

Foreign Wire Payment Process

Wire details must be provided with every invoice submitted to Accounts Payable (AP) for a wire payment. AP does not archive this payment instruction. They must be submitted with each invoice.

Required Information:

- Beneficiary/Payee Name (Note Payee name must be identical to the Beneficiary account name): _____
- Beneficiary Bank Account Number: _____
- Bank Name: _____
- SWIFT Code (Bank ID Number): _____
- Currency Type (US Dollars/Foreign Currency): _____
- Intermediary Bank (if required by Payee Bank): _____

Wires to:

- **Australia:** Must include Bank State Branch (**BSB**) code
- **Mexico:** Must include Clave Bancaria Esandarizada (**CLABE**) number
- **Europe:** Must include International Bank Account (**IBAN**) number

The payment request document with foreign wire instruction information (above) should be emailed to [Accounts Payable Documents Submission \(ap@ucsf.edu\)](mailto:ap@ucsf.edu). If the request is complete and contains the appropriate approval, the Accounts Payable staff will enter the payment request into PeopleSoft and then will send the foreign wire instructions to the bank.

For more information on wire transfer, please visit: <https://supplychain.ucsf.edu/requesting-wire-transfer-payment>.