**Wire Transfer Instructions to Pay Foreign and Domestic Suppliers**

**The University's preferred method of payment in USD is via check.**

- If a wire transfer is requested for a Domestic/US Supplier, Payment Processing approval is required. Determination will be made by the Operations Supervisor once a request is made via PantherExpress on a case by case basis.
- If a foreign supplier is willing to accept a USD check, the invoice should be submitted to Payment Processing via [UPitt.invoices@edmgroup.com](mailto:UPitt.invoices@edmgroup.com) with a valid PO number or through a specialty form in PEX.
- If the foreign supplier requires payment via wire transfer, use the process below.

**Process to Pay via Wire Transfer**

1) Request a wire transfer payment using any of the Specialty Forms **EXCEPT FOR:** Other Payment Request, Refunds and Dues, Professional Memberships, Registrations and Subscriptions Forms. These forms **SHOULD NOT** be used for wire payment.
   a) Contact PantherExpress Customer Service if you’re unsure as to which form to use at 412-624-3578 or [pantherexpress@cfo.pitt.edu](mailto:pantherexpress@cfo.pitt.edu). [https://cfo.pitt.edu/pexpress/CustomerService/inquiry.php](https://cfo.pitt.edu/pexpress/CustomerService/inquiry.php)

2) Purchase orders must be submitted in US dollars. Payments MAY be made in foreign currency.
   a) If payment is desired in foreign currency, calculate a currency conversion, [https://www.xe.com/currencyconverter/](https://www.xe.com/currencyconverter/), to estimate for enough available funds to budget for the foreign currency requested, then submit your requisition in that amount.
   b) Payments may also be converted to foreign currency using a set amount of USD.

3) Choose your form, complete it and submit. A purchase order must be created and approved in the PantherExpress system before a payment can be made.

4) For all wire transfers, follow these instructions:
   a) Attach the following required documentation (via the internal attachment function) in the PantherExpress System.
      i) An invoice from the supplier OR approved document stating why the supplier is being paid and the form of currency that will be wired along with:
         a) Supplier Name.
         b) Bank Information including:
            (a) Bank name and address.
            (b) SWIFT/BIC code.
            (c) Bank account number and/or IBAN (IBAN is preferred for most foreign transfers).
            (d) ABA/Routing number (preferred for domestic wire transfers).
      ii) A W9, W8-BEN or W8-BENE.
      iii) A completed wire transfer request form.
         a) **PLEASE NOTE** the wire transfer form is for internal use only and is not to be filled out by third parties as noted on the top of the form. Do NOT send the form to the supplier to complete. It is to be completed by the department using the information provided by the supplier.
5) **VERY IMPORTANT** AN EMAIL COMMENT MUST BE ADDED TO THE PURCHASE ORDER IN PANTHEREXPRESS FOR PAYMENT PROCESSING TO RECEIVE YOUR REQUEST.
   a) To do this, click on Add Comment and choose the email recipient by typing “PPC” in the **FIRST NAME** field and select:
   
   ![Email Recipient Selection](attachment:email_recipient_selection.png)
   
   b) In the text of the comment enter: **Wire Transfer Request**.

6) The last step is to **CLOSE** the purchase order to ensure that a payment request/invoice is not generated, and a check is not cut.
   a) Locate the PO in the PantherExpress system.
   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 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”.
   e) You will receive a comment from Payment Processing stating that your request was received and will be audited for payment.