

Fill the form and email it to
ERP_SUPPORT@wahaoil.ly

WOC ERP SYSTEM
RESPONSIBILITY SERVICE REQUEST FORM

DEPARTMENT: _____

DATE: _____

FOR EMPLOYEE
SERVICE REQUESTER NAME _____
Co. No _____
Tele. Extension _____
Waha Email _____@wahaoil.ly
Location City <input type="checkbox"/> Field <input type="checkbox"/>
If Field Enter Field name _____

FOR DIRECT SUPERVISOR
DIRECT SUPV APPROVAL _____
SUPV NAME _____
SUPV CO.NO _____
SUP EXTENSION _____
SUPV EMAIL _____@wahaoil.ly

Please tick the box based on your choice:

<input checked="" type="checkbox"/> Do you have ERP System Account:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
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<input checked="" type="checkbox"/> ERP ACCOUNT TERM: Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Date Starts: _____	Date Ends: _____
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<input checked="" type="checkbox"/> Which Instance	PRODUCTION (PROD) <input type="checkbox"/>	DEV <input type="checkbox"/>	TS <input type="checkbox"/>
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Please list down function description in order to give required responsibilities.

Example: Creating PR (Preparation of Purchase order)

Requester's Superintendent Approval:

Name: _____ Co. No: _____

Approval: _____

Note: Any **superuser responsibility** related to **Finance, HR, Payroll, Materials** must be signed from requester's **superintendent** and department **manager** Both.

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