

GETTING STARTED

For clients that have been set up with the Interactive FX option, MUFG Exchange allows you to view and accept or reject foreign exchange (FX) rates for international wire payments. Your company must first be set-up for real-time online FX rates, in coordination with your Relationship Manager.

This guide will walk you through the necessary steps for creating an International Wire Payment with the Interactive FX option. Note that some countries have specific requirements for wire transfers. Your beneficiaries will generally be the best source of information on local formatting and payment information requirements. Other resources available on the MUFG Exchange Microsite:

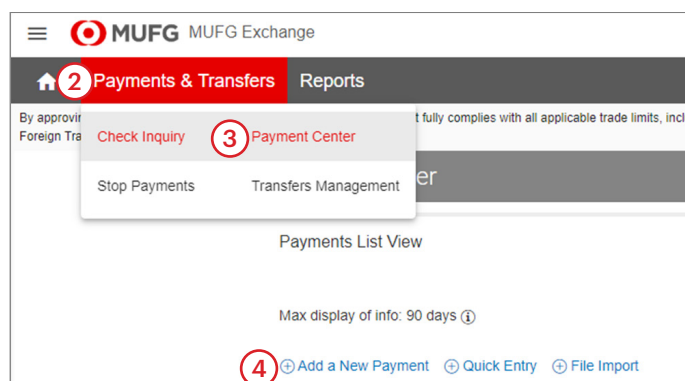
- International Wire Reason for Payment User Guide
- International Wire Beneficiary Bank Requirements User Guide
- Using Interactive FX Training Module
- International Wire Payments Quick Reference Guide

Refer to the [Appendix](#) for more information on International Wires including the available currencies.

CREATE AN INTERNATIONAL WIRE

The process to create an International Wire is the same whether you are using real-time rates or accepting an indicative rate; however, there are additional steps you need to take after the international wire has been approved.

1. Using your User ID and passcode, sign on to **MUFG Exchange** using the following link: <https://sso.mufgbank.com>.
2. Click the **Payments and Transfers** tab.
3. Select **Payment Center** from the drop-down menu.
4. Click the **Add a New Payment** link.



- Use the **Select a Payment Type** drop-down to select **Wire-International** or use the **Select a Payment Template** drop-down to select an existing template.

Note: If selecting a template, some fields may already be completed and may not be edited.

- Click **Continue**.

The screenshot shows the 'Add Payment' dialog box. The 'Select a Payment Type' dropdown menu is open, displaying a list of payment types including Consumer Payments, Corporate Collections, Corporate Trade Exchange, Corporate/Vendor Payments, Federal Tax Wire, Payroll, Tax Payments, Wire - Domestic, and Wire - International. The 'Wire - International' option is highlighted. A red circle with the number 5 is positioned around the dropdown arrow. Below the dropdown, there are two buttons: 'CONTINUE' (with a red circle and the number 6) and 'CANCEL'.

Originator Information

- Complete the appropriate fields.

Note: All required fields are marked with an asterisk (*).

The screenshot shows the 'New Wire International Payment' form. The 'Originator Information' section is highlighted with a red circle and the number 7. It contains three input fields: 'Account Number', 'Customer Reference', and 'Internal Comment'. The 'Internal Comment' field has a small note below it: 'Stored with the transaction, but not forwarded with the payment'. The 'Payment Total' is shown as 0.00.

Beneficiary Information

- Complete the appropriate fields.

Note: All required fields are marked with an asterisk (*).

The screenshot shows the 'Beneficiary Information' form, highlighted with a red circle and the number 8. It contains several input fields: 'Name', 'Address Line 1 (Required for some Bank Codes)', 'Address Line 2', 'Country', 'City', 'Account Type', 'Account Number', 'Bank Code Type', 'Bank Entry Method', and 'Bank Code'. A note below the form states: 'Full beneficiary name (no initials) and physical address (no PO Boxes) is required.' and 'SWIFT BICs require 11 characters. If using the main BIC8, e.g. BOTKJPJTXXX, enter as: BOTKJPJTXXX.'

Pre-advice International Wires

9. Check the **Pre-advice** box.

The Pre-advice check box will display on the screen for those with the Pre-advice options. This box must be checked to assign the Pre-advice option to an International Wire.

Date & Time

10. Enter the **Value Date** or use the calendar icon to choose the date.

Note: The cutoff time by which the payment must be approved will display below the Value Date field once a date is selected. If the payment is modified, the cutoff time may change.

The Value Date field in MUFG Exchange refers to the value date to the remitter (the MUFG client). It is the date of processing and posting to the MUFG account. The value date to the beneficiary is generally the remitter's Value Date plus one business day. MXN and CAD wires can be same day value to the beneficiary for instructions, approval, and real-time rate completed before noon ET.

11. Use the **Charges** drop-down to choose who pays the international wire fees: Beneficiary, Ours, or Shared.
12. Use the **Credit Amount** drop-down to choose the currency for the beneficiary. Enter the dollar amount.
13. If the currency of your MUFG Account for this payment and the currency entered in the Credit Amount drop-down are different, the **Debit Amount** box appears. The system will present the USD equivalent of the credit amount using an indicative rate. If you are set up with Interactive FX International Wires (Real Time Rates) you will see the indicative rate for now. After the wire has been approved, you will request a real time rate. Refer to the section named [Request and Accept Real-Time Rate](#) for more information on this process.

Additional Information

14. If necessary, use the **Bank Code Type** and **Bank Code** drop-down menus to select the Intermediary Bank information.
15. Expand the **Payment Details** section to add up to four (4) lines of freeform information to be sent to the beneficiary with the wire. Although not required on all payments, it is an industry best practice to include the reason for the payment in this section for all international wires.

Note: Some countries have specific requirements for international wires including a requirement of a Reason for Payment. Please refer to the International Wire Reason for Payment Guide and the International Wire Beneficiary Bank Requirement Guide on the Exchange Microsite. If the beneficiary bank is in one of the countries requiring a Reason for Payment, the Payment Details section will indicate that it is required by placing an asterisk (*) next to Reason for Payment.

16. If required, enter additional instructions to the Beneficiary Bank by entering them in the **Bank-to-Bank Instructions** section. **Originator Details** will be prefilled and does not require additional input.

Additional Information

Intermediary Bank **14**

Bank Code Type Bank Code

Payment Details

* Reason for Payment **15** Line 2

Including Reason for Payment is recommended for all International Wires. Further information on payment purpose codes is available in online help.

Line 2 Line 3

> Bank-To-Bank Instructions **16**

> Originator Details

17. Click the **Save this payment as a template for future use** checkbox if you would like to create a template for use this payment information again.

18. If the checkbox above is checked the system will prompt you to enter a **Template Code** and **Description**.

If the box remains unchecked, you will not see these fields.

19. Click **Save**.

17 0.00 CNY to 1 Beneficiary on 27 Feb 2024

Save this payment as a template for future use ⓘ

* Template Code * Template Description **18**

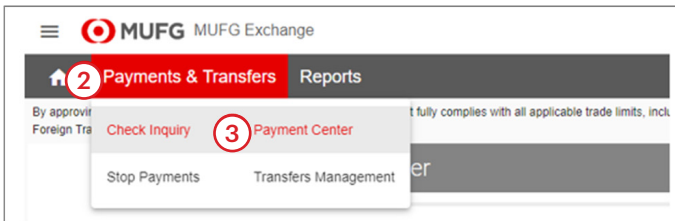
Restrict

19 SUBMIT SAVE FOR LATER CANCEL

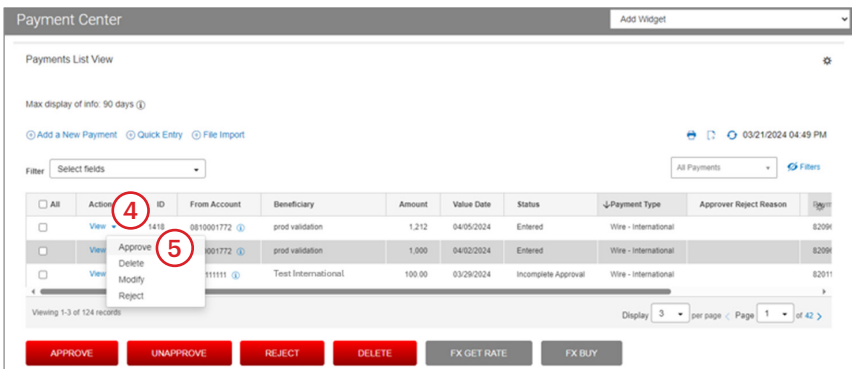
APPROVE AN INTERNATIONAL WIRE

The International Wire must be approved by a different user with the entitlements to approve international wires before you can request a real-time rate. This section walks through the steps necessary to approve the international wire.

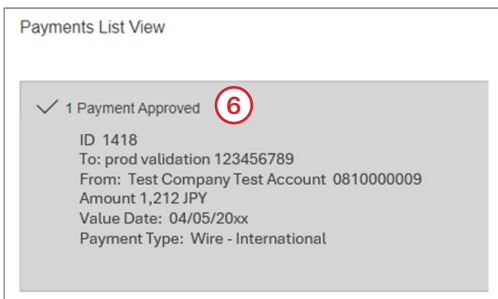
1. Using your User ID and passcode, sign on to **MUFG Exchange** using the following link: <https://sso.muftbank.com>.
2. Click the **Payments and Transfers** tab.
3. Select **Payment Center** from the drop-down menu.



4. Look in the Payment List View to find the wire to be approved. Use the drop-down menu next to the word **View** to see the actions you can perform.
5. Select **Approve**.



6. Confirmation will be displayed near the top of the screen.



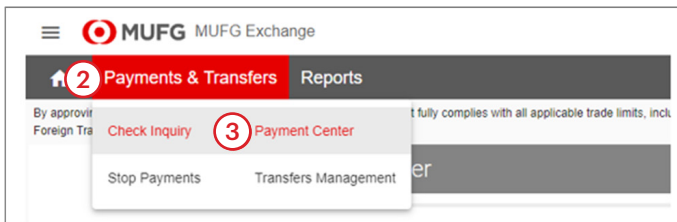
REQUEST AND ACCEPT REAL-TIME RATE

For clients with the Interactive FX configuration – Rates are sourced from a market rate feed and should be available in 3 to 5 seconds for major currencies. Minor currencies may require additional time (as much as 60 seconds) for the rate request response. **Exchange Rate is only available on the value date.**

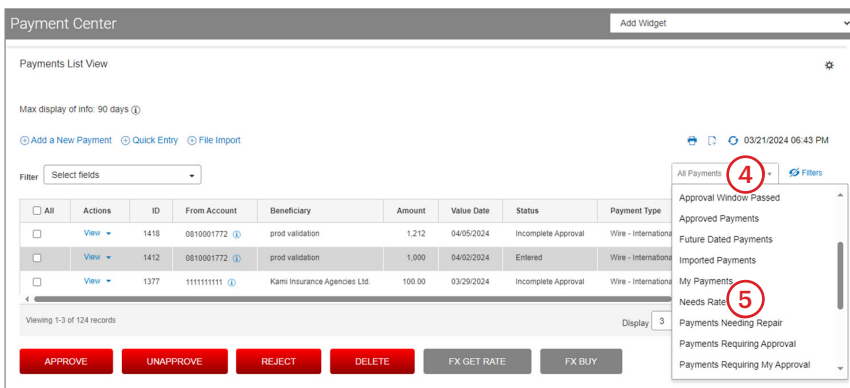
FX wires must be received by the bank for processing before 3:00 p.m. ET on the value date. If the deadline is missed the wire will need to be unapproved, the value date changed to the next business day, and the wire reapproved. MXN and CAD wires can be same day value to the beneficiary for instructions, approval, and real-time rate completed before noon ET.

The Key characteristics of MUFG Exchange's Interactive FX configuration are:

- FX purchase occurs online by the user, after acceptance of a quoted Exchange Rate.
 - The FX rates quoted during the Get Rate function are real time rates based on an FX market rate feed (RET, formerly Reuters).
 - Payments may be entered and approved on or before the Value Date. FX rate request and FX purchase online may only be performed on the Value Date.
1. On the Value Date of the International Wire Transfer, an authorized user accesses MUFG Exchange using their User ID and passcode, at the following link: <https://sso.mufgbank.com>.
 2. Click the **Payments and Transfers** tab.
 3. Select **Payment Center** from the drop-down menu.



4. Click the drop-down menu on the right side of the screen to filter your payment view and ensure that the necessary columns can be seen.
5. Scroll through the list and click Needs Rate.

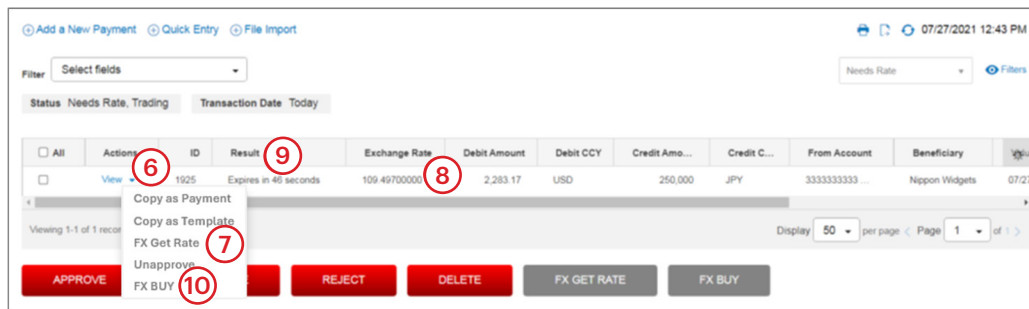


To get and accept a rate for a single transaction

Note: To get and accept the rates for multiple transactions skip to the next section using this [link](#).

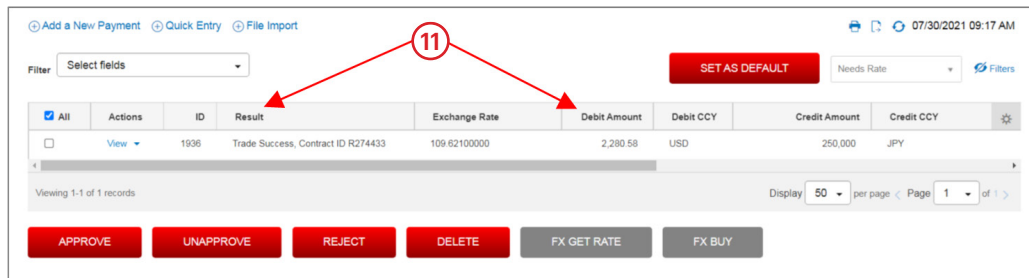
- Look in the Payment List View to find the appropriate wire. Use the drop-down menu next to the word **View** to see the actions you can perform.
- Select **FX Get Rate**.
- The rate will display in the **Exchange Rate** column within a few seconds (3 to 5 seconds for major currencies and up to 60 seconds for minor currencies).
- You have 60 seconds to accept the rate as seen in the count-down **Result** column.
- To accept the FX Rate, click the drop-down arrow in the Actions column and select **FX Buy**.

Note: If you do not want to complete the transaction, you must let the countdown expire, or navigate to a different screen. There is no function to reject the rate, you must wait for the countdown to expire.



The screenshot shows a table with columns: All, Actions, ID, Result, Exchange Rate, Debit Amount, Debit CCY, Credit Amount, Credit CCY, From Account, Beneficiary, and View. A transaction with ID 1925 is highlighted. The Result column shows "Expires in 46 seconds". The Exchange Rate column shows "109.49700000". The Debit Amount column shows "2,283.17". The Debit CCY column shows "USD". The Credit Amount column shows "250,000". The Credit CCY column shows "JPY". The From Account column shows "3333333333". The Beneficiary column shows "Nippon Widgets". The View column shows a dropdown menu with options: Copy as Payment, Copy as Template, FX Get Rate, Unapprove, and FX BUY. The FX BUY option is circled with a red 10. The FX GET RATE button is also visible at the bottom of the table.

- Once the FX Rate is accepted the payment is released to the bank for processing. When completed, the **contract ID** and exact **debit amount** will appear in the Payment List View.



The screenshot shows a table with columns: All, Actions, ID, Result, Exchange Rate, Debit Amount, Debit CCY, Credit Amount, and Credit CCY. A transaction with ID 1936 is highlighted. The Result column shows "Trade Success, Contract ID R274433". The Exchange Rate column shows "109.62100000". The Debit Amount column shows "2,280.58". The Debit CCY column shows "USD". The Credit Amount column shows "250,000". The Credit CCY column shows "JPY". A red arrow points from a circled 11 to the Result column. The SET AS DEFAULT button is visible at the top right of the table.

To get a rate for multiple transactions

Note: To get and accept the rate for a single transactions refer to the previous [section](#).

6. Place a check mark in the first column next to all the appropriate wires.
7. Select the **FX Get Rate** button at the bottom of the page.
8. The rate for each wire will be displayed in the **Exchange Rate** column for that wire. It will take a few seconds for the rates to appear. (3 to 5 seconds for major currencies and up to 60 seconds for minor currencies.)
9. You have 60 seconds to accept the rate as seen in the count-down **Result** column next to each wire.
10. To accept the FX Rate, place a **check mark** in the first column next to all the appropriate wires.
11. Select the **FX Buy** button at the bottom of the page.

Note: If you do not want to complete the transaction, you must let the countdown expire, or navigate to a different screen. There is no function to reject the rate, you must wait for the countdown to expire.

The screenshot shows the 'Payments List View' interface. At the top, there are navigation buttons: 'Add a New Payment', 'Quick Entry', and 'File Import'. A date and time stamp '07/26/2021 03:16 PM' is visible. Below this is a filter section with 'Needs Rate' and 'Filters' options. The main part of the interface is a table with the following columns: 'All', 'Actions', 'ID', 'Result', 'Exchange Rate', 'Debit Amount', 'Debit CCY', 'Credit Amount', 'Credit CCY', and 'From Account'. The table contains four rows of data. Annotations are placed as follows: a red circle with '6' is over the 'All' checkbox of the second row; a red circle with '10' is over the 'All' checkbox of the third row; a red circle with '9' is over the 'Result' column of the third row; a red circle with '8' is over the 'Exchange Rate' column of the third row; a red circle with '7' is over the 'FX GET RATE' button; and a red circle with '11' is over the 'FX BUY' button. Below the table, there are buttons for 'APPROVE', 'UNAPPROVE', 'REJECT', 'DELETE', 'FX GET RATE', and 'FX BUY'. The 'FX GET RATE' and 'FX BUY' buttons are highlighted in grey.

12. Once the FX Rate is accepted the payment is released to the bank for processing. When completed, the contract ID and exact debit amount will appear in the Payment List View. Make sure you have completed accepting the rate on each transaction with today's value date, as appropriate.

The screenshot shows the 'Payments List View' interface after a transaction has been processed. At the top, there are navigation buttons: 'Add a New Payment', 'Quick Entry', and 'File Import'. A date and time stamp '07/30/2021 09:17 AM' is visible. Below this is a filter section with 'Needs Rate' and 'Filters' options. The main part of the interface is a table with the following columns: 'All', 'Actions', 'ID', 'Result', 'Exchange Rate', 'Debit Amount', 'Debit CCY', 'Credit Amount', 'Credit CCY', and 'From Account'. The table contains one row of data. Annotation 12 is a red circle with '12' and two red arrows pointing to the 'Result' and 'Debit Amount' columns of the single row. Below the table, there are buttons for 'APPROVE', 'UNAPPROVE', 'REJECT', 'DELETE', 'FX GET RATE', and 'FX BUY'. The 'FX GET RATE' and 'FX BUY' buttons are highlighted in grey.

APPENDIX

International Wire Transfer Deadlines

Transfer Type	MUFG Exchange
International Wire — USD	6:00 p.m. ET
International Wire — FC	5:30 p.m. ET
International Wire — FX	3:00 p.m. ET

Payment Status

Status	Definition
Entered	Payment has been entered but not approved.
Incomplete	Payment has been entered but saved for later. Payments cannot be approved in an Incomplete status. Can be modified or deleted.
Incomplete Approval	Payment has been approved by 1 user, but waiting on further approvals, if needed. Cannot be modified or deleted.
Approved	Payment is approved and waiting to be processed by the bank. Cannot be modified or deleted.
Approver Rejected	Payment has been rejected by an approver. Can be modified or deleted.
Approval Window	Payment not fully approved, and the cutoff time.
Deleted	Payment has been deleted. Cannot be modified.
Released	Payment has been released to the bank for processing to be sent to the recipient. Cannot be modified or deleted.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Needs Rate	Only applies to companies set up for Interactive FX wire payments. Indicates that approver needs to request an exchange rate.

Currencies Supported Foreign Currency from US

Currency	Country
AED	UAE DIRHAM
AUD	Australia
CAD	Canada
CHF	Switzerland
CNY	China
CZY	Czech Republic
DKK	Denmark
EUR	Eurozone
GBP	United Kingdom
HKD	Hong Kong
HUF	Hungary
ILS	Israel
INR	India
JPY	Japan
MXN	Mexico
NOK	Norway
NZD	New Zealand
PLN	Poland
RUB	Russia
SAR	Saudia Arabia
SEK	Sweden
SGD	Singapore
THB	Thailand
ZAR	South Africa

Currencies Supported Foreign Currency from US

Currency	Country
AUD	Australia
CAD	Canada
CNY	China
EUR	Eurozone
GBP	United Kingdom
JPY	Japan
MXN	Mexico
SGD	Singapore
THB	Thailand