



## CHAPTER III

# INDENTING

**Learning Objectives :** At the end of this unit learners would be able to :

1. list out the principles of indenting
2. explain the importance of indenting
3. describe the portion sizes of common food items
4. state the application of menu indenting

### I. INTRODUCTION

Depending upon the menu; raw material is required for actual food production. To procure the required raw material from the stores, a written request is made by the department. This written statement on a prescribed request form is termed as “INDENT” and the process of making it known as “INDENTING”.

In catering unit after the menu is decided, the Chef in charge prepares an indent for the daily requirement of raw material. Normally a prescribed formatted book with certain information already printed needs to be filled by the requisitioning authority.

### II. FORMAT OF INDENT BOOK

It is a tailor made format which is developed by the organization keeping in view its own requirement in terms of relevant information to carry out work smoothly it needs. The indents are printed in the book form and are bound in the shape of a book. Generally it is made in triplicate. One Indent Book may have 50 indents in it. An Indent should have the following details:

1. Indent Book number and respective serial number
2. Place for mentioning date and time on which Requisition is made
3. Place for mentioning date and time on which material is required
4. Place for mentioning the Department which raised the Indent
5. Place for writing the item with specification, if any, (specific numbers/weight/color etc.)
6. Place for writing quantities required





7. Place for writing the amount actually issued by the store (filled by stores)
8. Place for writing the rate of commodity (optional)
9. Place for name, signature and designation of requisitioning authority
10. Place for signature of passing authority
11. Place for signature of store keeper (signs after the issue)

### III. PRINCIPLES OF INDENTING

The Indents are made well in advance for regular items keeping in view the earlier sales trends, fresh bookings, forecast regarding walk ins etc. For grocery and dry items, store request is made to provide material together for 4-5 days. For fresh items and perishable items material is generated for each day.

The chef in charge will see what is left in the freezers, refrigerators, kitchen store and then see the requirement of ingredients for the day and coming days after which the indent is raised. The kitchen store is always kept under lock and key. Only authorized persons are allowed to access the store.

Indents are made in triplicate. Original copy along with the 2nd copy goes to store and the after items are issued by store and actual issuing quantities mentioned on it, a copy of the same goes to accounts/F & B Control department.

Now a days most of the hotels are using the e-indent, that is indenting through a software which enables a fast indenting and control process which minimize the paper work. These software also allow a single window processing and the issue, balance, accounting, payments and controls. Through this the entire process becomes quite easy.

### IV. FACTORS THAT INFLUENCE INDENTING PROCESS:

Generating indent is a process for which a Chef needs to have an experience in doing so. Making assumptions in terms of forecasting is an essential element. It comes through experience and regular practice. All the fundamentals of menu planning are applied while indenting. Number of persons to be fed and the menu is kept in mind. A set requirement is made for regular room service, restaurant and other outlets. For additional functions, banquets, parties and events a separate indent is raised. Planning for production is done according to the standard recipe and the number of guests.





However, planning is not just multiplication of standard recipe with number of guests. A careful consideration of menu balance and presumptions are followed to indent the quantities.

- Size of portions
- Day of function
- Type of guest: Age group, religion.
- Number of expected guests and number of guaranteed guests
- Type of menu
- Number of snacks offered
- Time of service
- Whether cocktail is offered
- Weather/Climate
- Availability of ingredients
- Type of service etc.

### Portions size of common food items

There are some yardsticks for bulk cooking which may be followed while indenting.

Food item	Per unit (raw weight)	Condition	Normal Feed	Number of cooked pieces
Rice	1 kg	Without bread	12 persons	
Rice	1 kg	With breads	22 persons	
Atta	1 kg	Roti tandoori		24
Atta	1 kg	Poori		35
Maida	1 kg	Naan		18
Chicken	1 no	Indian curry cut		10 pieces
Mutton	1 kg	Curry cut		22-23 pieces
Mutton	1 kg	Biryani cut		20 pieces
Fish	1 kg	Fried boneless		22 pieces
Dal	1 kg		28-30 persons	
Paneer	1 kg	Curry cut	14-16 persons	







## PERFORMA OF AN INDENT SHEET (MANUAL PROCESS)

XYZ HOTEL						
Store Requisition Book No.....				Department.....		
Store Requisition No.....						
Date.....				Time.....on which requisition made		
Date.....				Time.....on which material required		
S.No.	Item (with description)	Specification	Quantity Required	Unit	Quantity Issued	Unit
Requisition made by.....						
Signature.....						
Authorized by(signature).....				.....		
Date ..... Signature of Store in charge						

Indenting is similar to a requisition which is an interdepartmental document sent for requirements of stationaries, food, goods etc. Indent means a document stating requirements of goods in terms of description of goods, the quality, the specifications and the units. It is sent to the store which in turn procures these and dispatch the same to the department concerned.

### REVIEW QUESTIONS

- (1) Explain the term indent and indenting.
- (2) State the factors that influence the indenting process.
- (3) Draw the performa of an indent sheet.
- (4) Give the principles of indenting to be followed.

