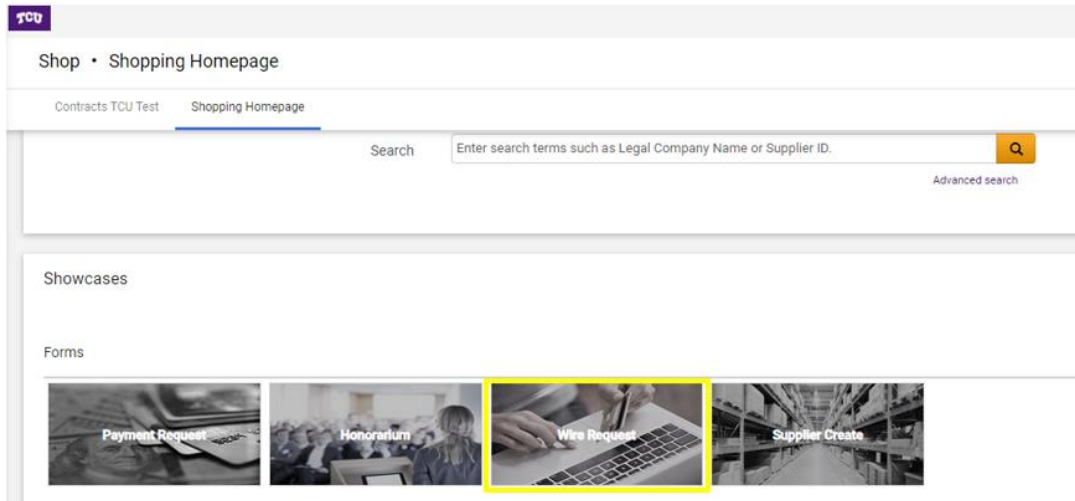


Wire Request Form

1. Log into [Jaggaer](#)
2. From the Shopping Homepage, select the Wire Request Form



3. Fill out required fields
 - a) Fill out required wire fields

Supplier Invoice and Wire Requirements

Is this wire to an international supplier who provided services in the US? *

Please select... ▼

Is this wire to an international supplier who provided services in the US, and/or an international supplier being paid a royalty or license fee?

Supplier current/former TCU or Brite employee? *

Please select... ▼

Is the supplier a current or former (within the current calendar year) TCU or BRITE employee (including student workers)?

☐ Priority Payment (Exception Based)

Note: Priority payment requests are granted based on contract requirements or Vice Chancellor approval. Please do not select the Priority Payment box if you do not have a contract requiring immediate payment, or approval from your Vice Chancellor (email from VC of their approval must be attached to your request). Reach out to AP at accountspayable@tcu.edu to determine if your request qualifies as a priority.

- b) Attach the invoice

Internal Attachments *

Add

Invoice Attachment Please attach the invoice containing all required banking information by selecting "Add" next to internal attachments.


Note: Required banking information for international wires includes: Account Name (Payee), payee's Bank Account Number/IBAN, bank SWIFT/BIC, bank name and address.

Banking information must be provided directly by payee, preferably on the face of the invoice. If email submission, email must be directly from payee, not TCU employee.


c) Select a supplier

Existing Supplier

Enter Supplier *



Select Supplier 

d) Fill out remaining required fields

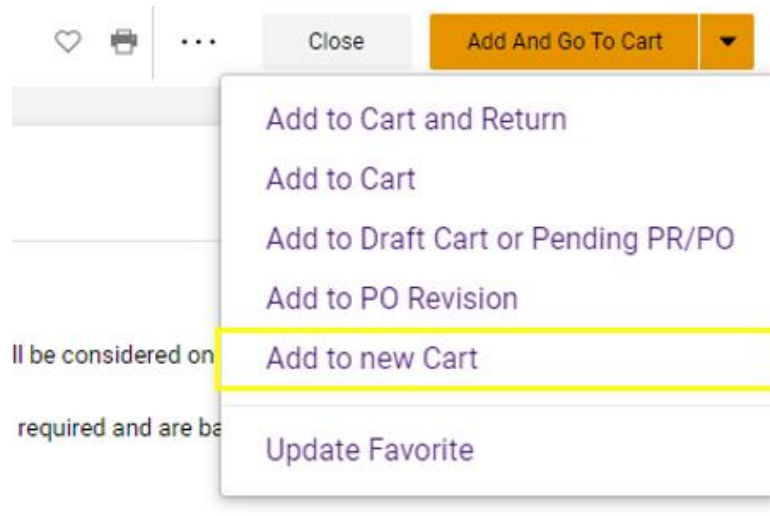
Wire Amount *	<input type="text"/>
Currency Unit *	<input type="text"/>
Have you verbally confirmed the wire instructions with the payee? *	Please select... ▼
Name of individual you spoke with to confirm wire instructions. *	<input type="text"/>
Date verbally confirmed wire instructions with supplier. *	<input type="text"/>  <small>mm/dd/yyyy</small>
Country for Wire *	<input type="text"/>
Is this wire an HR benefit wire? *	Please select... ▼
Enter Contract Number if associated with Contract	<input type="text"/>

4. Add Wire Request to Cart

a) Select the dropdown arrow next to the orange button in the top right of the screen

  ... ▼

b) From the dropdown list, select "Add to new Cart"

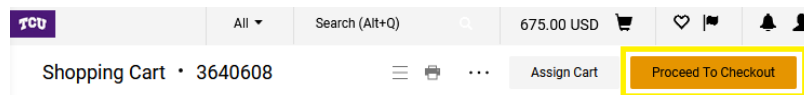


5. Review the cart entry for accuracy and proceed to checkout

- a) If there are errors in the form, click the form description ("Wire Request") to re-enter the form and correct the errors.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
<div> <div>✖ The form is incomplete or has errors. Open the form and correct the errors.</div> <div> <div>1</div> <div> <div>✓</div> <div>✖</div> <div>✖</div> </div> <div>Wire Request</div> </div> <div>550.00</div> <div>Qty: 1</div> <div>550.00</div> <div>...</div> <div><input type="checkbox"/></div> </div>					

- b) Click the orange "Proceed to Checkout" button.



6. Review the Requisition to make sure Shipping/Billing/Accounting Codes are correct:

- a) If anything is incorrect or missing, click the pencil icon in each section to fix the details.

Draft

✖ Correct these issues.

You are unable to proceed until addressed.

Required: Business Unit

Required: Account

Required: Department

Summary
Comments
Attachments (1)
History

General

Business Unit

TCU

Texas Christian University

Cart Name

2022-11-23 brumbach 01

Description

no value

Prepared by

Jacob Brumbach

Prepared for

Jacob Brumbach

Cart Source

Manual

Shipping

Ship To

Attn: Jacob Brumbach

3412 POND DRIVE

Fort Worth, TEXAS 76109

United States

Delivery Options

Ship Via

Best Carrier-Best Way

Billing

Bill To

Contact Line 1 TCU-Advancement Operations

TCU Box 298240

Fort Worth, TX 76129

United States

Billing Options

Accounting Date

no value

Description (This field will print on check)

no value

Accounting Codes

GL Unit	Account	Fund	Department	Project
TCU	6200	11000	21130	no value
Texas Christian University	All Departmental Expenses	TCU General	Fund Raising	

- b) In the column on the right, under “What’s next for my order?”, the next workflow steps can be seen.

Draft

Total (550.00 USD)

550.00

Subtotal

550.00

550.00

What's next for my order?

Next Step

Special Approval

Approvers

Approver, Special

Dervishi, Annie

Mathis, Shelli

Rattan, Ali

Test, Annie Dervishi

Workflow

Show skipped steps

Draft

Active

Jacob Brumbach

Special Approval

Future

Accounts Payable Approval

Future

Level 1 Approval

Future

Finish

Future

- c) Once details for all sections are correct, click the orange “Place Order” button to finish.

Summary Comments Attachments 1 History

General

Business Unit
TCU
Texas Christian University

Cart Name
2022-11-23 Brumbach 01

Description
no value

Prepared by
Jacob Brumbach

Prepared for
Jacob Brumbach

Cart Source
Manual

Shipping

Ship To
Attn: Jacob Brumbach
3412 POND DRIVE
Fort Worth, TEXAS 76109
United States

Delivery Options
Ship Via
Best Carrier-Best Way

Billing

Bill To
Contact Line 1 TCU-Advancement Operations
TCU Box 296240
Fort Worth, TX 76129
United States

Billing Options
Accounting Date
no value
Description (This field
will print on check)
no value

Accounting Codes

GL Unit	Account	Fund	Department	Project
TCU Texas Christian University	6200 All Departmental Expenses	11000 TCU General	21130 Fund Raising	no value

Facilities

Work Order #	Phase	Shop
no value	no value	no value

Internal Notes and Attachments

Internal Note
no value

Internal Attachments
Add

External Notes and Attachments

Note to all Suppliers
no value

Attachments for all suppliers
Add

PO Clauses
Add

1 Line

Total (\$50.00 USD)

Subtotal

550.00

550.00

What's next for my order?

Next Step
Special Approval

Approver: Special
Dervish, Anne
Maffeo, Shari
Rafferty, Ali
Test, Anne Dervish

Workflow

Show skipped steps

Draft

no value
Jacob Brumbach

Special Approval

Future

Accounts Payable Approval

Future

Level 1 Approval

Future

Finish

Future