

**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 A WOC ERP ACCOUNT:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
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IF YOU ARE REQUESTING A NEW ERP ACCOUNT, WHAT IS THE NEEDED ACCOUNT DURATION:	PERMANENT <input type="checkbox"/>	DATE STARTS: _____	DATE ENDS: _____
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WHICH WOC ERP SYSTEM:	PRODUCTION (PROD) <input type="checkbox"/>	TRAINING <input type="checkbox"/>
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PLEASE EXPLAIN THE NEEDED ERP SERVICES.

**EXAMPLE:** CREATING PR (PREPARATION OF PURCHASE ORDERS)

- \_\_\_\_\_

- \_\_\_\_\_

- \_\_\_\_\_

**REQUESTOR'S DEPARTMENT MANAGER:**

NAME : \_\_\_\_\_ CO. NO. \_\_\_\_\_

APPROVAL: \_\_\_\_\_