



501 PR140

Procurement Overview

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

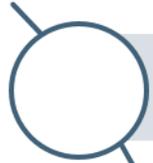
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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:



Understand key procurement Processes



Recognize how procurement integrates with other Cardinal modules and interfaces with other systems



Agenda

1

Introduction to Procurement

2

Procurement Processes

3

Procurement Integration and Interfaces



Lesson 1: Introduction

1

Introduction to Procurement

This lesson covers the following topics:

- Procurement Overview
- Key Concepts



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, and procurement card (PCard) and Integrated Supply Services Program (ISSP) transactions.

eProcurement

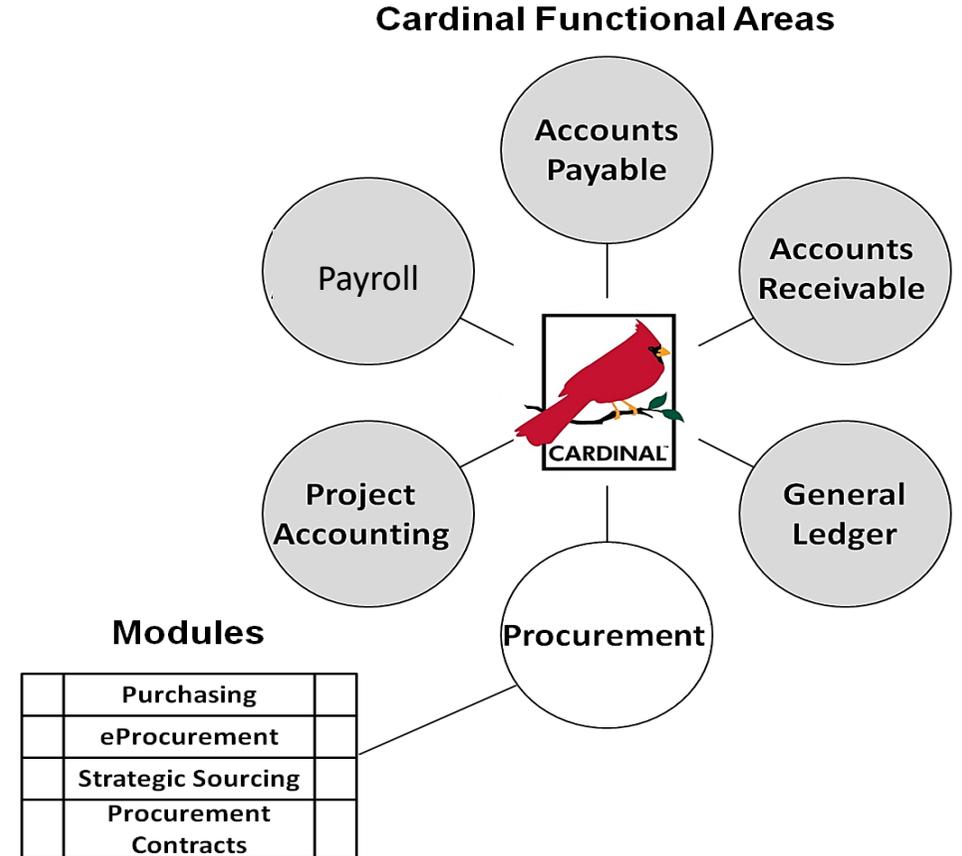
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

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.





Key Concepts

Key concepts in Procurement include:

- Procurement is the purchasing of goods and/or services for agencies across the Commonwealth.
- Cardinal provides a variety of procurement functions such as requisitions, purchase orders (PO), strategic sourcing, procurement contracts, PCards, ISSP Cards, and receiving that enable Cardinal to meet agencies' diverse procurement requirements.
- Requisitions are used to identify requested good(s) and/or service(s). POs are used to order the good(s) and/or service(s) from a supplier.
- An assortment of tools are available in Cardinal to help manage the procurement process:
 - Version controls that allow tracking modifications to contracts
 - Automated notices of upcoming contract expirations, renewals, dollar thresholds
 - Workflow that routes requisitions and POs for approval
- eVA is the source of all Procurement suppliers in Cardinal which are available statewide to all agencies statewide. Fiscal suppliers (who receive refunds or other non-supplier payments) are managed by the Commonwealth's Vendor Group (CVG).



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.



Procurement is also known as _____.

- Purchasing
- Contract Analysis
- Journal Entry
- Vouchering

eVA is the source of all fiscal and procurement suppliers in Cardinal.

- True
- False



Lesson 1: Summary

1

Introduction to Procurement

In this lesson, you learned:

- Procurement Overview
- Key Procurement Concepts



Lesson 2: Introduction

2

Procurement Processes

This lesson covers the following topics:

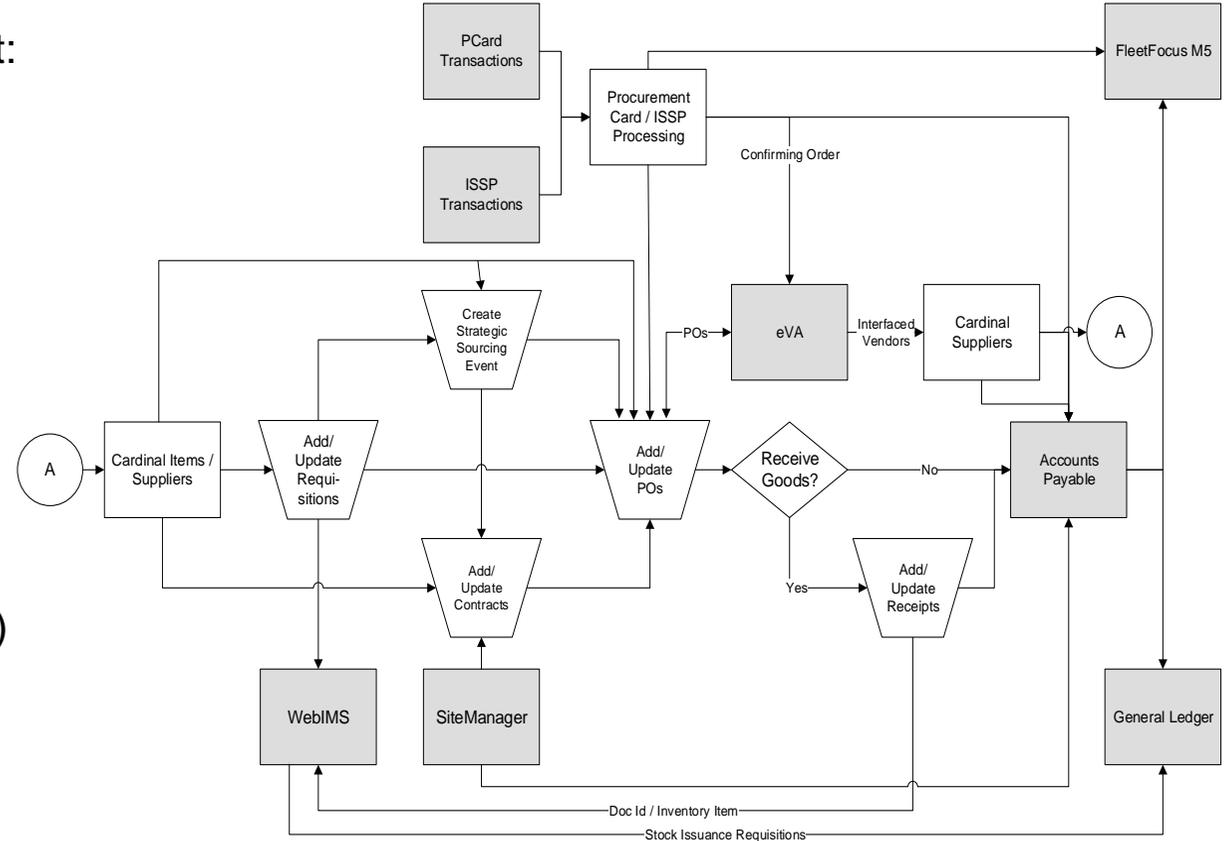
- Procurement Overview
- eProcurement Process
- Purchasing Process
- Strategic Sourcing Process
- Procurement Contracts Process



Procurement Overview

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

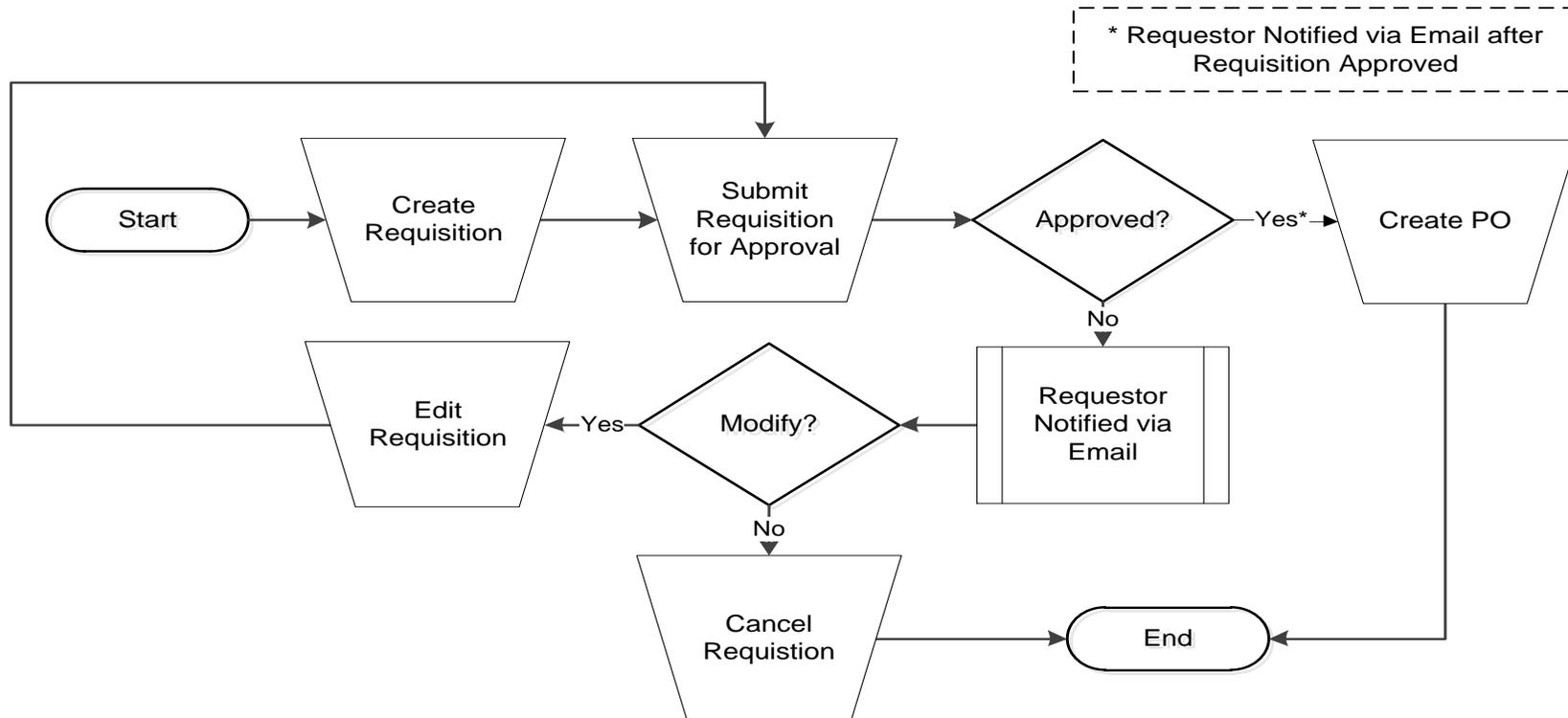


eProcurement Process

The **eProcurement** module provides step by step, structured, web-based Procurement for acquiring goods and/or services, similar to an online shopping cart experience.

Key processes include:

- Create Requisition
- Submit Requisition for Approval
- Create Purchase Order (PO)





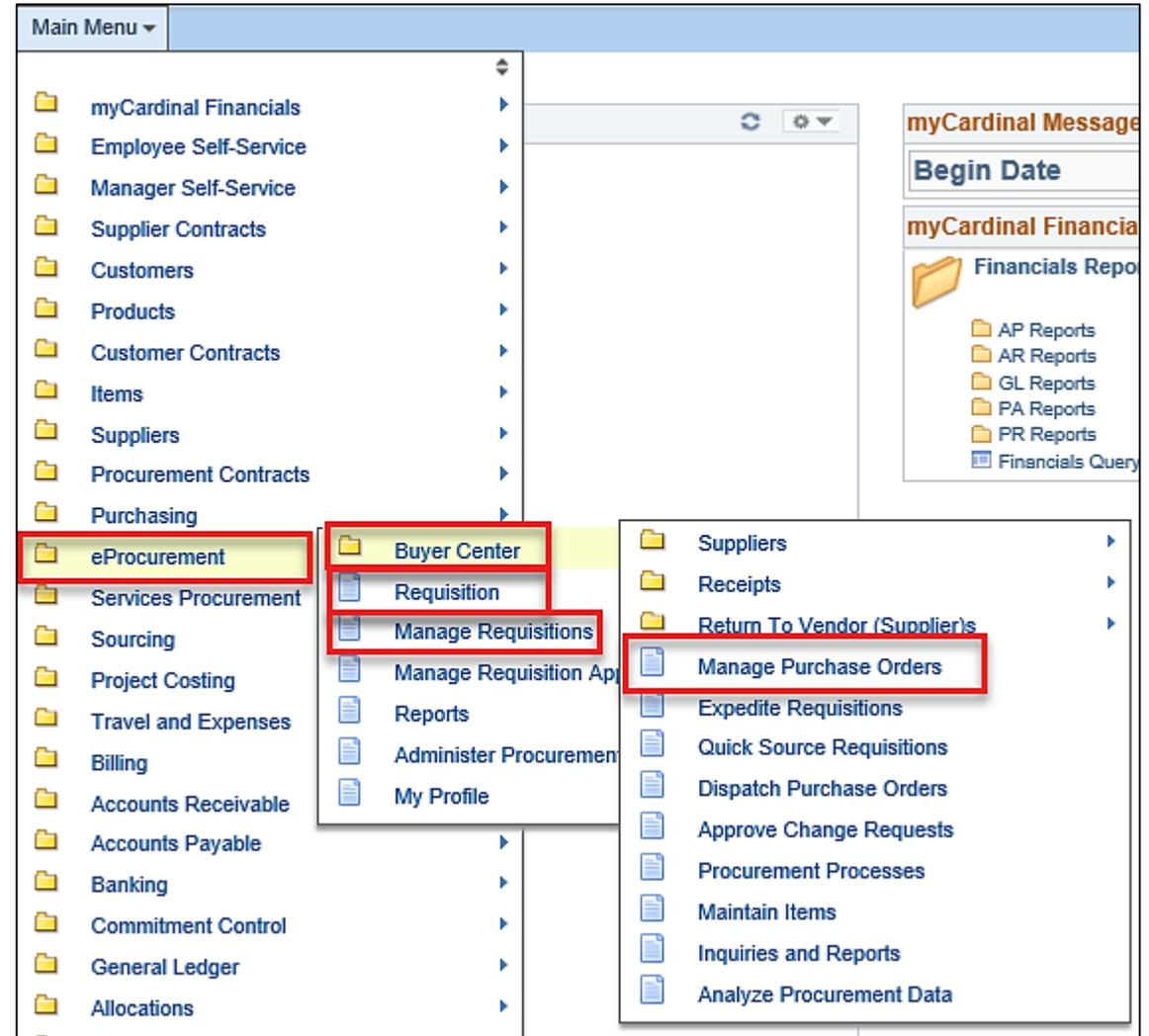
eProcurement Process (continued)

The **eProcurement** page in Cardinal allows access to the major functions in eProcurement:

- Create Requisition
- Manage Requisitions
- Manage Purchase Orders

You can navigate to this page using the following path:

Main Menu > eProcurement





eProcurement Process (continued)

The requisition process in the eProcurement module is a structured step by step process for the data entry and approval processes. Data must be entered in a specific order..

Navigate to the **eProcurement Requisition** page using the following path:

Main Menu > eProcurement > Requisition

The key processes in Purchasing and eProcurement are virtually the same, but the data entry structure is different.

The screenshot shows the 'Maintain Requisitions' page for a Requisition. The breadcrumb path is 'Main Menu > Purchasing > Requisitions > Add/Update Requisitions'. The page title is 'Maintain Requisitions' and the sub-page title is 'Requisition'.

Fields and values:

- Business Unit: 50100
- *WebIMS Req Type: Regular (dropdown)
- Status: Open (checkbox checked)
- Requisition ID: NEXT
- Requisition Name: [Empty] Copy From [Empty] Hold From Further Processing
- *Requester: ANDY.MASON (dropdown) Mason, Andy (VDOT)
- *Requisition Date: 12/10/2019 (calendar icon) Requester Info
- Origin: ONL (dropdown) Online Input
- *Currency Code: USD (dropdown) Dollar
- Buttons: Requisition Defaults, Add Comments, Requisition Activities

Amount Summary:

Total Amount	0.00	USD
--------------	------	-----

Add Items From:

- Purchasing Kit
- Catalog
- Item Search
- Requester Items

Line Table:

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	[Empty]	[Empty]	0.0000	[Empty]	[Empty]	0	0.00	Open	[Empty]	[Empty]	[Empty]	[Empty]

Bottom navigation: Save, Notify, Refresh, Add, Update/Display. *Go to ...More... (dropdown)

Click on image to enlarge



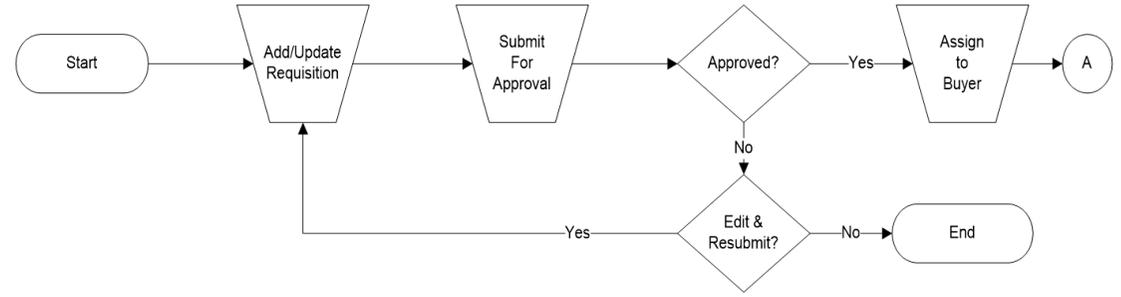
Purchasing Process

The Purchasing module manages the processes associated with the procurement of goods and services.

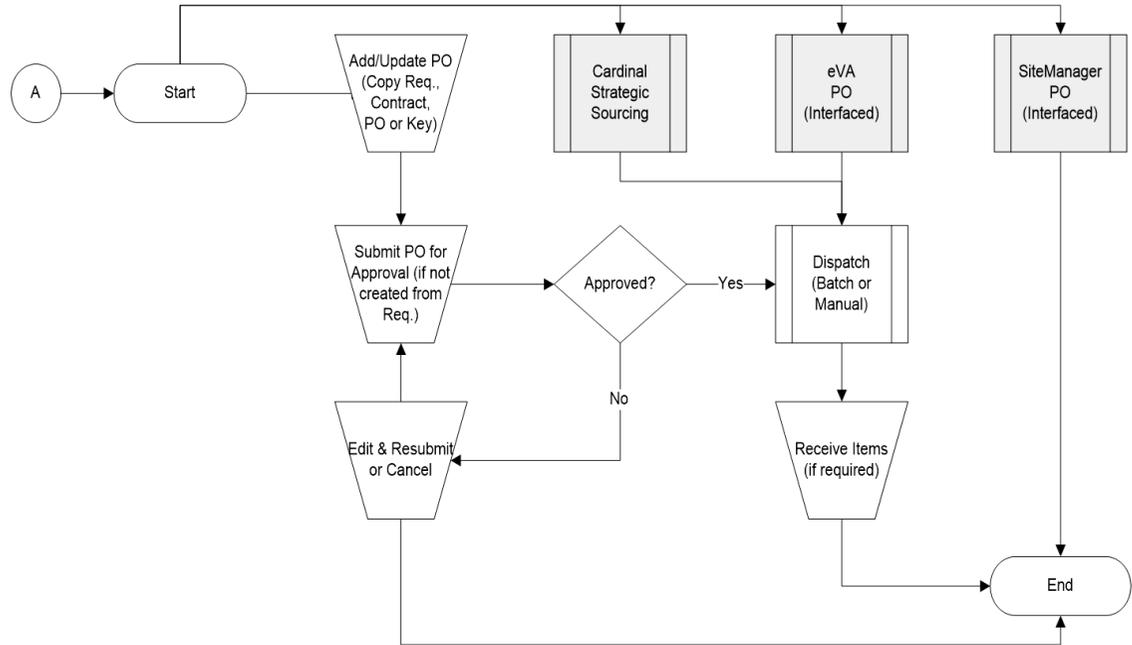
Key processes include:

- Create Requisition
- Submit Requisition for Approval
- Create Purchase Order
- Submit Purchase Order for Approval (If not created from an approved requisition)
- Dispatch Purchase Order
- Receive items

Requisition Processing



Purchase Order Processing



Click on image to enlarge



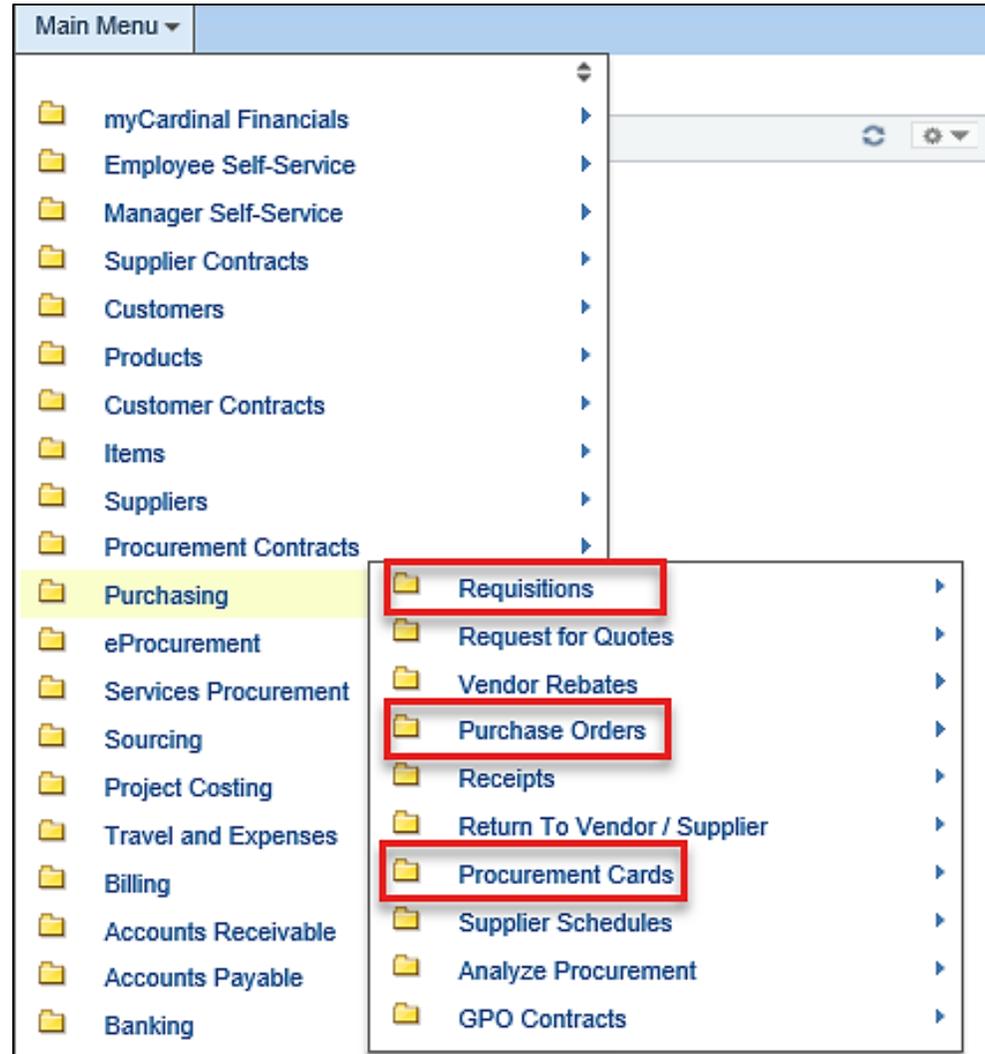
Purchasing Process (continued)

The **Purchasing** page allows access to the major functions in Purchasing, such as:

- Requisitions
- Purchase Orders
- Receipts
- Procurement Cards

Navigate to this page using the following path:

Main Menu > Purchasing

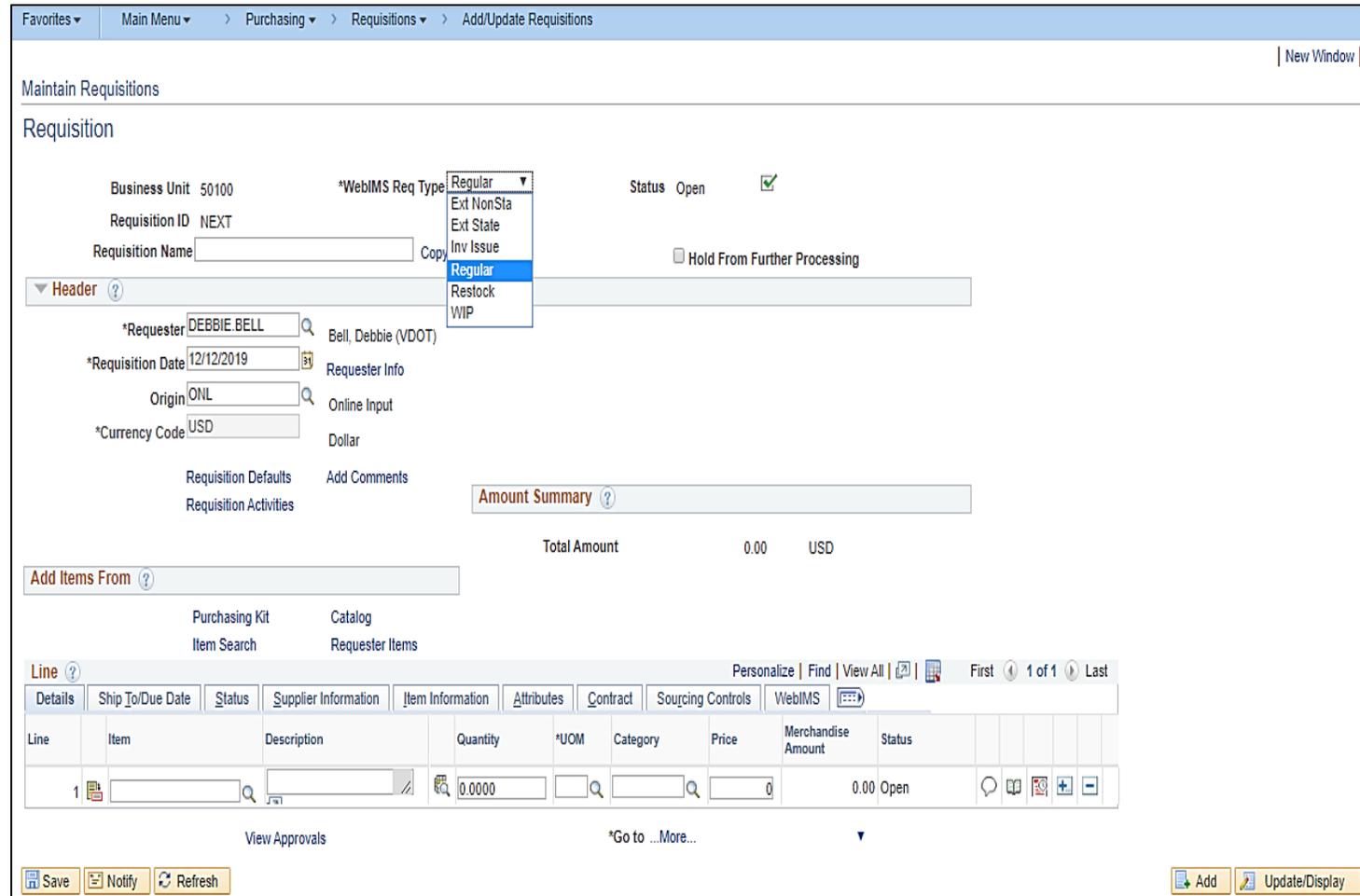


Purchasing Process: Create Requisition

The Purchasing module is more free-form and does not require data entry on the requisition in any specific order.

A requisition must be used with the Web Inventory Management System (WebIMS). It records work in progress (WIP) stock, stock issuance, external sales, and restock.

Navigate using the following path:
Main Menu > Purchasing > Requisitions > Add/Update Requisitions



Business Unit 50100 *WebIMS Req Type Regular Status Open

Requisition ID NEXT

Requisition Name Copy Hold From Further Processing

Header ?

*Requester DEBBIE.BELL Bell, Debbie (VDOT)

*Requisition Date 12/12/2019 Requester Info

Origin ONL Online Input

*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Amount Summary ?

Total Amount 0.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requester Items

Line ? Personalize | Find | View All | First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS											
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status											
1	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open											

View Approvals *Go to ...More...

Save Notify Refresh Add Update/Display



Purchasing Process: Create Requisition (continued)

The **Requisition Header** section includes **Requester**, **Requisition Date**, **Origin**, **Comments**, etc. Several of these fields default.

The **Requisition** requires information about the item/category, quantity, unit of measure (UOM), price, and the accounting distribution for the items. The accounting distribution contains Chart of Accounts fields, called ChartFields, that classify the financial transaction.

The **Requisition Lines** section contains tabs that provide for more details on the item requested, such as **Ship To/Due Date**, **Status**, **Supplier Information**, **Item Information**, **Attributes**, **Contract**, **Sourcing Controls**, and **WebIMS** information (if relevant to the requisition).

The screenshot shows the 'Add/Update Requisitions' page. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions. The 'Maintain Requisitions' section is highlighted with a red box. The 'Requisition' section shows: Business Unit 50100, *WebIMS Req Type Regular, Status Open, Requisition ID NEXT, and Requisition Name with a 'Copy From' button and a 'Hold From Further Processing' checkbox. The 'Header' section is highlighted with a red box and contains: *Requester ANDY.MASON (Mason, Andy (VDOT)), *Requisition Date 12/10/2019, Origin ONL (Online Input), *Currency Code USD (Dollar), and an 'Amount Summary' table showing Total Amount 0.00 USD. The 'Line' section is highlighted with a red box and contains a table with columns: Line, Item, Description, Quantity, *UOM, Category, Price, Merchandise Amount, Status. The table has one row: Line 1, Item, Description, Quantity 0.0000, *UOM, Category, Price, Merchandise Amount 0.00, Status Open. The interface also includes buttons for Save, Notify, Refresh, Add, and Update/Display.



Purchasing Process: Create Requisition (continued)

The **Document Status** page shows the status of an existing requisition. It also identifies the contract, purchase orders, receivers, vouchers, and payments associated with the requisition.

This page may be accessed two different ways:

For an existing requisition, click on the **Document Status** link on the **Requisition** page or navigate using the following path:

Main Menu > Purchasing > Requisition > Review Requisition Information > Document Status

For more detailed information about creating requisitions, see the course entitled **501 PR342: Processing Requisitions** located on the Cardinal website in **Course Materials** under **Learning**.

Document Status

Business Unit 50100
 Document Date 09/05/2019
 Currency USD
 Requester Henson, Veronica (VDOT)

Req ID 0002270327
 Status Approved
 Document Type Requisition
 Merchandise Amt 13,021.00

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

Show All

Associated Document Personalize | Find | View All | First 1-3 of 3 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	STATE		Contract	00000000000000000047807	Approved	07/30/2019	0000036098		
▼ Actions		50100	Purchase Order	0001201102	Dispatched	09/05/2019	0000036098	MAIN	
▼ Actions		50100	Receipt	0002146975	Received	09/05/2019	0000036098	MAIN	

Return to Search Previous in List Next in List

Click on image to enlarge



Purchasing Process: Create Purchase Order

Purchase Orders (POs) can be created in the Purchasing Module. Access the **Maintain Purchase Order** page by using the following navigation path:

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

The PO header contains information applicable to all items on the PO, such as **PO ID, Supplier, PO Status, PO Date, Buyer**, and total PO value.

The **PO Lines** include information about the good or service ordered, such as a **Description, UOM (Unit of Measure), PO Quantity, Price**, and **Ship To** location. PO lines can be set to receive items by quantity or amount only.

The **PO Distribution** includes accounting distribution information for each PO line. One PO line can have multiple accounting distribution lines.

Header

*PO Date: 07/31/2019
 *Supplier: ENNIS-FLI-001
 *Supplier ID: 0000043141
 *Buyer: DEBBIE BELL
 PO Reference: THERMOPLASTIC BEAD MATERIAL

Amount Summary

Merchandise	6,686.40
Freight/Tax/Misc.	0.00
Total Amount	6,686.40 USD

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	5503648135	THERMOPLASTIC PAVEMENT MARKING MATERIAL WHITE - 50 LB/BAG	160.0000	BG	5503648	27.86000	4,457.60	Approved
2	5503648150	THERMOPLASTIC PAVEMENT MARKING MATERIAL YELLOW - 50 LB/BAG	80.0000	BG	5503648	27.86000	2,228.80	Approved

Click on image to enlarge



Purchasing Process: Create Purchase Order (continued)

For more detailed information about creating purchase orders, see the course entitled **501 PR344 Processing Purchase Orders** located on the Cardinal website in **Course Materials** under **Learning**.

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Dispatched ▲ ✖

PO ID 0001200666

Change Order 1 Current Change Reason

Copy From Hold From Further Processing

Header ?

*PO Date 07/31/2019 Supplier Search

*Supplier ENNIS-FLI-001 Supplier Details

*Supplier ID 0000043141 Ennis-Flint Inc

*Buyer DEBBIE.BELL Bell, Debbie (VDOT)

PO Reference THERMOPLASTIC BEAD MATERIAL

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 Dtm 08/01/19 2:01:30PM

Amount Summary ?

Merchandise	6,686.40	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	6,686.40	USD

[Add Items From](#) ? [Select Lines To Display](#) ?

Catalog Item Search 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	5503648135	THERMOPLASTIC PAVEMENT MARKING MATERIAL WHITE - 50 LB/BAG	160.0000	BG	5503648	27.86000	4,457.60	Approved			
2	5503648150	THERMOPLASTIC PAVEMENT MARKING MATERIAL YELLOW - 50 LB/BAG	80.0000	BG	5503648	27.86000	2,228.80	Approved			

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

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



Purchasing Process: Create Purchase Order (continued)

The **WebIMS** checkbox indicates whether the PO is a WebIMS restock purchase order and will auto-populate as required.

For more detailed information about WebIMS - see the course entitled **501 PR344 Processing Purchase Orders** located on the Cardinal website in **Course Materials** under **Learning**.

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

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001200666 PO Status Dispatched

Change Order 1 Current Change Reason

Copy From [] Hold From Further Processing

Header

*PO Date 07/31/2019 Supplier Search

*Supplier ENNIS-FLI-001 Supplier Details

*Supplier ID 0000043141 Ennis-Flint Inc

*Buyer DEBBIE.BELL Bell, Debbie (VDOT)

PO Reference THERMOPLASTIC BEAD MATERIAL

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 08/01/19 2:01:30PM

Amount Summary

Merchandise 6,686.40
 Freight/Tax/Misc. 0.00 Calculate
 Total Amount 6,686.40 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	5503648135	THERMOPLASTIC PAVEMENT MARKING MATERIAL WHITE - 50 LB/BAG	160.0000	BG	5503648	27.86000	4,457.60	Approved
2	5503648150	THERMOPLASTIC PAVEMENT MARKING MATERIAL YELLOW - 50 LB/BAG	80.0000	BG	5503648	27.86000	2,228.80	Approved

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

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

Click on image to enlarge



Purchasing Process: Receive Items

Receiving can be done by quantity or amount, depending on how the PO line is set up. Click the **Select Purchase Order** hyperlink to identify the PO to be received against.

The **Header Details** indicate the date and time that the material was physically received physically received, the shipping information, the carrier that was used, and match options.

The **Receipt Lines** provide receiving details, such as the quantity received, the quantity of items accepted/rejected, the date due, etc.



Purchasing Process: Receive Items

You can navigate to the **Maintain Receipts** page using the following path:

Main Menu > Purchasing > Receipts > Add/Update Receipts

For more detailed information about receiving items, see the course entitled **501 PR346: Managing Receiving** located on the Cardinal website in **Course Materials** under **Learning**.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received ✖

Receipt ID 84036962 Header Comments/Attachments Activities

Header Details Document Status

▶ Header

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | [Print] [Grid] First 1 of 1 Last

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information WebIMS

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM
1	9138801000	MAINTENANCE AND REPAIR, TUNNEL	9.0000	HUR	70.00000	9.0000	Received	9138801	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HUR ✖

Interface Receipt Run Close Short

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



Purchasing Process: PCard/ISSP

A Procurement Card (PCard) is an agency issued credit card from a bank (card issuer) which is primarily used for payment and small purchases. It streamlines procedures for procuring and paying for small dollar goods and services. For more detailed information see Department of Accounts' (DOA) CAPP Manual - Cardinal topic 20355.

Integrated Supply Services Program (ISSP) is a VDOT process used for managing the purchase of vehicle repair parts and shop items. Its process is very similar to that used by the PCard.

The **Reconcile Statement** page is used to view, update, reconcile, and approve PCard and ISSP transactions loaded from the previous business day. Reconcilers set transaction charges from **Staged** to **Verified**. Approvers receive notification to approve these charges. Approvers change the status from **Verified** to **Approved**. Also on the **Reconcile Statement** page is the **Validate Budget** button which checks for a valid accounting distribution. It does not check for available funds.

Navigate to the **Reconcile Statement** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

For more detailed information about reconciling statements, see the course entitled **501 PR349: Managing PCard & ISSP Transactions** located on the Cardinal website in **Course Materials** under **Learning**



Purchasing Process: PCard/ISSP (continued)

Navigation: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

1 to 616 of 616

Bank Statement Personalize | Find | View 9 | [Print] | [Grid] First 1-100 of 616 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
18_A		BAVI9	*****2098	08/04/2019	TOTAL PEST SERVICES INC	Staged	169.00	USD
19 SE		BAVI9	*****6246	08/04/2019	UPS	Verified	21.96	USD
20		BAVI9	*****4295	08/03/2019	LOUDOUN WATER	Approved	10.00	USD
21		BAVI9	*****4295	08/03/2019	LOUDOUN WATER	Staged	10.00	USD
22 ICIA N		BAVI9	*****7133	08/02/2019	WASHINGTON GAS/EZ-PAY	Approved	958.83	USD
23 ICIA N		BAVI9	*****7133	08/02/2019	CORTECH LLC	Approved	1,418.75	USD
24 ICIA N		BAVI9	*****7133	08/02/2019	CORTECH LLC	Approved	2,214.72	USD
25 ICIA N		BAVI9	*****7133	08/02/2019	THE SUPPLY ROOM AOPD	Approved	2,525.10	USD
26RA		BAVI9	*****4610	08/02/2019	IN *TMS SUPPLIES, INC	Staged	530.00	USD



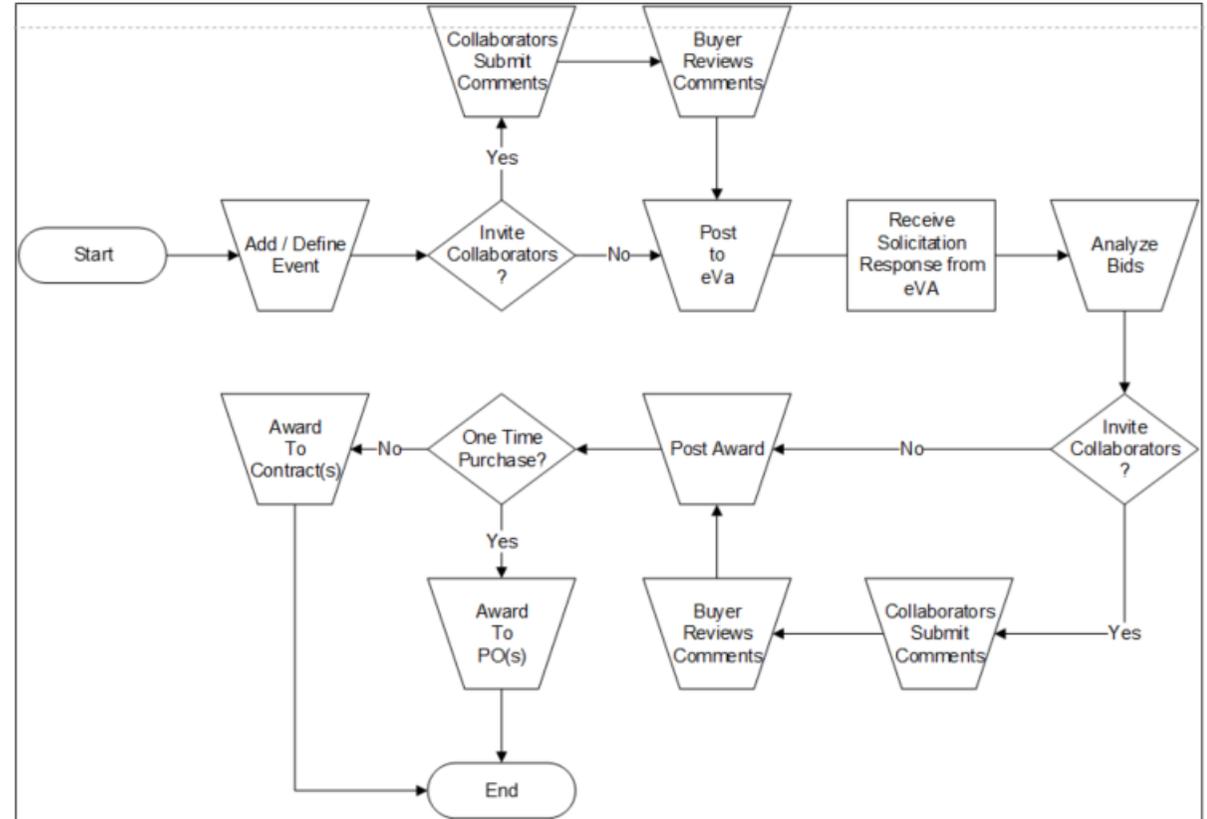
Strategic Sourcing Process

The **Strategic Sourcing** module allows users to create and award bids/proposals for purchase orders or contracts. Strategic Sourcing is used to create Invitations for Bid (IFB) or Requests for Proposals (RFP) that are sent to suppliers to obtain bids or offers on goods or services. Some processes are performed in eVA.

Key processes include:

- Add/Define Event
- Collaboration
- Receive and Enter Solicitation Response
- Analyze Bids
- Award to Contract(s) or Purchase Order(s)

For more detailed information about the strategic sourcing process, see the course entitled **501 PR345 Strategic Sourcing** located on the Cardinal website in **Course Materials** under **Learning**.

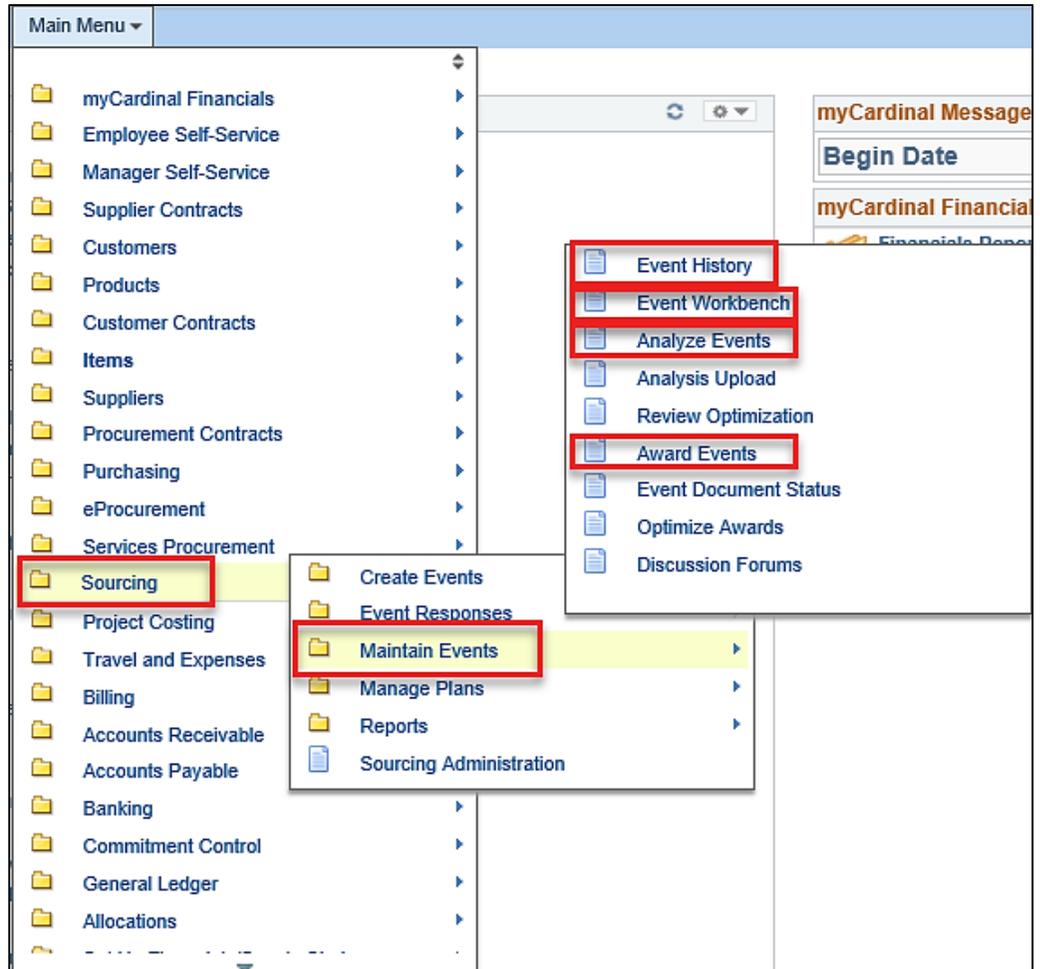




Strategic Sourcing Process (continued)

The **Sourcing** page allows access to the major functions in Strategic Sourcing, such as the **Event History**, **Event Workbench**, **Analyze Events**, and **Award Events** for goods and services to purchase orders or contracts.

Navigate to this page using the following path:
Main Menu > Sourcing





Strategic Sourcing Process (continued)

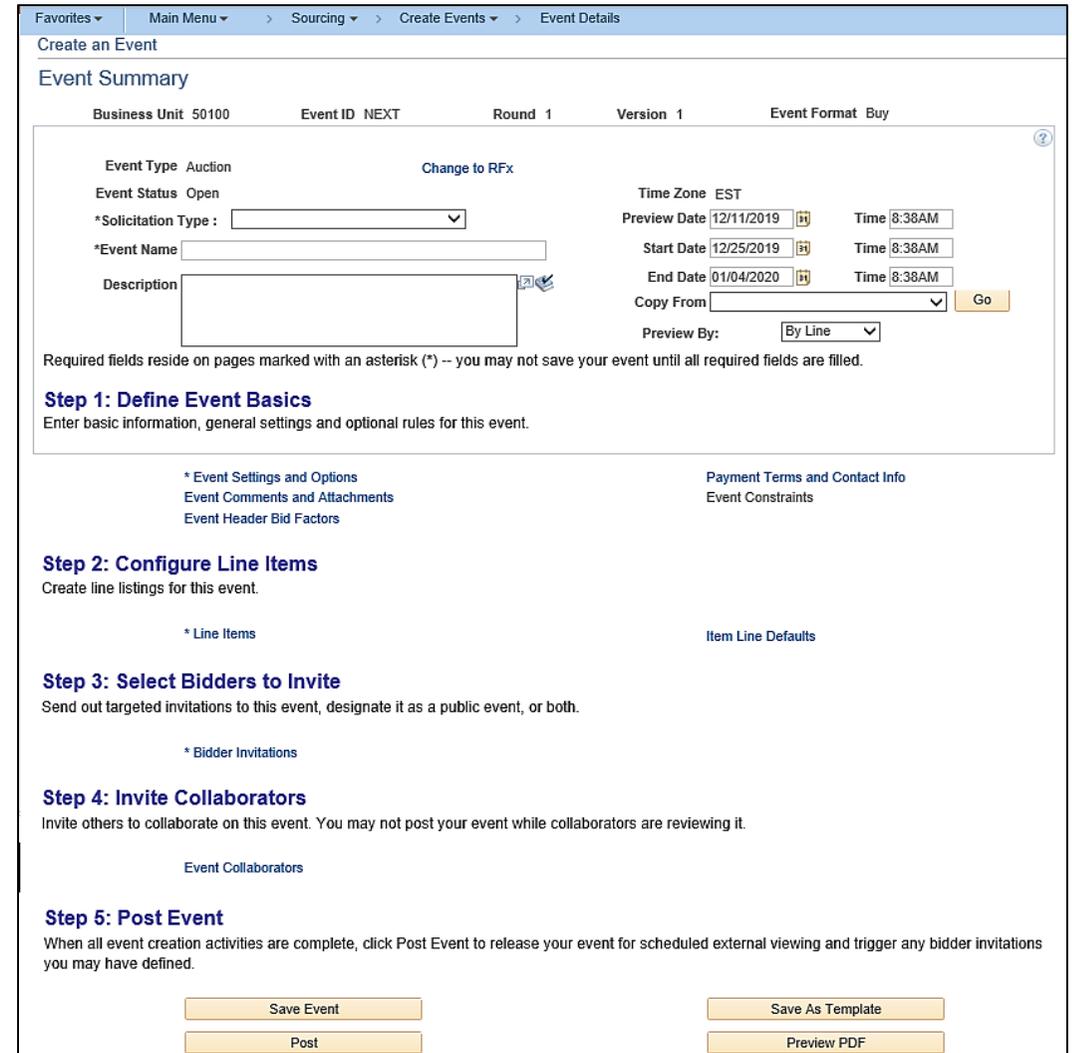
Strategic Sourcing allows a Buyer to create and award bids/proposals for purchase orders and contracts. The Buyer is able to make bid awards by grand total, by line(s), or by group (lot). An event can be structured so specific award features are available for selection when analyzing the bid results.

Navigate to the **Strategic Sourcing Create an Event** page using the following path:

Main Menu > Sourcing > Create Events > Event Details

The **Create an Event** page is the starting point. Using several pages, enter details for the event, such as bid factors, open and close dates, requisition information, line items bidders can bid on, specifications, attachments, etc.

For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.



The screenshot shows the 'Create an Event' page in Cardinal. The breadcrumb path is 'Favorites > Main Menu > Sourcing > Create Events > Event Details'. The page title is 'Create an Event' and the sub-section is 'Event Summary'. The event details are as follows:

- Business Unit: 50100
- Event ID: NEXT
- Round: 1
- Version: 1
- Event Format: Buy
- Event Type: Auction (with a 'Change to RFx' link)
- Event Status: Open
- *Solicitation Type: (dropdown menu)
- *Event Name: (text input field)
- Description: (text area)
- Time Zone: EST
- Preview Date: 12/11/2019 (calendar icon) Time: 8:38AM
- Start Date: 12/25/2019 (calendar icon) Time: 8:38AM
- End Date: 01/04/2020 (calendar icon) Time: 8:38AM
- Copy From: (dropdown menu) [Go button]
- Preview By: (By Line dropdown)

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

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

- Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Buttons at the bottom: Save Event, Save As Template, Post, Preview PDF.

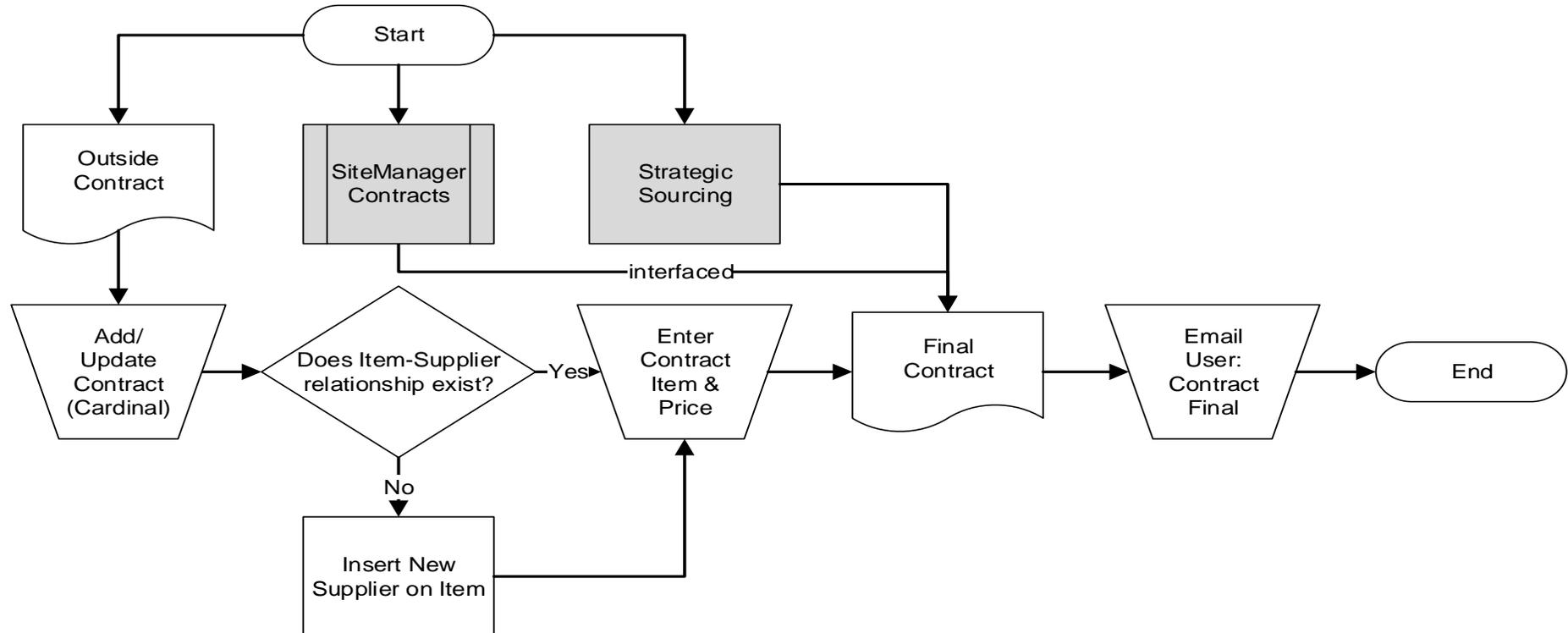


Procurement Contracts Process

The **Procurement Contracts** module manages the processes used to create and maintain agreements with suppliers to purchase goods and/or services. A Procurement Contract is an agreement between an agency and a supplier to formalize a price for a particular item or service and may also be set for a period of time.

Key processes include:

- Creating a Contract - enter the supplier pricing information into the Contracts module.
- Maintaining a Contract - includes contract versioning, modifications, contract price adjustments, and other changes.

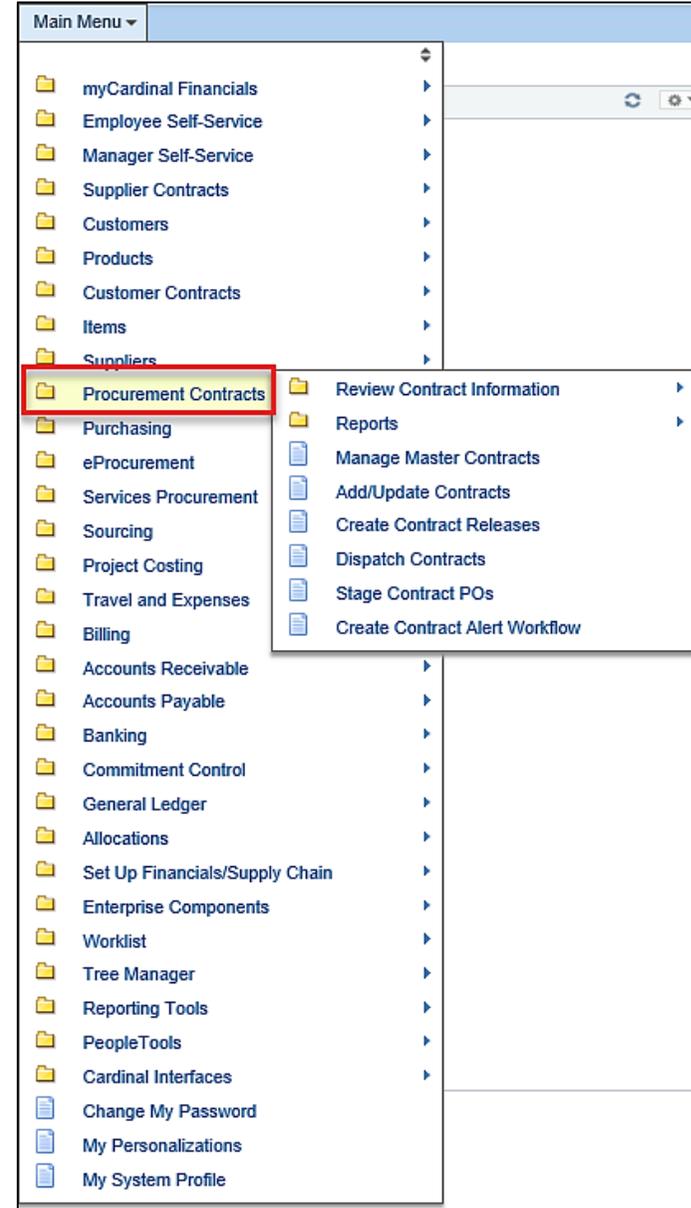




Procurement Contracts Process (continued)

The **Procurement Contracts** page allows access to the major functions with Procurement Contracts, such as create, maintain, and report on supplier contracts.

Navigate to this page using the following path:
Main Menu > Procurement Contracts





Procurement Contracts Process (continued)

Using the **Add/Update Contracts** link, the **Contract** page is used to create, view, and update the contract.

You can perform the following:

- Add/Update **Contracts**
- Add/Update **PO Defaults**
- Add/Update **Line Details**
- Update **Status**

Contracts in Cardinal are **Purchase Order** type contracts and will have at least one purchase order related to it.

Navigate to the **Add/Update Contracts** page using the following path:

Main Menu > Procurement Contracts > Add/Update Contracts

Click on image to enlarge



Procurement Contracts Process (continued)

The **Contract Reference** pop-up window is designed to capture required fields and additional data that does not appear on the **Contract** page.

The **Contract Reference** pop-up window captures: ***Contract Category**, ***GL Business Unit**, **Estimated Contract Value**, ***Responsible Org**

*Denotes Required fields

NOTE: Required Information must be entered in the Contract Information section or the contract will not save.

For more detailed information about procurement contracts, see the course entitled **501 PR348 Entering Procurement Contracts** located on the Cardinal website in **Course Materials** under **Learning**.

The screenshot shows a web application window titled "Custom Contract Reference Page". The "Contract Reference" section is highlighted with a red box. Below it, the "Contract Information" section is also highlighted with a red box. The "Contract Information" section contains the following fields:

SetID:	STATE	Contract ID:	ZPM06800107330	Contract Version:	1
Contract Category:	MAINTENANCE - SITE MANAGER	GL Business Unit:	50100		
Estimated Contract Value:	1,520,042.350	Responsible Org:	18000		

The "Supplement Agreement" section contains the following fields:

Supplement Number:		Supplement Date:	
Supplement Amount:			

The "Contract Renewal Options" section contains the following fields:

Renewal Date From:		Renewal Date To:	
Original Number of Renewal Options:		Current Renewal Period:	

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Refresh".



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.



Which module in the Procurement functional area would you use to source a contract?

- eProcurement
- Strategic Sourcing
- Purchasing
- All the above

The Purchasing process involves several key steps:

- Create a Requisition
- Create a Purchase Order
- Submit for Approval
- Dispatch Purchase Order
- Receive Items
- All of the Above



Lesson 2: Summary

2

Procurement Processes

In this lesson, you learned:

- Procurement Functional Area
- eProcurement Process
- Purchasing Process
- Strategic Sourcing Process
- Procurement Contracts Process



Lesson 3: Introduction

3

Procurement Integration and Interfaces

This lesson covers the following topics:

- Integration with Accounts Payable
- Integration with General Ledger
- Integration with Project Costing
- Interfaces

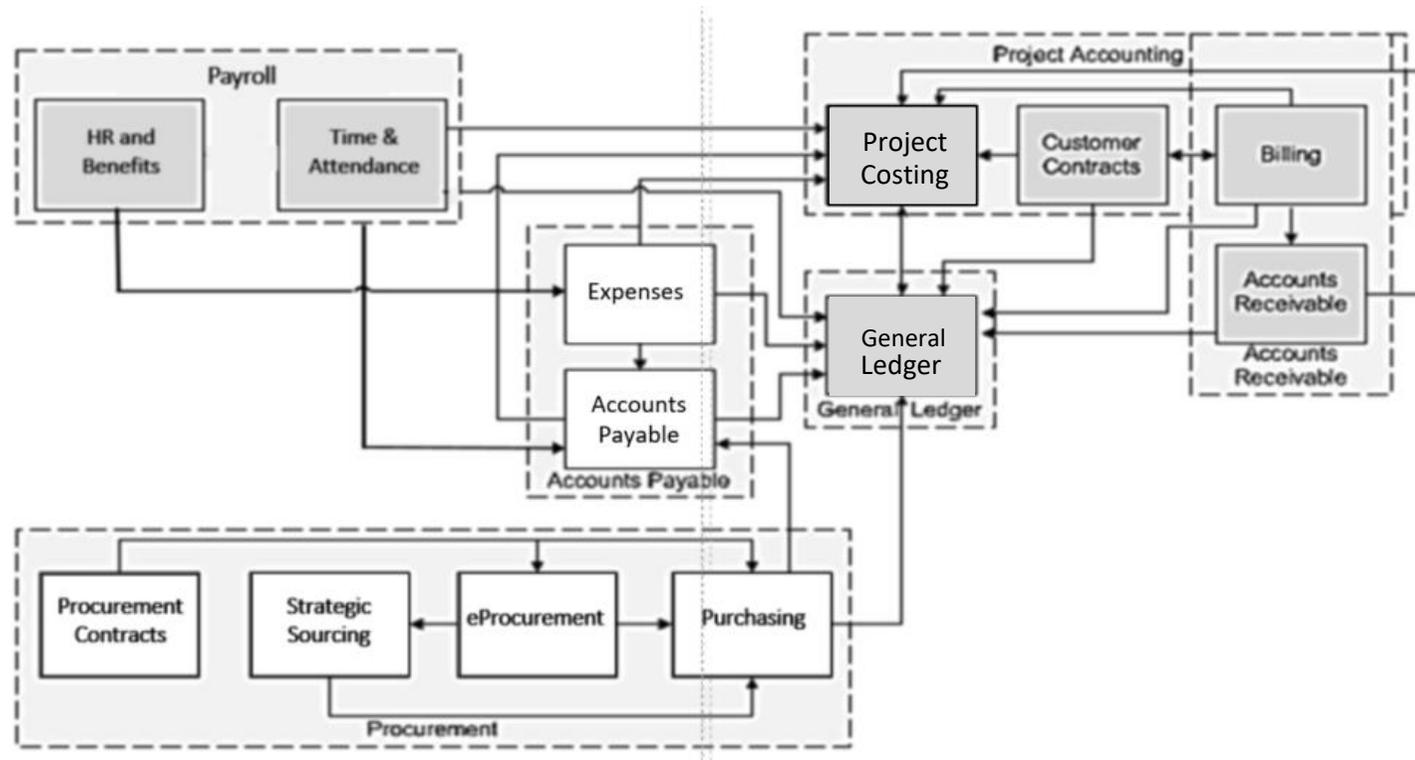


Integration with Accounts Payable

Procurement integrates with Accounts Payable (A/P) in several ways. The **Copy from a Source Document** functionality in Accounts Payable enables copying purchase order and/or receiver information onto a voucher.

The Procurement module also sends PCard and ISSP data to Accounts Payable daily.

- Accounts Payable uses PCard data to create a monthly PCard voucher for each District and Central Office Division.
- Accounts Payable uses the ISSP data to create vouchers daily for all approved transactions.





Integration with Accounts Payable: Matching

Matching, by comparing vouchers, purchase orders, and receiving documents, ensures that payment is made for what was ordered and received.

Two-way matching compares the voucher with the invoice. This applies to professional services and SiteManager contract types.

Three-way matching compares the purchase order, receipt, and invoice. This applies to all goods and services type contracts.

The **Document Status Inquiry** functionality enables inquiry and cross-referencing of related documents across the procure-to-pay business cycle.



Integration with Accounts Payable: Suppliers

All suppliers to include both procurement and fiscal suppliers, are entered and maintained in one centralized database that is managed by the Commonwealth Vendor Group (CVG).

Purchasing suppliers (suppliers on requisitions, purchase orders, and contracts) are loaded directly into Cardinal from eVA. Fiscal suppliers (non-purchasing suppliers or payees such as individuals or companies receiving refunds) are maintained by CVG in Cardinal. The database is used by the Accounts Payable and Procurement modules. Any changes made to a supplier will affect both functional areas.

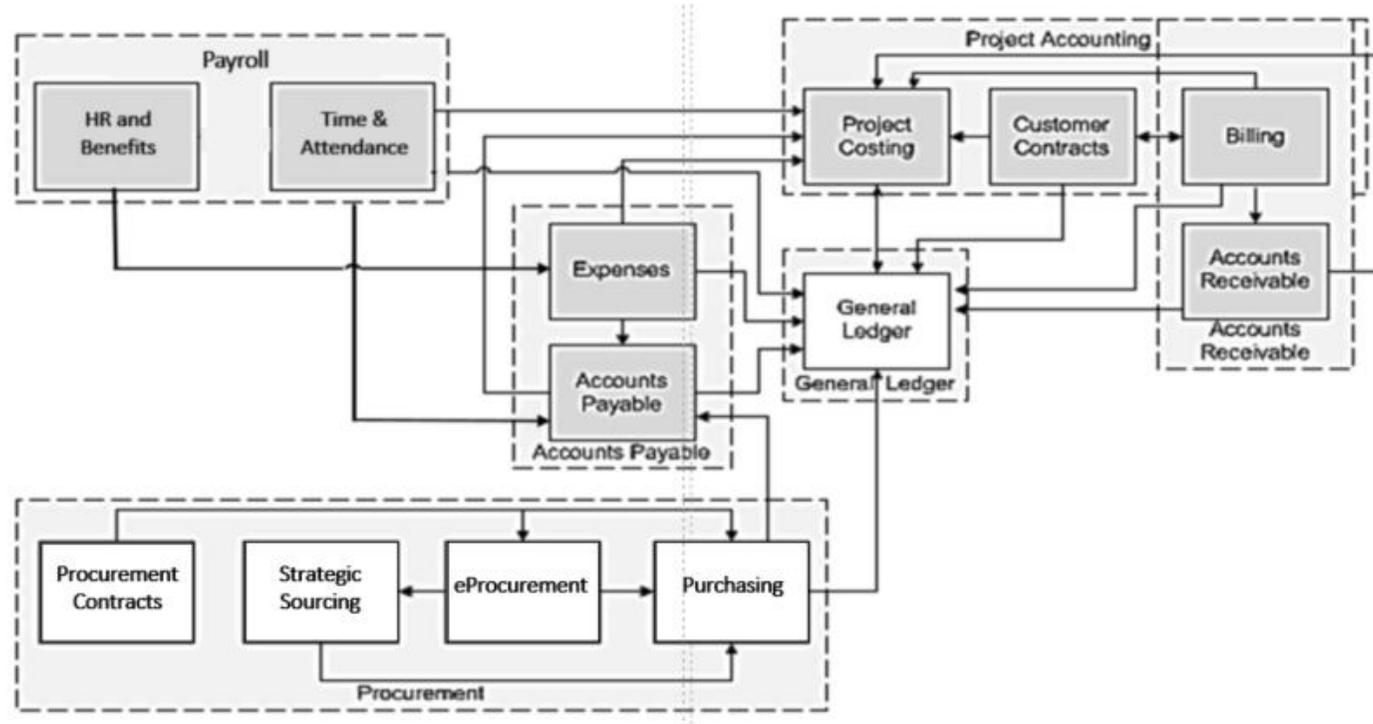
Please note, a supplier must be added to Cardinal before it can be used on a purchase order, sourcing event, requisition, voucher, or payment.



Integration with General Ledger

Procurement integrates with the General Ledger (GL) module through several paths. Purchase Orders and PCard transactions integrate with the Accounts Payable module. Voucher/payment data is transmitted to the GL.

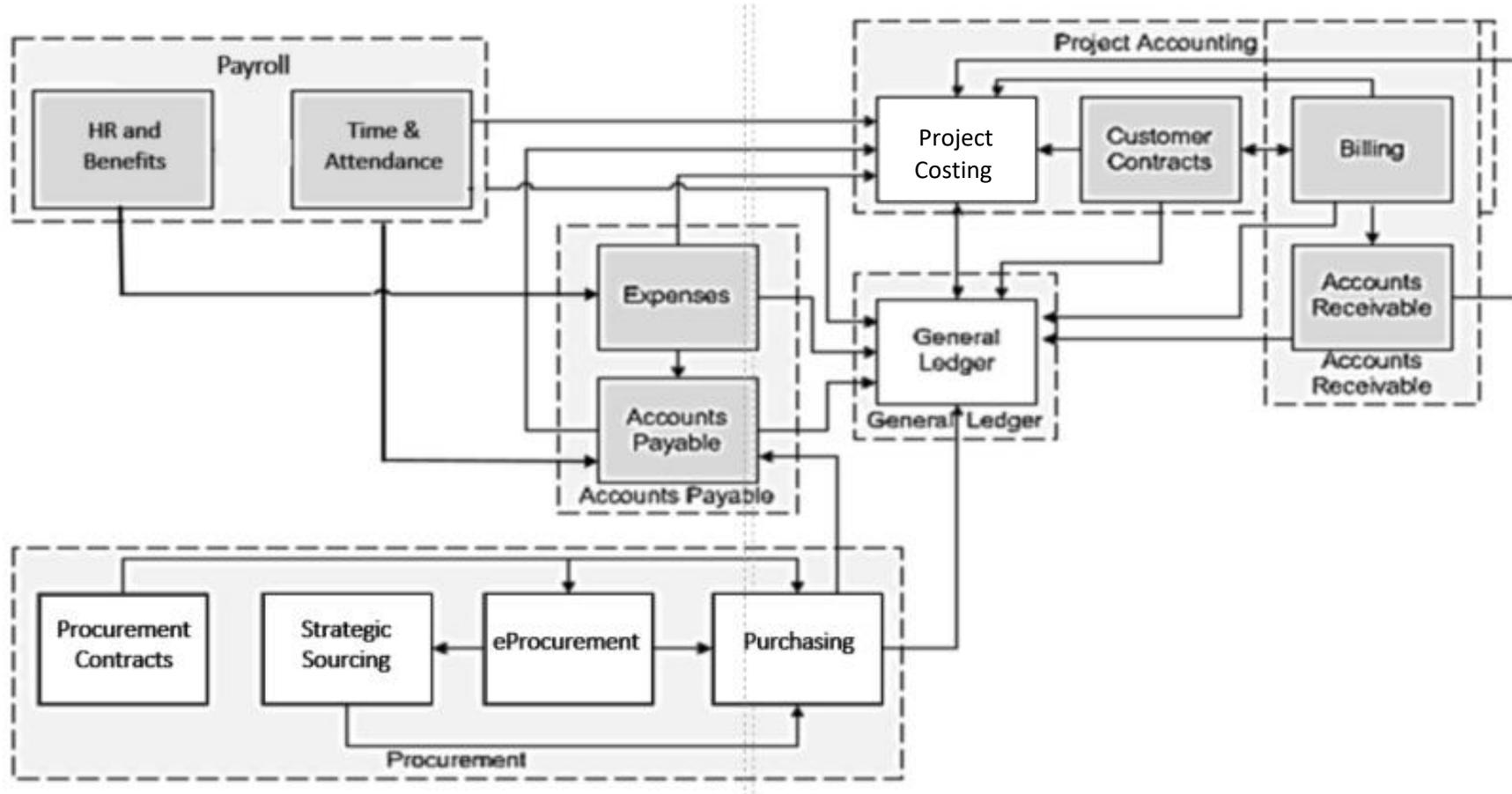
WebIMS sends requisition information to the GL via the GL journal generation process. Manual updates to the WebIMS issuance process require a spreadsheet journal to upload data into the GL.





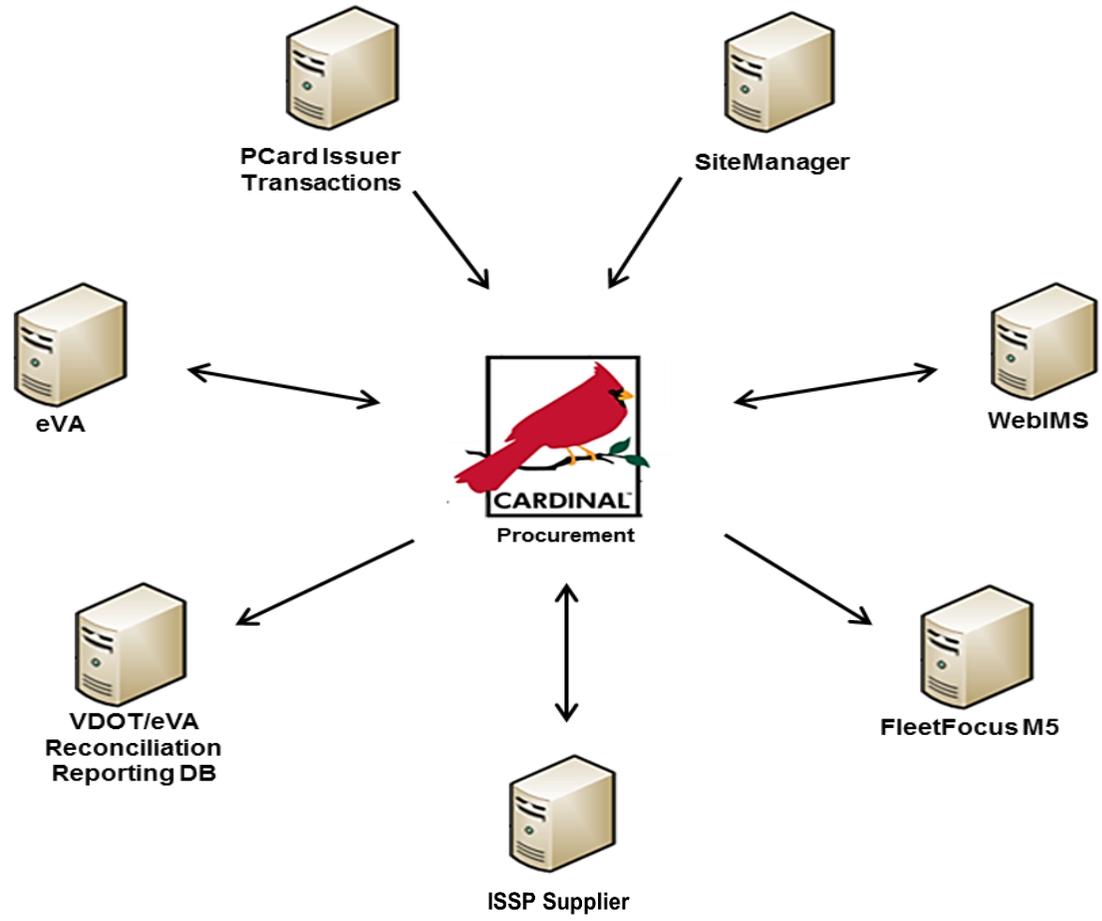
Integration with Project Costing

Procurement integrates with the Project Costing module. When requisitions and purchase orders are related to a project, the information is sent to Project Costing.



Interfaces

Procurement processing interfaces with several external systems including the following:





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 document is NOT checked as part of the Three-way matching process?

- Purchase Order
- Purchase Requisition
- Receipt
- Invoice



Lesson 3: Summary

3

Procurement Integration and Interfaces

In this lesson, you learned:

- Integration with Accounts Payable
- Integration with General Ledger
- Integration with Project Costing
- Interfaces



Course Summary

PR140

Procurement Overview

In this course, you learned:

- Understand key procurement Processes
- Recognize how procurement integrates with other Cardinal modules and interfaces with other systems



Course Evaluation

Congratulations! You successfully completed the **501 PR140: Procurement Overview** 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
- Diagrams and Screenshots
- Flowchart Key



Key Terms

Buy Event: The purchase of goods and/or services through a Bid or Proposal. It is an Invitation for Bid (IFB) or a Request for Proposal (RFP).

Item: A good or service provided by a supplier. Each item has a unique identifier or number.

Item Categories: A group of similar items.

Procurement Contract: A binding understanding between a state agency and a supplier, arising from a strategic sourcing event or purchase order.

Purchase Order (PO): An online and/or printed document containing authorization for the purchase of goods or services. It identifies what is being ordered, all related attributes and approval, as well as its change history and current status.

Receiving: The process of documenting the receipt of goods and/or services against a Purchase Order (PO).

Requester: The individual who requests that a requisition for goods and/or services be entered into Cardinal.

Requisitioner (or Requisition Processor): The person entering the requisition into Cardinal.

Requisition: An online request for goods and/or services, created from the eProcurement or Purchasing module.



Key Terms (continued)

RFx: Request for Quote (RFQ), Invitation For Bid (IFB), and/or Request For Proposal (RFP).

Strategic Sourcing: The process of soliciting quotes, bids/proposals, and/or offers to establish contracts and/or purchase orders.

Web Inventory Management System (WebIMS): Virginia Department of Transportation's (VDOT) electronic stock inventory tracking and management system.



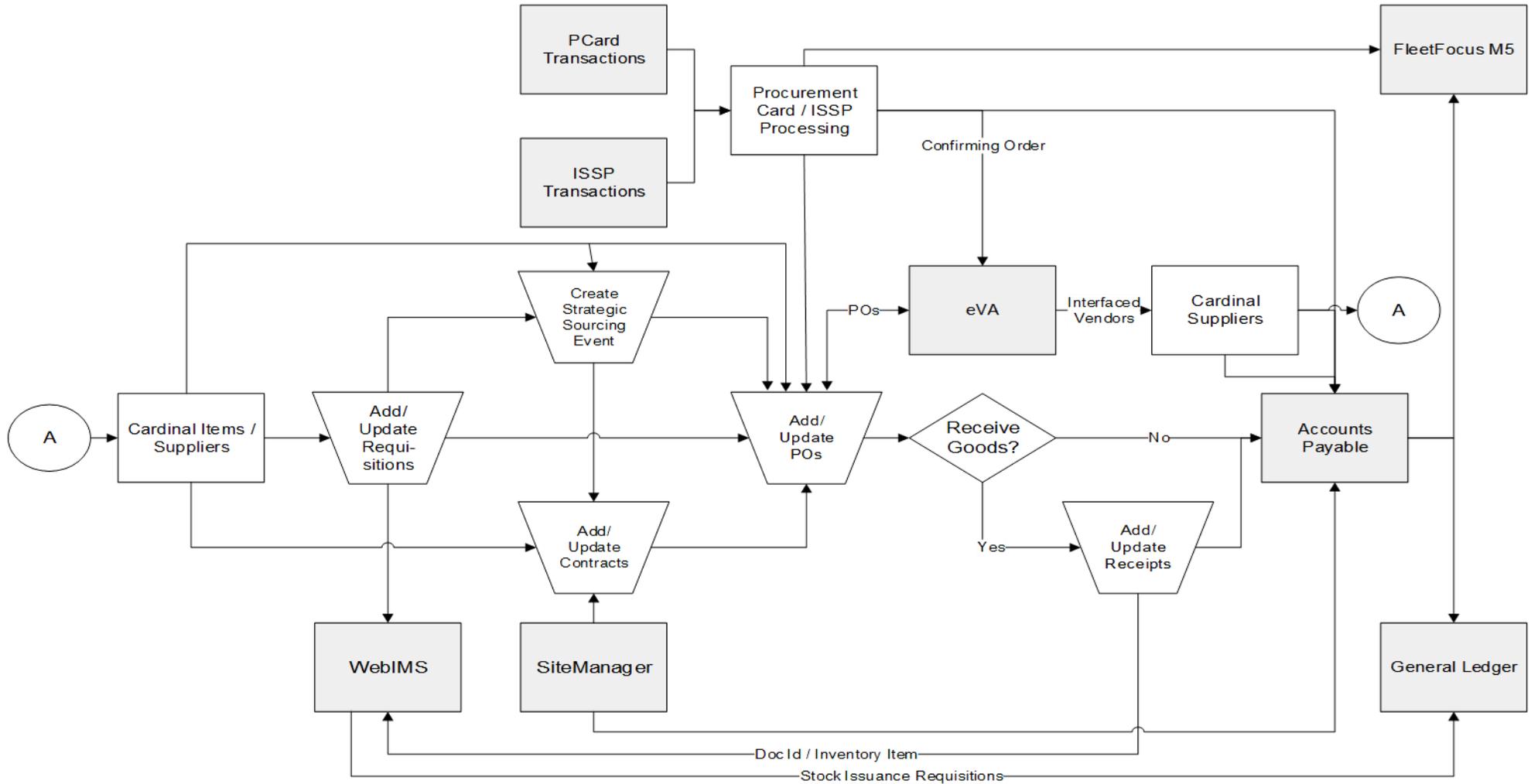
Allowed Extensions on Attachments in Cardinal

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 Process Overview



Click on image to return



Procurement Functional Areas in Cardinal

Add/Update Requisitions: This process is managed in either the eProcurement or Purchasing modules.

Create Strategic Sourcing Event: This process is managed in the Strategic Sourcing module.

Add/Update Contracts: This process is managed in the Procurement Contracts module.

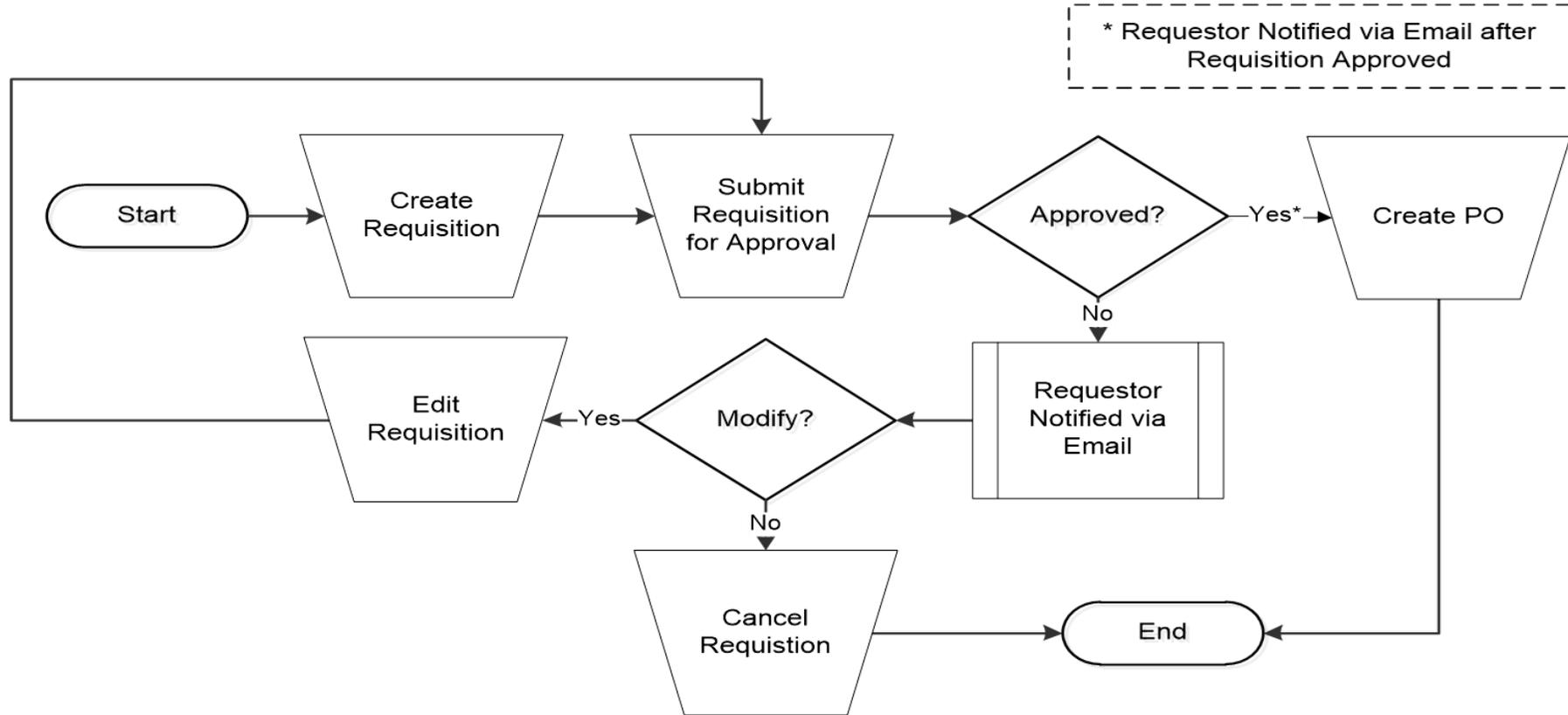
Add/Update Purchase Orders: This process is managed in the Purchasing module.

Receives and Inspects Goods: This process is managed in the Purchasing module.

Procurement Card (PCard)/ISSP Processing: The Purchasing Card and Integrated Supply Services Program processes are both managed in the Purchasing module.



eProcurement Process





eProcurement Process (continued)

Create Requisition: Uses National Institute of Government Purchasing (NIGP) codes. NIGP codes provide a standard coding structure that classifies a wide range of goods and services.

Submit Requisition for Approval: Forwards the requisition for approval.

Create Purchase Order: In eProcurement, a PO can be created by -

- Ad hoc
- Copying an approved requisition
- Copying an existing PO
- Copying from a contract



eProcurement Requisitions

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Create Requisition ?

Welcome Czesnowski, Adam, P.E. (VDOT)

[Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

Request Options ▾ Search All Search [Advanced Search](#)

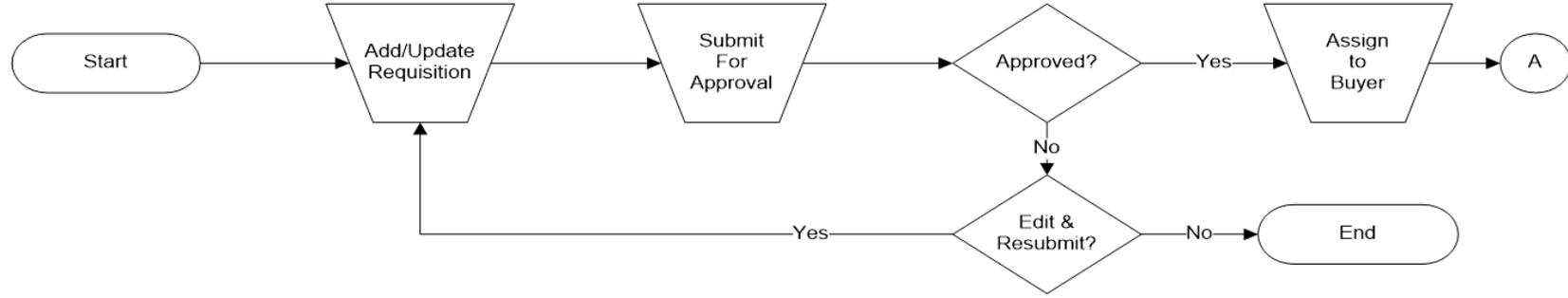
Enter search criteria or select from the menu on the right to begin creating your requisition.

 Catalog Browse Catalogs Purchasing Items	 Express Item Entry Create an Express Requisition	 Special Requests Create a non-catalog request
 Forms Create and Submit Forms Business Cards	 Favorites Browse Favorite Items and Services	 Recently Ordered View recently ordered items and services

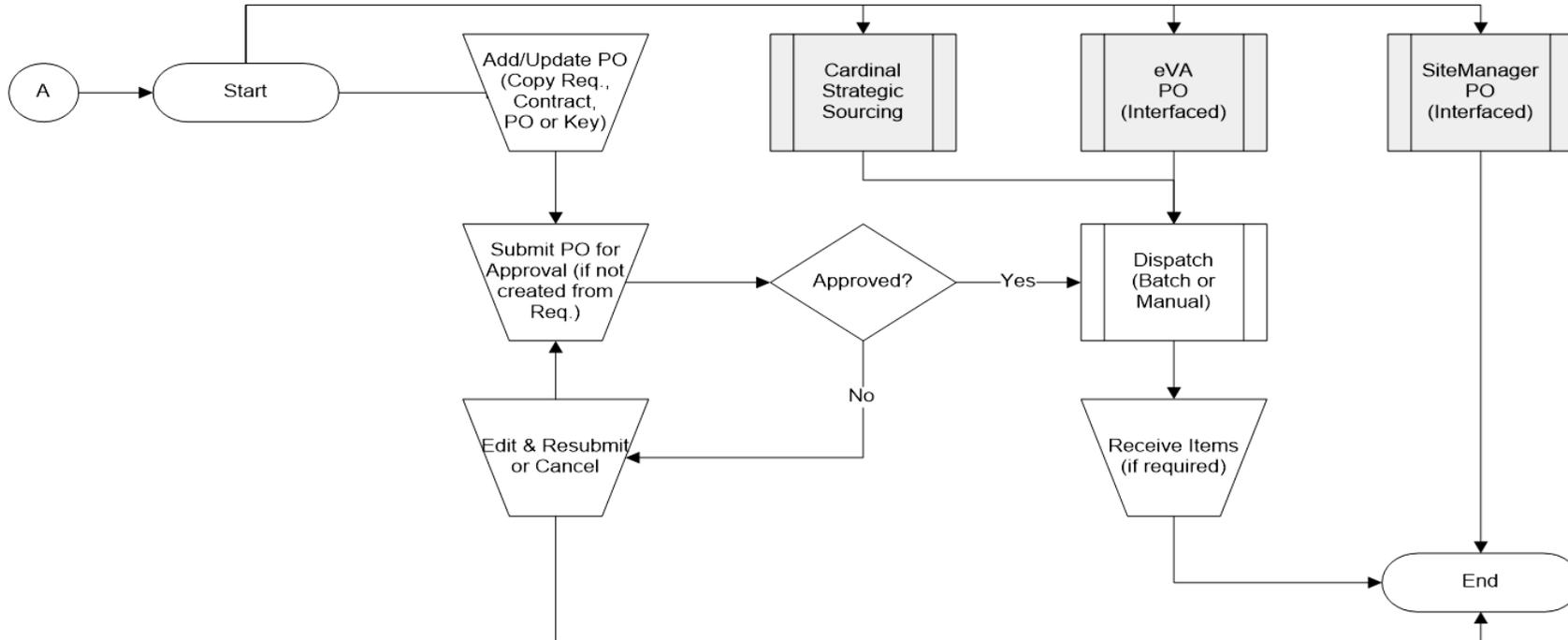


Purchasing Process

Requisition Processing



Purchase Order Processing



Click on image to return



Purchasing Process (continued)

Add/Update Requisition: Requisitions can be created in the eProcurement or Purchasing module.

Add/Update Purchase Order: In **Purchasing** a PO can be created by -

- Ad hoc
- Copying an approved requisition, copying an existing PO, or copying from a contract
- Awarding an event
- From POs created in eVA or SiteManager contracts that are interfaced into Cardinal

Submit for Approval: Requisitions are sent via workflow for approval by the Requestor's Supervisor. POs created without a requisition are sent via workflow for approval by the Buyer's Supervisor. Requestors cannot approve their own requisitions, nor can Buyers approve their own POs. POs created from a requisition do not require approval. Change Orders only require approval when the amount changed exceeds Agency Procurement and Surplus Property Manual (APSPM) policy, or when adding a line.

Dispatch Purchase Order: A batch or manual process where the status of the PO is updated from Approved to Dispatched, and the PO is available to be received against and paid. The PO is sent to eVa if applicable.

Receiving: When goods or services are received, receipt information is entered into Cardinal to acknowledge that the goods and/or services have been delivered and accepted.



Create Requisition

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Add/Update Requisitions](#)

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Status Open

Requisition ID NEXT Requisition Name Copy From Hold From Further Processing

Header ?

*Requester x Mason, Andy (VDOT) Requester Info
 *Requisition Date Origin Online Input
 *Currency Code Dollar

[Requisition Defaults](#) [Add Comments](#)
[Requisition Activities](#)

Amount Summary ?

Total Amount 0.00 USD

Add Items From ?

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line ? Personalize | Find | View All | | First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open

[View Approvals](#) *Go to ...More...

Click on image to return



Document Status Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Document Status](#)

Document Status

Business Unit 50100
 Document Date 09/05/2019
 Currency USD
 Requester Henson, Veronica (VDOT)

Req ID 0002270327
Status Approved
 Document type Requisition
 Merchandise Amt 13,021.00

[Requisitions](#) [Inventory](#) [Sourcing Events](#) [Procurement Contracts\(1\)](#) [Purchase Orders\(1\)](#) [Service Work Orders](#) [Receipts\(1\)](#) [Returns](#) [Vouchers](#) [Payments](#)

[Show All](#)

Associated Document [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First 1-3 of 3 Last

[Documents](#) [Filter](#)

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	STATE		Contract	0000000000000000000047807	Approved	07/30/2019	0000036098		
▼ Actions		50100	Purchase Order	0001201102	Dispatched	09/05/2019	0000036098	MAIN	
▼ Actions		50100	Receipt	0002146975	Received	09/05/2019	0000036098	MAIN	

[Return to Search](#) [Previous in List](#) [Next in List](#)

Click on image to return



Purchase Order Header

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs
 Maintain Purchase Order
Purchase Order
 Business Unit 50100 PO Status Dispatched ▲ ✖
 PO ID 0001200666
 Change Order 1 Current Change Reason
 Copy From Hold From Further Processing

Header ?
 *PO Date 🔍 Supplier Search
 *Supplier Supplier Details
 *Supplier ID Ennis-Flint Inc
 *Buyer 🔍 Bell, Debbie (VDOT)
 PO Reference
 Web IMS?:

Backorder Status Not Backordered Create BackOrder
 Receipt Status Not Recvd
 *Dispatch Method 🔍 Dispatch
 eVA PO Type 🔍 Routine Bill Vendor
 *eVA Order Method 🔍
 eVA Interfaced 🔍
 eVA Dttm 08/01/19 2:01:30PM

Amount Summary ?
 Merchandise 6,686.40
 Freight/Tax/Misc. 0.00 Calculate
 Total Amount 6,686.40 USD

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Edit Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)
[Requisitions](#) [Document Status](#)
▼ Actions

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	5503648135	THERMOPLASTIC PAVEMENT MARKING MATERIAL WHITE - 50 LB/BAG	<input type="text" value="160.0000"/>	BG	5503648	<input type="text" value="27.86000"/>	4,457.60	Approved	🗨️	🚫	+	-									
2	5503648150	THERMOPLASTIC PAVEMENT MARKING MATERIAL YELLOW - 50 LB/BAG	<input type="text" value="80.0000"/>	BG	5503648	27.86000	2,228.80	Approved	🗨️	🚫	+	-									

View Approvals Close Short All Lines *Go to ▼

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

Click on image to return



WebIMS Checkbox

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs
 Maintain Purchase Order
Purchase Order
 Business Unit 50100 PO Status Dispatched
 PO ID 0001200666
 Change Order 1 Current Change Reason
 Copy From Hold From Further Processing

Header
 *PO Date 07/31/2019 Supplier Search
 *Supplier ENNIS-FLI-001 Supplier Details
 *Supplier ID 0000043141 Ennis-Flint Inc
 *Buyer DEBBIE.BELL Bell, Debbie (VDOT)
 PO Reference THERMOPLASTIC BEAD MATERIAL
 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 08/01/19 2:01:30PM

Web IMS?:
[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Edit Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)
[Requisitions](#) [Document Status](#)
[Actions](#)

Amount Summary
 Merchandise 6,686.40
 Freight/Tax/Misc. 0.00 [Calculate](#)
 Total Amount 6,686.40 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	5503648135	THERMOPLASTIC PAVEMENT MARKING MATERIAL WHITE - 50 LB/BAG	<input type="text"/> 160.0000	BG	5503648	<input type="text"/> 27.86000	4,457.60	Approved				
2	5503648150	THERMOPLASTIC PAVEMENT MARKING MATERIAL YELLOW - 50 LB/BAG	<input type="text"/> 80.0000	BG	5503648	27.86000	2,228.80	Approved				

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

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Click on image to return



Receive Items

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received ✖

Receipt ID 84036962 Header Comments/Attachments Activities

Header Details Document Status

▶ Header

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | [Print] [Grid] First 1 of 1 Last

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information | WebIMS [More]

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	9138801000	MAINTENANCE AND REPAIR, TUNNEL	9.0000	HUR	70.00000	9.0000	Received	9138801	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HUR	✖

Interface Receipt Run Close Short

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



PCard Reconciliation

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

Reconcile Statement

Procurement Card Transactions

Empl ID 00144423200 Name BELL,DEBORAH

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | | First 1-9 of 25 Last

Transaction | Billing |

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib	Vous
1	<input checked="" type="checkbox"/> *****6421	07/19/2019	THE SUPPLY ROOM AOPD	Approved	384.87	Valid	Valid	Yes	No
2	<input type="checkbox"/> *****6421	07/19/2019	DUCKS LOCKSMITHING INC	Approved	508.70	Valid	Valid	Yes	No
3	<input type="checkbox"/> *****6421	07/19/2019	RICHMOND MACHINERY & EQU	Approved	7,000.00	Valid	Valid	Yes	No
4	<input type="checkbox"/> *****6421	07/19/2019	RICHMOND MACHINERY & EQU	Approved	7,700.00	Valid	Valid	Yes	No
5	<input type="checkbox"/> *****6421	07/19/2019	RICHMOND MACHINERY & EQU	Approved	8,500.00	Valid	Valid	Yes	No
6	<input type="checkbox"/> *****6421	07/19/2019	RICHMOND MACHINERY & EQU	Approved	10,500.00	Valid	Valid	Yes	No
7	<input type="checkbox"/> *****6421	07/19/2019	RICHMOND MACHINERY & EQU	Approved	10,500.00	Valid	Valid	Yes	No
8	<input type="checkbox"/> *****6421	07/19/2019	MCCLUNG-LOGAN EQUIP CO	Approved	11,119.80	Valid	Valid	Yes	No
9	<input type="checkbox"/> *****6421	07/19/2019	VPWE RENTS 030101	Approved	11,500.00	Valid	Valid	Yes	No

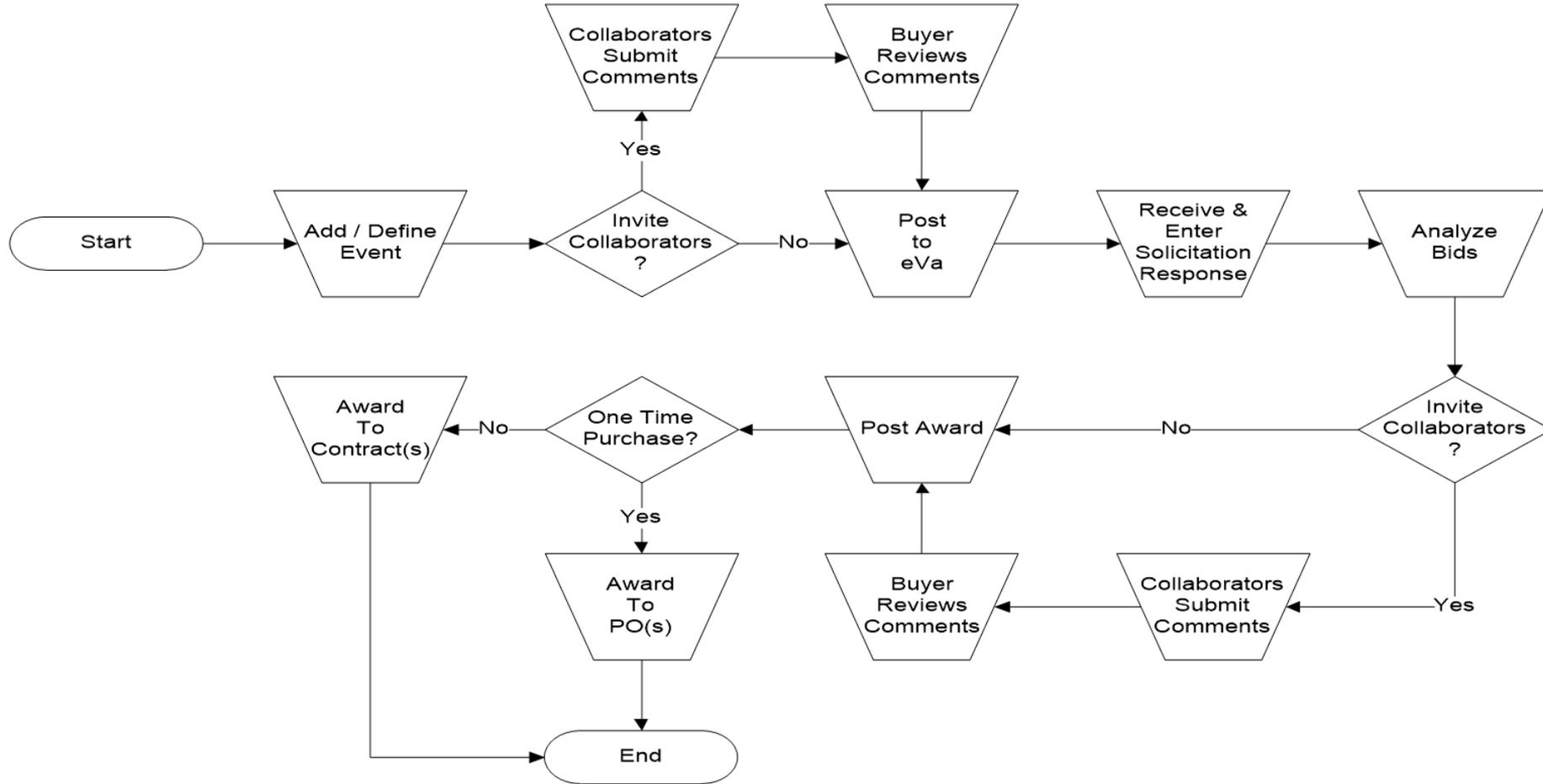
Select All Clear All **Validate Budget**

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Save Notify Refresh



Strategic Sourcing Process





Strategic Sourcing Process (continued)

Add/Define Event: Creates a buy event from a source document using an Invitation For Bid (IFB) or Request For Proposal (RFP).

Event Collaboration: Allows input or approval from others as an event is being created.

Receive and Enter Solicitation Response: Involves receiving the bid packets from the suppliers and entering their bid responses from eVA.

Analyze Bids: Involves reviewing bids/proposals and possibly a calculation of weighted bid factors to determine the best value.

Post Award: Closes the event in preparation for award.

Response Collaboration: Allows discussion with collaborators before final award. Strategic Sourcing Buyers can also invite their Procurement Manager and Senior Procurement Manager as Collaborators to request approval for events over their delegated authority.

Award to Purchase Order or Contract: Awards the event to the winning Bidder(s)/Offeror(s). This step also determines if the event is awarded to a contract where goods or service are recurring or to a purchase order.



Strategic Sourcing Event Page

Favorites ▾ Main Menu ▾ > Sourcing ▾ > Create Events ▾ > Event Details

Create an Event

Event Summary

Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy

Event Type Auction [Change to RFx](#)

Event Status Open

*Solicitation Type :

*Event Name

Description

Time Zone EST

Preview Date 12/11/2019 Time 8:38AM

Start Date 12/25/2019 Time 8:38AM

End Date 01/04/2020 Time 8:38AM

Copy From

Preview By:

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

Step 1: Define Event Basics

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

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

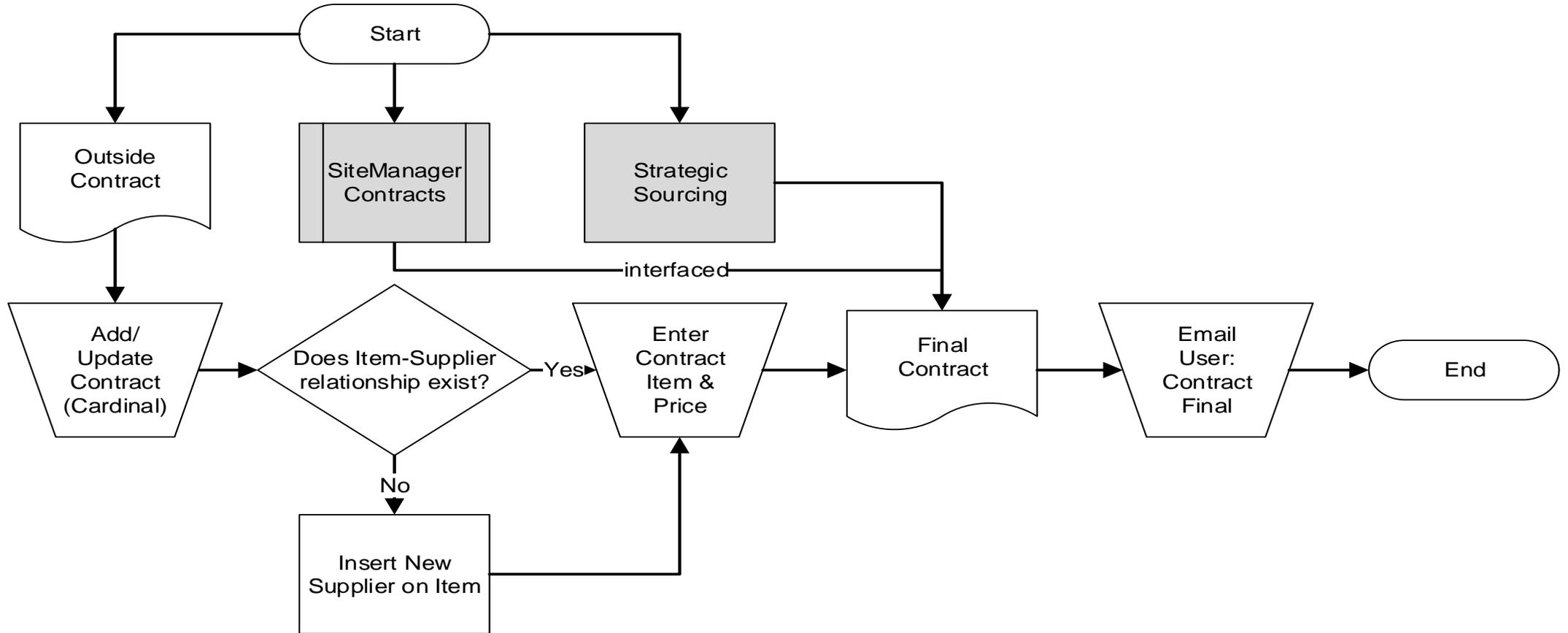
- Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.



Procurement Contracts Process





Procurement Contracts Process (continued)

Outside Contract: External contracts are entered manually in Cardinal. This includes professional service contracts that do not originate through the Cardinal solicitation process.

SiteManager: VDOT Construction and Maintenance type contract data.

Strategic Sourcing: Contract award from the IFB/RFP process.

System Contract Entry: Ad-Hoc Contract information entered into the Procurement Contracts module.

Item - Supplier Relationship: Links the item to the supplier.

Enter Contract Item & Price: Specifies contract item and unit price.

Email User: Notifies the end user that the contract has been entered and saved (finalized).



Add/Update Contracts Page

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

Contract Entry
Contract

SetID STATE Copy From Contract Contract Version

Contract ID NEXT
*Status **Approved** Version 1 Status Current
Approval Due Date [calendar] [button: New Version]

Administrator/Buyer [input]

▼ Header ?

*Contract Style Purchase Order [input] [button: Dispatch]
Process Option Purchase Order [input] *Dispatch Method Print [input]
*Supplier [input] [button: Supplier Search] Add Comments
*Supplier ID [input] [button: Search] Contract Activities
Primary Contact [input] [button: Search] Primary Contact Info
Supplier Contract Ref [input] Contract Header Agreement
Description [input] Contract Releases
Master Contract ID [input] [button: Search] Activity Log
*Begin Date 12/11/2019 [calendar] [button: Search] **Document Status**
Expire Date [input] [button: Search] Thresholds & Notifications
Renewal Date [input] [button: Search] Price Adjustment Template
Control Type [input] [button: Search] Purchase Order BU Defaults
 Tax Exempt Tax Exempt ID [input] **Contract Reference**
 Auto Default
 Lock Chartfields

Corporate Contract
Currency USD [input] [button: Search]
Rate Date 12/11/2019 [calendar] [input: CRRNT] [button: Search]
 Must Use Contract Rate Date
 Allow Multicurrency PO

▶ Amount Summary ?
▶ Contract Open Item Reference

▶ Contract Items
▶ Contract Categories

[button: Save] [button: Notify] [button: Refresh] [button: Add] [button: Update/Display] [button: Correct History]

Click on image to return



Contract Reference Page

Custom Contract Reference Page ✕

[Help](#)

Contract Entry

Contract Reference

SetID: STATE
Contract ID: ZPM6E800107330 Contract Version: 1

Contract Information

Contract Category: MAINTENANCE - SITE MANAGER
GL Business Unit: 50100
Estimated Contract Value: 1,520,042.350
Responsible Org: 18000

Supplement Agreement

Supplement Number: Supplement Date: 📅
Supplement Amount:

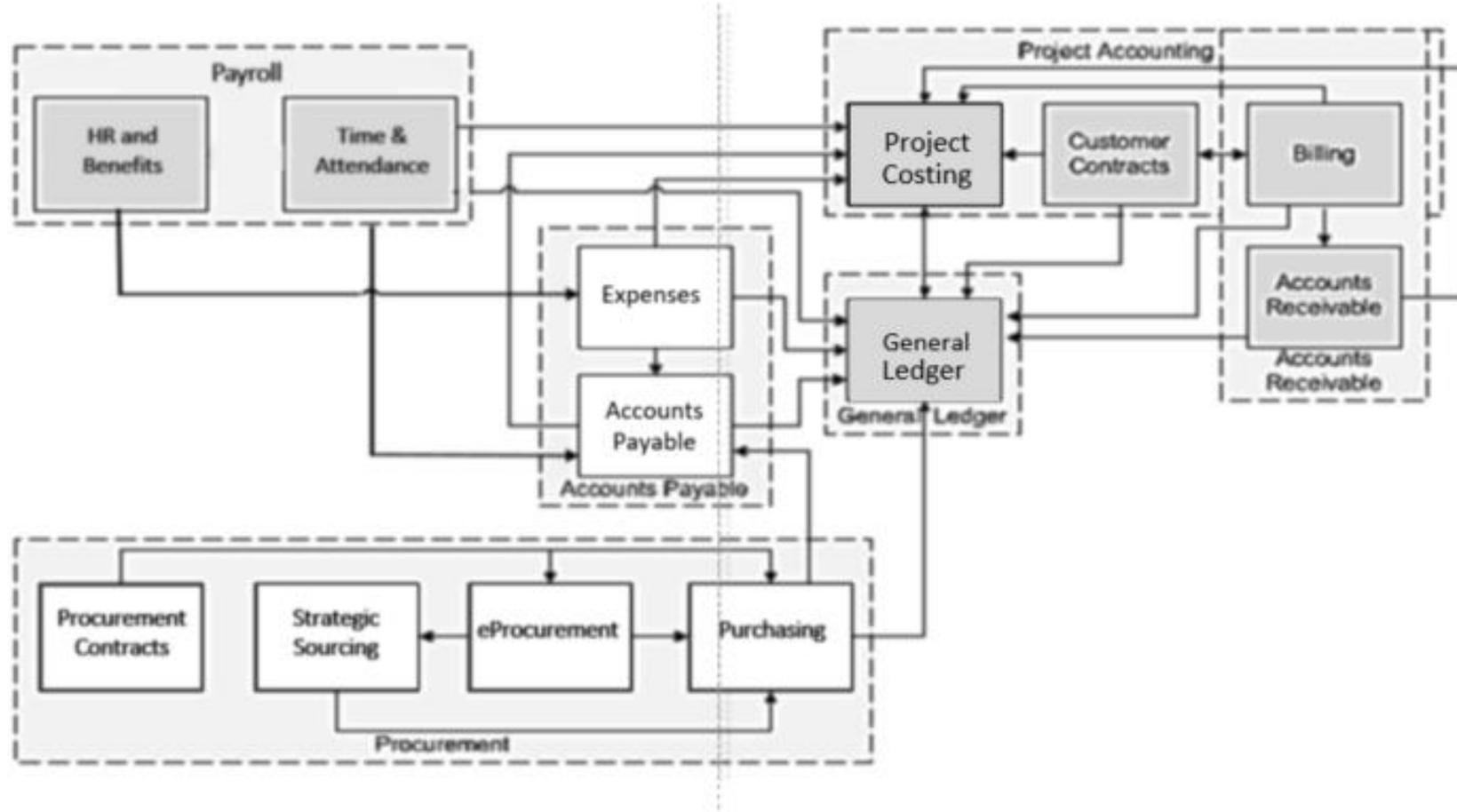
Contract Renewal Options

Renewal Date From: 📅 Renewal Date To: 📅
Original Number of Renewal Options: Current Renewal Period:

OK Cancel Refresh

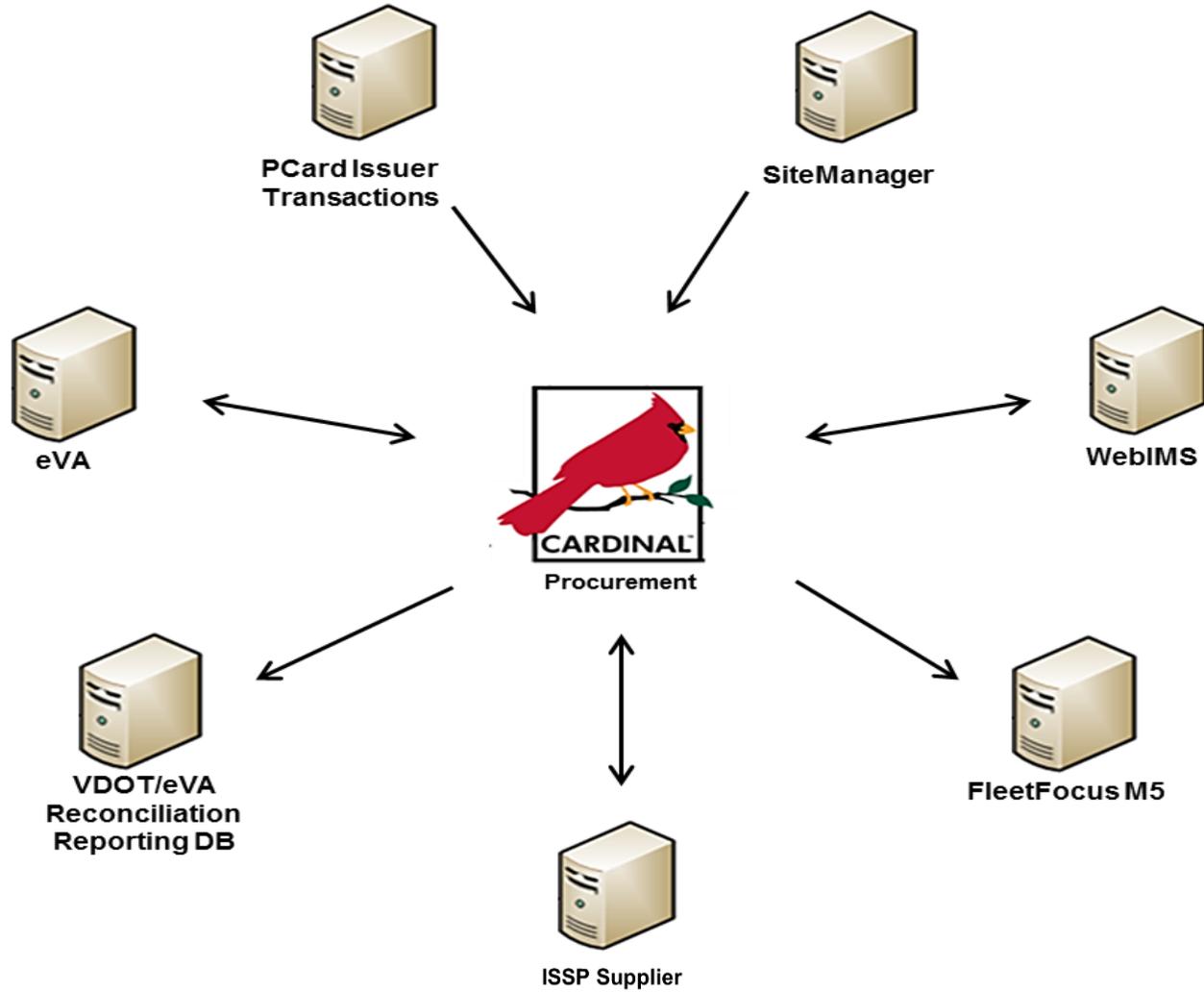


Integration with Accounts Payable





Interfaces





Interfaces (continued)

eVA interfaces with Cardinal in several ways:

- Supplier data and reporting information is sent from eVA to Cardinal daily.
- Purchase orders and change orders in eVA are imported daily.
- Cardinal Procurement sends PCard transactions to eVA.
- Cardinal sends purchase orders and change orders created in Cardinal to eVA.

FleetFocus M5: FleetFocus M5 tracks all hours and parts used, and activity, related to the operation and maintenance of vehicles and equipment. Cardinal interfaces with FleetFocus M5 by sending PCard and ISSP related data daily.

Integrated Supply Services Program (ISSP): The ISSP supplier provides vehicle repair parts and shop items for Cardinal end users. Every location has its own unique card number. ISSP sends ISSP transaction data to Cardinal.

ISSP Supplier: Cardinal imports ISSP transaction information from the supplier and sends back confirming data.

PCard Issuer: Cardinal imports PCard transaction information from the bank card supplier (card supplier).



Interfaces (continued)

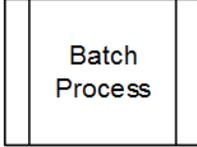
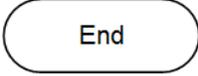
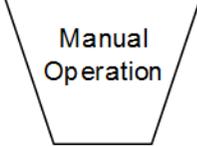
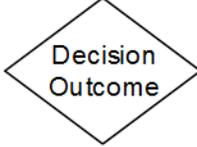
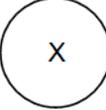
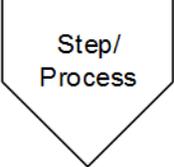
SiteManager: SiteManager sends construction and maintenance contract records to Cardinal, where it is used to create contracts and purchase orders. SiteManager is used by VDOT Construction Division for the building and maintaining of roads.

VDOT/eVA Reconciliation Reporting: eVA sends confirming PO data to the Data Warehouse. Cardinal sends PO payment data to the Data Warehouse, where the two data sets are compared and available for viewing from the web.

WebIMS: Cardinal users can create requisitions requesting inventory from WebIMS, which sends the item, quantity, location, and IMS location number Interfaces back to Cardinal so the requestor can locate and track the product. After the end user confirms their order, WebIMS updates inventory.



Flowchart Key

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