



SAP USER MAINTENANCE FORM

System	Production
Client	900

User Action						
Create NEW User			ECC		User Start Date	
Change Existing User			ESS		User End Date	
DELETE Existing user			Module Name		User ID	

User Details (To be completed by applicant)				
First Name			Last Name	
Designation			Office/Plant	
Department			Division/Section/Wing	
Contact details	E-mail		Telephone/Mobile	

Roles / Transactions Codes Required By User(See the attachment for ready reference)				
Please attached separate sheet for more roles / transactions code				
1		8		15
2		9		16
3		10		17
4		11		18
5		12		19
6		13		20
7		14		21

Biz Functions

Additional Information (if applicable / necessary)	
User Group	
Default Printer	

Reason for the Request (if applicable / necessary)

	Requested by	Recomanded by	Approved by
Departmental Approval			
Signature			
Name			
Designation / Seal			
Implementing Department(ICT)			
Implemented by			
Verified by			

Must comply with User Management policy

<p>INSTRUCTIONS FOR REQUESTING SAP USER</p> <ol style="list-style-type: none"> To be filled in by a requestor staff member experienced in SAP with an understanding of its structures. Please print all information using a ball-point pen. Complete applicable sections Forward all pages of the original form to the address shown at right. Please keep a copy for your records. Allow for 02 weeks processing time This form is CONFIDENTIAL when completed 	<p>ICT EGCB Ltd. Level # 16, Unique Heights 117 Kazi Nazrul Islam Avenue Dhaka - 1217.</p>
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