

**WOC ERP SYSTEM**  
**RESPONSIBILITY SERVICE REQUEST FORM**

**DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FOR EMPLOYEE**

Service Requester Name: \_\_\_\_\_

Co. No. \_\_\_\_\_

Tele. Extension: \_\_\_\_\_

Waha Email: \_\_\_\_\_@wahaoil.ly

**FOR DIRECT SUPERVISOR**

Direct. Supv. Approval: \_\_\_\_\_

Supv. Name: \_\_\_\_\_

Supv. Co. No. \_\_\_\_\_

Supv. Tele. Extension: \_\_\_\_\_

Supv. Waha Email: \_\_\_\_\_@wahaoil.ly

**Please tick the box based on your choice:**

Do You Have ERP System Account:      NO       YES

ERP ACCOUNT DURATION:      Permanent       Date Starts: \_\_\_\_\_      Date Ends: \_\_\_\_\_

Which Instance:      Production (PROD)       TRAIN

**Please explain the needed services ..**

**Example:** creating PR (Preparation of Purchase Orders)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Requestor's Department Manager:**

**Name :** \_\_\_\_\_ **Co. No.** \_\_\_\_\_

**Approval:** \_\_\_\_\_