

Fill the Form & Email

to:

a.srer@wahaoil.ly
a.alfaid@wahaoil.ly

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:

<input type="checkbox"/>	Do You Have ERP System Account:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
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<input type="checkbox"/>	ERP ACCOUNT TERM:	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Date Starts: _____	Date Ends: _____
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<input type="checkbox"/>	Which Instance:	Production (PROD) <input type="checkbox"/>	TRAIN <input type="checkbox"/>
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Please list down function description in order to give you responsibilities

Example: creating PR (Preparation of Purchase Orders)

- _____
- _____
- _____

Requestor's Department Manager:

Name : _____ Co. No. _____

Approval: _____

Please Email Completed form to:
a.srer@wahaoil.ly
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