

**Process Id#:** 3205  
**Process Name:** Manage PO Invoice & Credit Note Process (3-Way Matching)  
**Date Last Updated:** 22/03/2022

**Description:** Describes business process on how to manage purchase order invoices and credit notes using 3- way matching process

**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	FSS creates invoice and matches to Purchase order	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name
Usage	2	FSS ensures withholding tax is applied if relevant	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name, tax ID
Usage	3	FSS checks if Purchase Order, Invoice & Goods Receipt match.	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name
Usage	4	FSS checks to ensure invoices are matched within tolerance limits -and ensure unnecessary holds are not applied on AP Invoices.	Invoice Processing User - FSS	Oracle		
Transfer	5	FSS may apply matching hold on the invoice at this stage for various reasons such as requires receipting, PO over-billed etc	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name
Usage	6	PSB reviews invoice hold reason within service level agreement timeframe	Preparer/Receiver - PSB	Oracle	N/a - PSB activity	
Usage/capture	7	PSB checks the order/receipts and processes any appropriate amendments. A variance between PO and	Preparer/Receiver or Purchase Administrator - PSB	Off System	N/a - PSB activity	

		invoice due may be due to delivery charges for example. PSB adds valid additional charges if any were agreed.				
Usage	8	The above changes should trigger an automatic release of the matching hold and the invoice is made available for payment.	Purchasing User - PSB	Oracle	N/a - PSB activity	
Usage	9	FSS ensure invoice validation (invoice pre-approval) is completed. The invoice is now ready for settlement.	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID, bank details
Usage	10	FSS manages the allocation of credit notes against invoices.	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID, bank details