


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

Assigned Roles

Available

Show: Role and Find: *cost*object*owner* **Search** | **Add** Advanced

Display Name	Unique ID	Entry Owner
Cost Object Owner (AB SKF)	ROLE:BUSINESS:YPUR_9310_PRD_SWE02_XXXXX	Hanna Palmestål

4. Highlight selected role and Click **Add**

Assigned Roles

Available

Show: Role and Find: *cost*object*owner* **Search** | **Add** Advanced

Display Name	Unique ID	Entry Owner
Cost Object Owner (AB SKF)	ROLE:BUSINESS:YPUR_9310_PRD_SWE02_XXXXX	Hanna Palmestål

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

New Assignment

Direct Validity Assignment:

Valid Start Date: Valid To:

Reason:*
Invoice approval

Add **Cancel**

6. Click **Submit** at the top

<input type="button" value="Submit"/>	<input type="button" value="Modify"/>	<input type="button" value="Refresh"/>
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Assigned Roles

Available	
Show: <input type="text" value="Role"/>	and Find: <input type="text" value="*cost*object*owner*"/>
<input type="button" value="Search"/>	<input type="button" value="Add"/> Advanced

Related articles

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

How to request access to SAP - Requestor