

Managing your Wire Transfer

A wire transfer is an electronic transfer of money, commonly to a foreign bank account. Payment methods are managed using your supplier portal.

This document outlines the process of adding wire transfer 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 <u>logging in on the Jaggaer supplier portal</u>. Once logged in, click **Indiana University** in the **Customer Portal Access** section.

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<u>16.</u>	Send New User Registr	ation Request					Advanced Search
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D	Customer Portal	Access		?	Need Assistance?		?
	Customer	Registration Status	Customer Contact		Help Search for	Q	
	Indiana University	Complete	Indiana University		Browse the Table of Contents		
			View All Registrat	ions	Training		
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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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<u>م</u>	 Home > Customer Portal Home > Home JAGGAER revised its <u>Service Privacy Policy</u> of described in our Service Privacy Policy. 	e - Janeway, effective N	Kathryn 1ay 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as		×
≱# ⊪. ¢	Welcome to the Indiana Univer Supplier Portal We appreciate and look forward to our cont business relationship.	ersity tinued	Quick Links to Common Tasks Manage Registration Profile Sourcing Events	?	
	Customer Contact Name Indiana University Title Supplier Workgroup Email supplier@iu.edu Phone +1 812-855-3720	?	Show Opening or Closing Soon Comparison Comparison	ents	
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Add Wire Transfer

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

.	Janeway, Kathryn	Payment Information	?
	Registration Complete for: Indiana University	Information on this page is used to determine how and where you will receive payment. Please ensure all information entered is carefully checked for accuracy. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.	
h.	Welcome	The order of prioritization of payment methods is:	
·····	Individual Overview	 US Bank Payment Plus – Single Use Credit Card Setup between IU and US Bank is required to properly receive payment. Method will not be activated until setup is complete. Contact supplier@iu.odu 	
•	Addresses 🗸	Direct Deposit (ACH)	
	Contacts 🗸	 Payments are made based upon information entered into the supplier portal by the supplier. IU sends ACH payments in CCD format. IU only sends ACH payments to US-based bank accounts. 	
	Payment Information 🛛 🗸	Wire Transfer Junited to foreign transactions only US based suppliers will be asked to submit direct deposit details if only wire transfer	
	Tax Information	 Method is approved before wire transfer will be sent. Payment must be made to a bank account in the same name as the supplier. 	
	~~~~~	Foreign Draft     O A foreign draft is an alternative to foreign currency. A foreign draft is a bank draft which is drawn on a financial institution	
		Add Payment Information 🗸	
		Save Changes	

#### Next, select **Wire Transfer** from the drop-down menu.

<b>.</b>	Individual Overview	<ul> <li>US Bank Payment Plus – Single Use Credit Card</li> <li>Setup between IU and US Bank is required to properly receive payment. Method will not be activated until setup is complete. Context unrelieved in adv.</li> </ul>
	Addresses	Direct Deposit (ACH)
2 <b>8</b>	Contacts	<ul> <li>Payments are made based upon information entered into the supplier portal by the supplier.</li> <li>IU sends ACH payments in CCD format.</li> <li>IU only sends ACH payments to LIS based bank accounts.</li> </ul>
17	Payment Information	<ul> <li>Wire Transfer</li> </ul>
lle.	Tax Information	<ul> <li>Limited to foreign transactions only. US based suppliers will be asked to submit direct deposit details if only wire transfer information is provided.</li> <li>Method is approved before wire transfer will be sent.</li> </ul>
•		<ul> <li>Payment must be made to a bank account in the same name as the supplier.</li> </ul>
		Foreign Uraft     A fireign drafthis amaltemative to fereign currancy A foreign draft isra bank draft which is drawn on A financial Institution
		Add Payment Information
		Direct Deposit (ACH)
		Check
		Wire Transfer
		Save Changes



A new window opens and prompts you to enter your payment details. The table below describes what information should be entered in each field.

Fields marked with a star are required.					
Field	Description				
Payment Title	Enter "Wire Transfer" in this field.				
Remittance Address	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.				
Electronic Remittance Email	Enter an email address in this field if you wish to be notified when a payment is made using this information.				
Currency	Select your preferred currency from the drop-down menu. <b>If your</b> <b>preferred currency is not listed, choose USD.</b> You are able to select from a broader list of options in the next step.				
Contact Name	The name of the individual associated with this payment information.				
Purpose	Enter Intermediary bank information here.				
Active	Defaulted to "Yes." Do not change this field.				
Country	Select the country in which your bank is located from the drop-down menu.				
Bank Name	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.				
Account Holder's Name	Full name of the individual to which the account belongs.				
Account Type	Choose the appropriate option, Checking or Savings, from the drop- down menu.				
SWIFT/BIC	This information is provided by your financial institution and is used to transfer funds.				
International Routing Code (IRC)	Some financial institutions use IRCs in combination with SWIFT/BIC codes. Contact your institution for details.				
IBAN (International Bank Account Number)	This field may be required. This depends on the country in which your financial institution resides.				
Confirm IBAN	Re-enter the IBAN number from the previous field to verify its accuracy.				
Address fields	Enter the address of your financial institution, if desired.				



Once all required fields are complete, click **Save Changes** to save your work.

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			Confirm IBAN *	****	_	
			Address Line 1	Königsbrücker Str. 15	•	Save Changes
			★ Required to Complete Registrati	ion Save Changes	Close	Need Help?
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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.

fitle ▽	Payment Type	Currency	Active	
Vire Transfer	Wire Transfer	EUR	Yes	Edit
Add Payment Information				
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dditional Questions				
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EUR - Euro	~			
EUR - Euro	~			



Finally, select the radio button next to Wire Transfer to confirm your preferred payment method. Click Save Changes.

Please confirm the Payment Method you have selected: $\star$
Check (Paper check sent to selected remit address)     ACH     Wire Transfer     IU INTERNAL ONLY - DO NOT USE

- Check (Paper check sent to selected remit address)
- ACH (Direct deposit electronically deposited into account provided Domestic US entities and Individuals)
- Wire Transfer (Electronic transfer of funds to bank account provided NON US entities and Individuals)

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.

At the bottom of the **Payment Information** section, upload a supporting bank document that matches the wire details you previously input. This is a document (preferably 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.

Click **Select File** under **Wire Attachment Upload**. An additional, *optional* field for intermediary bank information is also present.

For Wire Payments, IU requires an uploaded attachment (preferrably on bank or company letterhead) so that the banking information can be verified. The attachment should
include the following:
<ul> <li>Swift Code</li> <li>Account Holder's Name</li> <li>Bank name</li> <li>Account number</li> <li>IBAN (if applicable)</li> <li>Sort code (if applicable)</li> <li>Intermediary Bank information (if applicable)</li> </ul>
Wire Attachment Upload *
Select file Drop file to attach, or browse.
Intermediary Bank Upload (if applicable)
Select file Drop file to attach, or browse.

After selecting and uploading your bank information document, Click Save Changes.

A supporting banking information document is REQUIRED. If this is missing, the registration process will be delayed.



You will receive an email notifying you changes were made to your account. If additional information is needed, you will be contacted by our Supplier Data Management Team - helpmeiu@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.

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	Contacts	Payment Title *	Wire Transfer	il b	y the supplier.
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<u>III.</u>	Tax Information	Payment Type *	Wire Transfer	bm	it direct deposit details if only wire transfer
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	Registration FAQ   View History	Currency *	EUR	dr	aft which is drawn on a financial institution
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		international Rouding Lode (IRC)			
	A	IBAN *	******		
	, in the second s		DE89 3704 0044 0532 0130 00		
		Confirm IBAN *	*****		
		Address Line 1	Königsbrücker Str. 15	-	Save Changes
<i>6</i> 0		* Required to Complete Registrat	ion Save Changes Clos	e	Need Help?
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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.

2	Janeway, Kathryn Supplier Number:u15381243	Payment Information	?				
<u>u.</u>	Registration <b>Complete</b> for: Indiana University	Information on this page is used to determine how and where you will receive payment. Please ensure all information entered is carefully checked for accuracy. Please enter an email address if you wish to receive an email notification regarding payments including invoice. date. and amount.					
•	Welcome	The order of prioritization of payment methods is:					
	Individual Overview	US Bank Payment Plus – Single Use Credit Card     Setup between IU and US Bank is required to properly receive payment. Method will not be activated until setup i     complete Contact supplication of used.					
	Addresses 🗸	Direct Deposit (ACH)     Orect Deposit (ACH)     Orect Deposit (ACH)     Orect Deposit are made based upon information entered into the supplier portal by the supplier.     Orect Deposit ACH payments in CCD format.					
	Contacts 🗸						
	Payment Information 🛛 🗸	O ID only sends ACH payments to US-based bank accounts.     Wire Transfer					
	Tax Information	<ul> <li>Limited to foreign transactions only. US based suppliers will be asked to submit direct deposit details if only wire transfer information is provided.</li> <li>Method is approved before wire transfer will be sent.</li> </ul>					
	~~~~	For transforment must be made to a bank account in the same name as the supplier.					
		Add Payment Information 👻					
		Additional Questions					
		Wire Transfer Currency EUR - Euro					
		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					
		Save Changes					

If any of the bank details have changed, a new supporting bank document is required.

You will receive an email notifying you changes were made to your account. If additional information is needed, you will be contacted by our Supplier Data Management Team - helpmeiu@iu.edu



Remove Wire Transfer

JAGGAER

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 US bank ACH/Direct Deposit payment information on file.

Indiana University does not mail checks internationally.

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.

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	Registration > Manage Registration Profile >	Edit Payment	Information	×		
	Tax Information			A		
		Only associated countries an	re displayed.	∋r.		
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		Country *	Germany			
		Payment Type *	Wire Transfer	ation up to date		
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	p in 8	Currency *	EUR	f Procurement S	ervices at supplier@iu.edu o	r
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	v	Active	Yes No	Yes	Edit	
	F	Bank Account		Yes	Edit	
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		Confirm IBAN *	*****			
		Address Line 1	Königsbrücker Str. 15	•	Save Changes	
		★ Required to Complete Registrat	ion Save Changes Clo	ose 🔍	Need Help?	
					Powered by JAGGAER	rivacy Policy

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 our Supplier Data Management Team.

Supplier Payment Information for Indiana University has been edited. Inbox ×								
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	💭 Kathryn Janeway							
	Dear Kathryn Janeway,							
	Supplier Payment Information for Indiana University has been edited by: Kathryn Janeway (2/26/2020 5:44 PM).							
	To review changes click the link below and navigate to payment information section:							
	Click here to review changes							
	If these changes are intended, please ignore the email and no further action is required.							
	Thank You,							