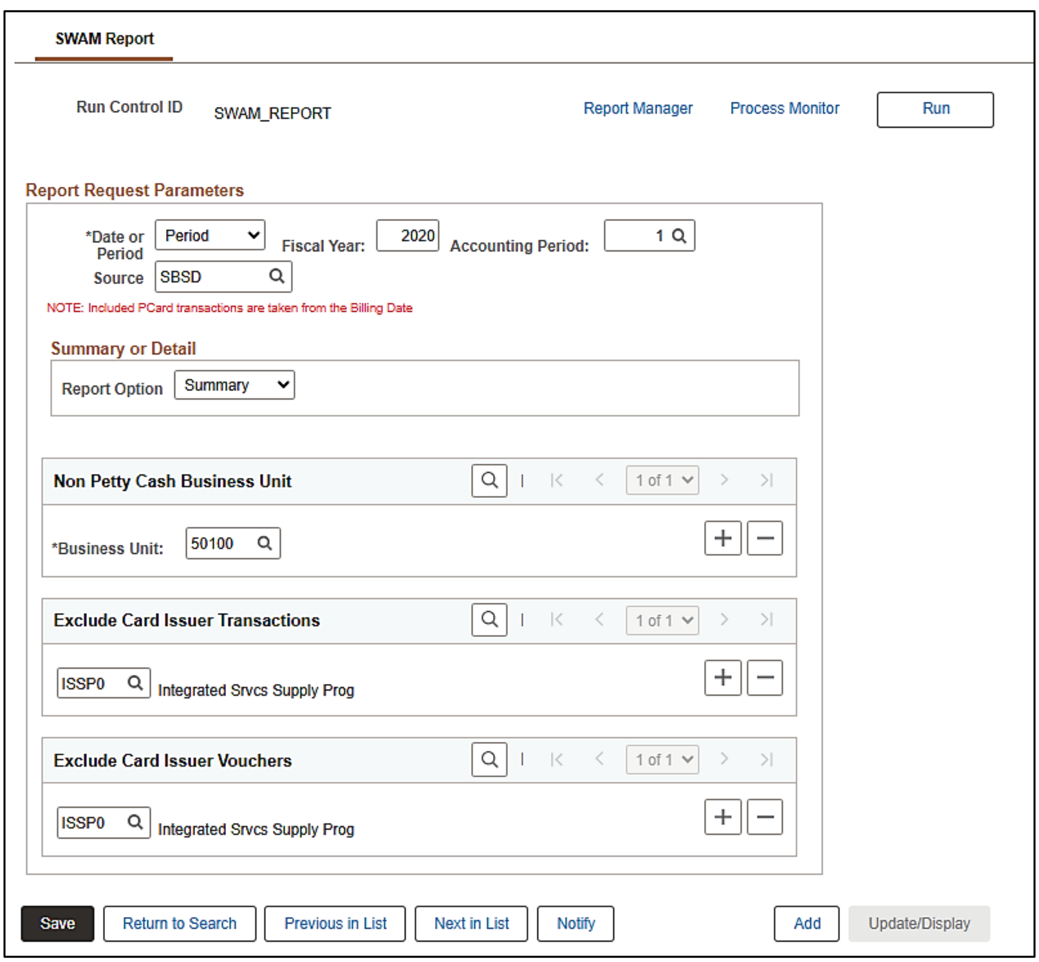
DESCRIPTION:
This report provides Small, Women, and Minority (SWAM) payment data, including Vouchers and PCards. The report shows the SWAM expenditure by District and overall for VDOT and can be used to review SWAM expenditure data. The report can be run at the Summary or Detail level.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Sourcing Reports > SWAM Report
- NavBar > Menu > Sourcing > Reports > SWAM Report

RUN CONTROL PARAMETERS:
Process to select: VRPR033
Date or Period
Fiscal Year
Accounting Period
Report Option (Summary, Detail)
Business Unit

OUTPUT FORMAT:
PDF
CSV

Screenshot of the SWAM Report Run Control Page



Screenshot of the SWAM Report (PDF)

Report ID: VPRR033

Commonwealth of Virginia
SWAM REPORT

Run Date: 01/13/2020
Run Time: 12:17 00

Page No. 1 of 2

Fiscal Year: 2020 Exclude Card Issuer Vouchers: ISSP0
Accounting Period: 1 Exclude Card Issuer Transactions: ISSP0

NOTE: Included PCard transactions are taken from the Billing Date

SWAM Summary by District

District	SB	WB	MB	DBE	SDV	Total SWAM Spend	Non SWAM	Total SWAM Qualifying Spend	SWAM Percentage
0	$ 2,945,893.68	$ 195,125.97	$ 295,144.12	$ 2,935.85		$ 3,436,163.77	$ 14,644,439.96	$ 18,080,603.73	19.00%
1	3,574,068.28	254,593.52	317,425.85	93,185.26		4,146,087.65	13,036,457.50	17,182,545.15	24.12%
2	2,149,238.46	554,998.05	155,828.24	428,808.21		2,860,064.75	11,668,182.65	14,528,247.40	19.68%
3	4,465,661.68	246,424.70	176,283.53	351,025.21		4,888,369.91	5,516,269.66	10,404,639.57	46.98%
4	7,833,898.94	169,472.61	372,376.73	315,860.77		8,375,748.28	20,161,025.38	28,536,773.66	29.35%
5	3,729,244.95	788,034.24	408,702.33	707,374.60		4,925,981.52	42,049,568.61	46,975,550.13	10.48%
6	3,720,425.13	72,401.83	457,127.06	426,580.95		4,249,954.02	8,364,458.92	12,614,412.94	33.69%
7	1,618,709.11	156,009.33	241,524.66	276,645.67		2,016,243.10	8,336,580.65	10,352,823.75	19.47%
8	1,170,871.23	551,600.21	1,243,435.23	124,492.61		2,965,906.67	8,391,888.09	11,357,794.76	26.11%
9	2,815,786.49	650,093.58	1,917,515.47	235,275.46		5,383,395.54	29,764,759.82	35,148,155.36	15.31%
TOTALS	$ 34,023,797.95	$ 3,638,754.04	$ 5,585,363.22	$ 2,962,184.59	$ 0.00	$ 43,247,915.21	$ 161,933,631.24	$ 205,181,546.45	21.07%

Screenshot of the SWAM Report (CSV)

Commonwealth of Virginia											
SWAM REPORT											
Run Date: 01/13/2020											
Report II	Run Time: 12:25 00										
Page No	of	2									
Fiscal Yc	2020	Exclude Card Issuer Vc	ISSP0								
Accounti	1	Exclude Card Issuer Tr	ISSP0								
NOTE: Included PCard transactions are taken from the Billing Date											
SWAM Summary by District											
Total SWAM											
District	SB	WB	MB	DBE	SDV	Total SWAM Spen	Non SWAM	Qualifying Spend	SWAM Percentage		
0	$2,945,893.68	$195,125.97	$295,144.12	$2,935.85		$3,436,163.77	$14,644,439.96	$18,080,603.73	19.00%		
1	3,574,068.28	254,593.52	317,425.85	93,185.26		4,146,087.65	13,036,457.50	17,182,545.15	24.12%		
2	2,149,238.46	554,998.05	155,828.24	428,808.21		2,860,064.75	11,668,182.65	14,528,247.40	19.68%		
3	4,465,661.68	246,424.70	176,283.53	351,025.21		4,888,369.91	5,516,269.66	10,404,639.57	46.98%		
4	7,833,898.94	169,472.61	372,376.73	315,860.77		8,375,748.28	20,161,025.38	28,536,773.66	29.35%		
5	3,729,244.95	788,034.24	408,702.33	707,374.60		4,925,981.52	42,049,568.61	46,975,550.13	10.48%		
6	3,720,425.13	72,401.83	457,127.06	426,580.95		4,249,954.02	8,364,458.92	12,614,412.94	33.69%		
7	1,618,709.11	156,009.33	241,524.66	276,645.67		2,016,243.10	8,336,580.65	10,352,823.75	19.47%		
8	1,170,871.23	551,600.21	1,243,435.23	124,492.61		2,965,906.67	8,391,888.09	11,357,794.76	26.11%		
9	2,815,786.49	650,093.58	1,917,515.47	235,275.46		5,383,395.54	29,764,759.82	35,148,155.36	15.31%		
TOTALS	#########	$3,638,754.04	$5,585,363.22	$2,962,184.59	$0.00	$43,247,915.21	$161,933,631.24	$205,181,546.45	21.07%		
SWAM Summary by District & SWAM Type											
SWAM T	District- 0	District- 1	District- 2	District- 3	District- 4	District- 5	District- 6	District- 7	District- 8	District- 9	Total Spend
DBE - Di	$2,935.85	$93,185.26	$428,808.21	$351,025.21	$315,860.77	$707,374.60	$426,580.95	$276,645.67	$124,492.61	$231,971.32	$2,958,880.45
	0.10%	3.15%	14.49%	11.86%	10.67%	23.90%	14.41%	9.35%	4.21%	7.84%	
Disabled	291,795.01	0	0	0	0	0	0	0	4,552.31	12,186.82	308,534.14
	94.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.48%	3.95%	
ESO - En	8,090.28	0	0	0	0	7,697.70	11,701.73	8,722.69	0	14,242.08	50,454.48
	16.03%	0.00%	0.00%	0.00%	0.00%	15.25%	23.19%	17.28%	0.00%	28.22%	
Economi	0	0	0	0	0	0	0	0	0	3,304.14	3,304.14
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
Micro	123,554.11	600,735.48	415,976.64	792,270.96	368,826.18	745,180.97	85,357.41	112,430.87	129,245.49	266,876.55	3,640,454.66
	3.39%	16.50%	11.42%	21.76%	10.13%	20.46%	2.34%	3.09%	3.55%	7.33%	
Minority	295,144.12	317,425.85	155,828.24	176,283.53	372,376.73	408,702.33	457,127.06	241,524.66	1,243,435.23	1,917,515.47	5,585,363.22
	5.28%	5.68%	2.79%	3.16%	6.67%	7.32%	8.18%	4.32%	22.26%	34.33%	
Small	2,522,454.28	2,973,332.80	1,733,261.82	3,673,390.72	7,465,072.76	2,976,366.28	3,623,365.99	1,497,555.55	1,037,073.43	2,522,481.04	30,024,354.67
	8.40%	9.90%	5.77%	12.23%	24.86%	9.91%	12.06%	4.99%	3.45%	8.40%	
Women (	195,125.97	254,593.52	554,998.05	246,424.70	169,472.61	788,034.24	72,401.83	156,009.33	551,600.21	650,093.58	3,638,754.04
	5.36%	7.00%	15.25%	6.77%	4.66%	21.65%	1.99%	4.29%	15.15%	17.86%	
TOTALS	$3,439,099.62	$4,239,272.91	$3,288,872.96	$5,239,395.12	$8,691,609.05	$5,633,356.12	$4,676,534.97	$2,292,888.77	$3,090,399.28	$5,618,671.00	$46,210,099.80

Supplier Solicitation Analysis Report (VPRR0025) – SQR Report

REVISED: 9/1/2026

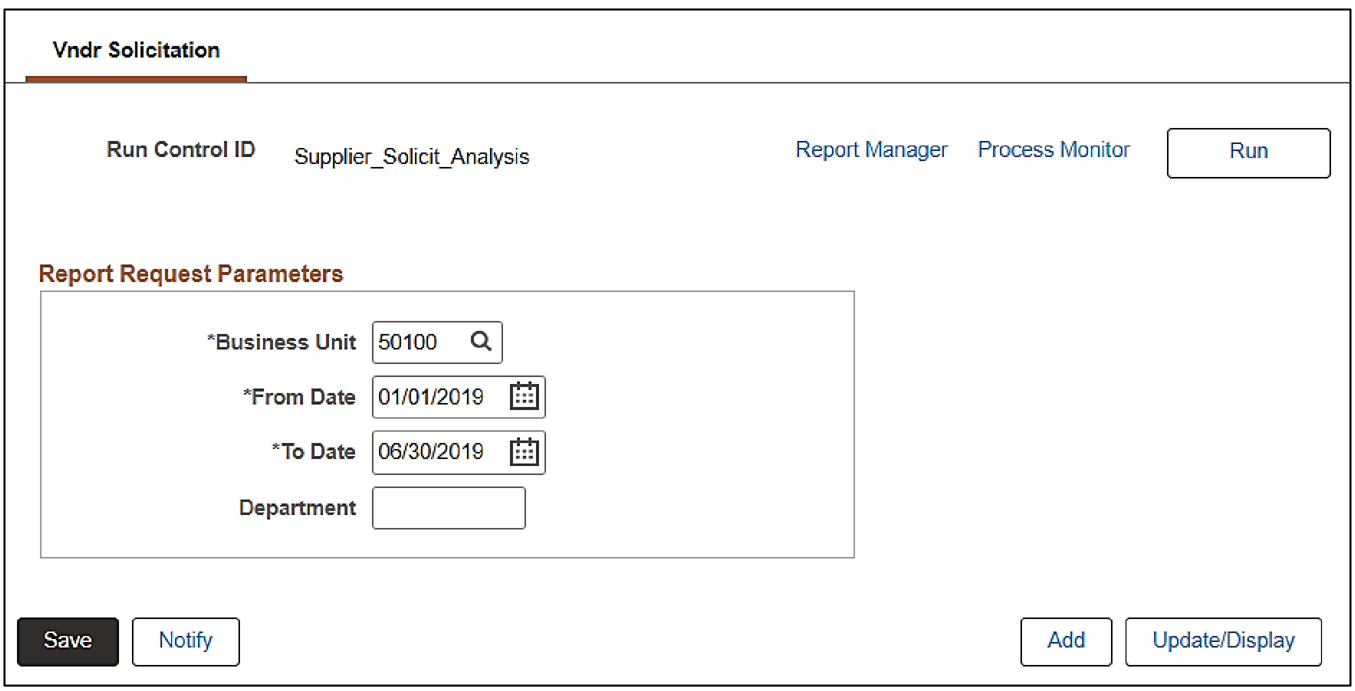
DESCRIPTION:
This report provides an analysis of Supplier responses and Awards by SWAM Type for a designated period of time. The report also provides the total dollar amount of Awards associated with each SWAM Type.

NAVIGATION PATHS:
- Procurement WorkCenter > Reports/Processes > Sourcing Reports > Supplier Solicitation Analysis
- NavBar > Menu > Sourcing > Reports > Supplier Solicitation Analysis

RUN CONTROL PARAMETERS:
Process to select: VPRR0025
Business Unit
From Date
To Date
Department

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Supplier Solicitation Analysis Report Run Control Page



Screenshot of the Supplier Solicitation Analysis Report

CARDINAL

Report ID: VPRR0025

Commonwealth of Virginia
SUPPLIER SOLICITATION ANALYSIS

Run Date: 01/13/2020
Run Time: 12:07 00

From 01/01/2019 To 06/30/2019

Page No. 1 of 1

Business Unit 50100
Department:

SWAM Type	SWAM Description	Number of Responses	% of Total Responses	Number of Awards	% of Total Awards	Dollar Amounts of Awards	% of Total Dollar Awards
1	Small	138	50.00	117	50.00	$52,731,335.86	44.43
2	Micro	55	19.93	47	20.09	$11,272,865.71	9.50
3	Women Owned	19	6.88	9	3.85	$1,648,480.25	1.39
4	Minority Owned	38	13.77	46	19.66	$46,061,808.43	38.81
5	Disabled Veteran Owned	0	0.00	0	0.00	$0.00	0.00
6	ESO - Employment Services Organization	2	0.72	2	0.85	$91,693.14	0.08
7	DBE - Disadvantaged Business Enterprise	24	8.70	13	5.56	$6,868,614.00	5.79
8	ACDBE - Airport Concession Disadvantaged Business	0	0.00	0	0.00	$0.00	0.00
9	8(a) - Business Development Program	0	0.00	0	0.00	$0.00	0.00
10	Federal Service-Disabled Veteran-Owned Small Bus	0	0.00	0	0.00	$0.00	0.00
11	Economically Disadvantaged Women-Owned Small Bus	0	0.00	0	0.00	$0.00	0.00
Totals		276		234		$118,674,797.38	