




Submitting Requisitions Cheat Sheet

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


Inventory:

1. Log into WorkPlace (<http://purchase.ntpc.com>).
2. Click Requisition/Check Request ➡ Transactions ➡ Requisition Entry.
3. Enter a **Requisition Name**.
4. Enter item number into the **Item** box or search for a valid inventory **Item** number by clicking the  icon beside **Item**.
5. Enter the **Quantity**.
6. In the detail section at the bottom for this item select a **Priority** and **Site ID**.
7. Enter any comments on the comment tab.
If you are charging directly to a project, enter the project number and cost category into the **Internal Comments**. **Do NOT select a project or cost category in each line for inventory items.**
If replenishing inventory, specify site for transfer in the **Internal Comments**.
8. Move onto the next line, entering or searching for the next inventory item.
9. Use the **Duplicate Line** or **Mass Line Change** features to aid in entering the detail information for each line item.
10. Click **Save** at the bottom of the screen to save your work as you go.
11. 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.

Non Inventory:

Validate the items you are requisitioning for purchase do not already exist in the Inventory system.

1. Log into WorkPlace (<http://purchase.ntpc.com>).
2. Click Requisition/Check Request ➡ Transactions ➡ Requisition Entry.
3. Enter a **Requisition Name**.
4. Select a **Project Number** and **Cost Category**.
5. Enter a detailed item description of the item you are requisitioning in the **Item Description** box. If you have a vendor item number you can enter it in the **Item** box.
6. Enter a **Quantity, 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.**
7. In the detail section for this line item select a **Priority**.
8. On the comments tab enter any **Vendor** or **Internal Comments**.
9. Attach any quotes or documentation to the first line item by clicking the  icon.
10. Move onto the next line, entering the information 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 a PO is generated.



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.

- For an inventory requisition, you **MUST** select a valid inventory number in the item field.
- For a non-inventory requisition, you **MUST** select a project number and cost category on each line in your requisition.
- For an inventory requisition, you will **NOT** enter a project number or cost category in each line. If you wish to issue the item directly to a project, enter the project and cost category in the internal comment.
- Priority is required on each line.
- You cannot combine inventory and non-inventory items in the same requisition.
- 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 and vendor comment fields to provide information to the buyer and vendor.
- 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.