

FOREIGN OUTGOING SUBWARD PAYMENTS

Revised May 10, 2022

STEPS

To pay invoices from a foreign outgoing subaward:

1. **Follow same protocol to process domestic subwardee invoices (with the addition of steps a.i and a.ii).**
 - a. Review invoice for accuracy and compliance.
 - i. Please note the location (country) where the vendor performed all work/activity billed on the invoice. The salary support received by a foreign vendor while performing work in the United States may be subject to tax reporting.
 - ii. Example: "All work for Invoice 12345 was completed in Germany. The travel expenses were for local travel within Germany."
 - b. Ensure there is a [Subaward Invoice Certification Form](#) in place.
 - c. Obtain PI signature on foreign invoice.
 - d. Do receiving for the invoice in Bruin Buy.

2. **Submit the request for a foreign wire transfer.**
 - a. First invoice: go here, and fill out and submit this form:
https://request.finance.ucla.edu/?frm_id=WireTransferRequest
 - b. All subsequent invoices: Use a clone to save time!*

***Instructions to create a clone foreign wire transfer form**

The above link is for an online form, so each time you open that link it is blank, necessitating you fill everything out from scratch. This can be burdensome if you have to do repeated wire transfers for the same payee (e.g., if you have a foreign subawardee that invoices monthly).

The way to avoid that is as follows: *After you've done your first wire transfer to that payee*, you can contact Accounts Payable (AP) and ask them to send you a link to a **pre-filled "clone"** (which is essentially a link to a copy of the last one you submitted). Once you open the clone, instead of having to fill out the form from scratch, you only need to adjust what is different—which will typically be just these four items in the Payment Details section:

- 1) WT (wire transfer) amount
- 2) Purpose of wire
- 3) List of documents
- 4) Attachments

Then you hit "Submit".

To request a clone, you need to contact the person in AP who processes your wire transfers, and give them the payee name and PO number.