Requesting a Wire

For ALL wire requests:

This process flow highlights the differences in how you proceed with a Wire Transfer request based on whether the requisition is a PR/NR or PO.

Steps 1-5 on page 1 of this guide are common across all wire requests.

Steps 6-7 differ depending on the requisition type.

Add item to cart — Click **Proceed to Checkout** → Navigate to **Special Handling & AP** tab and indicate that a wire is required

- **Requisition Type: PR/NR** → **Attach Wire Transfer form in B2P** Navigate to the **Internal Notes & Attachments** tab and attach the appropriate Wire Transfer Authorization form → If Requestor: click **Submit Request** If Shopper: click **Assign Cart**
- **Requisition Type: PO** (e.g. Non-Catalog, Catalog, or Punchout) → If Requestor: click **Submit Request** If Shopper: click **Assign Cart** → **Email form** Email the completed Wire Transfer Authorization Form with a copy of your supplier invoice (or support documentation) to AP_Invoices@Harvard.edu

1. Prepare your Wire Transfer Authorization form by accessing the fillable .pdf:

   Wire Transfer Authorization Form – US Currency

   OR

   Foreign Currency Wire Authorization Form

   Note: For PRs and NRs *– PR/NR# and Tub Approver signatures are* ***NOT*** *required on the wire authorization forms. This is because all the signoffs and approvals are within B2P.*

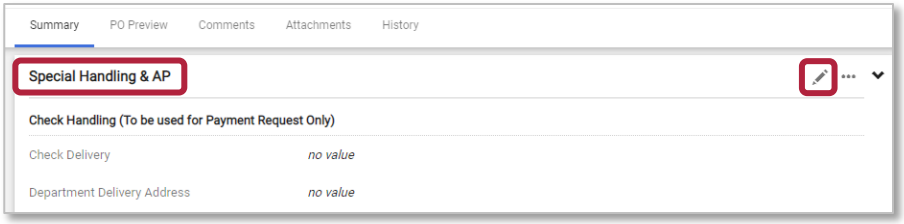
   Note: For POs *– PO# and Tub Approver signatures* ***ARE*** *required on the wire authorization forms. This is because the documentation is being emailed to AP outside of B2P.*

2. **Add item to cart** in B2P. Individual guides on how to complete your Payment Request Form (PR), Non-Employee Reimbursement Form (NR), or Purchase Order (PO) can be found here.

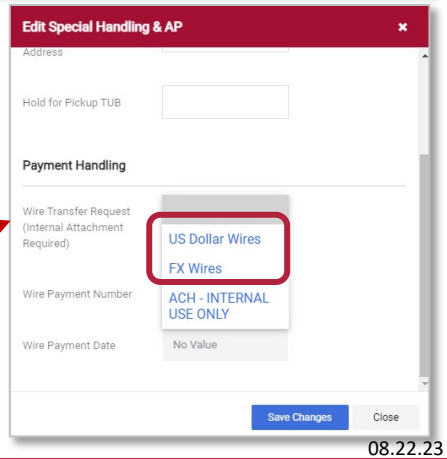
   Note*: For Foreign Currency Wires, add a 10% buffer to the amount of requisition. Do not add 10% if sending USD equivalent.*

3. Click **Proceed to Checkout.**

4. On the **Summary** tab, scroll down to the **Special Handling & AP** section and click the **pencil icon** to edit.



5. Select **FX Wires** or **US Dollar Wires** in the **Wire Transfer Request** field and click **Save Changes.**



FYI – You can access links to the US and Foreign Wire Authorization Forms by clicking ***Wire Transfer Request (Internal Attachment Required).***

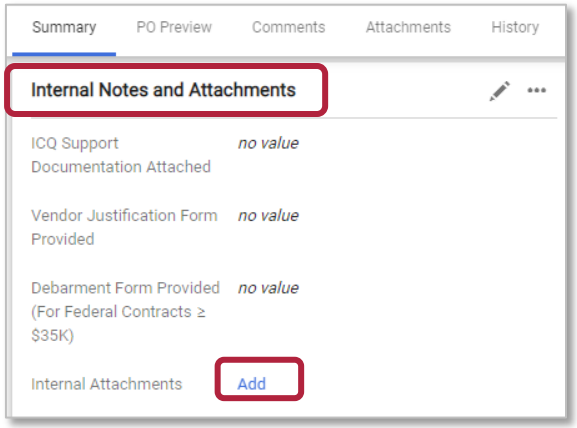
Requesting a Wire - Next Steps

For PRs or NRs:

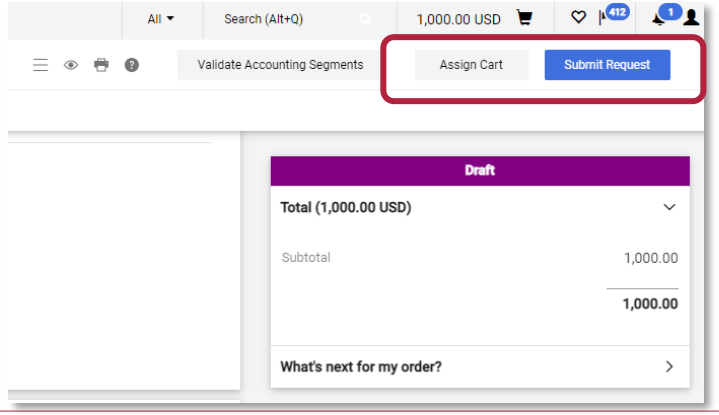
6. On the **Summary** tab, scroll down to the **Internal Notes & Attachments** section and click **Add**. Select the fillable .pdf form that you completed in step 1, label it "Wire Form" and attach it.

   Note: Do not send any copies separately to AP or OTM (Cash Management).

   Reminder: Your supplier invoice (or support documentation) would have been attached during step 2.



7. When you have completed all other updates, click **Submit Request**. (Note: If you are a Shopper, click **Assign Cart** and identify your preferred Requestor who will submit the request on your behalf.)



For POs:

6. When you have completed all other updates, click **Submit Request**. (Note: If you are a Shopper, click **Assign Cart** and identify your preferred Requestor who will submit the request on your behalf.)

7. **Submit the following in an email** to AP_Invoices@Harvard.edu:
   - Completed Wire Transfer Authorization Form (from step 1)
   - Supplier invoice (or support documentation)

     Ensure required payment details are included, such as: Supplier Name on invoice that matches B2P, Purchase Order Number, Payment Amount, Location of Activity, Currency, etc.

   *** The email MUST include the subject line: "**WIRE Invoice**". ***

Note: If you are creating a Purchase Order, **indicating "Wire" on the Special Handling & AP section (step 5) will impact all future payments against this PO**. You cannot change this designation later, even with a change order.

If you want to retain the flexibility to have different payment types for a PO, you should set up the PO without wire indicated. Then, if there is a single invoice that does require a wire in future, you can follow step 7 to submit that individual invoice for wire payment.

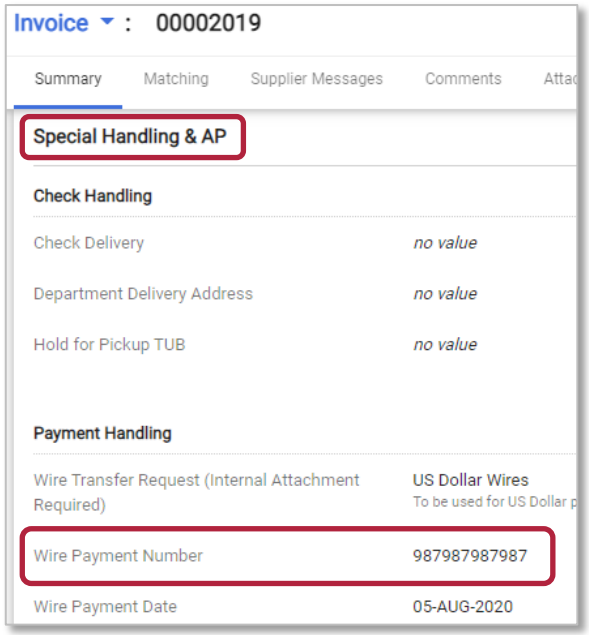
Requesting a Wire - Checking Status

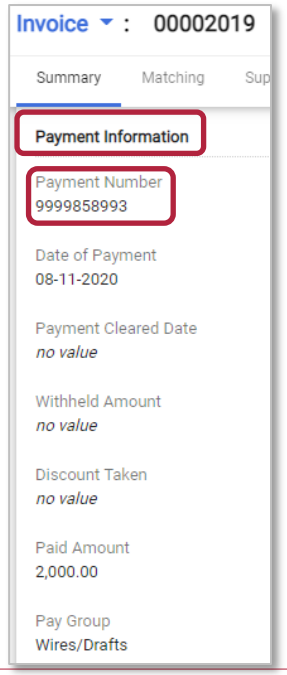
Viewing Invoice Payment Information

Verify the status of your request by navigating to the quick menu search and entering the supplier invoice number.

Once the Wire Request has been completed, the payment information will appear in two sections on the **Summary** tab:

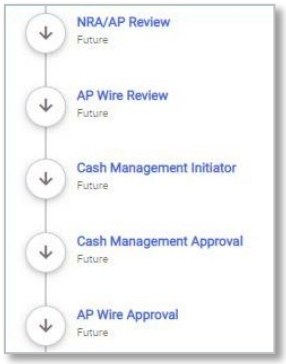
- The **Wire Payment Number** is found in the **Special Handling & AP** section. This number is assigned by Cash Management and is the number that suppliers can use to track their wire payment.
- The **Payment Number** is found in the **Payment Information** section. This number is generated when the payment is posted in Oracle.
    - ***Note:*** *any payment number starting with 999 is a temporary number until the payment has posted in Oracle. The 999 number in the* ***Payment Number*** *field will be updated once the payment has posted.*





Approval Status and Service Level Agreements (SLA)

To view approval status, open your requisition and navigate to the **What's Next?** section on the right**.** You will see some of the following approval steps listed after the traditional department approvals (levels 1-6), depending on the type of wire request.



- **NRA/AP Review** - Required when paying 1042S, Foreign Entities, and 1099 Suppliers
- **AP Wire Review** - Required when tax withholding is necessary
- **Cash Management Initiator** - Required for all wires (payment initiation)
- **Cash Management Approval** - Required for all wires (payment execution)
- **AP Wire Approval -** Required for all wires (pending posting to Oracle)

Once it has reached the first of the approval steps above, with all the correct forms attached, it may take up to 5 business days for the payment to be processed. Additional days may be required depending on how many of the approval steps are required, or in cases where multiple invoices are involved.

Use Comments to clarify

Use the **Comments** tab to highlight any particular complexities that you want the NRA, AP, and/or Cash Management (OTM) teams to be aware of.

Who to contact for help

- For questions when approval step is **NRA/AP or AP**, contact AP_CustomerService@Harvard.edu. If appropriate, the AP Customer Service team will forward the inquiry to the NRA team via ServiceNow.
- For questions when approval step is with **Cash Management**, contact OTM_WireTransferInquiry@harvard.edu.