

HELP MANUAL FOR STORES OFFICE

HOW TO PROCESS PURCHASE REQUEST IN ERP

1. Login to ERP account of stores.

Use any of the below link:

<http://erp.iisermohali.ac.in/>

<http://14.139.227.200>

<http://172.16.2.50/> (Internal Link – works only with IISERM LAN)

2. Select “Stores and Purchase Admin-CAMPUS” role.

3. Click **Inbox** from side menu

4. All the purchase requests sent to stores are listed here. Select any request to view the details.

The screenshot displays the ERP system's inbox interface. On the left, a dark sidebar menu contains the following items: Dashboard, **Inbox** (highlighted with a red box), Store - Purchase Settings, Purchase Orders, Purchase GRN, Store Issues, Store Purchase Reports, and Other Purchase Masters. The main content area shows a list of purchase requests. At the top right, it indicates '1-2 of 2' with navigation arrows. Below the sidebar, there are links for 'COMPOSE NEW -', 'Inbox (2)', 'Sent Items', 'Draft', 'Archived Items', and 'Indent Report'. The list of requests includes:

Sender	Status	Request Details	Time
Mrs. Sangeetha Gurusamy, D... (3)	Forwarded	Purchase Request [C-000005-IT-19-20] Type: NON RC Department: Information Technology	Yesterday at 3:27 PM
Dr. Vijaya Anand Ramasamy	Requested	Purchase Request [C-000001-DST-11-0028-19-20] Type: NON RC Project: Development of novel n-heterocyclic carbenes and their application in organo and organometallic catalysis	last Thursday at 11:51 AM

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5. Find the complete details of the indent. Use “Print” icon to print pdf. Use “Download attachment” icon to download files attached by the indenter. Use the “pencil” icon to edit the indent if necessary.

IISER MOHALI NO IMAGE PLACEHOLDER

Dashboard Mark as read 1 of 2

Inbox

Store - Purchase Settings

Purchase Orders

Purchase GRN

Store Issues

Store Purchase Reports

Other Purchase Masters

Purchase Requisition: C-000005-IT-19-20

Selected Item(s)

#1. CC00001-SSL Certificate 

Make: Global Sign
Category: Consumables []
1 Items @ ₹ 21,940.00 = ₹21,940.00
Global Sign Alpha Wildcard SSL - Business Proposition For 2+1 years

Items total: ₹ 21,940.0 Discounts: ₹ 0.00 Taxes: ₹ 3,949.2 Total: ₹ 25,889.2

Requisition Details

This request has been FORWARDED. Please see workflow activity below for more details

Mrs. Sangeetha Gurusamy / Information Technology

Type: Consumables / NON RC
Requested on: 13/05/2019
Purpose: SSL certificate to secure servers of IISER Mohali
Installation: Yes
Warranty: 3 years

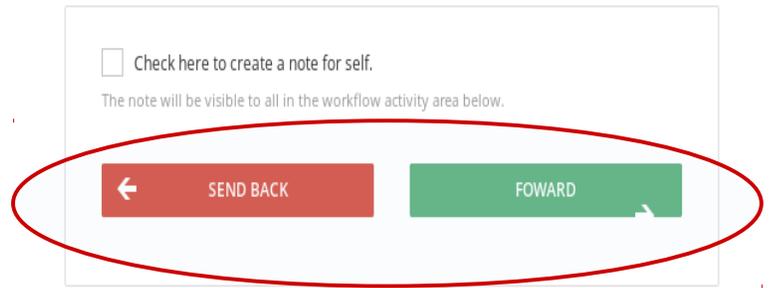
6. See the workflow under workflow activitiy

You have 2 options – **Send Back** and **Forward**

a. You can Send Back to the indenter for any reason

(OR)

b. You may forward to next employee(Purchase officer - Mukesh Kumar) with Remarks and click Send



 Workflow activity

	Dr. Rajeev Kapri [Forward to] - STORES OFFICE Kindly process this indent as soon as possible.	May 13, 2019 3:27:37 PM
	Dr. Rajeev Kapri [Note to Self to] Kindly process it as soon as possible.	May 13, 2019 3:25:18 PM
	Mrs. Sangeetha Gurusamy [Request to] Dr. Rajeev Kapri Please see the complete indent and attachments . Kindly forward to STORES OFFICE.	May 13, 2019 3:09:17 PM

7. Once the remarks field is entered, you find two options ---

a) You can simply **send** with remarks asking for approval from purchase officer

(OR)

b) You can directly **call for PO or tender**.

Check here to create a note for self.
The note will be visible to all in the workflow activity area below.

← SEND BACK **FOWARD →**

FORWARD THIS REQUEST TO: 131 - MR. MUKESH KUMAR ▾

PLEASE ENTER YOUR REMARKS: All documents verified. We are creating PO.

Field limited to 2000 characters.

SEND **CALL FOR ▾**

- DIRECT PO
- LIMITED TENDER
- OPEN TENDER