

Chemistry Stores: Planon Access Request Form - NEW CUSTOMER

Enterprise Maintenance Management System (EMMS)

Planon is UBC's Enterprise Maintenance Management System (EMMS).

Please complete this form if you are a customer (student) using Chemistry Stores or a Chemistry Stores staff member.

SECTION 1: Requestor Information	
Name:	CWL Username:
Employee ID:	Department:
Title/Position:	Authorized Workday Worktags/Speedcharts:
Email Address:	Date (MM/DD/YY):
SECTION 2: Access Requested	
Select <u>ONE</u> from the list below:	
<input type="checkbox"/> Customer (Access to CHEM Product Store) <input type="checkbox"/> Stores Person <input type="checkbox"/> Stores Manager	
SECTION 3: Manager or Supervisor Information	
Name:	Department:
Title/Position:	Email Address:
Date (MM/DD/YY):	
SECTION 4: Instructions to Submit the EMMS (Planon) Access Request Form	
<p>To complete the Planon access request process:</p> <ol style="list-style-type: none"> 1. Ask your manager or supervisor to send the completed form to xhuang@chem.ubc.ca and copy kbutton@chem.ubc.ca for final approval. 2. Chemistry Stores will submit the request by selecting "Yes, I am submitting this request for someone else" via the UBC IT Service Centre Self-Service Portal. 3. When Planon access is approved, the original requestor will receive an email notification from ServiceNow. 	