

Stage 2 - I (TSU Tools & BAM) ensure that the Regional /International Treasury reviews and validates.

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) - " I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: TSU Tools & BAM

Responsibility area:

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- 3.1. I ensure that the Regional/ International Treasury reviews and validates, if applicable.
 - 3.1.1. The Regional / International Treasury person responsible for the country of the legal entity will receive an action email asking him/her to review the request and validate it or not. See Annexe 1 for a list of the responsible people.

- 3.1.2. Regional / International Treasurer is responsible for:
- 3.1.3. In AODOCS, Regional / International Treasury can reject the request and send it back to the requester or escalate the request to the next level which is the review and the approval of TSU.

Scope



Please remove the icon when not applicable.

ERP



Please remove the icon when not applicable.

Frequency



Please remove the icon when not applicable.

References

Forms

Attachments

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 validates. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I ensure that the Regional/ International Treasury reviews and validates, if applicable.

3.1.1. The Regional / International Treasury person responsible for the country of the legal entity will receive an action email asking him/her to review the request and validate it or not. [See Annexe 1](#) for a list of the responsible people.

3.1.2. Regional / International Treasurer is responsible for:

- reviewing the information already provided (legal entity, currency & purpose of the account and optional information such as banking partner)
- confirming the banking partner according to Corporate banking structure guidelines (set of preferred banking partners). If no preferred banking partner can be used, agree with WW International Treasurer for the most appropriate banking partner.
- Review the counterparty risk related to the banking partner and discuss possible adjustment of limits
- Make recommendations & give information to TSU & CAM for the correct implementation of the account : contact person at the bank (if new bank), cash management structure, negotiated pricing if any, any specific arrangements...

3.1.3. In AODOCS, Regional / International Treasury can reject the request and send it back to the requester or escalate the request to the next level which is the review and the approval of TSU.

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