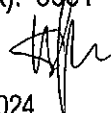
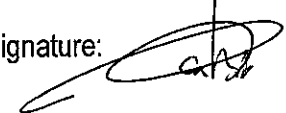




IT - Install, Modify, Add, Change (IMAC) Request Form

Date Raised (dd-mm-yyyy)	18 Oktober 2024	Barcode Ref. No: (Please stick IT Barcode number into this field)	
Service Desk ticket no (to be filled up by SSC IT)			
When required / Due Date (dd-mm-yyyy)		18 Oktober 2024	
Type of IMAC Request	<input checked="" type="checkbox"/> PC/Laptop Deployment / Installation / Modification <input type="checkbox"/> Printer Deployment / Installation / Modification <input type="checkbox"/> Hardware Add/Change* <input type="checkbox"/> Software Add/Change* <input type="checkbox"/> Move (within same site only)** <input type="checkbox"/> Others* <small>*Please indicate specific component to be added/changed under <i>Description</i> below **Please indicate 'From' and 'To' locations under <i>Description</i> below</small>		
Description of request	- Request : re-Install PC Deltamas untuk DS8 (Admin Purchasing) - Reason : Support Operasional User Purchasing		
Business Benefit	Untuk menunjang operasional purchasing		
IMAC Request Raised by	Name: Medi Krisnanto Employee ID (NPK): 5661 Signature:  Date: 18 Oktober 2024		
Phone (including extension number)	Ext:		
Mobile phone (HP) number	0813 1641 3835		
Email	medi.krisnanto@astra-daido.co.id		
Department	Fin, Acc, Procurement, HRGA & IT		
Business Unit / AFCO	PT. Astra Daido Steel Indonesia		
Approved By BU Management (Respective Department Head)	Name: Martinus Canyo R Signature:  Date: 18 Oktober 2024	Approved By BU EIC (For Investment / Procurement Request)	Name: Signature: Date:

Note:

1. Please put this IT change request form into drop box in HR Local Support in your area. If you need assistance, please call SSC Service Desk call center from your office phone at <VoIP Code at your location>-8-88-1188 or (021) 2998-1188 and press "1 (IT support)".
2. Please also note down your reference barcode number above (top right side) for your reference when you call SSC Service Desk.

IT - USER REQUEST FORM

Date Raised (dd-mm-yyyy)		18 Oktober 2024		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)		18 Oktober 2024			
Application:		<input type="checkbox"/> SAP <input type="checkbox"/> WMOS <input type="checkbox"/> MARIS <input type="checkbox"/> Others (Open Akses File Sharing) <input type="checkbox"/> LAN Access <input checked="" 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		Daftar Maillist Email			
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		Mohon dibantu tiket permintaan daftar maillist untuk email : 1. jessica@astra-daido.co.id 2. vivian.angelika@astra-daido.co.id - (primary) 3. admin.purchasing@astra-daido.co.id Terimakasih			
User Request Raised By		Name: Medi Krisnanto Employee ID (NPK): 5661 Signature:  Date: 18 Oktober 2024			
Phone (Including extension number)		Ext:			
Mobile Phone (HP) Number		081316413835			
Email		medi.krisnanto@astra-daido.co.id			
Department		Finance, Accounting, Procurement, HRGA & IT			
Business Unit / AFÇO		PT. Astra Daido Steel Indonesia			
Approved By BU Management (Department Head)			Approved by EIC (SAP related only)		
Name: Martinus Cahyo Rahasto Signature:  Date: 18 Oktober 2024			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:		