

Process Id#: 3210
Process Name: Request to Pay
Date Last Updated: 22/03/2022

Description: Describes business process on how a request to pay form is created and sent to FSS

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 make a payment	Off System	Purchasing User - PSB	N/a – PSB activity	
Usage	2	PSB ensures that the supplier exists on the system	Off System	Purchasing User - PSB		
Usage	3	PSB completes the "request to pay" form.	Off System	Purchasing User - PSB		
Usage	4	PSB reviews the general ledger charge account to enrich the 'Request to Pay' form with the appropriate charge account. PSB ensures that Requester name is on the form, so that the invoice can be routed for approval.	Off System	Purchasing User - PSB		
Transfer	5	PSB submits the request through the ticketing system	Nominated Officer - PSB	Jitbit		
Capture	6	FSS receives the "request to pay" form and processes the request on the invoice workbench.	Invoice Processing User - FSS	Oracle	Personal	Supplier details – contact details, bank information