ITR-009 - REQUISITION – ERP ACCOUNT

ERP ACCOUNT TYPE

☐ Account required for **New Position**   ☐ Account required for an **Existing Position**

Details of last user (if existing position); to mention Name, Designation, Department and Pillar (*associated Account will be closed*):

_____

EMPLOYEE DETAILS

Rank/ Name: _____   Designation: _____

Region (North/ Center/ South): _____   Pillar: _____

Department: _____   Usage: <u>BF OFFICIAL</u>

User Name of Microsoft 365 Account: _____

Contact: Landline: _____

          Mobile: _____   Employee's Signatures: _____

LINE MANAGER

Rank/ Name: _____

Designation: _____

ERP Account Recommended/ Not Recommended   Manager's Signatures: _____

HEAD OF THE DEPARTMENT

Required ERP Role(s) for the Employee: _____

Rank/ Name: _____

Designation: _____

ERP Account Approved/ Not Approved   HoD's Signatures: _____

IT(ERP) DEPARTMENT

Requisition Received On: _____

ERP Account Created On: _____

User Name of ERP Account (Created/ Linked): _____

ERP Admin Signatures: _____   Director IT/ ERP Signatures: _____

ERP Administrator's Check-Off List:

1. ERP Account of Ex-Employee deleted, in case of existing position.
2. Employee Particulars verified at Admin Panel
3. ERP Users' Accounts Master Data Updated (Excel File).
4. ERP Weblink conveyed to the User via Email.
5. Copy of "*ITP-021 - POLICY – ERP*" forwarded to the User.