

Process Id#: 3306
Process Name: Advance Payment Request
Date Last Updated: 22/03/2022

Description: Describes business process to processing a payment request in advance of it being due from a customer. [No identified requirement in Wave 1]

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	Customer requests product/service from PSB which requires a deposit	Accounts Receivable User - PSB	Off System	N/a - Customer activity	
Transfer	2	PSB requests deposit invoice from FSS via manual transaction form on jitbit	Accounts Receivable Manager - PSB	Jitbit	N/a - PSB activity	
Usage/Data Storage	3	FSS enters the deposit transaction on Oracle	Accounts Receivable User - FSS	Oracle	Personal/Sensitive	Customer name, customer email address, Customer address
Usage	4	FSS runs and reviews the standard incomplete invoice report to identify any incomplete deposit invoice transactions	Accounts Receivable Supervisor - FSS	Oracle	Personal/Sensitive	Customer name,
Capture	5	FSS reviews the information entered and completes the deposit transaction.	Accounts Receivable Supervisor - FSS	Oracle	Personal/Sensitive	Customer name, customer email address, Customer address,
Usage	6	FSS reviews the invoice print preview report to review all transactions included.	Accounts Receivable Supervisor - FSS	Oracle		
Usage	7	FSS submits invoice print program if satisfied with all the transactions. If not satisfied, will	Accounts Receivable Supervisor - FSS	Oracle		

		make necessary changes before proceeding				
Transfer	8	Once the deposit transaction is complete no further amendments can be made. The PSB runs the Invoice Print Program to automatically generate the deposit invoice document.	Accounts Receivable User - PSB	Oracle	N/a – PSB activity	
Transfer	9	PSB automatically sends deposit invoice through email to the customer	Accounts Receivable Team - PSB & Customer - External	Automated	N/a – PSB activity	
Usage	10	FSS fixes invoice issues if not satisfied with the transaction	Accounts Receivable Supervisor - FSS	Oracle	Customer	Customer name, customer email address, Customer address, customer invoice number
Retention	11	FSS and PSB review the invoice detail report, Accounts Receivable transaction detail report and the outstanding Accounts Receivable transactions report periodically as an internal control	Accounts Receivable Manager - FSS & PSB	Oracle	Personal/Sensitive	Customer name