IT - USER REQUEST FORM

| Date Raised (dd-mm-yyyy) | 10 0 | Desember 2024 | | equest barcode into this field) | | | | | |
|---|---|---|---|--|--|--|--|--|--|
| | | | (| , | | | | | |
| Service Desk ticket No (to be filled up by SSC IT) | | | | | | | | | |
| When Required (dd-mm-yyyy) 10 Desember 2024 | | | | | | | | | |
| Application: □ SAP □ WMOS □ MARIS ☑ Others () | | | | | | | | | |
| ☐ LAN Access ☐ Email Access ☐ Internet Access Type of Request Form | | | | | | | | | |
| ☐ Common User/I | | | ion User/Employee | ☐ Resigned User/Employee | | | | | |
| Description of Akses Local Admin Request | | | | | | | | | |
| Asset to be (Superior must fill this point) | | ☐ Maintained | | ☐ Maintained by IT | | | | | |
| (Superior must im tins point) | | ☐ Maintained by Each BU☐ Maintained by Mutation Employe | | ☐ Maintained by Each BU☐ Maintained by Mutation Employee | | | | | |
| | | Others (|) | ☐ Others (| | | | | |
| Business Benefit | Tiket Permintaan : Akses Local Admin User Martinus Cahyo dan Siti Maria Ulfa Alasan : support Aplikasi Payroll dan Change Database | | | | | | | | |
| | Taxina da aib | | | | | | | | |
| | Terimakasih | | | | | | | | |
| User Request Raised By Name : M Employee ID (NPK): 56 | | | edi Krisnanto 61 | | | | | | |
| | Signature: | | | | | | | | |
| | Date: 10 Desember 2024 | | | | | | | | |
| Phone (Including extension number) | Ext: | | | | | | | | |
| Mobile Phone (HP) Number | 081316413835 | | | | | | | | |
| Email | medi.krisnanto@astra-daido.co.id cc | | | | | | | | |
| Department Business Unit / AFCO | | Fin Acc Proc HRGA Inventory IT PT Astra Daido Steel Indonesia | | | | | | | |
| dusiness unit / Arco | PIASTRAL | Jaido Steel Indo | onesia | | | | | | |
| Approved By BU Management (Department Head) | | (| Approved by EIC (SAP related only) | | | | | | |
| Name : Martinus Cahyo Rahasto | Name - Martinus Cohya Rahasta | | | Name: | | | | | |
| Signature: | | | Signature: | | | | | | |
| Digitature. | | | Date: | | | | | | |
| Date: 10 Desember 2024 | | | *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- | te Raised (dd-mm-yyyy) 10 Desember 20 | | 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) 10 Desember 2024 | | | | | | | | |
| Application: | | | | | | | | |
| ☐ LAN Access ☐ Email Access ☐ Internet Access | | | | | | | | |
| Type of Request Form ☐ Common User/Employee ☐ Mutation User/Employee ☐ Resigned User/Employee | | | | | | | | |
| Description of | ID Login & Email | inployee | 11 Mut | ation Use | rr_mployee | ☐ Resigned OsenEmployee | | |
| Request | Admin Collector | | | • | | | | |
| A: | | ☐ Maintained by IT | | | ☐ Maintained by IT | | | |
| (Superior must fill this point) | | | ☐ Maintained by Ea | | | | | |
| | | | ☐ Maintained by Mutation Employee ☐ Maintained by Mutat ☐ Others (☐ Others | | | | | |
| Business Benefit | | Tiket Permintaan : ID Login & Email Admin Collector (Non Employee) Alasan : Operasional Admin Collector Tagihan tidak ke email Dinar | | | | | | |
| | | Finail : admin. collector a) astra-daido.co.la. | | | | | | |
| | Terimakasih | | | | | | | |
| User Request Raised By Name : M Employee ID (NPK): 56 | | | edi Krisnanto 61 | | | | | |
| Signature: | | | | | | | | |
| | Date: 10 Desember 2024 | | | | | | | |
| Phone (Including extension number) | | | | Ext: | | | | |
| Mobile Phone (HP) N | umber | 081316413 | 3835 | | | | | |
| Email | THOUSANT CONTRACTOR OF CONTRAC | | | | | | | |
| Department Business Unit / AFC | <u> </u> | Fin Acc Proc HRGA Inventory IT PT Astra Daido Steel Indonesia | | | | | | |
| Dusiness Unit / AFC | | PIASUAL | Daluo Steel III | luonesia | | | | |
| Approved By BU N (Department Head) | | | | Appro (SAP r | ved by EIC elated only) | | | |
| | | | | Name: | | | | |
| Name : Martinus Cahyo Raffasto | | | Signature: | | | | | |
| Signature: | | | | Orginature. | | | | |
| | | | ! | Date: | | | | |
| Date: 10 Desember 2024 | | | | *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 | | | | | | | | |