

Policy Domain	SAP User Management Policy	Creation Date	10 th Feb 2021
		Classification	Internal
		Version	1.0
		Doc. Owner	IT Head

Document Control			
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Document Modification History							
SR #	Document	Version No.	Reviewed On	Checked On	Approved On	Effective Date	Authorized Signatory
1.	SAP User Management Policy	1.0	05 TH Mar 21	10 th Mar 21	10 th Mar 21	11 th Mar 21	
2.							
3.							

Document Control

- This document is subject to version control and shall be managed by IT Head. Any request for amending this document shall be approved by Director. The IT Head shall review this document at least once in a year and/or when there is a significant change in technology adopted, business objectives, identified threats, legal environment, social climate and business processes.
- The document is available on Helpdesk Portal under Announcement and Server shared folder under AETL Policies and provided with HR Joining Kit, in non-editable pdf format and all the employees are expected to read and adhere to it. The approved and signed copies are available with IT Team, which can be used for audit purpose only. IT Team is responsible for maintaining updated copy of this document and its effective communication within Advanced Enzymes (AETL).

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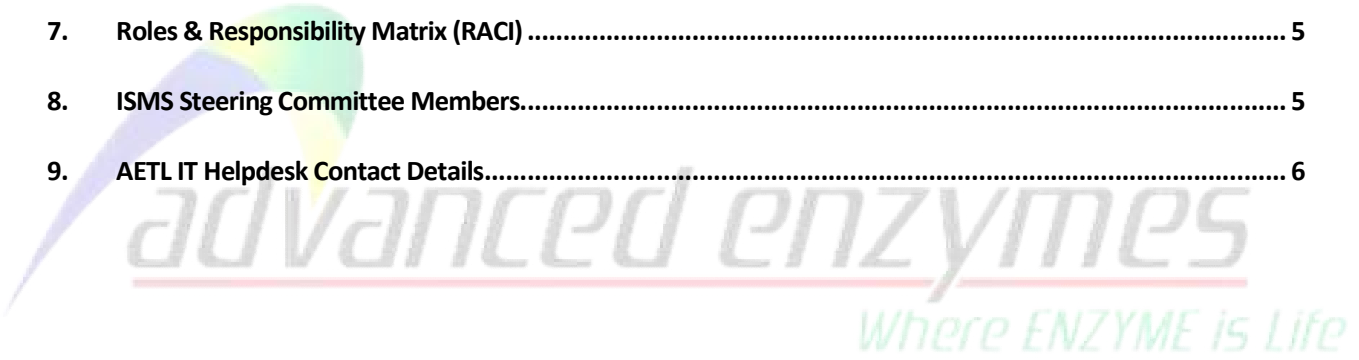
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1. Overview

This policy describes user identities creation, modifications and revocation into SAP systems; criteria for creating user accounts; how users should be authenticated; how authorizations should be managed; and how user accounts and privileges should be deprovisioned.

2. Purpose

The purpose of this policy is to prevent unauthorized access of SAP Landscape. The policy describes the creation, modification, deletion of SAP user ID and respective authorization assignments, modification and revokes from SAP systems.

3. Scope

The SAP User Management policy applies to all the employees, business partners, third parties, who have access to SAP Systems. All the locations including sales offices, production plants and HO are covered under this policy.

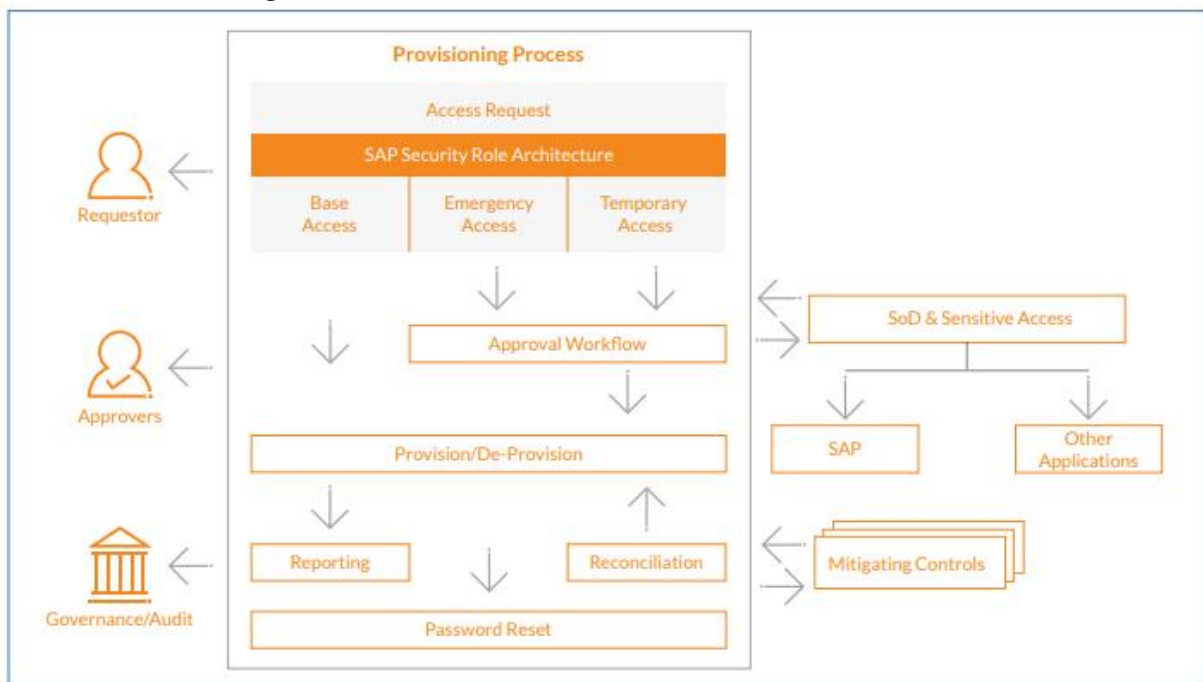
4. Policy

4.1 User Management (Creation, Modification, Deletion, Transaction rights)

- 4.1.1 Any SAP user ID creation request should come from HR, End user or Department Head to sapsupport helpdesk support portal and approved by their HOD and SAP Project Head or IT Head and processed by Basisadmin.
- 4.1.2 Any SAP user ID modification request from the End user or Department Head should be sent to sapsupport helpdesk support portal and will be reviewed & processed by Basisadmin, SAP project head or IT Head.
- 4.1.3 Any SAP user ID revoke request should come from HR or Department Head to sapsupport helpdesk support portal and will be reviewed & processed by Basisadmin, SAP project head or IT Head.
- 4.1.4 Emergency Access to SAP can be provided by written approval of Director. The Emergency Access will be for a specified time period and will be revoked after the duration is over. All such emergency access provision records will be maintained by SAP Basisadmin.

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SAP Access Provisioning Process



- 4.1.5 SAP user ID classification and authorization assignment and revoke of authorization to be advised by Department head / Reporting Head and approved by SAP Project head or Head IT and performed by basis administrator on day to day basis.
- 4.1.6 SAP user ID review of authorization assignment is the responsibility of Department Head / Reporting Head. Basis admin will share user wise assigned SAP authorizations to Department Head / Reporting Head to validate the authorizations once in a financial year. The suggested change in authorizations will be implemented by SAP Basis.
- 4.1.7 All password configurations settings follow as per AETL Password Policy.
- 4.1.8 The System user's password should be changed and vaulted with Head of IT. DDIC / SAP* system users should be locked and can be open on requested by basisadmin and approval.

4.2 SAP Access Management Governance Organization

- 4.2.1 If the employee leaves the organization the SAP user ID will be disabled as soon as information received from HR Department. A new SAP ID is provided to incumbent employee. The SAP system forces the new employee to change the password during first login.

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4.2.2 All the SAP consultant are also business process facilitator and perform various month-end activities. SAP consultants are provided access to development, qualities and production server of their own module.

5. Policy Review

The policy will be reviewed on yearly basis or if there is any major change in IT infrastructure to incorporate changes if any.

IT Head will be responsible for reviewing the policy and communicating the changes made therein.

6. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7. Roles & Responsibility Matrix (RACI)

Activity \ Role	IT Head	ISMS Steering Committee	Internal Users	External Users	Exempted
Authoring of this document	RA	RA	-	-	-
Approval of this document	I	CI	-	-	-
Sign-off of this document	CI	CI	-	-	-
Application of this document	RA	RA	RA	RA	-

R	Responsible
A	Accountable
C	Consulted
I	Informed

8. ISMS Steering Committee Members

1. Mukund Kabra (Director)
2. B. P. Rauka (CFO)
3. Maruti Divekar (IT Head)

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9. AETL IT Helpdesk Contact Details

- Logging an online support request: <https://192.168.2.7:8080>
- Email: it.helpdesk@advancedenzymes.com
- Telephone: **022 41703234**

