How re-activate SAP access – User access de-activated

Not being able to login to SAP is very often caused by user access deactivation due to lack of activity the system.

An email notification is sent upon deactivation as shown below:

Subject: PM3194 Account has been Locked due to no use in the SAP system

SAP User-ID - Locked

Dear Aurelia,
your account has been Locked in P06CLNT300 system.

User-ID: PM3194
System ID: P06CLNT300

Q: Why did I receive this email notification?
A: You received this email due to not having used/logged on to above SAP System ID in the last 3 to 12 months.

Q: I am unsure which SAP system the locking of my account concerns?
A: Please see list below for information on all SAP Systems and their naming convention.

Q: What should I do with this notification?
A: No action is required by you if you have no further need to use/access this system.

Q: I have further need to use/access this system, how can I apply for access again?
A: You are required to raise a Service Request Ticket, by using the following link.

Please use below link to raise Service Request to unlock your SAP account.

https://skfprod.service-now.com/sp?id=skf_sc_cat_item&sys_id=dfc41a048709a11459d9a8a90cbb358f

Follow the steps below to re-activate your access:

1. Go to Request Form in ServiceNow
2. Populate SAP System details (P06 for main SKF SAP instance, PC21 for China instance)
3. Click "Order Now" >> "Checkout"

The access should be re-activated in several hours.

Related articles

How to request access to SAP – Requestor

How to request access to SAP - Cost center owner

I have received a NOPO invoice for approval but I am not the correct Requestor / Approver