1. PURPOSE

This procedure aims to ensure users connect to the SAP systems correctly and securely.

2. SCOPE

This procedure covers the steps necessary to access our company's LIVE and DEV SAP systems.

3. DEFINITIONS

   a. **SAP**: Systems, Applications, and Products in Data Processing; an enterprise resource planning (ERP) software.
   b. **LIVE System**: The SAP system used in our production environment.
   c. **DEV System**: The SAP system used for development and testing purposes.

4. ABBREVIATIONS

   a. **IP**: Internet Protocol
   b. **ERP**: Enterprise Resource Planning
   c. **SAP Logon**: The application used to access SAP systems.

5. RESPONSIBILITIES

All SAP users are responsible for following this procedure. The IT department ensures that the SAP connection information is up-to-date and accurate.

6. ACTIVITY FLOW

6.1. SAP Connection Information

To connect to SAP systems, follow these steps:

1. Open the SAP Logon application,
2. Click on "Variable Login",
3. Double-click on "User Specific System" option in the "Login to System" wizard,
4. After selecting the connection type option "Custom Application Server" you can enter the following information in the boxes below:

   - For the LIVE System:
     i. Description: **LIVE or ERPPROD**,
     ii. Application Server: **10.138.10.71**,
     iii. Instance Number: **00**,
     iv. System ID: **KSP**,
   - For the DEV System:
     i. Description: **DEV or ERPDEV**,
     ii. Application Server: **10.138.10.73**,
     iii. Instance Number: **00**,
     iv. System ID: **KSD**,

5. Check and save login details.
6. Connect to the SAP system using the system entries you saved.

NOTE: The steps I mentioned above may vary according to SAP themes. This document was prepared using the "Classic Theme" theme.

By following the steps above, you can connect directly to SAP systems without any assistance.