

# 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 approval and reporting on Fund Centers for Unit Heads)  
Unit Heads \_\_\_\_\_

(Select this to request: Payment Requisition creation and reporting on Fund Centres for Unit Administrators; to raise Ariba PR's for the relevant Fund Centres)  
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 \_\_\_\_\_

**Ariba – Requisition Approval Workflow** (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 \_\_\_\_\_

**Ariba – Contract Workspace** Qatar Contract Reviewer \_\_\_\_\_ (This role enables end users with no Ariba access to review contracts within Ariba Contract Workspace)

**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 the end user to raise Concur Travel Requests on behalf of Students / Guests for the division. This role gives access to all Fund Centres)

**Additional Comments****Notes**

- All positions requested require that you attend a training session.
- 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: \_\_\_\_\_