

Process Id#: 3012
Process Name: Manage Supplier Merge Process
Date Last Updated: 22/03/2022

Description: Describes the business process for creating a supplier record. [This will be an infrequent process because unique reference numbers are in use on the Supplier tables].

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/Usage	1	PSB submits a request to FSS for a supplier merge via a service request	PSB	Jitbit	N/a – PSB Activity	
Usage	2	FSS reviews the request to confirm that the accounts are duplicated	Accounts Payable Master Data User - FSS	Oracle	Personal	Supplier details - name, contact info.
Usage	3	FSS log into the supplier merge window system on Oracle	Accounts Payable Master Data User - FSS	Oracle		
Usage	4	FSS selects the purchase order to be merged on Oracle	Accounts Payable Master Data User - FSS	Oracle	Personal	Supplier details - name, address.
Capture/Usage	5	FSS enters the old supplier name and site on Oracle	Accounts Payable Master Data User - FSS	Oracle		
Capture/Usage	6	FSS enters the new supplier name and site on Oracle	Accounts Payable Master Data User - FSS	Oracle		
Usage	7	FSS completes the supplier merge concurrent process which transfers the information from the old supplier to the new supplier on Oracle. The FSS user will review the Supplier Merge Report and ensure all information has transferred from the old supplier and site to new supplier and site. They will also ensure the program end dated the old site to	Accounts Payable Master Data User - FSS	Oracle		

		ensure that it can no longer be used after a specific date.				
Usage	8	FSS proceed to manage invoices that could not be merged because they would result in duplicate invoice numbers for the same supplier which have been flagged automatically through the program. They manage the duplicated invoices by querying them on the invoice work bench and update unpaid duplicate invoices to cancelled on the old supplier site.	Invoice Processing User - FSS	Oracle		
Usage	9	FSS updates the unpaid duplicate invoices on new site if paid on old site via a ticket on the case management system	Invoice Processing User - FSS	Jitbit		
Transfer	10	PSB receives notification of the supplier merge plus invoice and PO details	PSB	CMS	N/a – PSB Activity	