



## 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 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	
<b>Select <u>ONE</u> from the list below:</b>	
<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	
To complete the Planon access request process:	
<ol style="list-style-type: none"><li>1. The customer's manager or supervisor must email the form to <a href="mailto:storesaccounts@chem.ubc.ca">storesaccounts@chem.ubc.ca</a> to authorize the customer.</li><li>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.</li><li>3. When Planon access is approved, the original requestor will receive an email notification from ServiceNow.</li></ol>	