

# Stage 2 - I prepare the Power of Attorney letters.

## 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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- Table of contents
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    - 1.2. Scope
  - 2. Definitions
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  - 3.2. I (TSU Tools & BAM) store the letters in a dedicated folder on TSU SharedDrive. The process is manual for time being, but publiposting option is foreseen.

## Scope

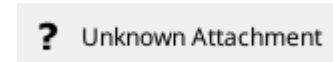
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Please remove the icon when not applicable.

## ERP

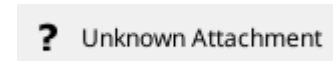
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## Frequency

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## References

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## Forms

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## Attachments

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<< Stage 2 - I prepare the Power of Attorney letters. >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

## 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

*3.1. I (TSU Tools & BAM) prepare the POA letters for each bank/branch. Some specific letters should be prepared for banks with which we process other operations than payments, such as deposits & FX transactions and guarantees.*

*3.2. I (TSU Tools & BAM) store the letters in a dedicated folder on TSU SharedDrive. The process is manual for time being, but publipostage option is foreseen.*

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