

Request for an ERP account

Are you a New User in SAP ERP ?

SAP is a German software company whose products allow businesses to track customer and business interactions. This ERP (Enterprise Resource Planning) software serves and integrates all business areas of a company (i.e. from sales to production)



if you are not able to find the solution in the self help portal, please contact [SBS Support](#) via portal.

Introduction to SAP

Working with SAP

- [Learn SAP Basic Navigation](#)

Your checklist to start with SAP :

- Access: Ask your manager for approval to request access to SAP ERP system you will be working in
- Basic Training: Read the online [Basic SAP Navigation](#) training course.
- SAP: Check that SAP is **installed on your computer**. If you cannot connect to SAP or forgot your password, call the Helpdesk.
- Training: Join training session you are interested in though self-request IS support portal <http://issp.solvay.com/issp/training/training.do>.
Or contact the [Training and Documentation Team](#) for advice.
- Help: If you are lost and need help inside SAP, have a look at the [ERP Documentation site](#). If you still need help, please contact your support team using [SBS Support](#) via portal

Form used for applying an ERP account (PF1 /SF1/PQ1/SQ1/PI1/SI1)

- Form - Access request to ERP systems - [SAP R/3 - Solvay ERP_ Request Form.docx](#)

*Document to be filled in by the Key-user, validated by the user's hierarchy before sending via Fas-Connect, to the Regional User Manager

For more information to account creations

- General mailbox on enquiries relating to Solvay ERP system, please contact [SBS Support](#) via portal