

## 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: Role and Find: \*invoice\*handling\*for\*us... Search 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	Armillia Teichmann

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

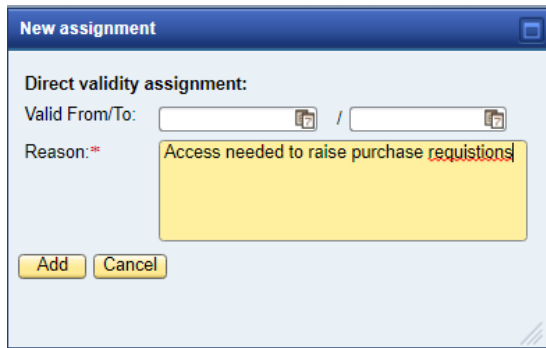
**Assigned Roles**

**Available**

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

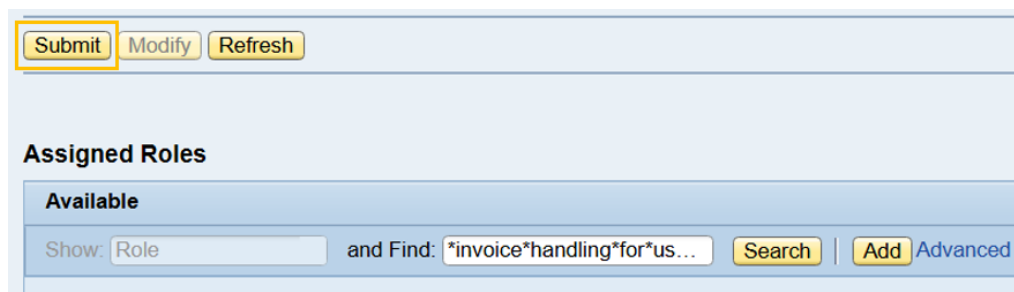
Display Name	Unique ID	Entry Owner
Invoice Handling for Users without SAP Roles (Germany GmbH)	ROLE:BUSINESS:YPUR_9318_PRD_DEU01_XXXXX	Harald Wolf

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



A screenshot of a 'New assignment' dialog box. It has a title bar with the text 'New assignment' and a close button. The main area contains the text 'Direct validity assignment:' followed by 'Valid From/To:' and two empty date pickers separated by a slash. Below this is 'Reason: \*' followed by a yellow text box containing the text 'Access needed to raise purchase requisitions'. At the bottom are 'Add' and 'Cancel' buttons.

6. Click **Submit** at the top



A screenshot of a web interface showing a top bar with 'Submit', 'Modify', and 'Refresh' buttons. Below is a section titled 'Assigned Roles'. Under this title is a sub-section 'Available' which contains a search bar with 'Show: Role' and 'and Find: \*invoice\*handling\*for\*us...'. To the right of the search bar are 'Search', 'Add', and 'Advanced' buttons.

### Related articles

How to request access to Ariba

How to request access to VIM Analytics (invoice processing history transaction in SAP)