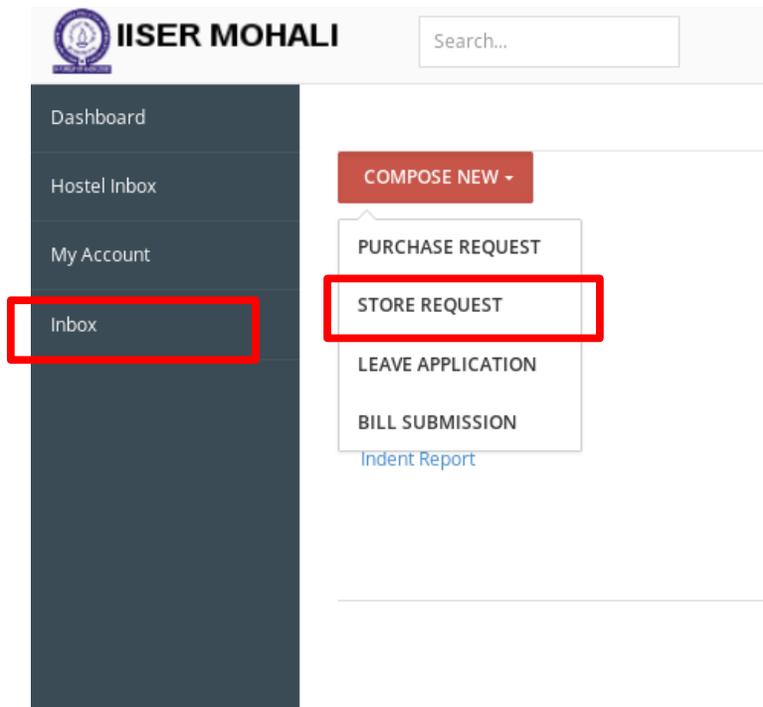


# STORE REQUEST

## REQUEST FOR STATIONERY/IN-STOCK ITEMS FROM STORES

1. Login to IISERM ERP system - <https://erp.iisermohali.ac.in> and click faculty or non-faculty role if you have more than one role.



2. Click **Inbox – Compose New – STORE REQUEST**

3. Start entering all the details. As you select options and fill values, form will automatically guide you for next steps. Ensure to click “**Add item**” button after filling the quantity.

**IISER MOHALI**

Dashboard  
Hostel Inbox  
My Account  
Inbox

Home

Initiate Fill Items

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

**Select Item**

ITEM NAME:  
STAT0001-PAPER A4 WHITE

ITEM DETAILS:  
Make  
-  
Units  
Pack

SPECIFICATIONS:  
PAPER

Field limited to 500 characters.

QUANTITY:  
1

Required quantity

Add Item

**Already added items**

1: STAT0001-PAPER A4 WHITE X

1 Items  
PAPER

4. Ensure to select the the employee/section to whom the request shall be forwarded. Review all your entries and click **Submit**.

**IISER MOHALI**

Dashboard  
Hostel Inbox  
My Account  
Inbox

Home

Initiate Fill Items Upload attachments Create Workflow Review & Submit

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: STORE - - STORES OFFICE

PLEASE ENTER YOUR REMARKS FOR THE APPROVER:

Field limited to 500 characters.

Close Next Step

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