

UK - SCO - 7771 Exchange Rate

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:

Responsibility area:

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Scope

ERP



Frequency



References

Forms

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1. Objective and Scope

1.1. Objective of this Operation

This procedure delivers the average rate for all the currencies needed.

1.2. Scope

This is applied only for company 7771 CYTEC ENGINEERED MATERIALS LIMITED (GB).

2. Procedure

2.1. Near D-1, the exchange rates [here](#) will be updated for the current month. You can keep the file open or download it.

<< UK - SCO - 7771 Exchange Rate
>>

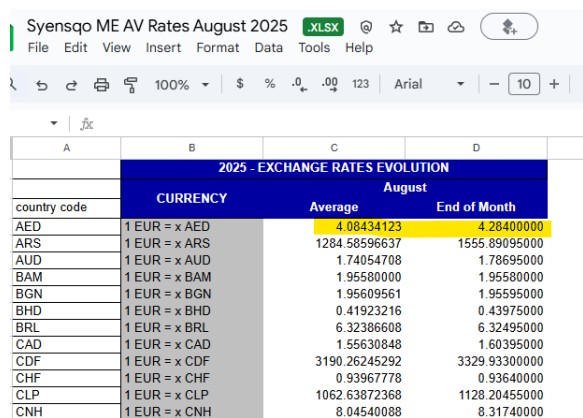
2.2. You will now need download the last exchange rate file sent by you, archived on the Drive [here](#).

Exchange rate report ... 2025

1 selected

Name	Last mo...
Syntego ME AV Rates June 2025 .xlsx	Jul 1, 2025 Estanísio García
Syntego ME AV Rates July 2025 .xlsx	Aug 1, 2025 Estanísio García
Syntego ME AV Rates August 2025 .xlsx	2:07 PM me

Then, you will copy the current month from the ExchRates 2025 Syensqo file to the sheet "Year rates" in excel (paste values to C2).



2025 - EXCHANGE RATES EVOLUTION			
		August	
country code	CURRENCY	Average	End of Month
AED	1 EUR = x AED	4.08434123	4.28400000
ARS	1 EUR = x ARS	1284.58596637	1555.89095000
AUD	1 EUR = x AUD	1.74054708	1.78695000
BAM	1 EUR = x BAM	1.95580000	1.95580000
BGN	1 EUR = x BGN	1.95609561	1.95595000
BHD	1 EUR = x BHD	0.41923216	0.43975000
BRL	1 EUR = x BRL	6.32386608	6.32495000
CAD	1 EUR = x CAD	1.55630848	1.60395000
CDF	1 EUR = x CDF	3190.26245292	3329.93300000
CHF	1 EUR = x CHF	0.93967778	0.93640000
CLP	1 EUR = x CLP	1062.63872368	1128.20455000
CNH	1 EUR = x CNH	8.04540088	8.31740000

The file will automatically fulfil the rest of the information.

2.3. You copy the mailing list from the previous email "Month End Exchange Rates Month Year" to an empty e-mail, attach the excel and send.

You may use the message:

Dear all,

Please see attached Exchange Rates from June.

Kind regards,

...

End of document.

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I do something...

3.1.1. Step 1 of Task 1 (I do something...)

3.1.2. Step 2 of Task 1 (I do something...)

...

3.2. I do something...

3.2.1. Step 1 of Task 2 (I do something...)

3.2.2. Step 2 of Task 2 (I do something...)

...

End of document.