

SAP R/3 User Account Request Form

1. MANAGER (The person authorising the service and to whom all queries should be addressed. This person is also responsible for informing Basis Administrators of user records which are no longer required on any of the Hams Hall SAP systems.)

Manager: Alexander Lindworsky
Phone No: +49-89-382-61226
Managers Q Number: q415828

Department: TA-170
Date: 10/08/2020

2. Reason for Request: Unlock User

Expiry Date:

3. USER DETAILS

(Contact Phone Number/Email Address must be supplied for new accounts.)

Name: Martin Herb
Job Title: Control planning specialist

Q Number: q279386
Internal Telephone Number:
+49-89-382-29989
Site Location: 01.40/025.0-02.0-20

Company Department Code: TA-170
Email: Martin.Herb@bmw.de

4. SYSTEMS REQUIRED FOR ACCESS

System: HHP Production
Role Name: /BMW/HH_E_LPN

Client: 400 (Production)
Description:

5. AUTHORISATION SIGN OFF

(All necessary signatures are required before a SAP Account can be created to comply with Security Audit Procedures)

Manager

User Administration (Creation)

Name: Alexander Lindworsky
Date: 10/08/2020
Signature: 

Business Gatekeeper

User Administration (Assignment)

Name: Russell Cooke
Date:
Signature:

SAP End User Declaration

I hereby commit myself that:

- My password will be kept secret and not be shared or compromised in any way.
- My user-ID will only be used for official business purposes and not for any personal gain.
- I hereby agree that any communication, to and from me, made using the company's infrastructure, including but not limited to, the telephone system and/or any email, mobile phone, facsimile or Internet communication made to or from me, in relating to the Company's business, may be intercepted and/or monitored by the Company. This also includes all communications, to or from me, made when working remotely or off-site from the Company's premises, but still using the Company's infrastructure.

SAP End User Name
Martin Herb

SAP End User Signature


Gatekeeper authorising signatures (HHI and HHP):

BMW_PM_*. /BMW/HH_E_PM* - Mark Woodward / Conrad Billingham / Andy Cox
BMW_QM_*. /BMW/HH_E_QM* - Wayne Dodd / Vijay Mall
BMW_MM_*. /BMW/HH_E_MM*. BMW_WM_*. /BMW/HH_E_WM*. /BMW/HH_E_LOG*. /BMW/HH_E_LE*. /BMW/HH_E_TA610* - Jim Richards or Viktorla Diepenbrock
BMW_HR_*. /BMW/HH_E_HR* - Shaun Kendall / Martin Hall
BMW_CO_*. /BMW/HH_E_CO*. /BMW/HH_E_FI_CO*. /BMW/HH_E_FIAA*. BMW_FI_AA*. BMW_FI_CC*. BMW_FI_LS*. BMW_FI_MM*. BMW_JR_CCTR*. /BMW/HH_E_LPN*. /BMW/HH_E_MM_08*09*10*11* - Russell Cooke / Phil Wedgbrow
BMW_AP_*. /BMW/HH_E_AP*. BMW_AR_*. /BMW/HH_E_AR*. BMW_GL*. BMW_JR*. /BMW/HH_E_FI_A* to T*. /BMW/HH_S_FI*. BMW_FI_AU*. BMW_FI_GL* to VEN*. /BMW/HH_E_FI_CON or COP. /BMW/HH_E_JR* - Ian Hinks
BMW_BC_*. /BMW/HH_E_HELPDESK*. /BMW/HH_E_TECH_SUPPORT*. /BMW/HH_E_ARCH*. /BMW/HH_E_GRCFF* - David Hatton / Mark Shuttleworth
BMW_SD_*. /BMW/HH_E_SD*. BMW_PP_*. /BMW/HH_E_PP*. /BMW/ST2M-AXXXMATERUSER_KP_00 - Viktorla Diepenbrock or Clement Ayaaba
/BMW/BKC_E_SOL*. /BMW/HER_E_SOL* - Shaun Kendall / Gemma Tait

For Oxford, Swindon, Rolls Royce and Munich users please get Gatekeeper signoff from Graham Kelly or Shaun Kendall (HR Only)

For Hook users please get Gatekeeper signoff from either Lesley Brookman, Abl Jewell, Lisa Walmsley, Vicki Pini, Julie Holland or Anne Atkin

For Bracknell users please get Gatekeeper signoff from either Mandy Thomas or Helen Ward

For Alphabet users please get Gatekeeper signoff from either Adam Lupton, Amanda Hayes or Lisa Mitchell

For HHE (Hams Hall Development System) please get gatekeeper signoff from Lee Wood or Steven Davis

For SCM Systems please get Gatekeeper Signoff from Viktorla Diepenbrock or Birgit Burgmeier

Please send to w12sap.useradministration@bmwgroup.com for processing once all authorised signatories have been obtained.