



Submitting Requisitions Cheat Sheet

Please visit the [IT Training Library](#) on [Powerline](#) for detailed instructions on entering requisitions.

Inventory:

1. Log into WorkPlace (<http://purchase.ntpc.com>).
2. Click Requisition → Transactions → Requisition Entry.
3. Enter a descriptive **Requisition Name** as well as optional Work Order #, Required Date and Internal Comment.
4. Select a **Project Number** and **Cost Category**. If replenishing inventory, select project **350813500001000** and cost category **5301.0007**.
If requisitioning inventory items, the cost category must end in 7. If requisitioning non inventory items, the cost category must end in 0.
5. Enter Item information:
 - a. If item exists in inventory, enter item number into the **Item** box or search for a valid inventory **Item** number by clicking the  icon. You can also search for items using the **Inventory Items Qty on hand per Location** report found at the top of the requisition entry window.
 - b. If item does NOT exist in inventory enter a detailed item description of the item in the **Item Description** box. If you have a vendor item number, you can enter it in the **Item** box.
6. Enter a **Quantity**.
7. For non inventory items, you must enter a **Unit of Measure** and a **Price**. If you have a quote, enter that price. If you do not have a quote and are unsure of the item price, enter \$1. **Requisitions will not route for approval if you do not enter a price.**
8. In the detail section at the bottom for this item select a **Priority** and **Site ID** (for inventory items) and **Ship To** (for non inventory items).
9. Attach any quotes or documentation to the first line item by clicking the  icon.
10. Move onto the next line, entering or searching for the next item.
11. Use the **Duplicate Line** or **Mass Line Change** features to aid in entering the detail information for each line item.
12. Click **Save** at the bottom of the screen to save your work as you go.
13. Once you have completed your entry, click **Submit**.

Based on the requisition amount, department and NTPC Purchasing Policy, the requisition is routed for approval and then onto review where inventory items are issued.

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. 5301.000**7**).
- If you are requisitioning items not in inventory, the cost category you select must end in **0** (eg. 5301.000**0**).
- 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 comments 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.