Process Id#:   **3036**
Process Name: **Create Smart Form**
Date Last Updated: **22/03/2022**

Description: Describes business process to create a smart form on 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
Usage	1	PSB identify the need for a new smart form to control the non-catalogue spend	Purchasing Admin - PSB	Off System	N/a – PSB activity	
Usage	2	PSB complete the smart form template	PSB	JitBit		
Transfer	3	PSB submit the completed template for creation/update	PSB	JitBit		
Usage	4	FSS assign the required categories to commodity codes	iProc Master Data Admin - FSS	Oracle		
Usage	5	FSS create a new smart form which is a type of data form that has functionality not supported by regular data forms such as extended Excel formatting features including cell merging, calculated cells, empty rows and columns. The smart form is assigned to store for requisition creation, managing approved supplier list and sourcing rules and contract agreement purchases.	iProc Master Data Admin - FSS	Oracle	Supplier	Supplier account details, name, address, contact details

Usage	6	FSS create a new information template for the new smart form if required detailing the information contained within the smart form e.g figures for calculations and assigns it to the new smart form	Purchasing Admin - FSS	Oracle	Supplier	Supplier account details, name, address, contact details
Usage	7	FSS assign the supplier, supplier site and contract purchase agreement number where required to the new smart form	iProc Master Data Admin - FSS	Oracle	Supplier	Supplier account details, name, address, contact details
Retention	8	FSS close the ticket	iProc Master Data Admin - FSS	JitBit		