The below procedure related to ‘CREATE’ an “INDENT” for purchase through Central Stores
Pre-requisites for Indent Creation:

1. Committee Approval Scan Copy, if any
2. Committee Report Scan Copy, if any
3. Quotations Scan Copy, if any
4. If Vendor not shows on dropdown list of Pingala please provide the following:
   Firm Name, Contact Person, Contact Details, Vendor-Address, PAN No., GSTIN No., CIN No., Bank details
   stores will maintain the details of Vendor master
Path: Materials Management > Operational Links > Create Indent
An indent can be created by adding the details with the ‘Add’ button which opens a new window for new entries.

Click on “Add” button. A new window will be opened. Fill the required fields.
TO ‘CREATE’ AN INDENT

The ‘Add’ page has entries like – Gem type, Quotation No., Purchase order type, material type (consumable/ Non-consumable etc.) has to be added. According to the purchase, the type of material category can be chosen.
The indenter also has to add the requirements in details including the current stock details and also to which budget head the purchase will be charged to. Item details can be added/removed by clicking on (+) and (-) buttons.
The indenter can choose the department name, budget head and other such details. It also shows the available amount of budget. Committee approvals, Quotations and Committee report, if any, can be uploaded through Attachment Name.
The indenter can select supplier from the drop down list.
TO ADD SUPPLIER NOT IN DROP DOWN LIST

In case supplier is not available in drop down list it means the Vendor is new then choose “other” in the drop down list and fill the Vendor details in the fields provided.

<table>
<thead>
<tr>
<th>Name Of The Supplier</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitsubishi Constructions</td>
<td>2B, The Mall, Karpur</td>
</tr>
</tbody>
</table>

**Attachements:**

<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>Upload</th>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee approval</td>
<td>Select Some Options</td>
<td></td>
</tr>
<tr>
<td>Quotation</td>
<td>Select Some Options</td>
<td></td>
</tr>
<tr>
<td>Committee Report</td>
<td>Select Some Options</td>
<td></td>
</tr>
</tbody>
</table>
An indent is editable until it is sent to stores. This can be done by a) Select the row by clicking once on it. b)Click on the ‘Edit’ button. Also the indenter can view the indent by clicking “View” button and than if found Ok, forward it to stores for processing which than becomes un editable.
An indenter has the facility to upload the relevant documents. Accordingly the files get added to the same indent quote.
Once the indent has been submitted to stores, one can view the sanction no., status and payment details which in particular include the payment voucher no., the cheque no., and the date of payment too. Thus an indenter can view the complete information at a glance.
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