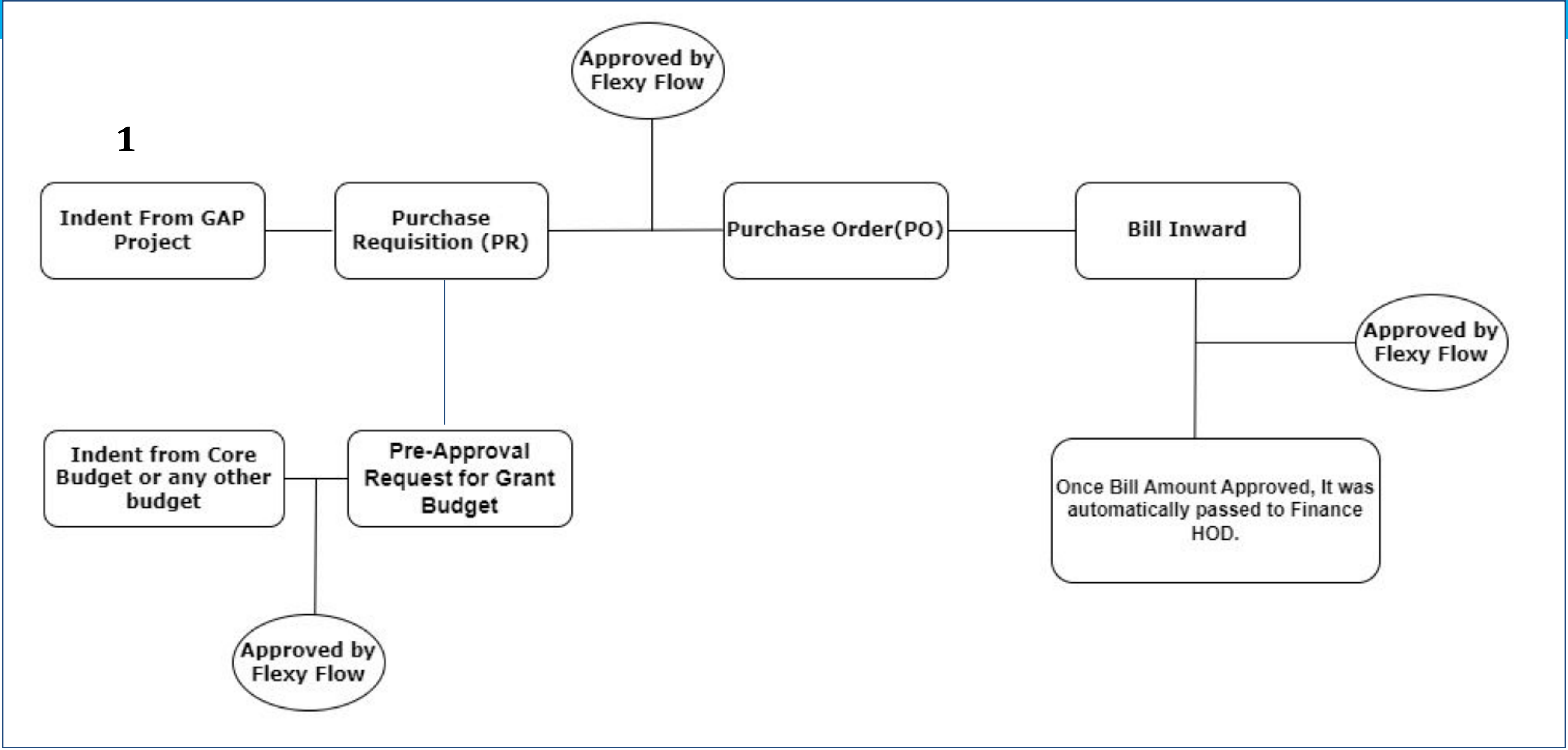
How to Add Indents in ERP Systems:

A Step-by-Step Guide

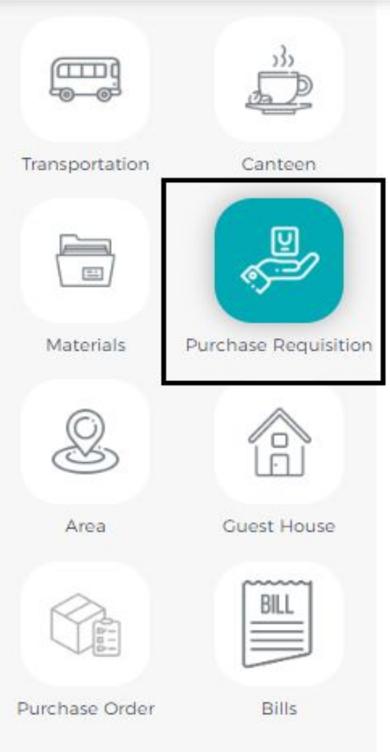
Gujarat
Biotechnology
University

Purchase Indent Flow Diagram for ERP System



Summarize Steps for making indent on the ERP system

1. Go to ERP Menu, Select Purchase and click on PR/Indent.
2. Hit the URL (https://emp.gbu.edu.in/Indent/Indents.aspx) in the browser.
3. Click Purchase Requisition and New request.
4. Write PR type(Like., M-Material / Consumables)PR Purpose, Description ,Remarks.
5. Select any one Purchase Mode ?
6. Select Employee For Approval, Project Grant ,Grant Budget
7. Enter Item by Name or by Code.
8. You can bulk item upload by given template format. Fill all appropriate fields.
9. All fields are predefined.
10. After all item listed,then press submit button.



Instruction to prepared Bulk Excel to list item in PR

Download the PR Excel Template

- Choose the appropriate purchase mode based on your requirements and Download PR Template.

Columns in Excel and Instructions

1. **Qty:** Numeric value only. Enter the quantity required without any symbols or text.
2. **Amount:** Numeric value only. Enter the rate per quantity without including any taxes or symbols.
3. **Specification:** Enter the specification of the item as required.
4. **Discount:** Numeric value only. Enter the discount amount without including the percentage (%) symbol.
5. **Catalogue No:** Alpha-numeric value. Enter the catalogue number using both letters and numbers if necessary.
6. **Packet Size:** Numeric value only. Enter the packet size without including any symbols or text.
7. **Brand Name:** Enter the brand name as required.

Do not leave any cells blank in the mandatory columns, which are denoted by red color.

For Pre-Approval of Budget before Purchase requisition

1. **Go to the Menu** and select **Budget**.
2. Click on **Add New** and then select **New Pre-Approval**.
3. Fill in the following details:
4. **Purpose, Attachment, Submitted By, Next Approver, Item Details, Budget Total Amount**
5. After entering all the appropriate details, click on **Add Pre-Approval**.
6. To track the approval status, click on **Pre-Approval**, select **My Pre-Approvals**, and then click on **VIEW**. You can track the status, view discussions, and read remarks related to your pre-approval.
7. Once your pre-approval has been approved by the selected approver, then you can create a purchase requisition from this budget.

Thank You