

**Process Id#:** 3206  
**Process Name:** Manage Non-PO & Credit Notes  
**Date Last Updated:** 22/03/2022

**Description:** Describes business process on how to manage non- purchase orders and credit notes

**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 prepares supplier invoice for system entry	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice (Supplier invoice (Supplier name, address, telephone number, tax ID, bank details))
Usage	2	FSS searches for supplier account on system	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier name
Transfer	3	FSS returns invoice to supplier if further details are required.	Invoice Processing User - FSS	Off System	Personal/Sensitive	Supplier invoice reference, Supplier name
Transfer	4	Supplier receives returned invoice from FSS	Supplier - External	Off System	n/a supplier activity	
Usage	5	FSS registers supplier invoices	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice (Supplier name,, address, telephone number, tax ID, bank details)

Usage	6	FSS will enter the charge codes from the Invoice. If charge codes are not referenced on the invoice, FSS will enter default charge codes based on the specified PSB and during invoice validation the invoice will be routed for coding to retained finance or the requester where identifiable.	Invoice Processing User - FSS	Oracle		
Usage	7	FSS assesses if non-purchase order site exists. If the Supplier is approved for non-purchase order invoices, the supplier site will be unticked for purchasing and the invoice will be processed. If the supplier is not approved, purchasing will be ticked on the supplier site and the invoice will go on matching hold	Invoice Processing User - FSS	Oracle		
Usage	8	FSS places item on matching hold if the supplier is not approved for Non-PO site	Invoice Processing User - FSS	Oracle		
Transfer	9	Invoices are routed for approval at time of entry. A charge hold may also be applied if the charging account is not known.	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice (Supplier invoice (Supplier name,, address, telephone number, tax ID, bank details)

Transfer	10	PSB inputs general ledger charge code details if the invoice was placed on coding hold due to default charge codes listed, otherwise PSB just reviews for approval	Purchasing User - PSB	Oracle	N/a - PSB activity	
Transfer	11	FSS commences invoice validation with updated charge code details once entered as obtained by PSB	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice (Supplier invoice (Supplier name,, address, telephone number, tax ID, bank details)
Usage	12	PSB may apply an invoice approval hold once the charge account is validated which initiates a hold notification to the requestor to route the invoice to the appropriate approver	Purchasing User - PSB	Oracle	N/a - PSB activity	
Transfer	13	PSB selects first and final invoice approvers from the list the system generates based off the charge account and the requestor's position in the hierarchy	Purchasing User - PSB	Oracle	N/a - PSB activity	
Usage	14	FSS commences invoice validation again with the updated approver details.	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice (Supplier invoice (Supplier name,, address,

						telephone number, tax ID, bank details)
Capture	15	If approval is successful from the PSB approvers, the FSS validates the invoice and it is ready for payment.	Invoice Processing User - FSS	Oracle		
Transfer	16	If the invoice is rejected at approval stage by the PSB, the process follows an alternative route.	Purchasing User - PSB	Oracle	N/a - PSB activity	
Usage	17	FSS cancels invoice on receipt of the rejection notification from the PSB.	Invoice Processing User - FSS	Oracle		Supplier invoice (Supplier invoice (Supplier name,, address, telephone number, tax ID, bank details)
Transfer	18	FSS returns the cancelled invoice to the supplier	Invoice Processing User - FSS	Off System	Personal/Sensitive	Supplier invoice (Supplier invoice (Supplier name,, address, telephone number, tax ID, bank details)
Transfer	19	Supplier receives returned invoice from FSS via email/post	Supplier - External	Off System	n/a supplier activity	