

Purchase Orders Overview

A purchase order (PO) is a document an agency uses to execute a purchase transaction with a contractor (supplier). Cardinal tracks VDOT supplier payments for goods and services against a PO. You can create POs from a strategic sourcing event, contract, requisition, or ad-hoc. Cardinal sends POs electronically to Virginia's online electronic procurement system (eVA). eVA sends a confirming order to the supplier.

For more information on how to create, maintain, modify (change orders), reconcile/close, and review POs please refer to the course entitled **PR344_Processing Purchase Orders (VDOT)**, located on the Cardinal website in **Course Materials** under **Learning**.

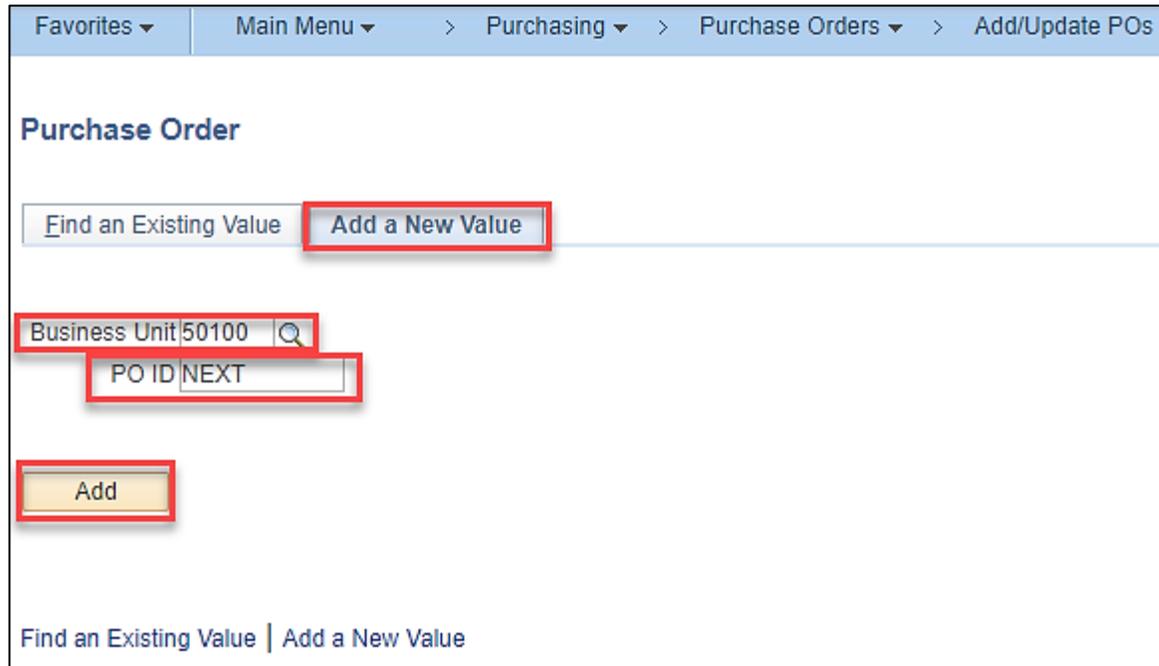
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Create a New Purchase Order (PO): Beginning Steps for All POs

1. Navigate to the **Purchase Order** search page using the following path:

Main Menu > Purchasing > Purchase Orders > Add/Update POs



Navigation: Favorites ▾ | Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Purchase Order

Find an Existing Value | **Add a New Value**

Business Unit 50100 🔍

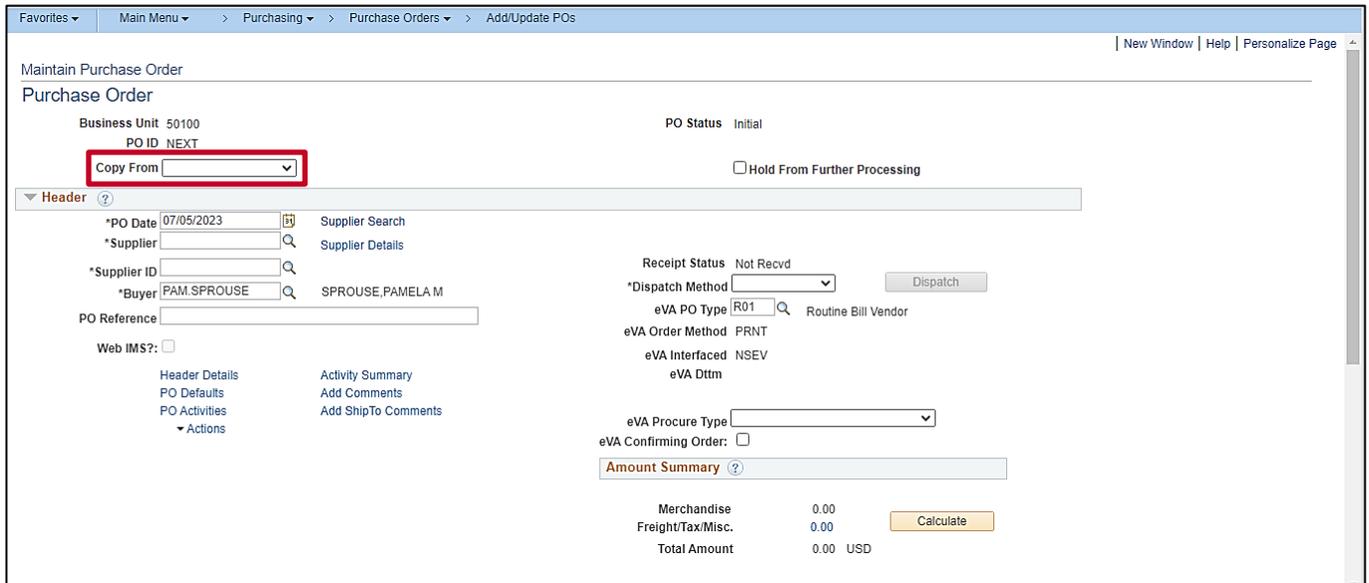
PO ID NEXT

Add

Find an Existing Value | Add a New Value

2. Select the **Add a New Value** tab:
3. Business Unit: 50100
4. **PO ID: NEXT** and should not be changed. Cardinal assigns a **PO ID** number when you successfully save the PO.
5. Click the Add button. The Maintain Purchase Order – Purchase Order page displays.

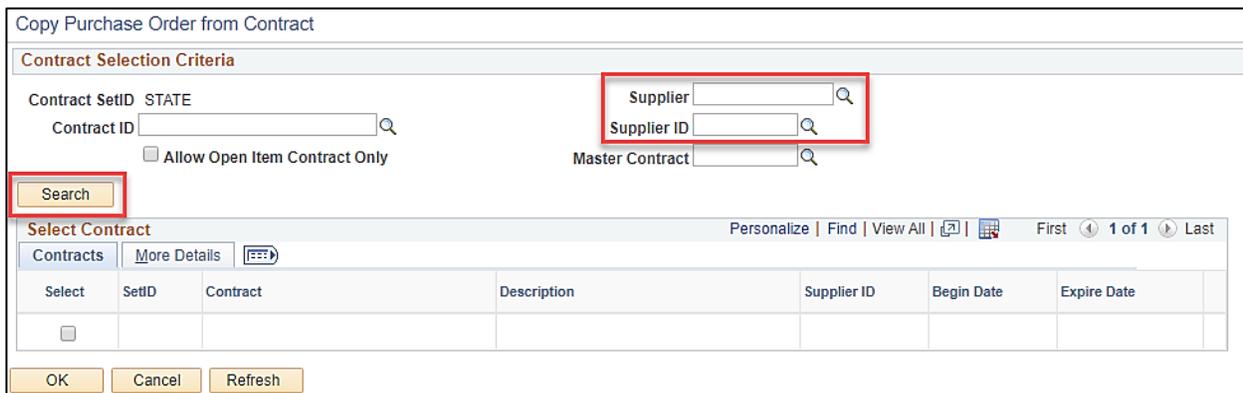
Create a PO (All Items) from a Contract



The screenshot shows the 'Maintain Purchase Order' page. At the top, the breadcrumb trail is 'Purchasing > Purchase Orders > Add/Update POs'. The page title is 'Purchase Order'. Below this, there are fields for 'Business Unit' (50100) and 'PO Status' (Initial). A 'Copy From' dropdown menu is highlighted with a red box. Below the dropdown, there are several sections: 'Header' with fields for PO Date (07/05/2023), Supplier, Supplier ID, and Buyer (PAM.SPROUSE); 'Receipt Status' (Not Recvd) with a 'Dispatch' button; 'eVA PO Type' (R01) with 'Routine Bill Vendor'; 'eVA Order Method' (PRNT); 'eVA Interfaced' (NSEV); 'eVA Dttm'; 'eVA Procure Type'; and 'eVA Confirming Order'. At the bottom, there is an 'Amount Summary' table:

Merchandise	0.00	
Freight/Tax/Misc.	0.00	
Total Amount	0.00	USD

1. Follow steps 1-3 from the [Create a New Purchase Order \(PO\): Beginning Steps for All POs](#) section of this job aid.
2. Click the **Copy From** drop-down arrow and select **Contract**. The **Copy Purchase Order from Contract** pop-up window displays.



The screenshot shows the 'Copy Purchase Order from Contract' pop-up window. It has a title bar 'Copy Purchase Order from Contract'. Below the title bar, there is a section for 'Contract Selection Criteria' with fields for 'Contract SetID STATE', 'Contract ID', 'Supplier', 'Supplier ID', and 'Master Contract'. The 'Supplier' and 'Supplier ID' fields are highlighted with red boxes. A 'Search' button is also highlighted with a red box. Below the search criteria, there is a 'Select Contract' section with a table:

Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date
<input type="checkbox"/>						

At the bottom of the window, there are 'OK', 'Cancel', and 'Refresh' buttons.

3. Enter the **Supplier** or **Supplier ID**. You can use the magnifying glass icons to search.
4. Click the **Search** button to initiate the search for contracts related to the selected supplier.

Copy Purchase Order from Contract

Contract Selection Criteria

Contract SetID STATE Supplier

Contract ID Supplier ID

Allow Open Item Contract Only Master Contract

Select Contract Personalize | Find | View All | | First 1 of 1 Last

Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date
<input type="checkbox"/>	STATE	0000000000000000000044505	Overhead Door Repairs, Replace	0000001048	01/07/2016	01/07/2020

5. All contracts for the selected supplier display as shown.
6. Click the **Select** check-box to the left of the desired **Contract** to copy from this contract.
7. Click the **OK** button. The **Purchase Order** page with all contract items copied in displays.

Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Open

PO ID NEXT

Copy From Hold From Further Processing

Header

*PO Date 07/05/2023 Supplier Search

*Supplier

*Supplier ID 0000001048 Piedmont Door Service LLC

*Buyer PAM.SPROUSE SPROUSE,PAMELA M

PO Reference Overhead Door Repairs, replac

Web IMS?:

Header Details Activity Summary

PO Defaults Add Comments

PO Activities Add ShipTo Comments

Actions

Receipt Status Not Recvd

*Dispatch Method

eVA PO Type Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type

eVA Confirming Order:

Amount Summary

Merchandise	0.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

8. Click the **Supplier Details** hyperlink to verify the supplier address for the purchase order.

PO Supplier Information

Maintain Purchase Order

Supplier Details -- Piedmont Door Service LLC

Business Unit 50100 PO ID NEXT Supplier PIEDMONT D-001

*Location MAIN

*Address

Contact

Salesperson

Supplier Information

Terms 30 Net 30

Basis Date Type

Supplier Details Message

Country USA United States

Address 1 8491 White Shop Road

Address 2

eVA VLIN VA10045290

eVA Address ID EVAAD78330

City Culpeper

County 825559529 Postal 22701

State VA Virginia

Prefix

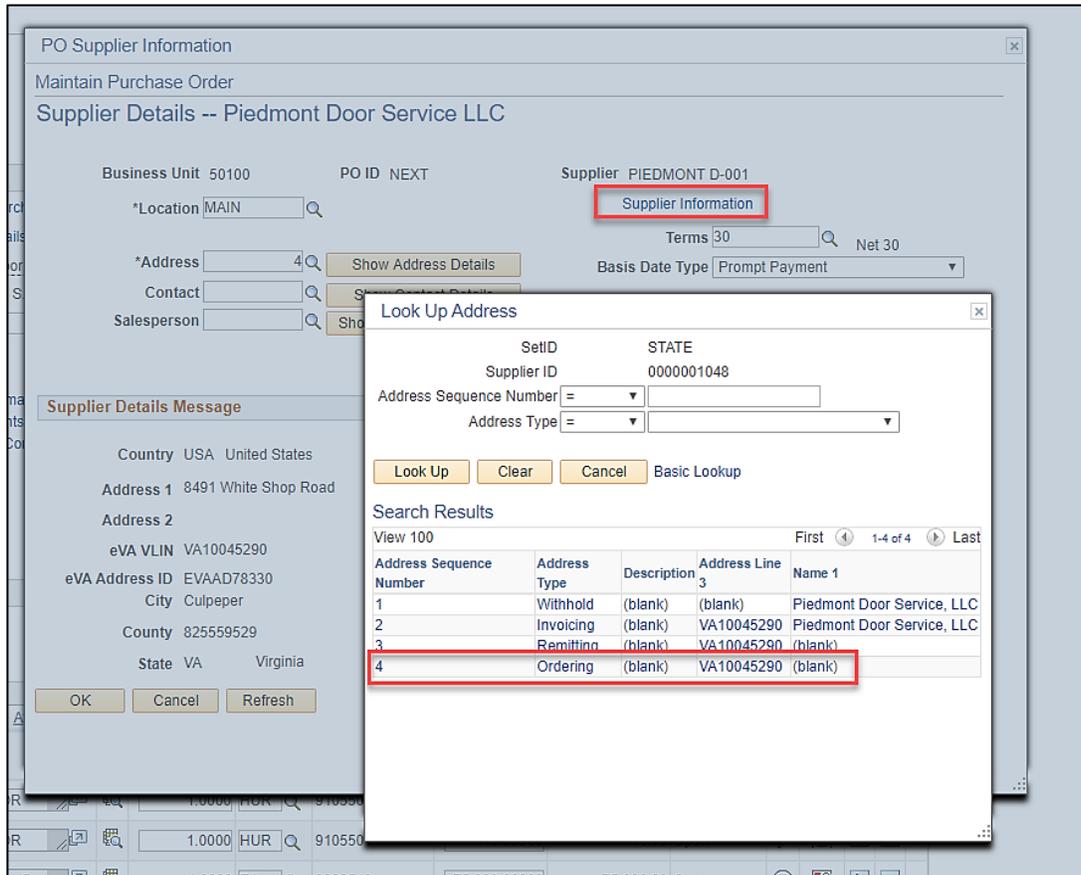
Fax 768/141-0007

Prefix 1

Phone 113/988-8061

OK Cancel Refresh

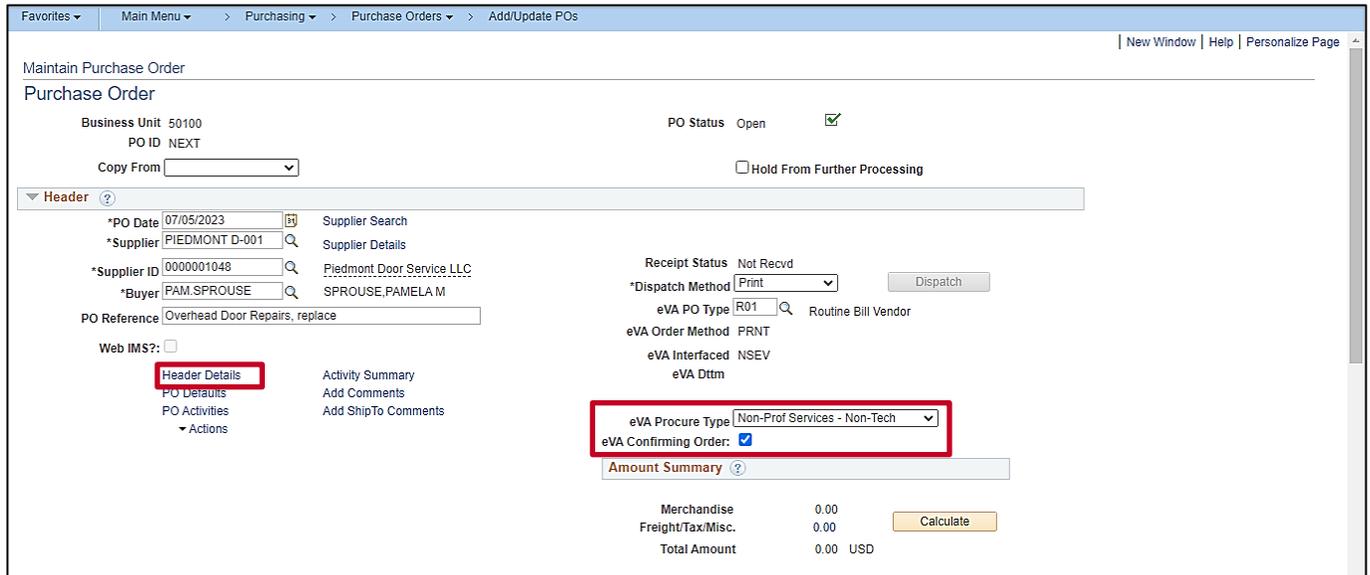
9. The default order address displays in the **Supplier Details** pop-up window.
10. The eVA Supplier Location ID # (**eVA VLIN**), related to the chosen address, also displays.
11. To select a different address, click the **Look up Address** magnifying glass icon.



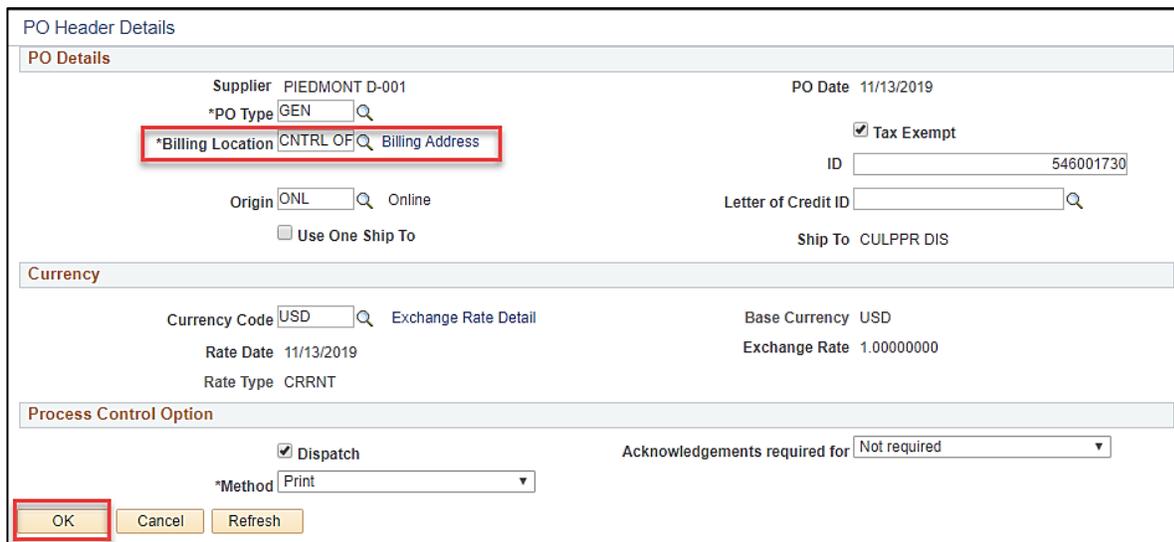
12. Click the **Address Sequence Number** related to the address you wish to select.s
13. On the **Supplier Details – XXX** pop-up window be sure to click the **OK** button once you have made your changes. The window will close and you will be back on the **Purchase Order** page.
14. However, if you need additional supplier details, click the **Supplier Information** hyperlink.



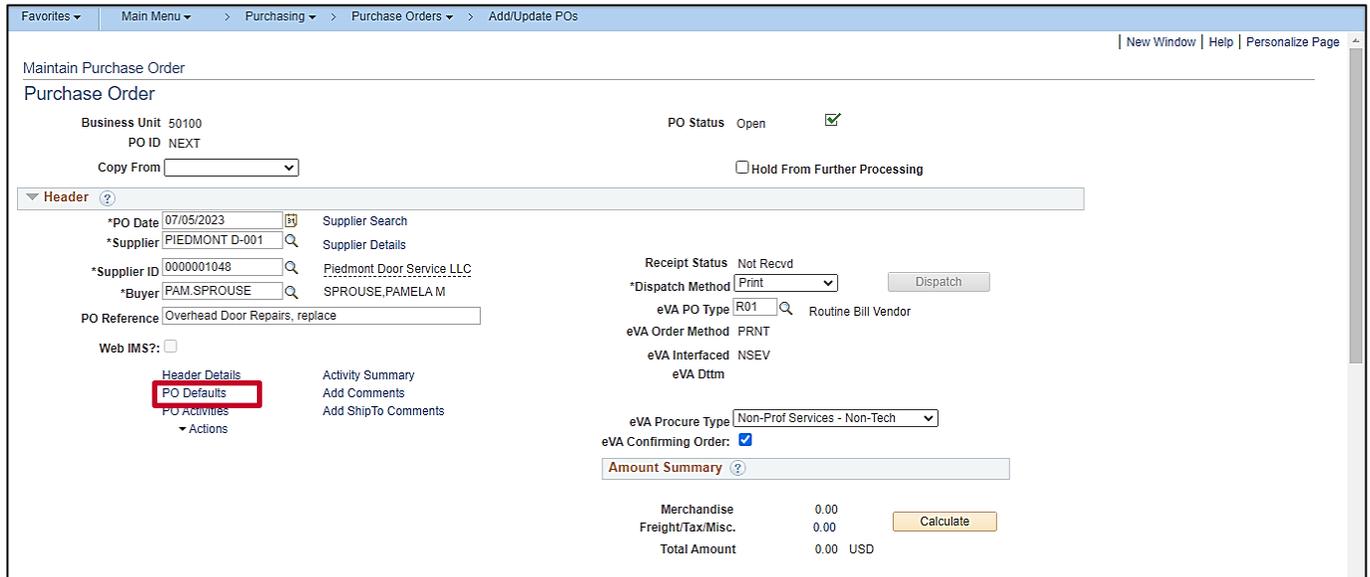
- 15.
16. A new internet browser window, entitled **Supplier**, opens. The **Identifying Information** tab displays. You may navigate back and forth between windows. For more details, refer to the [Helpful Hints](#) section of this job aid.
17. After reviewing the additional supplier details, close the **Supplier** internet browser tab by clicking the **X**.
18. Select the internet browser tab **Add/Update POs** window which displays the **Supplier Details – XXXXX** page. If you previously made changes on the **Supplier Details – XXXXX** page and have not yet clicked the **OK** button to save the changes, be sure to click the **OK** button now. You will return to A



19. Click the **eVA Procure Type** dropdown button and select the applicable value.
20. Select the **eVA Confirming Order** checkbox option as applicable.
21. Click the **Header Details** hyperlink.



22. The **PO Header Details** pop-up window displays. Click the **Look up Billing Location** magnifying glass icon and select the **Location Code** for your **Billing Location**.
23. Click the OK button. The Maintain Purchase Order – Purchase Order page displays.



Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs New Window | Help | Personalize Page

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Open

PO ID NEXT

Copy From Hold From Further Processing

▼ Header ?

*PO Date 07/05/2023 Supplier Search

*Supplier PIEDMONT D-001 Supplier Details

*Supplier ID 0000001048 Piedmont Door Service LLC

*Buyer PAM.SPROUSE SPROUSE,PAMELA M

PO Reference Overhead Door Repairs, replace

Web IMS?:

[Header Details](#)
PO Defaults
[PO Activities](#)

[Activity Summary](#)
[Add Comments](#)
[Add ShipTo Comments](#)

Receipt Status Not Recvd

*Dispatch Method Print

eVA PO Type R01 Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type Non-Prof Services - Non-Tech

eVA Confirming Order:

Amount Summary ?

Merchandise	0.00	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	0.00	USD

24. Click the **PO Defaults** hyperlink to make global changes to the header and accounting distribution field values for all lines. The **Maintain Purchase Order – Purchase Order Defaults** pop-up window displays.

Purchase Order Defaults

Business Unit 50100 PO ID NEXT Supplier PIEDMONT D-001

Default Options ?

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category Unit of Measure

Schedule

Ship To Culpeper District Ultimate Use Code

Due Date Original Promise Date

Ship Via Freight Terms Code

Arbitration Freight Charge Method

*Distribute By One Time Address

Distribution

SpeedChart

Distributions Personalize | Find | View All | First 1 of 1 Last

Chartfields Asset Information

Dist	Percent	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center
1	<input type="text"/>	50100 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	10141 <input type="button" value="🔍"/>	<input type="text"/>			

25. In the **Default Options** section, select **Override** to ensure that all distribution lines are updated with the information you enter next.
26. Using the **Look up Ship To** magnifying glass icon, select the required **Ship To** location.
27. In the **Distributions** section – **Chartfields** tab, enter the accounting distribution you wish to be applied to all distribution lines. If each distribution line will be different, you will use a different process which is documented later.
28. Click the **OK** button. The Retrofit field changes to “all” existing PO lines/schedules/distributions..... pop-up window displays.

PO Default Retrofit

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

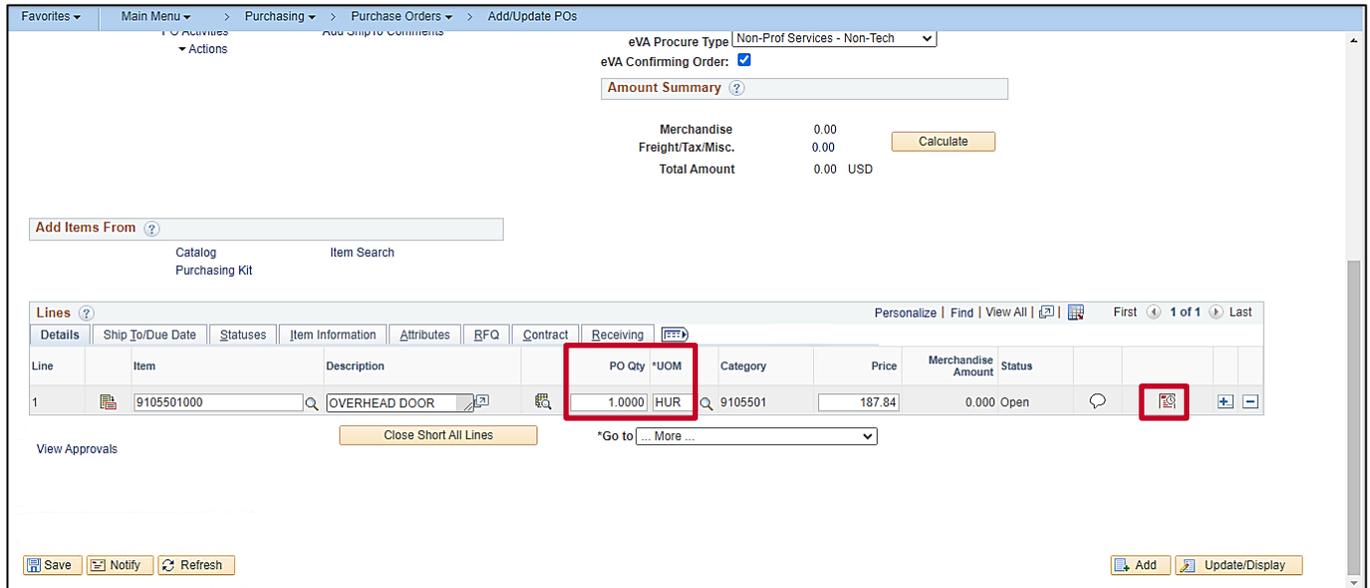
Business Unit 50100 PO ID NEXT Supplier PIEDMONT D-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
 Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Header field values	Apply to All Distributions
<input checked="" type="checkbox"/>		Ship To	CULPPR DIS	Header field values	
<input checked="" type="checkbox"/>		Ship Via	COMMON		
<input checked="" type="checkbox"/>		Freight Terms Code	FOB DEST	Accounting Chartfield Values	
<input type="checkbox"/>	1	GL Unit	50100		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Department	10141		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Location	CULPPR DIS		<input checked="" type="checkbox"/>

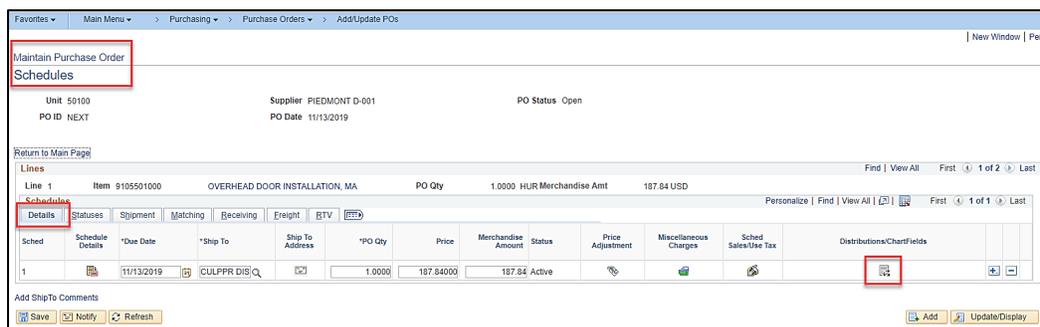
Select All Clear All

29. To the left of the header field values you are updating, select/click the **Apply** check-box.
30. To the right of the accounting ChartField values, select/click the check-boxes **Apply to All Distributions**, to ensure all the accounting distribution lines are updated with the new values from the prior page. Do not select the check-box to the left of the **Field Name Pct**.
31. Click the **OK** button. The **Purchase Order** page displays.

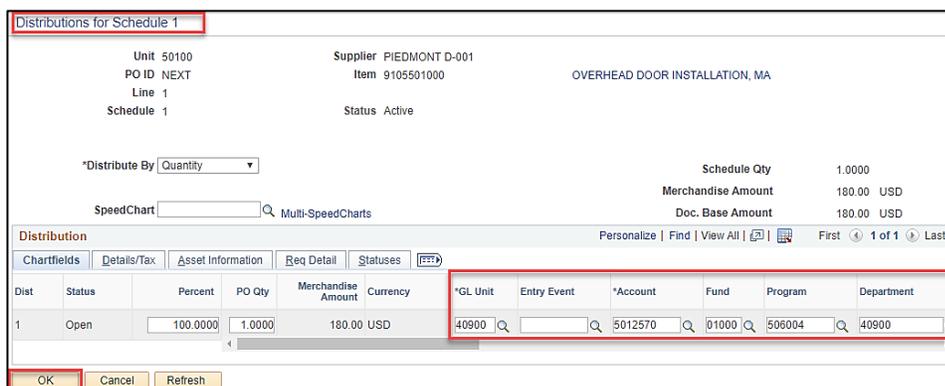


32. Enter the PO quantity (**PO Qty**) for each line.

33. To enter a different accounting distribution for a line, from the **Details** tab, click the **Schedule** icon on the desired line. The **Schedules** page for that line displays.

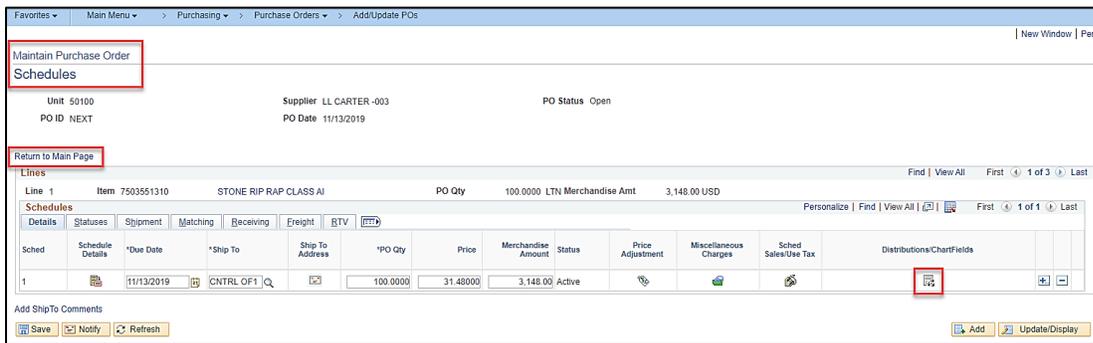


34. From the **Details** tab, click the **Distribution/ChartFields** icon. The **Distributions for Schedule X** pop-up window displays.



35. Verify or update the accounting distribution.

36. Click the **OK** button. The **Maintain Purchase Orders – Schedules** page displays.



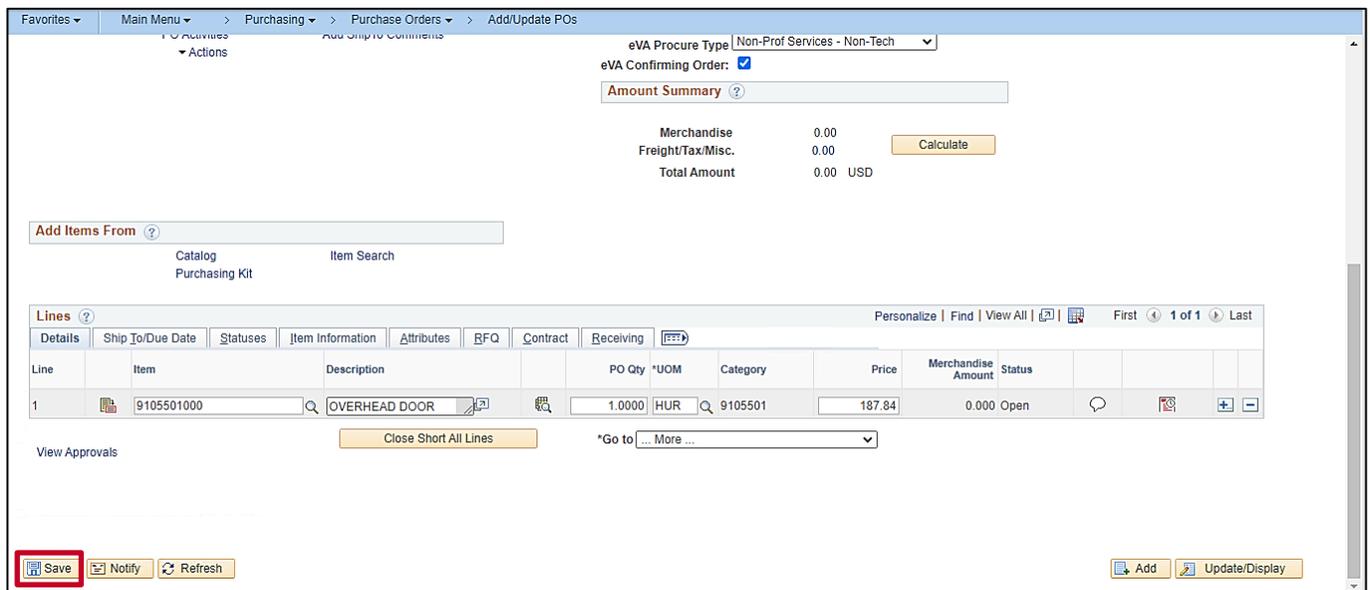
Unit 50100 Supplier LL CARTER -003 PO Status Open
 PO ID NEXT PO Date 11/13/2019

Return to Main Page

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/13/2019	CNTRL OFF		100.0000	31.48000	3,148.00	Active				

Save Notify Refresh Add Update/Display

37. Click the **Return to Main Page** hyperlink. The **Purchase Order** page displays.



eVA Procure Type Non-Prof Services - Non-Tech
 eVA Confirming Order:

Amount Summary

Merchandise	0.00	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	0.00	USD

Add Items From

Catalog Purchasing Kit

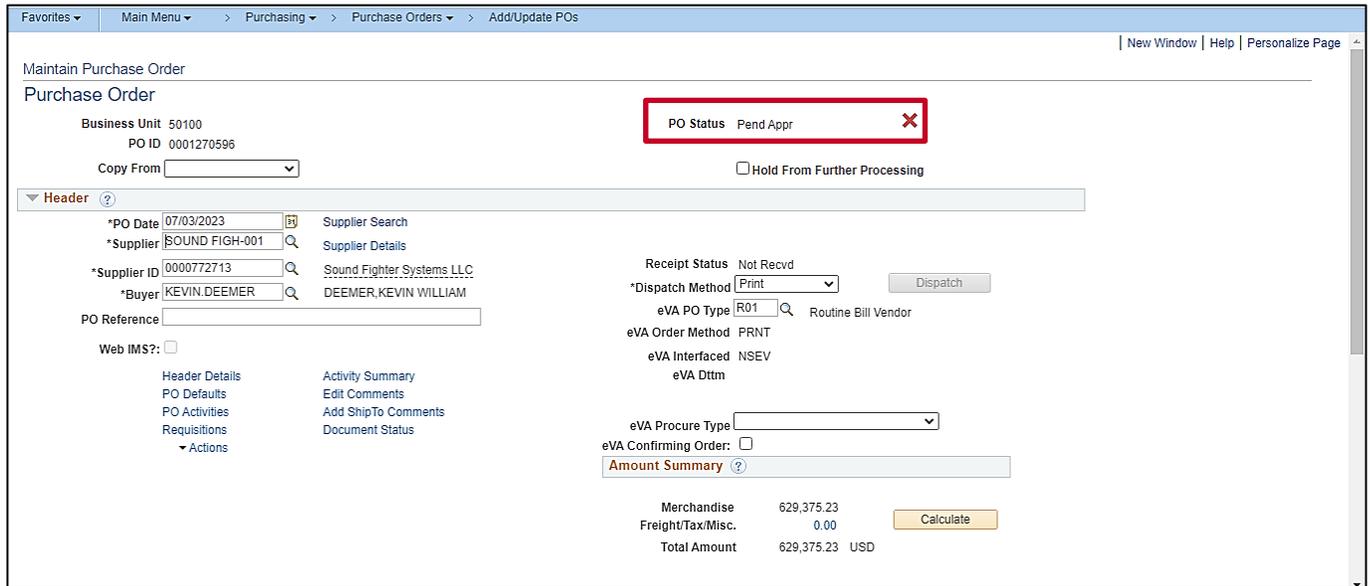
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	9105501000	OVERHEAD DOOR	1.0000	HUR	9105501	187.84	0.000	Open

View Approvals Close Short All Lines *Go to More ...

Save Notify Refresh Add Update/Display

38. Click the **Save** button. Cardinal assigns the **PO ID** number when you successfully save the PO.

39. Click the green **Submit for Approval** check mark at the top of the page.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs New Window | Help | Personalize Page ▾

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Pend Appr ✖

PO ID 0001270596

Copy From Hold From Further Processing

▼ Header ?

*PO Date 07/03/2023 Supplier Search

*Supplier SOUND FIGH-001 Supplier Details

*Supplier ID 0000772713 Sound Fighter Systems LLC

*Buyer KEVIN DEEMER DEEMER, KEVIN WILLIAM

PO Reference

Web IMS?:

Header Details Activity Summary

PO Defaults Edit Comments

PO Activities Add Ship To Comments

Requisitions Document Status

▼ Actions

Receipt Status Not Recvd

*Dispatch Method Print

eVA PO Type R01 Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type

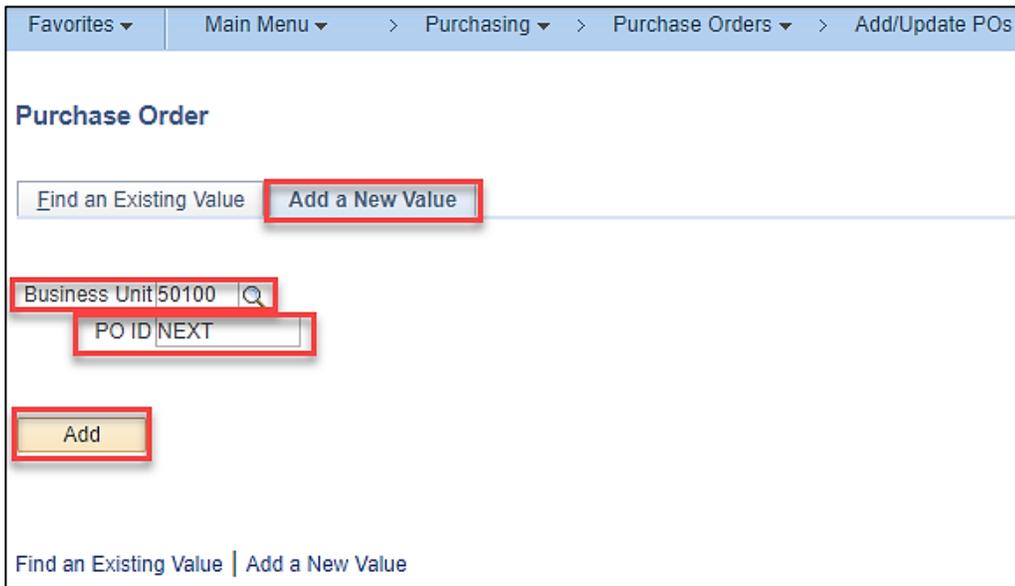
eVA Confirming Order:

Amount Summary ?

Merchandise	629,375.23	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	629,375.23	USD

40. The green checkmark will disappear and **PO Status** changes to **Pend Appr**. Your supervisor will be notified of the pending approval via email and their worklist.

Create a PO (1 Item/Line) from a Contract



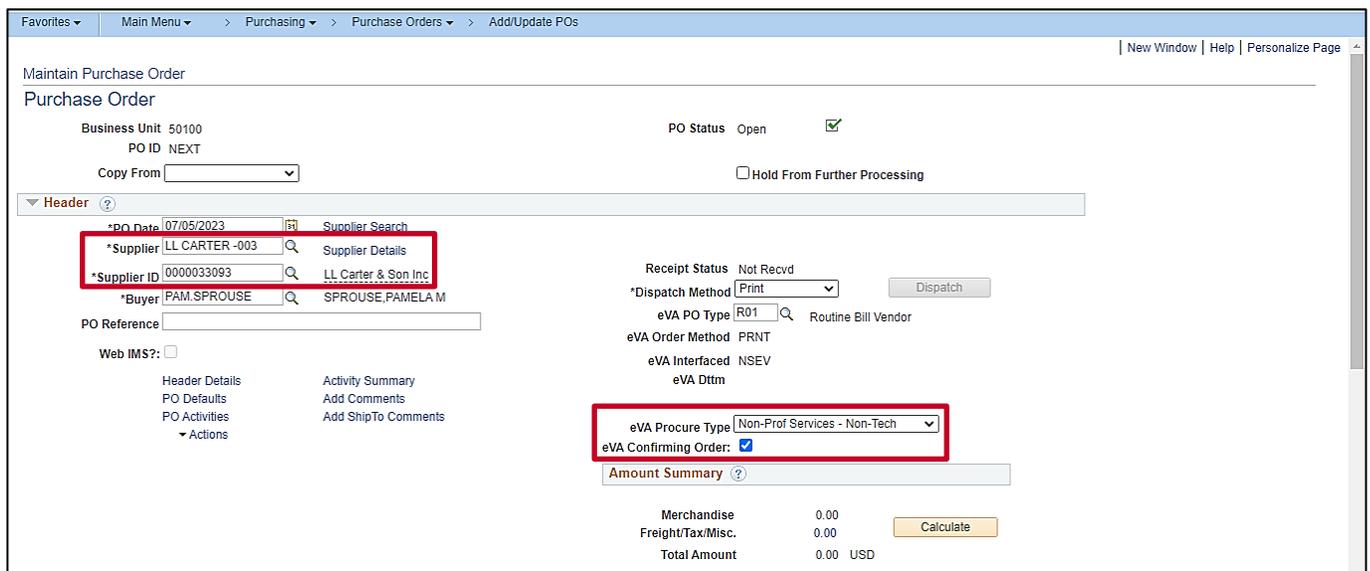
Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Purchase Order

Business Unit
 PO ID

[Find an Existing Value](#) | [Add a New Value](#)

1. Repeat steps 1-3 from the [Create a New Purchase Order \(PO\): Beginning Steps for All POs](#) section of this job aid.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs New Window | Help | Personalize Page

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Open
 PO ID NEXT
 Copy From Hold From Further Processing

▼ Header ?

Receipt Status Not Recvd
 *Dispatch Method
 eVA PO Type Routine Bill Vendor
 eVA Order Method PRNT
 eVA Interfaced NSEV
 eVA Dttm

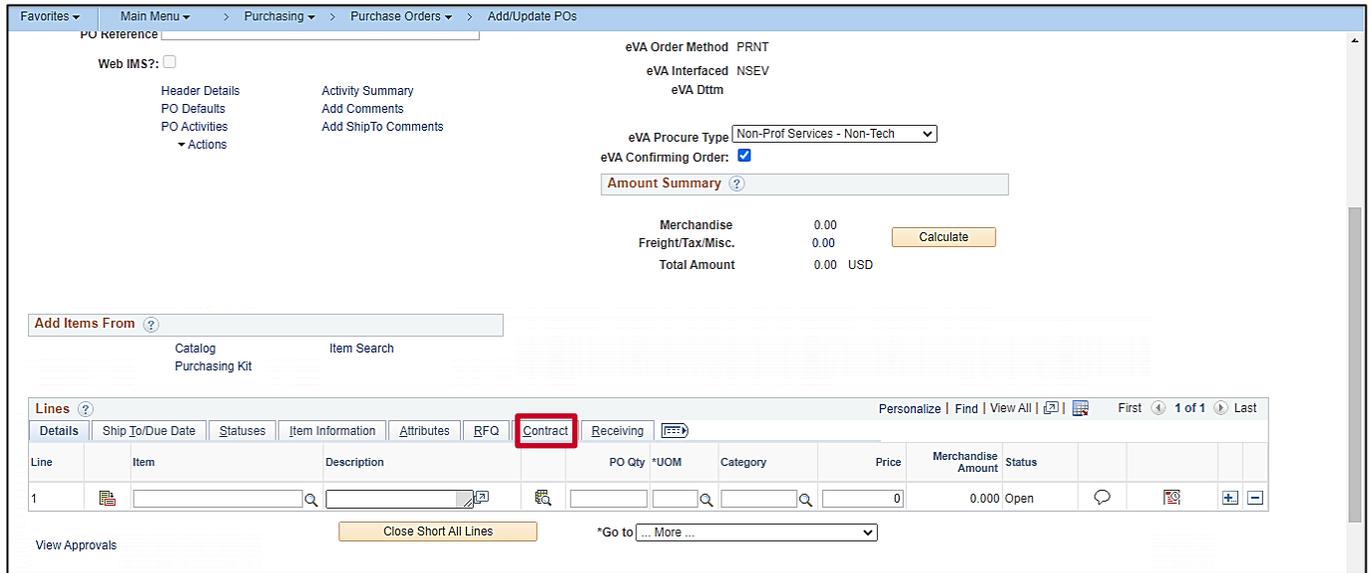
Web IMS?:

eVA Confirming Order:

?

Merchandise	0.00	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	0.00	USD

2. Enter the **Supplier** or **Supplier ID**. You can use the magnifying glass icons to search.
3. Click the **eVA Procure Type** dropdown button and select the applicable value.
4. Select the **eVA Confirming Order** checkbox option as applicable.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs
 PU Reference:
 Web IMS?:
 Header Details | Activity Summary
 PO Defaults | Add Comments
 PO Activities | Add ShipTo Comments
 ▾ Actions

eVA Order Method: PRNT
 eVA Interfaced: NSEV
 eVA Dttm:
 eVA Procure Type: Non-Prof Services - Non-Tech ▾
 eVA Confirming Order:
 Amount Summary [?]

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

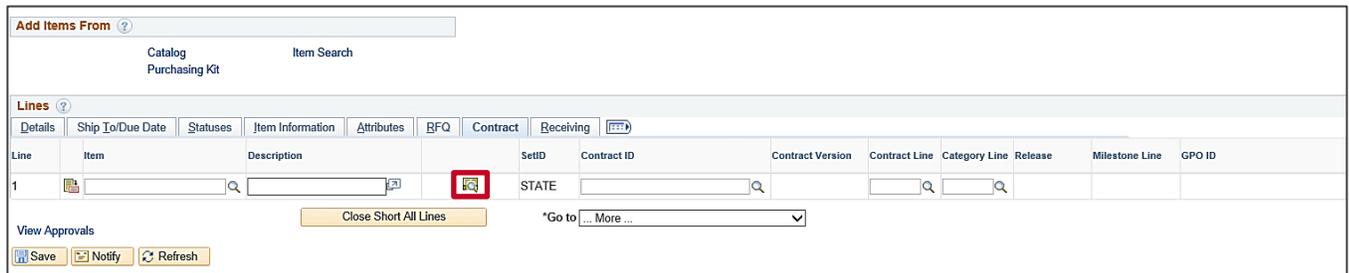
Add Items From [?]
 Catalog | Item Search
 Purchasing Kit

Lines [?] Personalize | Find | View All | | First 1 of 1 Last
 Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | **Contract** | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="text"/>	<input type="text"/>				0	0.000	Open	<input type="button" value="Print"/>	<input type="button" value="Refresh"/>	<input type="button" value="Close"/>

View Approvals *Go to More ... ▾

5. Click the **Contract** tab.



Add Items From [?]
 Catalog | Item Search
 Purchasing Kit

Lines [?] Personalize | Find | View All | | First 1 of 1 Last
 Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | **Contract** | Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Line	GPO ID
1	<input type="text"/>	<input type="text"/>	STATE	<input type="text"/>						

View Approvals *Go to More ... ▾

6. Click the **Contract Search** icon. The **Contract Search** pop-up window displays.

Maintain Purchase Order

Purchase Order

Contract Search

Search Criteria

SetID STATE
 Contract ID 00000000000000000000000044966
 Contract Style
 Contract Process Option
 Description
 Master Contract ID
 Contract Reference Type
 PO Date 12/22/2016

Supplier SetID STATE
 Supplier ID 0000033093 LL Carter & Son Inc
 Item SetID STATE
 Item ID
 Item Description
 Category
 Corporate Contract

Search Clear

Contract Details

OK Cancel Refresh

7. Enter a specific **Contract ID** number, or use magnifying glass icon if necessary.
8. Click the **Search** button to initiate the search for lines related to the selected contract.

Contract Search

Search Criteria

SetID STATE
 Contract ID 00000000000000000000000047653
 Contract Style
 Contract Process Option
 Administrator/Buyer
 Description
 Master Contract ID
 Contract Reference Type
 Corporate Contract
 PO Date 11/13/2019

Supplier SetID STATE
 Supplier ID 0000033093 LL Carter & Son Inc
 Item SetID STATE
 Item ID
 Item Description
 Category
 Manufacturer ID
 Manufacturer's Item ID
 Supplier Item ID
 UPN ID

Search Clear

Contract Details

Personalize | Find | View All | First 1-10 of 18 Last

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price
<input type="checkbox"/>	00000000000000000000000047653	1	Line Item	7503551	7503551310	STONE RIP RAP CLASS AI	31.48000	Y
<input type="checkbox"/>	00000000000000000000000047653	1	Line Item	7503532	7503532225	STONE NO. 68, STONE	29.24000	Y

9. The **Item Detail** tab displays and contains **Contract ID**, **Item Description**, and **Contract Base Price** for each line of the selected contract.
10. Click the **Contract Reference** tab.

Contract Search

Search Criteria

SetID STATE
 Contract ID 00000000000000000000000047853
 Contract Style
 Contract Process Option
 Administrator/Buyer
 Description
 Master Contract ID
 Contract Reference Type
 Corporate Contract
 PO Date 11/13/2019

Supplier SetID STATE
 Supplier ID 0000033093 LL Carter & Son Inc
 Item SetID STATE
 Item ID
 Item Description
 Category
 Manufacturer ID
 Manufacturer's Item ID
 Supplier Item ID
 UPN ID

Search Clear

Contract Details

Personalize | Find | View All | First 1-10 of 18 Last

Select	Contract ID	Contract Version	Contract Line Number	Category Line Number	Remaining Quantity	Unit of Measure	Contract Reference Type	Remaining Line Amount	Currency
<input checked="" type="checkbox"/>	00000000000000000000000047853	1	1			N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000047853	1	2			N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000047853	1	3			N/A LTN	Line Item		N/A USD

OK Cancel Refresh

- Each unique contract **Item Line Number** displays for the selected contract.
- Click the **Select** check-box for the line you wish to copy. You may repeat the copy steps to copy more lines.
- Click the OK button. The Maintain Purchase Order – Purchase Order page displays.

Favorites Main Menu Purchasing Purchase Orders Add/Update POS

eVA Procure Type Non-Prof Services - Non-Tech

eVA Confirming Order:

Amount Summary

Merchandise	0.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

Add Items From Catalog Purchasing Kit Item Search

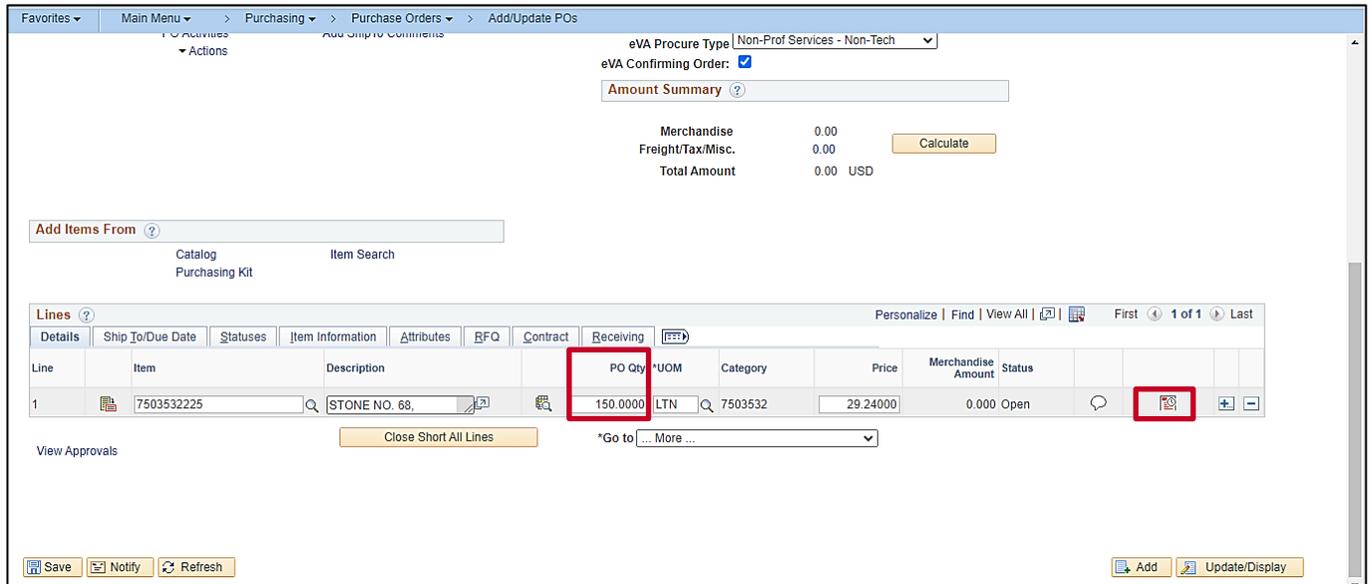
Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release
1	7503532225	STONE NO. 68.	STATE					

View Approvals Close Short All Lines *Go to More ...

- On the **Contract** tab you see that the **Line** you selected from the contract has populated your PO.
- Click the **Details** tab.



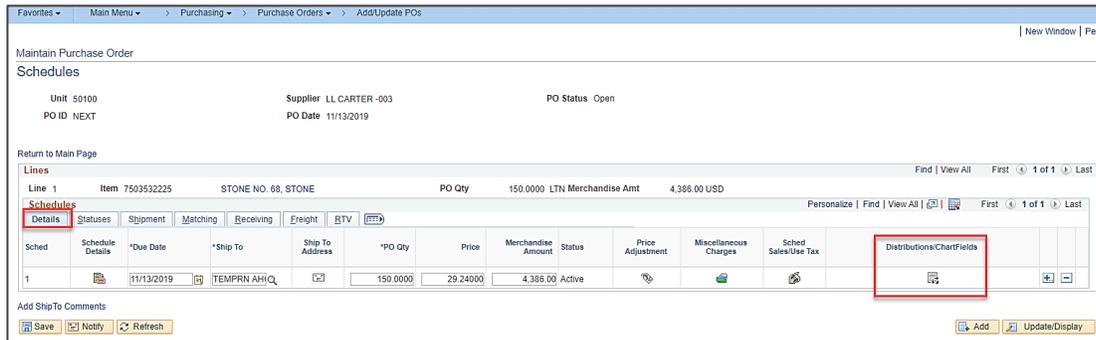
Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs
 eVA Procure Type Non-Prof Services - Non-Tech ▾
 eVA Confirming Order:
 Amount Summary [?]
 Merchandise 0.00
 Freight/Tax/Misc. 0.00
 Total Amount 0.00 USD
 Add Items From [?]
 Catalog Item Search
 Purchasing Kit
 Lines [?] Personalize | Find | View All | | First 1 of 1 Last
 Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status	
1	7503532225	STONE NO. 68,	150.0000	LTN	7503532	29.24000	0.000	Open	<input type="button" value="Schedule"/> <input type="button" value="+"/> <input type="button" value="-"/>

 View Approvals *Go to

16. On the **Details** tab, enter the **PO Qty** (quantity) desired for this PO.

17. Click the **Schedule** icon. The Maintain Purchase Order – Schedules page displays.

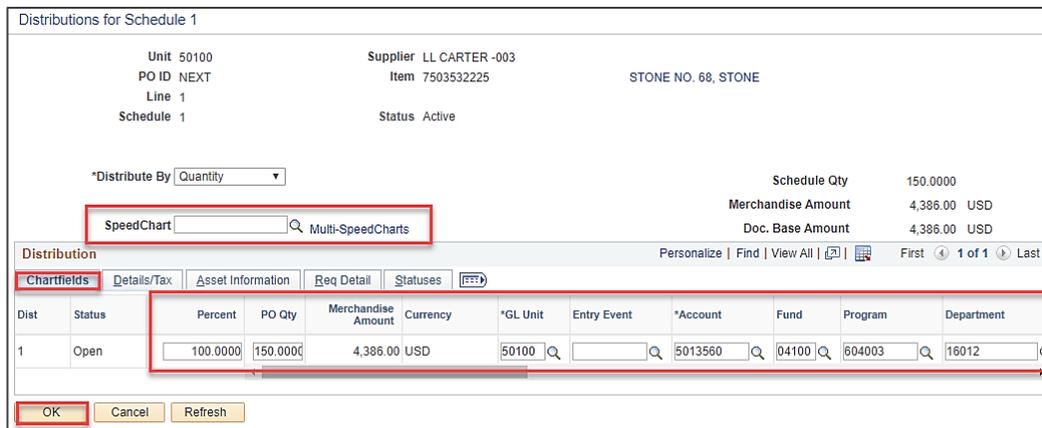


Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs
 Maintain Purchase Order
 Schedules
 Unit 50100 Supplier LL CARTER -003 PO Status Open
 PO ID NEXT PO Date 11/13/2019
 Return to Main Page
 Lines Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	UOM	Merchandise Amt	Price	Merchandise Amount	Status	
1	7503532225	STONE NO. 68, STONE	150.0000	LTN	4,386.00 USD	29.24000	4,386.00	Active	<input type="button" value="Distributions/ChartFields"/> <input type="button" value="+"/> <input type="button" value="-"/>

 Add Ship To Comments

18. From the **Details** tab on the Maintain Purchase Order – Schedules page, click the **Distribution** icon. The Maintain Purchase Order – Distributions for Schedule X pop-up window displays.



Distributions for Schedule 1
 Unit 50100 Supplier LL CARTER -003
 PO ID NEXT Item 7503532225 STONE NO. 68, STONE
 Line 1 Status Active
 Schedule 1
 *Distribute By Quantity ▾
 Schedule Qty 150.0000
 Merchandise Amount 4,386.00 USD
 Doc. Base Amount 4,386.00 USD
 SpeedChart
 Distribution Personalize | Find | View All | | First 1 of 1 Last
 Chartfields | Details/Tax | Asset Information | Req Detail | Statuses

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department
1	Open	100.0000	150.0000	4,386.00	USD	50100		5013560	04100	604003	16012

19. On the **Chartfields** tab enter the valid chart of accounts values. A **Schedule** may have one or more ChartField distributions. ChartField values identify the accounting distribution. The insertion of valid **Account, Department, Cost Center, or Project** values is required. You can manually enter a ChartField value, or you may use the **Multi-SpeedCharts** hyperlink to select a **SpeedChart** value to automatically populate some of the ChartField values for you.
20. You may insert, or delete, additional accounting distributions, by scrolling right and clicking on the **(+)**/**(-)** icons at the end of the accounting distribution line.
21. Click the **OK** button. You will return to the **Maintain Purchase Order – Schedules** page.

Distributions for Schedule 1

Unit 50100 Supplier LL CARTER -003
 PO ID NEXT Item 7503532225 STONE NO. 68, STONE
 Line 1
 Schedule 1 Status Active

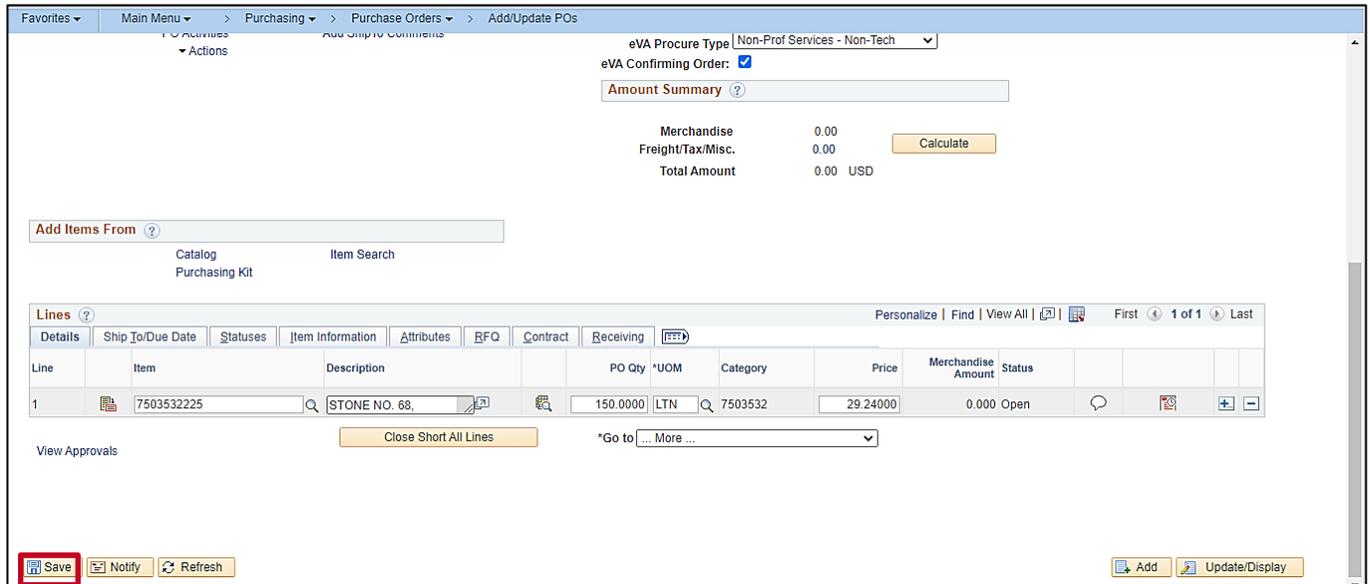
*Distribute By Schedule Qty 150.0000
 Merchandise Amount 4,386.00 USD
 Doc. Base Amount 4,386.00 USD

Distribution Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department
1	Open	100.0000	150.0000	4,386.00	USD	50100		5013560	04100	604003	16012

22. Click the Return to Main Page hyperlink. The Maintain Purchase Order – Purchase Order page displays.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs
 eVA Procure Type: Non-Prof Services - Non-Tech ▾
 eVA Confirming Order:
 Amount Summary [?]
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD
 Calculate

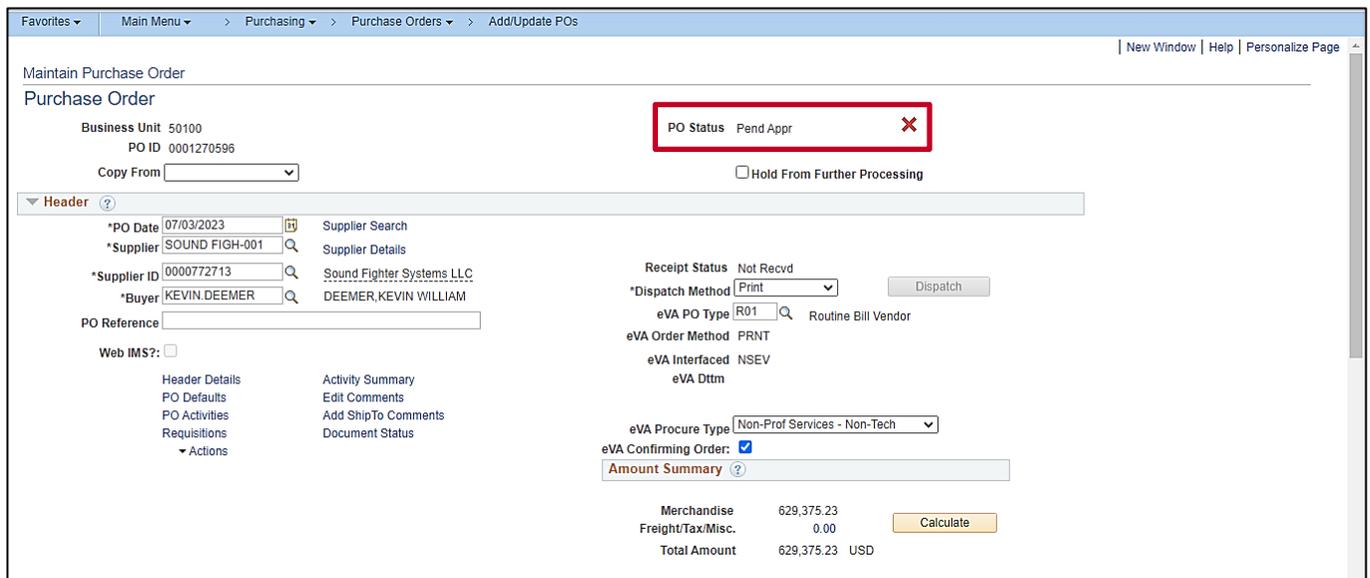
Add Items From [?]
 Catalog Purchasing Kit Item Search

Lines [?] Personalize | Find | View All | First 1 of 1 Last
 Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving |

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	7503532225	STONE NO. 68.	150.0000	LTN	7503532	29.24000	0.000	Open

View Approvals
 Close Short All Lines *Go to [More ...] ▾

23. Click the **Save** button.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs
 Maintain Purchase Order
 Purchase Order
 Business Unit: 50100
 PO ID: 0001270596
 Copy From:
 Hold From Further Processing

Header [?]
 *PO Date: 07/03/2023 Supplier Search
 *Supplier: SOUND FIGH-001 Supplier Details
 *Supplier ID: 0000772713 Sound Fighter Systems LLC
 *Buyer: KEVIN DEEMER DEEMER, KEVIN WILLIAM
 PO Reference:
 Web IMS?:

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch
 eVA PO Type: R01 Routine Bill Vendor
 eVA Order Method: PRNT
 eVA Interfaced: NSEV
 eVA Dttm:

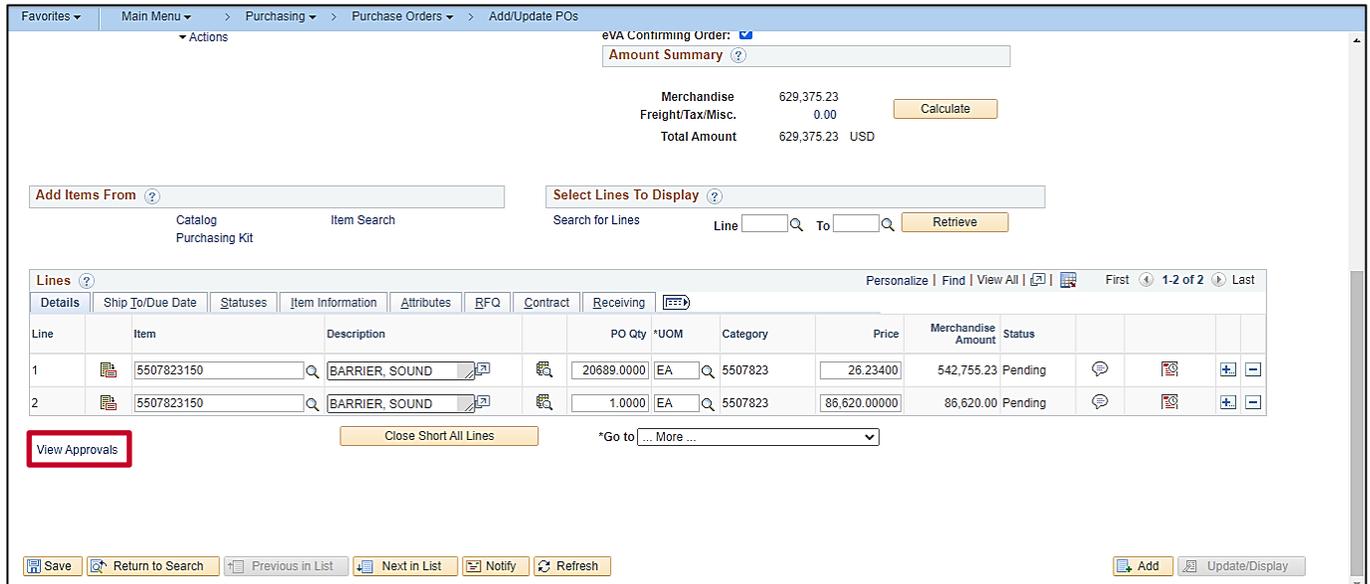
eVA Procure Type: Non-Prof Services - Non-Tech ▾
 eVA Confirming Order:
 Amount Summary [?]
 Merchandise: 629,375.23
 Freight/Tax/Misc.: 0.00
 Total Amount: 629,375.23 USD
 Calculate

PO Status: Pend Appr

Header Details | Activity Summary
 PO Defaults | Edit Comments
 PO Activities | Add ShipTo Comments
 Requisitions | Document Status
 Actions

24. Cardinal assigns a **PO ID** number upon save.

25. Click the **PO Submit for Approval** check-box (the green checkmark) which is next to the **PO Status** field, to send it forward for approval by your supervisor.



Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs
 eVA Confirming Order: Amount Summary [?](#)

Merchandise 629,375.23
 Freight/Tax/Misc. 0.00
 Total Amount 629,375.23 USD

Add Items From [?](#) Catalog Item Search
 Purchasing Kit

Select Lines To Display [?](#)
 Search for Lines Line To

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	5507823150	BARRIER_SOUND	20689.0000	EA	5507823	26.23400	542,755.23	Pending
2	5507823150	BARRIER_SOUND	1.0000	EA	5507823	86,620.00000	86,620.00	Pending

*Go to More ...

26. The **PO Status** changes to **Pend Appr** (i.e., pending approval) and your supervisor is notified via email and worklist.

27. Click the **View Approvals** hyperlink to view the pending and completed approval actions.

28. Example of email:

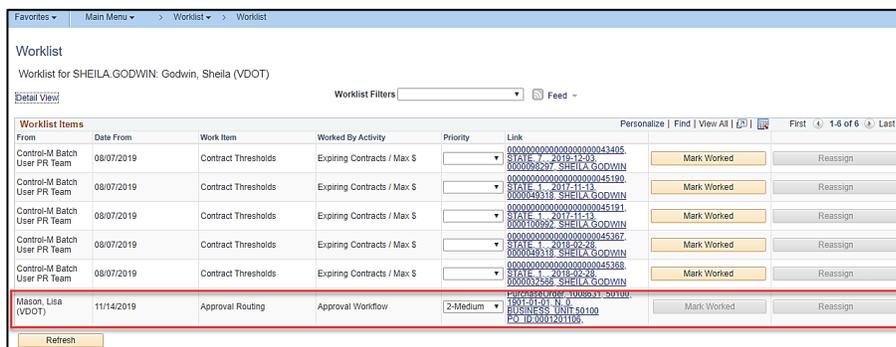


From: FINSIT@covtest.virginia.gov
 To: Hal, Mike (VDOT)
 Subject: PO ID 0001096992 Business Unit "VA Dept of Transportation" Has Been Approved

The following purchase order has been "Approved".
 Business Unit: VA Dept of Transportation
 PO ID: 0001096992
 PO Reference:
 PO Date: 2014-05-23
 Buyer: MIKE.HALL

You can navigate directly to the approval page by clicking the link below.
https://finsitweb.covtest.virginia.gov/psp/finsit/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS_PO_APPROVAL_GBL?Page=PO_APPROVAL&Action=U8&BUSINESS_UNIT=50100&PO_ID=0001096992

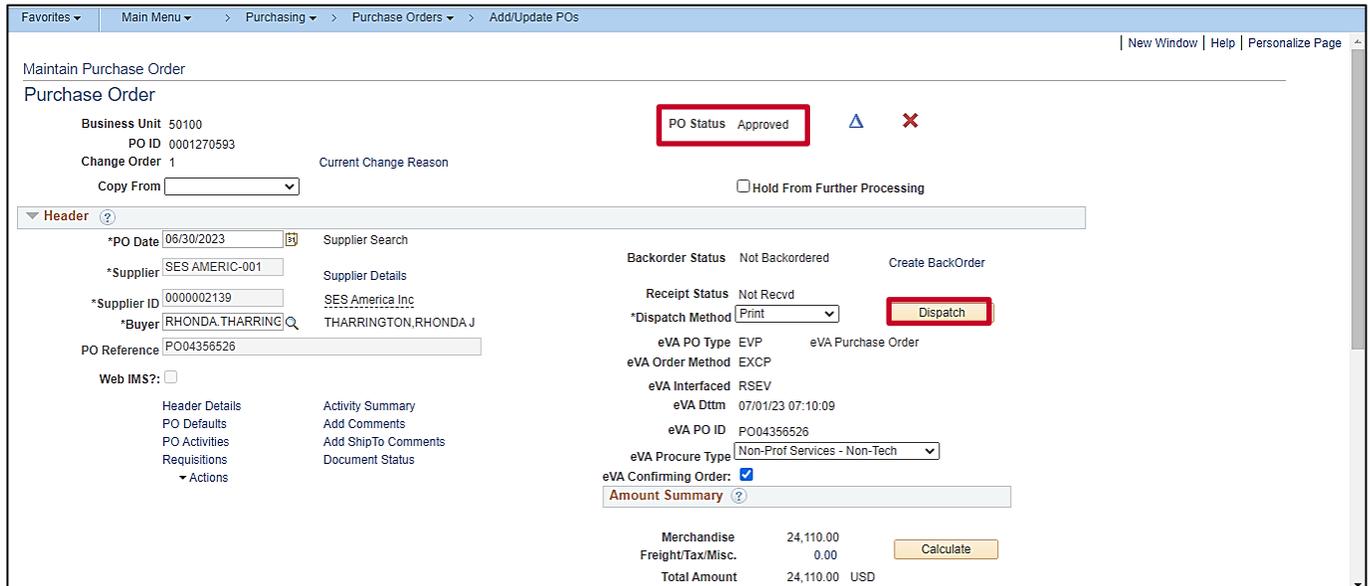
29. Example of worklist:



Favorites ▾ Main Menu ▾ Worklist ▾ Worklist
 Worklist for SHEILA.GODWIN: Godwin, Sheila (VDOT)

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Control-M Batch User PR Team	08/07/2019	Contract Thresholds	Expiring Contracts / Max \$		00000000000000000000043405 SHEILA.GODWIN	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Control-M Batch User PR Team	08/07/2019	Contract Thresholds	Expiring Contracts / Max \$		00000000000000000000045190 SHEILA.GODWIN	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Control-M Batch User PR Team	08/07/2019	Contract Thresholds	Expiring Contracts / Max \$		00000000000000000000045191 SHEILA.GODWIN	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Control-M Batch User PR Team	08/07/2019	Contract Thresholds	Expiring Contracts / Max \$		00000000000000000000045367 SHEILA.GODWIN	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Control-M Batch User PR Team	08/07/2019	Contract Thresholds	Expiring Contracts / Max \$		00000000000000000000045368 SHEILA.GODWIN	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Mason, Lisa (VDOT)	11/14/2019	Approval Routing	Approval Workflow	2-Medium	00000000000000000000045368 SHEILA.GODWIN	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

30. Upon approval, the Buyer receives an email and can navigate to the PO from the hyperlink. Once approved, the PO is ready to be dispatched. POs are dispatched automatically in batch periodically throughout the day, or the Buyer may choose to dispatch it manually.



Favorites Main Menu Purchasing Purchase Orders Add/Update POs New Window Help Personalize Page

Maintain Purchase Order

Purchase Order

Business Unit 50100 **PO Status Approved**

PO ID 0001270593 △ ×

Change Order 1 Current Change Reason

Copy From Hold From Further Processing

▼ Header ?

*PO Date 06/30/2023 Supplier Search

*Supplier SES AMERIC-001 Supplier Details

*Supplier ID 0000002139 SES America Inc

*Buyer RHONDA.THARRING THARRINGTON,RHONDA J

PO Reference PO04356526

Web IMS?:

Header Details Activity Summary

PO Defaults Add Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

▼ Actions

Backorder Status Not Backordered Create BackOrder

Receipt Status Not Recvd

*Dispatch Method Print **Dispatch**

eVA PO Type EVP eVA Purchase Order

eVA Order Method EXCP

eVA Interfaced RSEV

eVA Dttm 07/01/23 07:10:09

eVA PO ID PO04356526

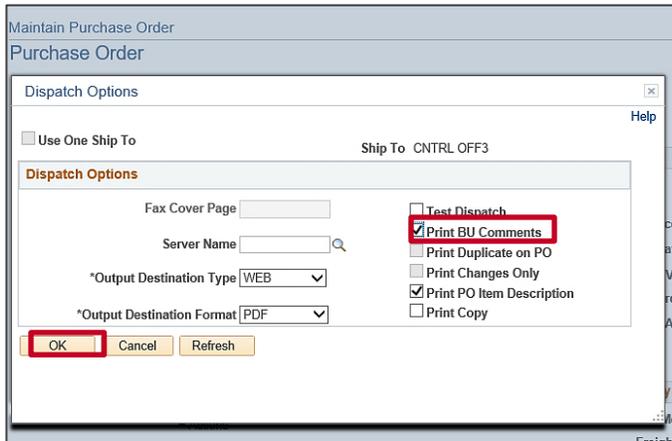
eVA Procure Type Non-Prof Services - Non-Tech

eVA Confirming Order:

Amount Summary ?

Merchandise	24,110.00	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	24,110.00	USD

31. The Maintain Purchase Order – Purchase Order page displays the PO Status of Approved.
32. The **Dispatch Method** defaults to **Print**. Click the **Dispatch** button. The **Dispatch Options** pop-up window displays.



Maintain Purchase Order
Purchase Order

Dispatch Options

Use One Ship To Ship To: CNTRL OFF3

Dispatch Options

Fax Cover Page:

Server Name: 

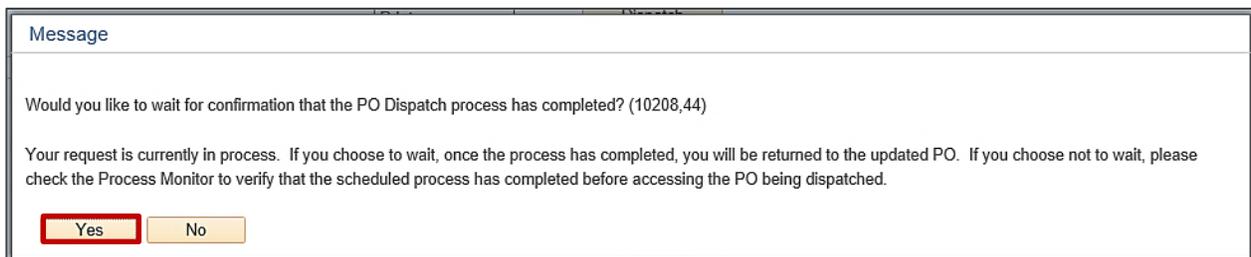
*Output Destination Type: WEB

*Output Destination Format: PDF

Test Dispatch
 Print BU Comments
 Print Duplicate on PO
 Print Changes Only
 Print PO Item Description
 Print Copy

 Cancel Refresh

33. Check the **Print BU Comments** check-box to display line and header comments, to include eVA terms and conditions.
34. Click the **OK** button.
35. A pop-up message regarding waiting for confirmation displays.



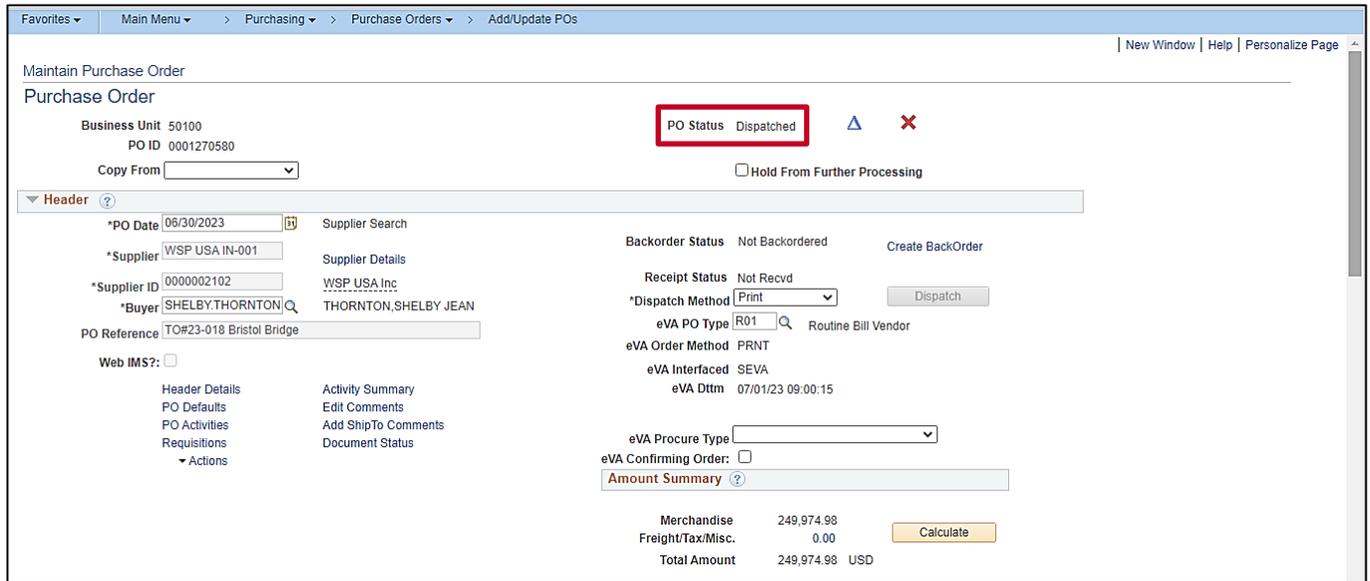
Message

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

 No

36. Click the **Yes** button.
37. Once the PO Dispatch process has completed, the **Maintain Purchase Order – Purchase Order** page displays.



Favorites Main Menu Purchasing Purchase Orders Add/Update POs New Window Help Personalize Page

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001270580

Copy From Hold From Further Processing

PO Status Dispatched ▲ ✕

▼ Header ?

*PO Date 06/30/2023 Supplier Search

*Supplier WSP USA IN-001 Supplier Details

*Supplier ID 0000002102 WSP USA Inc

*Buyer SHELBY.THORNTON THORNTON, SHELBY JEAN

PO Reference TO#23-018 Bristol Bridge

Web IMS?:

Header Details Activity Summary
 PO Defaults Edit Comments
 PO Activities Add ShipTo Comments
 Requisitions Document Status
 ▼ Actions

Backorder Status Not Backordered

Receipt Status Not Recvd

*Dispatch Method Print

eVA PO Type R01 Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced SEVA

eVA Dttm 07/01/23 09:00:15

eVA Procure Type

eVA Confirming Order:

Amount Summary ?

Merchandise	249,974.98	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	249,974.98	USD

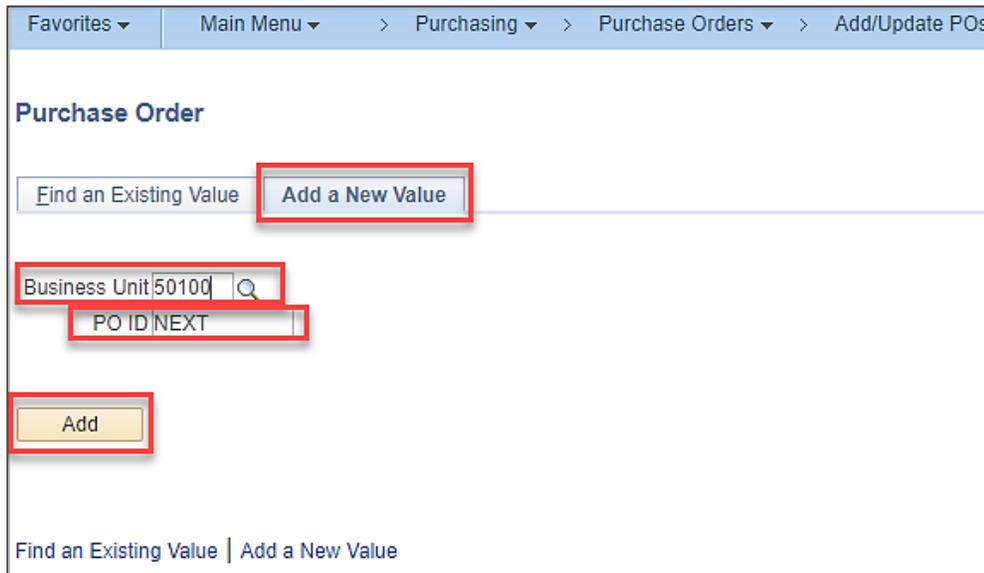
38. The **PO Status** is updated to **Dispatched**.

39. A dispatched PO flows to eVA for reporting purposes. If the supplier is set up in eVA as URL dispatch, the PO is sent electronically to the supplier. If not, the Buyer should print the PO and send it to the supplier.

Purchase Order (Ad-Hoc)

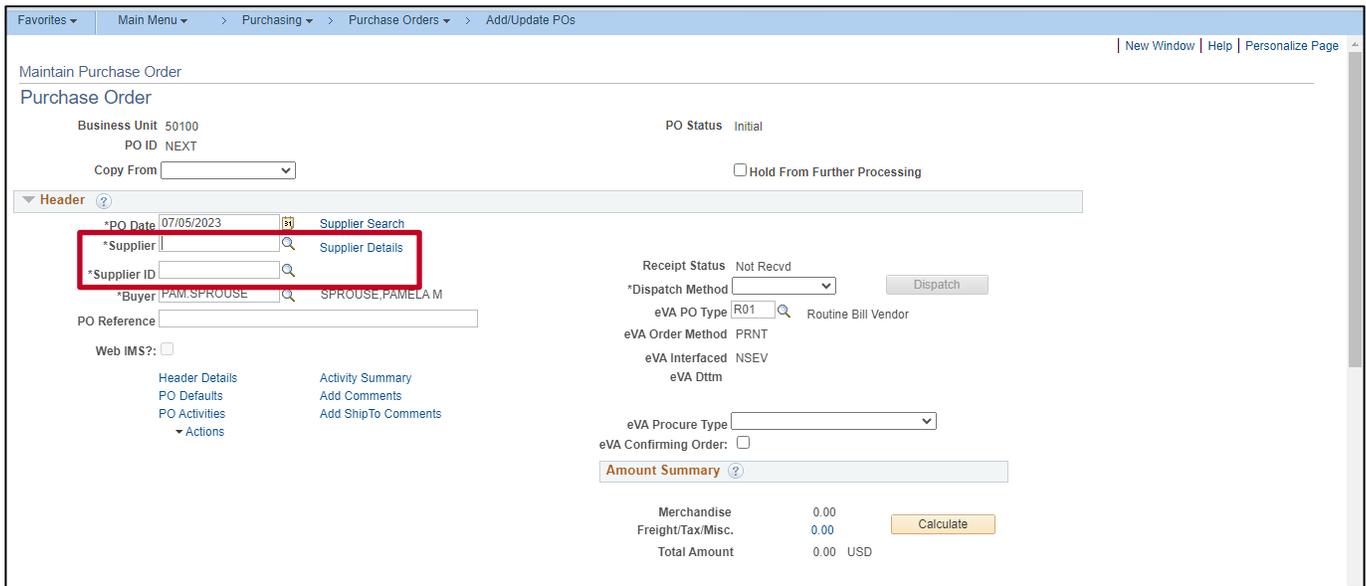
1. There are multiple ways to build a **PO** (ad-hoc). The following example provides a step by step means to generate a simple **PO**.

Navigate>Main Menu > Purchasing > Purchase Orders > Add/Update POs



The screenshot shows the 'Purchase Order' form in the Cardinal system. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs. The form has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: 'Business Unit' with the value '50100' and a search icon, and 'PO ID' with the value 'NEXT'. Both fields are highlighted with red boxes. Below these fields is an 'Add' button, also highlighted with a red box. At the bottom of the form, there is a link that says 'Find an Existing Value | Add a New Value'.

2. Select **Add** a New Value tab. Business Unit = 50100, PO ID = NEXT (Do Not Change)
3. Cardinal assigns a **PO ID** number when you successfully save the PO.
4. Click **Add** button.



Business Unit 50100 PO ID NEXT PO Status Initial

Copy From Hold From Further Processing

Header

*PO Date 07/05/2023 Supplier Search

*Supplier Supplier Details

*Supplier ID

*Buyer PAM.SPROUSE SPROUSE,PAMELA M

PO Reference

Web IMS?:

Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add ShipTo Comments
 Actions

Receipt Status Not Recvd

*Dispatch Method Dispatch

eVA PO Type R01 Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type

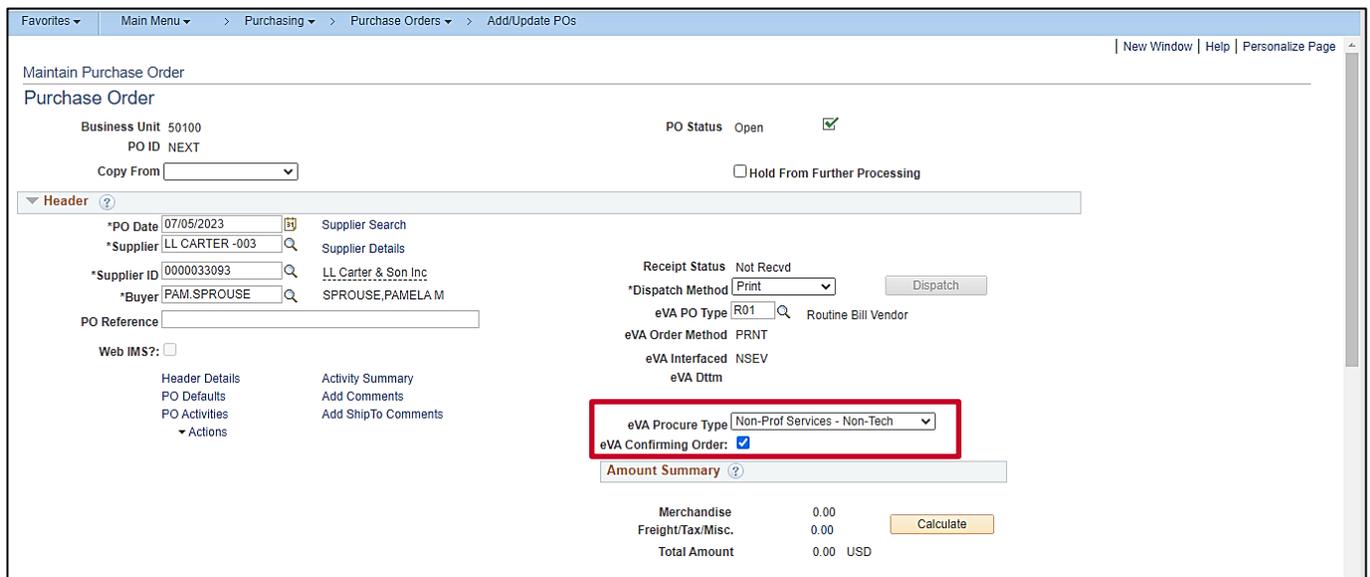
eVA Confirming Order:

Amount Summary

Merchandise	0.00	
Freight/Tax/Misc.	0.00	
Total Amount	0.00	USD

Calculate

- PO default information is displayed as shown.
- Enter **Supplier ID**. Use lookup icon if necessary.



Business Unit 50100 PO ID NEXT PO Status Open

Copy From Hold From Further Processing

Header

*PO Date 07/05/2023 Supplier Search

*Supplier LL CARTER -003 Supplier Details

*Supplier ID 0000033093 LL Carter & Son Inc

*Buyer PAM.SPROUSE SPROUSE,PAMELA M

PO Reference

Web IMS?:

Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add ShipTo Comments
 Actions

Receipt Status Not Recvd

*Dispatch Method Print Dispatch

eVA PO Type R01 Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type Non-Prof Services - Non-Tech

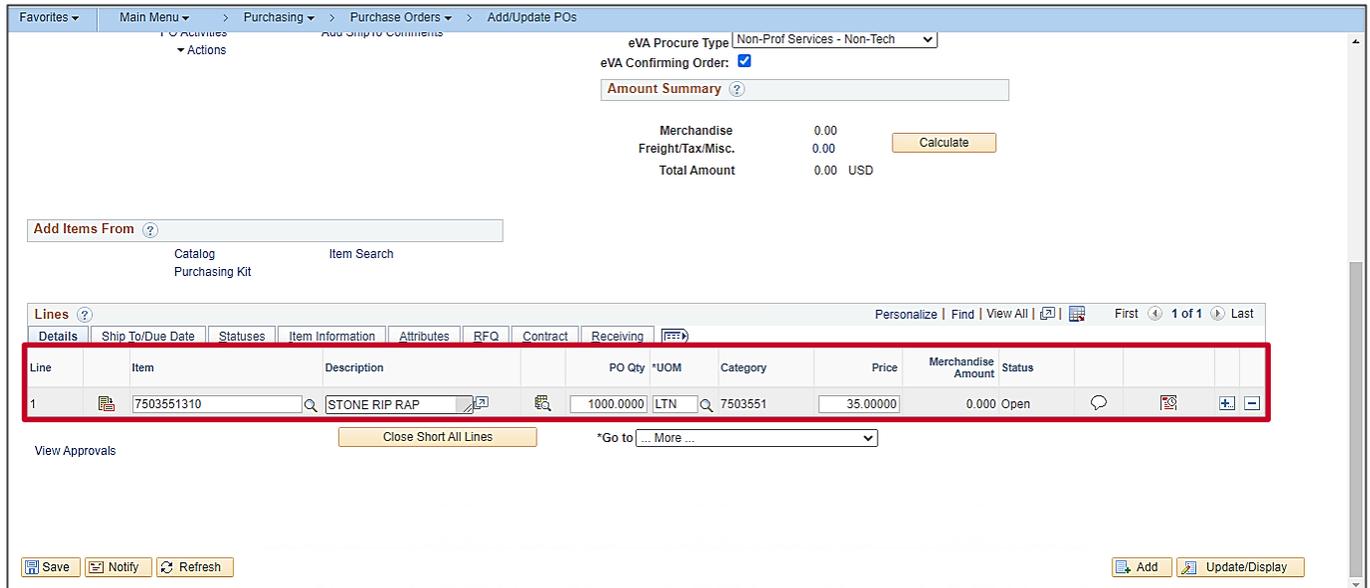
eVA Confirming Order:

Amount Summary

Merchandise	0.00	
Freight/Tax/Misc.	0.00	
Total Amount	0.00	USD

Calculate

- Click the **eVA Procure Type** dropdown button and select the applicable value.
- Select the **eVA Confirming Order** checkbox option as applicable.



eVA Procure Type: Non-Prof Services - Non-Tech
 eVA Confirming Order:

Amount Summary
 Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

Add Items From: Catalog, Purchasing Kit, Item Search

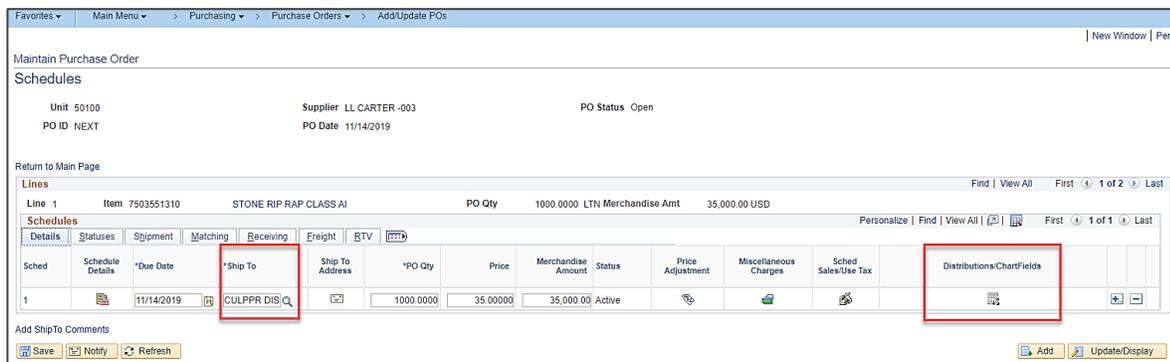
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	7503551310	STONE RIP RAP	1000.0000	LTN	7503551	35.00000	0.000	Open

View Approvals: *Go to:

9. Enter **Item ID**.

10. Enter **PO QTY** and **Price**. Cardinal calculates and displays the total **Merchandise Amount**.

11. Click on **Schedule** icon.



Maintain Purchase Order
 Schedules
 Unit 50100 Supplier LL CARTER-003 PO Status Open
 PO ID NEXT PO Date 11/14/2019

Return to Main Page

Line	Item	Description	PO Qty	*UOM	Merchandise Amt
1	7503551310	STONE RIP RAP CLASS AI	1000.0000	LTN	35,000.00 USD

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		11/14/2019	CULPPR DIS		1000.0000	35.00000	35,000.00	Active				

12. Enter/Update **Ship To** location as necessary.

13. Click on **Distribution/ChartFields** icon.

Distributions for Schedule 1

Unit 50100 Supplier LL CARTER -003
 PO ID NEXT Item 7503551310 STONE RIP RAP CLASS AI
 Line 1
 Schedule 1 Status Active

*Distribute By Schedule Qty 1000.0000
 Merchandise Amount 35,000.00 USD
 Doc. Base Amount 35,000.00 USD

SpeedChart Multi-SpeedCharts

Distribution Personalize | Find | View All | First 1 of 1 Last

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department
1	Open	100.0000	1000.000	35,000.00	USD	50100		5012550	01000		10141

OK Cancel Refresh

14. Enter your accounting distribution.

15. Click **OK**.

Favorites Main Menu Purchasing Purchase Orders Add/Update POs

Maintain Purchase Order

Schedules

Unit 50100 Supplier LL CARTER -003 PO Status Open
 PO ID NEXT PO Date 11/14/2019

[Return to Main Page](#)

Lines Find | View All | First 1 of 2 Last

Line	Item	STONE RIP RAP CLASS AI	PO Qty	1000.0000	LTN	Merchandise Amt	35,000.00	USD
1	7503551310	STONE RIP RAP CLASS AI	1000.0000	35,000.00	35,000.00	Active		

Add Ship To Comments Save Notify Refresh Add Update/Display

16. Click Return to **Main Page** hyperlink.

Favorites Main Menu Purchasing Purchase Orders Add/Update POs

eVA Procure Type Non-Prof Services - Non-Tech
 eVA Confirming Order:

Amount Summary ?

Merchandise	0.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	

Add Items From ?

Catalog Purchasing Kit

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	7503551310	STONE RIP RAP	1000.0000	LTN	7503551	35,000.00	0.000	Open

View Approvals Close Short All Lines *Go to ... More ...

Save Notify Refresh Add Update/Display

Worklist

Worklist for DONNA.BACKE: Backe, Donna (VDOT)

Detail View Worklist Filters [] Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link		
Cooley, Gregory (VDOT)	08/07/2019	Approval Routing	Approval Workflow	2-Medium	Requisition_1629539_50100_1901-01-01_N_0_BUSINESS_UNIT_50100_REQ_ID_00092270186	Mark Worked	Reassign
Weber, Ellen S. (VDOT)	11/13/2019	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1008626_50100_1901-01-01_N_0_BUSINESS_UNIT_50100_PO_ID_0001201104	Mark Worked	Reassign
Weber, Ellen S. (VDOT)	11/13/2019	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1008627_50100_1901-01-01_N_0_BUSINESS_UNIT_50100_PO_ID_0001201105	Mark Worked	Reassign
Weber, Ellen S. (VDOT)	11/14/2019	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1008632_50100_1901-01-01_N_0_BUSINESS_UNIT_50100_PO_ID_0001201107	Mark Worked	Reassign

Refresh

Example of Worklist

21. Upon approval, the Buyer receives an email and can navigate to the PO from the hyperlink.

Worklist

Worklist for ELLEN.WEBER: Weber, Ellen S. (VDOT)

Detail View Worklist Filters Transaction Approved Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link		
Backe, Donna (VDOT)	11/14/2019	Transaction Approved	Approval Workflow	2-Medium	PurchaseOrder_1008632_50100_1901-01-01_N_0_BUSINESS_UNIT_50100_PO_ID_0001201107	Mark Worked	Reassign
Backe, Donna (VDOT)	07/31/2019	Transaction Approved	Approval Workflow	2-Medium	PurchaseOrder_1009994_50100_1901-01-01_N_0_BUSINESS_UNIT_50100_PO_ID_0001200599	Mark Worked	Reassign

22. Or, from the Worklist, click on **Purchase Order** hyperlink.

Maintain Purchase Order

Purchase Order

Business Unit 50100 **PO Status Approved**

PO ID 0001270592

Copy From [] Hold From Further Processing

▼ Header ?

*PO Date 05/30/2023 Supplier Search

*Supplier SHI INTERN-001 Supplier Details

*Supplier ID 0000010186 SHI International Corp

*Buyer EVA.BUYER EVA BUYER

PO Reference PO04356418

Web IMS?:

Header Details Activity Summary

PO Defaults Edit Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

▼ Actions

Receipt Status Not Recvd

*Dispatch Method Phone **Dispatch**

eVA PO Type EVP eVA Purchase Order

eVA Order Method EXCP

eVA Interfaced Y

eVA Dttm 07/01/23 07:10:09

eVA PO ID PO04356418

eVA Procure Type Non-Prof Services - Non-Tech

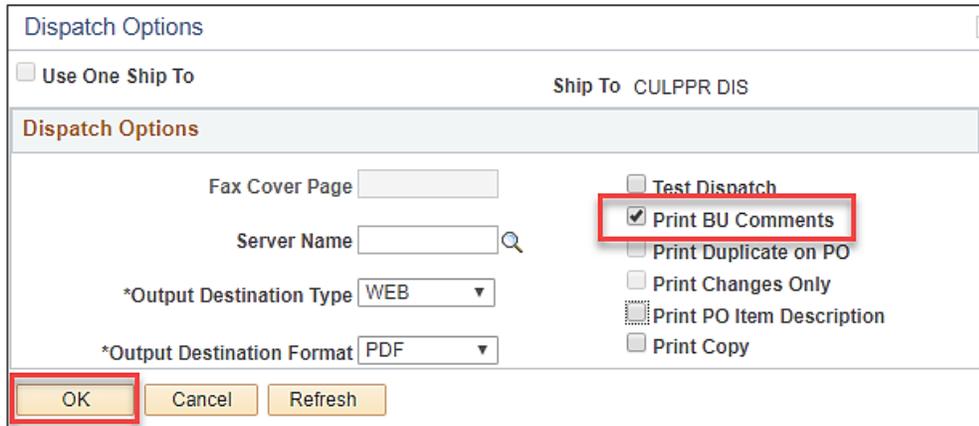
eVA Confirming Order:

Amount Summary ?

Merchandise	3,396.80	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	3,396.80	USD

23. PO is displayed and shows **Approved** status.

24. Click on **Dispatch** button.



Dispatch Options

Use One Ship To Ship To CULPPR DIS

Dispatch Options

Fax Cover Page

Server Name 🔍

*Output Destination Type

*Output Destination Format

Test Dispatch

Print BU Comments

Print Duplicate on PO

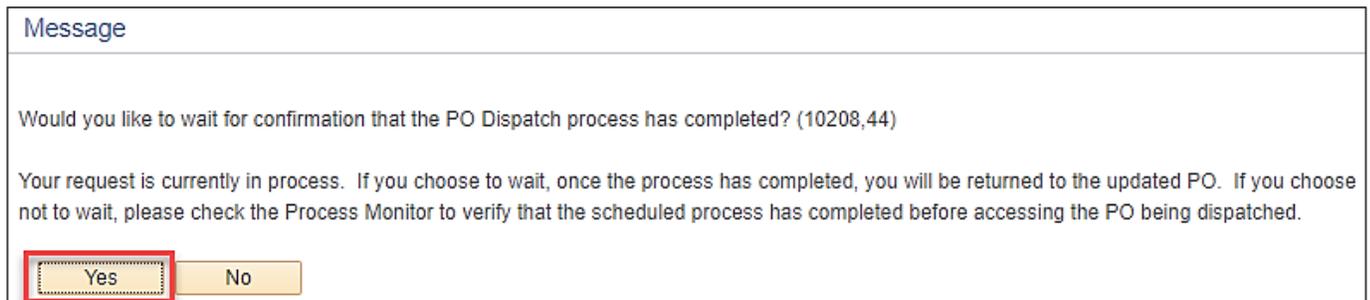
Print Changes Only

Print PO Item Description

Print Copy

25. Check **Print BU Comments** to display Line and Header comments, to include eVA T&C.

26. Click **OK**.

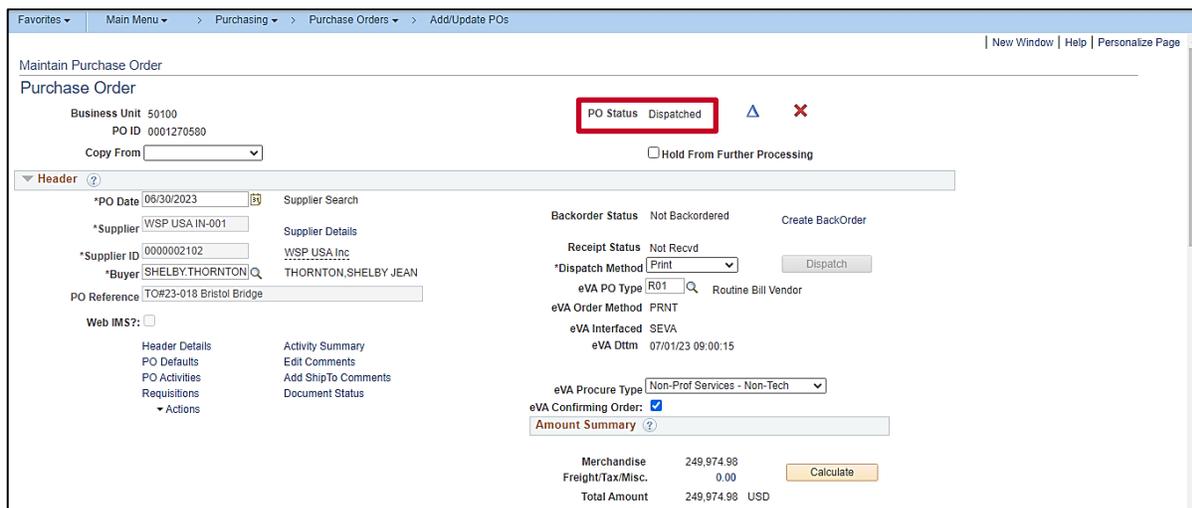


Message

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

27. Click **Yes**



Maintain Purchase Order

Purchase Order

Business Unit 50100
PO ID 0001270580

Copy From

Hold From Further Processing

PO Status Dispatched

Backorder Status Not Backordered Create BackOrder

Receipt Status Not Recvd

*Dispatch Method Dispatch

eVA PO Type Routine Bill Vendor

eVA Order Method PRNT

eVA Interfaced SEVA

eVA Dttm 07/01/23 09:00:15

eVA Procure Type

eVA Confirming Order:

Amount Summary ?

Merchandise	249,974.98
Freight/Tax/Misc.	0.00
Total Amount	249,974.98 USD

28. Purchase Order is **Dispatched**.

29. Electronic file copy will be sent to **eVA**.

PO Helpful Hints

For more detailed information on how to create, maintain, modify (change orders), reconcile/close, and review POs please refer to the course entitled **PR344: Processing Purchase Orders**, located on the Cardinal website in **Course Materials** under **Learning**.

PO Defaults

eVA Order Method: The PO is delivered to the supplier based on preferences set up in eVA. You will not have access to make any changes. Field values include:

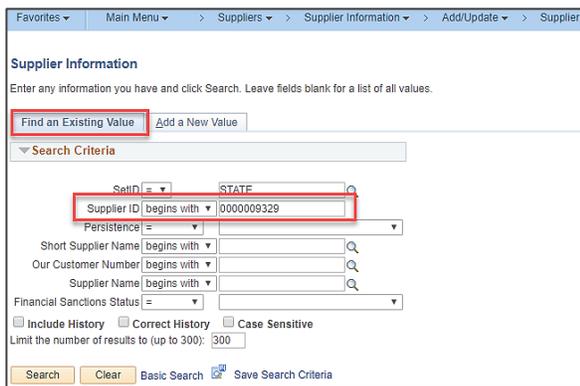
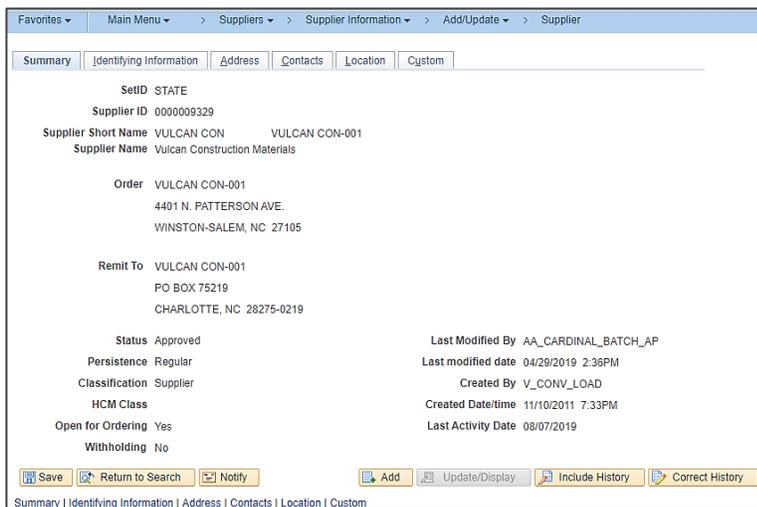
- **Supplier is Exception:** Most government type suppliers are set up with an eVA preferred order method of exception, which keeps the Cardinal PO from being interfaced to eVA.
- **Supplier is URL:** Suppliers register in eVA to receive electronic POs. URL is a Uniform Resource Locator, used as an address on the World Wide Web.
- **Supplier is Print:** The buyer needs to send the PO to the supplier manually (fax, email, etc.).

Look Up eVA PO Type	
Select one of the following values:	
E01	Emrgcy Bill Vendor
EPO	Existing PO
EVP	eVA Purchase Order
GOP	Grant Opportunity
INV	PCard Payment of Invoice
ISP	Integrated Supply Serv Prog
OTC	Over The Counter eVA Exempt
P01	Proprietary Bill Vendor
R01	Routine Bill Vendor
S01	Sole Src Bill Vendor
VE1	Emrgcy VITA Bill Vendor
VP1	Proprietary VITA Bill Vendor
VR1	Routine VITA Bill Vendor
VS1	Sole Src VITA Bill Vendor
X02	Excluded Per APSPM
<input type="button" value="Cancel"/>	

Suppliers

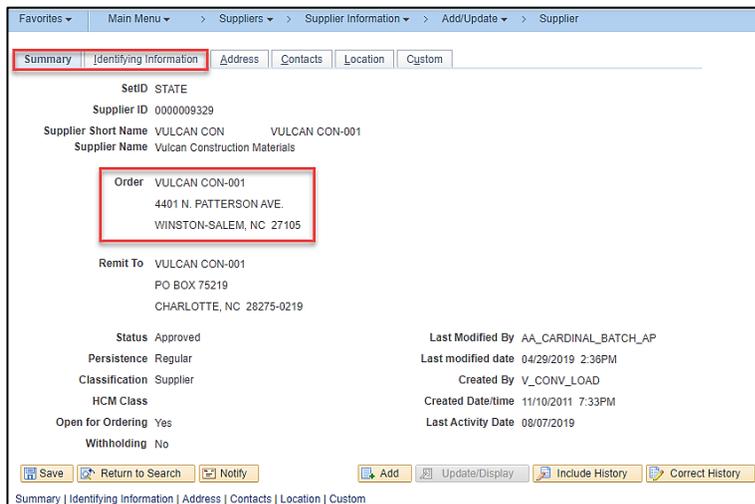


1. If this message displays, the selected supplier must be changed.
2. Supplier information is electronically transmitted from eVA into Cardinal. It is important to ensure that the eVA supplier and ordering address are correct on the PO.
3. Before creating a PO you may wish to verify a supplier, address or other information for your new PO. To review, navigate to the Supplier Information page using the following path:
4. Main Menu > Supplier > Supplier Information > Add/Update > Supplier

4. Search for the supplier you wish to review.
5. Click the **Supplier ID** hyperlink.

6. The default ordering address displays on the **Summary** tab.



The screenshot shows a web application interface for 'Supplier Information'. The 'Summary' tab is selected. The 'Order' section is highlighted with a red box, displaying the following address:

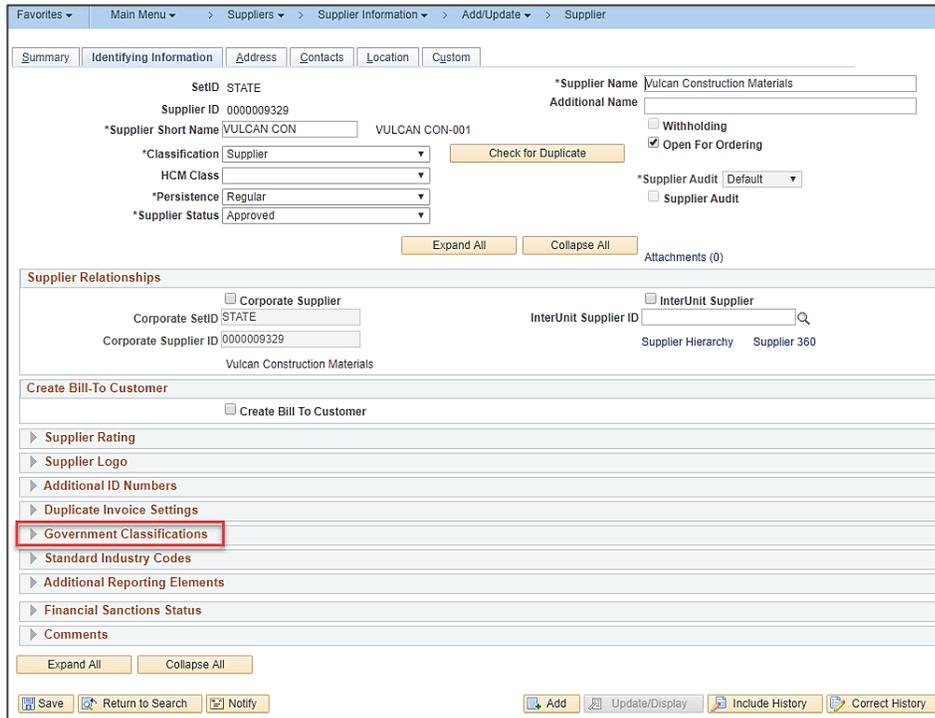
Order: VULCAN CON-001
4401 N. PATTERSON AVE.
WINSTON-SALEM, NC 27105

Other visible information includes:

- SetID: STATE
- Supplier ID: 000009329
- Supplier Short Name: VULCAN CON
- Supplier Name: Vulcan Construction Materials
- Remit To: VULCAN CON-001, PO BOX 75219, CHARLOTTE, NC 28275-0219
- Status: Approved
- Persistence: Regular
- Classification: Supplier
- HCM Class
- Open for Ordering: Yes
- Withholding: No
- Last Modified By: AA_CARDINAL_BATCH_AP
- Last modified date: 04/29/2019 2:36PM
- Created By: V_CONV_LOAD
- Created Date/time: 11/10/2011 7:33PM
- Last Activity Date: 08/07/2019

Buttons at the bottom include: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

7. Select the **Identifying Information** tab.

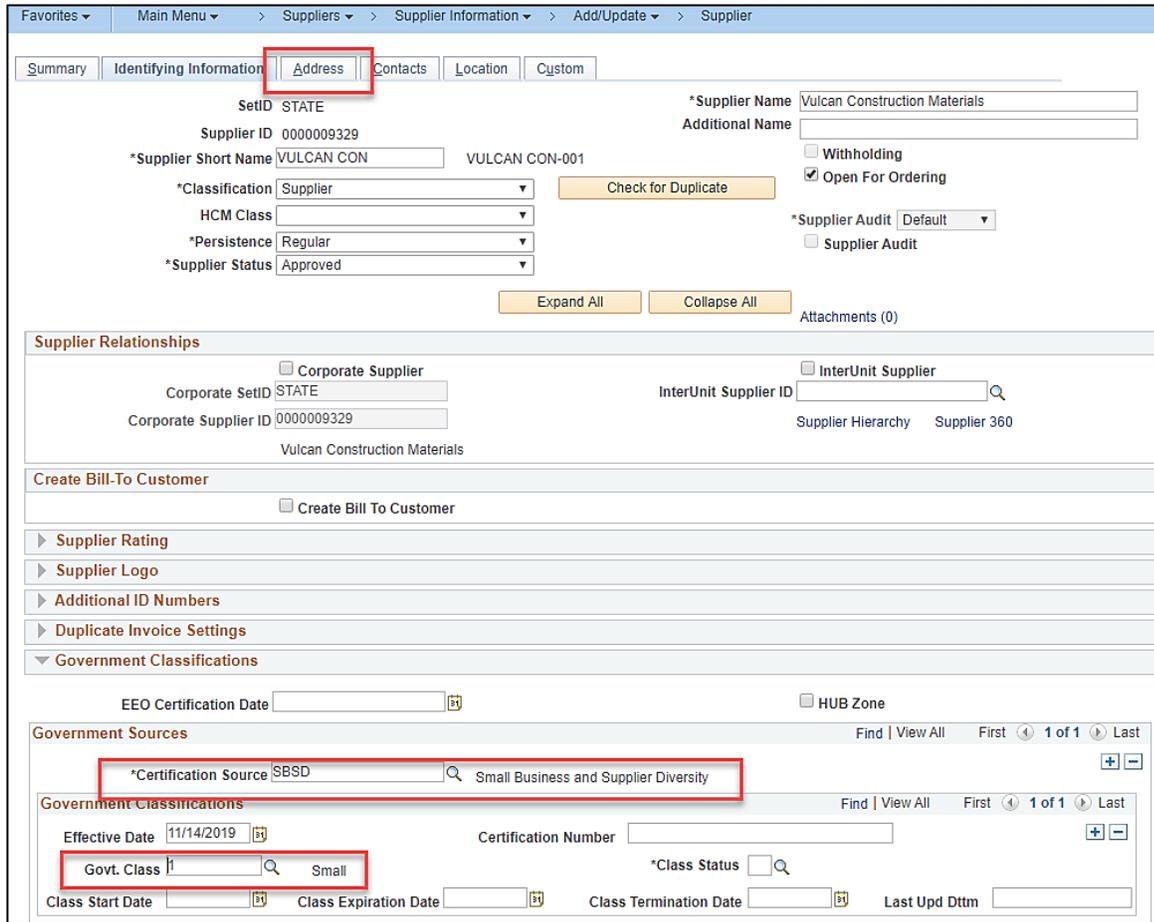


The screenshot shows a web application interface for managing supplier information. The breadcrumb trail is: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. The form is divided into several sections:

- Identifying Information:** SetID STATE, Supplier ID 0000009329, *Supplier Name Vulcan Construction Materials, Additional Name (empty), *Supplier Short Name VULCAN CON, VULCAN CON-001, *Classification Supplier, HCM Class (dropdown), *Persistence Regular, *Supplier Status Approved, *Supplier Audit Default, Supplier Audit (checkbox), Withholding (checkbox), Open For Ordering (checkbox), Check for Duplicate (button), Attachments (0).
- Supplier Relationships:** Corporate Supplier (checkbox), Corporate SetID STATE, Corporate Supplier ID 0000009329, InterUnit Supplier (checkbox), InterUnit Supplier ID (search), Supplier Hierarchy Supplier 360.
- Create Bill-To Customer:** Create Bill To Customer (checkbox).
- Supplier Rating:** (arrow icon)
- Supplier Logo:** (arrow icon)
- Additional ID Numbers:** (arrow icon)
- Duplicate Invoice Settings:** (arrow icon)
- Government Classifications:** (arrow icon, highlighted with a red box)
- Standard Industry Codes:** (arrow icon)
- Additional Reporting Elements:** (arrow icon)
- Financial Sanctions Status:** (arrow icon)
- Comments:** (arrow icon)

Buttons at the bottom include: Expand All, Collapse All, Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History.

- To view the supplier's Virginia Department of Small Business and Supplier Diversity (SBSD) classification, click the arrow next to the **Government Classifications** section to expand the section.



Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Supplier

Summary Identifying Information **Address** Contacts Location Custom

SetID STATE *Supplier Name Vulcan Construction Materials
 Supplier ID 0000009329 Additional Name
 *Supplier Short Name VULCAN CON VULCAN CON-001 Withholding
 *Classification Supplier Open For Ordering
 HCM Class *Supplier Audit Default ▾
 *Persistence Regular Supplier Audit
 *Supplier Status Approved

Attachments (0)

Supplier Relationships

Corporate Supplier Corporate SetID STATE InterUnit Supplier InterUnit Supplier
 Corporate Supplier ID 0000009329 InterUnit Supplier ID Supplier Hierarchy Supplier 360
 Vulcan Construction Materials

Create Bill-To Customer

Create Bill To Customer

EEO Certification Date HUB Zone

Government Sources Find | View All First 1 of 1 Last

Small Business and Supplier Diversity

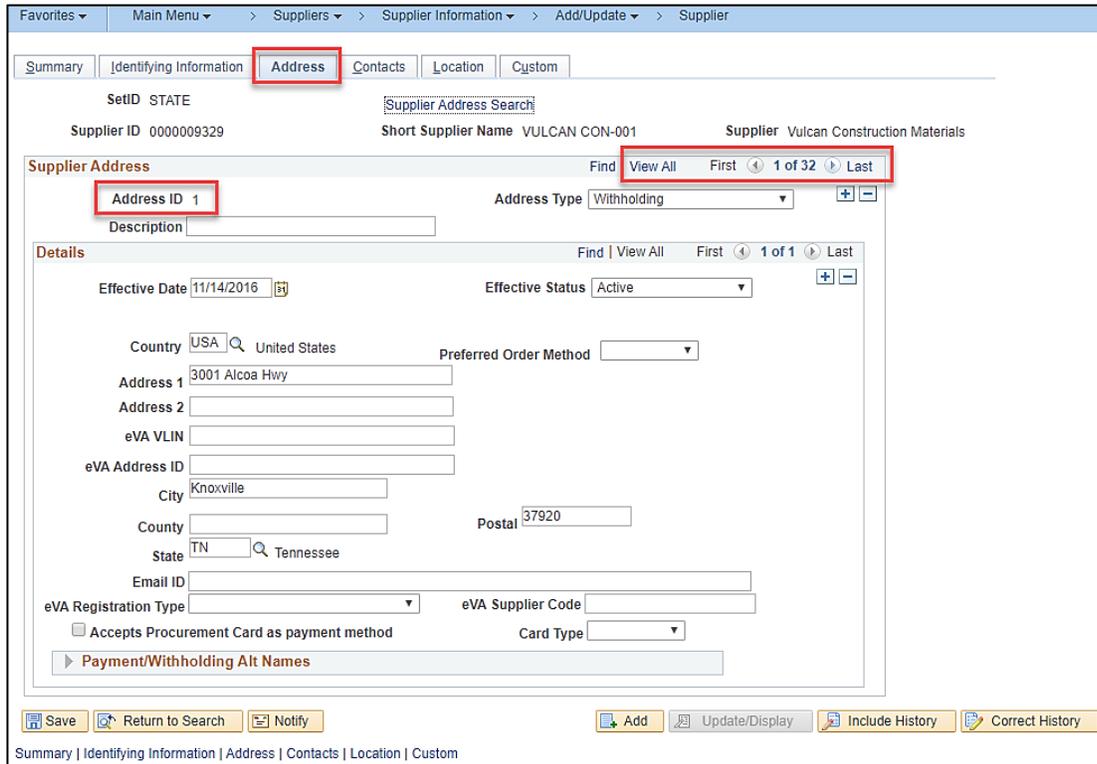
Government Classifications Find | View All First 1 of 1 Last

Effective Date 11/14/2019 Certification Number

Small *Class Status

Class Start Date Class Expiration Date Class Termination Date Last Upd Dttm

9. In this example, the Certification Source of SBSD with the Government Classification of Small Business (S) is noted.
10. Select the **Address** tab.



Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Supplier

Summary Identifying Information **Address** Contacts Location Custom

SetID STATE Supplier Address Search
 Supplier ID 000009329 Short Supplier Name VULCAN CON-001 Supplier Vulcan Construction Materials

Supplier Address Find View All First 1 of 32 Last

Address ID 1 Address Type Withholding + -
 Description

Details Find View All First 1 of 1 Last

Effective Date 11/14/2016 Effective Status Active + -
 Country USA United States Preferred Order Method
 Address 1 3001 Alcoa Hwy
 Address 2
 eVA VLIN
 eVA Address ID
 City Knoxville
 County Postal 37920
 State TN Tennessee
 Email ID
 eVA Registration Type eVA Supplier Code
 Accepts Procurement Card as payment method Card Type
 ▶ Payment/Withholding Alt Names

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

11. There are 4 available addresses. Using the left and right arrows you can scroll through the addresses to find the proper ordering address for your PO or, by selecting **View All**, you can see all the addresses stacked on the page and use the page scroll bar to view them.

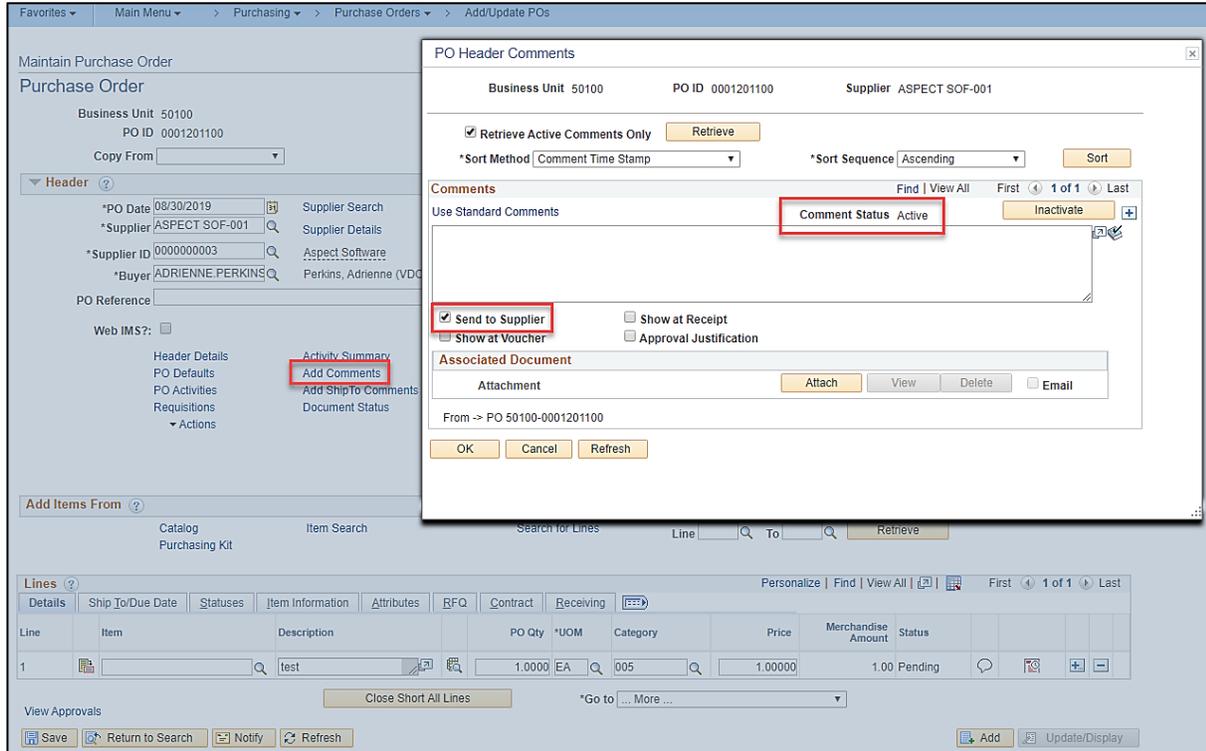
12. Take note of the **Address ID** number for the address you wish to use on your PO.

Virginia Distribution Center (VDC) Purchase Orders

- **Supplier ID #0000031103** Department of General Services – Surplus
- Select address # 9 from the **Supplier Details** hyperlink.
- Enter the VDC item number in the line **Manufacturer's Item ID** field.
- To add the VDC item to a dispatched PO, a change order must be created.

PO Comments

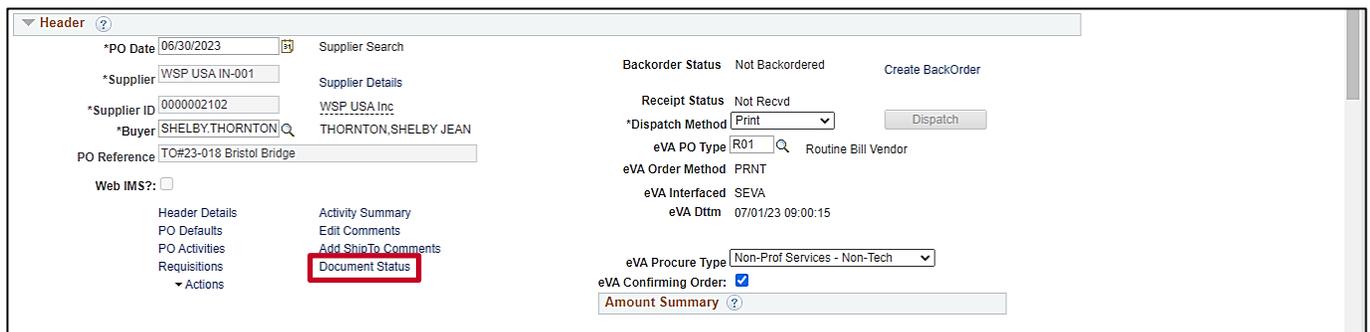
- From the **Maintain Purchase Order** screen, click the **Add Comments** hyperlink. The **PO Header Comments** pop-up window displays.
- Check the **Send to Supplier** check-box for comments to print on the PO.



5.

- Uncheck any **Inactive Comments** or other comments that you do not want to print to PO.

Related Documents



6.

- Click the **Document Status** hyperlink to view all related documents (i.e., requisitions, strategic sourcing events, contracts, receipts, vouchers, and payments).