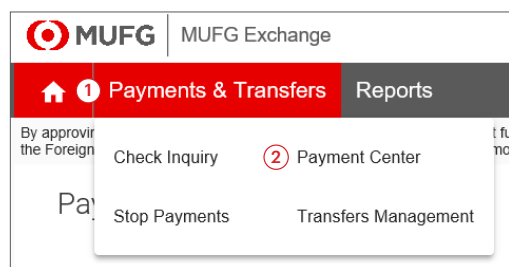# International Wire Payments Quick Reference Guide

GETTING STARTED

An International wire payment creates an electronic funds transfer from payer to payee who are in two different countries. Payment types supported include: Pre-advice for those clients configured to use this option; and Global Interbranch Transfer to move money through the global MUFG branch network.
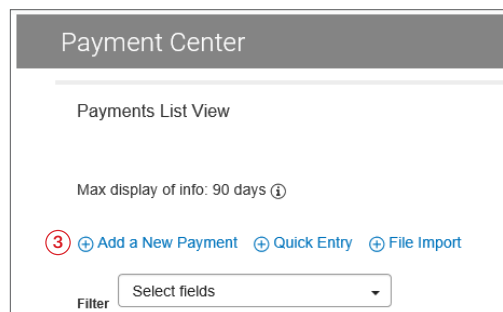
Access **MUFG Exchange** using the following link: https://sso.mufgbank.com

At the Sign On page enter User ID and passcode.

❶ Click the **Payments and Transfers** tab.

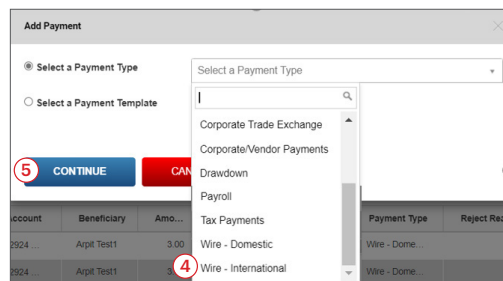**❷** Select **Payment Center** from the drop-down menu.

❸ Click the **Add a New Payment** link.

❹ 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

❺ Click **Continue**

(continued)

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Originator Information

6 Fill in the appropriate fields.

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

Beneficiary Information

7 Fill in the appropriate fields.

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

Pre-advice International Wires

8 Check the Pre-advice box.

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

Additional Information

9 Fill in the appropriate fields.

10 The **Save this payment as a template for future use** checkbox will save this payment as a template.

11 Click **Submit** to submit the payment or **Save for Later** to edit the payment later..

Note: A message will display indicating the payment submitted or saved successfully or if the payment has any errors.

A payment must be approved before it is sent to the beneficiary.