**SAP Access Specification Form**

**NOTICE:** The applicant’s manager must sign the document. Please do not write on this document only signatures in pen and ink are allowed.

**Personal Information**

|  |  |
| --- | --- |
| Name and Surname: |  |
| Domain Username |  |
| E-mail address |  |
| Ticket Number |  |
| **SAP Company** |  |

## Which functions do you need to perform on SAP?

## Choose only ONE function from the list.

|  |  |
| --- | --- |
| **Head Office**   * **Financial Accountant** * **Financial Manager** * **Support Finance** * **Group Finance** * **Cashbook Accountant** * **Cashbook Clerk** * **Procurement** * **Procurement Manager** * **Inventory Manager** * Creditor Supervisor Manager * **Credit Controller** * **AR Manager** * **AR Data Capturer** | **Technical Division**  * **Financial Manager –Technical** * Financial Accountant - Technical * Procurement HOD – Technical * **Procurement Technical** * **Admin Technical** * Accounts Payable Clerk * Accounts Payable Manager * Accounts Payable Supervisor |

**USER**\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER**  **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **DATE**  \_\_\_\_