

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.

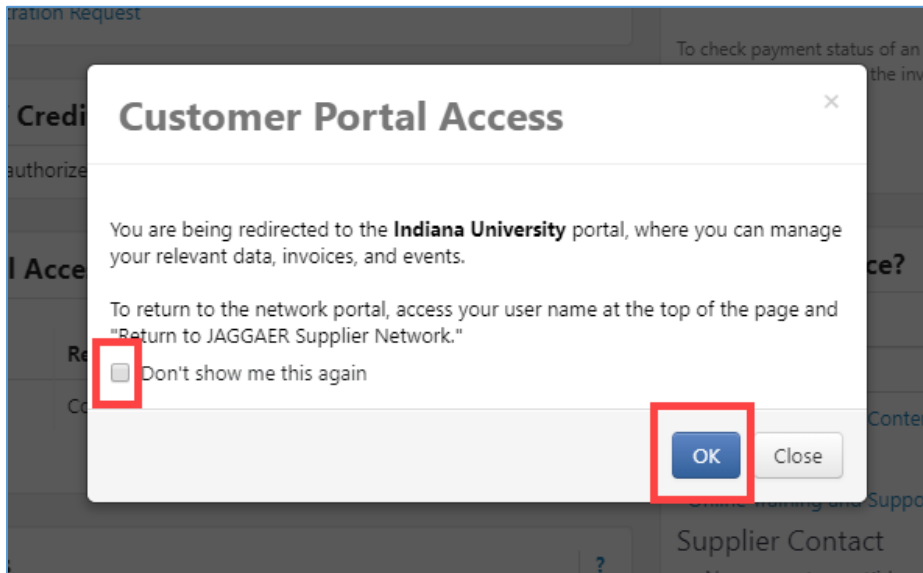
The screenshot shows the Jaggaer Supplier Network portal. The user is Kathryn Janeway, with a Network ID of 1001602416. The 'Customer Portal Access' section contains the following table:

Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

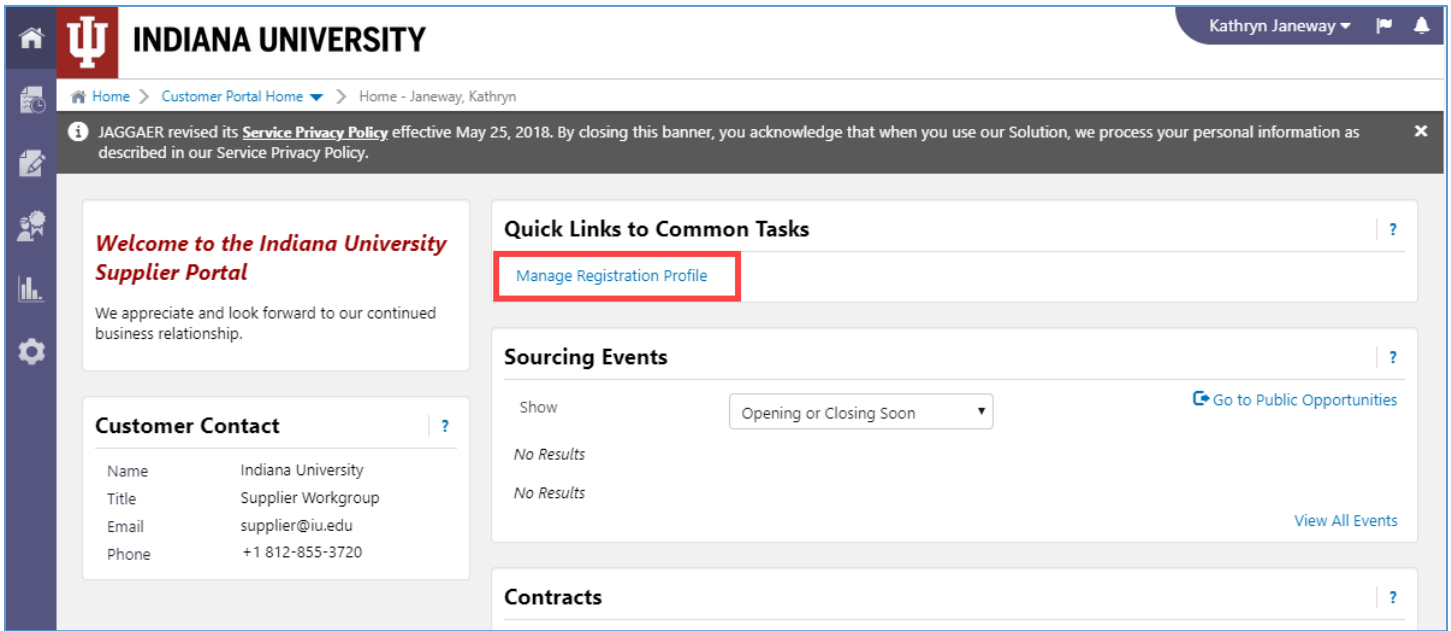
A red arrow points to the 'Indiana University' link in the 'Customer' column.

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.

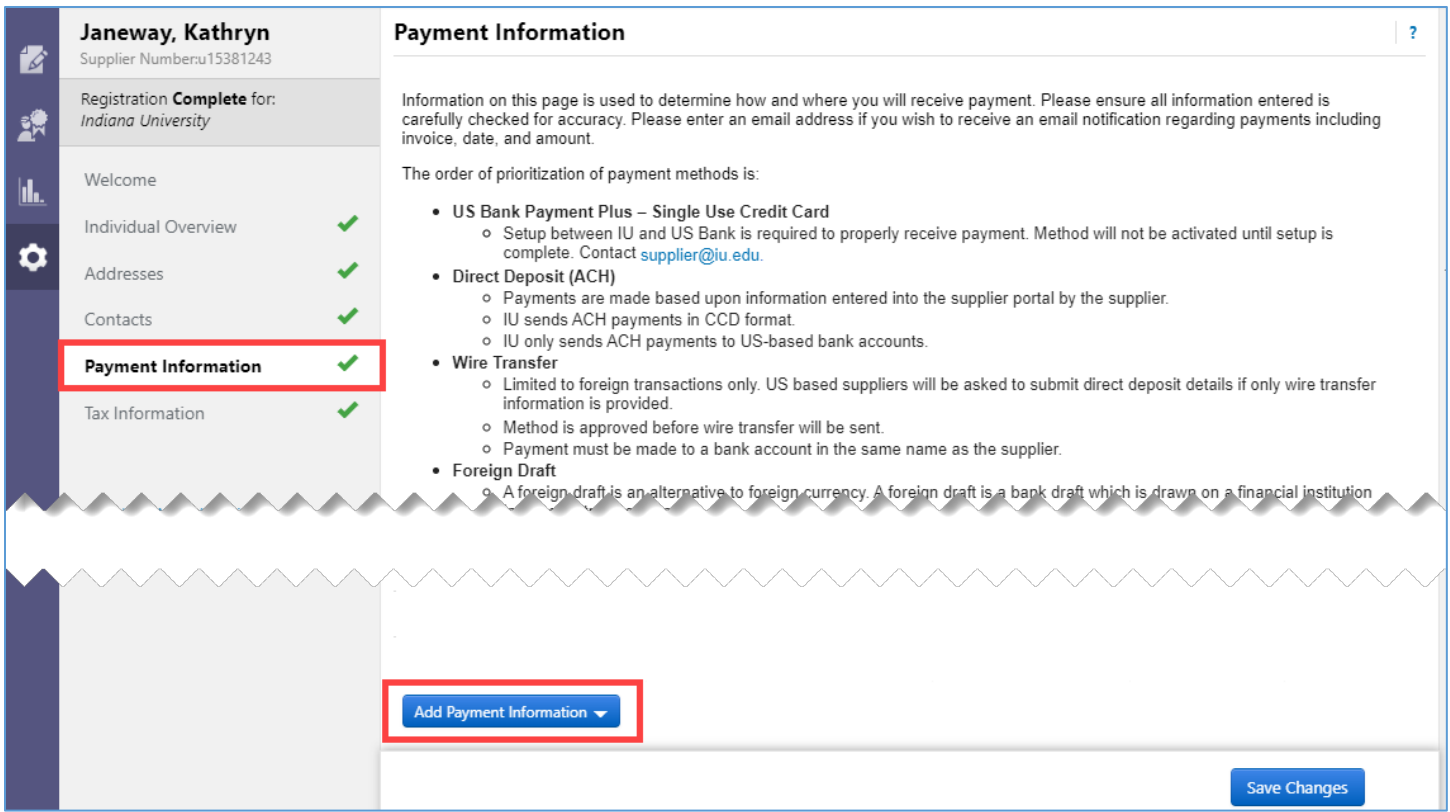


Contents

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**.



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.

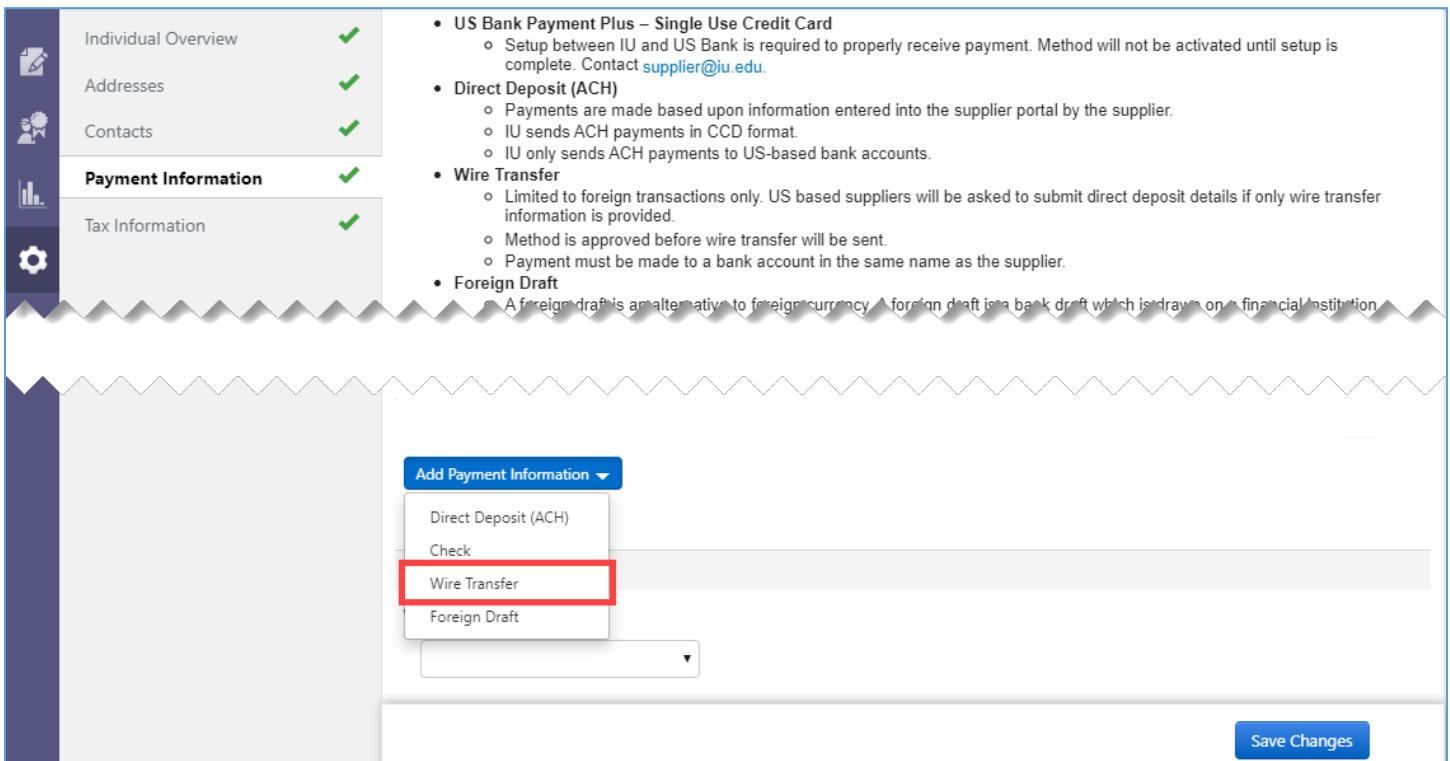
The order of prioritization of payment methods is:

- **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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Add Payment Information ▼

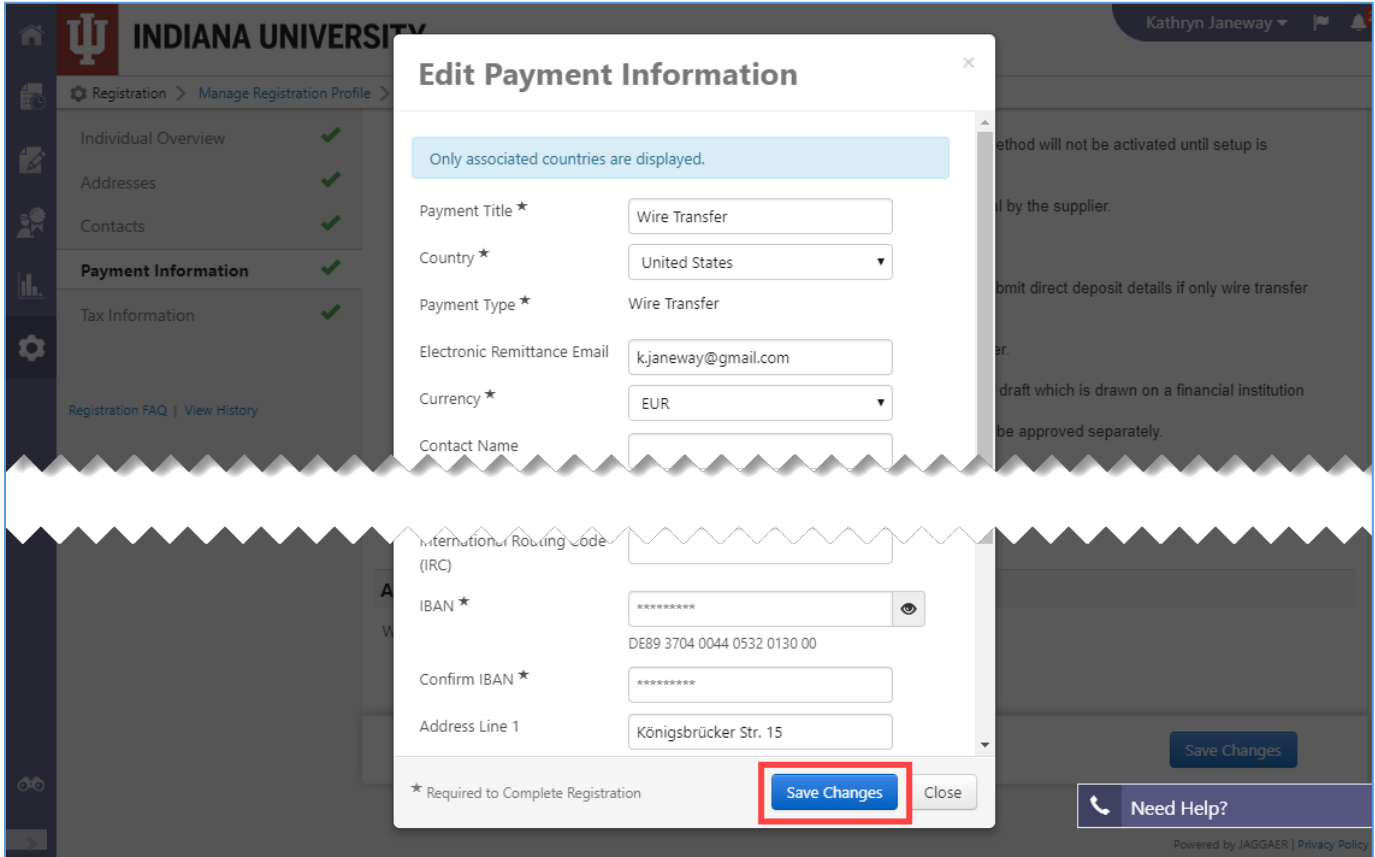
- Direct Deposit (ACH)
- Check
- Wire Transfer**
- Foreign Draft

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 a description of the account being entered.
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.

Title ▾	Payment Type	Currency	Active	
Wire Transfer	Wire Transfer	EUR	Yes	Edit
Foreign Draft	Foreign Draft	INR	No	Edit

[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.

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.

Please confirm the Payment Method you have selected:

Check (Paper check sent to selected remit address)
 ACH
 Wire Transfer

- Check (Paper check sent to selected remit address)
- ACH (Direct deposit electronically deposited into account provided (Domestic US entities and individuals only))
- 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:

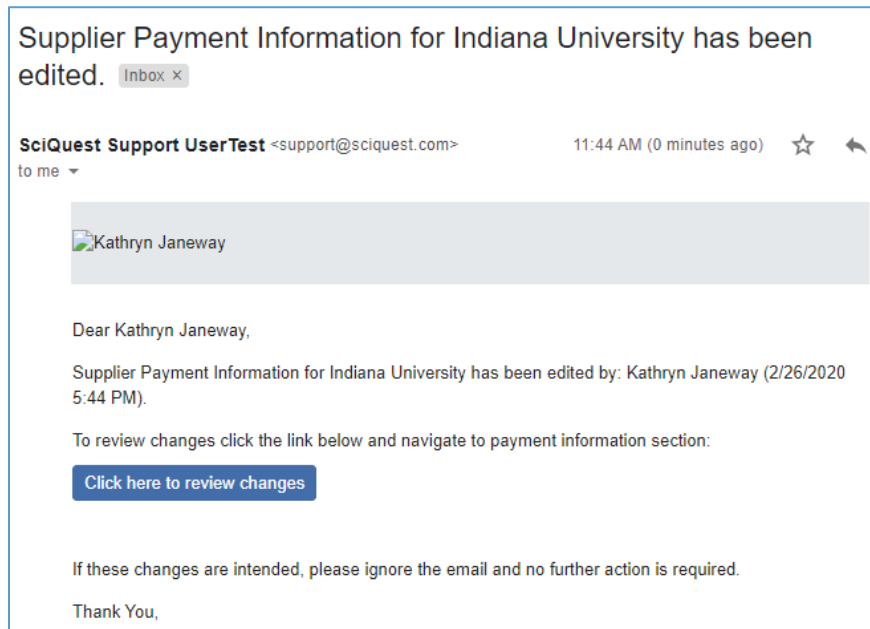
Wire - Document on bank or company letterhead indicating the account information of the payee. This should include Swift code, account holders name, and account number or IBAN number depending on country.

Wire Attachment *

Select file *Drop file to attach, or browse.*

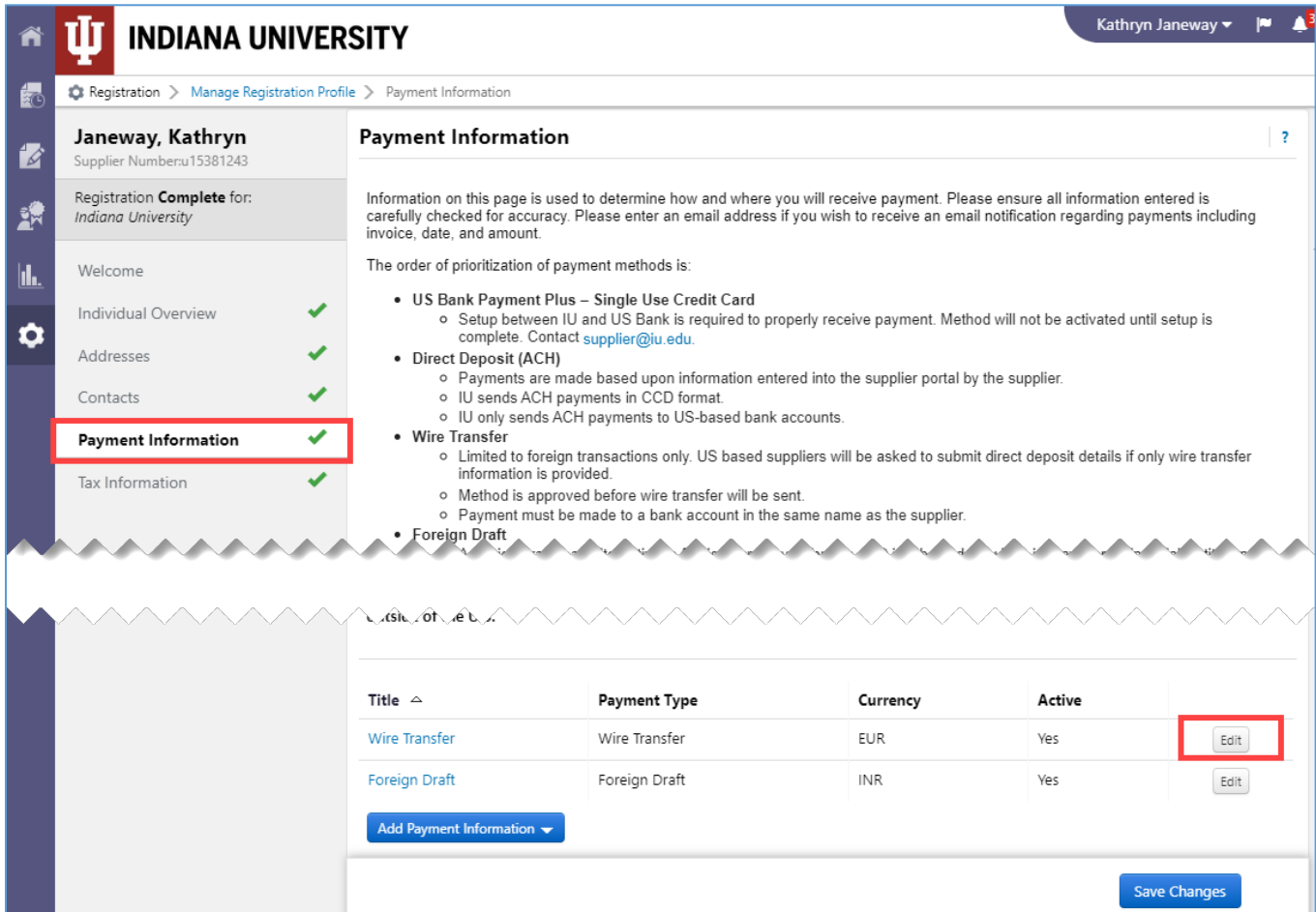
Save Changes

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.



INDIANA UNIVERSITY | Kathryn Janeway

Registration > Manage Registration Profile > Payment Information

Janeway, Kathryn
Supplier Number: 15381243

Registration **Complete** for: *Indiana University*

Payment Information

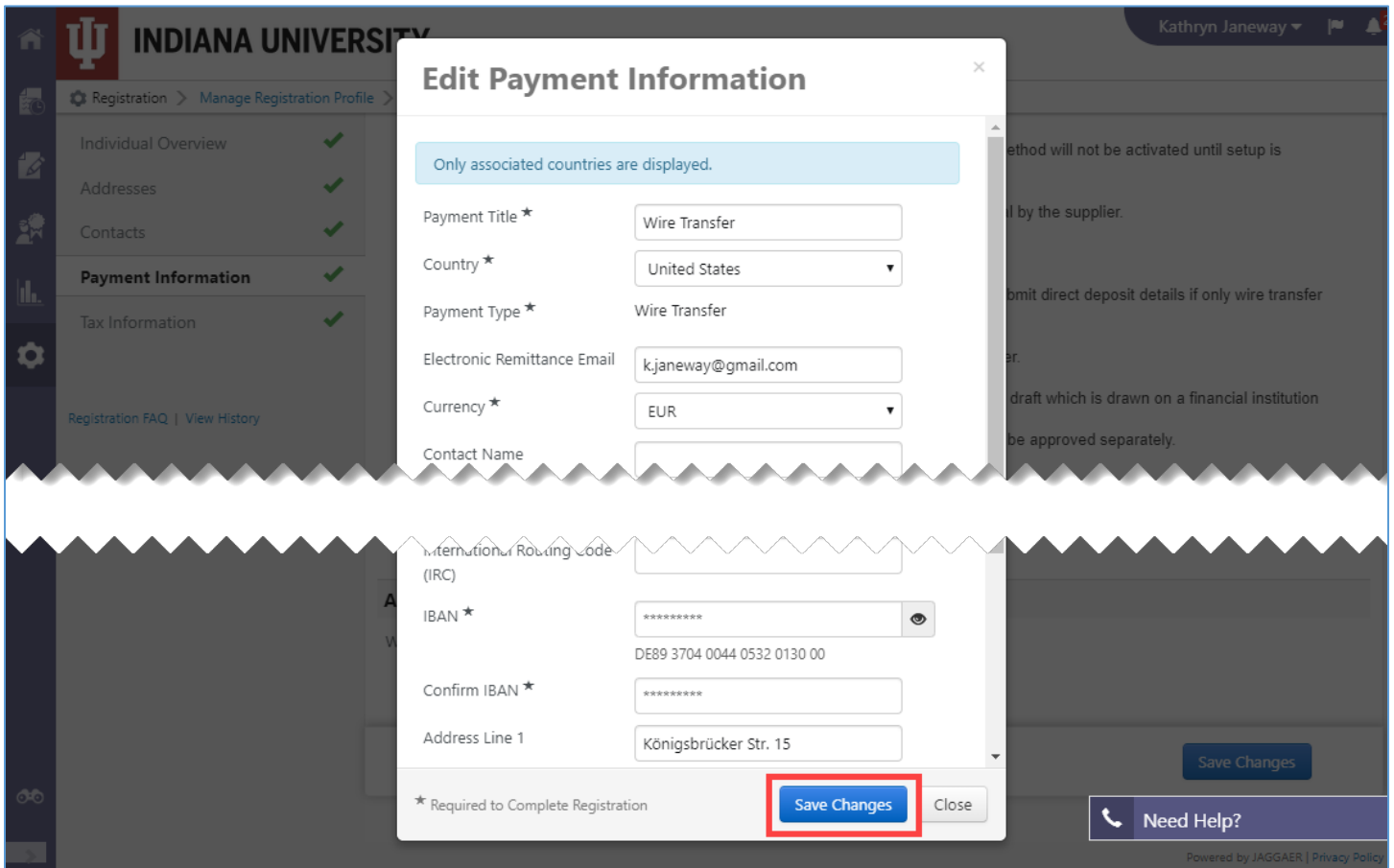
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- **Foreign Draft**

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.

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

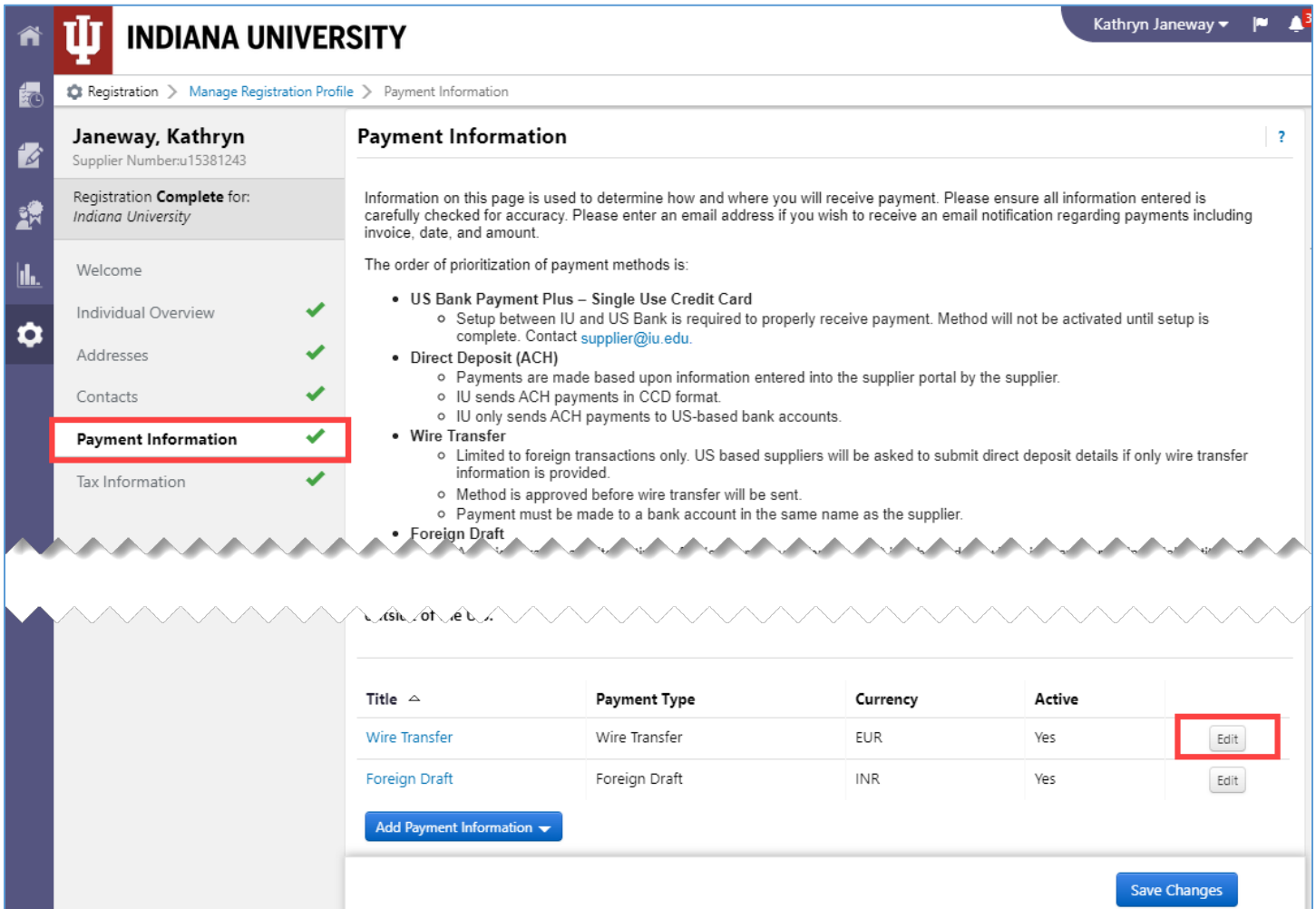
It is not possible to remove wire transfer information from your supplier profile. Instead, the wire transfer record is inactivated. Inactivating wire transfer information means it will not be used for future payments.

You must have active wire transfer 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.



INDIANA UNIVERSITY | Kathryn Janeway

Registration > Manage Registration Profile > Payment Information

Janeway, Kathryn
Supplier Number: 15381243

Registration **Complete** for: *Indiana University*

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Title	Payment Type	Currency	Active	
Wire Transfer	Wire Transfer	EUR	Yes	Edit
Foreign Draft	Foreign Draft	INR	Yes	Edit

[Add Payment Information](#)

[Save Changes](#)

Click the “No” radio button next to Active to inactivate the wire transfer record. Click **Save Changes** to save your work.

Edit Payment Information

Only associated countries are displayed.

Payment Title * Wire Transfer

Country * Germany

Payment Type * Wire Transfer

Electronic Remittance Email kjaneway@gmail.com

Currency * EUR

Contact Name

Purpose

200 characters remaining

Active Yes No

Bank Account

Country * Germany

DE89 3704 0044 0532 0130 00

Confirm IBAN * *****

Address Line 1 Königsbrücker Str. 15

* Required to Complete Registration

Save Changes Close

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.

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,