Managing your Wire Transfer or Foreign Draft

A wire transfer is an electronic transfer of money, commonly to a foreign bank account. A foreign draft is a paper check issued in a foreign currency at a local financial institution. Both payment methods are managed using your supplier portal.

**Wire transfer** represents a faster, more secure payment method than foreign draft. We strongly encourage the use of wire transfer whenever possible. Payment via foreign draft may be delayed by several weeks.

You may only have one “active” payment type on your profile. Ensure prior payment methods are inactivated when adding or updating payment information.

This document outlines the process of adding both wire transfer and foreign draft information to your supplier portal.

The Jaggaer portal is not accessible on mobile devices such as smartphones or tablets. It must be accessed from a desktop computer.

First, access your supplier portal by logging in on the Jaggaer supplier portal. Once logged in, click Indiana University in the Customer Portal Access section.

If it’s the first time you’re accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

Check the box next to “Don’t show me this again” and click OK to dismiss the message and continue.
In the IU portal, click **Manage Registration Profile** to update your information.

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Add Wire Transfer

First, click Payment Information in the left-hand menu then Add Payment Information.

Next, select Wire Transfer from the drop-down menu.
A new window opens and prompts you to enter your payment details. The table below describes what information should be entered in each field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Title</td>
<td>Enter “Wire Transfer” in this field.</td>
</tr>
<tr>
<td>Remittance Address</td>
<td>The drop-down menu contains addresses previously entered on your profile during the onboarding process. Select a physical address associated with this payment method, if desired.</td>
</tr>
<tr>
<td>Electronic Remittance Email</td>
<td>Enter an email address in this field if you wish to be notified when a payment is made using this information.</td>
</tr>
<tr>
<td>Currency</td>
<td>Select your preferred currency from the drop-down menu. <strong>If your preferred currency is not listed, choose USD.</strong> You are able to select from a broader list of options in the next step.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>The name of the individual associated with this payment information.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Enter a description of the account being entered.</td>
</tr>
<tr>
<td>Active</td>
<td>Defaulted to “Yes.” Do not change this field.</td>
</tr>
<tr>
<td>Country</td>
<td>Select the country in which your bank is located from the drop-down menu.</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Enter the name of your financial institution. Ensure the name entered here matches your institution’s full name. Discrepancies may result in delay of payment.</td>
</tr>
<tr>
<td>Account Holder’s Name</td>
<td>Full name of the individual to which the account belongs.</td>
</tr>
<tr>
<td>Account Type</td>
<td>Choose the appropriate option, Checking or Savings, from the drop-down menu.</td>
</tr>
<tr>
<td>SWIFT/BIC</td>
<td>This information is provided by your financial institution and is used to transfer funds.</td>
</tr>
<tr>
<td>International Routing Code (IRC)</td>
<td>Some financial institutions use IRCs in combination with SWIFT/BIC codes. Contact your institution for details.</td>
</tr>
<tr>
<td>IBAN (International Bank Account Number)</td>
<td>This field may be required. This depends on the country in which your financial institution resides.</td>
</tr>
<tr>
<td>Confirm IBAN</td>
<td>Re-enter the IBAN number from the previous field to verify its accuracy.</td>
</tr>
<tr>
<td>Address fields</td>
<td>Enter the address of your financial institution, if desired.</td>
</tr>
</tbody>
</table>
Once all required fields are complete, click **Save Changes** to save your work.

Next, specify your preferred currency in the **Additional Questions** section from the **Wire Transfer Currency** drop-down menu. In this example, we are requesting payment in Euro, so we will select “EUR – Euro” from the drop-down menu.

If a Foreign Draft is the desired payment method, select a Foreign Draft Currency below. Please note that Wire Transfer is a faster and more secure payment method than Foreign Draft. If Foreign Draft is your required payment method your payment may be delayed by several weeks.
Finally, select the radio button next to **Wire Transfer** to confirm your preferred payment method. Once this option is selected, upload a copy of your wire transfer information by clicking **Select file**. Click **Save Changes** to save your work.

For Wire Payments IU requires an attachment be uploaded so that the Banking Information can be validated. Examples of valid attachments can be:

- **Wire** - Document on bank or company letterhead indicating the account information of the payee. This should include Swift code, account holders name, and account number or IBAN number depending on country.

You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by supplier@iu.edu.
Update Wire Transfer

Select **Payment Information** from the left-hand menu, then click **Edit** next to the wire transfer record you wish to update.
A new window opens which displays your current wire transfer information. Update the appropriate field(s) and click **Save Changes** to save your work.

If you make changes to the type of currency you wish to receive you must also update the **Wire Transfer Currency** field in the **Additional Questions** section.
Update your currency using the drop-down menu and click **Save Changes** to save your work.

You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by supplier@iu.edu.
Remove Wire Transfer

It is not possible to remove wire transfer information from your supplier profile. Instead, the wire transfer record is inactivated. Inactivating wire transfer information means it will not be used for future payments.

**You must have active wire transfer or foreign draft payment information on file.**

Be sure to add a new wire transfer or foreign draft payment record.

Indiana University does not mail checks internationally except for extreme circumstances.

Select **Payment Information** in the left-hand menu, then **Edit** next to the wire transfer record you wish to inactivate.
Click the “No” radio button next to Active to inactivate the wire transfer record. Click Save Changes to save your work.

Your wire transfer record has been inactivated. You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by supplier@iu.edu.
Add Foreign Draft

First, click **Payment Information** in the left-hand menu then **Add Payment Information**.

Next, select **Foreign Draft** from the drop-down menu.
A new window opens and prompts you to enter your payment details. The table below describes what information should be entered in each field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Title</td>
<td>Enter “Foreign Draft” in this field.</td>
</tr>
<tr>
<td>Remittance Address</td>
<td>The drop-down menu contains addresses previously entered on your profile during the onboarding process. Select the address to which payment should be sent.</td>
</tr>
<tr>
<td>Electronic Remittance Email</td>
<td>Enter an email address in this field if you wish to be notified when a payment is made using this information.</td>
</tr>
<tr>
<td>Currency</td>
<td>Select your preferred currency from the drop-down menu. If your preferred currency is not listed, choose USD. You are able to select from a broader list in the next step.</td>
</tr>
<tr>
<td>Active</td>
<td>Defaulted to “Yes.” Do not change this field.</td>
</tr>
</tbody>
</table>

Specify your preferred currency in the Additional Questions section in the Foreign Draft Currency drop-down menu. In this example, we are requesting payment in Indian Rupees, so we will select “INR – Indian Rupee” from the drop-down menu. Leave the section under “Please confirm the Payment Method you have selected:” blank.

Click Save Changes to save your work.

If a Foreign Draft is the desired payment method, select a Foreign Draft Currency below. Please note that Wire Transfer is a faster and more secure payment method than Foreign Draft. If Foreign Draft is your required payment method your payment may be delayed by several weeks.

Foreign Draft Currency

- INR - Indian Rupee

Please confirm the Payment Method you have selected:
- Check (Paper check sent to selected remit address)
- Wire Transfer
- ACH (Direct deposit electronically deposited into account provided (Domestic US entities and individuals only)

Click Save Changes to save your work.
You will receive an email notifying you that changes were made to your account. If additional information is needed you will be contacted by supplier@iu.edu.

Update Foreign Draft

Select **Payment Information** in the left-hand menu, then **Edit** next to the foreign draft record you wish to update.
A new window opens which displays your current wire transfer information. Update the appropriate field(s) and click **Save Changes** to save your work.

If you make changes to the type of currency you wish to receive you must also update the **Wire Transfer Currency** field in the **Additional Questions** section.
Update your currency using the drop-down menu and click **Save Changes** to save your work.

Your foreign draft record has been updated. You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by supplier@iu.edu.
Remove Foreign Draft

It is not possible to remove foreign draft information from your supplier profile. Instead, the foreign draft record is inactivated. Inactivating foreign draft information means it will not be used for future payments.

You must have active foreign draft or wire transfer payment information on file. Be sure to add a new foreign draft or wire transfer payment record.

Indiana University does not mail checks internationally except for extreme circumstances.

Select Payment Information in the left-hand menu, then Edit next to the foreign draft record you wish to inactivate.
Click the “No” radio button next to Active to inactivate the foreign draft record. Click Save Changes to save your work.

Your foreign draft record has been inactivated. You will receive an email notifying you changes were made to your account. If additional information is needed you will be contacted by supplier@iu.edu.