

Offboarding

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I Am Leaving Procurement (Leaving the BSA or the company)

You are about to leave Procurement.

We highly recommend that you refer to the [Offboarding chapter](#) in the HR Wiki page.

You have specific questions related to your **offboarding of the Procurement BSA**

[I have a question](#)

Someone Is Leaving My Team

Offboarding your people is a very important step from both a security and structure point of view.

An employee that has left should have his or her access removed at the earliest. Licenses needed for some of the tools we use in Procurement are very limited. It is therefore important to make sure that you ask the concerned service to remove the licenses granted to the employee that is leaving.

[Convergence license](#)

[SRM7 / EZBuy / VWF for Category buyers](#)

[SRM7 / EZBuy for Site Buyers](#)

[SRM7 / EZBuy for Capex Buyers](#)

Check also the HR Wiki Page - [Offboarding an Employee or External Worker](#).

- [Whatever link](#)