Process Id#:   **3204**

Process Name: **Create iSupplier Invoice**

Date Last Updated: **22/03/2022**

Description: Describes business process on how to create an iSupplier invoice 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	Supplier logs in to iSupplier portal	Supplier - External	Oracle	n/a supplier activity	
Usage	2	Supplier checks in the finance tab, if purchase order exists.	Supplier - External	Oracle	n/a supplier activity	
Usage	3	Supplier selects available purchase order (purchase order assigned to invoice)	Supplier - External	Oracle	n/a supplier activity	
Usage	4	Supplier enters correct invoice details for the Purchase order selected.	Supplier - External	Oracle	n/a supplier activity	
Usage	5	Supplier manages their tax details	Supplier - External	Oracle	n/a supplier activity	
Capture	6	Supplier attaches a copy of their invoice	Supplier - External	Oracle	n/a supplier activity	
Transfer	7	Supplier previews and submits invoice (triggers date of invoice receipt)	Supplier - External	Oracle	n/a supplier activity	
Usage	8	FSS imports invoice into oracle payables	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Invoice details where relevant :Supplier name, address, telephone number, tax ID, bank details

| Usage | 10 | FSS ensures invoice is validated and ready for payment | Invoice Processing User - FSS | Oracle | | |