

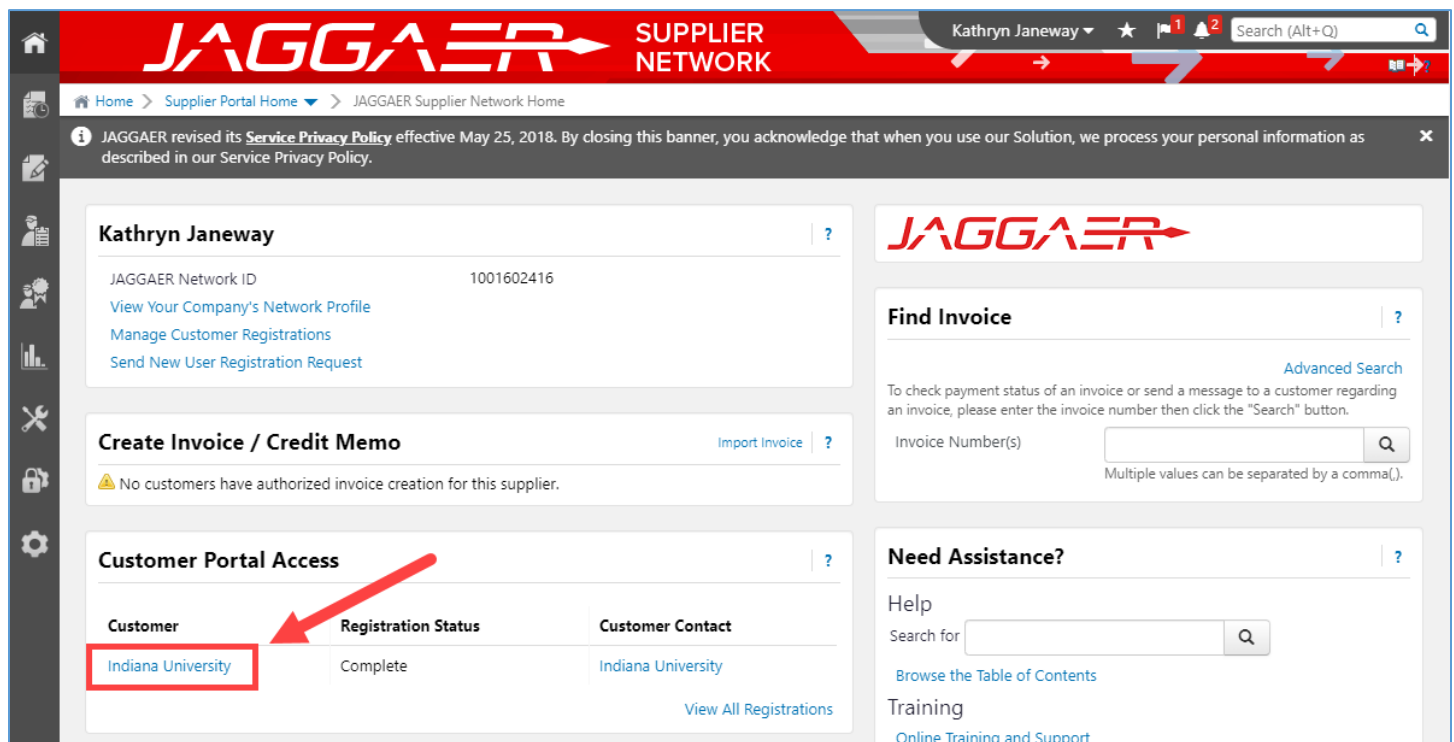
Managing your Wire Transfer

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.

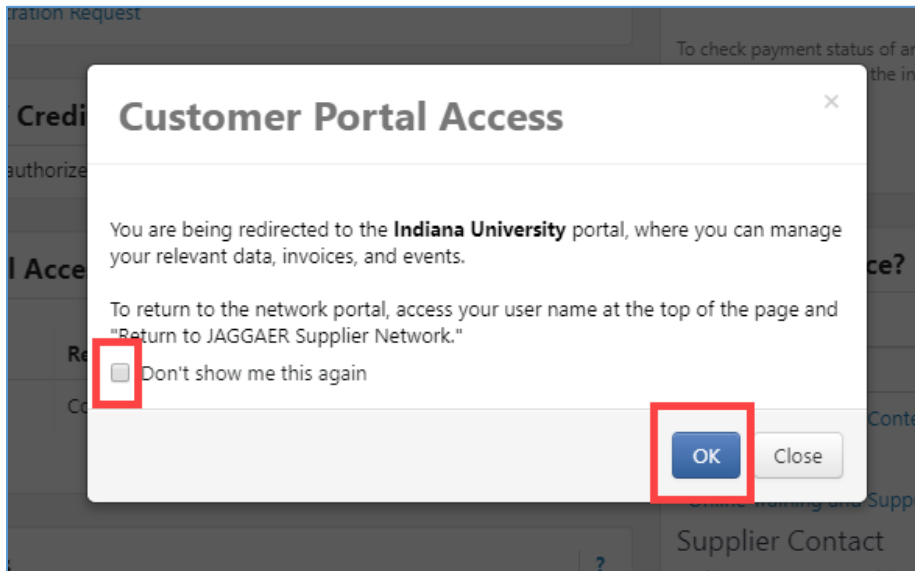
The Jaggaer portal is not accessible on mobile devices such as smartphones or tablets.
It must be accessed from a desktop computer.

First, access your supplier portal by [logging in on the Jaggaer supplier portal](#). Once logged in, click **Indiana University** in the **Customer Portal Access** section.

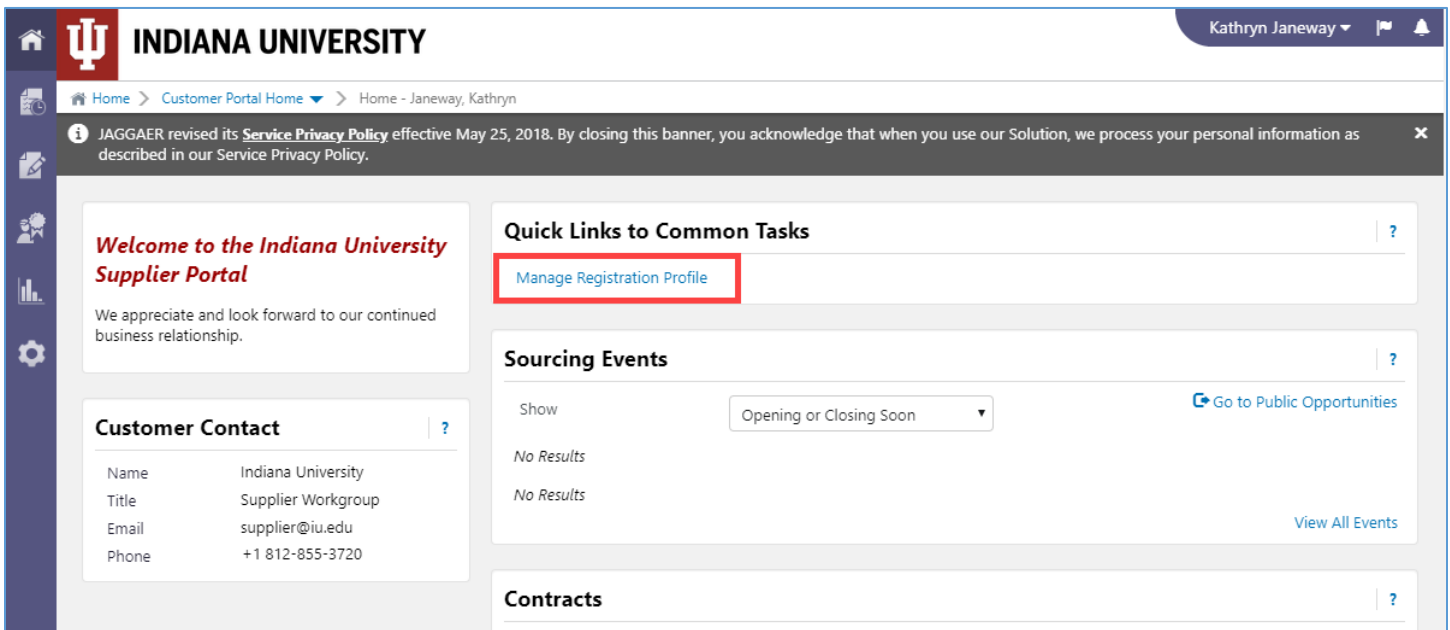


If it's the first time you're accessing your portal after your initial login, a pop-up window will appear notifying you that you are leaving the Jaggaer portal and continuing to the Indiana University portal.

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**.

Janeway, Kathryn
Supplier Number: 15381243

Registration **Complete** for:
Indiana University

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information** ✓
- Tax Information ✓

Payment Information

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.

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.

Add Payment Information ▼

Save Changes

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

- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Payment Information** ✓
- Tax Information ✓

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 - 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 ▼

- Direct Deposit (ACH)
- Check
- Wire Transfer**

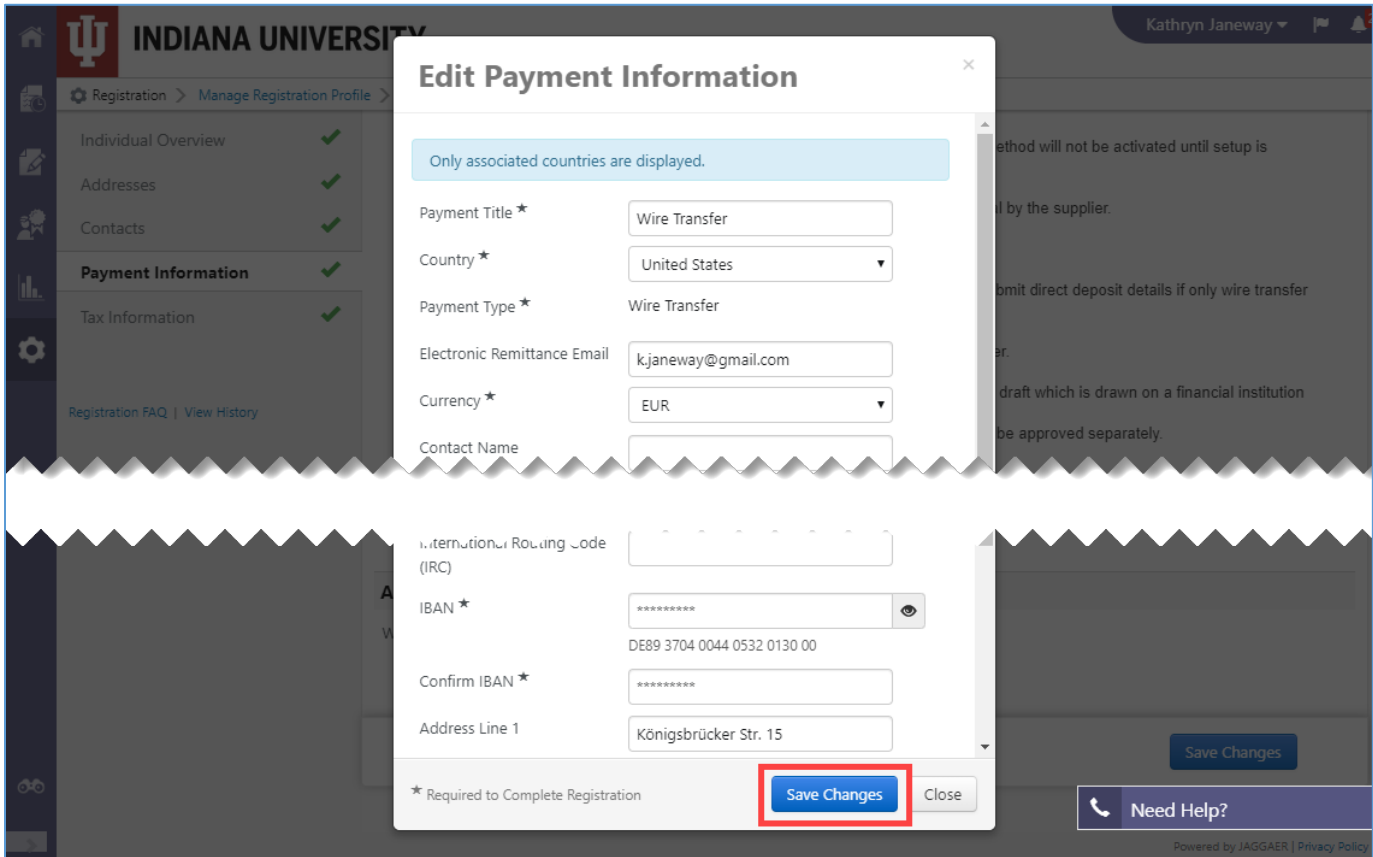
Save Changes

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

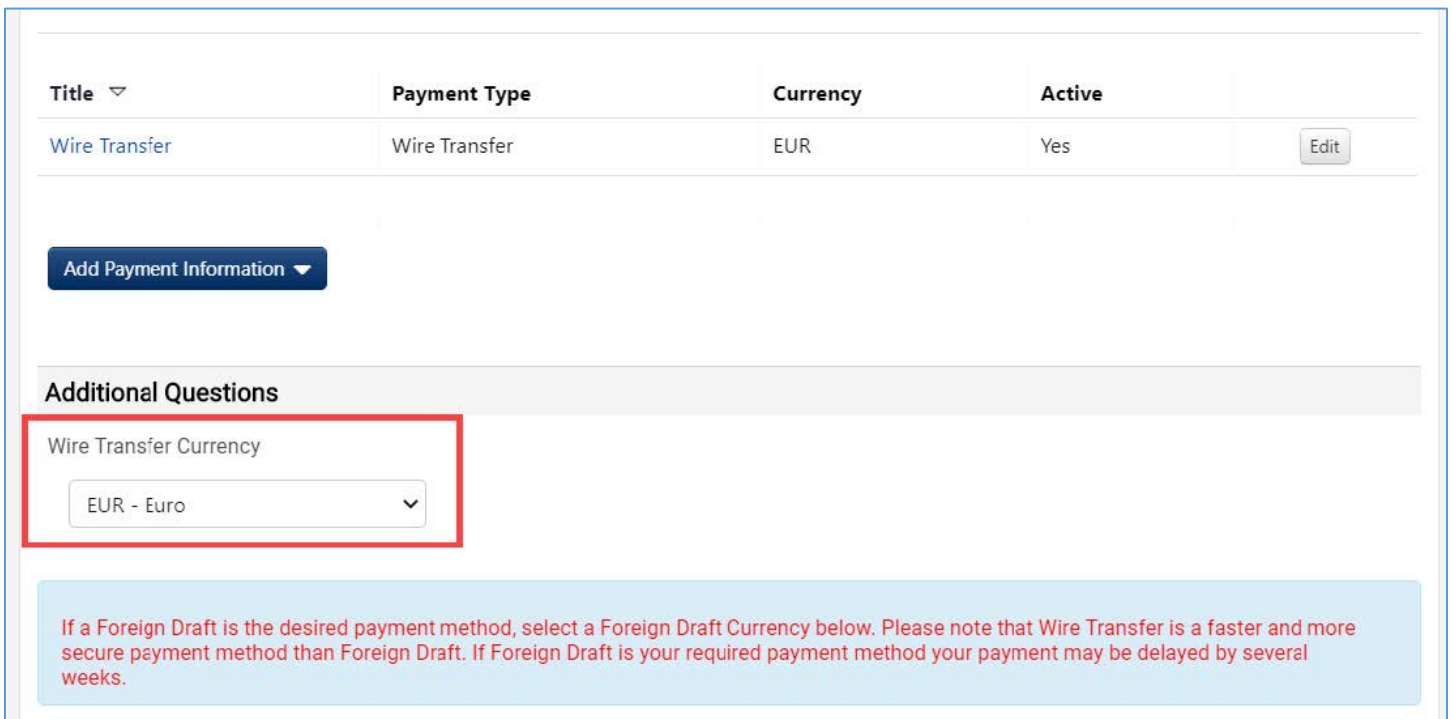
Fields marked with a star are required.

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. If your preferred currency is not listed, choose USD. 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.



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. Click **Save Changes**.

Please confirm the Payment Method you have selected: *

- 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 (preferably on bank or company letterhead) so that the banking information can be verified. The attachment should include the following:

- Swift Code
- Account Holder's Name
- Bank name
- Account number
- IBAN (if applicable)
- Sort code (if applicable)
- Intermediary Bank information (if applicable)

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

Supplier Payment Information for Indiana University has been edited. Inbox x

SciQuest Support UserTest <support@sciquest.com> 11:44 AM (0 minutes ago) ☆ ↶
to me ▾

 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,

Update Wire Transfer

Select **Payment Information** from the left-hand menu, then click **Edit** next to the wire transfer record you wish to update.

INDIANA UNIVERSITY Kathryn Janeway

Registration > Manage Registration Profile > Payment Information

Janeway, Kathryn
Supplier Number: 15381243

Registration **Complete** for:
Indiana University

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Payment Information

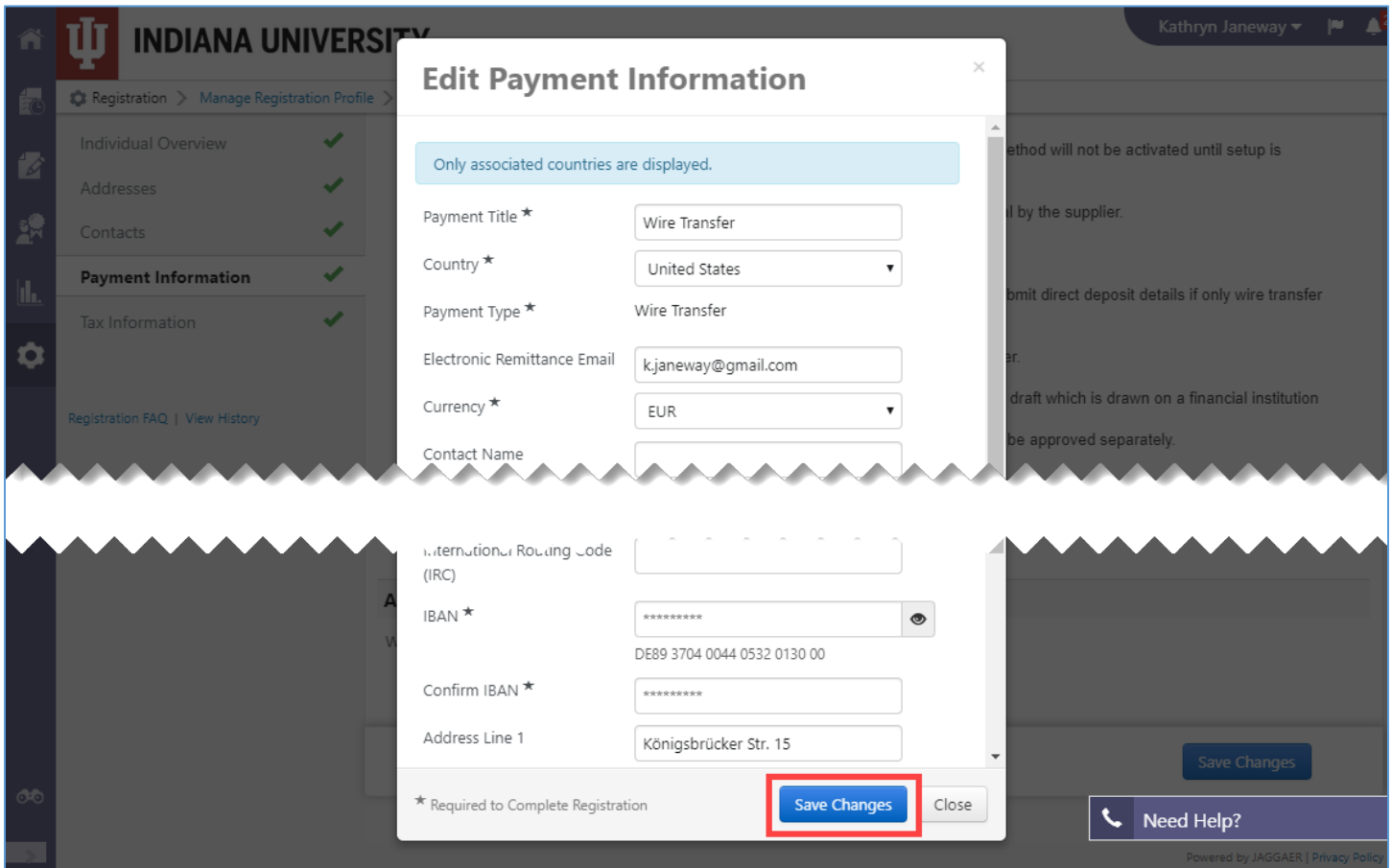
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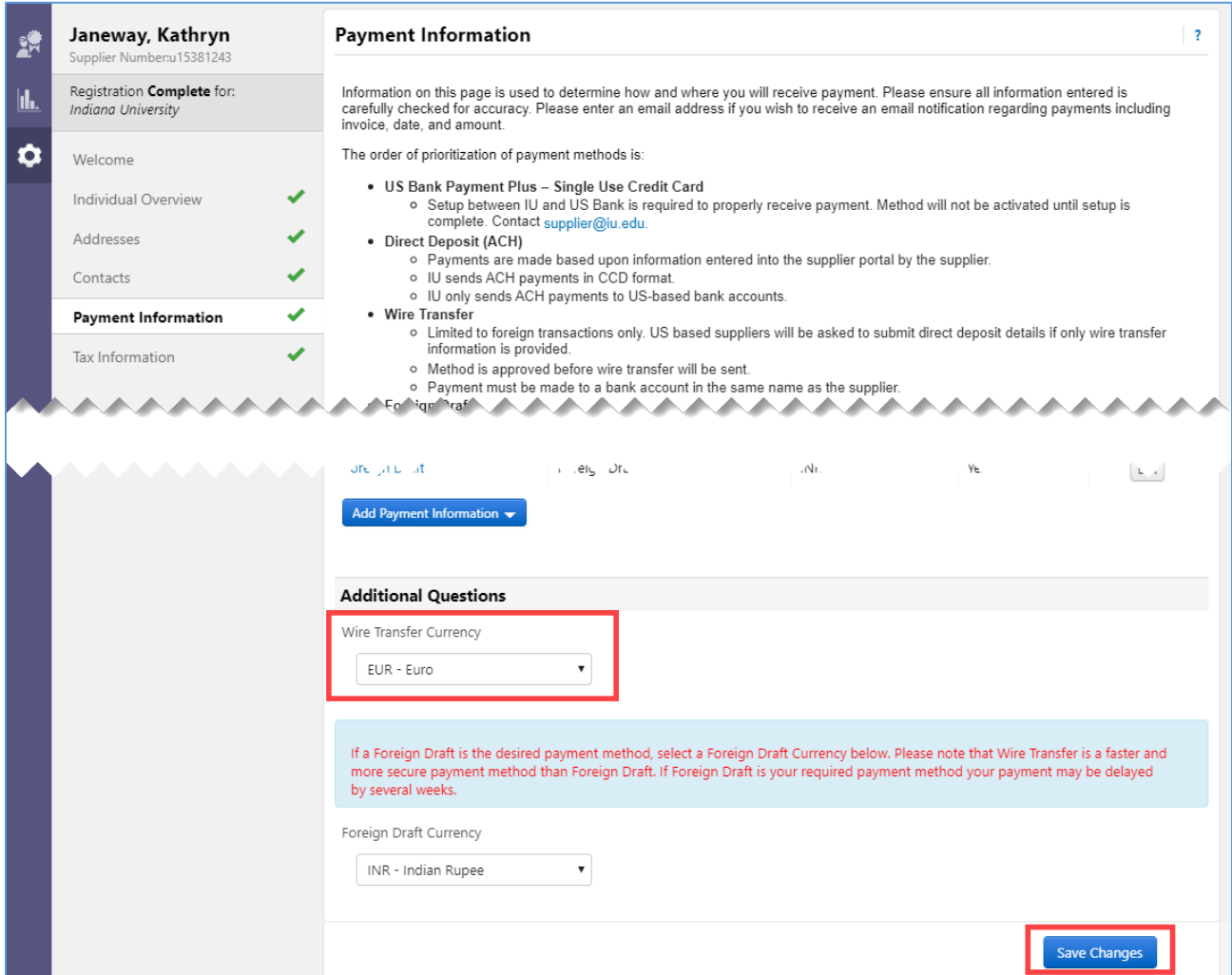
Title	Payment Type	Currency	Active	
Wire Transfer	Wire Transfer	EUR	Yes	<input type="button" value="Edit"/>
Foreign Draft	Foreign Draft	INR	Yes	<input type="button" value="Edit"/>

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.



Janeway, Kathryn
 Supplier Number: 15381243

Registration **Complete** for:
 Indiana University

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

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Additional Questions

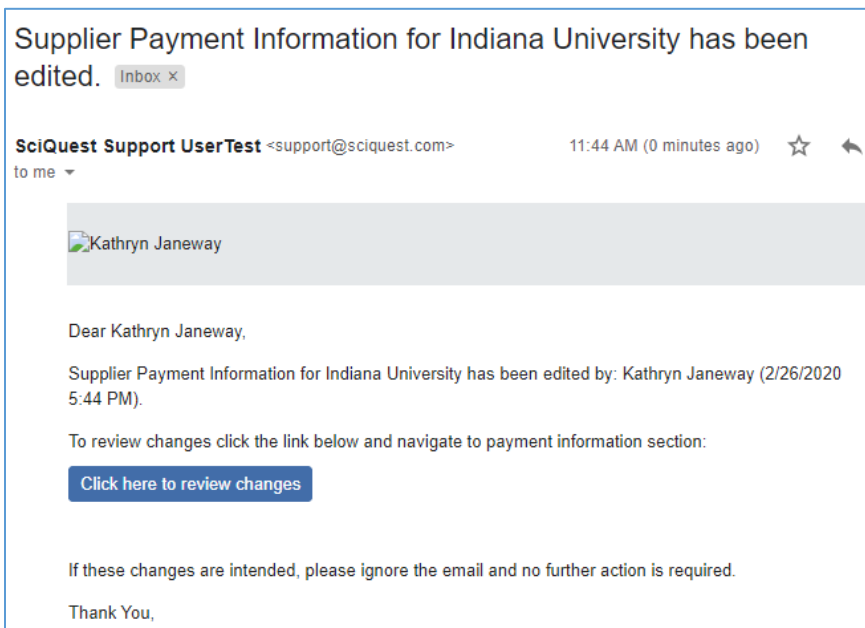
Wire Transfer Currency
 EUR - Euro

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



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.


INDIANA UNIVERSITY

Kathryn Janeway



Registration > Manage Registration Profile > Payment Information

Janeway, Kathryn
Supplier Number: u15381243

Registration **Complete** for:
Indiana University

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

Payment Information ✓

Tax Information ✓

Payment Information ?

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- **Foreign Draft**

Wire Transfer

Title ▲	Payment Type	Currency	Active	
Wire Transfer	Wire Transfer	EUR	Yes	<input type="button" value="Edit"/>

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 our Supplier Data Management Team.

Supplier Payment Information for Indiana University has been edited. Inbox X

SciQuest Support UserTest <support@sciquest.com> 11:44 AM (0 minutes ago) ☆ ↶

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