

SAP MM User setting changes Form

Date: _____

To,
The System Manager
CIDCO Bhavan

As per our internal transfer policy / User retirement, below are the user changes required in SAP MM process system. Hereby requesting to approve the same.

Purchasing Group		
Department		

Current user settings for SAP MM process			
Sr.No.	User Level	Emp. ID	Emp. Name
1	Maker		
2	Checker		
3	Checker		
4	Approver		

Proposed changes in user settings for SAP MM process			
Sr.No.	User Level	Emp. ID	Emp. Name
1	Maker		
2	Checker		
3	Checker		
4	Approver		

Request Initiated by	Request Confirmed by	Request Approved by (System Manger)
Employee ID: _____ Designation : _____	Employee ID: _____ Designation : _____	Employee ID: _____ Designation : Systems Manager