# New function available to request the removal of Non PO Invoices containing Personal Confidential Data (PCD) / Personal Identifiable Data (PID)

NHS SBS and NHS England have been working together to improve the identification and removal of PCD on invoice images via the Non PO Invoice Approval system.

If PID/PCD is found to be included anywhere on an invoice in the Non-PO workflow, users will now be able to return the invoice to NHS SBS for action by checking the **'Unable to Process'** option and selecting one of the return options as below:

Option	Action Taken / Required
Personal Identifiable Data (PID) on invoice image, please delete and cancel	If this option is selected the requester will need to contact the supplier requesting a resubmission of the invoice without the PID/PCD. NHS SBS will remove the image and Cancel the document in Oracle.
Personal Identifiable Data on Backing Document, please remove page and return	If this option is selected NHS SBS will remove the Backing Documentation from the image and return the invoice to the requester for coding and approval.
Personal Identifiable Data on Paper Clip, please remove attachment and return	If this option is selected NHS SBS will remove the attachment and return the invoice to the requester for coding and approval.
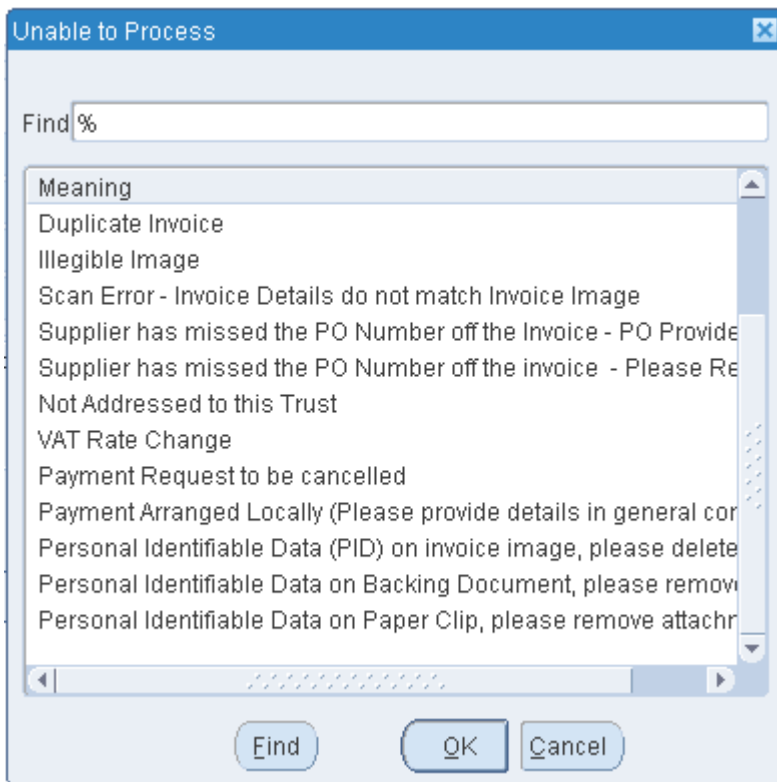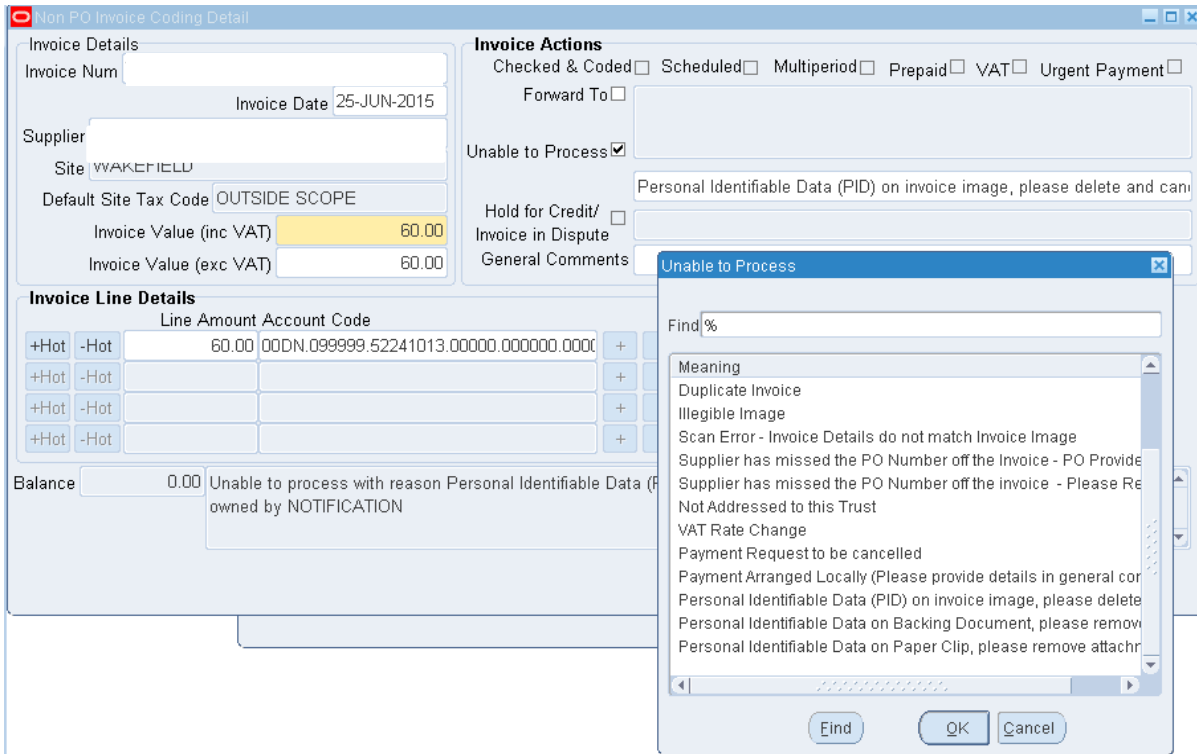
Non PO Invoice Coding Detail

Invoice Details

Invoice Num

Invoice Date 25-JUN-2015

Supplier

Site WAKEFIELD

Default Site Tax Code OUTSIDE SCOPE

Invoice Value (inc VAT) 60.00

Invoice Value (exc VAT) 60.00

Invoice Actions

Checked & Coded ☐ Scheduled ☐ Multiperiod ☐ Prepaid ☐ VAT ☐ Urgent Payment ☐

Forward To ☐

Unable to Process ☑

Hold for Credit/ ☐
Invoice in Dispute

General Comments

Personal Identifiable Data (PID) on invoice image, please delete and can

Invoice Line Details

Line Amount Account Code

+Hot	-Hot	60.00	00DN.099999.52241013.00000.000000.0000	+
+Hot	-Hot			+
+Hot	-Hot			+
+Hot	-Hot			+

Balance 0.00 Unable to process with reason Personal Identifiable Data (P
owned by NOTIFICATION

Unable to Process

Find %

Meaning

Duplicate Invoice
Illegible Image
Scan Error - Invoice Details do not match Invoice Image
Supplier has missed the PO Number off the Invoice - PO Provide
Supplier has missed the PO Number off the invoice - Please Re
Not Addressed to this Trust
VAT Rate Change
Payment Request to be cancelled
Payment Arranged Locally (Please provide details in general cor
Personal Identifiable Data (PID) on invoice image, please delete
Personal Identifiable Data on Backing Document, please remov
Personal Identifiable Data on Paper Clip, please remove attachr

Find   OK   Cancel

If you have any queries in relation to the new options please complete the webform available at http://nww.sbs.nhs.uk/contact.html or contact 0303 123 1177