



REQUEST MESC PORTAL ACCESS FOR SHELL USERS

Quick Reference Guide

PURPOSE OF THIS GUIDE

The document serves as a step-by-step guide for Shell Users to Request MESC Portal Access via Service Now .

WHY DO WE NEED MESC PORTAL ACCESS?

Material and Equipment Standards and Codes are published in portal and User's need access the MESC Portal to refer the MESC Codes and Standard catalogue or Buying descriptions.

KEY POINTS IN THE REQUEST PROCESS

- All requests access will be made using Service Now.
- All requests will be review and approved by MESC administrator.

Steps for requesting access

On the Service now screen, you should be update Mandatory fields for requesting access.

1. Go to service now portal Materials and Equipment Standards and Code (MESC) Portal - User Access - Add/Change - Service Portal (service-now.com)

Materials and Equipment Standards and Code (MESC) Portal - User Access - Add/Change

User access request for Materials and Equipment Standards and Code (MESC) application for adding new Shell company user or change company Admin (Shell/Non-Shell).

2. Provide a Business justifications (required) for the request.

* Provide the Business Justification

Example : Need to review MESC Codes and Buying Descriptions



REQUEST MESC PORTAL ACCESS FOR SHELL USERS

Quick Reference Guide

3. For Service type, please Click "**Shell User Addition**"

* Service Type

☐ Company Creation ☐ License Extension ☒ Shell User Addition

4. Fill out the required fields : **Shell Company name**, **First Name & Last Name**, **Email address & User type**

* Shell Company Name

Shell Shared Service Centre - Chennai

* First Name

Karthik

* Last Name

Ravichandran

* Email Address

karthik.ravichandran@shell.com

* User Type

Company User

5. Click "**Order Now**" to complete the Access Request.



Add to Cart

Order Now

A request ID is created by the system and email notifications will be sent automatically to the requestor and designated approvers (MESC administrator).

WHERE DO I GO FOR HELP?

For More information and Support, please contact

☐ **MESC@Shell.com**

☐ **Karthik.Ravichandran@shell.com**