Process Id#:   **3004**

Process Name: **Register iSupplier Account**

Date Last Updated: **22/03/2022**

Description: Describes the business process for registering a Supplier as an iSupplier in Oracle

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB:

As required under Article 30 (2) of the GDPR:

Data Stage		Process	Owner	Storage Location	Personal / Sensitive Data	Data Items
Transfer	1	PSB prepare an instruction for the proposed On-Boarding Suppliers as iSuppliers (Oracle portal used by all suppliers), based on selection criteria, such as value of invoice and long terms invoice activity with suppliers	PSB	CMS	N/a – PSB activity	
Usage	2	FSS receive the instruction and review the supplier record, establishing if the supplier contact has access to more than 1 site and if the Supplier record exists for more than one PSB.	Accounts Payable Master Data User - FSS	Off System		
Usage	3	FSS assign relevant access required for use of the iSupplier Portal to contact(s) of the supplier record.	Accounts Payable Master Data User - FSS	Oracle	Personal	Supplier name, postal address, email address telephone number, tax ID, bank details.
Usage	4	FSS sends an invitation to the Supplier for their registration through email	Accounts Payable Master Data User - FSS	Oracle/Automatic	Personal	Supplier name, Supplier email address.
Usage	5	Supplier receives the invitation e-mail for Supplier set-up from FSS to register	Supplier	Off System	N/a – Supplier activity	
Usage	6	Supplier logs into iSupplier through the link provided in the email and reviews the details of the registration	Supplier	Oracle	N/a – Supplier activity	

Usage	7	Supplier ensures all details of the registration are correct and accurate	Supplier	Oracle	N/a – Supplier activity	
Usage	8	Supplier updates the details in iSupplier if not all details are correct and submit to the FSS for processing	Supplier	Oracle	N/a – Supplier activity	
Usage	9	FSS receives notification of the details update from the Supplier if the details were in fact updated	Accounts Payable Master Data User - FSS	Oracle	Personal	Supplier name, postal address, email address telephone number, tax ID, bank details
Usage	10	FSS contact the Supplier to ensure the details provided are correct (e.g. bank details). This is typically a verbal confirmation via a call back but the FSS could also use an email process. If details are approved, the system automatically updates the supplier record. If details are rejected, the process follows a route to engage with the supplier to correct these details.	Accounts Payable Master Data User - FSS	iSupplier	Personal	Supplier name, postal address, email address telephone number, tax ID, bank details
Transfer	12	Supplier receives notification of the request for correct details made by the FSS through email if details were not approved	Supplier	Oracle	N/a – Supplier activity	
Retention	13	FSS ensures that the details automatically update in the system once the details are approved. The process is now complete	Accounts Payable Master Data User - FSS	Automated	Personal	Supplier name, postal address, email address telephone number, tax ID, bank details