

Submitting an invoice and an AP-3 wire form:

- If an AP-3 is being provided, the form will be required each time a wire is processed.
- The form used must be the current version on the Accounts Payable website.
 - If an older form is used, the vendor will have to complete the information again on the current version.
- Due to the sensitive information on the AP-3 form, the form is to be completed only by the vendor.
- It is up to the vendor to contact their bank to verify what information is required for a wire to be sent to their account.
- The information on the AP-3 must be legible. Accounts Payable cannot guess what any of the information is as wires cannot be recalled.

Payment Information

- The invoice or FS-03 must contain the type of currency the wire is to be processed in.
 - A dollar sign (\$) does not mean USD.
 - The wire currency type on the form must match the invoice or FS-03
- Wires to be processed in a currency other than USD:
 - The conversion is given when Accounts Payable is creating the wire.
 - Due to the fluctuation of foreign exchange rates, wires in a foreign currency, may be processed up to \$100 over the approved amount without Account Manager approval if allowed on the purchase order.
 - If the purchase order needs to be increased, the department will be contacted to do so before the wire is processed to ensure funds are available.
 - Increases to an e-NPO will need to be done by the department to reroute for approvals.

Vendor Information

- If the following does not match exactly to what is on the vendor record in SAP, the vendor will need to update their information with Vendor Requests before the wire can be processed:
 - Vendor name, address, and phone number on invoice or FS-03
 - Vendor name, address, and phone number on AP-3
- The e-mail address that the invoice, FS-03, and/or wire form are sent from, must come from the e-mail address on the vendor record in SAP. The e-mail containing this information will need to be sent to AP.
 - If the e-mail does not match, this will cause a delay as AP will have to contact the e-mail address in SAP to verify that the person who submitted the information is authorized to do so.

Additional Approvals

- The Office of Payroll and Tax Compliance must review all foreign payments to see if tax needs to be withheld.
 - All e-NPO's automatically route to their office for approval. To avoid delays, the department needs to contact their office as soon as the process is started.
 - Invoices and FS-03's paid on a purchase order or as a NPO, do not automatically route and AP must contact the Office of Payroll and Tax Compliance to verify if tax is to be withheld.

Fees

- Texas State University pays the fee for each wire that is processed.
 - If a wire must be sent more than once due to issues with the information provided by the vendor, Texas State pays a fee for each additional wire processed. There can also be additional fees charged for errors.
 - If the vendor incurs a fee from their bank for the wire, Texas State will not cover those fees.