IT - USER REQUEST FORM

Date Raised (dd-mm-yyyy)		lanuari 2025	Ref. barcode no: (Please stick IT re	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) Application:	13 Januari	JWMOS □ N	☐ MARIS ☑ Others () bil Access ☐ Internet Access					
Type of Request Form								
☐ Common User/		☐ Mutation	n User/Employee	☐ Resigned User/Employee				
Description of Check SSID ADASI_DS8 Request								
Asset to be (Superior must fill this point)		□ Maintained by IT □ Maintained by IT □ Maintained by Each BU □ Maintained by Each BU □ Maintained by Mutation Employee □ Others ()						
Business Benefit			ck SSID ADASI_DS8, tidak bisa ping google.com, detik.com, oth. Connection, RTO					
User Request Raised By Name Employee ID (NP) Signature: Date: 13 Januari 2		: Medi K ID (NPK): 5661	V					
Phone (Including extension number)			Ext:					
Mobile Phone (HP) Number 081316413835								
Email medi.krisnanto@astra-								
Department		oc HRGA Invento						
Business Unit / AFCO	PT Astra D	PT Astra Daido Steel Indonesia						
Approved By BU Management (Department Head)	proved by EIC AP 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:			Name:					
Signature:			Signature:					
Date:			Date:					
SAP - Please fill up this section for SAP User ID Request								

IT - USER REQUEST FORM

Date Raised (dd-mm-	уууу)	13 Januari 2025		Ref. barcode no: (Please stick IT re	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-n	nm-yyyy)	13 Januari	2025					
Application:	33337			MARIS 🗹 Others ()				
			cess □ Email Access □ Internet Access					
Type of Request Form								
Description of	☐ Common User/Employee ☐ Mutation User/Employee ☐ Resigned User/Employee							
Request	Check File Folder Sh Custom - Program							
	sset to be	☐ Maintained		by IT	☐ Maintained by IT			
(Superior i	must fill this point)	☐ Maintained by Ea		by Each BU	☐ Maintained by Each BU			
				by Mutation Employee	☐ Maintained by Mutation Employee			
	<u></u>		☐ Others ()	Others ()			
Business Benefit		liket Perm	intaan : Check I	Folder Sharing Custom - I	Program (Status File Folder Blank)			
	į	Terimakasi	ih					
User Request Raised	i By	Name	: Medi	Krisnanto				
		Employee	ID (NPK): 5661					
			11/6					
		Signature:	#N'	1				
			1911 <i>U</i>	/	·			
		Date: 13 Ja	anuari 2025					
Phone			arradir EoEo	E	Ext:			
(Including extension n				·	·			
Mobile Phone (HP) Number 081316413835								
Email		medi.krisnanto@astra-daido.co.id cc						
Department			oc HRGA Inven					
Business Unit / AFC		PT Astra Daido Steel Indonesia						
Approved By BU Management (Department Head)				Approved by EIC (SAP related only)				
			N	Name:				
Name : Martinus Ca	ahyo Rahasto / Jessica	a Paune		Cianatura				
Signature:	$\lambda \sim 0$		l °	Signature:				
	LABY T		72/0	Date:				
. 40 :0005		////		N C C OAD - MOS	on tD will be sent data as entire data in CAD			
Date: 13 Januari 2025				*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:			N	Name:				
Signature:			S	Signature:				
Date:			. [Date:				
	SAP - Plassa	fill un th	is section	for SAP Hear IT) Request			
SAP - Please fill up this section for SAP User ID Request								

IT - USER REQUEST FORM

Date Raised (dd-mm-yyyy)	te 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: □ SAP □ WMOS □ MARIS ☑ Others () □ LAN Access □ Email Access □ Internet Access							
Type of Request Form							
☐ Common User			ion User/Employee	☐ Resigned User/Employee			
Description of Change Office Std 2 Request	2021 to 365						
(Superior must fill this point) ☐ Main ☐ Main ☐ Othe		☐ Maintained☐ Others (ned by Each BU ned by Mutation Employee () □ Maintained by Each BU □ Maintained by Mutation Employee □ 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	: Med	i Krisnanto				
Employee ID (NPK): 56 Signature: Date: 13 Januari 2025							
Phone (Including extension number)			Ext:				
Mobile Phone (HP) Number 081316413835							
Email medi.krisnanto@astra-			ido co id cc				
Department Fin Acc Proc HRGA Inv							
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:			Name: Signature:				
Date: 13 Januari 2025			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:			Name:				
Signature:			Signature:				
Date:			Date:				
SAP - Please fill up this section for SAP User ID Request							