SAP Qatar Access Request Form – Research

Notation: *This form is only applicable for authorization under 27* Fund Centers.*

User's Name:	User's CWID:
Employee Number:	Position Number:

New User Change Access Position Change (will replace existing access) Deactivate SAP ID

Research Administration

Please select appropriate Roles to be assigned or removed.

_____ Qatar Research - Unit Head (Payment Requisition Fund Approval / BI Reports)

_____ Qatar Research - Unit Admin (Display Access Only)

_____ Qatar Research - End User (Purchase Requisition Fund creation / BI Reports)

_____ Unit Payroll Report Admin (Access to Compensation, Change of Funding reports in BI)

* Please indicate fund center(s) to restrict above authorizations

Funds Center _____   Funds Center _____   Funds Center _____

Funds Center _____   Funds Center _____   Funds Center _____

Indicate Sponsored Program(s), if required to limit access with in above selected fund centers. Please use a separate sheet and attach with this form if more than 18 are needed).

_____   _____ _____   _____   _____   _____

_____   _____ _____   _____   _____   _____

_____   _____ _____   _____   _____   _____

_____ Unit Head – Compliance (Limited to SC Approval for product category N06- Animals)

_____ Qatar Research Master Data (Create, Change, Display access limited to Research Accounts)

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 _____

Indicate Sponsored Program(s), if required to limit access with in above selected fund centers. Please use a separate sheet and attach with this form if more than 18 are needed).

_____   _____ _____   _____   _____   _____

_____   _____ _____   _____   _____   _____

_____   _____ _____   _____   _____   _____

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

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 _____

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: _____

Supervisor Signature: _____   Date: _____

Unit Head's Signature: _____   Date: _____

Approvals

HR Approval: _____   Date: _____

Finance Approval: _____   Date: _____

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