Managing your Wire Transfer

A wire transfer is an electronic transfer of money, commonly to a foreign bank account.

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 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 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.

**Contents**

Add Wire Transfer .......................................................................................................................................................... 3

Update Wire Transfer ................................................................................................................................................ 7

Remove Wire Transfer .............................................................................................................................................. 10
Add Wire Transfer

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

The order of prioritization of payment methods is:

- **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.edu.

- **Direct Deposit (ACH)**
  - 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.

- **Wire Transfer**
  - Limited to foreign transactions only. US-based suppliers will be asked to submit direct deposit details if only wire transfer information is provided.
  - 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**
  - A foreign draft is an alternative to foreign currency. A foreign draft is a bank draft which is drawn on a financial institution.
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. If your preferred currency is not listed, choose USD. 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.
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.

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](mailto: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 information on file.

Be sure to add a new 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 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.