

Process Id#: 3201
Process Name: Supplier Invoice Hold with Prompt Payment Interest Process
Date Last Updated: 22/03/2022

Description: Describes business process to place supplier invoice on hold

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	FSS validates the supplier invoice	Invoice Processing User - FSS	Oracle	Personal	Supplier name, address, telephone number, tax ID,
Transfer	2	PSB sends the hold notification to the FSS to place a supplier on hold	Retained Finance Function User - PSB	Automated	n/a - PSB Activity	
Usage	3	FSS receives an instruction from the PSB to place a manual hold on supplier invoice	Invoice Processing User - FSS	Jitbit	Personal	Supplier name, invoice reference
Transfer	4	FSS ensures that system triggered manual hold has been placed	Invoice Processing User - FSS	Oracle	Personal	Supplier name, invoice reference
Usage	5	PSB receives the hold notification	Retained Finance Function User - PSB	Automated	n/a-PSB Activity	
Usage	6	PSB resolves the hold issue and notifies the FSS to remove the hold from supplier invoice	Retained Finance Function User - PSB	Jitbit	n/a-PSB Activity	
Transfer	7	FSS reviews the request from the PSB to remove the hold invoice	Invoice Processing User - FSS	Jitbit	Personal	Supplier name, invoice reference
Release	8	FSS releases the hold on the supplier invoice	Invoice Processing User - FSS	Oracle	Personal	Supplier name, invoice reference
Capture/Usage/Retention	9	System automatically calls the nightly tax clearance check & updates the tax compliance history.	System	Automated		

Usage	10	If the tax compliance check is successful the invoice proceeds to payment. If the check fails, the invoice is placed on eTC hold	System	Automated	Personal	
Transfer	11	Supplier receives holds e-mail alert	Supplier - External	Jitbit	Personal	