

User Application Form SAP

Anda dapat mengunduh file formulir yang diperlukan untuk form request application SAP melalui tautan berikut.

[User Application Form SAP Download di sini](#)

A. Tampilan User Application Form SAP dan User ID Template

Berikut merupakan tampilan dari User Application Form SAP dan User ID Template :

- **User Application Form SAP**

• User ID Template



SAP ID Registration Form (SIRF)

Version 1.0

B. Keterangan Pengisian User Application Form SAP

Berikut merupakan keterangan dari setiap atribut yang harus diisikan data-nya di User Application Form SAP:

* **Note** : Field dengan Simbol * artinya **WAJIB DIISI**

erajaya Erajaya Group of Companies		SAP ID Registration Form (SIRF) Version 1.0	
Field		Description	
First Name	1	Last Name *	6
Existing SAP User ID	2	Employee Number (NIK)	7
Department *	3	Modul & Cost Centre Code *	8
Company & Location *	4	Telephone & Ext.	9
Email *	5	Existing SAP User ID	User ID SAP yang sudah dimiliki
Role / Transaction Code		Authorization Area / Restriction *	
3		Department	
		Nama Departemen	
Same Job Desk User ID : 4		Company & Location	
		Nama Perusahaan dan Lokasi-nya	
Terms and Conditions Governing Access to Erajaya Group Companies Computing Facilities			
<p>1. Every user ID will be issued a temporary password. The temporary password of the user ID will automatically expire the first time the user logs into the system. The user will be required to key in a new password of his/her choice when the password has expired.</p> <p>2. If the password(s) is/are exposed, suspected to be exposed to any other person(s), the user shall immediately change the password(s) OR immediately notify his/her Local IT Security Administrator to instruct for changes in password(s). Users shall not access until a new password is issued. In addition, any tampering of passwords or attempts to guess passwords is strictly prohibited. At no time or under no circumstance's passwords should be revealed to another person. Unattended workstation must be secured with password-protected screen-saver.</p> <p>3. The User ID shall be used only during its approved validity period to perform the required job function as authorized. The validity period shall be deemed to expire in the event a user is transferred from current job position, relieved of current duties, go on long leave of absence, expiry of any contract, or upon staff ceasing to be in Erajaya Group Companies employment. The User and/or his Management shall be responsible for notifying the Security Administrator on the above or changes thereof.</p> <p>4. Erajaya Group Companies reserves the right to monitor, investigate and record users' computing activities. In the event of any suspected or proven violations of these Terms and Conditions, Erajaya Group Companies reserves the right to revoke any access without prior notice. In addition, Erajaya Group Companies shall also reserve the right to add, delete or amend these Terms and Conditions accordingly.</p> <p>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.</p> <p>I have read, understood and will concur to the terms and conditions as stated above.</p>			
Signature		Email	
Date : 8		Email Corporate Erajaya	
		Last Name	
		Nama Belakang	
		Employee Number (NIK)	
		Nomor Karyawan Erajaya (NIK)	
Modul & Cost Centre Code		Modul Isikan BASIS dan Cost Centre isikan Kode Store/Office	
Applicant's Manager *	SFC *	IT SAP Functional Team *	Human Capital Resources *
9		Telephone & Ext.	Nomor Telepon/HP Karyawan
		Sign by SAP Functional Team	

Server Environment *		Field	Description
10 <input type="checkbox"/> Production	11 <input type="checkbox"/> Testing	12 <input type="checkbox"/> Development	
Changes Classification *		Production	Sistem Aplikasi LIVE
13 <input type="checkbox"/> New User ID Valid Until : _____	14 <input type="checkbox"/> Change Authorization	<input type="checkbox"/> Reset Password Testing	16 <input type="checkbox"/> Delete/Inactive User ID Sistem Aplikasi untuk Training/User Acceptance Test
Reason for access & Purpose *		Development	Sistem Aplikasi yang digunakan Programmer/Developer
13		New User ID	Pembuatan User ID SAP yang baru untuk Karyawan Baru
18 <input type="checkbox"/> SAP PS4	<input type="checkbox"/> SAP FIORI	<input type="checkbox"/> SAP (BW/CAR/PO) Change Authorization	Penambahan/Perubahan Otorisasi di SAP
Role / Transaction Code		Authorization Area / Restriction *	
19	15	Reset Password	20 Atur Ulang Password User ID SAP
Same Job Desk User ID : 21		Delete/Inactive User ID	Menghapus/ Non Active User ID SAP yang sudah ada
17	Reason for Access & Purpose		Alasan membuat/melakukan perubahan pada User ID SAP
18	System Name		Jenis Sistem SAP yang ingin di akses
19	Role/Transaction Code		Transaction Code/ <i>Responsibility</i> dari User ID yang diinginkan
20	Authorization Area/Restriction		Otorisasi di Lokasi/Kode Store/Tempat yang diinginkan
21	Same Job Desk User ID		<i>Responsibility</i> /Otorisasi dari User ID terkait ingin disamakan dengan User ID yang lain

Terms and Conditions Governing Access to Erajaya Group Companies Computing Facilities		Description
1. Every user will be issued a temporary password. The temporary password of the User ID will automatically expire the first time the user logs into the system. The user will be required to key in a new password of his/her choice when the password has expired.		
2. If the password(s) is/are exposed or suspected to be exposed to any other person(s), the user shall immediately change the password(s) OR immediately notify his/her Local IT Security Administrator to instruct for changes in password(s). Users shall not access until a new password is issued. In addition, any tampering of passwords or attempts to guess passwords is strictly prohibited. At no time or under no circumstance's passwords should be revealed to another person. Unattended workstation must be secured with password-protected screen saver.		
3. The User ID shall be used only during its approved validity period to perform the required job function as authorized. The validity period shall be deemed to expire in the event a user is transferred from current job position, relieved of current duties, go on long leave of absence, expiry of any contractual services and/or upon staff ceasing to be in Erajaya Group Companies employment. The User and/or his Management shall be responsible for notifying the Security Administrator on the above or changes thereof.		
4. Erajaya Group Companies reserves the right to monitor, investigate and record user's computing activities. In the event of any suspected or proven violations of these Terms and Conditions, Erajaya Group Companies reserves the right to revoke any access without prior notice. In addition, Erajaya Group Companies shall also reserve the right to add, delete or 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: _____ Date: _____	Name & Date	Nama Lengkap orang yang melakukan Approve dan tanggal pengajuan di approve

*** Note :**

- User dari Store **WAJIB** mendapatkan approval dari **HOT** dan **HOR**
- User dari Back Office **WAJIB** mendapatkan approval dari **Manager** dan **BPO**

C. Keterangan Pengisian User ID Template

User ID Registration Form Erajaya - Internal v1.0

Berikut merupakan keterangan dari setiap atribut yang harus diisi data-nya di User ID Template :

	A	B	C	D	E	F	G	H	I
	Divisi/Department	NIK	Name	First Name	Last Name	Email (name@erajaya.com)	Perusahaan	Description	
1	1	2	3	4	5	6	7	8	
2									
3									
4									
5		1				Divisi/Department		Nama Divisi/Departemen	
6									
7									
8									
9		2				NIK		Nomor Karyawan Erajaya (NIK)	
10									
11									
12									
		3				Name		Nama Lengkap	
		4				First Name		Nama Depan	
		5				Last Name		Nama Belakang	
		6				Email (name@erajaya.com)		Email Corporate Erajaya	
		7				Perusahaan		Nama Perusahaan	
		8				Remarks		Keterangan	

C. Contoh Pengisian User Application Form SAP

- User Application Form SAP untuk New User ID

• **User Application Form SAP untuk Change Authorization**



SAP ID Registration Form (SIRF)
Version 1.0

• **User ID Template**

SAP ID Registration Form (SIRF)

Existing SAP User ID		Employee Number (NIK)		202401724				
IT Application Distribution Support		Model B Cost Center Code		Basic B All Store				
A	B	C	D	E	F	G	H	I
1	Divisi/Department	NIK	Name	First Name	Last Name	Email (name@erajaya.com)	Perusahaan	Remarks
2	IT Application		Sean Akbar					
3	Distribution Support	202401724	Ryanto	Sean Akbar	Ryanto	sean.ryanto@erajaya.com	PT Azec Indonesia Management Services	New User ID Otorisasi All Store
4	Unit							
5	Revision #8							
6	Created Thu, Jul 6, 2023 7:30 AM by	Aga pratama. Ridwan						
7								
8	Updated Mon, Jul 15, 2024 12:52 PM by	Sean Akbar Ryanto						