
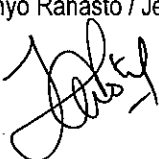
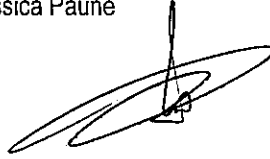



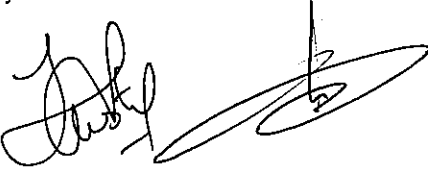
IT - USER REQUEST FORM

Date Raised (dd-mm-yyyy)		13 Januari 2025		Ref. barcode no: (Please stick IT request barcode into this field)	
Service Desk ticket No (to be filled up by SSC IT)					
When Required (dd-mm-yyyy)		13 Januari 2025			
Application:		<input type="checkbox"/> SAP <input type="checkbox"/> WMOS <input type="checkbox"/> MARIS <input checked="" type="checkbox"/> Others () <input type="checkbox"/> LAN Access <input type="checkbox"/> Email Access <input type="checkbox"/> Internet Access			
Type of Request Form					
		<input type="checkbox"/> Common User/Employee		<input type="checkbox"/> Mutation User/Employee	
		<input type="checkbox"/> Resigned User/Employee			
Description of Request		Check SSID ADASI_DS8			
Asset to be (Superior must fill this point)		<input type="checkbox"/> Maintained by IT <input type="checkbox"/> Maintained by Each BU <input type="checkbox"/> Maintained by Mutation Employee <input type="checkbox"/> Others ()		<input type="checkbox"/> Maintained by IT <input type="checkbox"/> Maintained by Each BU <input type="checkbox"/> Maintained by Mutation Employee <input type="checkbox"/> Others ()	
Business Benefit		Tiket Permintaan : Check SSID ADASI_DS8, tidak bisa ping google.com, detik.com, oth. Status : No Connection, RTO Terimakasih			
User Request Raised By		Name : Medi Krisnanto Employee ID (NPK): 5661 Signature:  Date: 13 Januari 2025			
Phone (Including extension number)		Ext:			
Mobile Phone (HP) Number		081316413835			
Email		medi.krisnanto@astra-daido.co.id cc			
Department		Fin Acc Proc HRGA Inventory IT			
Business Unit / AFCCO		PT Astra Daido Steel Indonesia			
Approved By BU Management (Department Head)			Approved by EIC (SAP related only)		
Name : Martinus Cahyo Rahasto / Jessica Paune Signature:   Date: 13 Januari 2025			Name: Signature: Date: *Note for SAP : additional user ID will impact data security risk & SAP performance		
Approved by SSC IT Security Team			Approved by SSC IT Local Support		
Name: Signature: Date:			Name: Signature: Date:		
SAP - Please fill up this section for SAP User ID Request					

IT - USER REQUEST FORM

Date Raised (dd-mm-yyyy)		13 Januari 2025		Ref. barcode no: (Please stick IT request barcode into this field)	
Service Desk ticket No (to be filled up by SSC IT)					
When Required (dd-mm-yyyy)		13 Januari 2025			
Application:		<input type="checkbox"/> SAP <input type="checkbox"/> WMOS <input type="checkbox"/> MARIS <input checked="" type="checkbox"/> Others () <input type="checkbox"/> LAN Access <input type="checkbox"/> Email Access <input type="checkbox"/> Internet Access			
Type of Request Form					
		<input type="checkbox"/> Common User/Employee		<input type="checkbox"/> Mutation User/Employee	
		<input type="checkbox"/> Resigned User/Employee			
Description of Request		Check File Folder Sharing Custom - Program			
Asset to be (Superior must fill this point)		<input type="checkbox"/> Maintained by IT <input type="checkbox"/> Maintained by Each BU <input type="checkbox"/> Maintained by Mutation Employee <input type="checkbox"/> Others ()		<input type="checkbox"/> Maintained by IT <input type="checkbox"/> Maintained by Each BU <input type="checkbox"/> Maintained by Mutation Employee <input type="checkbox"/> Others ()	
Business Benefit		Tiket Permintaan : Check Folder Sharing Custom - Program (Status File Folder Blank) Terimakasih			
User Request Raised By		Name : Medi Krisnanto Employee ID (NPK): 5661 Signature:  Date: 13 Januari 2025			
Phone (Including extension number)		Ext:			
Mobile Phone (HP) Number		081316413835			
Email		medi.krisnanto@astra-daido.co.id cc			
Department		Fin Acc Proc HRGA Inventory IT			
Business Unit / AFCO		PT Astra Daido Steel Indonesia			
Approved By BU Management (Department Head)			Approved by EIC (SAP related only)		
Name : Martinus Cahyo Rahasto / Jessica Paune Signature:   Date: 13 Januari 2025			Name: Signature: Date: *Note for SAP : additional user ID will impact data security risk & SAP performance		
Approved by SSC IT Security Team			Approved by SSC IT Local Support		
Name: Signature: Date:			Name: Signature: Date:		
SAP - Please fill up this section for SAP User ID Request					

IT - USER REQUEST FORM

Date Raised (dd-mm-yyyy)		13 Januari 2025		Ref. barcode no: (Please stick IT request barcode into this field)	
Service Desk ticket No (to be filled up by SSC IT)					
When Required (dd-mm-yyyy)		13 Januari 2025			
Application:		<input type="checkbox"/> SAP <input type="checkbox"/> WMOS <input type="checkbox"/> MARIS <input checked="" type="checkbox"/> Others () <input type="checkbox"/> LAN Access <input type="checkbox"/> Email Access <input type="checkbox"/> Internet Access			
Type of Request Form					
		<input type="checkbox"/> Common User/Employee		<input type="checkbox"/> Mutation User/Employee	
				<input type="checkbox"/> Resigned User/Employee	
Description of Request		Change Office Std 2021 to 365			
Asset to be (Superior must fill this point)		<input type="checkbox"/> Maintained by IT <input type="checkbox"/> Maintained by Each BU <input type="checkbox"/> Maintained by Mutation Employee <input type="checkbox"/> Others ()		<input type="checkbox"/> Maintained by IT <input type="checkbox"/> Maintained by Each BU <input type="checkbox"/> Maintained by Mutation Employee <input type="checkbox"/> Others ()	
Business Benefit		Tiket Permintaan : Switch Office Std 2021 from User Siti Ulfa to User Gilang Install Office 365 for User Siti Ulfa Terimakasih			
User Request Raised By		Name : Medi Krisnanto Employee ID (NPK): 5661 Signature:  Date: 13 Januari 2025			
Phone (Including extension number)		Ext:			
Mobile Phone (HP) Number		081316413835			
Email		medi.krisnanto@astra-daido.co.id cc			
Department		Fin Acc Proc HRGA Inventory IT			
Business Unit / AFCO		PT Astra Daido Steel Indonesia			
Approved By BU Management (Department Head)			Approved by EIC (SAP related only)		
Name : Martinus Cahyo Rahasto / Jessica Paune Signature:  Date: 13 Januari 2025			Name: Signature: Date: *Note for SAP : additional user ID will impact data security risk & SAP performance		
Approved by SSC IT Security Team			Approved by SSC IT Local Support		
Name: Signature: Date:			Name: Signature: Date:		
SAP - Please fill up this section for SAP User ID Request					