

# Stage 5 - I inform the banks.

## 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:

## Table of contents

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- Table of contents
- 1. Objective and Scope
  - 1.1. Objective of this Operation
  - 1.2. Scope
- 2. Definitions
- 3. Tasks description
- 3.1. I (TSU Tools & BAM) inform the banks of the change in power of attorney, according with the bank Terms and Conditions signed;
- 3.2. The bank might be informed first through email but this step should be supported by a formal communication format (eg: DHL mail, registered mail or in the future by e-bam tool of the bank when available).

## Scope



WW

Please remove the icon when not applicable.

## ERP



PF1



WP1



PE1



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## Frequency

- 3.3. In some cases, the bank can require legalisation of the documents (apostille, certification of IDs by the Consulate (Italian case with e.g codice fiscale), face-to-face identification in a branch of the bank...
- 3.4. I (TSU Tools & BAM) should obtain and send the necessary documents to the bank by registered letter with return receipt.
- 3.5. The new POA cancels and replaces all the previous POAs sent to the bank.



Month

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References

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Forms

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Attachments

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## 1. Objective and Scope

### 1.1. Objective of this Operation

### 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

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