Use this form for new IDs, modifications or deletion of existing IDs, which are created on the South Africa SAP environment. **Please note that** **Users who do not log into SAP within the first 30 days or for longer than 60 days will have their access disabled and one will have to submit a new request form to have the access reinstated.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 1: User Information** | | | | | | |
| C Number | |  | Vendor No. | |  | |
| BMW Contact/Gatekeeper | |  | Function/Menu | | Function/Menu | |
| Phone | |  | E-Mail Address | |  | |
| Valid From | | 2022/05/11 | Valid Through | | 2022/05/11 | |
| **Section 2: Request Details**  **Select Vendor:** ADIENT SOUTH AFRICA (PTY) LTD - /BMW/ZA&MM\_PUR\_SPLNT\_ADIENT\_SA  **Select Vendor:** A PLUS REGISTRATION - /BMW/ZA&MM\_PUR\_SPLNT\_VNT\_APR  **Select Vendor:** A PLUS REGISTRATION - /BMW/ZA&MM\_PUR\_SPLNT\_VNT\_APR  **Select Vendor:** A PLUS REGISTRATION - /BMW/ZA&MM\_PUR\_SPLNT\_VNT\_APR  **Select Vendor:** A PLUS REGISTRATION - /BMW/ZA&MM\_PUR\_SPLNT\_VNT\_APR | | | | | | |
| |  |  |  | | --- | --- | --- | |  | ECC | South Africa systems (ZAP) |   **Section 3: System Access**  **Section 4: Signatures**  (All signatures are required before user ID can be maintained or amended to comply with audit rules) | | | | | | |
| **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, cellphone, 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. | | | | | | |
|  | Printed Name and Q-number | | | Signature / Date | Department | Phone Number |
| **Requestor** |  | | |  |  |  |
| **BMW Gate Keeper** |  | | |  |  |  |
| **BMW Manager** |  | | |  |  |  |
| Please fill in the form, print it, get it signed it by the manager as well as System user owner and attach it to the ITSM ticket to [bmwhelpdesk@bmw.co.za](mailto:bmwhelpdesk@bmw.co.za) | | | | | | |