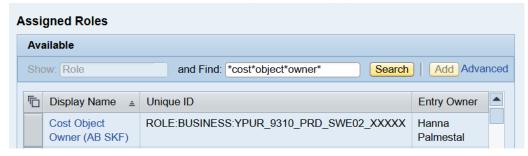
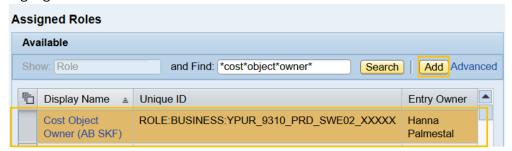
## How to request access to SAP - Cost center owner

If no other SAP Business Role is assigned to the user, the cost center / internal order owner should apply for **Cost Object Owner** Business Role to be able to approve Purchase Orders / invoices in SAP.

- 1. Go to SAP Identity Management website
- 2. Choose Request Business Role
  - Request Business Role : Task for requesting new roles for UNITE SAP-landscape
- 3. Type \*Cost\*Object\*Owner\*[Relevant Business Unit name]\* in the search bar in the "Available" section to find the role for specific company code



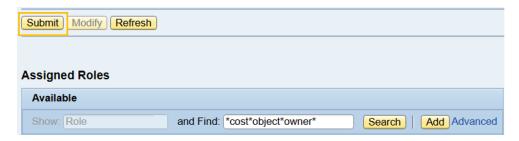
4. Highlight selected role and Click Add



5. Indicate the reason for requesting the role and click Add



6. Click Submit at the top



## **Related articles**

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

How to request access to SAP - Requestor