

Process Id#: 3202
Process Name: Capture Document Image
Date Last Updated: 22/03/2022

Description: Describes business process to capture a document image on Oracle for an invoice

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	Supplier receives a purchase order from the FSS, fulfils the order, creates the invoice and submits to FSS for payment.	Supplier - External	Off System		
Usage	2	FSS receives & sorts supplier invoices	Invoice Processing User - FSS	Off System		
Usage/ Capture	3	FSS scans the supplier invoices and credit notes.	Invoice Processing User - FSS	Off System	Personal/sensitive	Supplier name, address, telephone number, tax ID
Capture/Usage	4	FSS reviews the document image from the supplier invoice/credit note	Invoice Processing User - FSS	Off System	Personal	Supplier name, address, telephone number, tax ID
Usage	5	FSS confirms the scanned document passes validation.	Invoice Processing User - FSS	Off System	Personal	Supplier name, address, telephone number, tax ID
Usage	6	FSS manages the exception handling ensuring all images are identifiable.	Invoice Processing User - FSS	Off System	Personal	Supplier name, address, telephone number, tax ID
Usage	7	FSS completes validation of the supplier document.	Invoice Processing User - FSS	Off System	Personal	Supplier name, address, telephone number, tax ID

Capture	8	FSS creates invoice from scanned image	Invoice Processing User - FSS	Oracle	Personal	Supplier name, address, telephone number,
Usage	9	FSS review the invoice to ensure that the PSB charged is identifiable	Invoice Processing User - FSS	Off System	Personal	Supplier name, address, telephone number, tax ID
Usage	10	FSS send invoice back to supplier with business justification if the PSB is not identifiable.	Invoice Processing User - FSS	Off System	Personal	Supplier name, address, telephone number, tax ID
Usage	11	Supplier receives rejected invoice from the FSS and reviews, updating any details and sends back to FSS	Supplier - External	Off System	Personal	Supplier name, address, telephone number, tax ID
Usage	12	FSS receives returned invoice and prepares the invoice / credit for approval	Invoice Processing User - FSS	Oracle	Personal	Supplier name, address, telephone number, tax ID