



Application Setup Request Form

Oracle EBIS

Log Number :

Group :	Hutchison Property Group Limited	
Raised by (Co. & Person) :	Xavier Chan	
Contacts (phone & email) :	2128 7264 xavierchan@hpgl.com	
Type :	SA (GL) / AR / AP / PO / CM / TR / FA / INV / Discoverer / LCS / CAS / Group Accounts & EBIS We	
Setup environment :	Production UAT / Group Accounts & EBIS Website	
Instance reference :	PHWL33 / UERP43 / PHARP38 / UHARP36 / PHRM78 / UH	PHWL33 - refer to HWPG ERP financial production
Set of Books :		UERP43 - refer to HWPG ERP financial UAT
Operating Unit :		PHARP38 - refer to HWPG CAS production
Action required :	Add Deactivate / Change	UHARP36 - refer to HWPG CAS UAT
Number of attachments :		PHRM78 - refer to HWPG HRMS production
Severity :	VC / C / NC	UHRM73 - refer to HWPG HRMS UAT
Customer Impact :	Show Stopper / Period End / Normal Operation	
Request Date :	29-Apr-21	
Expected Completion date :	ASAP	

Description of Request

Due to 2 companies transfer to UK Group for loan refinancing purpose, please add the attached User responsibilities to:

HK User

Johnny Fung, Xavier Chan

UK User

Dickson Chan, Natty Cheung, Judith Singh, Elena Dimova

	Business Unit	Group	System Administrator
Requested by :	Xavier Chan (date)	Johnny Fung Signature/Name (date)	(date)
Checked by : (SuperUser)	N/A	Signature/Name (date)	(date)
Approved by : (Gatekeeper)	N/A	Christopher Yeung Signature/Name (date)	(date)
Executed by : (GISD)	N/A	N/A	(date)

Group Comments:

Oracle EBIS**Application Setup Request Form****User Setup**

SA => Security => User => Define

Form : SA/02

User

User Name (Max 15 chars)	Person	Responsibilities			Printer Group
		Name	Effective from	Effective to	
johnnyfung xavierchan	Johnny Fung Xavier Chan	GL User HWPG-HKD SMHL 5754 /	ASAP		
		GL User HWPG-HKD ELKL 5755 /	ASAP		
		AP Financial User HWPG-HKD HPGL 5386 - SMHL 5754 /	ASAP		
		AP Financial User HWPG-HKD HPGL 5386 - ELKL 5755 /	ASAP		
DicksonChan NattyCheung JudithSingh ElenaDimova	Dickson Chan Natty Cheung Judith Singh Elena Dimova	GL User HWPG-HKD SMHL 5754 /	ASAP		
		GL User HWPG-HKD ELKL 5755 /	ASAP		

For Infrastructure Setup

For Infrastructure Setup

User Name	Machine Brand Name	J-initiator version

Note: For new IP, please provide the PC configuration for infrastructure setup