

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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- 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.

Scope

 **WW**

Please remove the icon when not applicable.

ERP

 **PF1**  **WP1**

 **PE1**

 **Unknown Attachment**

Please remove the icon when not applicable.

Frequency

 **Month**

 **Unknown Attachment**

 **Unknown Attachment**

Please remove the icon when not applicable.

References

Forms

Attachments

<< 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

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