

How to request access to SAP – Requestor

Access to VIM Workplace transaction is included in **Ariba Requester Basic** role so no additional role is required for invoice handling in case of requestors in Business Units using Ariba.

See how to request **Ariba Requester Basic** role: [How to request access to Ariba](#)

If the user does not have access to Ariba or any other SAP role, the following Business Roles might be used:

- **Invoice Handling for users without SAP roles – Country**
- **Sales Goods Receipts – Unit**

In order to request the role:

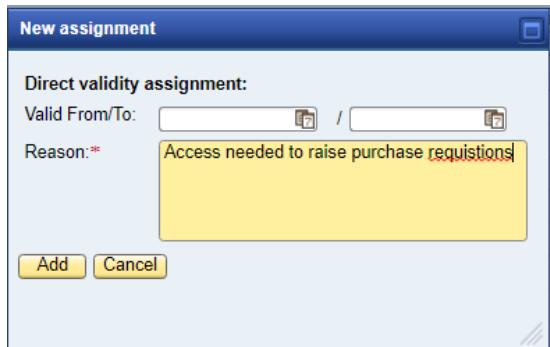
1. Go to [SAP Identity Management](#) website
2. Choose **Request Business Role**
 - Request Business Role : Task for requesting new roles for UNITE SAP-landscape
3. Type role name using asterisk signs e.g. ***Invoice*Handling*for*Users*[Relevant Country]*** in the search bar in the “Available” section to find the role for specific company code

Assigned Roles				
Available				
	Show: <input type="text" value="Role"/> and Find: <input type="text" value="*invoice*handling*for*us..."/> <input type="button" value="Search"/> <input type="button" value="Add"/> Advanced	Display Name	Unique ID	Entry Owner
		Invoice Handling for Users without SAP Roles (Germany GmbH)	ROLE:BUSINESS:YPUR_9318_PRD_DEU01_XXXXX	Harald Wolf
		Invoice Handling for users without SAP roles (Hungary)	ROLE:BUSINESS:YPUR_9318_PRD_HUN01_XXXXX	Armilla Teichmann

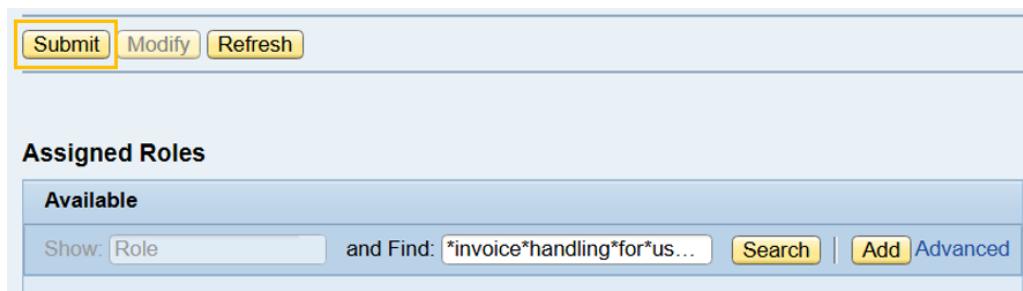
4. Highlight selected role and Click **Add**

Assigned Roles				
Available				
	Show: <input type="text" value="Role"/> and Find: <input type="text" value="*invoice*handling*for*us..."/> <input type="button" value="Search"/> <input type="button" value="Add"/> Advanced	Display Name	Unique ID	Entry Owner
		Invoice Handling for Users without SAP Roles (Germany GmbH)	ROLE:BUSINESS:YPUR_9318_PRD_DEU01_XXXXX	Harald Wolf

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



6. Click **Submit** at the top



Assigned Roles

Available

Show: Role and Find: *invoice*handling*for*us... Search | Add Advanced

Related articles

[How to request access to Ariba](#)

[How to request access to VIM Analytics \(invoice processing history transaction in SAP\)](#)