

Submitting a Wire Payment Request

The Wire Request Form in SciQuest is used to remit payment to vendors through a wire transfer. This electronic form replaces paper forms, allowing for expedited payment requests and electronic workflow routing/approvals.

COMPLETING THE FORM

-Open the 'Wire Request Form' in SciQuest.

Wire Form	
PAYMENT INFORMATION	
Supplier	1 Xpedx more info... select different supplier
Fulfillment Address	2 PO Purchase Order 2: (preferred) 5850 W 80th St Indianapolis, IN 46278 US select different fulfillment center +1 (317) 347-6037
Supplier Phone	
Distribution	
The system will distribute purchase orders using the method(s) indicated below:	
<input checked="" type="checkbox"/> Custom Supplier Distribution selected	
Fax: +1 (765) 285-0000	
Please check box to indicate you have performed the OFAC SDN search:	
<input type="checkbox"/> OFAC Website	3 <input type="checkbox"/>
Were services provided in the United States? Check box if yes.	4 <input type="checkbox"/> OFAC Website
Commodity Code	5 <input type="text"/> search...
Purpose of Payment	6 <input type="text"/>
Quantity	1
Amount	7 <input type="text"/>
Currency	7 <input type="text"/> Please select... ▼
Internal Attachments	
<input type="button" value="Add Attachments"/> 8	
Currency Converter Website	Currency Converter Website
List of IBAN Countries	List of IBAN Countries
BENEFICIARY BANK INFORMATION	
Bank Name	9 <input type="text"/>
Bank Address	10 <input type="text"/>
Information to Appear on Wire (invoice number, etc.)	11 <input type="text"/>
DOMESTIC PAYMENTS	
Routing Number	12 <input type="text"/>
Account Number	<input type="text"/>
INTERNATIONAL PAYMENTS	
SWIFT Code	13 <input type="text"/>
Account Number	14 <input type="text"/>
IBAN/CLABE	15 <input type="text"/>
Branch/Sort Code	16 <input type="text"/>
Intermediary Bank Name (If Required)	<input type="text"/>
Intermediary Bank Address (If Required)	17 <input type="text"/>
Intermediary Bank SWIFT Code (If Required)	<input type="text"/>

PAYMENT INFORMATION

1. Enter the name of the vendor you wish to pay. If the vendor does not exist in SciQuest, you must complete a New Supplier Request (with all appropriate documentation) in SciQuest. Once the vendor has been created, you may complete the Wire Request Form.
2. SciQuest requires the 'Fulfillment Address' when selecting a vendor even though there will be no purchase order sent to the vendor for these wire requests. There is no need to edit this selection.
3. Verify the payee is not considered a 'Specially Designated National' (or 'SDN') by the United States. United States entities are prohibited from paying an SDN. Please refer to the 'OFAC Website' link in the Wire Request Form to search for your payee; if the payee is not listed as an 'SDN,' you may continue completing the form. If the payee appears in your search results, contact the Controller's Office (285-8444) for further guidance. You must click the checkbox next to 'Please check box to indicate you have performed the OFAC SDN search' when you have completed your search. Create a screenshot of your search results (will be attached, below).
4. If the payment is for services provided in the United States, in part or in total, you must check the checkbox next to 'Were services provided in the United States? Check box if yes.' If you are unsure if services were provided in the U.S., check this box.
5. Enter the appropriate commodity code in the 'Commodity Code' field.
6. Enter the purpose for your payment in the 'Purpose of Payment' section of the form.
7. Enter the amount you wish to pay and choose the appropriate currency from the drop-down box. A link to a currency converter website has been provided, as well. Note that it is not necessary for this form request to be in U.S. dollars.
8. Attach any supporting documentation for your payment request, including invoices, contracts, etc., to the form by clicking the 'add attachment' button in the form. **BE SURE TO ATTACH YOUR OFAC SEARCH RESULTS.**

If submitting an international payment, an IBAN (International Bank Account Number) value may be required. A link to search for the IBAN (when applicable) has been provided if you have not already obtained the correct IBAN.

BANK INFORMATION

9. Enter the name of the recipient's bank in the 'Bank Name' field.
10. Enter the address for the recipient's bank in the 'Bank Address' field.
11. Enter any information you wish the vendor to see when the payment is received.

DOMESTIC PAYMENTS

12. If requesting a domestic payment, enter the payee's bank routing number and account number in the appropriate fields.

INTERNATIONAL PAYMENTS

Note: if the payment is to go to an intermediary bank (and then forwarded to the recipient's bank), be sure to complete the 'Intermediary Bank' portions of this section of the form.

13. If requesting an international payment, enter the appropriate SWIFT Code (bank identification; between 8-11 characters) for the recipient's bank.

14. Enter the appropriate bank account number in the 'Account Number' field.

15. Enter the IBAN (account identification; up to 34 characters) or CLABE (account identification in Mexico ; 18 digits) value in the 'IBAN/CLABE' field.

16. If applicable, enter the branch/sort code for the recipient's bank in the 'Branch/Sort Code' field.

17. If an intermediary bank is listed; enter the intermediary bank's information on the form.

SUBMITTING THE FORM

-Click the 'Go' button next to 'Add and go to Cart' in the 'Available Actions' section of the form. Do not be alarmed that the amount in your SciQuest shopping cart is '0.00.' The information you entered in the form is still contained in the form itself.

-Click the 'Proceed to Checkout' button from your shopping cart.

-From here, ensure your request information is correct. Under the 'Is this for an After the Fact purchase or a Direct Pay?' drop-down box, choose 'NO.' The FOAPAL entered for this form will be the FOAPAL charged after the payment has been made. Once everything appears as it should, click the 'Place Order' button.

-The request will then be routed as any other requisition is. You will be notified if it is determined that tax withholding must occur for your payment request (in order to comply with IRS requirements).

-If you are an approver, you will approve the payment request as you would any other SciQuest payment request.

BUDGET INFORMATION

-After all workflow steps have been approved, the Controller's Office will send the payment in the currency you designated on your form. Please note that any processing fees associated with the wire request *may* be assessed to the FOAPAL indicated on the form.

-After the payment has been sent to the vendor, the Accounting Office will create an invoice (beginning with the letter 'I') to charge your FOAPAL; the invoice will be entered against the vendor indicated on the payment request form. To balance cash accounts, a 'check' will be created against that invoice (the check will be in the format of '^0000001,' '^0000002,' etc.).

-Please note that through this new process, wire payments are recorded through Accounts Payable; this means that wire payments will appear on vendor history screens. Check numbers beginning with a '1' denote paper checks, checks beginning with a '!' denote ACH payments, and checks beginning with a '^' will now denote payments made via wire request.