

FORM USER ID SAP

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Pengajuan NEW USER ID

SAP / FIORI

User dapat me-request pembuatan New User ID SAP / Fiori melalui ticketing di <https://ticketing.erajaya.com>

Dengan melampirkan kelengkapan dokumen di bawah ini:

1. Form User (SIRF) <https://drive.erajaya.com/index.php/s/H2rxpNgxxbfYEAd>
2. User ID Template <https://drive.erajaya.com/index.php/s/HiPWmcJxMNfEDLZ>
3. Approval berupa tandatangan basah pada scan Form atau Capture Email Approval

Pastikan ada Approval berikut ini :

a. Applicant's Manager

User melampirkan Approval Superior minimal dari Manager

b. BPO (Bussiness Process Owner)

User melampirkan Approval BPO

c. Human Capital / Human Resource (HC/HR)

User melampirkan Approval PIC HC/HR atau Team Support membantu memintakan verifikasi HR (transfer ticket ke HRSupport)

Untuk Team Ops. Approvalnya adalah : HOT, HOR dan HC/HR

Contoh pengisian Form User (SIRF):

First Name	ANTO	Last Name *	SETIAWAN
Existing SAP User ID	-	Employee Number (NIK)	201200813
Department *	SALES	Modul & Cost Centre Code *	-
Company & Location *	TAM & MAMUJU	Telephone & Ext.	0852984253623
Email *	Anto.setiawan@erajaya.com		

Server Environment *			
<input checked="" type="checkbox"/> Production	<input type="checkbox"/> Testing	<input type="checkbox"/> Development	
Changes Classification *			
<input checked="" type="checkbox"/> New User ID	<input type="checkbox"/> Change Authorization	<input type="checkbox"/> Reset Password	<input type="checkbox"/> Delete/Inactive User ID

Valid Until : _____

Reason for access & Purpose *

System Name *

DATA PENJUALAN SALES, DATA STOCK DAILY, TRACKING SO DANDO, MONITORING APPROVAL BY SAP



SAP PS4



SAP FIORI



SAP (BW/CAR/PO)

Role / Transaction Code	Authorization Area / Restriction *
Same Job Desk User ID : AREA SALES HEAD (201200813)	

Terms and Conditions Governing Access to Erajaya Group Companies Computing Facilities

5. In event, a user does not wish to be bound by these Terms and Conditions, no User-ID will be granted, or User-ID will be revoked, whichever is applicable.



Applicant's Manager *	BPO *	IT SAP Functional <u>Erajaya</u> *	Human Capital/Resources *
		Sign by SAP Functional Team	
Name :	Name :	Name :	Name :
Date :	Date :	Date :	Date :

User ID Registration Form Erajaya - Internal v1.0

[illegible]

Change Authorization on USER ID SAP / FIORI

User dapat me-request perubahan authorization User ID SAP / Fiori melalui ticketing di <https://ticketing.erajaya.com>

Dengan melampirkan kelengkapan dokumen di bawah ini:

1. Form User (SIRF) <https://drive.erajaya.com/index.php/s/H2rxpNgxxbfYEAd>
2. Approval Applicant's Manager : User melampirkan Approval Superior minimal dari Manager
3. Approval HC / HR : User melampirkan Approval PIC HC/HR