

International Wire Payments Quick Reference Guide

MUFG EXCHANGE

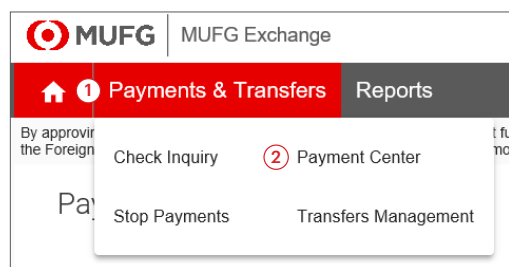
GETTING STARTED

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.

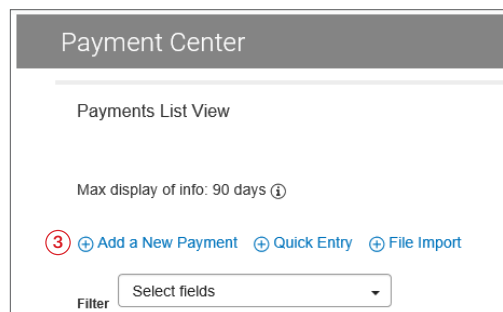
Access **MUFG Exchange** using the following link: <https://sso.mufgbank.com>

At the Sign On page enter User ID and passcode.

- 1 Click the **Payments and Transfers** tab.
- 2 Select **Payment Center** from the drop-down menu.



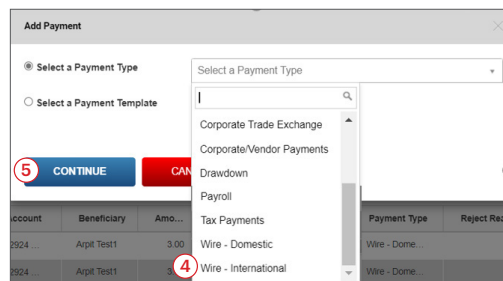
- 3 Click the **Add a New Payment** link.



- 4 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

- 5 Click **Continue**



(continued)

Originator Information

6 Fill in the appropriate fields.

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

←

New Wire International Payment

Payment Total
0.00

Originator Information 6

* Account Number

Customer Reference

Internal Comment

Stored with the transaction but not forwarded with the payment

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.

Beneficiary Information 7

* Name

Address Line 1 (Required for some Bank Codes)

Address Line 2

When Address information is entered, Country and City are expected.

* Country

* City

--Select--

Full beneficiary name (no initials) and physical address (no PO Boxes) is required.

* Account Type

* Account Number

* Bank Code Type

* Bank Code

Other

SWIFT

Date & Amount

* Value Date

Charges

Credit Amount

12/01/20XX

Shared

Payment must be approved by
12/01/20XX 15:00 EST

For Wires involving foreign exchange, the displayed rate is an indication of value.
The actual rate will be established at the time of currency purchase.

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.

* Account Type

* Account Number

* Bank Code Type

Other

SWIFT

8

☐ Send Pre-Advice Notification

Date & Amount

* Value Date

Charges

Credit Amount

Shared

Payment must be approved by

Additional Information

9 Fill in the appropriate fields.

Additional Information

9

Purpose of Payment

Intermediary Bank

Bank Code Type

-Select-

Bank Code

Payment Details

Line 1

Line 2

Line 3

Line 4

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.

☐ Save this payment as a template for future use

10

SUBMIT

11

SAVE FOR LATER

CANCEL