|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NGDMS-User Access Request Form** | | | | | | | | | | |
| **New**  **Change**  **Delete** | **Today’s Date**  {{date}} | | | Business Partners Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_  Access Request for: XIS Retail  PI Monitor | | | | **Employee #:**  **User-id:**  (To be filled by Application Security Team) | | |
| **Last Name:** {{last\_name}} | | | | | | **First Name:** {{first\_name}} | | | | |
| **Position/ Function** (Optional): | | | | | | **E-mail Address:**  {{email}}umesha\_ramu@mindtree.com | | | | |
| **Effective Date:** {{date}} | | | | | | **Expiration Date:** | | | | |
| **User account type:** **Bot User**   **Human User** | | | | | | | | | | | |
| **Default Language:** | | | | | | **Site:**  {{site}} | | | | |
| **Country:** | | **Time Zone: +7 BKK** | | | | **User Type** **Distributor User**   **IT User** | | | | |
| Business Roles | | | | | | | | | | |
| **Business Users** | | | | | | | **IT Users** | | | |
| **Role** | | | **Add** | | **Delete** | | **Role** | | **Add** | **Delete** |
| Distributor Operator | | | {% if do == “true” %}    {% else %}    {% endif %} | |  | | Application Support (Read Access) | |  |  |
| Distributor Warehouse | | |  | |  | | System Admin (BASIS) | |  |  |
| Distributor Finance | | |  | |  | | FSS/M | | {% if fss == “true” %}    {% else %}    {% endif %} |  |
| Distributor Supervisor | | | {% if ds == “true” %}    {% else %}    {% endif %} | |  | | ISR REPORTS SUPERVISOR | | {% if isr == “true” %}    {% else %}    {% endif %} |  |
| CD DT Executive | | | {% if cdt == “true” %}    {% else %}    {% endif %} | |  | | CST PROMOTIONS | | {% if cst == “true” %}    {% else %}    {% endif %} |  |
| CD Area Sales Manager | | |  | |  | |  | |  |  |
| Central Team Master Data (CST) | | |  | |  | |  | |  |  |
| Central Team Super User | | |  | |  | |  | |  |  |
| Central Team Reporter | | |  | |  | |  | |  |  |
| Promotion Sales Operation Team | | |  | |  | |  | |  |  |
| L1 Support | | |  | |  | |  | |  |  |
| IQ Central Support | | |  | |  | |  | |  |  |
| **DEPARTMENT APPROVALS** | | | | | | | | | | |
| ***As the Partner Stakeholder, with my signature below I attest that the business roles requested for this business partner can be assigned.***    **Business Partner Signature:** RENZ JASON AGRAVA **Date:**  **SME’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      /     / | | | | | | | | | | |
| **EMPLOYEE AGREEMENT** | | | | | | | | | | |
| *I understand that the use of my personal SAP Security User-id for all actions performed will be acknowledged as my performance of those actions. I will never use another person’s SAP access under any circumstances. I will safeguard my access via a password enabled screen saver being activated, or signing off the Network. I understand that disciplinary action, up to and including termination may be taken if I fail to abide by any of the requirements of this agreement.* Business Partner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ NOTE: User access will be terminated on accounts that are inactive for a period of 90 consecutive days. | | | | | | | | | | |
| BUSINESS APPROVALS | | | | | | | | | | |
| **Business Support Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      /     / | | | | | | | | | | |

|  |  |
| --- | --- |
| Applicable Systems | |
| Production |  |
| Pre-Production |  |
| Quality |  |
| Development |  |
| Project Landscape – Pre-Production |  |
| Project Landscape – Quality |  |
| Project Landscape – Development |  |

**SAP User Access Request Form Instructions**

1. **All the fields are mandatory unless specified as optional.**
2. **User Access Accounts that are inactive for a period of 90 consecutive days will be terminated without notice. If access is needed after an account is terminated, the end user will need to resubmit an SAP User Access Request Form.**
3. **This form is to be completed by all Partner Stakeholders for users that request be added, changed or deleted to/from the SAP system**.

**Forms with incomplete information and/or missing signatures will not be processed.**

**Step 1. Check the appropriate Action Box. New, Change or Delete**

**Step 2. Provide the Employee General Information:**

* **Today’s date**
* **Business Partner Organization(Distributor/Unilever Employee/Mindtree Support Staff)**
* **Provide Employee Id in case of Unilever/Mindtree Employee**
* **Employee Last Name, First Name, Position/Function(Designation) and E-mail Address (The logon information will be submitted to this e-mail address.)**
* **Effective Date (Date employee will start using SAP) – Leave Expiration Date blank**

**Step 3 Check the add/delete box & list the appropriate roles to be acted upon.**

**Step 4 Provide Default Logon Language for the User ID.**

**Step 5 Provide the Time Zone for the User. Please note that the time zone depends on geographic location of user.**

**Step 6 If the employee has not received training for the requested role(s), enter the name and signature of the authorized user that will supervise and/or train the employee.**

**Step 7 The employee must sign to verify they understand the Employee Security Agreement.**

**Step 8 The request will be submitted by the xxxxxxx to the Help Desk and Application Security team for processing. The Security Administrator will enter the user into the appropriate SAP systems and notify the employee of their access id and password via e-mail.**