

NON-EMPLOYEE FOREIGN WIRES/ACH PAYMENTS IN US DOLLARS and FOREIGN CURRENCY WIRE INSTRUCTIONS – new effective 6/1/2017

You must first check the vendor file to see if the vendor record has already been created. All information below should be emailed to APVENDORMASTER@JHMI.EDU for vendor number setup before the non-employee reimbursement can be entered in SAP. **(No email notification will be sent when the vendor record is created)**. You must do a vendor search to locate the vendor record. [Click here for Vendor Search Tips](#) or go to <https://apps.finance.jhu.edu/depts/ap/internal/ApVendorSearchTips.pdf>. The service level agreement for vendor setups is 15 business days. Please allow the appropriate time for processing.

What is required?

If an individual is a foreign citizen with a foreign bank and or has a foreign address, the payment must be made via a wire transfer. For ACH Fund Transfers these instructions should be followed as well. **Please submit the paperwork listed below:**

1. [Non-Employee Vendor Add/Change Form](#)
2. [Vendor Bank Information Form \(USE FOR ACH FUNDS TRANSFERS ALSO\)](#)
3. **Bank Verification** – required per policy. Acceptable bank verification for an individual’s account requires an Official Bank Document which details the required banking information. For example:
 - a. Bank details on Bank Letterhead that provides detailed banking instructions.
 - b. Copy of the individual’s bank statement.

Once you receive your vendor number you need to enter the transaction in SAP using the FV60 Online Payment Request. You will use the newly created vendor number instead of the new “NONEMPTRAV” vendor number and you use document type “TR”. Attach the vendor bank information form and bank verification to your document along with the supporting receipts. ***Please scan and attach as 1 pdf file with the travel expense report as the first page.***

NON-EMPLOYEE REIMBURSEMENTS PAYABLE IN FOREIGN CURRENCY

Foreign currency wire payments require the information listed below:

1. [Foreign Currency Wire Form](#) (this is in place of the vendor bank information form)
2. [Non-Employee Vendor Add/Change Form](#)
3. **Bank Verification** – same requirements as listed above

Scan supporting documentation as **one pdf file** which should include (Non-employee expense report, supporting documentation, non-employee vendor add form, Foreign Currency wire form and bank verification). Email your pdf file to TRAVELAPSS@JHMI.EDU or fax to the travel unit fax server @ 443-502-7959 with a cover sheet.

Accounts Payable will audit the expense report and have the vendor master specialist create a vendor record. Once the vendor record is created, A/P will forward the non-employee expense reimbursement to the Treasurer’s Office to wire the funds.

**** (ALL FORMS LISTED ABOVE SHOULD BE COMPLETED IN FULL WITH THE REQUIRED AUTHORIZED SIGNATURES AND CAN BE FOUND ON OUR WEBSITE [HTTP://FINANCE.JHU.EDU](http://finance.jhu.edu) – FORMS LIBRARY) ** INCOMPLETE FORMS WILL BE REJECTED BACK TO THE INITIATOR.**