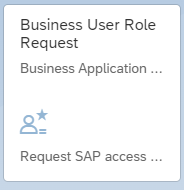
1. **Before submitting a request, complete the following trainings:**

* **ISC Maximizing your Ariba P2P Account Success (84781)**
* **PRO-9Boeing Employee Contact with Providers of Goods or Services (TR021002)**
* **Ariba Reporting (P2P237)**

1. **Navigate to SAP Ariba under the tab “Tools” on the webpage**
2. **Select “Request/Change Ariba Access”**

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1. **Select “Business User Role Access”**

****

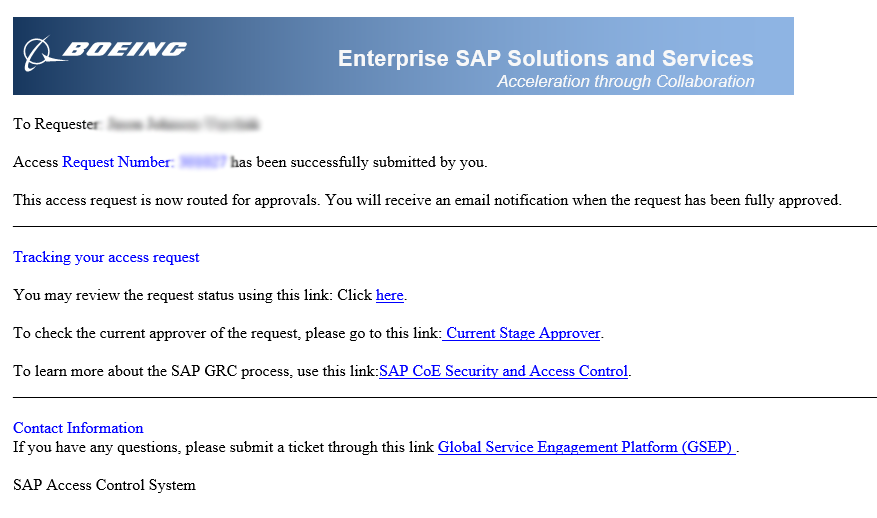
1. **Search “Webi Business Intelligence Reporting” in the keyword search before selecting “Submit Access Request”**

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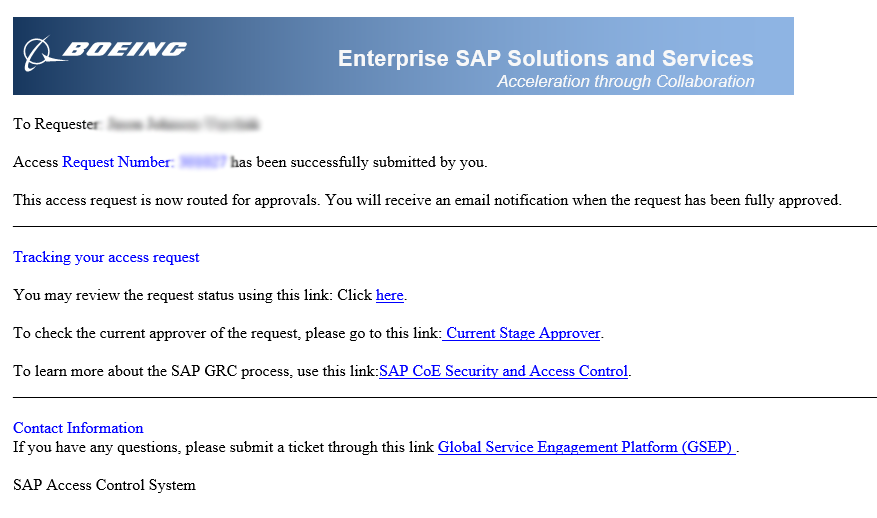
1. **The following email will indicate that your request has been routed to your manager:**

****

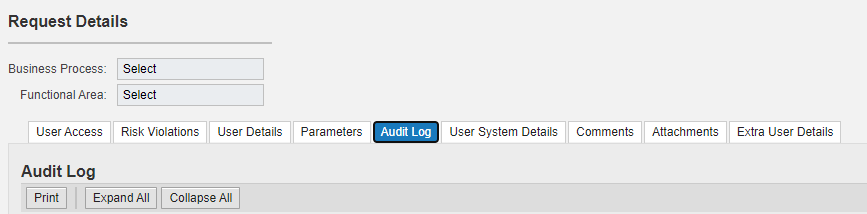
1. **Forward the above email to your manager with the following link to approve your query:**

**https://sapgrc.web.boeing.com/sap/bc/webdynpro/sap/grfn\_powl\_inbox?sap-client=100#.**

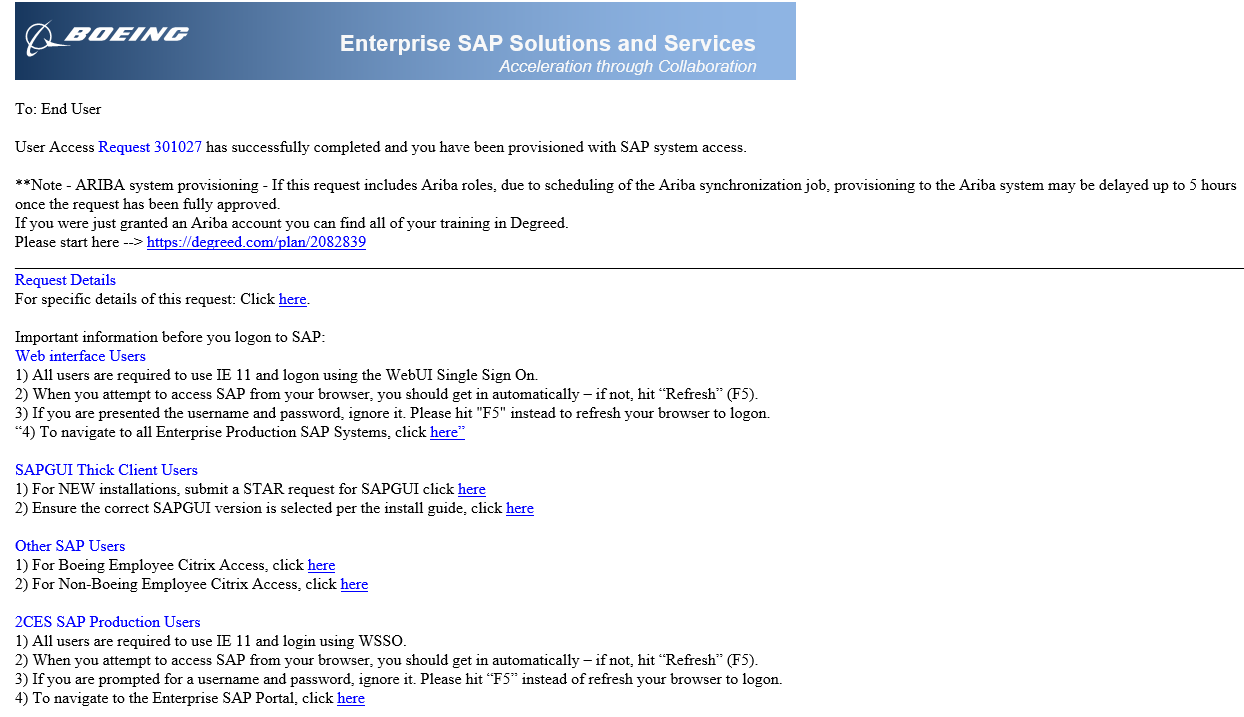
1. **In the above email for your request number, select “here”**

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1. **Select “Audit Log” in order to track the progress of the request**

****

1. **Once completed, the following email will appear in your inbox, confirming approval:**

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1. **Select “here” on the email in order to check the status**

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