Wire Transfer Information in Voyager Vendor Records

**Main screen (address 1)**

Vendor type : Foreign wires (or Domestic wires)

Note that “foreign” or “domestic” refers to the Bank address, not the Vendor address.

**Bank information tab**

 a.Bank account : Enter bank account number in this field if you have one. If not, enter the word Account.

 b.Transit/Routing : SWIFT number (number only, no label)

 c. Bank name – Name of the bank from the spreadsheet (this info is not transmitted in the vendor file and has no format template)

 d. Address 1 –Benefit , etc ( 50 character max). Use format

 Benefit: [space] [name of individual or company]

 e. Address 2 – IBAN number (no label. No spaces or hyphens). Be sure the first 2 letters are uppercase.

 f. City and country – not being transmitted in the voucher file, no format template

**Payment address**

 Remove any information currently in the payment address. Enter the following fields:

1. Attention : See Bank information tab
2. Address line 1 : Wire transfer. Do not update this address.

See sample screenshots on next pages

Bank information tab



Payment address

