Submitting Parts Requests and Parts Issues Cheat Sheet

Please visit the IT Training Library on Powerline for detailed instructions.

Parts Requests:

1. Open the work order that requires parts in the *Work orders management* window.
2. Click *Parts Requests Associated to WO.*
3. A list of PRs already submitted against this WO will display. Click the **NEW** button.
4. Enter a **description**.
5. Enter your first item. **Do NOT combine inventory and non-inventory parts on the same requisition.**
    a. If Inventory, type in an inventory part number or a descriptive word (eg. ‘filter’) and press enter to do a quick search.
    b. If Non-Inventory, check if the part has been entered into GTI as an OEM part by entering a descriptive word and pressing enter.
    c. If Non-Inventory and the part is not entered in GTI as an OEM part, leave the part field blank and enter a description of the item in the part description field.
6. Enter **quantity** and **unit price** and a **required date** (optional).
7. **WO** will already be populated, and the **project number** defaulted from the WO.
8. Select a C**ost Category**.
   If requisitioning NTPC inventory, the cost category MUST be an inventory cost category ending in 7 (eg. 5301.0007).
   If requisitioning non-inventory parts, the cost category must end in 0 (eg. 5301.0000).
9. Select a **supplier** (optional), **Site ID To** (the final destination of your item) and **Ship To** (main warehouse in your area).
10. Add any quotes or documents to the Attached files tab.
11. Add any notes on the Notes tab.
12. Click the → NEW link to add your next item.
13. Click the → ADD IN BATCH link to add more than one item at a time. This will open the search window where you can search by parts catalogs or other filters.
14. Click Save to save your work as you go.
15. Once completed, to send to Paramount for approve, from the *Business processes for parts request* window click on **PR Working** under the *Parts Request Routing* section and check **Accepted** beside the PR.

Parts Issues:

Used only when inventory is taken from the local warehouse and needs to be issued to a project.

1. From the work order window click *Parts Issues*.
2. Enter your part number by typing in the number or entering a descriptive word (eg. ‘filter’) and pressing enter to do a quick search. Click the down arrow to open the advanced search window.
3. Select the warehouse from which you issued the part.
4. Enter **quantity**.
5. **WO** will already be populated, and the **project number** defaulted from the WO.
6. Select a **cost category**. **This is an inventory parts issue so the cost category must be an inventory cost category (ending in 7).**
7. Click → NEW to add another item to your PI.
8. Click → ADD IN BATCH to add more than one item at a time. This will open the search window where you can search by parts catalogs or other filters.
9. When you are finished and sure your PI is correct, click Save.
   There is no modifying/deleting your PI once you click Save. If you have made an error, click the email icon at the top and send the email with the attached PDF to Thess (tcruzpe@ntpc.com) and she will remove the entry. You will have to reenter a new correct PI.

Tips for Quick and Easy PR/PI entry

1. Do NOT combine inventory and non-inventory parts on the same requisition.
2. Initiate your PR and PI from the work order window. This will default the WO and project number.
3. Use Add in Batch along with Parts Catalogs to quickly add items.
4. **PRs can be saved and worked on until ‘Accepted’ and submitted to Paramount. PIs are submitted as soon as they are saved.**
5. Track the status of the items in your PR by monitoring the *intervention* and *ERP Status from ERP* fields on the PR. This will indicate any errors and where the parts are on their way to their final destination.

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