



Step	Action
1	Facilitating payments to foreign suppliers is a complicated process. The University is required by the IRS to establish the tax status of foreign entities with which it conducts business. Different types of expenses have different taxation requirements. Each payment made to a foreign supplier must be reviewed for tax status determination.
2	Unless otherwise specified, all payments to foreign suppliers will be made via paper checks issued in US dollars. Payment by wire transfer will only be processed if specified by the supplier that a check in US dollars cannot be cashed.
3	Payments made to suppliers in foreign currency require coordination with Convera (formerly Western Union) to facilitate wire transfers . This process results in additional surcharges for the paying department.
4	Currently, wire transfers to a bank outside of the US in foreign currency are \$15. Wires to a bank outside of the US in USD currency are \$45. In special situations, domestic wires can be processed to a US supplier. Wires to a bank in the US in USD currency are \$45. Note that Convera rates are subject to change.
5	Whenever possible, it is recommended to use a domestic supplier to simplify the payment and taxation process.
6	When reviewing an expense from a foreign supplier, first determine if the transaction is related to a Purchase Order. If it is, a receipt must be entered in PeopleSoft to initiate payment.
7	If the expense is not related to a Purchase Order, determine if it is a supply or a publication fee. Either of these expenses may be paid on a Pcard, with an approved Pcard exception. Please email a copy of the invoice to Pcard@ou.edu for review.
8	If the expense does not fall into the two previous categories, a regular voucher will be entered in PeopleSoft to initiate payment.
<div style="text-align: center;"> <pre> graph TD A[Foreign Supplier] --> B[Purchase Order ?] A --> C[Supply or Publication Fee ?] A --> D[Neither ?] B --> E[Initiate payment via receipt.] C --> F[Request Pcard exception.] D --> G[Initiate payment via regular voucher.] </pre> </div>	
9	To pay a foreign supplier off of a Purchase Order, determine if the payment must be processed in a foreign currency or in US dollars.
10	If the payment must be processed in a foreign currency, email AccountsPayable@ouhsc.edu a copy of the invoice before entering in a receipt. AP will coordinate with Convera to confirm the currency conversion and establish a wire confirmation . The wire confirmation will lock in the currency conversion rate for up to a week.
11	AP will also need the banking information from the supplier to submit to Convera. Banking details are normally listed on the supplier's invoice however, the following information must be obtained:



	<p>Bank name, address and country International bank account number (BAN) Sort code or BSB (identifies the bank branch) Payee account name as listed on the account Payee permanent address Swift code (international bank identifier) Reference information (i.e. PO number, invoice number, etc.) Supplier email address</p>
12	Once the confirmation is obtained from Convera, that will be emailed back to the department to begin receipt entry . If the payment is to be processed in US dollars, receipt entry can begin without prior coordination with Accounts Payable
13	To perform receiving, login to PeopleSoft Financials and click on the eProcurement tile on the Home Screen and select Manage Requisitions from the left side menu or use the NavBar and select Navigator > eProcurement > Manage Requisitions .
14	Locate the requisition by typing in the Requisition Number , updating the Date From and Date To fields or by changing the Request State to PO(s) Dispatched . By default, the date range will be within the last week and the Request State will be All but Complete . Click Search . The available requisitions will be displayed.
15	Locate the requisition that needs to be received on. From the drop-down menu, select Receive and click the Go button.
16	On the next screen, click Add to be taken to the Purchase Order associated with the requisition.
17	<p>The next screen will display the PO and all the PO lines. Click on the box to the left of the PO ID field for all the lines to be received and click OK. To select all lines on the PO, click the Select All hyperlink and then click OK. Ensure that you have selected the wire transfer line as well as any goods/service line(s) to be paid.</p> <p>Hint: All PO's to be made by wire transfer must have a separate line for the wire transfer fee, GL code 920550. If the line does not exist on the PO, the department will need to coordinate with Purchasing on a change order before receiving can be completed. The wire fee line amount should be inclusive of all payments for the fiscal year.</p>
18	Enter in the quantity or price of the goods/services and the appropriate wire amount on the wire fee line.



Maintain Receipts

Receiving

Business Unit NORMN Receipt Status Fully Received ✘

Receipt ID 0000031364 Edit Header Comments/Attachments Activities

Header Details Document Status

PO Voucher - Special Processing

*Priority Processing | Normal Processing

Rush Justification Handling

254 characters remaining

▶ Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Person

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	PO Number
1		Subaward remaining balance	1.0000	4494.84000	1.0000	Received	921800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000003966
2		Wire fees - Univ of Sheffield	1.0000	45.00000	1.0000	Received	920550	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000003966

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Notify Refresh

- 19 In the **Header Comments/Attachments**, attach both the **invoice** to be paid and the Convera **confirmation**.
- 20 If no confirmation is needed due to payment in US dollars, select **Special Handling** from the **Priority Processing** drop-down and indicate that the payment needs to be made via **wire transfer**.
- 21 Click **Save**. Accounts Payable will enter and approve a PO voucher for the expense and complete the **wire transfer** process through Convera.
- 22 To pay a foreign supplier off of a regular voucher, enter the normal voucher details and include in the invoice attachment the banking details. On the **OU Voucher Info** tab, select **Special Handling** from the **Priority Processing** drop-down and indicate that the payment needs to be made via **wire transfer**.

OU Voucher Information

*Priority Processing

Special Handling

Rush Justification Handling Instructions:

Needs to be paid as a wire

- 23 AP will review the voucher details and coordinate with Convera to determine the wire fee and currency conversion. Once the rate is locked in, AP will attach the Convera confirmation to the voucher, add an additional invoice line for the **wire transfer** fee and update the payment amount, if necessary, to account for the conversion. The voucher will be sent back through the workflow process to obtain approval for the revised voucher.



Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart: _____

*Distribute by: Amount Ship To: EH_0303 One Asset

Item: _____ Description: _____

Quantity: _____ Packing Slip: _____

UOM: _____

Unit Price: _____

Line Amount: 215.38

Distribution Lines Personalize | Find | View 1 First 1-2 of 2 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project
<input type="checkbox"/>	1	200.38		NORMN	600100	MISCA							
<input type="checkbox"/>	2	15.00		NORMN	920550	MISCA							

24 | Once the regular voucher is fully approved, AP will complete the **wire transfer** process with Convera.