

AOSD User Flash #300: Updated Wire Request Instructions

Please complete steps 1-5 for payments that need to be processed through wire requests:

1. Department emails Supplier Management Team (SMT) at supplier.management@sfgov.org with subject line "wire request" and in body of email include the Supplier ID and the last 4 digits of the bank account number. Please do not send the wire form to the SMT*
2. SMT creates a new wire location ID
3. Department creates and approves the voucher using the wire location ID SMT provided**
4. Department submits the wire request via TTX's banking portal at least 3 days before payment is due: <https://sftreasurer.org/banking>.
5. TTX processes wire

*If wire exists, SMT will provide the existing location ID to department to use on the voucher. Please then continue to step 3-5.

**Department must input the payment due date same as the settlement date (payout date).

Note: Please use the SWIFT code and IBAN Number for International Wires.