

Get Equipped

Raise requests for specific material
for professional assignments/procurement

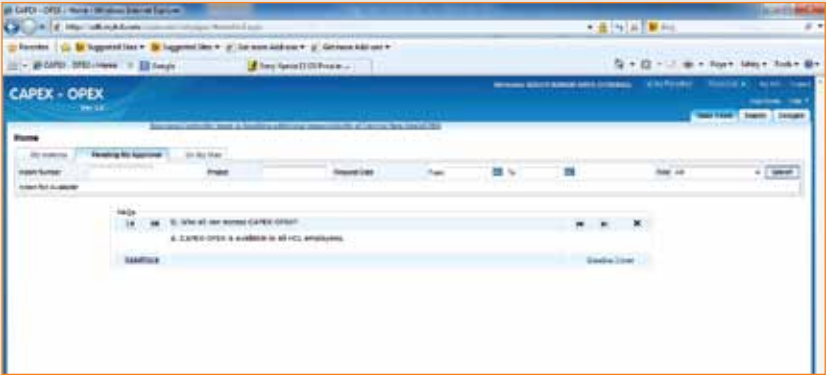
STEP
01

Log on to **My HCL** and go to **My Transactions > Common > CAPEX-OPEX**.



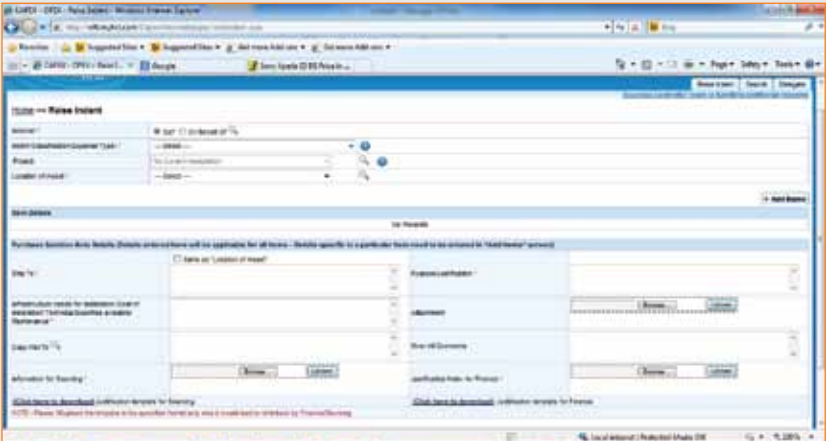
STEP
02

View, approve and track indent requests raised/approved by you on the home page. Click on **Raise Indent** to raise a new request.



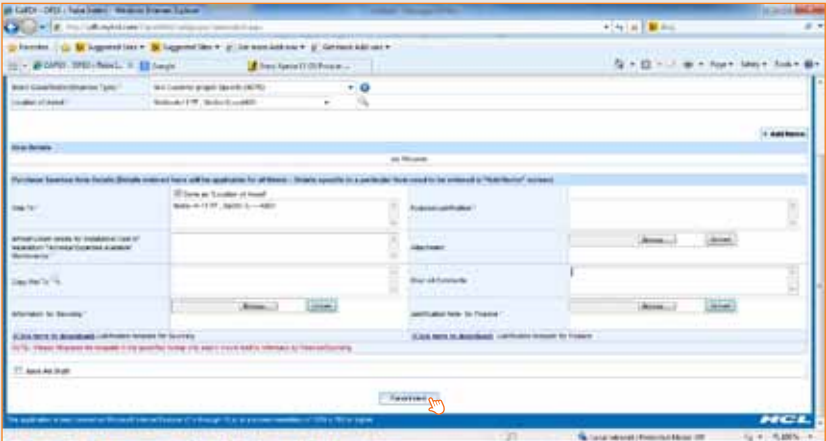
STEP
03

Fill in the mandatory particulars, item details and justifications to proceed.



STEP
04

Submit all details and click on **Raise Indent** to complete the process.



Things to Remember

- Pending My Approval and On My Way tabs are visible to managers with approving authority only.
- Indent's status is displayed under My Indents tab on the home page against each indent under collapsible request number.
- Classification denotes the type of request you are raising. This will help you specify who will bear the cost for requested material(s).