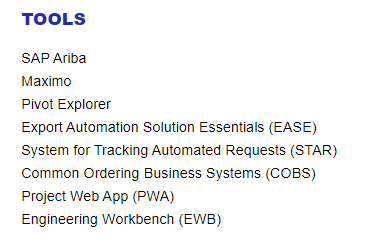
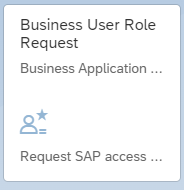
1. **Navigate to SAP Ariba**

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1. **Select “Request/Change Ariba Access”**

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

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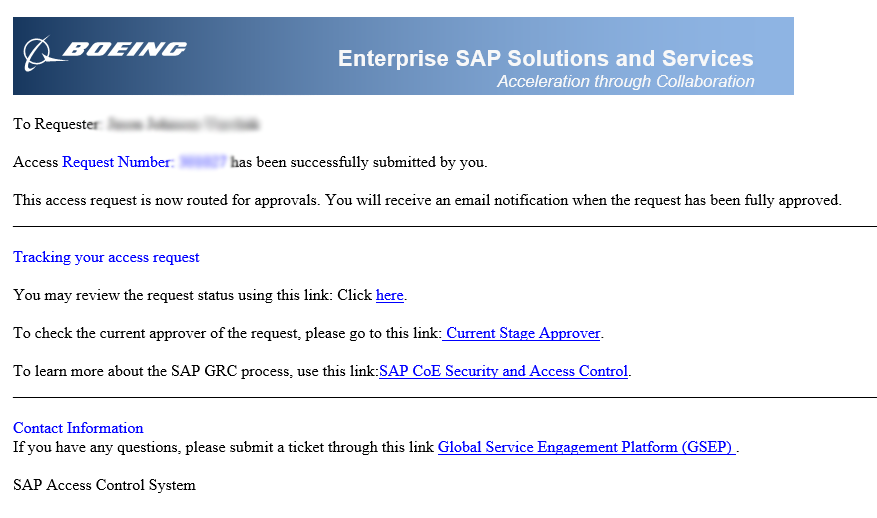
1. **Search “Webi Business Intelligence Reporting” in the keyword search before selecting “Submit Access Request”**

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

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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#**](https://sapgrc.web.boeing.com/sap/bc/webdynpro/sap/grfn_powl_inbox?sap-client=100)**.**