



# Paramount WorkPlace

## – Submitting Requisitions

**Table of Contents**

Accessing WorkPlace ..... 2

Steps to Enter and Submit a Requisition ..... 3

    Duplicate Line..... 12

    Mass Line Change ..... 13

Duplicating Requisitions..... 17

Tracking Your Submitted Requisitions ..... 18

    Waiting for Approval..... 18

    Approved..... 19

    Disapproved ..... 20

    Canceled..... 21

    Processed ..... 22

Viewing Details..... 22

    Track Approval Routing..... 23

    Purchasing Status..... 23

Searching for Requisitions ..... 24

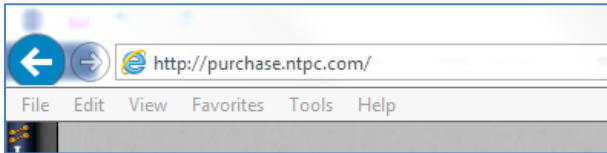
Rules to Remember..... 26

Tips for Quick and Easy Requisition Entry..... 26

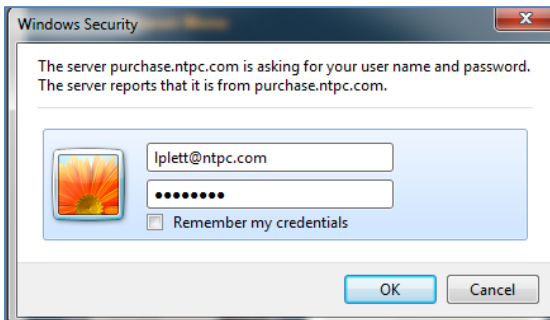
Paramount WorkPlace is an online solution that allows NTPC to automate the procurement process – from requisition entry to approval to processing (PO generation or inventory issue). A user-friendly, web-based tool allows employees to requisition inventory items or items for purchase. Requisitions are routed automatically to the appropriate managers for approval in accordance with the purchasing policy. Once approved, items are issued from inventory or purchased by Logistics.

## Accessing WorkPlace

1. Open Internet Explorer.
2. In the address bar type <http://purchase.ntpc.com>.



3. You will be prompted to enter your windows login username and password. Click OK.

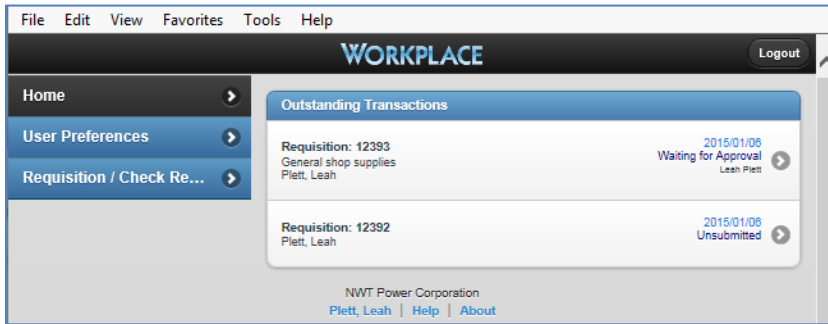


4. At the WorkPlace login page, if the Company is blank select NWT Power Corporation. Then click **Login**.



Once logged in you will be directed to the Home page. Any **Outstanding Transactions** will be listed here. This includes any requisitions you have saved or have submitted that have not yet been approved. If you are an approver you will also see requisitions pending approval.

Requisitioner:

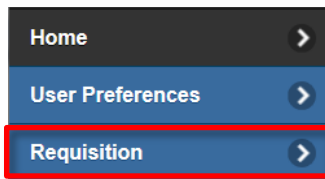


Requisitioner and Approver:



## Steps to Enter and Submit a Requisition

1. From the WorkPlace menu select **Requisition**.



2. From the Transactions menu, select **Requisition Entry**.



You can also edit existing requisitions by selecting them in **Outstanding Transactions** on the Home page or on the Requisition page.

Outstanding Transactions	
<b>Requisition: 12394</b> Plett, Leah	2015/01/06 Unsubmitted
<b>Requisition: 12393</b> General shop supplies Plett, Leah	2015/01/06 Waiting for Approval Leah Plett
<b>Requisition: 12392</b> Plett, Leah	2015/01/06 Unsubmitted

- Each new requisition is assigned a unique requisition number which you will see in the top right corner. Your name will appear as the requester.

- Start your requisition by entering a **Requisition Name**. This is a short description of what you are requesting.  
You can also enter optional information for Work Order #, Required Date as well as any Internal Comments that relate to the entire requisition.

- Start entering in the first line that displays. All items with an \* are required fields.
- Select a **Project Number**.

If you are requesting inventory or purchasing non-inventory items, select the Project Number specific to the items. If you are replenishing inventory, you will select Project Number **350813500001000**.

If you know the number you can just type it in and tab off.

If you don't know the Project Number, you can look it up. Click the lookup beside Project Number to open the Project search window. By default it gives you the option to search by Project Number.

Project No.	Project ID.	Project Name	Contract No.	Proj
120300010001000	1000	Asset Disposal Costs	12030001000	
120300510001000	1000	Jackfish Groundwater Monitor	12030051000	
120300510001008	1008	REG PROJECT Jackfish Groundwat	12030051000	
120504180005300	5300	Refurbish T4 Transformer	12050418000	B. R
120505870005300	5300	Ingraham Trail Recloser	12050587000	C. T
120510110005200	5200	T10 Transformer Upgrade	12051011000	B. R

The default search type is *Starts With*. You can change this to aid in your search.

For example you might want to search for all capital projects in Bluefish. You would select Project Number *Starts With* 1225 (122 representing Bluefish and 5 representing Capital) and click **Search**. All of the projects meeting your criteria will be displayed in the grid below.

Project No.	Project ID.	Project Name	Contract N
122504090005300	5300	Ducan Dam- New Stoplog & Safet	122504090
122509070005300	5300	Bluefish Line Bird Deterrents	122509070
122509200001501	1501	Bluefish Line Outage	122509200
122509200001502	1502	Install Line Switches	122509200
122510280005300	5300	Snow Plow & Jib for Loader	122510280

You can combine your search criteria to narrow down the search results. For example, you might be searching for all projects in Inuvik (136) that contain the word LNG in their description. Click **Search**.

Find By	Search Type	Value	Maximum Records: 100
Project Number	Starts With	136	Search →
Project Name	Contains	LNG	
	Starts With		

Project No.	Project ID.	Project Name	Contract No.
136509900005300	5300	LNG Storage	13650990000
136511140005300	5300	LNG Make-up Valve	13651114000
136866000001000	1000	LNG Offloading	13686600000
136866100001000	1000	LNG Production Fuel	13686610000
136866200001001	1001	Maintenance of LNG plant -Prev	13686620000
136866200001002	1002	Maintenance of LNG plant -Corr	13686620000

Click on a project to select it.

7. Select a **Cost Category** by typing it in or clicking the lookup. Only Cost Categories assigned to the Project selected will be listed. If you require a Cost Category that is not listed, please contact the **Finance department**.

If you selected Project Number **350813500001000** for replenishing inventory you will select Cost Category **5301.0007**

**If you are requisitioning items from inventory, the cost category you select will end in 7 (example 5301.0007).**

**If you are requisitioning items not in inventory you will select a cost category that ends in 0 (example 5301.0000)**

Delete Line	Project	Cost Category	Item	Item Description *	Quantity * U/M	Price	Currency	Amt Extended
1	1328657CL031001 Maintenance Diesel Engine-C03	5301.0000	KWCCE3508-2F	3508 CCE Dual Turbo W/O fr	1 ea	1	Z-C\$	\$ 1.00

8. The next steps you follow are based on whether or not the item you are requisitioning is in inventory. **If you are unsure if the item you require exists in inventory, please take the time to search in the inventory system before submitting it as a non-inventory item.**

**Do not combine inventory items and non-inventory items on the same requisition.**

**a. Item exists in Inventory**

There are 2 lookup icons beside the Item box.

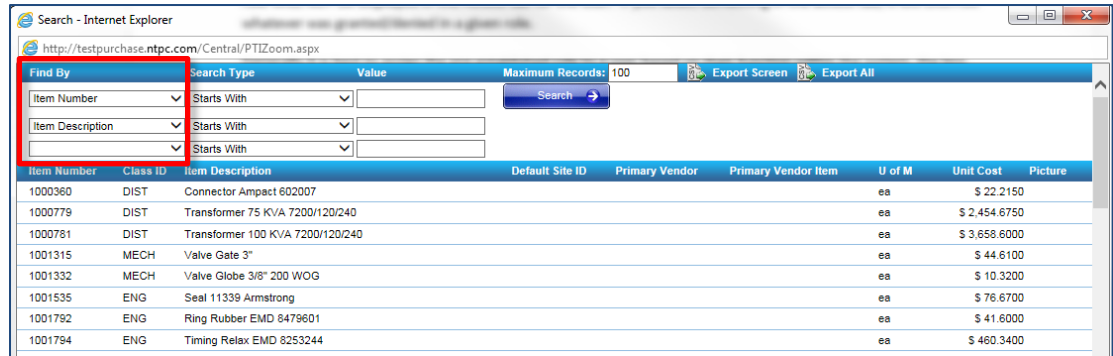


- will allow you to select an item that had been previously purchased or transferred to the project selected.

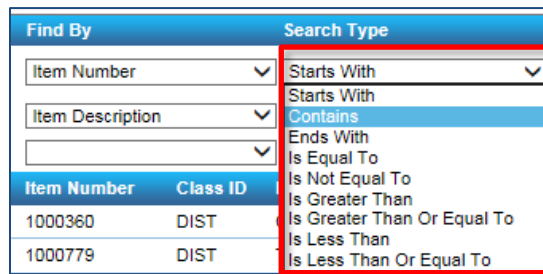


- will allow you to select any active item in inventory.

Both lookups open the Item Search window. By default, it gives you the ability to search by Item Number and/or Item Description.



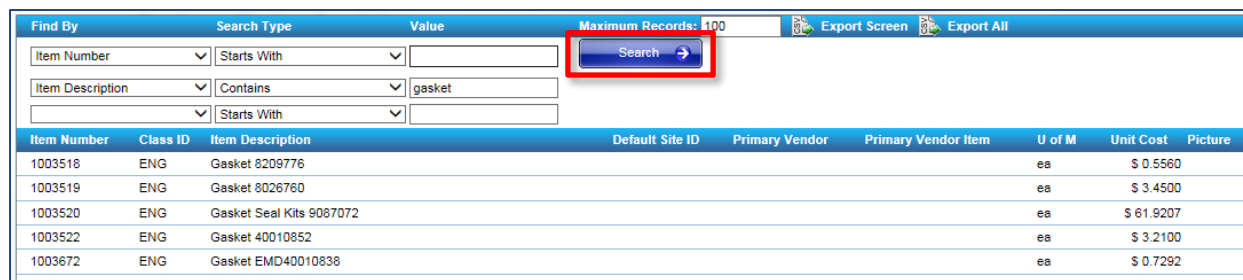
The Search Type by default is set to *Starts With*. You can change this to aid in your search.



For example, you might want to search on gaskets. You would select Item Description *Contains* and then in the value field enter gaskets.



Click the **Search** button. The results of your search will appear in the grid below.



You can combine your search criteria to narrow down the search results. For example, you might be searching for gaskets that are < \$10. Add that to your criteria and click **Search**.

Find By	Search Type	Value	Maximum Records: 100	Export Screen	Export All
Item Number	Starts With		Search →		
Item Description	Contains	gasket			
Unit Cost	Is Less Than	10			
	Starts With				

Item Number	Class ID	Item Description	Default Site ID	Primary Vendor	Primary Vendor Item	U of M	Unit Cost	Picture
1003518	ENG	Gasket 8209776				ea	\$ 0.5560	
1003519	ENG	Gasket 8026760				ea	\$ 3.4500	
1003522	ENG	Gasket 40010852				ea	\$ 3.2100	
1003672	ENG	Gasket EMD40010836				ea	\$ 0.7292	
1003676	ENG	Gasket EMD40010837				ea	\$ 1.1739	
1003725	ENG	Gasket Q-58403				ea	\$ 4.1377	
1004412	ENG	Gasket 2N3294				ea	\$ 9.5590	
1004413	ENG	Gasket 2N3295				ea	\$ 4.1250	
1004414	ENG	Gasket 2N3583				ea	\$ 5.1966	
1004415	ENG	Gasket 2N3584				ea	\$ 9.1733	

If you requisition inventory items often, you might find it useful to have a list of items in Excel. You can Export the item list by clicking the **Export Screen** or **Export All** options at the top.

**Export Screen** will export the results based on your search.

**Export All** will give you a list of all inventory items.

Find By	Search Type	Value	Maximum Records: 100	Export Screen	Export All
Item Number	Starts With		Search →		
Item Description	Contains	gasket			

Click on the item in the list to select it. The Item Description, U/M, and Price will populate from the inventory system.

Requisition Name	Project	Cost Category	Item	Item Description *	Quantity * U/M	Price	Currency	Total
General Shop Supplies	1328657CL03 Maintenance Diesel Engine-CL03 INV Materials	5301.0007	1004415	Gasket 2N3584	ea	9.1733	Z-C\$	\$ 0.00

You can also search for items in the **Inventory Items Qty on hand per Location** report found at the top of the requisition entry window. This allows you to search items and provide you with location and available quantities per location.

Dashboard ▶ Requisition ▶ Transactions ▼

**Paramount WorkPlace**

Database Successfully Updated.

Requester \* NTPC\plett

Created By Plett, Leah

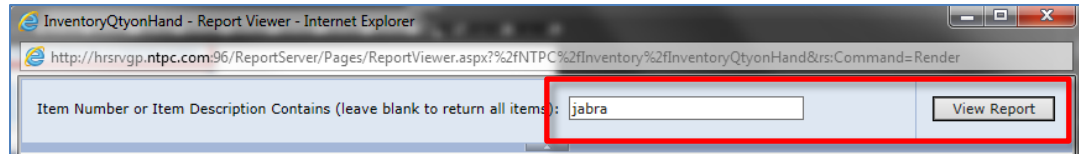
Created 01/10/2018

DA 01/10

[Inventory Items Qty on Hand per Location](#)

Click on the report link. Enter your password if prompted and click OK.

Enter an item number or part of a description and click **View Report**.



All items containing the search criteria will be listed along with current cost, location assigned, and quantity on hand at each location.

Item	Item Description	Current Cost	Location	Qty on Hand
1009188	Speaker Jabra 510 MS w/ Jabra 360 Link Adaptor	175.00	120	10
			136	0
			350	0
1009190	Headset Jabra Evolve 40 UC for Skype	115.00	120	45
			136	5
			350	0

**b. Item does NOT exist in Inventory**

If you have checked and the item you require does NOT exist in inventory you **DO NOT** select an inventory item number.

Enter a full description of the item in the **Item Description** box. This is the description that will appear on the purchase order sent to the vendor.

If you have a vendor item number you can enter it into the **Item** field.

Delete Line	Project	Cost Category	Item	Item Description *	Quantity *	U/M	Price	Currency	Amt Extended
1	1328657CL031001 Maintenance Diesel Engine-CL03 Materials	5301.0000	KWCC3508-2F	3508 CCE Dual Turbo W/O fltr	1	ea	1	Z-C\$	\$ 1.00

- Enter a **Quantity** and **Unit of Measure**. If you selected an Item from inventory the price will already be populated. If you entered a non-inventory item you must enter a price. **Price is required**. If you have a quote, enter that price. If you do not have a quote and are unsure of the item price, enter \$1 in the price field.

**Requisitions will not route for approval if you do not enter a price.**

Delete Line	Project	Cost Category	Item	Item Description *	Quantity *	U/M	Price	Currency	Am	Extended
1	1328657CL031001 Maintenance Diesel Engine-CL03 Materials	5301.0000	KWCCE3508-2F	3508 CCE Dual Turbo W/O ftr	1	ea	1	Z-C\$		\$ 1.00

10. For each line item, you need to enter some information in the detail section at the bottom of the screen:

- a. **Priority** – this is a required field. By default this will be set to B – Normal. Click the lookup to select or type it in.

Priority \*

B  
Normal

Shipping Method

Blanket PO

Payment Term

Search - Internet Explorer

http://testpurchase.ntpc.com/Central/PTIZoom.aspx

Find By	Search Type	Value
ID	Starts With	
	Starts With	

ID	Description
A	Priority
B	Normal
C	Annual
R	Repair

- b. **Ship To** – for non-inventory items only. This will default to the main warehouse in your region. If you require your items to be shipped to a different location click the lookup and select a location.

General

Comments

Line: (M) (L) (P) (H)

Department: ITApp&Support

Site ID: 350

Vendor: [lookup]

Priority \*: B

Ship To: 350  
Hay River

Vendor Item: [lookup]

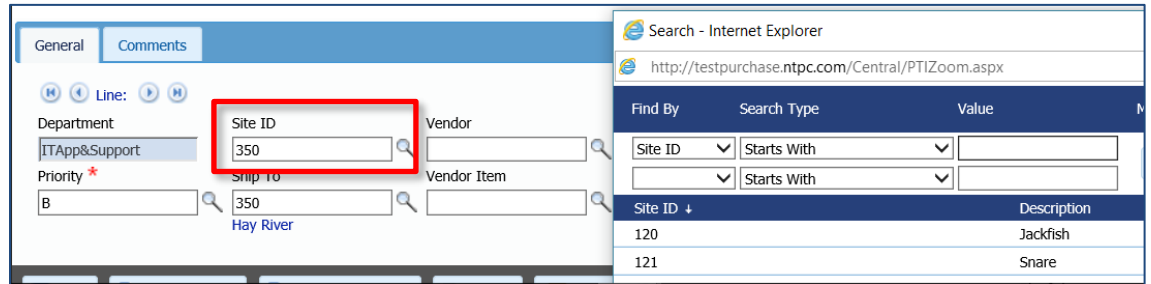
Search - Internet Explorer

http://testpurchase.ntpc.com/Central/PTIZoom.aspx

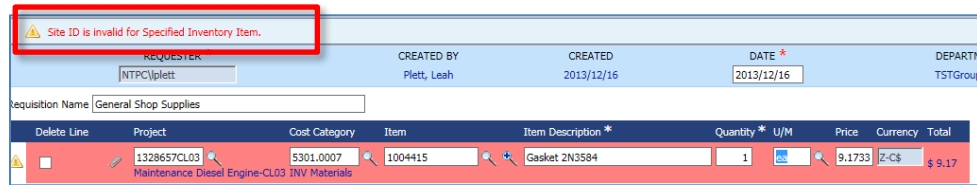
Find By	Search Type	Value
Address ID	Starts With	
	Starts With	

Address ID	Name
120	Yellowknife
120-WAREHOUSE	Yellowknife - Warehouse

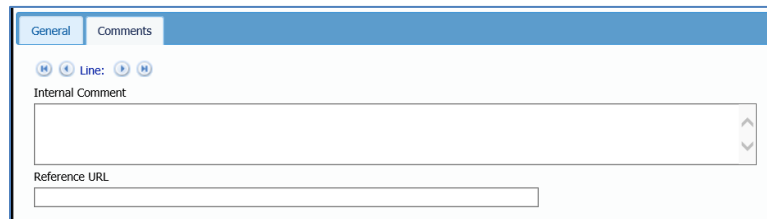
- c. **Site ID** – for inventory items only. this will default to the main warehouse in your region. After you’ve selected an item, clicking the lookup for **Site ID** will display all Sites where this inventory item is currently assigned. If the item you are looking for is not assigned to the required site, please contact the **Supplies and Land Inventory Coordinator** for assistance.



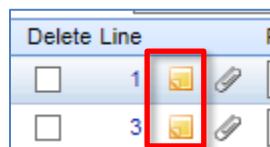
If you leave the site as the default and the item you are requesting is not assigned to it, when you click save or submit on your requisition you will receive an error and the offending line will be highlighted in red.



- d. **Comments** –Internal comments are used to provide the buyer further information and to assist him in purchasing your items. This comment is for this line specifically. Comments that pertain to the entire requisition should be entered into Internal Comment at the top of the page.



If a line has a comment added, a small note icon will appear on the left side of the line.



11. Continue on with your next item. **For each line item you must fill in the fields identified above.**

## Duplicate Line

In most cases, much of the information you enter on each line will be duplicate information. It is sometimes easier to complete all of the required information in the first line and then duplicate that line.

Click in one of the fields in the line you wish to duplicate. Then click the **Duplicate Line** button at the bottom of the screen.

The screenshot shows the 'Requisition' form in the Paramount Workplace system. The form includes fields for Requester (NTPC/vpiett), Created By (Plett, Leah), Created Date (01/10/2018), DATE (01/10/2018), Department (ITApp&Support), and Type (Requisition). Below these are fields for Requisition Name, Work Order #, Required Date, and Internal Comment. A table lists one line item: Project 1328657CL031001, Cost Category 5301.0000, Item KWCC3508-2F, Item Description 3508 CCE Dual Turbo W/O ftr, Quantity 1, U/M ea, Price 1.00, Currency Z-C\$, Amt Extended \$ 1.00. At the bottom, the 'Duplicate Line' button is highlighted with a red box.

Note that the entire line is duplicated, including comments and any information entered in the details section at the bottom.

Delete Line	Project	Cost Category	Item	Item Description *	Quantity *	U/M	Price	Currency	Amt Extended
<input type="checkbox"/>	1328657CL031 Maintenance Diesel Engine-CLD3 Materials	5301.0000	KWCC3508-2F	3508 CCE Dual Turbo W/O ftr	1	ea	1.00	Z-C\$	\$ 1.00
<input type="checkbox"/>	1328657CL031 Maintenance Diesel Engine-CLD3 Materials	5301.0000	KWCC3508-2F x	3508 CCE Dual Turbo W/O ftr	1	ea	1.00	Z-C\$	\$ 1.00

Modify the line with the required information.

## Mass Line Change

Another feature that can speed up entry of requisitions is the **Mass Line Change** feature. Note you have to save your requisition before using this feature.

The screenshot shows the Paramount WorkPlace Requisition form. At the top, the Requisition number is 18855. The form includes fields for Requester (NTPC\plett), Created By (Plett, Leah), Created (01/10/2018), DATE (01/10/2018), Department (ITAppSupport), and Type (Requisition). The Requisition Name is "For Liard Engine Overhaul". Below this is a table with columns: Delete Line, Project, Cost Category, Item, Item Description, Quantity, U/M, Price, Currency, and Amt. Extended. The first row shows Project 1328657CL031001, Cost Category 5301.0000, Item KWCC3508-2F, and Item Description 3508 CCE Dual Turbo W/O fr. The bottom of the form has a "Mass Line Change" button highlighted with a red box.

For example, perhaps you have entered the incorrect project number on each of your lines. Select the correct project from the lookup on the Mass Line Change window.

The screenshot shows the Mass Line Change window. It has fields for Cost Category, Priority, Project, Ship To, Site ID, and Vendor. The Project field is highlighted with a red box and contains the value "3505113100052000". At the bottom, there are buttons for "Update & Close", "Update Selected & Close", and "Close".

Click **Update & Close**.

If a cost category you selected for the previous project is no longer valid for the new project that field will be cleared. Select a new valid cost category as required.

12. If you have a quote for the items or any other documentation you need to pass on to the buyer or vendor, you need to attach it to the first line in your requisition. Click on the paper clip icon on the left of the line.

The screenshot shows the "Delete Line" dialog box. It has a checkbox, the number "1", a paper clip icon, and a trash can icon. The paper clip icon is highlighted with a red box.

The Attach File window will open.

Click the **Browse....** button and find the file you wish to attach. Click **Open**. The file will appear in the File box. Enter a good description and click **Attach File**.

The file will appear under Files Currently Attached. You can add as many files here as you need. Once you are done, click the **Save & Close** button. If you need to remove the file you've attached, check the **Delete** checkbox before clicking **Save & Close**.

Delete	PO Attach	RFQ	Date	Attachment	File Size	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/12/2018	quote.pdf	173568 Bytes	Quote from Supplier

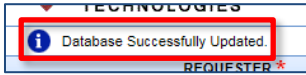
The paperclip icon changes to show that an attachment has been added. Click on this icon to view or modify your attachments.



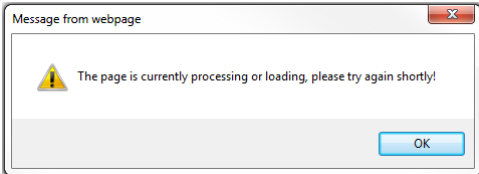
13. Once you have completed entering all of your items click the **Save** button at the bottom of the screen.



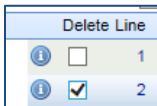
It might not appear like the requisition is saving but please be patient as it takes a few seconds. Once it is finished, you will get a message at the top of the screen to verify it has saved correctly.



If you try to click **Save** again before it is completed, you will get a message. Just click OK to close.



14. If you wish to delete a line item from your requisition, click in the **Delete** checkbox at the far left of the line you wish to delete. Then click the **Save** button.

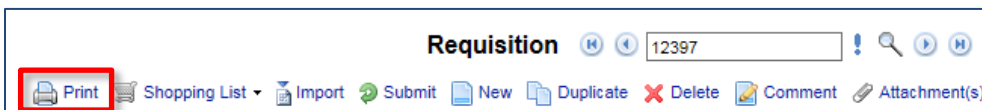


15. At any point you can save your requisition and return to it at a later date to complete.

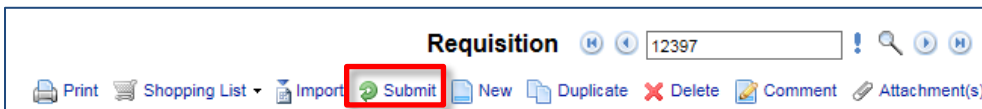
16. If you do not wish to submit or keep the requisition for processing at a later date, click the **Delete**.



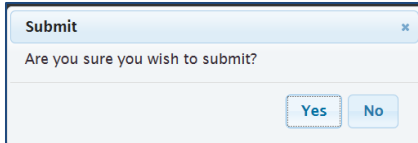
17. You can print the requisition by clicking the **Print** button.



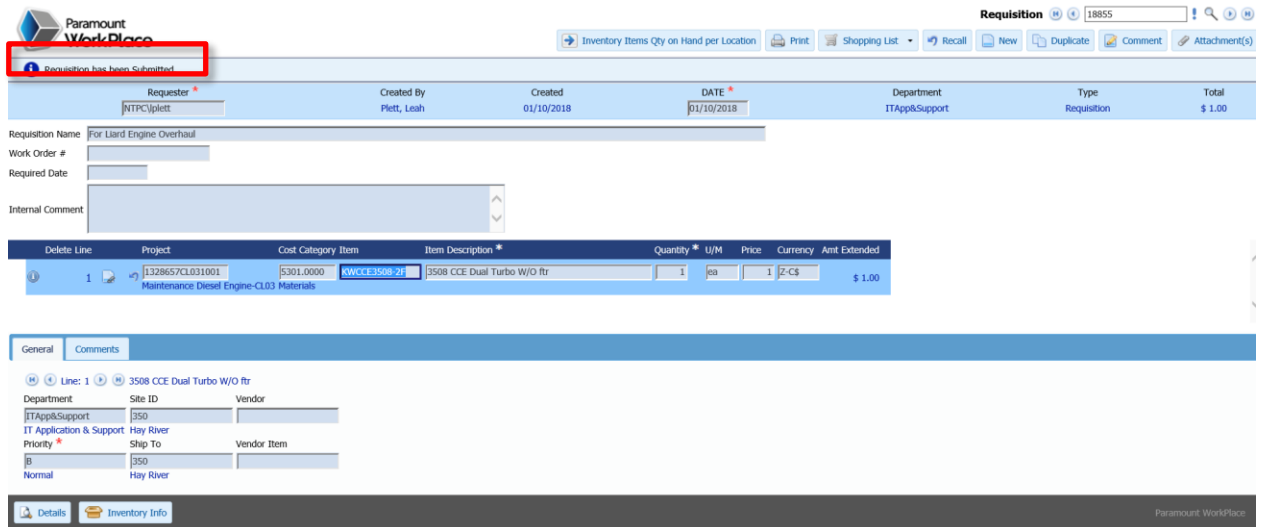
18. Once you are ready to submit for approval and processing, click the **Submit** button.



You will get a dialog box confirming if you wish to submit. Click **Yes** to Submit or **No** to Cancel.



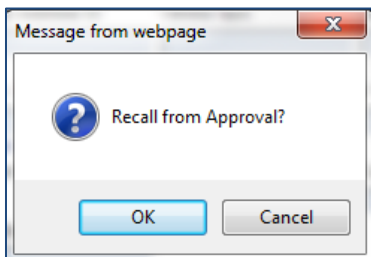
Once the requisition has been submitted, it will indicate success in the top left corner. Note that all of the fields have now become read only.



If you wish to recall a requisition to make changes or to cancel the requisition, click the **Recall** button.



You will be prompted for confirmation.



You will now be able to make changes to the requisition and resubmit it or delete it.

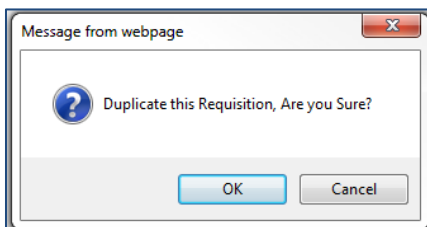
## Duplicating Requisitions

If you find you submit similar requisitions on a regular basis, you might find it useful to duplicate requisitions.

1. Open any requisition. It can be a requisition of any status: saved, waiting for approval, approved, already processed.
2. From the top menu click **Duplicate**.



You will be prompted for confirmation.



This copies all of the lines and the line details into a new requisition. It does not copy over any line attachments.

Follow the previous instructions for submitting a requisition to make the necessary changes required and submit.

**Note that if a line detail, like priority for example, is different on the new requisition from the old requisition you MUST update it on each line.**

# Tracking Your Submitted Requisitions

## Waiting for Approval

Your submitted requisitions will appear under Outstanding Transactions with the status **Waiting for Approval**.

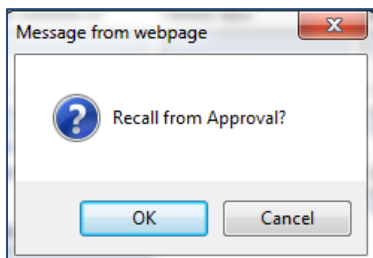
Outstanding Transactions	
Requisition: 12395 Plett, Leah	2015/01/06 Approved
Requisition: 12393 General shop supplies Plett, Leah	2015/01/06 Waiting for Approval Leah Plett
Requisition: 12392 General Shop Supplies Plett, Leah	2015/01/06 Disapproved

An email has been sent to the appropriate approver(s) as determined by your department, the amount of the requisition and NTPC's purchasing policy.

If you wish to recall a requisition to make changes or to cancel the requisition, click the **Recall** button.



You will be prompted for confirmation.



You will now be able to make changes to the requisition and resubmit it or delete it.

## Approved

Once your requisition has been approved, it will appear in your Outstanding Transactions with the status **Approved**.

Outstanding Transactions	
Requisition: 12395 Plett, Leah	2015/01/06 Approved
Requisition: 12393 General shop supplies Plett, Leah	2015/01/06 Waiting for Approval Leah Plett
Requisition: 12392 General Shop Supplies Plett, Leah	2015/01/06 Disapproved

You will receive an email confirmation once your requisition has been approved.

Wed 07/01/2015 9:13 AM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Approved.

To: Leah Plett

If there are problems with how this message is displayed, click here to view it in a web browser.

**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Approved, click the Link below to view these Requisitions / Check Requests:

Requisitioner: Plett, Leah

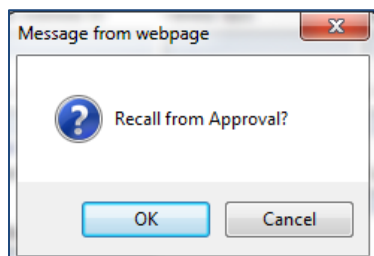
Requisition / Check Request	Priority	Project	Cost Category	Item	Item Description	Vendor Comment	Internal Comments	Approver	Notes	Qty	U/M	Price	Amt Ext	Currency
<a href="#">12395</a>	Normal	1328657CL031001	5301.0000	KWCCE3508-2F	3508 CCE Dual Turbo W/O fltr		Ship to Fort Liard. Request quote from supplier.			1	ea	\$1.0000	\$1.00	Z-C\$
<a href="#">12395</a>	Normal	1328657CL031001	5301.0000	40-1082	CAT 3500 16" Bracket/Plate/HDWE		Ship to Fort Liard. Request quote from supplier.			1	ea	\$1.0000	\$1.00	Z-C\$

If you click on the requisition number link, it will take you to workplace and directly to this requisition.

At this point, you can still recall a requisition to make changes or to cancel it. Click the **Recall** button.



You will be prompted for confirmation.



You will now be able to make changes to the requisition and resubmit it or delete it.

## Disapproved

If your requisition has been disapproved, it will appear in your Outstanding Transactions list with the status **Disapproved**.

Outstanding Transactions	
Requisition: 12395 Plett, Leah	2015/01/06 Approved
Requisition: 12393 General shop supplies Plett, Leah	2015/01/06 Waiting for Approval Leah Plett
Requisition: 12392 General Shop Supplies Plett, Leah	2015/01/06 Disapproved

You will receive an email informing you of the disapproval.

Tue 06/01/2015 6:36 PM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Disapproved!

To: Leah Plett

If there are problems with how this message is displayed, click here to view it in a web browser.

**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Disapproved!, click the Link below to view these Requisitions / Check Requests:

Requisitioner: Plett, Leah													
Requisition / Check Request	Priority	Project Cost Category	Item	Item Description	Vendor Comment	Internal Comments	Approver Notes	Qty	U/M	Price	Amt Ext	Currency	
<a href="#">12392</a>	Normal		1001794	Timing Relax EMD 8253244	stock for Inuvik		already requisitioned by other user	10	ea	\$460.3400	\$4,603.40	Z-C\$	
<a href="#">12392</a>	Normal		1001792	Ring Rubber EMD 8479601	stock for Inuvik		already requisitioned by other user	10	ea	\$41.6000	\$416.00	Z-C\$	

If you click on the requisition number link, it will take you to workplace and directly to this requisition.

When an approver disapproves a requisition or specific lines in your requisition, they must enter an approver note. The note appears in the email under Approver Notes.

Tue 06/01/2015 6:36 PM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Disapproved!

To: Leah Plett

If there are problems with how this message is displayed, click here to view it in a web browser.

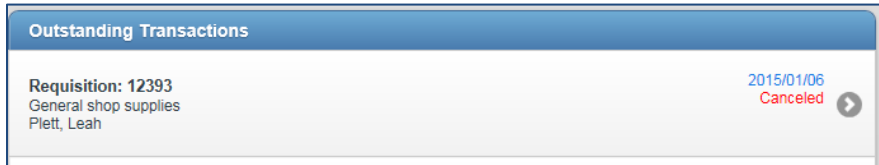
**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Disapproved!, click the Link below to view these Requisitions / Check Requests:

Requisitioner: Plett, Leah													
Requisition / Check Request	Priority	Project Cost Category	Item	Item Description	Vendor Comment	Internal Comments	Approver Notes	Qty	U/M	Price	Amt Ext	Currency	
<a href="#">12392</a>	Normal		1001794	Timing Relax EMD 8253244	stock for Inuvik		already requisitioned by other user	10	ea	\$460.3400	\$4,603.40	Z-C\$	
<a href="#">12392</a>	Normal		1001792	Ring Rubber EMD 8479601	stock for Inuvik		already requisitioned by other user	10	ea	\$41.6000	\$416.00	Z-C\$	

Disapproved requisitions will remain in your **Outstanding Transactions** list until you delete them or make changes and resubmit.

## Canceled

If a requisition gets approved but the buyer cancels it for some reason (purchased on VISA for example), the requisition will appear in your Outstanding Transactions with the status Canceled.

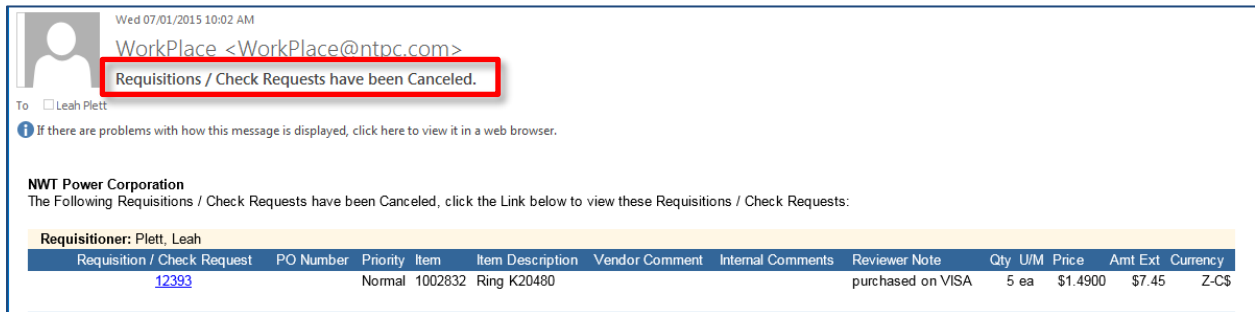


**Outstanding Transactions**

Requisition: 12393  
General shop supplies  
Plett, Leah

2015/01/06  
Canceled

You will receive an email notifying of the cancellation.



Wed 07/01/2015 10:02 AM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Canceled.

To: Leah Plett

If there are problems with how this message is displayed, click here to view it in a web browser.

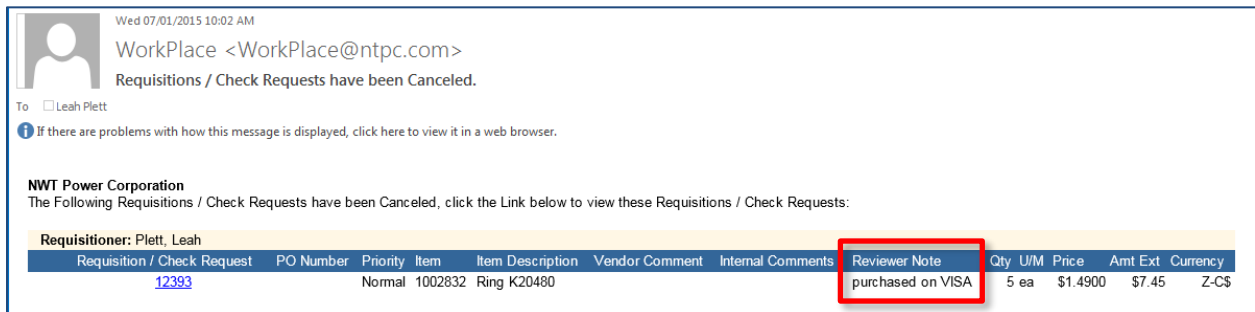
**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Canceled, click the Link below to view these Requisitions / Check Requests:

Requisitioner: Plett, Leah

Requisition / Check Request	PO Number	Priority	Item	Item Description	Vendor Comment	Internal Comments	Reviewer Note	Qty	U/M	Price	Amt Ext	Currency
<a href="#">12393</a>		Normal	1002832	Ring K20480			purchased on VISA	5	ea	\$1.4900	\$7.45	Z-C\$

If you click on the requisition number link, it will take you to workplace and directly to this requisition.

When a buyer cancels a requisition or specific lines in your requisition, they must enter a reviewer note. The note appears in the email under Reviewer Note.



Wed 07/01/2015 10:02 AM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Canceled.

To: Leah Plett

If there are problems with how this message is displayed, click here to view it in a web browser.

**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Canceled, click the Link below to view these Requisitions / Check Requests:

Requisitioner: Plett, Leah

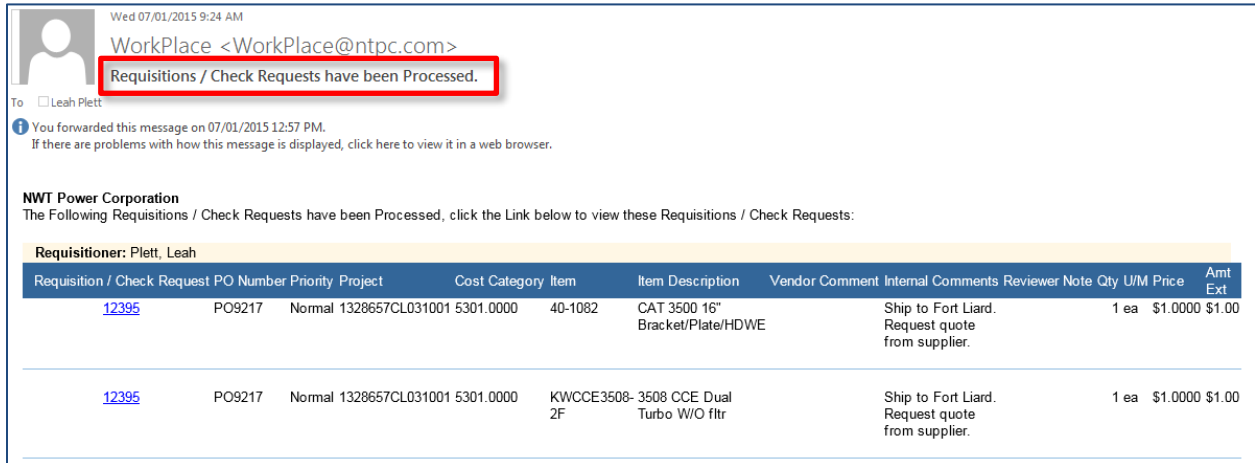
Requisition / Check Request	PO Number	Priority	Item	Item Description	Vendor Comment	Internal Comments	Reviewer Note	Qty	U/M	Price	Amt Ext	Currency
<a href="#">12393</a>		Normal	1002832	Ring K20480			purchased on VISA	5	ea	\$1.4900	\$7.45	Z-C\$

Cancelled requisitions will remain in your **Outstanding Transactions** list until you delete them or make changes and resubmit them.

## Processed

Once your requisition has been approved and the buyer processes it (a PO generated), the requisition will disappear from your Outstanding Transactions.

You will receive an email notifying you of the completion of your requisition.



Wed 07/01/2015 9:24 AM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Processed.

To: Leah Plett  
You forwarded this message on 07/01/2015 12:57 PM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Processed, click the Link below to view these Requisitions / Check Requests:

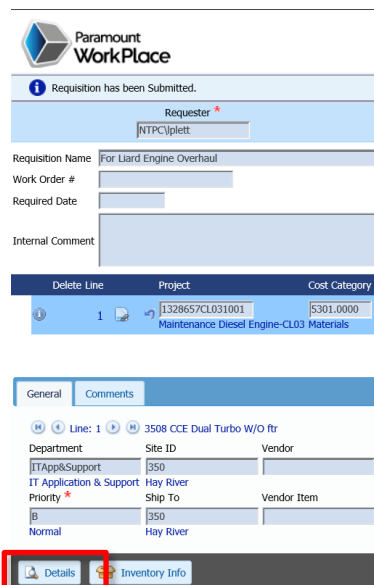
Requisitioner: Plett, Leah

Requisition / Check Request	PO Number	Priority	Project	Cost Category	Item	Item Description	Vendor Comment	Internal Comments	Reviewer Note	Qty	U/M	Price	Amt Ext
<a href="#">12395</a>	PO9217	Normal	1328657CL031001	5301.0000	40-1082	CAT 3500 16" Bracket/Plate/HDW		Ship to Fort Liard. Request quote from supplier.		1	ea	\$1.0000	\$1.00
<a href="#">12395</a>	PO9217	Normal	1328657CL031001	5301.0000	KWCCE3508-2F	3508 CCE Dual Turbo W/O fltr		Ship to Fort Liard. Request quote from supplier.		1	ea	\$1.0000	\$1.00

If you click on the requisition number link, it will take you to workplace and directly to this requisition.

## Viewing Details

The details button at the bottom of every submitted requisition provides a great amount of information about your requisition. Select a line from your requisition and click on the Details button. Some of the information will be the same across all lines (PO, approval routing) but some information will be different for each line (quantities shipped/received/invoiced, total costs).



Paramount Workplace  
Requisition has been Submitted.  
Requester: NTPC\plett  
Requisition Name: For Liard Engine Overhaul  
Work Order #:   
Required Date:   
Internal Comment:   
Delete Line | Project | Cost Category |  
1 | 132865/CL031001 | 5301.0000 | Maintenance Diesel Engine-CL03 Materials  
General | Comments  
Line: 1 | 3508 CCE Dual Turbo W/O fr  
Department: ITApp&Support | Site ID: 350 | Vendor: Hay River  
IT Application & Support | Hay River  
Priority: Normal | Ship To: Hay River | Vendor Item:   
Details | Inventory Info

## Track Approval Routing

The status of the requisition will appear at the top of the detail window. If it is still waiting to be approved, the approval path will be shown.

In this example, the requisition was to be approved by Boyd, who has set an alternate of Stuart. The Status indicates Stuart has the line loaded into an approval session but has not yet approved it.


**Requisition Line Detail**  
 Requisition: 12511 Line: 1  
 Status: Stuart Robinson has this line in Requisition Approval Session #11513

**Approval Path**  
 \*Note: Arrow indicates next pending approver, or role.

Approval List	Approver/Role	Assigned Alternate Approvers
MgrMSDehChoSahtu - Manager, Maintenance Services - Deh Cho/Sahtu		
	▶ Mallaley, Boyd	
		Robinson, Stuart

Near the bottom of the detail window is a log of all the transactions in the approval path. All submissions, approvals, recalls, and buyer processing are displayed. When an approver disapproves a requisition they must enter a comment. This will be displayed here. When the buyer cancels a requisition they must enter a comment. This will also be displayed here.

**Requisition / Check Request Line Detail**  
 Requisition / Check Request: 12395 Line: 1  
 Status: Requisition / Check Request Processed

**Purchasing Status:**  
 PO Number: PO9217  PDF: View/Print


Ordered	Canceled	Shipped	Rejected	Invoiced	Matched
Quantity: 1.0000	0.0000	0.0000	0.0000	0.0000	0.0000

**Log:**

Date	User	Action
Jan 7 2015 10:24AM	Plett, Leah	CHANGED: edfBillTo: -> 350, Ply
Jan 7 2015 10:24AM	Plett, Leah	PROCESSED From Review
Jan 7 2015 10:13AM	Plett, Leah	APPROVED
Jan 7 2015 10:04AM	Plett, Leah	SUBMITTED
Jan 7 2015 9:32AM	Plett, Leah	RECALLED
Jan 6 2015 10:37PM	Plett, Leah	APPROVED
Jan 6 2015 10:35PM	Plett, Leah	SUBMITTED

## Purchasing Status

The next section on the window displays the purchasing status. If a PO was generated from the requisition, a link to a copy of the PO is included. Click on the link to open the PO. This is the Workplace version of the PO and not the final version that is sent to the vendor from Logistics.

**Purchasing Status:**  
 PO Number: PO9308  PDF: View/Print

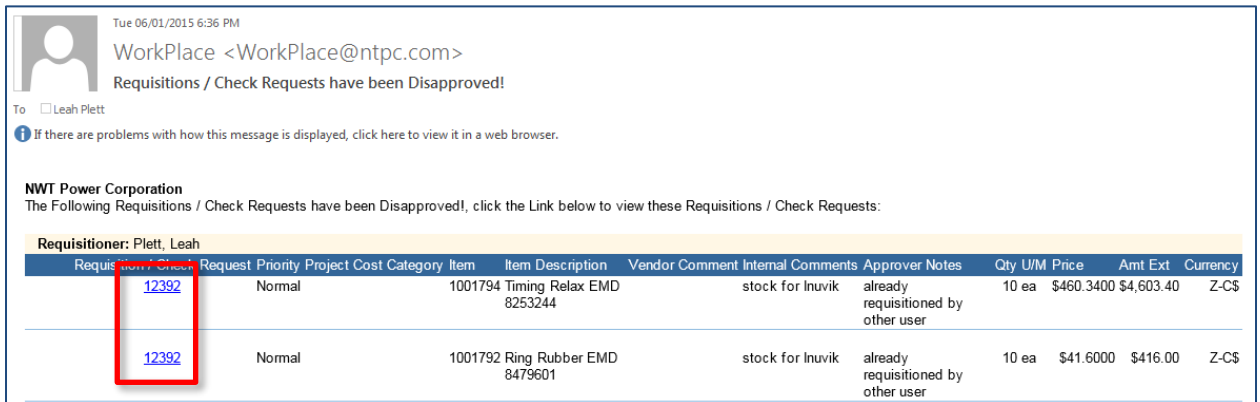
Ordered	Canceled	Shipped	Rejected	Invoiced	Matched
Quantity: 2.0000	0.0000	2.0000	0.0000	2.0000	2.0000

Quantities for this specific line item in your requisition will appear here for amounts ordered, shipped, invoiced and matched.

## Searching for Requisitions

Once a requisition has been processed by the buyer, it will no longer appear in your Outstanding Transactions list. If you want to look at that requisition or view its details after it has been processed, you can do one of 2 things:

1. Click on the link from the email you received notifying you of approval or review.



Tue 06/01/2015 6:36 PM  
WorkPlace <WorkPlace@ntpc.com>  
Requisitions / Check Requests have been Disapproved!

To: Leah Plett

If there are problems with how this message is displayed, click here to view it in a web browser.

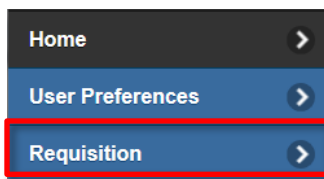
**NWT Power Corporation**  
The Following Requisitions / Check Requests have been Disapproved!, click the Link below to view these Requisitions / Check Requests:

Requisitioner: Plett, Leah

Requisition / Check Request	Request Priority	Project Cost Category	Item	Item Description	Vendor Comment	Internal Comments	Approver Notes	Qty	U/M	Price	Amt Ext	Currency
<a href="#">12392</a>	Normal		1001794	Timing Relax EMD 8253244	stock for Inuvik		already requisitioned by other user	10	ea	\$460.3400	\$4,603.40	Z-C\$
<a href="#">12392</a>	Normal		1001792	Ring Rubber EMD 8479601	stock for Inuvik		already requisitioned by other user	10	ea	\$41.6000	\$416.00	Z-C\$

2. Search for the requisition within WorkPlace.

From the WorkPlace menu select **Requisition**.



Select **Find Requisitions** from the Transactions section.



As with the other search windows, you are able to search on many of the fields using many different search types. After you've entered your criteria click the **Search** button.

Transaction Number	Type	Requisition Name	Requisitioner								
12398	Requisition		Plett, Leah								
No											
12397	Requisition	General Shop Supplies	Plett, Leah								
Line Inv#	TRX#	Project	Cost Category	G/L Account G/L Description	Reference URL	Released	Department	Status No. Status Description	Customer ID Customer Name	Item No. Manufacturer's Item Item Description	Vendor ID Vendor Description Vendor Check Name
1	1328657	CL031001	5301.0000	10-132-4306- 5300-90 Supplies and Services		No	TSTGroupNew	100 in Requisition / Check Request Detail		3508 CCE Dual Turbo W/O Fltr	

Click on a requisition to open it.

## Rules to Remember

The following rules are important to remember when entering requisitions. Not following these rules may result in a disapproved or canceled requisition which may delay the purchase or issue of your items.

- Do **NOT** combine Inventory and Non Inventory items on the same requisition.
- If you are replenishing inventory, you will select Project **350813500001000** and Cost Category **5301.0007**.
- If you are requisitioning items in inventory, the cost category you select must end in **7** (eg. 5301.0007).
- If you are requisitioning items not in inventory, the cost category you select must end in **0** (eg. 5301.0000).
- Priority is required on each line.
- If you are unsure if the item you are requisitioning exists in Inventory, please take the time to search the inventory list before submitting a non-inventory requisition.

## Tips for Quick and Easy Requisition Entry

Follow these tips for quick and easy requisition entry.

- Use the **Duplicate Line** and **Mass Line Change** features to speed up entering the information required on each line of your requisition.
- If you have similar requisitions you enter regularly, use the **Duplicate** or **Shopping List** features to speed up the process.
- Clean out your Outstanding Transactions. If a requisition has been Canceled or Disapproved, modify it and resubmit it or delete it.
- Use the internal comment fields to provide information to the buyer.
- Use the details to track your submitted requisition: where it is in the approval routing, view the PO created, track comments by approvers and the buyer and view receiving and invoicing on the released PO.