Create an Operating Procedure

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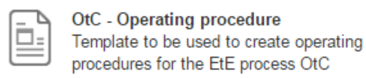
On the home page,

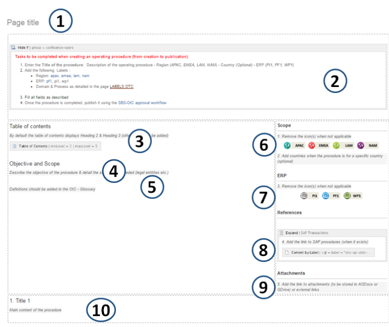
Choose on the folder Customer Credit and Trade by Domains your appropriate domain : Accounts Receivable or Credit Management or Cash Collection or Customs Trade and Control .

Click on the icone : "create a new operating procedure" and then on the icone at the top of the page : Create and

Choose the template



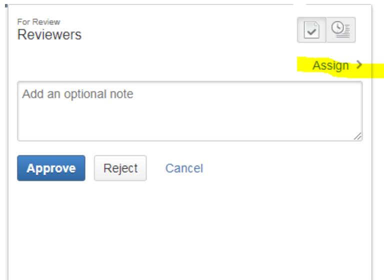
A new page with the standard template is created



1. Enter the title of the page = "ERP (*PI1, PF1, WP1*) - Description of the operating procedure - Region (*APAC, EMEA, LAM, NAM*) - Country (*Optional*) "
2. In this frame (that doesn't appear when the page is saved), there is a short reminder of what should be done when a procedure is created
3. Table of content : by default it takes into account heading 2 & 3 but it can be updated
4. Describe the objective of the procedure
5. Add definitions in the CMSL - Glossary
6. By default there is one icon by Region. Remove the icon(s) when not applicable. You can also add a country when the procedure is only for one country
7. By default there is one icon by ERP. Remove the icon(s) when not applicable.
8. Add a link to SAP procedures when applicable
9. Add attachments. It can be a link to a document in AODocs, Gdrive or an external link
10. Main content of the procedure
11. Add labels depending the page where you want to classify your OP and following these "rules" :
    - List of labels to be used in the space CCT

Save your page 

12. Assign your document to the appropriate reviewer (the list appears when you click on Assign)



Next: Publish the operating procedure