



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 <b>wire transfer</b> 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 Western Union to facilitate <b>wire transfers</b> . This process results in additional surcharges for the paying department.
4	Currently, <b>wire transfers</b> 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 Western Union 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 <a href="mailto:Pcard@ou.edu">Pcard@ou.edu</a> 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] --&gt; B[Purchase Order ?]     A --&gt; C[Supply or Publication Fee ?]     A --&gt; D[Neither ?]     B --&gt; E[Initiate payment via receipt.]     C --&gt; F[Request Pcard exception.]     D --&gt; 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 <a href="mailto:FSAccountsPayable@ou.edu">FSAccountsPayable@ou.edu</a> a copy of the invoice <b>before</b> entering in a receipt. AP will coordinate with Western Union to confirm the currency conversion and establish a wire <b>confirmation</b> . The wire <b>confirmation</b> 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 Western Union. Banking details are normally listed on the supplier's invoice however, the following information must be obtained:



- 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
- 12** Once the confirmation is obtained from Western Union, 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** 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.  
  
**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.
- 18** Enter in the quantity or price of the goods/services and the appropriate wire amount on the **wire fee** line.

The screenshot shows the 'Maintain Receipts' interface. At the top, it displays 'Receiving' with 'Business Unit' set to 'NORMN' and 'Receipt Status' as 'Fully Received'. The 'Receipt ID' is '0000031364'. Below this, there are buttons for 'Header Details' and 'Document Status'. A 'PO Voucher - Special Processing' section is visible on the right with a dropdown menu set to 'Normal Processing' and a 'Rush Justification Handling' field. Below the header, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The main area is titled 'Receipt Lines' and contains a table with the following data:

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

At the bottom of the interface, there are checkboxes for 'Interface Receipt' and 'Run Close Short', along with buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.



- 19 In the **Header Comments/Attachments**, attach both the **invoice** to be paid and the Western Union **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 Western Union.
- 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 Western Union to determine the wire fee and currency conversion. Once the rate is locked in, AP will attach the Western Union 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

Line 1  Copy Down  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 215.38

SpeedChart  
Ship To EH\_0303  
Description  
Packing Slip

One Asset  
Calculate

Distribution Lines

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 Western Union.