Process Id#:   **3208**
Process Name: **Recurring Invoice**
Date Last Updated: **22/03/2022**

Description: Describes business process in creating a recurring 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	PSB identify the need to create a recurring invoice	Purchasing User - PSB	Off System	N/a – PSB activity	
Transfer	2	PSB complete a recurring invoice request and submit it to the FSS	Purchasing User - PSB	Off System		
Usage	3	FSS receive the recurring invoice request	Invoice Processing User - FSS	Jitbit		
Usage	4	FSS review the completed information in the request	Invoice Processing User - FSS	Jitbit	Personal	Supplier details – order number, name, phone, email
Usage	5	FSS enters the recurring invoice details into Oracle	Invoice Processing User - FSS	Oracle	Personal	Supplier details – order number, name, phone, email
Usage	6	FSS creates the recurring invoice	Invoice Processing User - FSS	Oracle		
Usage	7	FSS ensures that the scheduled invoice validation programme will pick up the invoices and validate them, ensuring they are accurate with all information inserted	Invoice Processing User - FSS	Oracle		

| Usage | 8 | FSS confirms the purchase order is matched to invoice. If the recurring invoice is matched to a purchase order, the invoice is validated. If the recurring invoice is not matched, it will be treated as a non-purchase order and the invoice will not be valid. | Invoice Processing User - FSS | Oracle | | |