

SAP Qatar Access Request Form – Divisional

User's Name: _____ Unit: _____

Employee Number: _____ Position Number: _____ User CWID: _____

New User
 Change Access
 Position Change (will replace existing access as mentioned in this form)
 Deactivate SAP ID

Qatar Unit Administration

Budget and Planning System (Select this to request for Budget entry / review activities on the SBP platform for the selected Fund / Fund Centers)

Qatar Budget Entry OTPS _____ Qatar Budget Entry Salary _____ Qatar Budget Reviewer 1 _____

Fund(s) or Fund Center _____ Fund(s) or Fund Center _____ Fund(s) or Fund Center _____

Fund(s) or Fund Center _____ Fund(s) or Fund Center _____ Fund(s) or Fund Center _____

Fund(s) or Fund Center _____ Fund(s) or Fund Center _____ Fund(s) or Fund Center _____

Unit Administration (Select this to request: Payment Requisition creation and reporting on Fund Centers for Unit Administrators; Payment Requisition approval and reporting on Fund Centers for Unit Heads)

Unit Heads _____ Unit Administrators _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Workflow – Ariba Requisition Approval (Select this to request for Category approval access on the Ariba platform)

Unit Head – HR _____ Unit Head - Finance _____ Unit Head – ITS _____

Unit Head – Procurement _____ Unit Head – Deans Office _____ Unit Head – Communications _____

Unit Head – EHS _____ Unit Head – Facilities _____

Time Management (Select these to manage / approve time and leave events)

Time Management – Time Keeper for Qatar _____ Time Management – Time Administrator for Qatar _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Electronic Forms (e-forms)

eForm - Qatar Units PR Non-Employee _____ (Select this to request for Payment Requisition)

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

Funds Center _____ Funds Center _____ Funds Center _____ Funds Center _____

JV eForms Initiator _____ (As a pre-requisite to this role, internally provisioned in Qatar, kindly complete this [Self assigned WBG Training](#))

Concur Requests

(Access requested for Primary & Delegate Approvers in Concur will reflect in both, Concur and Ariba)

Budget Approver _____ Funds Center _____
(There can be ONLY one Primary Approver per Fund Center)

Budget Approver Delegate _____ Funds Center _____

Qatar Unit Concur Consumer Reporting _____ Funds Center _____

Guest Student Travel Requester _____ (This role will give access to all Fund centers)

Additional Comments

Notes

- o All positions requested require that you attend a training session.
- o All accounts that have not been active in the WBG for 90 days will be reviewed for inactivity.

I AM AWARE OF AND AGREE TO COMPLY WITH WCMC/WCM-Q POLICIES AND PROCEDURES PERTAINING TO THE PROPRIETARY AND CONFIDENTIAL NATURE OF THE INFORMATION TO WHICH I MAY HAVE ACCESS.

User Signature: _____ Date: _____

Unit Head's Signature: _____ Date: _____

Approvals

HR Approval: _____ Date: _____

Finance Approval: _____ Date: _____