

DFE Access form

THIS FORM MUST ACCOMPANY A CISM ticket (logged via DCX Workplace or via Service Desk x5999)

CISM TICKET NR. _____

A. APPLICANT DETAIL	
NAME & SURNAME: _____	
TITLE/ ROLE : _____	
GEMS USERID: _____	
E-MAIL: _____ TEL/EXT: _____	
USER TYPE:	o Internal/ SMH o Dealer/ Agent (Not SMH)
DEALERSHIP(S) CODES: _____	
DEPT:	o IT o Customer Services o Finance/ Controlling o Sales & Marketing
LINE OF BUSINESS:	o MBPC (MBSA) o SMT (MBSA) o MBLCV (MBSA) o MBHCV (ZATB)
	o FTL (FUSO) (ZATB) o UNIMOG (ZATB) o MITSUBUSHI (ZATB)
MODEL DFE USERID : _____ (UserID profile to be copied)	
B. ACCESS REQUIRED	
Please select your required roles below	
C. SIGNATURES	
_____	_____
Applicant	Manager

* Applicable access to be selected on DLP by GEMS Administrator OR Service Desk for SMH/ Internal staff only

** Roles to be actioned as per the action matrix below by Service Desk

DFE Role	Description	Assign to	Role Required
ASIA.ALLOCATE	Ability to allocate vehicles available as per assigned Line on Business	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐
ASIA.BACKORDER	Ability to create single Backorder (BTO i.e. Bill to order)	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐
ASIA.BACKORDER_QTY	Ability to create multiple Backorders with units having the same specification (BTO i.e. Bill to order)	1) Sales Manager 2) Sales Admin	☐
ASIA.CREDIT_APPROVE	Ability to Request Approve schemes (Credit/ Debit memos)	INTERNAL ROLE	☐
ASIA.CREDIT_REQUEST	Ability to Request schemes (Credit/ Debit memos)	1) Sales Manager 2) Sales Admin 3) Accounts	☐
ASIA.DEALER_TRANSFER_MBSA	Ability to perform Dealer Transfers - Dealer swap process (Applicable to DTB & Vans ONLY)	1) Sales Manager 2) Sales Admin	☐
ASIA.DISPLAY	General role as all users should have this to enable the menus	All users	☐
ASIA.EDIT	Ability to amend vehicle configuration, End customer details	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐
ASIA.ENQUIRY	Ability to perform enquiries on vehicles allocated to the Agent/ Dealer	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐
ASIA.IND_SEARCH	Ability to perform specific vehicle search on vehicles that have been allocated to the Agent/ Dealer.	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐
ASIA.JPOS	Role required for OPE user profiles ONLY to enable OPE connectivity	All OPE users	☐
ASIA.JPOS_SEARCH	Role required for OPE user profiles ONLY to enable vehicle search via OPE	All OPE users	☐
DFE Role	Description	Assign to	Role Required
ASIA.MBK_UPLOAD	This role is used to enable the Menu Upload screen	Sales Admin	☐
ASIA.OTH_DLR	Ability to view Other Dealers' stock (Applicable to DTB & Vans)	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐
ASIA.REPORT_MANAGER	Ability to access Manager reports	1) Sales Manager 2) Sales Admin 3) DP	☐
ASIA.REPORT_SALES	Ability to access Sales reports	1) Sales Manager 2) Sales Admin 3) DP	☐
ASIA.SEARCH	Ability to perform a general vehicle search on unallocated units	1) Sales Manager 2) Sales Exec 3) Sales Admin	☐