

How to create User in WP1

Identifying the Tickets :

When we receive any request for user creation(*we have to always cross check if user exist is SAP WP1 or not, if not it's for user creation and if user exist it is for user modification*), we have to not depend on reference user. The request will be either from the manager or the users themselves. There are no prior approvals required as in helix, we will be providing access in IDM and there is a approval process workflow already designed.

We have to always proceed directly with user Job functionality.

371611 - GRABOWSKIC - Assign access to existing user - STE

Work Order WO0000000114937 Low

Updated Apr 21, 2022 7:59 PM

In Progress Next SLA is Monday at 11:05 PM

User Request ID : 371611;
User ID : GRABOWSKIC;
First Name : Charles;
Last Name : Grabowski;
Email : Mike.Grabowski@solvay.com;
Personal Number : 50146336;
Employee Type : Internal;
Manager : Bryan Jacobs;
Entity : GBU COMPOSITE MATERIALS;
Job Function : Plant Controller;
Country : United States;
Site : HAVRE DE GRACE, MARYLAND;
Office Phone : ###;
Mobile Phone : +1 410 618 6949;
Security Flags : 9&IT|9&T6|9&C0|9&C1|9&C2;
Request Type : Assign access to existing user;
Access needed for : [Pre-Production];
Select the system : : [SAP WP1 - RCS];
Inform for which GBU you'll need access to. : GBU COMPOSITE MATERIALS;
Determine the location you'll need access to: : The plant you're based only;
SAP WP1 - RCS : Describe the activities you'll need to perform in the system: : Mike will be performing procurement functions and will need access to specific SAP transactions;
SAP WP1 - RCS : List the main transactions you'll run : ME51N
ME52N

Providing the Access :

Before assigning any access we have to check some points via Work order & IDM:

- User GBU: GBU COMPOSITE MATERIALS
- Job function: Plant Controller
- Sites: HAVRE DE GRACE, MARYLAND
- User Countries: United States

Change User - CGI

Unique ID: GRABOWSKIC
Display Name: Charles GRABOWSKI

[Save](#) [Modify](#) [Refresh](#)

[General](#) [Logon Data](#) [Privileges & Role Assignment](#) [Org. Value](#)

Person

Unique ID:
Title:
Last Name:
First Name:
Display Name:
Function:
Department:
Language:
Language Key:
Additional E-Mails:

Communication

Primary E-Mail:
Primary Telephone Number:
Primary Mobile Number:
Primary Fax Number:
Comm. Method:
Country Key:

We will always assign only one business roles for particular request as per user GBU, below are the Business codes which will help us to find the correct roles as per user GBU:

Business Codes:

Code	Description
007	Energy
011	Novicare
016	ECO Serv
019	Acetow
032	Butachimie
062	P&I (PePol)
063	Fibras
064	Coatis
065	E&P (PePol)
066	Aroma
067	Silica
068	Rare Earth (Spec.Chem)
078	Tech. Solutions
079	Composite Materials
086	Oil & Gas
951	Soda Ash
961	Fluor (Spec Chem)
971	Spec. Polymers
PLF / 9999	Platform (all GBU)

As per above request in screenshot 1st, user is from GBU composite material so we can see the Business code is 079 for GBU composite material as in screenshot 2nd.

So now we have to go to SAP WP1 and user transaction SUIM:

✓ [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] Car

Structure

- User Information System
- > User
- Roles
- Roles by Complex Selection Criteria
- Roles by Complex Selection Criteria

< **SAP** Roles by C

✓ [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] Update Applications Car

Standard Selection

Role	*079*	[icon]
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So, in this case after verifying all the inputs we will go with 079HAVRE/US controller role.