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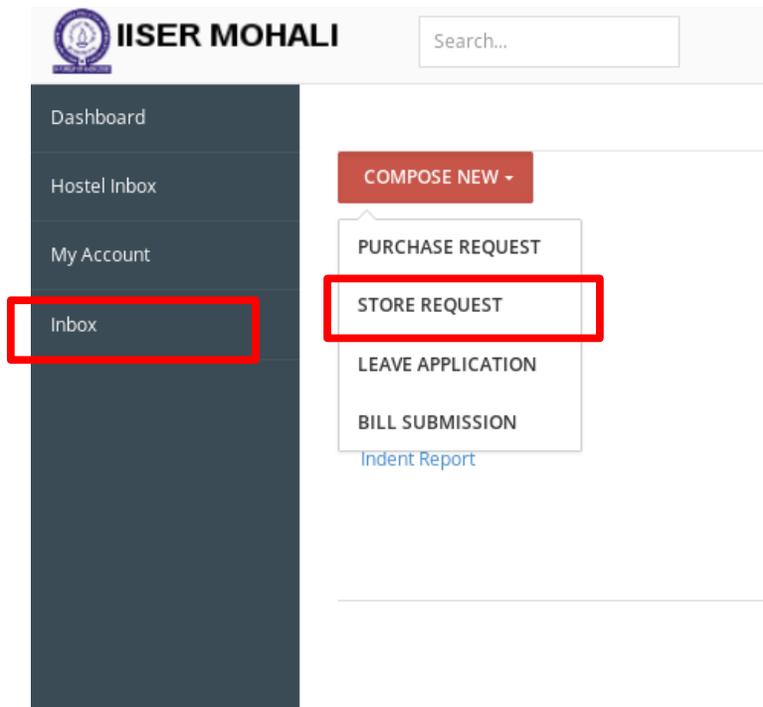
2. Click **Inbox – Compose New – STORE REQUEST**

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.

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