

**Process Id#:** 3211  
**Process Name:** Prepare Payment Proposal  
**Date Last Updated:** 22/03/2022

**Description:** Describes business process on preparing a payment proposal

**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 run a payment process request	Payments User - FSS	Oracle		
Usage	2	FSS select payments to be processed on Oracle	Payments User - FSS	Oracle	Supplier	Supplier details- name, phone, order number, bank details
Usage	3	FSS recalculates the payment batch and all the withholding amounts are updated with the new rates which were inserted into the withholding tax certificates table and provided by Revenue	Payments User - FSS	Oracle	Supplier	Supplier details- name, phone, order number, bank details
Usage	4	FSS review a system generated list of proposed payments. A custom "Preliminary Payment Report" which lists proposed payment will also be generated. This report will include withholding amounts as well as PPI calculation (interest and compensation figures) which are conducted by an automated	Payments User - FSS	Oracle	Supplier	Supplier details- name, phone, payment details

		calculation in the background before this document is finalised.				
Usage	5	PSB reviews the preliminary payment report and communicate any issues regarding invoices selected for the proposed payment run via case management system ticket system	PSB	CMS	N/a – PSB activity	
Usage	6	FSS update the payment process by adding/removing invoices from the payment request.	Payments User - FSS	Oracle	Supplier	Supplier details- name, phone, order number, bank details
Usage	7	If the payment process is modified, the payments need to be recalculated to ensure that withholding and interest is calculated correctly	Payments User - FSS	Oracle	Supplier	Supplier details- name, phone, order number, bank details
Usage	8	FSS assemble the payment proposal	Payments Supervisor - FSS	Oracle		
Capture	9	FSS will trigger the formatting of the payment instructions. The system will generate the output files for the payment batch. The types of files generated will be determined by the Payment Process Profile assigned to the payment. The process is now complete.	Payments Supervisor - FSS	Oracle	Supplier	Supplier details- name, phone, order number, bank details