

PURCHASE REQUEST IN ERP

1. Login to your ERP account .

Use any one of the below link:

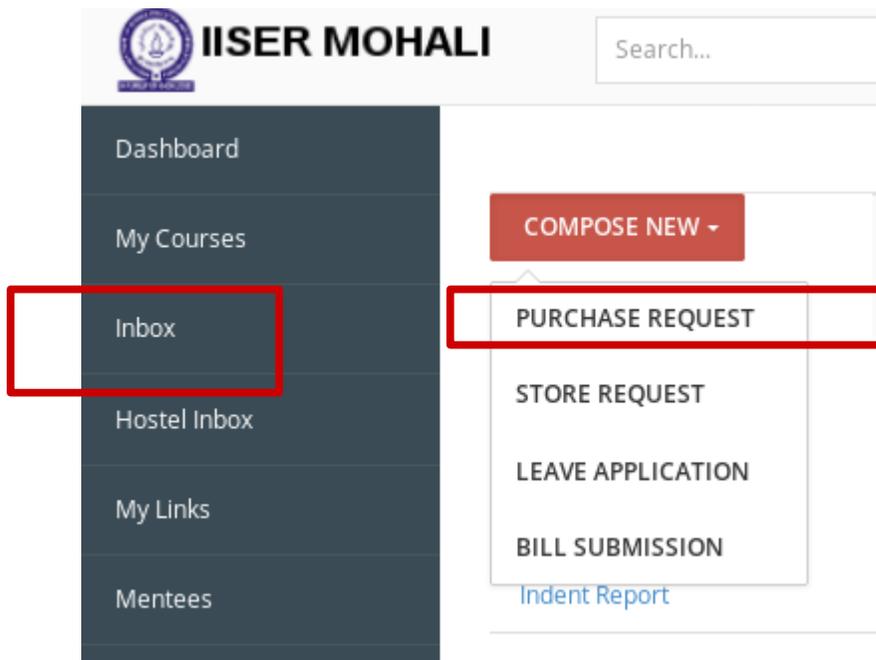
<http://erp.iisermohali.ac.in/>

<http://14.139.227.200>

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

2. Select Faculty role if you have more than one role.

3. Click **Inbox** from side menu followed by **Compose New – Purchase Request**



4. Start filling the form. As you select options, the form will automatically guide you for next steps. Fill all the information with respect to your purchase. Once all the fields are filled, **Next Step** button will be highlighted for you to click and go to the next step.

Initiate

As you select options and fill values, form will automatically guide you for next steps.

| | |
|--|---|
| IS THIS PURCHASE FOR ITEMS UNDER RATE CONTRACT?: | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| IS THIS PURCHASE FOR A PROJECT?: | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| SELECT THE ITEM TYPE : | <input type="radio"/> Both <input checked="" type="radio"/> Consumables <input type="radio"/> Non Consumables |
| SELECT THE CURRENCY : | <div style="display: flex; align-items: center;"><div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">USD</div><div style="font-size: small;">After choosing</div><div style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">70.33495</div></div> <p style="font-size: x-small; margin-top: 2px;">the currency, conversion rates comes automatically, please wait.</p> |
| PURPOSE?: | <div style="border: 1px solid #ccc; padding: 2px 5px;">research</div> |
| REQUIRED BY: | <div style="border: 1px solid #ccc; padding: 2px 5px;">30/05/2019</div> |
| TYPE OF PURCHASE : | <div style="border: 1px solid #ccc; padding: 2px 5px;">OTHERS</div> |
| IS INSTALLATION REQUIRED?: | <div style="border: 1px solid #ccc; padding: 2px 5px;">YES</div> |
| IS WARRANTY REQUIRED?: | <div style="display: flex; align-items: center;"><div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">YES</div><div style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">2 years</div></div> |

CloseNext Step

5. This screen is to add your items in the cart or under “**Already added items**”. There are 3 options -

- a) You may choose an item from the database.

- b) If your item is not listed in the database, you may create the item, thereby adding to the database and then add the item to your cart by choosing the respective item(as done in the previous step)

- c) If you have more items to be indented and cannot be created/added one by one, you may choose to upload an xls file with a specific template available in the same screen.

ITEM NAME:

CHOOSE AN ITEM...

▼

In

case you are unable to find your item in the dropdown, please [click here](#) to create new item. Or [click here](#) to upload items from *.xls file.

6. a) **How to choose an item from the database.**

Start typing your item and see whether the item is listed. Select the item and enter the specifications, Quantity and Unit Price. If unit price is not known, it may be left blank.

Be sure to click **Add item** to show the TOTAL ITEM VALUE and again click **Add item** to add it in your cart. You may now see the item has been added at right under “Already added items”.

Select Item

ITEM NAME:

CHOOSE AN ITEM... ^ In case

Q canon| wn, plea
to upload

STAT0141-CARTRIDGE
CANON 331 BLACK

STAT0142-CARTRIDGE
CANON 418 BLACK

STAT0143-CARTRIDGE
CANON 318 BLACK

STAT0144-CARTRIDGE
CANON 308

Select Item

ITEM NAME:

STAT0141-CARTRIDGE CAN... v In case you

are unable to find your item in the dropdown, please
click here to create new item. Or click here to upload
items from *.xls file.

Check if available on GeM?

SPECIFICATIONS:

CARTRIDGE

Field limited to 500 characters.

QUANTITY:

2

UNIT PRICE:

950

TOTAL ITEM VALUE: 1900 INR

Add Item

Already added items

ITEMS TOTAL: 1,900.00 INR

1: STAT0141-CARTRIDGE CANON 331 BLACK X

2 Items @ 950 INR= 1900.00 INR
CARTRIDGE

b) **How to create new item and add to database.**

Use the link below ITEM NAME - [click here](#) to create new item.

In the right side, you may now enter the item details and then click **Create Item**

Item Code: You may enter the product / CAS / MDL number provided in the vendor catalog or as suggested by your HOD.

The screenshot shows a web form titled "Create a new item". The form contains the following fields and elements:

- Item Code:** A text input field containing "108-90-7", circled in red. Below it is a note: "If you are creating a new item, the code same as name."
- Item Name:** A text input field containing "Chlorobenzene".
- Description:** A text area containing "Chlorobenzene ACS 99.5%". Below it is a note: "Field limited to 500 characters."
- Item Category:** A dropdown menu showing "Chemical" and a button "Click to Select category".
- Item type:** A dropdown menu showing "CONSUMABLES".
- Units:** A dropdown menu showing "10ML".
- Hsn Code:** An empty text input field.
- Check if available on GeM:** An unchecked checkbox.
- Make:** A text input field containing "ALFA AESAR".
- Footer:** A dark blue button labeled "Create Item", circled in red. Below it is a note: "As you start typing it will display names of manufacturer, select from them or type a new name if not there in dropdown".

Now the item has been created and added to the database. You and your colleagues can now choose from the database and add the item.

Select Item

ITEM NAME: 108-90-7-CHLOROBENZENE In case you are unable to find your item in the dropdown, please [click here](#) to create new item. Or [click here](#) to upload items from *.xls file.

Check if available on GeM?

SPECIFICATIONS: Chlorobenzene, ACS, 99.5%

Field limited to 500 characters.

QUANTITY: 2 UNIT PRICE: Tentative unit price

TOTAL ITEM VALUE: 1900 INR

Add Item

ITEM DETAILS: Make ALFA AESAR-ALFA AESAR Units 10ML

Already added items ITEMS TOTAL: 1,900.00 INR

1: 108-90-7-Chlorobenzene X
2 Items @ 0 INR= 0.00 INR
Chlorobenzene, ACS, 99.5%

2: STAT0141-CARTRIDGE CANON 331 BLACK X
2 Items @ 950 INR= 1900.00 INR
CARTRIDGE

c) How to upload items in bulk as .xls

Use the link below ITEM NAME - [click here](#) to upload items from *.xls file. In the right side, you may now download the template, , enter all your items in the .xls file, save and upload. This will create the items in the database and add the items in your cart.

Select and upload your items from *.xls file

Click here to Upload

Download Template

| Item Code | Item Name | Specification | Item Category | Item type(For | Units | Make | Quantity | Unit Price | GEM | HSN Code |
|-----------|--------------------------------------|---------------|---------------|---------------|-------|-----------------------------|----------|------------|-----|----------|
| SIG40201 | triphenylphosphine | phosphine)pa | Chemicals | Consumable | ml | SIGMA ALDRICH | 1 | 3000 | | |
| SIG40298 | Triphenylcarbenium tetrafluoroborate | tetrafluoro | Chemicals | Consumable | g | INDO AM MEDICOS | 1 | 9000 | | |
| CHE90702 | Hamilton Gas Syringe 100ul | Hamilton | Chemicals | Consumable | ul | Devarya Scientific Agencies | 1 | 4250 | | |
| CHE90876 | Tetrafluoroboric acid | ethyl ether | Chemicals | Consumable | ml | SIGMA ALDRICH | 1 | 2000 | | |

* System is already configured with set of units. Use the same units of measurement.

7. Once done, click **Next Step** and enter the tax, discounts details if applicable. Ensure to click **add** button.

GROSS TOTAL: 21950 INR / Discount: 0 INR / Total Taxes: 60.00 INR / Net Cost: 22,010.00 INR

Apply Taxes (will be applied only after discount)

Choose applicable tax:

- VAT 5% - GROSS*0.05 ^
- VAT 5% - GROSS*0.05
- VAT 12.50% - GROSS*0.125
- VAT 14.30% - GROSS*.1430
- VAT 6.05% - GROSS*0.0605
- GST 18% - GROSS*0.18

Tax amount:

60.00 INR

add

X

8. You can select and upload any additional documents (like approval letter, product certificate, proposal etc ..) to be attached with your indent.

Purchase Upload Relevant Documents

Item_Import_Template-2.xls 

Click here to attach documents

9. Choose “**STORES OFFICE**” to forward your request or to your HOD if applicable. Enter your remarks and click **Next Step**.

As you select options and fill values, form will automatically guide you for next steps.

Work Flow

CHOOSE TO WHOM THIS REQUEST SHALL BE FORWARDED:

PLEASE ENTER YOUR REMARKS FOR THE APPROVER:

Field limited to 2000 characters.

10. The last step is to Review your request and finally submit. Check all your entries and ensure that all the items are listed under “Already Added items” with green background. If not, click “**Fill Items**” to check the added items.



Already added items ITEMS TOTAL: 18,250.00 INR

| | |
|--|---|
| 1: CHE90701-Aluminium Oxide Neutral | X |
| 1 Items @ 0 INR= 0.00 INR Aluminium Oxide Neutral | |
| 2: SIG40201-triphenylphosphine | X |
| 1 Items @ 3000 INR= 3000.00 INR Tetrakis(triphenylphosphine)palladium(0) 216666-5G | |
| 3: SIG40298-Triphenylcarbenium tetrafluoroborate | X |
| 1 Items @ 9000 INR= 9000.00 INR Triphenylcarbenium tetrafluoroborate A12949 (10G) | |
| 4: CHE90702-Hamilton Gas Syringe 100ul | X |
| 1 Items @ 4250 INR= 4250.00 INR Hamilton Gas Syringe 100ul | |
| 5: CHE90876-Tetrafluoroboric acid | X |
| 1 Items @ 2000 INR= 2000.00 INR Tetrafluoroboric acid diethyl ether complex 400068-25ML | |

Note:

1. If you do not find any particular units of measurement, please mail to stores@iisermohali.ac.in
2. If you are not able to place your purchase request through ERP due to any kind of error in the screen, please mail to sangeetha@iisermohali.ac.in or puneetkaur@iisermohali.ac.in
3. If you have closed your browser unexpectedly, you may resume your purchase request form from Inbox – Draft.