

Professional Services Purchase Orders Overview

According to the Agency Procurement and Surplus Property Manual, published by the Department of General Services, “Professional Services as defined in § 2.2-4301 of the Virginia Public Procurement Act (VPPA) means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering, and the services of an economist procured by the State Corporation Commission.”

Cardinal tracks professional services expenditures against contracts using a purchase order (PO), and subsequent task orders (i.e., change order), as a means to manage contract activities. This process allows for easy reference and reporting.

POs, as well as subsequent task orders, are sent electronically through Virginia’s online electronic procurement system (eVA) to the supplier to confirm orders. The following is a typical scenario used to create a Professional Services PO and add a task order related to a contract.

For more detailed instructions on creating and managing POs, please refer to the course entitled **PR344: Processing Purchase Orders**, located on the Cardinal website in **Course Materials** under **Training** and the job aid entitled **PR344: Purchase Orders**, located on the Cardinal website in **Job Aids** under **Training**.

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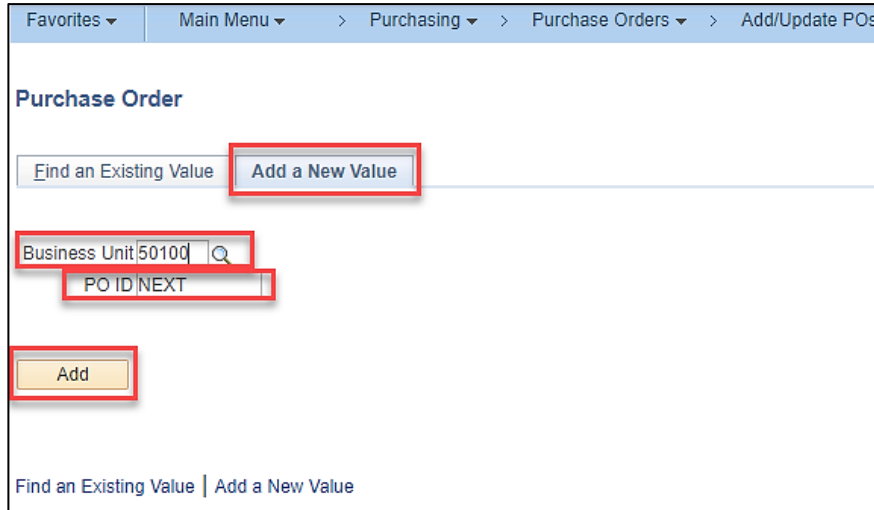
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Create Professional Services Purchase Order from a Contract

The PO is the principal tracking document and represents all activity related to the contract. In order to limit eVA fees, for each Professional Services contract, you would create only one PO. **Line 1** of the PO should be equal to the value of the contract. Each subsequent line added to the PO is deemed a task order (i.e., change order) executed against the contract. As each task order is added to the PO, **Line 1** of the PO is decremented for the same amount as the task order. As a result, the sum of the Professional Services PO lines is always equal to the contract. In the example below, you will create a Professional Services PO and subsequent task order against an existing contract.

501 PR344: Professional Services Purchase Orders

1. To create the PO using the Professional Services contract, navigate to the **Purchase Order** search page using the following path:
2. Main Menu > Purchasing > Purchase Orders > Add/Update POs



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

501 PR344: Professional Services Purchase Orders

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001201103 PO Status Open ☒ ☐

Copy From ☐ Hold From Further Processing

▼ Header ?

*PO Date 11/08/2019 Supplier Search
 *Supplier LL CARTER -003 Supplier Details
 *Supplier ID 0000033093 LL Carter & Son Inc
 *Buyer CAROLINE BUMBER Bumbera, Caroline C. (VDOT)
 PO Reference Stone

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

Web IMS?: ☐
 Header Details
 PO Defaults
 PO Activities
 Requisitions
 Actions

Activity Summary
 Edit Comments
 Add ShipTo Comments
 Document Status

Amount Summary ?

Merchandise	44,140.80	
Freight/Tax/Misc.	0.00	
Total Amount	44,140.80	USD

Calculate

Add Items From ?

Catalog Purchasing Kit Item Search

Select Lines To Display ?

Search for Lines Line To Retrieve

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving **FFP** Personalize Find View All 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		BITUMINOUS	114.0000	TNE	5503376	387.20000	44,140.80	Open

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

View Approvals

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- Enter the supplier by **Supplier** (name) or **Supplier ID (0000063388)** for your contract. You must enter the supplier in order to narrow down the contracts you may copy from in the next step.

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID NEXT PO Status Initial ☐ ☐

Copy From ☐ Hold From Further Processing

▼ Header ?

*PO Date Supplier Search
 *Supplier Supplier Details
 *Supplier ID
 *Buyer
 PO Reference

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

Web IMS?: ☐
 Header Details
 PO Defaults
 PO Activities
 Actions

Activity Summary
 Add Comments
 Add ShipTo Comments

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 ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving **FFP** Personalize Find View All 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1							0.000	Open

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

View Approvals

Save Notify Refresh Add Update/Display

- Using the Copy From drop-down arrow, select Contract. The Maintain Purchase Order – Copy Purchase Order from Contract page displays.

501 PR344: Professional Services Purchase Orders

Copy Purchase Order from Contract

Contract Selection Criteria

Contract SetID STATE Supplier LL CARTER -003

Contract ID 00000000000000000000000047653 Supplier ID 0000033093

☐ Allow Open Item Contract Only Master Contract

Search

Select Contract

Contracts More Details

Select	SetID	Contract	Description	Supplier ID	Begin Date	Expire Date
<input checked="" type="checkbox"/>	STATE	00000000000000000000000047653	Delivered Stone Fredericksburg	0000033093	07/19/2019	07/18/2020

OK Cancel Refresh

-
-
-
-
-
-
-
9. Enter, or search for, the Contract ID (00000000000000000000047653).
10. Click the **Search** button.
11. In the **Select Contract** section, **Contracts** tab, check the **Select** check-box and click the **OK** button.
The **Maintain Purchase Order – Purchase Order** page displays.

Purchase Order

Business Unit 50100
PO ID NEXT

Copy From

PO Status Open ☒

☐ Hold From Further Processing

Header

*PO Date 11/14/2019 Supplier Search
*Supplier LL CARTER -003 Supplier Details
*Supplier ID 0000033093 LL Carter & Son Inc.
*Buyer DEBBIE BAYLES Bayles, Debra L. (VDOT)

PO Reference Delivered Stone Fredericksburg

Web IMS?: ☐

Header Details
PO Defaults
PO Activities
▼ Actions

Activity Summary
Add Comments
Add ShipTo Comments

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

Amount Summary

Merchandise	19,688.00	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	19,688.00	USD

Add Items From Catalog Item Search
Purchasing Kit

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving ITT Personalize Find View 10 First 1-3 of 3 Last

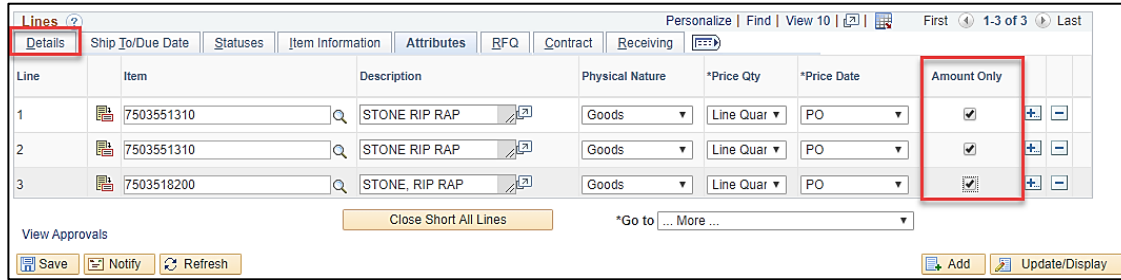
Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1	7503551310	STONE RIP RAP	200.0000	LTN	7503551	31.48000	6,296.00	Open			
2	7503551310	STONE RIP RAP	200.0000	LTN	7503551	31.48000	6,296.00	Open			
3	7503518200	STONE, RIP RAP	200.0000	LTN	7503518	35.48000	7,096.00	Open			

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

Save Notify Refresh Add Update/Display

12. The PO is updated with the contract details. Contract line data is populated.
13. Click the **Attributes** tab.
- 14.

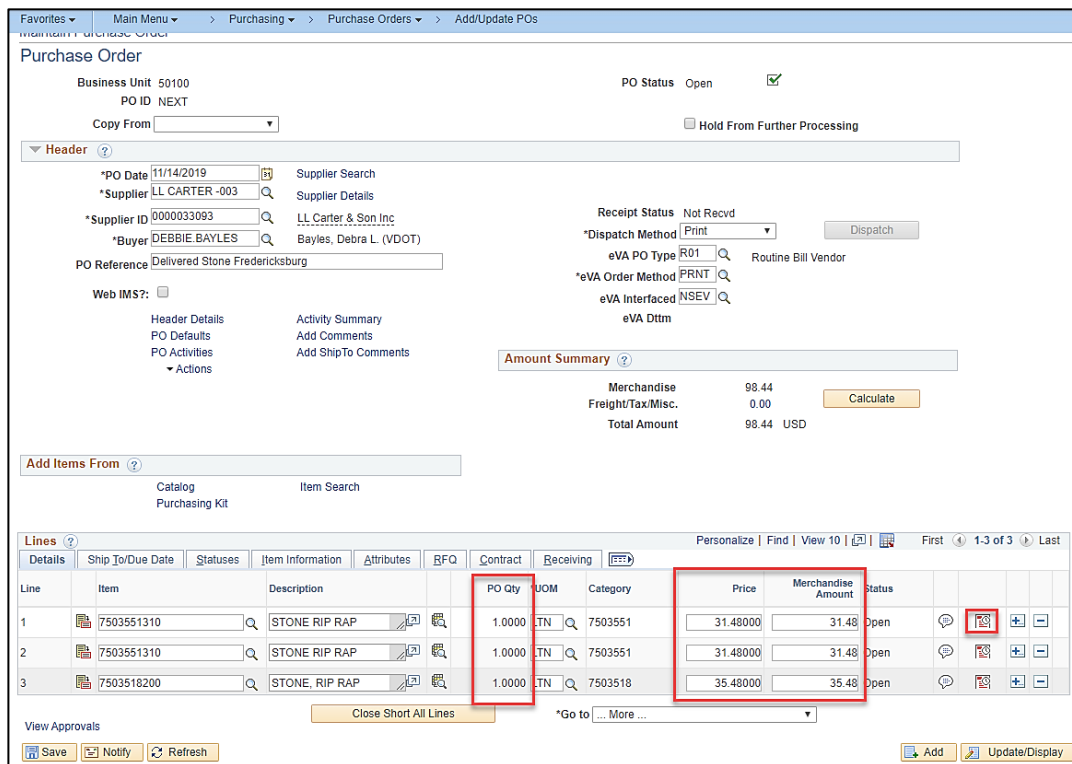
501 PR344: Professional Services Purchase Orders



Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	7503551310	STONE RIP RAP	Goods	Line Quar	PO	<input checked="" type="checkbox"/>
2	7503551310	STONE RIP RAP	Goods	Line Quar	PO	<input checked="" type="checkbox"/>
3	7503518200	STONE, RIP RAP	Goods	Line Quar	PO	<input checked="" type="checkbox"/>

15. Check the **Amount Only** check-box.

16. Click the **Details** tab.



Purchase Order

Business Unit: 50100
PO ID: NEXT
Copy From: [Dropdown]
Hold From Further Processing: ☐

Header

*PO Date: 11/14/2019
*Supplier: LL CARTER -003
*Supplier ID: 0000033093
*Buyer: DEBBIE BAYLES
PO Reference: Delivered Stone Fredericksburg

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

Amount Summary

Merchandise	98.44
Freight/Tax/Misc.	0.00
Total Amount	98.44 USD

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	7503551310	STONE RIP RAP	1.0000	ITN	7503551	31.48000	31.48	Open
2	7503551310	STONE RIP RAP	1.0000	ITN	7503551	31.48000	31.48	Open
3	7503518200	STONE, RIP RAP	1.0000	ITN	7503518	35.48000	35.48	Open

17. The **PO Qty** value is **1** and cannot be changed.

18. Update the **Price** to match the total contract value.

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

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)
New Window

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
 Line 1 Item 7503551310 STONE RIP RAP CLASS AI PO Qty 1.0000 LTN Merchandise Amt 31.48 USD
 Personalize | Find | View All | First 1 of 3 Last

Schedules

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	CNTRL ASD		1.0000	31.48000	31.48	Active				

Line 2 Item 7503551310 STONE RIP RAP CLASS AI PO Qty 1.0000 LTN Merchandise Amt 31.48 USD
Personalize | Find | View All | First 1 of 1 Last

Schedules

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	CNTRL ASD		1.0000	31.48000	31.48	Active				

Line 3 Item 7503518200 STONE, RIP RAP CLASS 1 PO Qty 1.0000 LTN Merchandise Amt 35.48 USD
Personalize | Find | View All | First 1 of 1 Last

Schedules

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	CNTRL ASD		1.0000	35.48000	35.48	Active				

Add Ship To Comments

[Save](#) [Notify](#) [Refresh](#)
[Add](#) [Update/Display](#)

20. Values default in as shown. Change as necessary.

21. 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 7503551310
 Line 1
 Schedule 1 Status Active

*Distribute By Amount

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000
 Merchandise Amount 31.48 USD
 Doc. Base Amount 31.48 USD

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

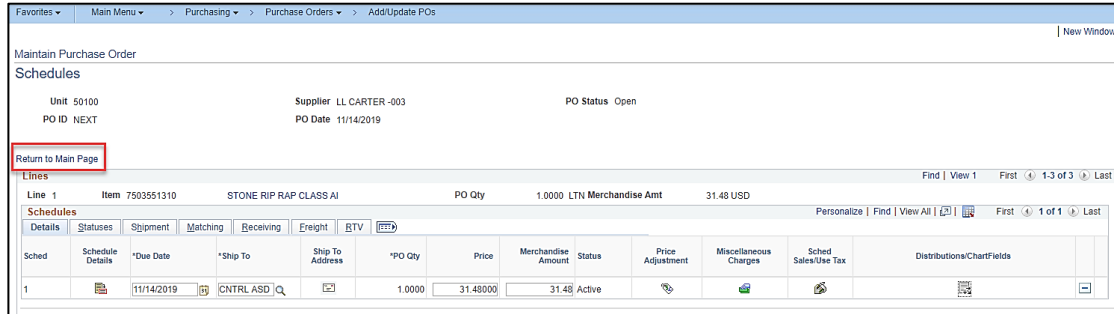
ChartFields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Ctr
1	Open	100.0000	31.48	USD	50100		5013560	04100	604003	16012	111600

[OK](#) [Cancel](#) [Refresh](#)

22. Enter a valid accounting distribution (i.e., chart of accounts values). In this case, you might enter administrative chart of accounts values since this is not project specific at this time. When the task orders are subsequently created, you will enter the specific project chart of accounts values.

23. Click the **OK** button. The **Maintain Purchase Order – Schedules** page displays.



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

Maintain Purchase Order New Window

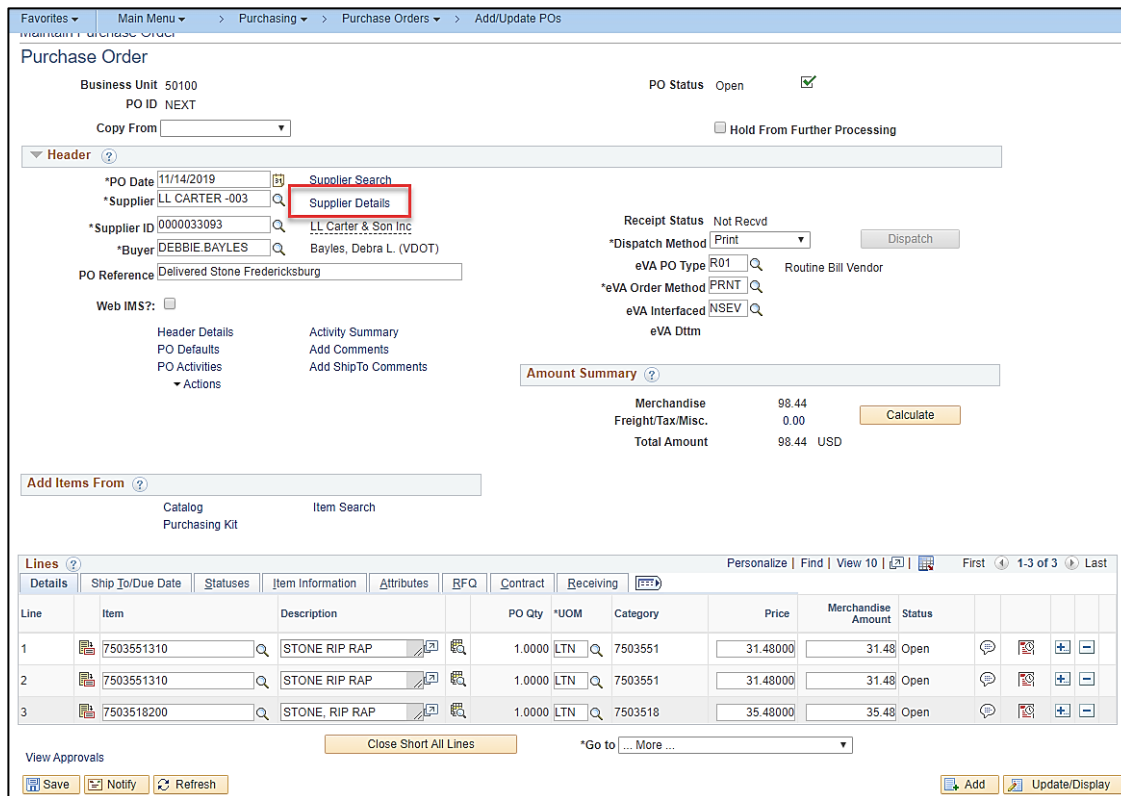
Schedules
 Unit 50100 Supplier LL CARTER -003 PO Status Open
 PO ID NEXT PO Date 11/14/2019

[Return to Main Page](#)

Line	Item	7503551310	STONE RIP RAP CLASS AI	PO Qty	1.0000	LTN Merchandise Amt	31.48 USD
Find View 1 First 1-3 of 3 Last							

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	Q	CNTRL ASD	1.0000	31.48000	31.48	Active				

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



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

Purchase Order PO Status Open

Business Unit 50100
 PO ID NEXT
 Copy From ☐ Hold From Further Processing

Header ?

*PO Date 11/14/2019 [Supplier Search](#)
 *Supplier LL CARTER -003 [Supplier Details](#)
 *Supplier ID 0000033093 LL Carter & Son Inc
 *Buyer DEBBIE BAYLES Bayles, Debra L. (VDOT)
 PO Reference Delivered Stone Fredericksburg

Web IMS?: ☐

Header Details
 PO Defaults
 PO Activities
 Actions

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

Amount Summary ?

Merchandise	98.44	
Freight/Tax/Misc.	0.00	
Total Amount	98.44	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	1.0000	LTN	7503551	31.48000	31.48	Open
2	7503551310	STONE RIP RAP	1.0000	LTN	7503551	31.48000	31.48	Open
3	7503518200	STONE, RIP RAP	1.0000	LTN	7503518	35.48000	35.48	Open

View Approvals *Go to More ...

25. Click the Supplier Details hyperlink. The Maintain Purchase Order – Supplier Details – XXX pop-up window displays.


501 PR344: Professional Services Purchase Orders



PO Supplier Information



Maintain Purchase Order



Supplier Details -- LL Carter & Son Inc

Business Unit 50100 PO ID NEXT Supplier LL CARTER -003


*Location 

*Address  

Contact  

Salesperson  

Supplier Information

Terms  Net 30

Basis Date Type

Supplier Details Message

Country USA United States Prefix

Address 1 17460 Countyline Church Road Fax 190/151-8997

Address 2 Prefix 1

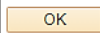

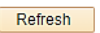
eVA VLIN VA10051504 Phone 352/695-8876

eVA Address ID EVAAD227788

City Ruther Glen

County 077946325 Postal 22546

State VA Virginia

26. The **Address** defaults. Using the lookup icon, you may change the **Address**, if necessary.

27. Click the **Terms** lookup magnifying glass.

Look Up Terms





SetID STATE

Payment Terms ID

Short Description

Description

Payment Terms Type

Search Results

View 100 First 1-3 of 3 Last

Payment Terms ID	Short Description	Description	Payment Terms Type
00	Due Now	Due Immediately	Single
00PP	Due Now PP	Due Immediately Prompt Pay	Single
30	Net 30	Net 30	Single

28. Select the Payment Terms ID of 00 (Due Immediately).

PO Supplier Information

Maintain Purchase Order

Supplier Details -- LL Carter & Son Inc

Business Unit 50100 PO ID NEXT Supplier LL CARTER -003

*Location MAIN

*Address

Contact

Salesperson

Supplier Information

Terms 00 Due Immediately

Basis Date Type Prompt Payment

Acct Date

Doc Date

Inv Date

Prompt Payment

Recpt Date

Ship Date

User Date

Supplier Details Message

Country USA United States

Address 1 17460 Countyline Church Road

Address 2

eVA VLIN VA10051504

eVA Address ID EVAAD227788

City Ruther Glen

County 077946325 Postal 22546

State VA Virginia

Prefix

Fax 190/151-8997

Prefix 1

Phone 352/695-8876

29. Click the **Basis Date Type** drop-down and select **Inv Date**.

30. Click the OK button. The Maintain Purchase Order – Purchase Order page displays.

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID NEXT PO Status Open ☒

Copy From

Header

*PO Date 11/14/2019

*Supplier LL CARTER -003

*Supplier ID 0000033093

*Buyer DEBBIE.BAYLES

PO Reference Delivered Stone Fredericksburg

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

Amount Summary

Merchandise 98.44

Freight/Tax/Misc. 0.00

Total Amount 98.44 USD

Add Items From

Catalog

Purchasing Kit

Lines

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

Line Item Description *Receiving Required Inspection Required Inspect ID Close Short

1 7503551310 STONE RIP RAP Required ☐

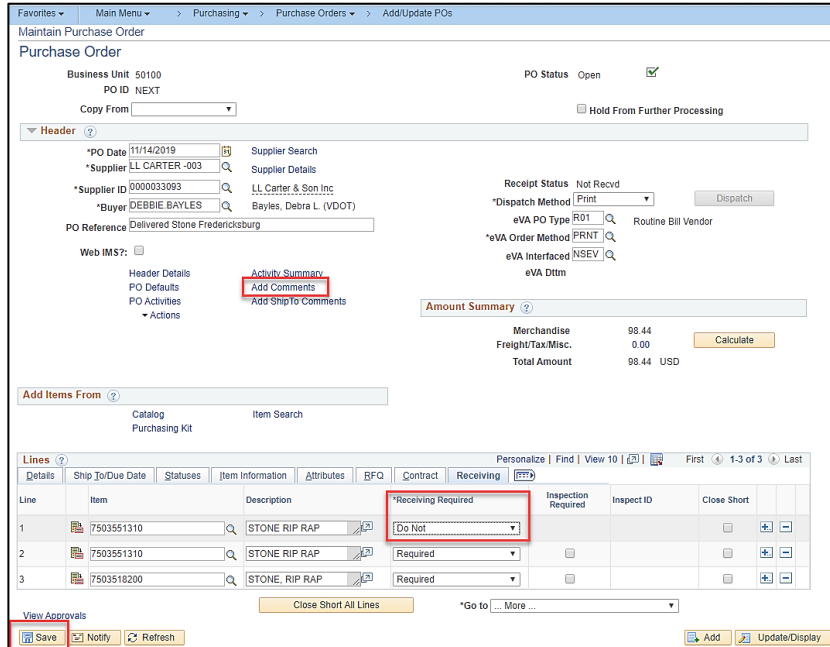
2 7503551310 STONE RIP RAP Required ☐

3 7503518200 STONE, RIP RAP Required ☐

View Approvals

31. Click the **Receiving** tab.

501 PR344: Professional Services Purchase Orders



Business Unit 50100
PO ID NEXT
Copy From []
Hold From Further Processing

Header
*PO Date 11/14/2019
*Supplier LL CARTER -003
*Supplier ID 0000033093
*Buyer DEBBIE BAYLES
PO Reference Delivered Stone Fredericksburg

Supplier Search
Supplier Details
LL Carter & Son Inc
Bayles, Debra L. (VDOT)

Receipt Status Not Recvd
*Dispatch Method Print
eVA PO Type R01
*eVA Order Method PRINT
eVA Interfaced NSEV
eVA Dttm

Amount Summary
Merchandise 98.44
Freight/Tax/Misc. 0.00
Total Amount 98.44 USD

Lines
Line 1: 7503551310 STONE RIP RAP
Line 2: 7503551310 STONE RIP RAP
Line 3: 7503518200 STONE RIP RAP

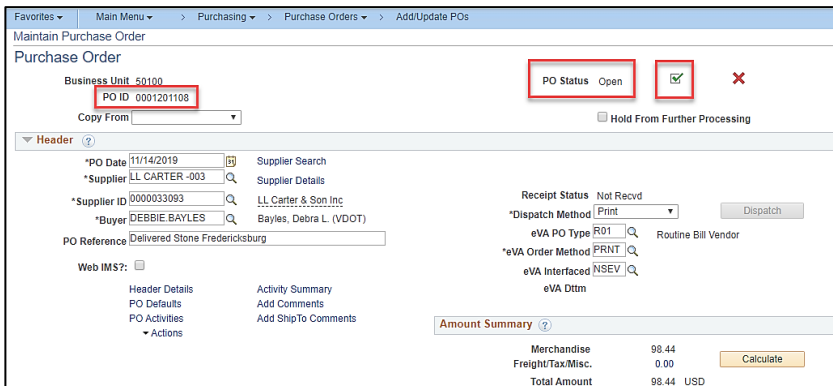
Receiving Required
Do Not
Required

View Approvals
Save Notify Refresh

32. In the **Receiving Required** field, using the drop-down arrow, select **Do Not**.

33. Remember to add comments, and any attachments desired, to your PO.

34. Click the **Save** button.



Business Unit 50100
PO ID 0001201108
Copy From []
Hold From Further Processing

Header
*PO Date 11/14/2019
*Supplier LL CARTER -003
*Supplier ID 0000033093
*Buyer DEBBIE BAYLES
PO Reference Delivered Stone Fredericksburg

Supplier Search
Supplier Details
LL Carter & Son Inc
Bayles, Debra L. (VDOT)

Receipt Status Not Recvd
*Dispatch Method Print
eVA PO Type R01
*eVA Order Method PRINT
eVA Interfaced NSEV
eVA Dttm

Amount Summary
Merchandise 98.44
Freight/Tax/Misc. 0.00
Total Amount 98.44 USD

PO Status Open

Save

35. Cardinal assigns a **PO ID** number upon save and the **PO Status** is set to **Open**.

36. 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.

37. The PO will continue on through normal PO processing. Once the Purchase Order is dispatched, the PO is complete and ready to accept vouchers. For more detailed instructions on creating and managing POs, please refer to the course entitled **PR344: Processing Purchase Orders** located on the Cardinal website in **Course Materials** under **Training** and the job aid entitled **PR344: Purchase Orders** located on the Cardinal website in **Job Aids** under **Training**.

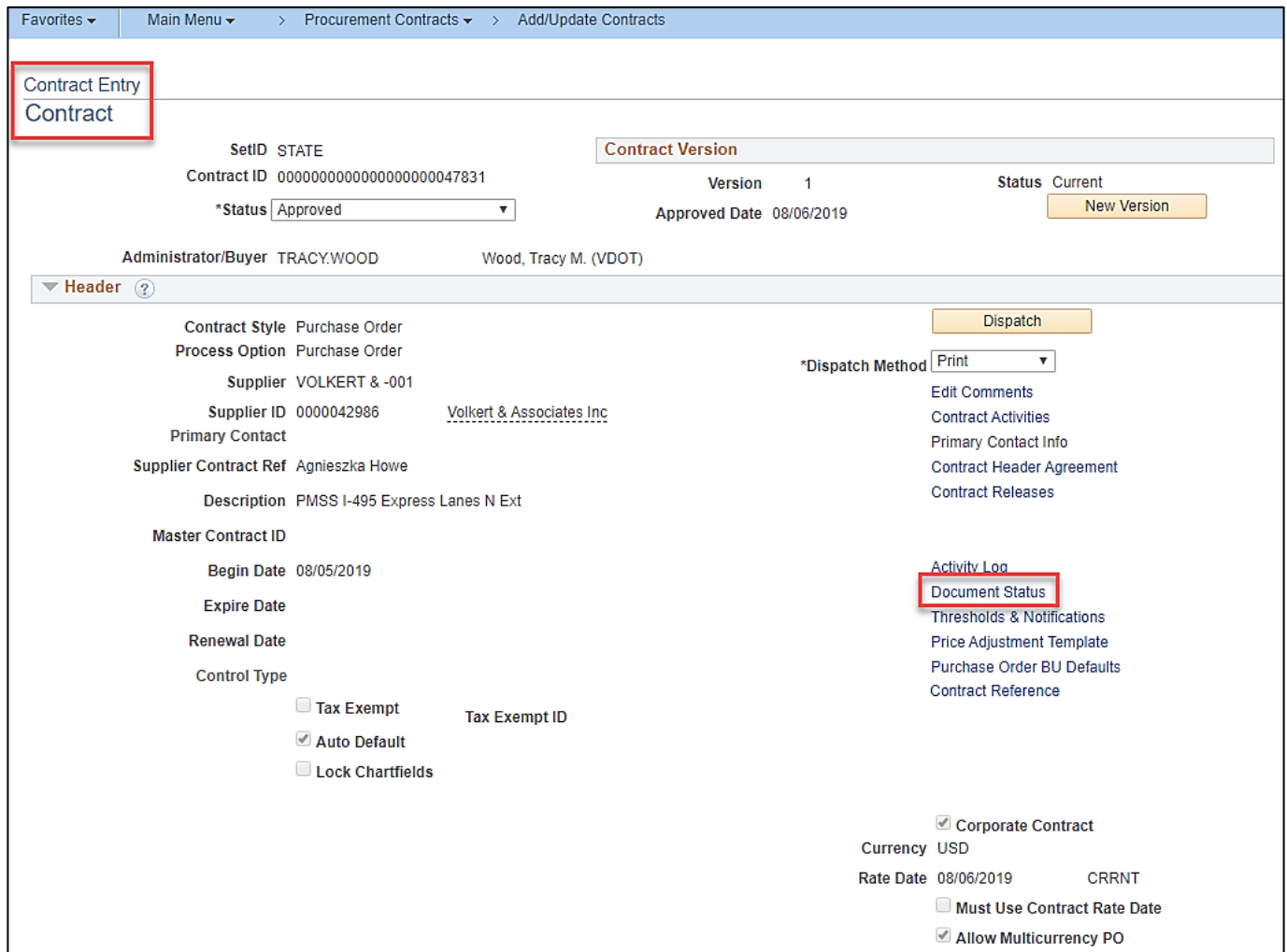
Updating a Professional Services PO – Task Orders

The PO is the principal tracking document and represents all activity related to the contract. In order to limit eVA fees, for each Professional Services contract, you would create only one PO. **Line 1** of the PO should be equal to the value of the contract. Each subsequent line added to the PO is deemed a task order (i.e., change order) executed against the contract. As each task order is added to the PO, **Line 1** of the PO is decremented for the same amount as the task order. As a result, the sum of the Professional Services PO lines is always equal to the contract. In the example below, you will create a Professional Services PO and subsequent task order against an existing contract.

Find the Related Purchase Order

1. Search for the Professional Services contract you wish to work with by navigating using the following path:

Main Menu > Procurement Contracts > Add/Update Contracts



Contract Entry
Contract

SetID STATE
Contract ID 00000000000000000000000047831
*Status Approved
Version 1
Status Current
Approved Date 08/06/2019
New Version

Administrator/Buyer TRACY.WOOD Wood, Tracy M. (VDOT)

Header ?

Contract Style Purchase Order
Process Option Purchase Order
Supplier VOLKERT & -001
Supplier ID 0000042986 Volkert & Associates Inc
Primary Contact
Supplier Contract Ref Agnieszka Howe
Description PMSS I-495 Express Lanes N Ext
Master Contract ID
Begin Date 08/05/2019
Expire Date
Renewal Date
Control Type
☐ Tax Exempt Tax Exempt ID
☒ Auto Default
☐ Lock Chartfields

Dispatch
*Dispatch Method Print
Edit Comments
Contract Activities
Primary Contact Info
Contract Header Agreement
Contract Releases
Activity Log
Document Status
Thresholds & Notifications
Price Adjustment Template
Purchase Order BU Defaults
Contract Reference

☒ Corporate Contract
Currency USD
Rate Date 08/06/2019 CRRNT
☐ Must Use Contract Rate Date
☒ Allow Multicurrency PO

2. Once you have selected your contract, from the **Contract Entry – Contract** page, click the **Document Status** hyperlink.

501 PR344: Professional Services Purchase Orders

Document Status

SetID STATE Contract 0000000000000000000000043317

Document Date 10/30/2014 Status Approved

Currency USD Document Type Contract

Buyer Wallace, Wazirah (VDOT) Released Amount 3,945,895.44

Short Supplier Name VANASSE HANGEN

Requisitions Sourcing Events Procurement Contracts Purchase Orders(1) Receipts Returns Vouchers(32) Payments(32)

1 of 65 of 65

Show All

Associated Document Personalize | Find | View 4 | 1-100 of 100 | Last

Documents	Related Info	PDF
Actions	SetID Business Unit Document Type DOC ID Status Document Date Supplier ID Location Go To Document Status Inquiry	
> Actions	50100 Purchase Order 0001108416 Dispatched 11/05/2014 0000001967 MAIN	[Icon]
> Actions	50100 Voucher 00431488 Posted 01/22/2015 0000001967 MAIN	[Icon]
> Actions	50100 Voucher 00441740 Posted 02/26/2015 0000001967 MAIN	[Icon]

3. Related documents, such as requisitions, sourcing events, POs, and payments, display.
4. You can click the **DOC ID** hyperlink to view that document's details. For a PO document, the **DOC ID** is the same as the **PO ID** number. You will use this number to find and update the PO.

Create the Task Order

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


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


Purchase Order


Enter any information you have and click Search. Leave fields blank for a list of all values.

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


Search Criteria


Business Unit = 


PO ID begins with 


Purchase Order Date = 


PO Status =

Short Supplier Name begins with 

Supplier ID begins with 

Supplier Name begins with 

Buyer begins with 

Buyer Name begins with 


PO Type =

Purchase Order Reference begins with

Hold From Further Processing ☐

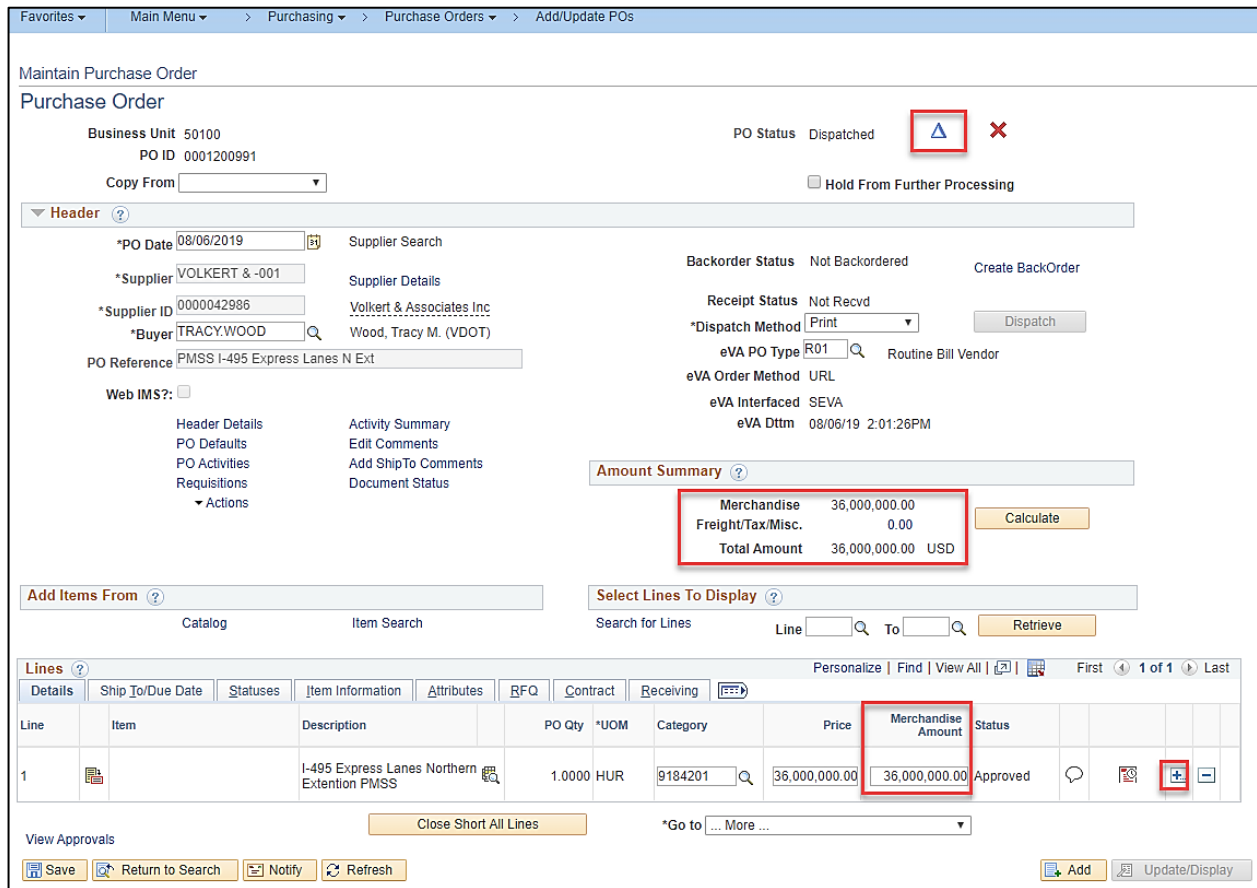
☐ **Case Sensitive**

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

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

6. Select the Find an Existing Value tab.
7. Enter the **PO ID** (i.e., Purchase Order **DOC ID**).
8. Click the **Search** button. The Maintain Purchase Order – Purchase Order page displays.



501 PR344: Professional Services Purchase Orders



Maintain Purchase Order

Purchase Order

Business Unit 50100
PO ID 0001200991
Copy From []

PO Status Dispatched  

☐ Hold From Further Processing

Header

*PO Date 08/06/2019 Supplier Search
*Supplier VOLKERT & -001 Supplier Details
*Supplier ID 0000042986 Volkert & Associates Inc
*Buyer TRACY.WOOD Wood, Tracy M. (VDOT)
PO Reference PMSS I-495 Express Lanes N Ext
Web IMS?: ☐

Header Details Activity Summary
PO Defaults Edit 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 R01 Routine Bill Vendor
eVA Order Method URL
eVA Interfaced SEVA
eVA Dttm 08/06/19 2:01:26PM

Amount Summary

Merchandise	36,000,000.00
Freight/Tax/Misc.	0.00
Total Amount	36,000,000.00 USD

Calculate

Add Items From Catalog Item Search

Select Lines To Display

Search for Lines Line [] To [] Retrieve

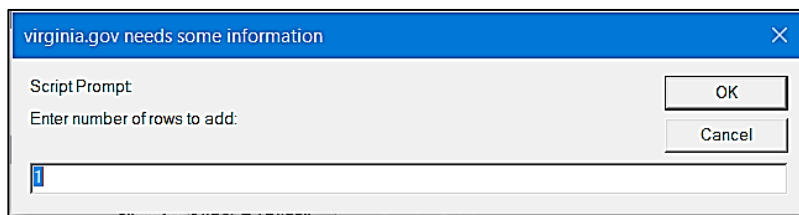
Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	I-495 Express Lanes Northern Extension PMSS		1.0000	HUR	9184201	36,000,000.00	36,000,000.00	Approved

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

Save Return to Search Notify Refresh Add Update/Display

- The PO displays. Confirm that **Line 1** matches the contract value.
- Click the blue triangle **Change Order** icon to initiate the task order (i.e., change order).
- Click the plus (+) icon to the right of **Line 1** to add a new line. The **Explorer User Prompt** pop-up window displays.



virginia.gov needs some information

Script Prompt:

Enter number of rows to add:

1

OK Cancel

- Enter the number of lines you would like to add.
- Click the **OK** button. A message is displayed reminding the user that a change order will be created. Click the **OK** button. The Maintain Purchase Order – Purchase Order page displays.

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001200991 PO Status Dispatched ✖

Copy From ☐ Hold From Further Processing

▼ Header ?

*PO Date 08/06/2019 Supplier Search
 *Supplier VOLKERT & -001 Supplier Details
 *Supplier ID 0000042986 Volkert & Associates Inc
 *Buyer TRACY.WOOD Wood, Tracy M. (VDOT)
 PO Reference PMSS I-495 Express Lanes N Ext
 Web IMS?: ☐

Backorder Status Not Backordered Create BackOrder
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 eVA Order Method URL
 eVA Interfaced SEVA
 eVA Dttm 08/06/19 2:01:26PM

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

Amount Summary ?

Merchandise	36,000,000.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	36,000,000.00 USD	

Add Items From ?

Catalog Item Search

Select Lines To Display ?

Search for Lines Line To Retrieve

Lines ?

Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	36,000,000.00	36,000,000.00	Approved				
2		<input type="text"/>				0	0.000	Pending				

View Approvals

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

Save Return to Search Notify Refresh Add Update/Display

14. The new line(s) is shown and is available for insertion of values.

15. Click the **Contract** tab.

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		I-495 Express Lanes Northern Extension PMSS	STATE	0000000000000000000000047831		1	1	1
2		<input type="text"/>	STATE	<input type="text"/>				

View Approvals

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

Save Return to Search Notify Refresh

16. Click the **Contract Search** icon on the line you created. The **Contract Search** pop-up window displays.

501 PR344: Professional Services Purchase Orders

Contract Search										
Search Criteria										
SetID STATE					Supplier SetID STATE					
Contract ID	<input type="text"/>				Supplier ID	0000042986 Volkert & Associates Inc				
Contract Style	<input type="text"/>				Item SetID STATE					
Contract Process Option	<input type="text"/>				Item ID	<input type="text"/>				
Administrator/Buyer	<input type="text"/>				Item Description	<input type="text"/>				
Description	<input type="text"/>				Category	<input type="text"/>				
Master Contract ID	<input type="text"/>				Manufacturer ID	<input type="text"/>				
Contract Reference Type	<input type="text"/>				Manufacturer's Item ID	<input type="text"/>				
Corporate Contract	<input type="text"/>				Supplier Item ID	<input type="text"/>				
PO Date	08/06/2019				UPN ID	<input type="text"/>				
<input type="button"/> <input type="button"/>										
▼ Contract Details Personalize Find View All [Grid Icon] First 1-10 of 16 Last										
Item Detail	Contract Reference	Contract Detail	Item Information							
Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price		
<input checked="" type="checkbox"/>	0000000000000000000047831	1	Line Item	9184201		I-495 Express Lanes Northern Extension PMSS	36000000.00000 Y			
<input type="checkbox"/>	0000000000000000000046787	1	Line Item	9184201		SAFETY INSP OF HW STRUCTURES IN STAUNTON AND CULPEPER	2000000.00000 Y			

<input type="button"/>	<input type="button"/>	<input type="button"/>
------------------------	------------------------	------------------------

17. The Supplier information has prepopulated.
18. Click the **Search** button.
19. Select the contract/line you wish to use to populate the PO line.
20. Click the **OK** button. The Maintain Purchase Order – Purchase Order page displays.

Lines

Details

Ship To/Due Date

Statuses

Item Information



Attributes

RFQ

Contract

Receiving

RFID

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Line	GPO ID
1		I-495 Express Lanes Northern Extension PMSS 	STATE	00000000000000000000000047831		1	1	<input type="text"/>	1	
2		<input type="text"/> I-495 Express Lanes 	STATE	00000000000000000000000047831		1	1	<input type="text"/>		

View Approvals

Close Short All Lines

*Go to More ...

Save

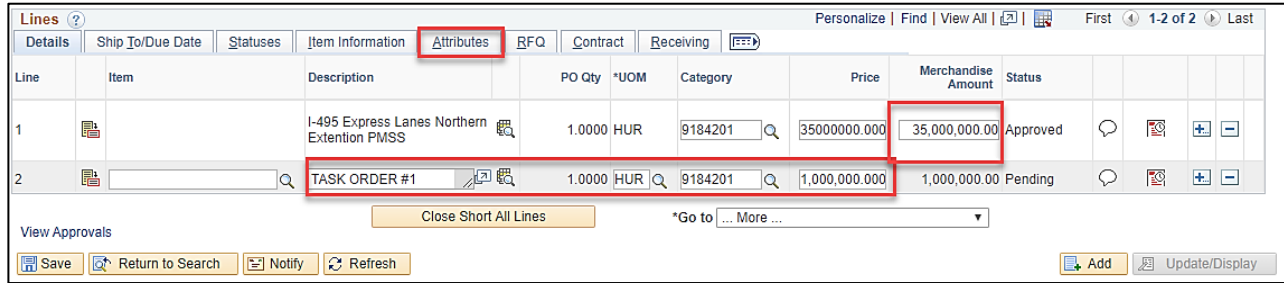
Return to Search

Notify

Refresh

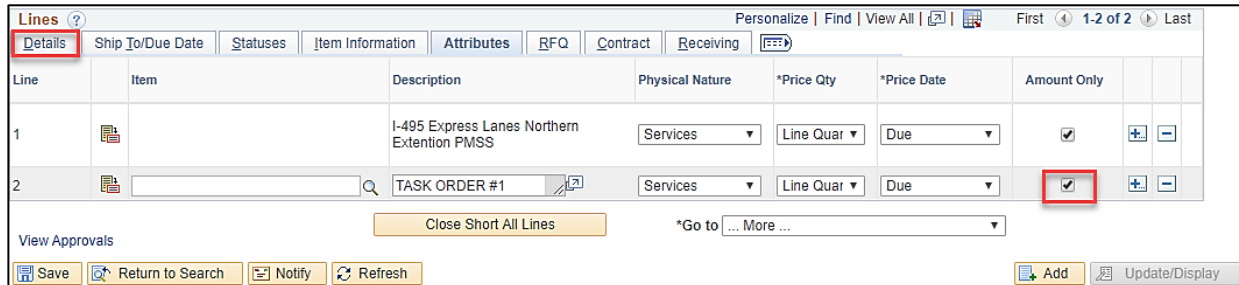
21. The **Description**, **Contract ID**, and **Contract Line** number from the selected contract populate the newly added line.
22. Click the **Details** tab.

501 PR344: Professional Services Purchase Orders



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35000000.000	35,000,000.00	Approved
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.000	1,000,000.00	Pending

23. On the new **Line** (e.g., **Line 2**), update the **Description** text to identify the line as a task order.
24. On the new **Line** (e.g., **Line 2**), insert the value of the task order in the **Price** field.
25. On **Line 1**, decrement the **Merchandise Amount** field by the amount of the new line – task order (in this example **Line 2**).
26. Confirm that the sum of all the PO lines equal the original PO amount, which is equal to the total contract value. (Sum PO Lines = Original PO Total = Contract Total)
27. Click the **Attributes** tab.



Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		I-495 Express Lanes Northern Extension PMSS	Services	Line Quar	Due	<input type="checkbox"/>
2		TASK ORDER #1	Services	Line Quar	Due	<input checked="" type="checkbox"/>

28. On the new line (e.g., **Line 2**), select the **Amount Only** check-box.
29. Click the **Details** tab.

501 PR344: Professional Services Purchase Orders

Purchase Order

Business Unit 50100 PO ID 0001200991
Copy From []

PO Status Dispatched ✖

☐ Hold From Further Processing

Header ?

*PO Date 08/06/2019 Supplier Search
*Supplier VOLKERT & -001 Supplier Details
*Supplier ID 0000042986 Volkert & Associates Inc
*Buyer TRACY.WOOD Wood, Tracy M. (VDOT)

PO Reference FMSS I-495 Express Lanes N Ext

Web IMS?: ☐

Header Details Activity Summary
PO Defaults Edit 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 R01 Routine Bill Vendor
eVA Order Method URL
eVA Interfaced SEVA
eVA Dttm 08/06/19 2:01:26PM

Amount Summary ?

Merchandise	36,000,000.00	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	36,000,000.00	USD

Add Items From ? Catalog Item Search

Select Lines To Display ?
Search for Lines Line [] To [] Retrieve

Lines ? Personalize | Find | View All | First 1-2 of 2 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFO	Contract	Receiving	[PDF]			
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		I-495 Express Lanes Northern Extension FMSS	1.0000	HUR	9184201	36,000,000.00	36,000,000.00	Approved			+ -
2		[]	[]	[]	[]	0	0.000	Pending			+ -

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

Save Return to Search Notify Refresh Add Update/Display

30. On the new line (e.g., **Line 2**), click the **Schedule** icon. The **Maintain Purchase Order – Schedules** page displays.

[Favorites](#) | [Main Menu](#) | [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

[New Window](#)

Maintain Purchase Order

Schedules

Unit 50100 Supplier VOLKERT & -001 PO Status Dispatched
PO ID 0001200991 PO Date 08/09/2019

[Return to Main Page](#)

Lines										Find	View All	First	2 of 2	Last
Line	2	Item	TASK ORDER #1	PO Qty	1.0000	HUR Merchandise Amt	1,000,000.00	USD						
Schedules														
Personalize Find View All First 1 of 1 Last														
Details Statuses Shipment Matching Receiving Freight RTV RFI														
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		
Add 1		11/15/2019	CNTRL OF2		1.0000	1,000,000.0000	1,000,000.00	Active						

Add Ship To Comments

Save
 Return to Search
 Notify
 Refresh

Add
 Update Display

31. If necessary, edit **Due Date** and **Ship To** specific to this task order.
32. Click the **Distribution** icon. The **Maintain Purchase Order – Distributions for Schedule 1** pop-up window displays.



Procurement Job Aid

501 PR344: Professional Services Purchase Orders

Distributions for Schedule 1

Unit 50100 Supplier VOLKERT & -001
PO ID 0001200991 Item TASK ORDER #1
Line 2
Schedule 1 Status Active

*Distribute By Amount

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000
Merchandise Amount 1,000,000.00 USD
Doc. Base Amount 1,000,000.00 USD

Distribution Personalize Find View All First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses							
Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Ce
1	Open	100.0000	1,000,000.00	USD	50100		5012610	04720		19002	

OK Cancel Refresh

33. Enter the accounting distribution specific to the task order.

Maintain Purchase Order

Schedules

Unit 50100 Supplier VOLKERT & -001 PO Status Dispatched
PO ID 0001200991 PO Date 08/06/2019

[Return to Main Page](#)

Lines Find View All First 2 of 2 Last

Line	2	Item	TASK ORDER #1	PO Qty	1.0000	HUR Merchandise Amt	1,000,000.00	USD				
Schedules												
Details Statuses Shipment Matching Receiving Freight RTV												
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		11/15/2019	CNTRL OF2		1.0000	1,000,000.0000	1,000,000.00	Active				

Add ShipTo Comments

Save Return to Search Notify Refresh

Add Update/Display

34. Click the **Return to Main Page**. The Maintain Purchase Order – Purchase Order page displays.



Procurement Job Aid

501 PR344: Professional Services Purchase Orders

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001200991 PO Status Dispatched ✖

Copy From ▾ ☐ Hold From Further Processing

▼ Header ?

*PO Date 08/06/2019 Supplier Search Backorder Status Not Backordered Create BackOrder

*Supplier VOLKERT & -001 Supplier Details Receipt Status Not Recvd

*Supplier ID 0000042986 Volkert & Associates Inc *Dispatch Method Print Dispatch

*Buyer TRACY.WOOD Wood, Tracy M. (VDOT) eVA PO Type R01 Routine Bill Vendor

PO Reference PMSS I-495 Express Lanes N Ext eVA Order Method URL

Web IMS? ☐ eVA Interfaced SEVA eVA Dttm 08/06/19 2:01:26PM

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

Amount Summary ?

Merchandise 36,000,000.00
Freight/Tax/Misc. 0.00 Calculate
Total Amount 36,000,000.00 USD

Add Items From ? Catalog Item Search

Select Lines To Display ? Search for Lines Line To Retrieve

Lines ? Personalize Find View All First 1-2 of 2 Last

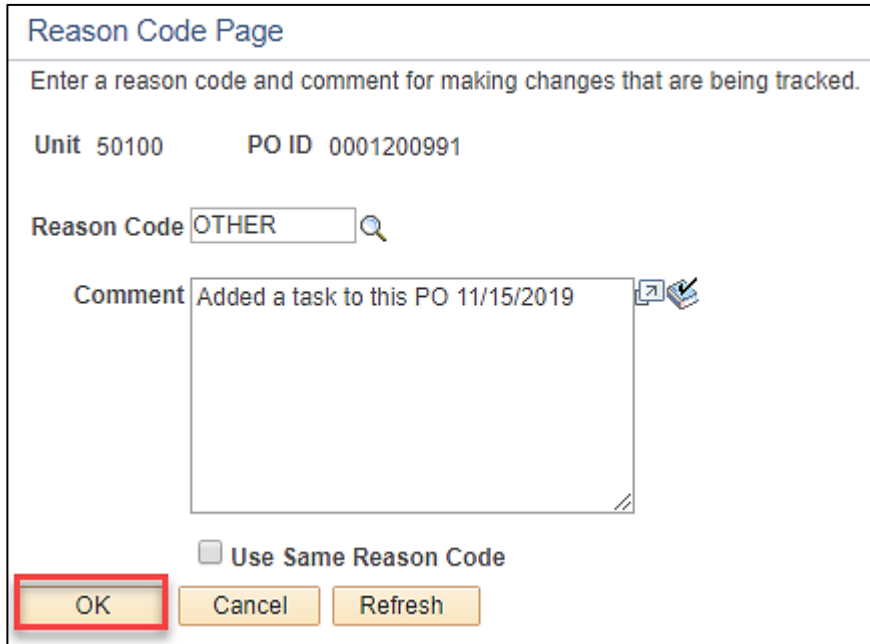
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving						
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status					
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35000000.000	35,000,000.00	Approved					
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.000	1,000,000.00	Pending					

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

Save Return to Search Notify Refresh Add Update/Display

501 PR344: Professional Services Purchase Orders

35. Remember to add comments, and any attachments desired, to your newly added task order line on the PO.
36. Click the **Save** button. The **Change Reason** pop-up window displays.



The image shows a 'Reason Code Page' pop-up window. At the top, it says 'Reason Code Page' in blue. Below that is a instruction: 'Enter a reason code and comment for making changes that are being tracked.' The window displays 'Unit 50100' and 'PO ID 0001200991'. There is a 'Reason Code' field with 'OTHER' entered and a magnifying glass icon. Below that is a 'Comment' field with the text 'Added a task to this PO 11/15/2019' and a small icon of a document with a checkmark. At the bottom, there is a checkbox labeled 'Use Same Reason Code' which is unchecked. Below the checkbox are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red border.

37. Enter Reason Code and Comment.
38. Click the OK button. The Maintain Purchase Order – Purchase Order page displays.

501 PR344: Professional Services Purchase Orders

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

Purchase Order
 Business Unit 50100 PO ID 0001200991
 Change Order 1 Current Change Reason
 Copy From ☐ Hold From Further Processing

Header ?
 *PO Date 08/06/2019 Supplier Search
 *Supplier VOLKERT & -001 Supplier Details
 *Supplier ID 0000042986 Volkert & Associates Inc
 *Buyer TRACY.WOOD Wood, Tracy M. (VDOT)
 PO Reference PMSS I-495 Express Lanes N Ext
 Web IMS?: ☐

Receipt Status Not Recvd
 *Dispatch Method Print Dispatch
 eVA PO Type R01 Routine Bill Vendor
 eVA Order Method URL
 eVA Interfaced RSEV
 eVA Dttm 08/06/19 2:01:26PM

Header Details
 PO Defaults
 PO Activities
 Requisitions
 Actions

Activity Summary
[Edit Comments](#)
 Add ShipTo Comments
 Document Status

Amount Summary ?
 Merchandise 36,000,000.00
 Freight/Tax/Misc. 0.00
 Total Amount 36,000,000.00 USD Calculate

Add Items From ?
 Catalog Item Search

Select Lines To Display ?
 Search for Lines Line To Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201	35,000,000.00	35,000,000.00	Pending				
2		TASK ORDER #1	1.0000	HUR	9184201	1,000,000.00	1,000,000.00	Pending				

View Approvals Close Short All Lines *Go to ... More ...
 Save Return to Search Notify Refresh Add Update/Display

39. The **PO Status** is updated to **Pend Appr** (i.e., pending approval).

40. Click the **Edit Comments** hyperlink to add required comments at the PO level. The **PO Header Comments** pop-up window is shown.

PO Header Comments
 Business Unit 50100 PO ID 0001200991 Supplier VOLKERT & -001 Change Order 1

☒ Retrieve Active Comments Only Retrieve
 *Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find View All First 1 of 1 Last
 Use Standard Comments Comment Status Active Inactivate +

This PO is for Contract ID 47831 and is for billing purposes only. The contract was executed on August 5, 2019. tmw 8/6/19
 This contract was updated on 11/15/2019 for training purposes

☐ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher ☒ Approval Justification

Associated Document
 Attachment Attach View Delete Email
 From -> PO 50100-0001200991

OK Cancel Refresh

41. Click the (+) icon to add a new comment.

PO Header Comments

Business Unit 50100 PO ID 0001200991 Supplier VOLKERT & -001 Change Order 1

☒ Retrieve Active Comments Only [Retrieve](#)

*Sort Method [Comment Time Stamp](#) *Sort Sequence [Ascending](#) [Sort](#)

Comments [Find](#) [View All](#) First [2 of 2](#) Last

Use Standard Comments [Comment Status](#) [Active](#) [Inactivate](#) [+](#)

Updates on 11/15/2019

☐ Send to Supplier ☐ Show at Receipt

☐ Show at Voucher ☐ Approval Justification

Associated Document

Attachment [Attach](#) [View](#) [Delete](#) ☐ Email

Source Key

[OK](#) [Cancel](#) [Refresh](#)

42. Enter comment(s) specific to this task order for approval justification.

43. Click the **OK** button. The Maintain Purchase Order – Purchase Order page displays.

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Pending Appr ✖

PO ID 0001200991

Change Order 1 Current Change Reason

Copy From [▼](#) ☐ Hold From Further Processing

Header [?](#)

*PO Date 08/06/2019 [DT](#) Supplier Search

*Supplier VOLKERT & -001 Supplier Details

*Supplier ID 0000042986 Volkert & Associates Inc

*Buyer TRACY.WOOD [Q](#) Wood, Tracy M. (VDOT)

PO Reference PMSS I-495 Express Lanes N Ext

Web IMS?: ☐

Header Details Activity Summary

PO Defaults Edit Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

Receipt Status Not Recvd

*Dispatch Method [Print](#) [Dispatch](#)

eVA PO Type R01 [Q](#) Routine Bill Vendor

eVA Order Method URL

eVA Interfaced RSEV

eVA Dttm 08/06/19 2:01:26PM

Amount Summary [?](#)

Merchandise 36,000,000.00

Freight/Tax/Misc. 0.00

Total Amount 36,000,000.00 USD [Calculate](#)

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

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

Lines [?](#) [Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [EFF](#) Personalize [Find](#) [View All](#) [1-2 of 2](#) Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		I-495 Express Lanes Northern Extension PMSS	1.0000	HUR	9184201 Q	35,000,000.00	35,000,000.00	Pending			
2		TASK ORDER #1	1.0000	HUR	9184201 Q	1,000,000.00	1,000,000.00	Pending			

[View Approvals](#) [Close Short All Lines](#) *Go to [...](#) More [...](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

44. Click the **Save** button. The PO will route to your supervisor for approval. Task order approval is required by your supervisor because there was an insertion of a new task order line.

45. Click the **View Approvals** hyperlink to view the **Justification** comment.

501 PR344: Professional Services Purchase Orders

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

View Approvals

Business Unit 50100
 PO ID 0001200991
 PO Total 36,000,000.00 USD
 Supplier ID 0000042986 Volkert & Associates Inc
 Buyer TRACY.WOOD
 PO Reference PMSS I-495 Express Lanes N Ext

PO Status Pend Appr
 PO Date 08/06/2019

Justification This PO is for Contract ID 47831 and is for billing purposes only. The contract was executed on August 5, 2019. bmv 8/6/19 This contract was updated on 11/15/2019 for training nurseries

[Edit PO](#)

[Review Lines](#)

[Review / Edit Approvers](#)

PO/CO for Supervisor Action

[Purchase Order 0001200991:Pending](#) [View/Hide Comments](#)
[Start New Path](#)

Buyer Supervisor for ChngOrd

Pending
 Patel, Shailendra G., P.E. (VD)
 Buyer's Supervisor

[Comment History](#)

Wood, Tracy M. (VDOT) at 11/15/19 - 2:24 PM

[View History](#)

[Return to Purchase Order](#)

46. The **View Approvals** page is shown and the **Justification** comment displays.
47. The PO will continue on through normal PO processing. Once the Purchase Order is dispatched, the PO is complete and ready to accept vouchers.