
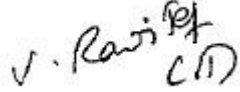




SAP ID CREATION/CHANGE Standard Operating Procedures

Revision History			
Date	Version	Revision Description	Author
06/06/2017	0.0	Initial document	IT Manager
09/07/2019	1.0	Changing the URL	IT Manager

 Reviewer	 Approver
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1. SOP : SAP ID CREATION REQUEST

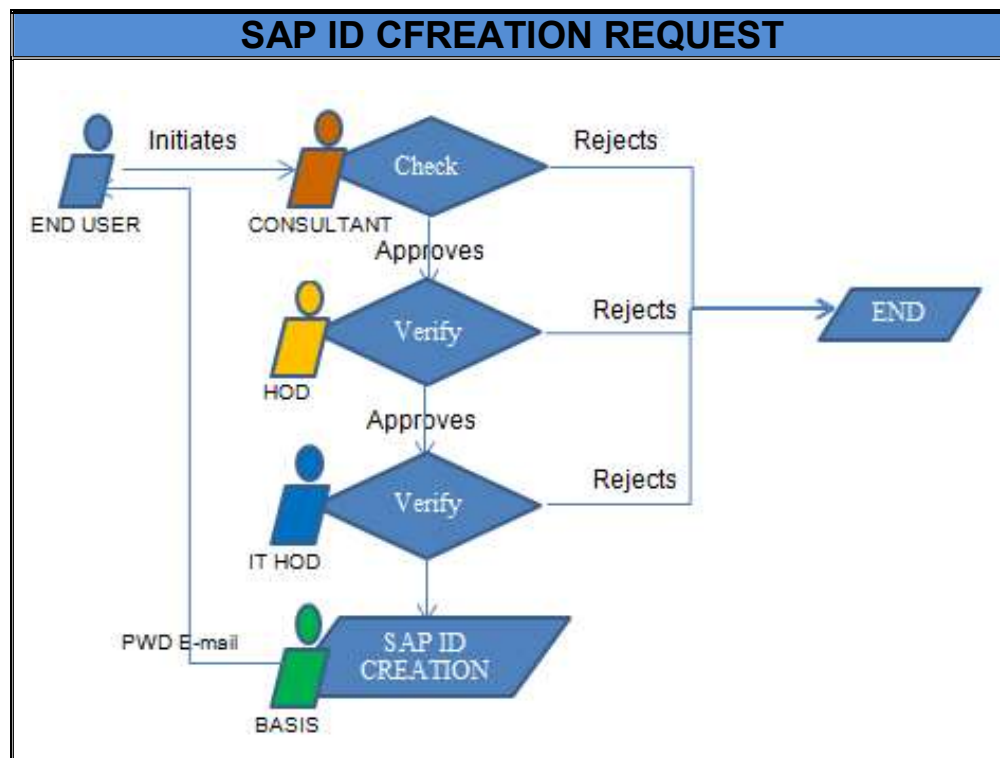
1.1 Purpose

The purpose of this SOP is to guide the new SAP USER to raise for his SAP access.

1.2 Scope

The scope of this SOP is raise new SAP ID Creation request for SAP ECC – PDR.

1.3 Workflow Details



1.4 Roles

Role	Responsibilities
END USER	<ul style="list-style-type: none"> Need to login to http://mhcpph.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login. Fill in "SAP ID Creation" request with all the details with the help of Consultant.
CONSULTANT	<ul style="list-style-type: none"> Evaluates the request for appropriate role(s). Evaluates for the trainings completed.
HOD	<ul style="list-style-type: none"> Evaluates the request for appropriate role(s).
IT HOD	<ul style="list-style-type: none"> Evaluates the request against available license.
BASIS	<ul style="list-style-type: none"> Creates SAP ID in PDR. Send the password in separate email.



1.5 Activities

Step-1: New SAP user will fill the form details and request for the consultant approval.

SAP USER ID CREATION

USER DETAILS

Date06-06-2017

Employer NameAdministrator

DesignationAdministrator

* Department

Mobile/Extn

LanguageEN-English

* Employee Id

Email Idkamakshi@myhomeconstructions.com

* Location0-Select Plant

* Reporting To

SAP DETAILS

Client#300

System IdPDR

PrinterLOCL

* Module

REQUIRED AUTHORIZATIONS

* Specify Roles

* Company Code

* Plant0-Select Plant

Submit

Step-2: Respective consultant will approve the task, assign the required TCODES and request for the HOD approval.

USER DETAILS

Date06-06-2017

Employer NameAdministrator

DesignationAdministrator

DepartmentPM/QM

Mobile/Extn08790471442

LanguageEN-English

Employee Idmhc498

Email Idkamakshi@myhomeconstructions.com

Location2000-My Home Constructions Pvt. Ltd

Reporting ToG Srinivas Reddy

SAP DETAILS

Client#300

System IdPDR

PrinterLOCL

ModulePS

REQUIRED AUTHORIZATIONS

Specify Roles

Company Code2000-MyHome Constructions P Lt

Plant2000-My Home Constructions Pvt. Ltd

New

Transaction Code	Description	Authorization	Tested by Functional	
1	test	test	YES	Delete

User trained and well versed in SAP application usage: ☒

If the authorization/role is temporary, Please specify the end date: 13-06-2017

ApproveReject

Step-3: Respective HOD will approve the task and submit for the SAP/IT HOD approval.



My Home Constructions Private Limited

USER DETAILS	
Employer Name	Administrator
Designation	Administrator
Department	PM/QM
Mobile/Extn	08790471442
Language	EN-English
Date	06-06-2017
Employee Id	mhc498
Email Id	kamakshi@myhomeconstructions.com
Location	2000-My Home Constructions Pvt. Ltd
Reporting To	G Srinivas Reddy

SAP DETAILS	
Client#	300
Printer	LOCL
System Id	PDR
Module	PS

REQUIRED AUTHORIZATIONS	
Specify Roles	test
Company Code	2000-MyHome Constructions P Lt
Plant	2000-My Home Constructions Pvt. Ltd

New			
Transaction Code	Description	Authorization	Tested by Functional
1 test	test	test	YES

User trained and well versed in SAP application usage: ☒

If the authorization/role is temporary, Please specify the end date: 13-06-2017

Approve Reject

Step-4: SAP/IT HOD will approve the task and submit the form to BASIS for the SAP ID creation and authorizations.

USER DETAILS	
Employer Name	Administrator
Designation	Administrator
Department	PM/QM
Mobile/Extn	08790471442
Language	EN-English
Date	06-06-2017
Employee Id	mhc498
Email Id	kamakshi@myhomeconstructions.com
Location	2000-My Home Constructions Pvt. Ltd
Reporting To	G Srinivas Reddy

SAP DETAILS	
Client#	300
Printer	LOCL
System Id	PDR
Module	PS

REQUIRED AUTHORIZATIONS	
Specify Roles	test
Company Code	2000-MyHome Constructions P Lt
Plant	2000-My Home Constructions Pvt. Ltd

New			
Transaction Code	Description	Authorization	Tested by Functional
1 test	test	test	YES

User trained and well versed in SAP application usage: ☒

If the authorization/role is temporary, Please specify the end date: 13-06-2017

Approve Reject

Step-5: BASIS team will create the SAP ID and assign the required authorizations, mail the details to the respective user with credentials.

USER DETAILS	
Employer Name	Administrator
Designation	Administrator
Department	PM/QM
Mobile/Extn	08790471442
Language	EN-English
Date	06-06-2017
Employee Id	mhc498
Email Id	kamakshi@myhomeconstructions.com
Location	2000-My Home Constructions Pvt. Ltd
Reporting To	G Srinivas Reddy

SAP DETAILS	
Client#	300
Printer	LOCL
System Id	PDR
Module	PS

REQUIRED AUTHORIZATIONS	
Specify Roles	test
Company Code	2000-MyHome Constructions P Lt
Plant	2000-My Home Constructions Pvt. Ltd

Transaction Code	Description	Authorization	Tested by Functional
1 test	test	test	YES

User trained and well versed in SAP application usage: ☒

If the authorization/role is temporary, Please specify the end date: 13-06-2017

* SAP Password

Submit

2. SOP : New TCODE/Authorization

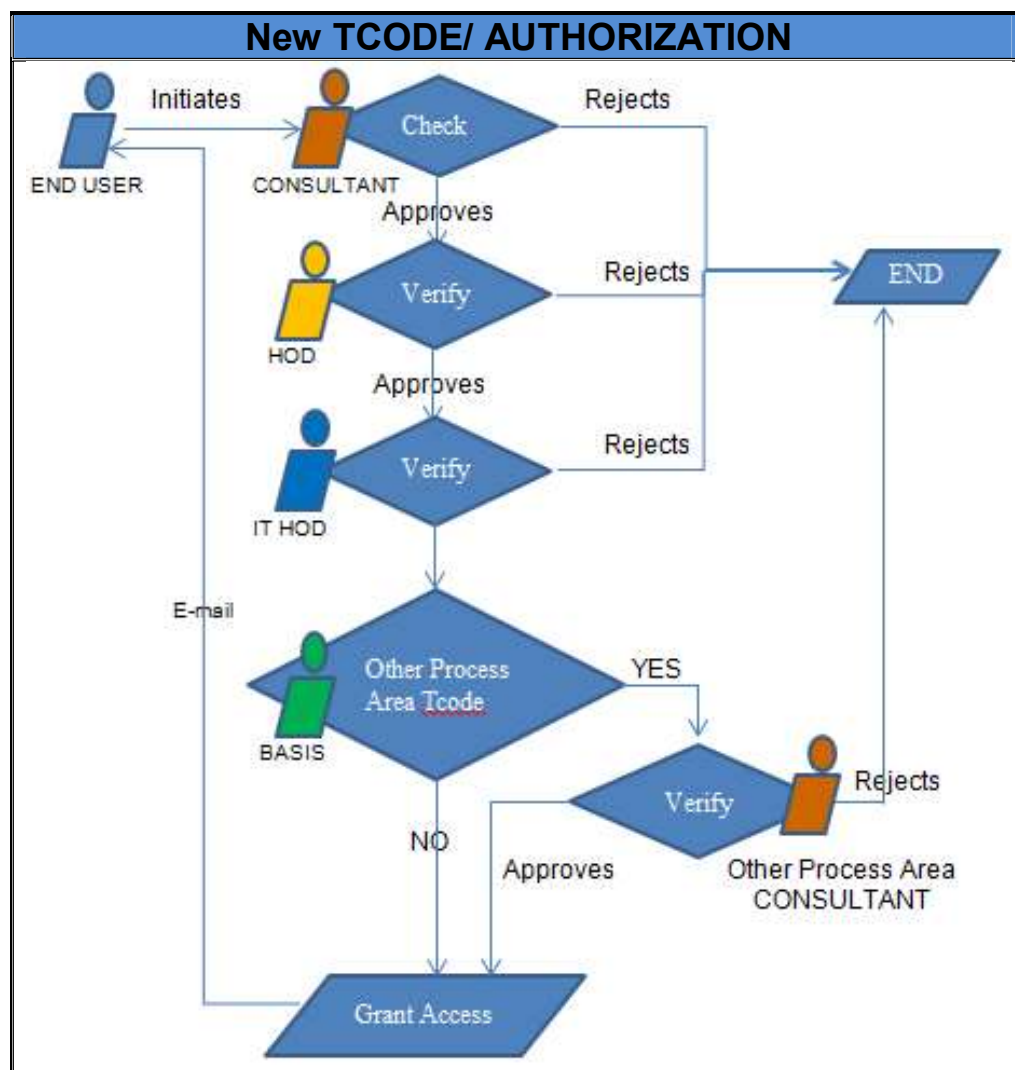
2.1 Purpose

The purpose of this SOP is to guide the SAP USER to raise request for any additional authorization/tcode.

2.2 Scope

The scope of this SOP is obtain additional Tcode/ Authorization access in SAP ECC – PDR

2.3 Workflow Details



2.4 Roles

Role	Responsibilities
END USER	<ul style="list-style-type: none"> Need to login to http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login Fill in “New Tcode/Authorization” request with all the details with the help of Consultant.

Role	Responsibilities
CONSULTANT	<ul style="list-style-type: none"> Evaluates the request for tocde/authorization(s). Evaluates for the trainings completed.
HOD	<ul style="list-style-type: none"> Evaluates the request for tocde/authorization(s).
IT HOD	<ul style="list-style-type: none"> Evaluates the request against tocde/authorization(s).
BASIS	<ul style="list-style-type: none"> Verify for tocde/Authorization against process area. Route for additional approval if required. Provide Authorization if the tocde and process area matches.
Other Consultant	<ul style="list-style-type: none"> Evaluate for tocde/Authorization against process area

2.5 Activities

Step-1: End user will fill the form details and request for the consultant approval.

NEW TRANSACTION CODE FORM

Date
07-06-2017

Employee Name
Administrator

Designation
Administrator

E-Mail ID
kamakshi@myhomeconstructions.com

Department
▼

SAP User ID

NEW TCODE(S)

Reason

Submit

Step-2: Respective consultant will approve the task and request for the HOD approval.

NEW TRANSACTION CODE FORM	
Date	07-06-2017
Employee Name	Administrator
Designation	Administrator
E-Mail ID	kamakshi@myhomeconstructions.com
* Department	Accounts
SAP User ID	MHC498
NEW TCODE(S)	FB60
Reason	FB60
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
* Required Field	

Step-3: Respective HOD will approve the task and submit for the SAP/IT HOD approval.

NEW TRANSACTION CODE FORM	
Date	07-06-2017
Employee Name	Administrator
Designation	Administrator
E-Mail ID	kamakshi@myhomeconstructions.com
* Department	Accounts
SAP User ID	MHC498
NEW TCODE(S)	FB60
Reason	FB60
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
* Required Field	

Step-4: SAP/IT HOD will approve the task and submit the form to BASIS.

NEW TRANSACTION CODE FORM	
Date	07-06-2017
Employee Name	Administrator
Designation	Administrator
E-Mail ID	kamakshi@myhomeconstructions.com
* Department	Accounts
SAP User ID	MHC498
NEW TCODE(S)	FB60
Reason	FB60
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
* Required Field	

Step-5: BASIS team will check for any another consultant's approval if necessary, otherwise, add the new SAP TCODE and mail the details to the respective user.

NEW TRANSACTION CODE FORM	
Date	07-06-2017
Employee Name	Administrator
Designation	Administrator
E-Mail ID	kamakshi@myhomeconstructions.com
Department	Accounts
SAP User ID	MHC498
NEW TCODE(S)	FB60
Reason	FB60
* Get Approval From Other Departments	YES
* Other Department	Accounts
<input type="button" value="Submit"/>	
* Required Field	

3. SOP : SAP ID UNLOCK/ PASSWORD RESET

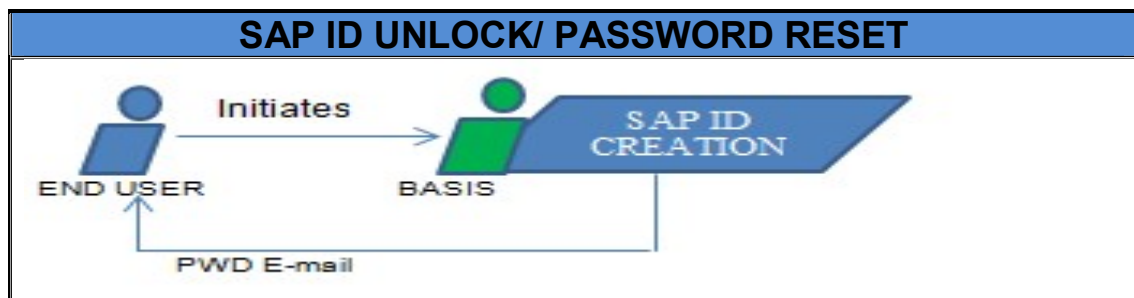
3.1 Purpose

The purpose of this SOP is to guide the SAP USER to raise request to UNLOCK SAP ID or to reset the Password.

3.2 Scope

The scope of this SOP is UNLOCK/RESET PASSWORD in SAP ECC – PDR

3.3 Workflow Details




3.4 Roles

Role	Responsibilities
END USER	<ul style="list-style-type: none"> Need to login to http://mhcpphp.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login. Fill in "UNLOCK/PASSWORD RESET" request.
BASIS	<ul style="list-style-type: none"> Evaluates the request and take action. Send the password in separate email/ update the status.

3.5 Activities

Step-1: User will fill the form details and submit to the basis team.



[Next Step](#)

Date 06-06-2017

Name Administrator

E-Mail kamakshi@myhomeconstructions.com

* SAP User


* System ☐ Development
☐ Quality
☐ Production

* Client

* Required Field

Step-2:

BASIS team will unlock the user or reset the password and intimate through mail.



[Next Step](#)

User Unlock ☐

New Password