

I validate FSL Space access request

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



WW

ERP

Frequency



Month



Unknown Attachment



Unknown Attachment

References

Forms

Attachments

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1. Objective and Scope

1.1. Objective

New contributors or approvers need access to FSL space.

1.2. Scope

WW

2. Definitions

I validate access application

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. *I receive inquiry from IT*

On Fri, Nov 7, 2025 at 10:50 PM Syensqo SA <incoming@syensqo-mail.onbmc.com> wrote:

Hi Joice,

Hope you're great.

This ticket has been logged to our queue and we are working to resolve it as soon as possible.

The user teresa.silva@syensqo.com is requesting edit access for the following Space in confluence Wiki

<https://wiki.syensqo.com/display/CostOP/GBS+Finance+Service+Line+Home+page>

Could you please validate the request to provide an access ?

Thanks,

3.2. *I go to the user's N+1 to confirm the application*

On Mon, Nov 10, 2025 at 1:46 AM Li, Qiaosi (Joice) <joice.li@syensqo.com> wrote:

Hello Sofia,

Do you agree with the request?

3.3. *I reply IT's inquiry based on the answer from N+1*

...

End of document.