



## AOSD User Flash #296: Wire Request Instructions

11/28/18

For payments that need to be processed through wire transfers, please follow the instructions below.

1. Department sends email to Supplier Management Team at [Supplier.Management@sfgov.org](mailto: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\*
2. Supplier Management Team creates a new wire location ID and provides to Department to use on the voucher
3. Department creates and approves the voucher\*\*
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 a Location for the wire already exists, SMT will provide the Location ID to department to use on the voucher. Please do not send the wire form.*

*\*\*Department must input the Scheduled Due date same as the settlement date (payout date)*

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