501 PR342
Processing Requisitions

Web Based Training

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials

- Job aids on topics across all functional areas

- Variety of simulations

- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

Identify requisition concepts, processes, integration, and interfaces

Create and submit a requisition in the Purchasing and the eProcurement modules

Maintain a requisition in the Purchasing and the eProcurement modules

Agenda

1	Understanding Requisitions
2	Creating a Regular Requisition
3	Creating an eProcurement Requisition
4	Maintaining a Requisition
5	Processing Requisitions Hands-On Practice

Lesson 1: Introduction

1	Understanding Requisitions

This lesson covers the following topics:

- Procurement Overview

- Key Concepts

- Requisition Basics

- Requisition Process

- Integration within Procurement

- Requisition Suppliers

- Interfaces with WebIMS and FleetFocus M5

Procurement Overview

The Procurement functional area of Cardinal includes four modules:

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, procurement card (PCard), and Integrated Supply Services Program (ISSP) transactions.

eProcurement

Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

Cardinal Functional Areas

- Accounts Payable
- Payroll
- Accounts Receivable
- Project Accounting
- General Ledger
- Procurement

Modules

Purchasing	
eProcurement	
Strategic Sourcing	
Procurement Contracts	
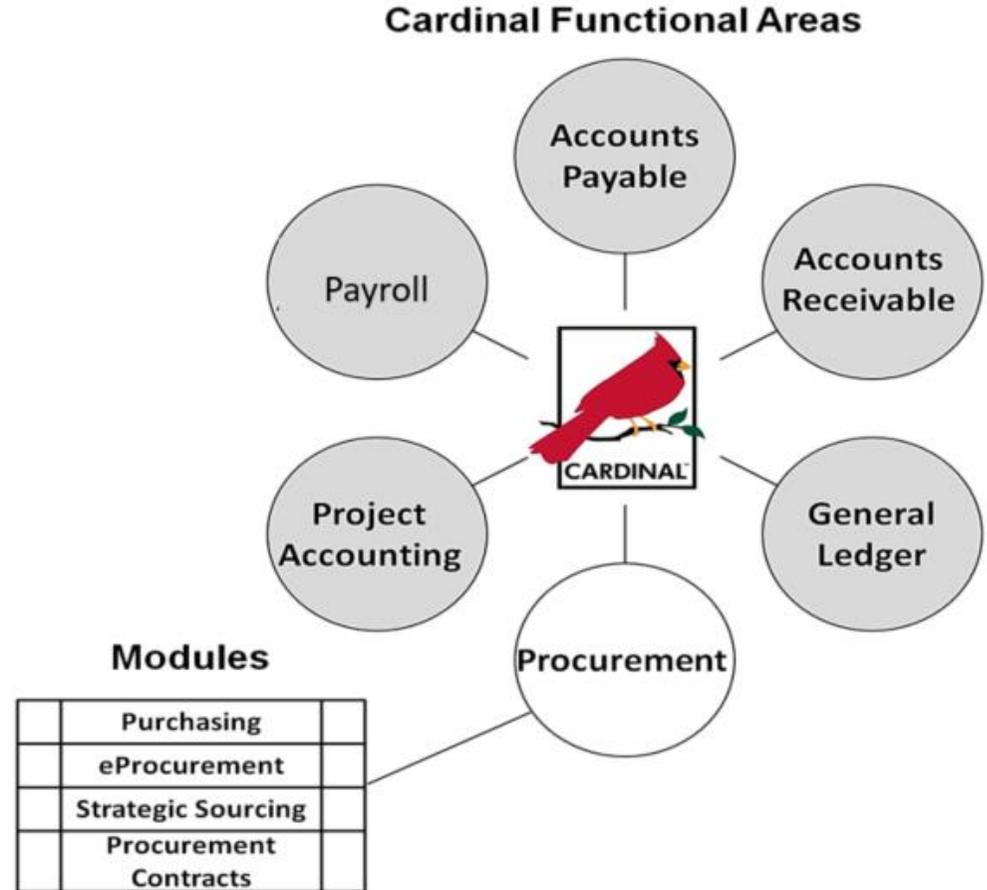
Procurement Overview (continued)

Strategic Sourcing
The Strategic Sourcing module allows users to create and award bids/proposals to purchase orders or contracts.

Procurement Contracts
The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

Cardinal Functional Areas

Accounts Payable · Accounts Receivable · Payroll · General Ledger · Project Accounting · Procurement

Modules

| Purchasing |
| eProcurement |
| Strategic Sourcing |
| Procurement Contracts |

Procurement Overview (continued)

There are seven key processes in procurement:

- Add/Update Requisitions

- Create Strategic Sourcing Events

- Add/Update Contracts

- Add/Update Purchase Orders

- Add/Update Receipts

- Procurement Card Processing

- Integrated Supply Services Program (ISSP) Processing

Click on image to enlarge

Key Concepts

Key concepts include:

- A requisition is a request for goods and/or services. Requisitions are used to identify and quantify the need for a good or service and document the approval. Once approved, a requisition is sourced to a purchase order (PO) or a sourcing event - Invitation for Bid (IFB) or Request for Proposal (RFP).

- A requisition may be created using either the Purchasing or eProcurement module. However, eProcurement requisitions are not used for the web inventory management system (IMS) restock or issuances.

- Cardinal users share a centralized supplier database maintained by the Commonwealth Vendor Group (CVG).   A supplier must be recorded in the statewide supplier database before the supplier can be used on a Cardinal transaction (e.g., requisition, purchase order, sourcing event, voucher, payment).

- eVA, the Commonwealth's web-based procurement system, is the source of procurement supplier information in Cardinal. Procurement suppliers are interfaced from eVA to Cardinal via a nightly interface. Non-procurement suppliers, also known as fiscal suppliers, are created directly in Cardinal by CVG.

Requisition Basics

Requisition Basics:

- Any user can create a requisition, but only a Buyer can create a purchase order or a sourcing event for the requisition. POs commit the agency to procuring the goods and/or services.

- Purchases in Cardinal must have a PO, but not all POs need a requisition. If a good or a service is already on contract, a requisition is not generally required. Simply create a PO against the contract and avoid additional steps.

- Inventory issue and restock transactions must be done using a requisition in the Purchasing module. The data from the requisition is loaded in WebIMS to track inventory quantities.
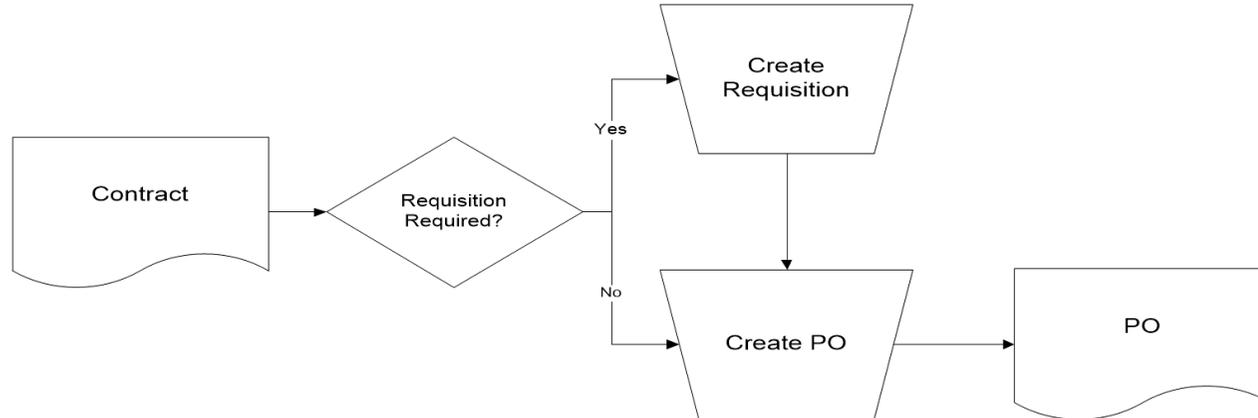
For more detailed information about creating inventory and restock requisitions, see the course entitled **501 PR347: Inventory Issuances and Restock** located on the Cardinal website in **Course Materials** under **Learning**.

Requisition Basics (continued)

- If a requisition is created and there is no contract with a supplier, you have two options:

1. Create a Sourcing Event: Once approved, the requisition goes through a solicitation process, which involves creating a sourcing event. This process allows suppliers to bid against the event. Winning bidders are awarded a contract or purchase order.

2. Copy the Requisition to a Purchase Order: When the value of goods or services falls within the range of a small purchase or is otherwise permitted, the Buyer can copy the requisition directly into the purchase order, rather than creating a sourcing event and awarding a contract.
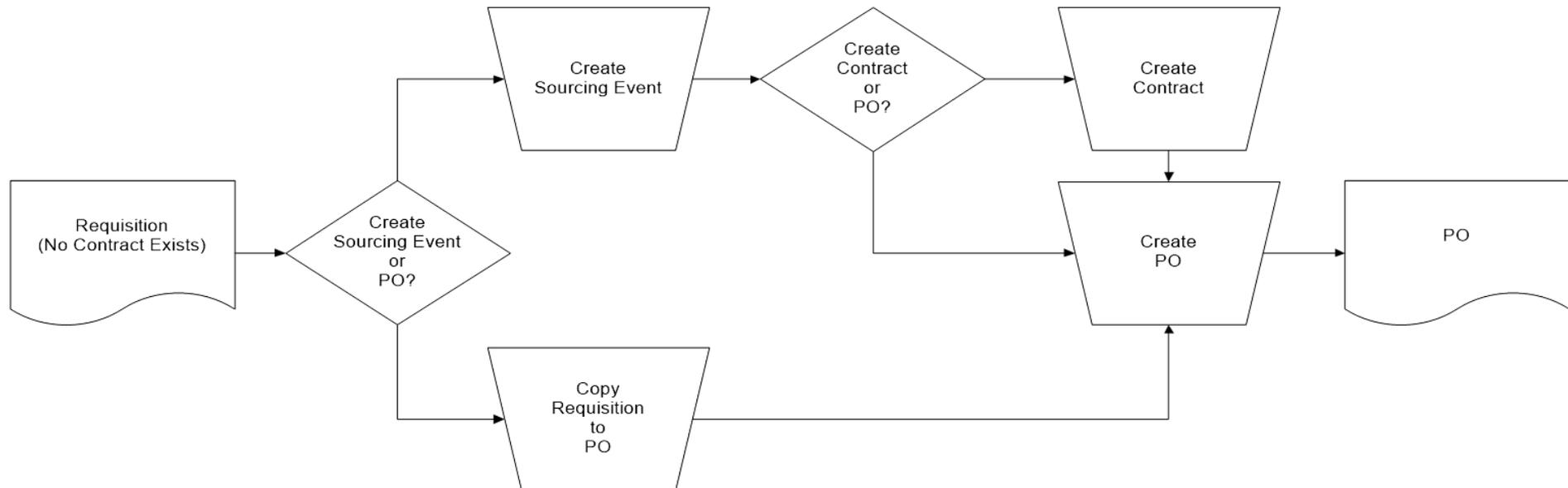
Requisition Basics (continued)

- Requisitions can be set to amount only or quantity. Using amount allows for the receipt by amount.

- When creating a requisition, the supplier may not be known. This information is only mandatory for contracts and purchase orders.

- eVA Direct Orders (DOs) are loaded directly into Cardinal and purchase orders are created.

Requisition Process

Entering and maintaining requisitions includes:

- Create requisition

- If a contract does not exist, create a sourcing event

- If a contract does exist, create a purchase order by copying the requisition

- Edit requisition

- Cancel requisition
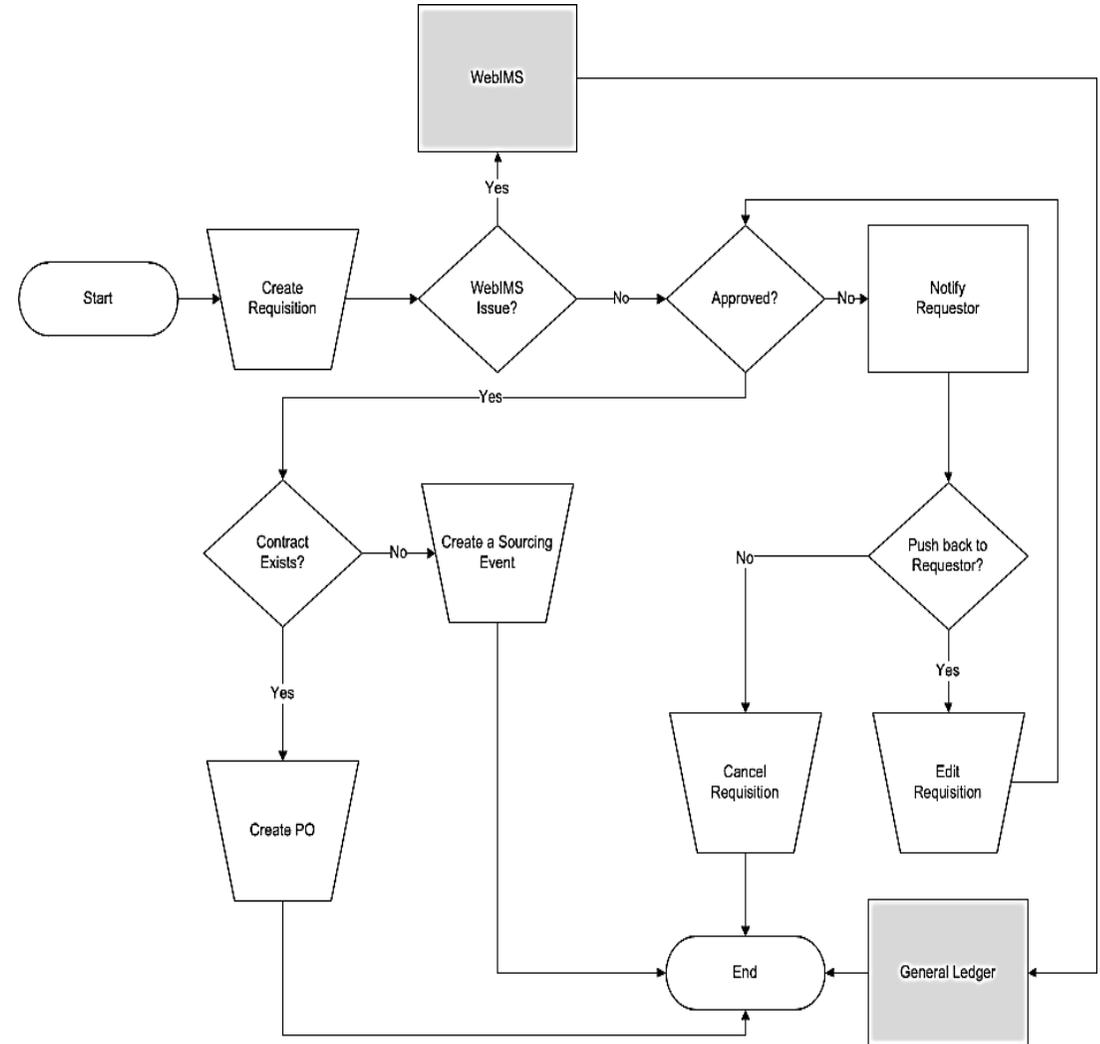
Click on image to enlarge

Integration within Procurement

Processing a requisition involves the interaction of several modules within the Procurement functional area.
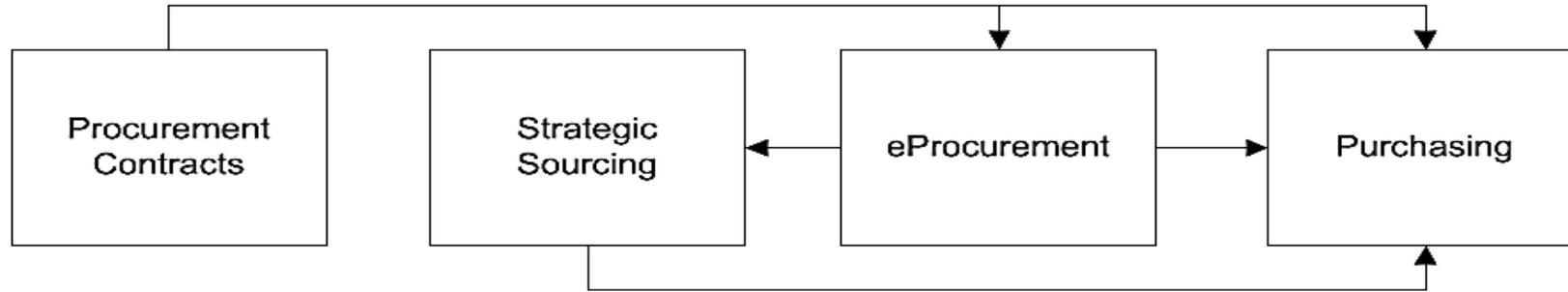
Requisitions interact with Purchasing, Procurement Contracts, Strategic Sourcing, and eProcurement modules:

- **Purchasing/eProcurement** - Requisitions are created in either module.

- **Purchasing** - A requisition can be sourced into a purchase order. Purchase orders are managed in the Purchasing module.

- **Procurement Contracts** - A requisition can be sourced from an established contract. Contracts are managed in the Procurement Contracts module.

- **Strategic Sourcing** - A requisition can be sourced to an event. The event will go through a bid process (solicitation) in the Strategic Sourcing module.

Integration within Procurement (continued)
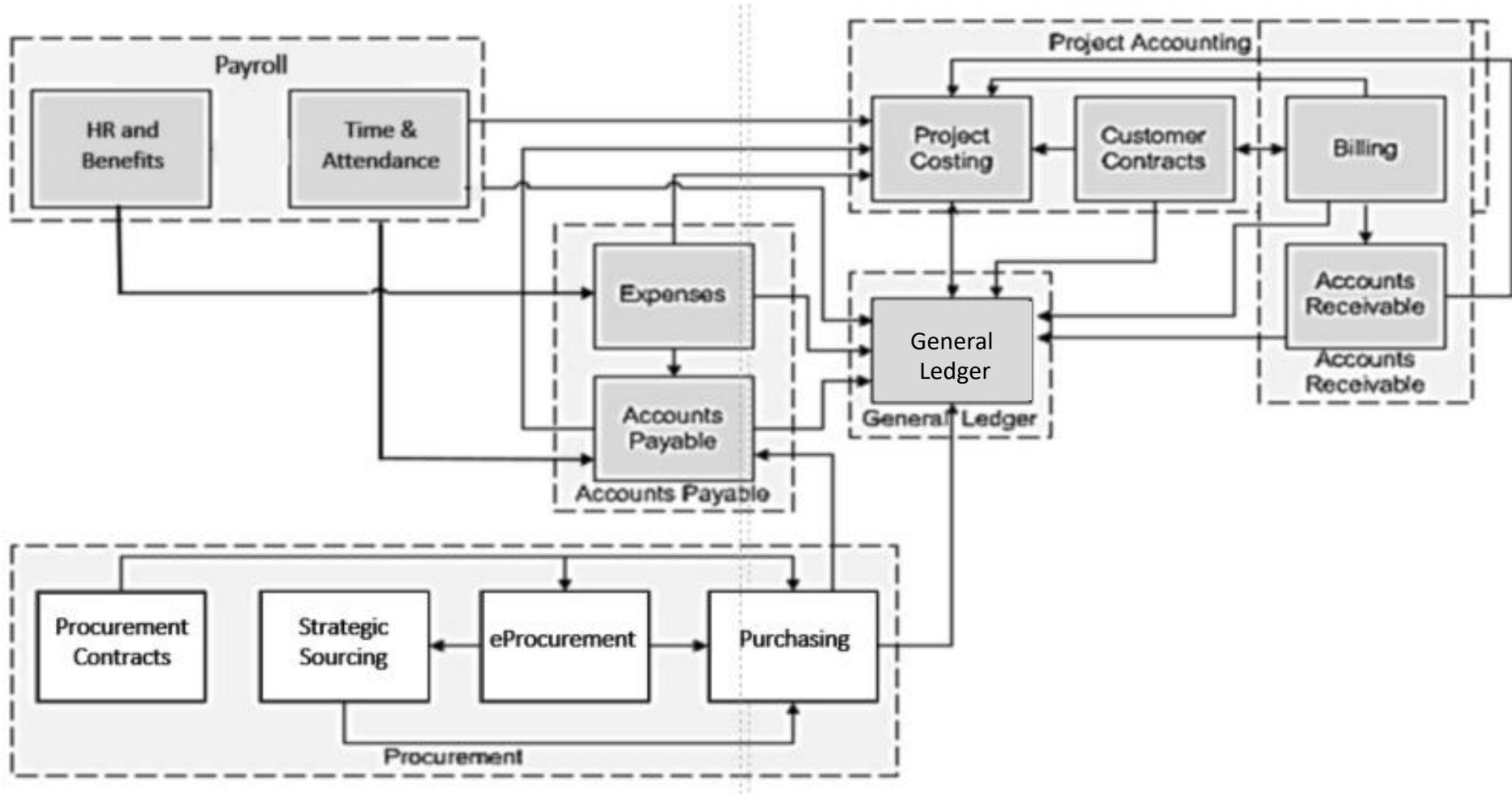
Requisition Supplier: eVA and CVG

When creating a requisition, first search for a supplier to add to the requisition. All suppliers are shared across the Commonwealth in one centralized database maintained by the Commonwealth Vendor Group (CVG).

A supplier must be added to Cardinal before it can be used on a requisition, purchase order, sourcing event, voucher or payment. However, in creating a requisition, the supplier is not a required field. This can be added later on the purchase order.

eVA updates procurement supplier information through a nightly interface into Cardinal. Non-procurement suppliers, also known as fiscal suppliers, are created directly in Cardinal by CVG.

eVA Direct Orders (DOs) are loaded directly into Cardinal and purchase orders are created.

Interfaces with WebIMS and FleetFocus M5

WebIMS:

- **Stock Issuance -** When processing an issuance of stock, a Storekeeper/Requisitioner can order stock items from the web inventory system (WebIMS). WebIMS sends a notification to the Storekeeper alerting them of the status of the order and the document ID (**Doc ID**). WebIMS decrements inventory on hand.

- **Stock Reorder** - The Storekeeper can reorder stock for WebIMS by creating a restock type requisition. The restock requisition creates a **Doc ID** and sets flags for the related purchase orders and receipts. Upon getting a receipt tied to a restock requisition, a **Doc ID** is created and interfaced with the quantity to WebIMS to increase quantity on hand.

FleetFocus M5:

- FleetFocus M5 is VDOT's equipment management system which tracks equipment mileage/hours, maintenance, and repair history. In Cardinal, requisitions are created for repairs/parts and FleetFocus M5 records the repair history.
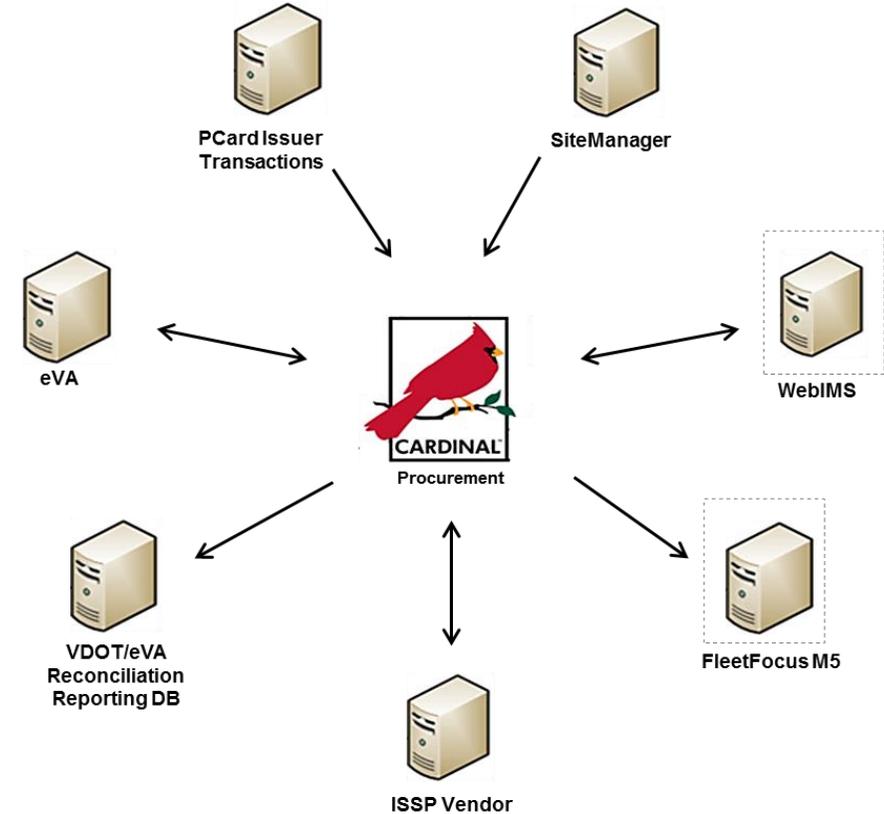
Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

When would an end user create a requisition?

- ○ When the item is not on contract

- ○ When a request needs an RFQ (Request for Quote)

- ○ When the item is on a contract

- ○ All of the above

When processing a requisition, which external systems specifically interface with the requisition?

- ○ WebIMS and FleetFocus M5

- ○ eVA

- ○ Fleet Focus M5

- ○ eVA and Fleet Focus M5

Does a requisition require approval before it is sent to a Buyer?

○ Yes

○ No

Lesson 1: Summary

| 1 | Understanding Requisitions |

In this lesson, you learned:

- Procurement

- Requisition key concepts

- Requisition basics

- Two ways to initiate a requisition: Purchasing and eProcurement modules

- Procurement suppliers

- The ways requisitions integrate with other Cardinal modules

- The ways requisitions interface with external systems: WebIMS and FleetFocus M5

Lesson 2: Introduction

| 2 | Creating a Regular Requisition |

This lesson covers the following topics:

- Create a Requisition in the Purchasing Module

- Add Items

- Requisition Lines

- Requisition Schedules

Create a Requisition in the Purchasing Module

When creating a regular requisition in the Purchasing module, if needed, it may be customized.

To create a requisition in the Purchasing module you navigate to the **Maintain Requisitions – Requisition** page using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

From the **Add a New Value** tab click **Add**.

The **Maintain Requisitions – Requisition** page displays.

The **Header** section contains some key data including **Requester**, **Requisition Date**, and **Origin**.

For more detailed information about creating a requisition from a contract or another requisition, see the job aid entitled **501 PR342: Create Requisitions** located on the Cardinal website in **Job Aids** under **Learning**.

Create a Requisition in the Purchasing Module (continued)

Adding Items

Items can be added to the requisition using either **Item ID** or **Category**.

- Key in, or look up, the National Institute of Governmental Purchasing (NIGP) Item number, i.e., **Item**. This is the most common method to select an **Item**. On each line, click on the magnifying glass next to the **Item** field. The items listed will be narrowed down to items related to the supplier you previously selected. The **UOM** and **Description** field values default from the item table.

- Key in or look up the NIGP Category, i.e. **Category**. On each line, click on the magnifying glass next to the **Category** field. This method will not be limited to items related to the chosen supplier. You will need to complete the **UOM** and **Description** fields. These fields become available for entry after the **Category** is selected.

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Adding Items (continued)

- Use the **Item Search** hyperlink to search by **Category**, **Description**, or **Item ID.**

- Use the **Requester Items** hyperlink, which lists items the Requester has previously requested.

- The **Purchasing Kit** and **Catalog** hyperlinks are not generally used.

Adding Items (continued)

Helpful Hints for Items:

- On the **Maintain Requisitions – Requisition** page, the **Item Information** tab allows entry of specific Supplier Item information, e.g., Grainger Catalog, Version 13, pg. 6, Item # XXXXXX.

- For VDC (Virginia Distribution Center) related items, use the **Manufacturer's Item ID** field to insert VDC stock item number.

- To specify a District/CO and District/Division location, use the **Manufacturer ID** and **Manufacturer's Item ID**.

Adding Items (continued)

Requisition Lines

In the **Line** section there are multiple tabs which contain information: **Details**, **Ship To/Due Date**, **Status**, **Supplier Information**, **Item Information**, **Attributes**, **Contract**, **Sourcing Controls**, and **WebIMS** (for WebIMS-related requisitions).

In addition, specific **Comments** or **Attachments** (specs, images, etc.) can be added by clicking the **Line Comments** icon. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Requisition Lines (continued)

Requisition Lines (continued)

The **Line Comments** page allows entering comments, adding attachments**,** or access and using standard comments that are pre-loaded in the system. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Requisition Lines (continued)

Amount Only

The requested goods or services may be a single total amount and/or invoiced in different amounts (not quantities). Using the **Maintain Requisitions – Requisition** page, on the **Attributes** tab under the **Line** section, **Amount Only** may be selected. Requesting and ordering using **Amount Only** allows the line to be received only by invoiced amount (dollars) instead of by quantity.

Requisition Lines (continued)

 Amount Only Example - We have a requisition for the installation of two storage units. Each unit will have a fixed price, but the supplier may bill for odd amounts during the project. **Amount Only** will allow you to receiving the actual invoice amount, instead of a percent of each storage unit.

When using the **Amount Only** checkbox:

*   The **Quantity** is set to **1** for an amount only line and **Quantity** becomes unavailable for entry. The line is repriced accordingly.
*   The **Price** field on the line is available for entry.
*   The **Price** you enter becomes the schedule price and amount.
*   The **Distribute By** field, located on the **Distribution** page, is set to **Amount** and cannot be modified.

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	0051404115	ABRASIVES,	1.0000	RO	0051404	15.00000	15.00	Open			
2	0051417550	CLOTHS, ABRASIVE,	3.0000	PK	0051417	10.00000	30.00	Open			

To view the **Distribute By** field and ChartField distribution for a line, from the **Details** tab click the **Schedule** icon.

Requisition Lines (continued)

From the **Schedule** page click on the distribution icon.

Requisition Lines (continued)

The **Distribute By** field, located on the **Distribution** pop-up window, is set to **Amount** and cannot be modified.

Click **OK** to return to the **Schedule** page.

Requisition Schedules

The schedule information defines when and where the item is to be delivered and when it is due. On the **Schedule** page, the **Ship To** location should default per the user's set-up. These fields can be edited as necessary. Do <u>not</u> enter more than one schedule, i.e., **Ship To** location, for a line. The interface with eVA does not permit such an action and will cause the subsequent PO to error out. Create another line for each separate schedule required.

From the **Schedule** page, click the **Distribution** icon to enter accounting distributions.

Requisition Schedules (continued)

A **Schedule** may have one or more **ChartField** distributions. The **ChartField** values identify the accounting distribution. The insertion of valid **Account**, **Department**, **Cost Center**, or **Project** values are required. A ChartField value, can be manually entered or the **Multi-SpeedCharts** hyperlink, can be used to select a **SpeedChart** value to automatically populate some of the ChartField values for you.

Insert or delete additional accounting distributions by scrolling right and clicking on the **+/-** icons at the end of the accounting distribution line.

Distribution Details

Maintain Requisitions
Distribution

Requisition ID NEXT	Item 0051417548	CLOTHS, ABRASIVE, EMERY, 9 IN.
Line 1	Status Active	
Schedule 1		
Ship To CNTRL OFF3 CNTRL OFF3	Quantity 1.0000 EA	
*Distribute By Amount	Open Amount 15.000	
	Merchandise Amt 15.00 USD	

SpeedChart [ ] Multi-SpeedCharts

Distributions

Chartfields | Details | Asset Information

Distrib	Status	Percent	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	Open	100.0000	15.00	50100		5012550	04100	699001	10003	11120010		

OK | Cancel | Refresh

Requisition Schedules (continued)

Add or delete a line using the **+/-** icons next to an existing line, and edit any part of the requisition. Once **Saved**, click the **Submit for Approval** checkbox, which is next to the **Status** field, to send it forward for approval by the Supervisor.

Simulation: Creating a Regular Requisition

You will now view a simulation that demonstrates how to **Create a Regular Requisition**.

Click on the icon below to start the simulation.

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

On a requisition, a line cannot have multiple distributions.

○ True

○ False

The **Amount Only** function sets the line quantity to 1 and allows you to enter a dollar value.

○ True

○ False

Lesson 2: Summary

2	Understanding Requisitions

In this lesson, you learned:

- Create a regular requisition using the Purchasing module

- Search for items to add to the requisition in the Purchasing module

- Modify requisitions schedules in the Purchasing module

- Update accounting distributions in the Purchasing module

Lesson 3: Introduction

| 3 | Creating an eProcurement Requisition |

This lesson covers the following topics:

- Create an eProcurement Requisition

- Create and Use an eProcurement Template

Create an eProcurement Requisition

eProcurement provides a custom navigation center that contains folders which support procurement activities specific to business processes and tasks. eProcurement mimics an online shopping experience.

eProcurement may be used for a regular requisition but is not used for IMS (inventory).

Main Menu > eProcurement > Requisition

Click on the **Request Options** drop-down arrow to view left hand navigation. The navigation and options in the left hand navigation vary by page.

The **Create Requisition** page may also be accessed from any eProcurement page using the **Home** hyperlink which is displayed at the top of every eProcurement page.
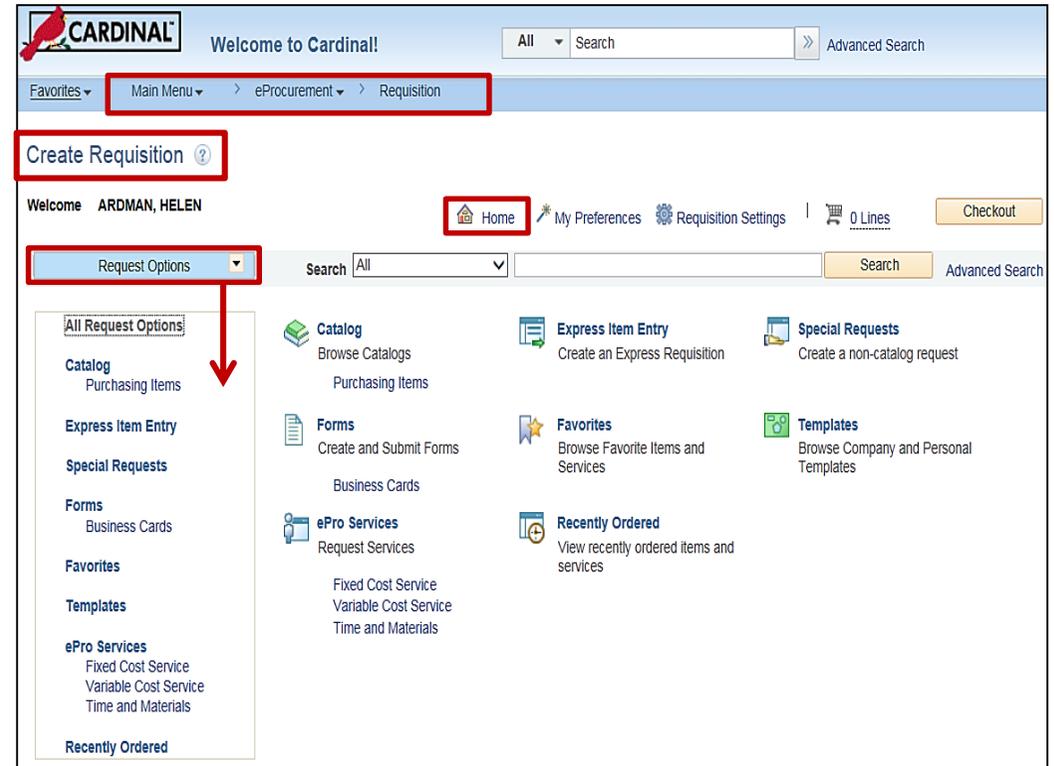
Create an eProcurement Requisition: Defaults

The first step in creating an eProcurement requisition is to define the default **Requisition Settings**.

Click on the **Requisition Settings** pop-up window to define or confirm the **Business Unit**, **Requester**, **Requisition Name**, **Priority** of the requisition, **Line Defaults**, and **Shipping Defaults**.

Additional default settings include:

- **Line Defaults**

- **Shipping Defaults -** Confirm the **Ship To** location is correct for this requisition. This may also be done by line during checkout.

- **Distribution Defaults -** Accounting Defaults

Create an eProcurement Requisition: Defaults (continued)

The **Accounting Defaults** are defined on the **Requisition Settings** pop-up window.
Default Options (Radio Buttons):

- **Default** - As long as no predefined values exist, the values entered in the Line, Shipping, and Distribution default fields replace blank fields and are applied to the entire requisition.

- **Override** - If predefined values exist, the value entered in the Line, Shipping, and Distribution default fields will override the default value for this requisition. However, blank values are not considered an override value and the system will still use the default value on the requisition.

The **Override** radio button enables the SpeedChart option.

Create an eProcurement Requisition: Defaults (continued)

Accounting Defaults: On the **ChartFields 1** define the default accounting values to be applied to all requisition lines. Later, at checkout, if needed, an individual line can be modified or accounting values can be defined.

Click the **OK** button to accept the edits, close the pop-up window, and return to the **Create Requisition** page.

Click on image to enlarge

Add Items and Services

The second step in creating an eProcurement requisition is adding items and services. This can be done from the eProcurement **Home** page, i.e., **Create Requisitions** page, using the main page or the left hand navigation hyperlinks.

From the **Create Requisition** page, search for items or services to add to the shopping cart by clicking on one of the following hyperlinks or using the main search feature at the top of the page:

- **Catalog**

- **Express Item Entry**

- **Favorites**

- **Recently Ordered**

- **Special Requests**

Add Items and Services: Searches

At the top of the page is a global search option. Using the drop down arrow, choose to search the **Catalog**, your **Favorites**, or everywhere (**All**). Click on the **Advanced Search** hyperlink and a pop-up window with additional search criteria will be displayed. To initiate a search, type the item number or name in the box to the left of the **Search** button or in the search criteria on the pop-up window. Click the **Search** button to kick off the search.

The % character can be used as a wildcard in global searches preceded by another character.

Click on the **Home** icon and then the **Express Item Entry** hyperlink.

Add Items and Services: Express Item Entry

If the **Item ID** number is known, for the item or service, enter it in the **Item ID** field and the rest of the information will auto populate. Or, search for the **Item ID** using the magnifying glass icon.

To add an item or service to the shopping cart:

- Enter the **Item ID**.

- Enter the **Quantity** you wish to order.

- To add additional items using **Express Item Entry**, click the add new row (**+**) icon to the right of the first item.

- When all items and services have been entered, click on the **Add to Cart** button.

- To add additional item(s) to the requisition using another method, e.g., **Special Requests**, click on the **Home** icon or use the left hand navigation. Click on the **Add to Cart** button.

Add Items and Services: Express Item Entry (continued)

Once the items are added to the shopping cart using **Express Item Entry**, the **Express Item Entry** page is still displayed and the shopping cart **Lines** indicator is updated to reflect the total number of lines in the cart.

Any time the shopping cart icon is displayed hover over it, or click on it, to view the items in the cart. Once clicked, the cart contents will be displayed on the right hand side of the screen along with navigation to **Checkout**.

After all items have been added to your requisition, use the **Checkout** button to review the requisition contents, make final adjustments, modify accounting distributions, update shipping details, or add last-minute items. From the **Checkout – Review and Submit** page you will also submit your requisition for approval.

Click on one of the **Checkout** buttons.

Checkout - Review and Submit

On the **Checkout – Review and Submit** page the requisition can be saved and submitted for approval immediately or saved to be completed later. Additionally, you can edit or add requisition items and accounting distribution details, as well as modify shipping details or add comments and attachments. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course. A justification comment can be added and is sent with the approval .

Checkout – Review and Submit Page Sections:

Requisition Summary - Confirm the information is accurate and update if needed.

| Favorites ▾ | Main Menu ▾ | > | eProcurement ▾ | > | Requisition |

Checkout - Review and Submit

Review the item information and submit the req for approval.

✱ My Preferences ⚙ Requisition Settings

Requisition Summary

Business Unit 50100	VA Dept of Transportation	Requisition Name	
Requester PPS1_HELEN.ARDMAN	ARDMAN, HELEN	Priority	Medium ▾
*Currency USD			

Cart Summary: Total Amount 28.00 USD

Expand lines to review shipping and accounting details   ➕ Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1 📖	ABRASIVES, PLASTONE ABRASIVES,	0051404000	E & M Auto Paint and Supply Corp	500.0000	Each	0.0100	5.00	📄	🗨 Add	🗑
▶ ☐ 2 📖	ABRASIVES, SILICON CARBIDE (CA	0051410000	E & M Auto Paint and Supply Corp	2000.0000	Each	0.0100	20.00	📄	🗨 Add	🗑
▶ ☐ 3 📖	POINTERS AND PARTS, LEAD ABRAS	3052860018	MBC PRECISION IMAGING	300.0000	Each	0.0100	3.00	📄	🗨 Add	🗑

☐ Select All / Deselect All   Select lines to: 📥 Add to Favorites   📥 Add to Template(s)   🗑 Delete Selected   📑 Mass Change

Total Amount   28.00 USD

Shipping Summary

✏ Edit for All Lines

Ship To Location	CNTRL OFF3
Address	VDOT Central Office
	1221 E. Broad St.
	Richmond, VA 23219
Attention To	ARDMAN, HELEN

Checkout - Review and Submit: Requisition Lines

Requisition Lines: Displays information about <u>each</u> requisition line:

- **Add More Items -** Click on the button to add more items to the requisition. The **Create Requisition** page will open and the user can search and select additional items to be added to the shopping cart.

- **Line Details** icon - Click to access the **Line Details** pop-up window, to modify additional line details, such as the buyer, supplier, and other line-specific information.

- **Expand** triangle icon - Expand a row to view or change line shipping and accounting information, specific to the expanded line.
  - Confirm or update the **Ship To** location for each line. Use the magnifying glass icon to search for a different shipping location.

Click on the **Expand** triangle icon for a line.

Click the image to enlarge

Checkout - Review and Submit: Requisition Lines (continued)

- **Accounting Lines**: Click on the **Expand** triangle icon next to a line to view the accounting distribution details for the line.

  - Add/delete accounting distribution lines using the **+/-** icons. If there is more than one line, be sure to indicate the percentage of the total requisition line that should go to each accounting distribution line on the **ChartFields 1** tab. The total must equal 100%.

  - On the **ChartFields 2** tab, enter or modify the ChartField distribution for each line.

  - A SpeedChart may be used as well.

Checkout - Review and Submit: Requisition Lines (continued)

- **Accounting Lines** - Another option for updating all the accounting lines during checkout is to use the **Requisitions Settings** hyperlink at the top of the page. Select the **Override** radio button, enter the accounting distribution changes, and click on the **OK** button. A pop-up window will appear. Select a **Distribution Change Option** and click the **OK** button.

Checkout - Review and Submit: Requisition Lines (continued)

From the **Checkout** page, click on the **Line Details** icon to the right of the line to be updated/reviewed.

The **Line Details** pop-up window displays to permit viewing/modifying requisition line details for the item selected, including:

- **Items Details**
- **Contract Information**
- **Supplier Information**
- **Manufacturer Information**
- **Sourcing Controls**

Click the **OK** button after reviewing and updating is complete. The **Checkout – Review and Submit** page will be active again.

Checkout - Review and Submit: Requisition Lines (continued)

- **Add to Favorites**:

  - Place a checkmark on the item lines purchased on a regular basis and wish to appear in the **Favorites** list for quick and easy reorders. Place a checkmark in the **Select All/Deselect All** checkbox to select/deselect all the lines.

  - Click on the **Add to Favorites** hyperlink. A pop-up window will appear to confirm the addition(s) to your list of favorites.

  - Click the **OK** button to confirm.

Checkout - Review and Submit (continued)

- **Shipping Summary:** Click the **Edit for All Lines** hyperlink to modify the shipping details or accounting lines for the underline requisition.

- **Requisition Comments:** Enter comments and select the appropriate checkbox to determine who will see the comments.

- **Approval Justification:** Enter comments to be viewed by requisition approvers and reviewers during the approval process.

- Choose **Save for Later**, and the **Requisition Name** and **Requisition ID** are automatically populated upon save.

- Click the **Save & submit** button to submit the requisition for approval, budget checking, and fulfillment. The **Requisition Name** and **Requisition ID** are automatically populated upon save.

Checkout: Confirmation

Once the **Save and submit** has processed, a **Confirmation** page appears that displays details about your requisition and its current disposition, including:

- **Requisition Name** - Defaults to the Requisition ID number if the field was not completed during the creation of the requisition.

- **Requisition ID** number - Auto generated sequential number.

Use the **Edit This Requisition** hyperlink to modify the requisition.

Workflow approval routing is also displayed. Click on the **Multiple Approvers** hyperlink to view additional routing details.

Use the **Manage Requisitions** hyperlink to access other pages to perform tasks, such as review requisition details, edit or cancel requisitions, create change requests, copy requisition, view approvals, or return stock to the supplier.

Add Catalog Items

To search for and add items that are included in the catalog to the requisition, click on the **Catalog** or **Purchasing Items** hyperlink.

Add Catalog Items (continued)

Filter the search results of the items available using the left side navigation menu. Click on a category to view all the items in the selected category.

Add an item to the order::

- Click on the box to the left of the item description to select the item.
- Update the **Quantity** field with the number of items desired.
- Click on the **Add** button to add the item(s) to the shopping cart.
- Click on the **Checkout** button to continue to process the requisition as shown on the previous pages.

Add Catalog Items (continued)

Add Special Requests

To add items or goods to the requisition that are not included in the catalog of items and have no item ID, use the **Special Requests** page. A special request can be submitted for goods or services.

Click on the **Special Requests** hyperlink.

Add Special Requests (continued)

On the **Special Requests** page, complete the following sections, if applicable:

- **Item Details -** Add an item not in the catalog. An * indicates a required field.
- **Supplier -** Preferred supplier, information should be entered here.
- **Manufacturer -** Preferred manufacturer information is entered here.
- **Additional Information** - Add comments the buyer should see.

Request New Item - Select this check box to request that the item be added to the item master. A request new item worklist notification is sent.

Add to Cart - Click this button to add the special item just entered to the requisition.

Continue to process the requisition as shown on the previous pages.

Add eProcurement Services

From the **Create Requisition** page, click on one of the **ePro Services** hyperlinks:

- **Fixed Cost Service -** This is a service with a fixed fee and is not part of the item catalog.

- **Variable Cost Service -** This is a service that is based on the number of hours of work.

- **Time and Materials -** Used to request a service that is based on time worked and materials used.

Add eProcurement Services (continued)

Enter the details and click on the **Add to Cart** button.

Continue to process the requisition as shown on the previous pages.

Time and Materials

*Service Description		
*Number of Units of Work		*Unit of Work
*Rate		*Currency USD
*Category		
Supplier ID		
Supplier Name		Suggest New Supplier
Beginning Date		Date of completion
Quote Number		Quote Date

Additional Information

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Fixed Cost Service

*Service Description		
*Value of Service		*Currency USD
*Category		
Supplier ID		Suggest New Supplier
Supplier Name		
Start Date		End Date
Quote Number		

Additional Information

☐ Send to Supplier

[Add to Cart]

Variable Cost Service

*Service Description		
*Number of Units of Work		*Unit of Work
*Rate		*Currency Code USD
*Category		
Supplier ID		Suggest New Supplier
Supplier Name		
Quote Number		Quote Date
Beginning Date		Date of Completion

Additional Information

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

[Add to Cart]

Item Description		
*Quantity		*Unit of Measure
*Price		*Currency USD
*Category		
Supplier ID		
Supplier Name		Suggest New Supplier
Supplier Item ID		
Manufacturer ID		
Manufacturer		
Mfg Item ID		
Start Date		End Date

Additional Information

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

[to Cart]

Simulation: Creating a Requisition from eProcurement

You will now view a simulation that demonstrates how to **Create a Regular Requisition**.

Click on the icon below to start the simulation.

Create a Personal Template

Create a personal eProcurement requisition template using data from an existing requisition. This allows creation of new requisitions in eProcurement that are pre-populated with the data saved on the template, thus eliminating some data entry. Once a requisition is created from the template, it can be modified.

To create an eProcurement requisition template, navigate to the **Manage Requisitions** page using the following path:

Main Menu > eProcurement > Manage Requisitions

- **Business Unit** defaults.

- If you know the **Requisition ID** to create your template from, enter it here.

- Set the **Request Status** to **All but Complete**.

Create a Personal Template (continued)

- Click on the **Search** button.

- Select a requisition from the search results.

- On the **Select Action** drop-down next to the selected requisition, select **Edit**.

- Click on the **Go** button. The **Edit Requisition – Review and Submit** page will display.

Create a Personal Template (continued)

The template may contain one or more lines. To create the template, from the **Edit Requisition – Review and Submit** page, **Requisition Lines** section:

- Click the checkbox next to the line(s) you want included on the template. Place a checkmark in the **Select All/Deselect All** checkbox to select/deselect all the lines.

- Click on the **Add to Template(s)** button. A pop-up window displays.

- Enter a name and description for the template. Click the **OK** button to save the new template.

- The **Check Out – Review and Submit** page is displayed. The page can be used to process a new requisition

Use a Personal Template

The template is now saved. When creating a new requisition, select this template from the eProcurement **Create Requisitions** page. Click on the named template's hyperlink under the **Templates** section.

Use a Personal Template (continued)

All personal templates display.

- To view the items in the template, click on the **Expand** triangle icon.

- For each template to be added to the requisition, enter the quantity in the box to the right of the template name.

- Click on the **Add** button to add all the items in the template to the requisition. The words **Added to cart** will appear to the right of the **Add** button.

- Click on the **Checkout** button to continue processing the requisition as described on the previous pages.

Manage Personal Templates: This hyperlink will initiate a pop-up window where template details can be viewed and modified.

Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

Which feature allows you to add to requisition items that are not tied to a catalog?

- ○ eProcurement

- ○ Special Requests

- ○ ePro Services

- ○ Express Entry

The Catalog search allows you to further narrow your search results using the left hand navigation.

○ True

○ False

Which method would be best to use when you buy the same group of items frequently?

- ○ Recently Ordered

- ○ Templates

- ○ Express Item Entry

Lesson 3: Summary

3	Creating an eProcurement Requisition

In this lesson, you learned:

- Create an eProcurement requisition

- Create and use eProcurement personal templates

Lesson 4: Introduction

4	Maintaining a Requisition

This lesson covers the following topics:

- Maintaining a Requisition in the Purchasing Module

- Maintaining a Requisition in the eProcurement Module

Maintaining a Requisition Overview

The Requisitions can be maintained in either the Purchasing or eProcurement module, regardless of which module was used to create the requisition. The ability to access, update, review, check the status of, or view documents associated to a requisition is available in both modules.

The options available in the Purchasing and eProcurement modules when maintaining a requisition are generally the same. However, they use different menus and views, and are presented differently on the screen.

A requisition can be edited or cancelled as long as it has not already been sourced to a purchase order or a sourcing event.

It is possible to make changes even if the requisition has been approved. However, increasing the price or quantity may trigger the requisition approval workflow.

Maintaining a Requisition: Purchasing Module

Purchasing Module

A requisition can be viewed from two pages within the Purchasing module -
- **Maintain Requisitions** page
- **Requisitions** page (view only)

Maintain Requisitions Page
Access, edit, cancel, or change a requisition from this page.

Navigate using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Use the **Find an Existing Value** tab search for the requisition to be maintained. Click on the desired requisition hyperlink.

Some of the viewable features include the **Document Status** and **View Approvals**.

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit	= ∨	50100
Requisition ID	begins with ∨	
Requisition Name	begins with ∨	
Requisition Status	= ∨	
Origin	begins with ∨	
Requester	begins with ∨	
Requester Name	begins with ∨	

Hold From Further Processing ☐

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Search Results

300 of 15535 results are displayed.

View All

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name
50100	2075865	075865	Denied	ONL	SHARON.MORALES	Morales, Sharon W. (VDOT
50100	2069457	RFR - S&I Removal Commuter Lot	Open	ONL	HEIDI.KOVACS	Kovacs, Heidi M. (VDOT)
50100	01PR0201B	01PR0201B	Open	ONL	A.HILL	Hill, A Scott (VDOT)
50100	002075373	002075373	Open	ONL	LINDA.BOWERY	Bowery, Linda (VDOT)

Maintaining a Requisition: Purchasing Module (continued)

Some of the viewable features include the **Document Status** and **View Approvals**. Click on the hyperlinks to view more details.

Maintaining a Requisition: Purchasing Module (continued)

A requisition that does not need modifications could be viewed using the **Review Requisition Information** page (a view only). Navigate to this page using the following path:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

On the **Requisition Inquiry** page, enter the search criteria and click **OK**.

Requisition Inquiry

Business Unit	50100
Requisition ID	0002175955
Requisition Name	
Req Status	
Requester	
Requester Name	
Requisition Date	
Supplier SetID	STATE
Supplier ID	Supplier Details
Item SetID	STATE
Item Description	

254 characters remaining

Department	

To Req

Origin

To

Supplier Lookup

Supplier Name

Item ID

☐ Direct Ship

OK   Cancel

Maintaining a Requisition: Purchasing Module (continued)

Requisitions Page continued

The **Details** tab displays the **Requisition** ID, **Requisition Name**, **Requisition Status**, **Requester**, **Req Date**, and **Total Amt**.

Click on the **Requisition** hyperlink to view **Requisition Details** for the requisition. Click **Return** to go back to the **Requisitions** page.

Maintaining a Requisition: Purchasing Module (continued)

From the **Requisitions** page, click the **Status** tab to display the current or completed path of the requisition being viewed. This tab contains hyperlinks to associated POs, Receipts, and Vouchers, as well as icon hyperlinks to the **Document Status**, **Approval Status**, and **Comments**.

In this example, clicking on the hyperlink for **On PO** will direct the user to the **Requisition to Purchase Order List** which will have additional hyperlinks to the POs. Clicking on the hyperlink for **Received** will direct the user to the **Requisition Receipts List** which will have additional hyperlinks to the receipts.

In the example below, the requisition went to PO and has been received, but not yet vouchered.

Maintaining a Requisition: eProcurement Module

A requisition can also be managed using the eProcurement module from the **Manage Requisitions** page. Cancel, copy, edit, pre-check, or view a printable version of the requisition from this page.

Navigate to the **Manage Requisitions** page using the following path:

Main Menu > eProcurement > Manage Requisitions

Search for the requisition to be maintained.

To view more details about a requisition click on the **Expand** triangle icon to the left of the **Req Id**.

To cancel, copy, edit, or view a requisition, select an action from the **Select Action** drop-down list and click **Go**.

Click on image to enlarge

Maintaining a Requisition: eProcurement Module (continued)

Expanding a line displays a pictorial representation of the requisition's lifespan and status. Each active (blue) icon is a hyperlink to the document associated to the requisition (purchase order, receipt, etc.). Click on an active icon, to view the details. Click on the **Requisition** icon. The **Requisition Details** page is displayed.

Maintaining a Requisition: eProcurement Module (continued)

On the **Requisition Details** page, if comments were added to the requisition they will be displayed in the **Requisition Summary** section.

In the **Requisition Lines** section, click on the **Expand** triangle icon next to a line to view the shipping details for the line. Expand the **Accounting Lines** to view the accounting distribution details if desired.

If associated to a contract, there will be a **Contract Information** hyperlink. Click on it to drill down to the contract details.

Navigate to edit the requisition by clicking on the **Edit Requisition** button at the bottom of the page.

The requisition will open in the module it was created in i.e., eProcurement or Purchasing.

Use the **Return to Manage Requisitions** hyperlink to navigate back the **Manage Requisitions** page.

Maintaining a Requisition: eProcurement Module (continued)

If active, i.e., blue, click on the **Approvals** icon from the lifespan on the **Manage Requisitions** page to view the status of the approvals for the selected requisition.

Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

Requisitions can be maintained in either the eProcurement module or the Purchasing module, regardless of which module was used to create the requisition.

○ True

○ False

You cannot cancel a requisition after the requisition has been approved.

○ True

○ False

Lesson 4: Summary

4	Maintaining a Requisition

In this lesson, you learned:

- Maintain a requisition using the Purchasing module

- Maintain a requisition using the eProcurement module

Course Summary

| PR342 | Processing Requisitions |

In this course, you learned:

- Describe requisition concepts, processes, integration, and interfaces.

- Create and submit a requisition in the Purchasing and the eProcurement modules.

- Maintain a requisition in the Purchasing and the eProcurement modules.

Course Evaluation

Congratulations! You successfully completed the **501 PR342: Processing Requisitions** course.

Click here to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [**X**] button in the upper right corner.

Appendix

- Key Terms

- Allowed Extensions on Attachments in Cardinal

- Screenshots

- Flowchart Key

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Key Terms

Accounting Distribution: ChartField string that defines how a transaction is charged (i.e., which fund, program department, account, etc.).

Buyer: A Buyer is an Individual authorized to create a purchase order.

eProcurement module: The eProcurement module provides a web-based solution, similar to a shopping cart experience, for the activities associated with requesting goods and services.

Favorite Item: Favorites are items frequently ordered that a user can maintain in a single location. Cardinal automatically builds this list showing the last date the item was requested and the number of times the item has been requested. You can manually add to this list of frequently ordered (favorite) items and use the list to add items to a requisition without searching the item catalog.

General Ledger: The module that contains all the accounts (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

Item: An item represents the goods or services provided by supplier. There is a unique identifier for each item. Items are important for analyzing the total purchase and facilitate the negotiation of a contract with a supplier and Strategic Sourcing activities.

Key Terms (continued)

Item Category: Groups of similar items. Cardinal allows for the definition of item categories, which can greatly reduce the repetitive tasks associated with service and material purchases.

Procurement: Procurement is the principles, standards, and guidelines related to public purchasing.

Project: A project is a structure used to track costs, generally over an extended period of time. It generally has a finite beginning and end. Typically it requires both fiscal year and life to date budget and actual reporting (e.g., Upgrade signal at Harry Byrd Hwy & Sterling Blvd is **0000094859**).

Purchase Order: A purchase order is a commitment from an agency to a supplier to purchase goods or services from that supplier. It lists purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, and is part of the contractual nature of the purchase order.

Purchasing Module: The Purchasing Module facilitates the buying of goods and services and the processing of requisitions. Purchasing is the actual transaction between an agency and a supplier.

Req Sourced from Contract: This step identifies whether a contract has already been established with the supplier.

Requisition: A requisition is the request for items or services. A requisition is an online form that you use to request goods or services. Requisitions can be created from the eProcurement or Purchasing module.

Key Terms (continued)

Schedule: The schedule defines when and where you want the line items delivered. Schedule is under the **Ship To/Due Date** tab in the **Line** section of the requisition. The schedule includes the **Due Date**, the **Ship Date**, and the **Ship To** location for the goods. One schedule can include many lines (individual items each with its own description and price).

Sourcing: Sourcing is the process of creating purchase orders from requisitions.

SpeedChart: A shorthand key that automatically populates some ChartFields in one or more accounting distributions.

Storekeeper: The person(s) responsible for handling orders placed via Cardinal and being filled by WebIMS. The District Storekeeper orders, receives, and issues WebIMS stock.

Strategic Sourcing: Strategic sourcing refers to the process of determining the best suppliers for needed goods and/or services, and the conditions under which you award them your business. The Strategic Sourcing module allows end users to create and/or award bids, proposals, purchase orders, and contracts in Cardinal.

Submit Requisition for Approval: When the requisition has all the required item lines and additional data entered, the Requisitioner submits the requisition for approval.

Key Terms (continued)

Supplier: Any person or other entity that provides goods and/or services, or receives refunds, including suppliers, federal, state, or local government entities, and other fiscal payees. All procurement suppliers are interfaced from eVA to Cardinal. Non-procurement suppliers (also called Fiscal Payees) will be created directly in Cardinal. Employees are not suppliers for their own agencies.

Template: A template provides a quick way to create a requisition using previous requisition information.

WebIMS: WebIMS is a custom order fulfillment solution used specifically to order goods such as safety gear, salt or sand for snow treatment, etc. When this type of good is ordered, Cardinal interfaces with WebIMS to fulfill that order.

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Procurement Overview (continued)

Requisition Process (continued)

Click on image to return

Create an eProcurement Requisition: Defaults (continued)

Click on image to return

Checkout - Review and Submit: Requisition Lines

Click on image to return

Maintaining a Requisition: eProcurement Module

Flowchart Key

Symbol	Description
Step Description	Depicts a process step or interface.
Batch Process	Specifies a batch process.
Manual Operation	Depicts a process step that is preformed manually.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.
Entity Name	Represents an entity (person, organization, etc.).
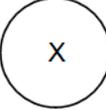
Symbol	Description
Start	Indicates point at which the process begins. Does not represent any activity.
End	Indicates point at which the process ends. Does not represent any activity.
Document	Depicts a document of any kind, either electronic or hard copy.
X	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Step/ Process	Connects steps between business processes.

End Of Appendix

Congratulations! You successfully completed the appendix section of **501 PR: Processing Requisitions** course.

To close the web based training course, click the '**X'** button in the upper right corner.