

**Process Id#:** 3010  
**Process Name:** Create new Supplier Account process  
**Date Last Updated:** 22/03/2022

**Description:** Describes the business process for creating a supplier record.

**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	PSB identifies need for supplier creation	Retained Finance Function - PSB	Off System	N/a – PSB Activity	
Usage	2	PSB sends template to Supplier to be populated with all the relevant account details	Retained Finance Function - PSB	Off System	N/a – PSB Activity	
Usage	3	Supplier returns updated template with details to PSB for processing	Supplier	Off System	N/a – PSB Activity	
Usage	4	PSB review template, form and populate additional details where necessary and as required	Retained Finance Function - PSB	Off System	N/a – PSB Activity	
Transfer	5	PSB send template to FSS for supplier creation process	Retained Finance Function - PSB	CMS	N/a – PSB Activity	
Usage	6	FSS receive and review supplier creation template from PSB	Accounts Payable Master Data User - FSS	CMS		
Usage	7	FSS input header details of the template	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID, bank details
Usage	8	FSS determine if supplier already exists. if not, proceed with new account creation	Accounts Payable Master Data User - FSS	Automated	Personal/Sensitive	Supplier name
Usage/Data Storage	9	FSS input all details from template, copy the template from ticket and attach to oracle record, save record, delete template from CMS ticket.	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID, bank details
Usage	10	FSS attach site to operating unit	Accounts Payable Master Data User - FSS	Oracle		
Usage	11	FSS enter supplier bank account details	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Bank Account Details

Usage	12	FSS do a final review of supplier details and activate supplier's bank account	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID, bank details
Usage	13	FSS then closes the ticket which signals to the Requester that the request has been completed.	Accounts Payable Master Data User - FSS	CMS	Personal/Sensitive	PSB name, PSB email
Transfer	15	<i>PSB review supplier for suitable purchasing/invoice methods</i>	Retained Finance Function - PSB	<i>Off System</i>	N/a – PSB Activity	
Usage	15	System automatically calls etc web service/etc interface	<i>System</i>	Automated		
Capture/Usage/Retention	16	System automatically updates supplier's tax compliance history for data purposes	<i>System</i>	Automated	Personal/Sensitive	Tax Compliance History