

# BO Access Management

Since 01/2018, the BI4 approval process is moved from "L1\_NONSAP" to "L0" queue.

In case of **PASSWORD RESET or USER RE-ACTIVATION** (user disable), WITHOUT any change of GBU or without adding SAFIR, no validation is needed.

For **BI4 USER CREATION/UPDATE**, 2 levels of validation are requested :

- validation for GBU access (named contact, or by default, GBU's BRM)
- validation for PPS/PPE/SAFIR objects (public/Private privates objects are Forecasts, costs, and contribution/margin)

**All approvals should be requested before any action.**

**The profile "ALL GBU" is restricted to IS people.**

The **validation matrix** could be found on this link, on the tab "BO" :

[https://docs.google.com/spreadsheets/d/1luORcx1kKIT6ghzQ6-Ce8D8TDEWY43\\_Vh1oA5mMiRKw/edit#gid=1969492987](https://docs.google.com/spreadsheets/d/1luORcx1kKIT6ghzQ6-Ce8D8TDEWY43_Vh1oA5mMiRKw/edit#gid=1969492987)

## Procedure for Approval process for BO

Initially ticket will come in the form using Qualtrics (Qualtrics automatically create the FreshDesk ticket).

1. Check for user access request if it is for adding an access /modifying.
2. Check for user **which GBU** and **which functional PERIMETER** is requested and ask approval to the corresponding validator (depending if there is a zone restriction), or by default to the BRM validator.  
see if any restriction --> zone restriction and/or legal entity restriction (validation matrix column E)

<p>PPE PPS SAFIR</p> <p>GBU VALIDEUR SBU</p> <p>DEFAULT : BRM could validate request for their GBU access</p>	Acetow	Mani HEROLD Juergen KRUEGER (manager finance)
	Aroma Performance	Marion LAURANT
	Aroma Performance	Amel GHERBIA
	Butachimie	Christian LANGER
	Coatis	Ricardo VERBITISKIS - Backup : Pedro MATTOS
	Eco Svc	Cameron ALFIER
	Energy svc	Gilles MADJARIAN
	EP Asia	Robin WANG
	EP Europe	Christophe BOUFFARD
	EP LA	Marcia GIMENEZ
	EP NA	Victoria WILLIAMS
	EP WW	Selim ULHASAN
	Fibras	Gabriel LINO
	Novecare Asia	GOH YockJeng Backup TAN, Swee-Jeng
	Novecare Europe	Frédéric GUITTOT
	Novecare LA	Eduardo CONIGERO
	Novecare NA	Justin CHAREY
	Novecare WW	Lionel ROUX
	P&I Asia	Robin WANG
	P&I Europe	Jose AMOROS
	P&I LA	Luciano BEZERRA
	P&I NA	Victoria WILLIAMS
	P&I WW	Jose AMOROS
	Peroxide Asia	Joyce LI
	Peroxide Europe	Catherine HORDIES
	Special Chem (Ex Rare Earth)	Richard (QIAN, Sheng)
	Salylics	Charlotte MARECHAL
	Silica Asia	ZhaoBao WANG
	Silica Europe	Audrey LAURENT Backup Chloe DA CRUZ
	Silica LA	EduardoVaz SANTOS
	Silica NA	David ASCHER
	Silica WW	Audrey LAURENT Backup Chloe DA CRUZ
	Special Polymers	Nuno CRUZ
Special Polymers	Joao JUNIOR	
Technology Solutions (Cytec)	Felipe MOLINA	

BRM	Acetow
	Aroma Performance
	Coatis
	Energy Services
	PEPOL = EP + P&I
	Fibras
	Novecare
	Special Chem (Ex Rare Earth)
	Speciality Polymer
	Rusvinyl
	Peroxides
	Composite Materials
	Soda Ash & Derivatives
	Technology Solutions (Cytec)
	Silica

3. Check for user **which technical PERIMETER** is requested and ask approval to the corresponding approvers found in the validation matrix the perimeter include :

- The universe (validation matrix column B)

PPS Technical valideur	--	Lionel DROUOT / Diogo PAIVA (default Laurence DE ZEEUW)
PPE Technical valideur	--	Lionel DROUOT / Charlotte ROLLIER (default Laurence DE ZEEUW)
SAFIR Technical valideur	--	Gilles BOUNAN (default Laurence DE ZEEUW)

4. Send a mail for data access approval to GBU approver & technical (universe) approver. And put in copy the BRM of the requested GBU.
5. Once you have received the agreement from approver, transfer the ticket to the BI4 support team
6. If the agreement has been denied by the approver, inform the user (you can indicate who refuse the access, and indicate the reason why if you have it).

Sample

1. User request received via Qualtrics:

Tickets / Ticket #1409829

✉️ 👁️ 🗑️ ☆ ⏪ Reply ⏩ Forward

A BO access request has been requested.

--- Your own information: ---  
\* Last Name: AMOROS  
\* First Name: Jose  
\* E-mail: jose.amoros@solvay.com

--- Zone : ---  
EU - Europe

--- This form is for a : ---  
User Modification (Add/Remove applications/perimeters on an existing account)

--- Who do you want to request BO account or access for? ---  
Only myself

--- If deletion ---  
\* Reason:  
\* Deletion date:

--- Myself ---  
\* Zone: EU  
\* User name: S8260201  
\* GBU / Function: GBU - Polyamide & Intermediates  
\* Email: jose.amoros@solvay.com  
\* Last name, First name: AMOROS, Jose  
\* Job family: Controlling

--- User 1 ---  
\* Zone:

--- Please modify access (change perimeter) in: ---

**PPE - Premier Economic (Margins & Contribution), PPS - Premier Sales (Sales, Orders & Deliveries)**

--- Please choose the Business Units you want to have access to: ---

PEPOL - ENTRP00030 - ENGINEERING PLASTICS, PEPOL - ENTRP00031 - POLYAMIDE & INTERMEDIATES, PEPOL - ENTRP00103 - NON ALLOCATED P&I, PEPOL - ENTRP00168 - PERFORMANCES FIBERS, PEPOL - ENTRP00208 - NITRIC ROUSSILLON

2. As per the above a user needs an access PPE and PPS perimeter for GBU Polyamide and Intermediates, so we need to check an approval matrix as follows

(Note – Here we are having zone wise approvers, so depends on user zone we need to ask for approval).

The ZONE indicated in the matrix is the zone for restriction.

In this example, so you should send a mail to Jose AMOROS, because no zone restriction

<p>PPE PPS SAFIR VALIDEURS</p>	Acetow	Mani HEROLD Juergen KRUEGER (manager finance)	WW - all legal companies
	Aroma Performance	Marion LAURANT	responds for all zones + WW
	Aroma Performance	Amel GHERBIA	responds for all zones + WW
	Butachimie	Christian LANGER	All
	Coatis	Ricardo VERBITISKIS - Backup : Pedro MATTOS	responds for all zones + WW
	Eco Svc	Cameron ALFIER	WW - all legal companies
	Energy svc	Gilles MADJARIAN	WW - all legal companies
	EP Asia	Robin WANG	just ASIA
	EP Europe	Christophe BOUFFARD	EP Europe
	EP LA	Marcia GIMENEZ	just LA
	EP NA	Victoria WILLIAMS	just NA
	EP WW	Selim ULHASAN	WW - all legal companies
	Fibras	Gabriel LINO	responds for all zones + WW
	Novecare Asia	GOH YockJeng Backup TAN, Swee-Jeng	just ASIA
	Novecare Europe	Frédéric GUITTOT	just EU
	Novecare LA	Eduardo CONIGERO	just LA
	Novecare NA	Justin CHAREY	just NA
	Novecare WW	Lionel ROUX	WW - all legal companies
	P&I Asia	Robin WANG	just ASIA
	P&I Europe	Jose AMOROS	just EU
	P&I LA	Luciano BEZERRA	just LA
	P&I NA	Victoria WILLIAMS	just NA
	P&I WW	Jose AMOROS	WW - all legal companies
	Peroxide Asia	Joyce LI	just ASIA
	Peroxide Europe	Catherine HORDIES	just EU
	Special Chem (Ex Rare Earth)	Richard (QIAN, Sheng)	responds for all zones + WW
	Salicylics	Charlotte MARECHAL	responds for all zones + WW
	Silica Asia	ZhaoBao WANG	just ASIA
	Silica Europe	Audrey LAURENT Backup Chloe DA CRUZ	just EU
	Silica LA	EduardoVaz SANTOS	just LA
Silica NA	David ASCHER	just NA	
Silica WW	Audrey LAURENT Backup Chloe DA CRUZ	WW - all legal companies	
Special Polymers	Nuno CRUZ	WW - all legal companies	
Special Polymers	Joao JUNIOR	LA	
Technology Solutions (Cytac)	Felipe MOLINA	WW - all legal companies	

Above procedure should be followed for all the perimeters in the user request.