

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

amend these Terms and Conditions accordingly.

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.

I have read, understood and will concur to the terms and conditions as stated above.



Signature : Anto Setiawan
Date : 22 02 2022

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 :

)* Mandatory

User ID Registration Form Erajaya - Internal v1.0

Contoh pengisian User ID Template

S Spreadsheets For Erajaya Use Only								
Home Insert Page Layout Formulas Data Review View Developer								
Calibri 11 A ⁺ A ⁻ B I U Merge and Center Wrap Text General % .00 .00 Conditional Formatting Format as Table								
JD SP...ue_2 X map...zoom X Book2 * X ticke...2-1 * X ticke...ore * X ticke...0223 X Templa... Person X								
I11 fx								
	A	B	C	D	E	F	G	H
1	Divisi/Department	NIK	Name	First Name	Last Name	Email (name@erajaya.com)	Perusahaan	Remarks
2	SALES	201200813	ANTO	ANTO	SETIAWAN	anto.setiawan@erajaya.com	PT TELETAMA ARTHA MANDIRI	USER ID SAP
3								
4								
5								
6								
7								
8								
9								
10								
11								

Revision #3

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