

Process Id#: 3005
Process Name: Manage Supplier Deactivation
Date Last Updated: 22/03/2022

Description: Describes the business process for the periodic deactivation of suppliers. [This will be an infrequent process].

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
Usage	1	FSS accounts payable master data user enter the search criteria needed into the system for suppliers in order to scope out suppliers to be deactivated such as a certain period since last invoice, a certain period since last payment, a certain period since last purchase order and a certain period since supplier creation	Accounts Payable Master Data User - FSS	Oracle		
Capture/Usage	2	FSS accounts payable master data user produce the relevant supplier list that applies for the suppliers needing deactivation	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier details – name, email address, postal address, telephone number, tax Id number
Usage	3	FSS accounts payable master data user review the list to deselect suppliers for end dating e.g. the user may be aware that a supplier will be used in the future. Examples of this would be where a scheme payment may be paid every 3 years and the FSS knows the scheme is due again but the suppliers are listed for end dating because they have not been paid in 2 years	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier details – name, email address, postal address, telephone number, tax Id number

Usage	4	A list will be prepared for follow up with the PSB as suppliers fit the criteria but cannot be end dated without the approval of the PSBs, and if there are open transactions. This list will be sent to the PSB via a ticket through the case management system	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier details – name, email address, postal address, telephone number, tax Id number
Capture/Usage	5	PSB receive the details of open transactions for action via a ticket and make the appropriate changes	Retained Finance Function - PSB	CMS	N/a – PSB Activity	
Usage	6	FSS accounts payable master data user run the supplier deactivation program based on approvals received from PSBs. FSS accounts payable master data user take a data dump for records, audit and review purposes. The FSS will then store a file on a secure directory which holds details of all supplier's end dated as part of the process with a link back to the process request id and date.	Accounts Payable Master Data User - FSS	Oracle	Personal	Supplier details – name, email address, postal address, telephone number, tax Id number
Usage	7	FSS accounts payable master data user ensure the supplier deactivation program automatically sends an approval request to the FSS payables senior manager to end date all records that fit the criteria without open transactions	Accounts Payable Master Data User - FSS	Oracle		
Capture/Usage	8	FSS accounts payable master data user makes any adjustments to selection if necessary if the request is not approved. The FSS payables senior manager then approves the request once satisfied the adjustments were made correctly	Accounts Payable master data user - FSS	Oracle	Personal	Supplier details – name, email address, postal address, telephone number, tax Id number

Usage	9	FSS accounts payable master data user ensure the supplier deactivation program automatically end date the supplier sites, bank assignments and determine if any active sites remain after approval is received. The program automatically end dates the supplier header if no active sites exist, capturing the relevant audit trail as before and setting the end dates on the account.		Oracle/Automated	Personal	Supplier details – name, email address, postal address, telephone number, tax Id number
Capture/Usage	10	FSS extract the data for records for audit purposes. This data will include the original user, the approver and the deactivation batch id. The deactivation batch id can be used for bulk reactivation where required.	Accounts Payable Master Data User - FSS	Oracle	Personal	Supplier details – name, email address, postal address, telephone number, tax Id number, FSS accounts payable master data user name, email, approver name, email
Usage	11	PSB will notify the FSS via the case management system when they require a Supplier to be reinstated.	Retained Finance Function - PSB	CMS	N/a – PSB Activity	
Usage	12	FSS reinstate the supplier requiring reinstating on to the system	Accounts Payable Master Data User - FSS	Off System	Personal	Supplier details – name, email address, postal address, telephone number, tax Id number
Capture/Usage	13	FSS enter the reactivation ID to process bulk reactivation of the reinstated supplier	Accounts Payable Master Data User - FSS	Oracle		