Formulaire for a new user creation

Step 1 (minimum information required)

1) Name, Last name, mail & Windows ID
2) GBU
3) Type of role (Sales employee / Sales assistant / GKAM / Demand Planner)
4) Scope (Country / Region / Market)

That information should provide a good indication of type of access.
Note: most requests are for "Sales employee" type of role.

Since User's request is sometimes not very clear, we might need clarification (see Step 2)

Step 2 (Optional, only if further information is required)

5) Optional: ask user for more information to confirm type of role/scope (User's GBU will help define the possible type of roles/scope), putting in copy of ticket the Key User of GBU in copy of ticket If need to clarify/validate,

Note:

a) Name, Last name, mail and Windows ID can be directly known by the ticket. However, it might be useful if users provide that information themselves to gain some time (this is something we should encourage).

b) Sales rep code / Account Manager code: they are not usually known by Business. Even though we can ask them, we might need to check those info by ourselves.