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| **nuim_logo.jpg** | Request Form:  **Access to BI Financial Reports & POP**  **Excluding Research BUs** |

To gain access to Business Units (excluding Research) for the **BI Finance Reports and / or the Purchase Order Process (POP) system,** the requester must complete and sign this form, have it approved and signed by their direct line manager & return it.

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| **Name**: | **Staff Number:** |
| **Email:** | **Phone Extension:** |
| **Department:** | **Position / Job Function:** |

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| 1. **Are you a New User to JDE?** 2. **If No:**  * **Are you moving from one dept / office to another?**   If so, from which dept / office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * **Are you replacing the access of another member of Staff?**  If so, what is their name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | YES  YES  YES | NO  NO  NO |

1. **Please list the BUs you require access to; for either Purchase Order Process (POP) System, (to create or approve Purchase orders), and / or the BI Finance Reports.**

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| BU Number | BU Name | Do you need access for the BI Finance Reports – Yes/No | Do you need access to the POP system - Yes/No |
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**Authorisation:**

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| --- | --- | --- | --- |
| **Person** | **Printed Name** | **Date** | **Signature** |
| **Requester:** |  |  |  |
| **Approver:**  **(Head of Dept/Support Area)** |  |  |  |