

EP Supply chain

Access Creation

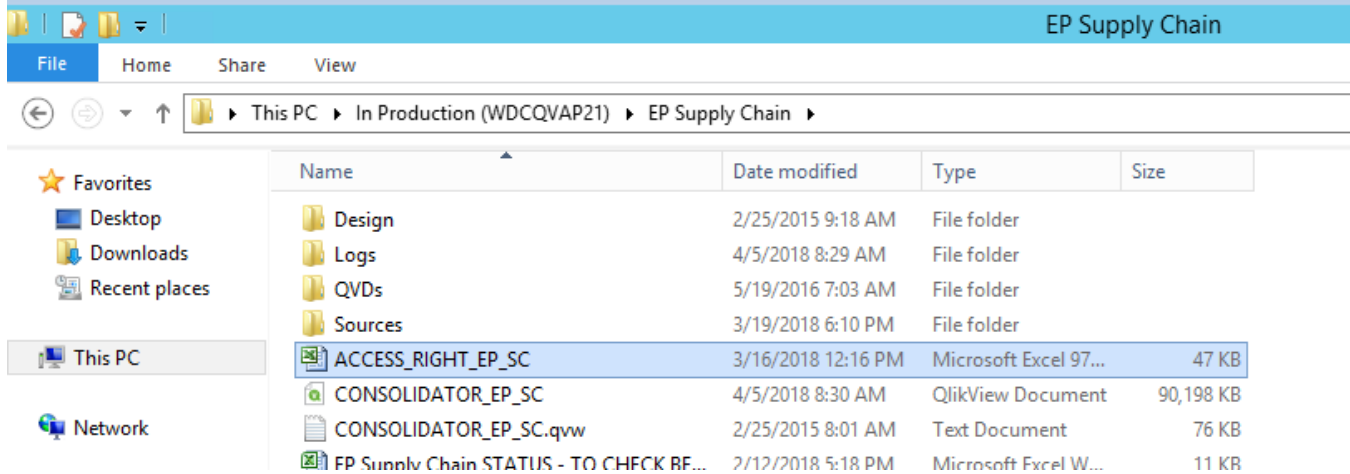
Check if the user is already existing / not from the QV usage

If it is a new request send for the validation to respective L0 Team to gain approval

The validator itself will provide all the necessary access to be provided for the requested user.

Although the user may request to have different access but we must all go with the comments provided by the validator.

Go to the location and open the access excel as shown below



The screenshot shows a Microsoft Excel spreadsheet titled "ACCESS_RIGHT_EP_SC [Compatibility Mode] - Microsoft Excel". The spreadsheet has the following data:

	A	B	C	D	F	G
1	ACCESS	NTNAME	Name	CreationDate	Email	UR Ref
2	USER	AAHMED	Ahmed, Arif	20140204		
3	USER	TH30085	Anon, Kasemvilas	20140204		
4	USER	AAPOSTOLI	APOSTOLI-MORENO, Andrea	20170109	Andrea.APOSTOLI-MORENO@solvay.com	#291280
5	USER	MLRUIJ	ARDITO, Marie-Line	20160115	Marie-Line.ARDITO@solvay.com	344019
6	USER	PBEBEN	Beben, Piotr	20151113	Piotr.Beben@solvay.com	338874
7	USER	MBIALEK	BIALEK, Marta	20140204		
8	USER	CBOUFFAR	BOUFFARD, Christophe	20141217	Christophe.BOUFFARD@solvay.com	UR 309411
9	USER	GCABELLO	Cabello, Glauca	20150728	Glauca.Cabello@solvay.com	UR 328764
10	USER	ACAMPOS1	Campos, Alexandre Almeida	20161226	Alexandre-Almeida.Campos@solvay.com	247236

Fill all the necessary fields as stated by the validator in Sheet1

ACCESS – USER/ADMIN

NTNAME – NT UserName (Check and Type from LDAP)

Creation Date - Access created/Modified Date by us

Email - Email Address (Check and copy from LDAP)

UR Ref - Freshdesk ticket number