

## Process to Issue *Purchase Orders* and Pay Foreign Suppliers

Note - the following instructions do not apply to **honorarium payments**. Please visit [this page](#) for instructions on how to issue an honorarium payment.

- 1) Purchasing Process using a Purchase Order
  - a) May be issued through Standard Forms in the PantherExpress System.
  - b) PO must be in US dollars. Neither the PantherExpress System nor PRISM is configured to allow POs to be issued in a foreign currency.
  
- 2) US Dollar Payments versus Foreign Currency
  - a) **PAYMENT IN US DOLLARS:** If the foreign supplier is willing to accept a US dollar check, the department or supplier may submit the invoice with the PO number to Payment Processing.
  - b) **PAYMENT IN US DOLLARS VIA WIRE OR PAYMENT IN FOREIGN CURRENCY VIA WIRE:** Invoices requiring wire payment in US Dollars or any foreign currency payments can NOT be entered in the PantherExpress System. See **Process to Pay in US Dollars via Wire or Pay in Foreign Currency via Wire** on the second page.

## Process to Issue *Specialty Forms* and Pay Foreign Suppliers

Note - the following instructions do not apply to **honorarium payments**. Please visit [this page](#) for instructions on how to issue an honorarium payment.

- 1) Purchasing Process using Specialty Forms
  - a) Either -
    - i) Enter a Services Agreement (Short Form) in US dollars through the Services Agreement Specialty Form or
    - ii) Work with a [Procurement Specialist](#) to create and execute a Services Agreement in US dollars through the Services Agreement Specialty Form in the PantherExpress System.
  
- 2) US Dollar Payments versus Foreign Currency
  - a) **PAYMENTS IN US DOLLAR:** If the provider accepts a US dollar check, you may submit invoices in US dollars through the “create invoice” process against an internal PO that was created from the Specialty Form, and the payment will be processed through the PantherExpress System using a check.
  - b) **PAYMENT IN US DOLLARS VIA WIRE:** If the provider requires payment as a wire in US dollars, then do the following:
    - i) Enter a comment on the internal PO that states “Pay as a wire”, and attach the invoice but **do not “create” an invoice.**
    - ii) Invoices in US dollars as a wire will only be paid through a wire transfer, see **Process to Pay in US Dollars via Wire or Foreign Currency via Wire** below.
  - c) **PAYMENTS IN FOREIGN CURRENCY:** If the provider requires payment in a foreign currency, then do the following:
    - i) Enter a comment on the internal PO that states “Pay in foreign currency”, and attach the invoice but **do not “create” an invoice.**
    - ii) Invoices in foreign currencies will only be paid through a wire transfer, see **Process to Pay In US Dollars via Wire Or Pay in Foreign Currency via Wire** below.

## Process to Pay in US Dollars via Wire or Pay in Foreign Currency via Wire

Note - the following instructions do not apply to **honorarium payments**. Please visit [this page](#) for instructions on how to issue an honorarium payment.

For all wire transfers (except honorarium payments), follow these instructions:

- 1.) Attach the following documentation (using the Internal Attachment function) to the requisition in the PantherExpress System.
  - i) An invoice must be in the currency that will be wired, and must include:
    - a. supplier name
    - b. bank information including
      - (a) Bank name and address
      - (b) swift code
      - (c) IBAN
      - (d) Bank account number
      - (e) ABA routing number
  - ii) A completed [wire transfer form](#)
  - iii) A W9, W8, or W8-BEN
  
- 2.) A purchase order must be created **and approved** in the PantherExpress System before a payment can be requested. To request a wire payment:
  - i) ADD A COMMENT TO YOUR PURCHASE ORDER
    - a. In the text of your comment enter: **Wire Transfer Request**.
    - b. Select the “add email recipient...” link.
    - c. Type PPC in the **first name** field of the search box (the wire transfer request email address will appear).
    - d. Click “select”.
  
- 3.) The last step in this process is to **CLOSE the purchase order**:
  - a) Go into the PantherExpress System and locate the PO.
  - b) From the Available Actions drop down box select “Close PO”. Then click the “Go” button.
  - c) The system will allow the Buyer to place a NOTE in the system stating why the purchase order was closed (i.e. because it is a request for a wire transfer).
  - d) The document status for the purchase order will show “Closed”.