

# Stage 9 - I (TSU Tools & BAM) introduce the changes in Authorizations platforms.

## 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

- 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
  - 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
- 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) should be informed by the Solvay Affiliates, people in charge, often the company CAM if the payment transactions will be performed in Electronic Banking Systems (EBS). If so, the affiliate payments should be subject to a full set of controls before payment execution. These controls are defined by Corporate Treasury in collaboration with SBS or local finance teams.

- 3.2. I (Legal Representative or delegate) must validate the requests for affiliate payment authorization roles, in Electronic Banking Systems (EBS) and an internal EBS POA must be generated accordingly.
- 3.3 I (TSU Tools & BAM) create and/or update the power of attorney (authorizations roles) in the respective platforms and/or EBS (Solvay Treasury Online, BNPP Connexis, BOFA Cashpro, JP Morgan, Citi Direct...).
- 3.4. I (TSU Tools & BAM), in case of replacement, remove the power of attorney (authorizations roles) who previously had the respective competence.
- 3.5. I (TSU Tools & BAM) must create a request for IS authorizations team to add the authorizations roles when concerning ERPs (BCM - Bank Communication Management).

## Scope

---



Please remove the icon when not applicable.

## ERP

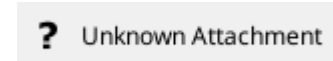
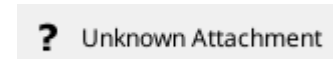
---



Please remove the icon when not applicable.

## Frequency

---



Please remove the icon when not applicable.

## References

---

## Forms

---

## Attachments

---

<< Stage 9 - I (TSU Tools & BAM) introduce the changes in Authorizations platforms. >>

# 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) should be informed by the Solvay Affiliates, people in charge, often the company CAM if the payment transactions will be performed in Electronic Banking Systems (EBS). If so, the affiliate payments should be subject to a full set of controls before payment execution. These controls are defined by Corporate Treasury in collaboration with SBS or local finance teams.*

*3.2. I (Legal Representative or delegate) must validate the requests for affiliate payment authorization roles, in Electronic Banking Systems (EBS) and an internal EBS POA must be generated accordingly.*

*3.3 I (TSU Tools & BAM) create and/or update the power of attorney (authorizations roles) in the respective platforms and/or EBS (Solvay Treasury Online, BNPP Connexis, BOFA Cashpro, JP Morgan, Citi Direct...).*

*3.4. I (TSU Tools & BAM), in case of replacement, remove the power of attorney (authorizations roles) who previously had the respective competence.*

*3.5. I (TSU Tools & BAM) must create a request for IS authorizations team to add the authorizations roles when concerning ERPs (BCM - Bank Communication Management).*

**End of document.**