

Quick Reference Guide Changing Payment Method to WIRE



1. Navigate to the **Payment Information** section, then click the **Edit** button at the far right of the Payment Type you need to inactivate.

Sample Company		Payment Information				?
Registration In Progress for: The California State University 6 of 8 Steps Complete Welcome		Information on the regarding payme for the goods program. If your Banking o	his page is used to determine how and where you will receivents including invoice, date, and amount. ACH is the CSU's provided and/or services rendered. The provided and/or services rendered.	e payment. Please enter an email address if y eferred method of payment. The selection of your profile so there is no issue or delay with	rou wish to receive an email not I this payment type may expedit I payment.	ification e the payment
Company Overview	×					
Business Details	×	Title ▽	Payment Type	Currency	Active	
Addresses	×	ACH	Direct Deposit (ACH)(ACH)	USD	Yes	Edit
Contacts	×	Add Payment In	formation 🔻			
Insurance	×					
Payment Information	 Image: A second s					
Tax Information	A					
Supplier Classifications	A					
Certify & Submit						
					 Previous 	Next >

2. To inactivate, click the "No" box next to Active. Click Save Changes.

on Type		Edit Payment	Edit Payment Information		
		Only associated countrie	es are displayed.		
Payment Information		Payment Title *	Асн		
Information on this page is used to determine how and where you will receive pare regarding payments including invoice, date, and amount. ACH is the CSU's prefe for the goods provided and/or services rendered.		eive p: Country *	United States 🗸		
		Payment Type *	Direct Deposit (ACH)(ACH)		
If your Banking or Payment information changes please remember to update yo		Remittance Address *	Main (Primary Remittance) 🖌		
Title <i>マ</i>	Payment Type	Electronic Remittance Email *			
ACH	Direct Deposit (ACH)(ACH)	Currency *	USD 🗸		
Add Payment Info	rmation 🗢	Active	Yes O No		
		Bank Account			
		Country *	United States 🗸		
		Bank Name *	Wells Fargo		



3. Click Add Payment Information, then select Wire Transfer.

Payment Information						
Information on this regarding payment for the goods prov If your Banking or	s page is used to determine how and where you will receive ts including invoice, date, and amount. ACH is the CSU's pr rided and/or services rendered. Payment information changes please remember to update	payment. Please enter an email address if generation of the selection of payment. The selection of your profile so there is no issue or delay with	you wish to receive an email f this payment type may expe h payment.	notification edite the payment		
Required Inform At least one pay	nation yment type is required to complete this section.					
Title ▽	Payment Type	Currency	Active			
ACH	Direct Deposit (ACH)(ACH)	USD	No	Edit		
Add Payment Info Direct Deposit (A Check Wire Transfer	ACH)(ACH)		(Previo	us Novt s		

4. Complete the required information, then click **Save Changes**.

tion Type	Add Payment Information *	
	Only associated countries are displayed.	
Payment Information	Payment Title *	
Information on this page is used to determine how and where you will receive payme	Country*	
regarding payments including invoice, date, and amount. ACH is the CSU's preferred i for the goods provided and/or services rendered.	Payment Type * Wire Transfer	
If your Banking or Payment information changes please remember to update your pro	Remittance Address *	
	Electronic Remittance	Complete all of
Required Information At least one payment type is required to complete this section.	Currency *	the required fields
	Contact Name	using your bank's
ACH Direct Deposit (ACH)(ACH)	Purpose	wire transfer
Add Payment Information		information
	200 characters remaining	
	Active Yes No	
	Bank Account	
	Country*	
	Bank Name *	
	Account Holder's Name *	
	Account Type *	
	Account Number Type *	
	SWIFT/BIC *	
	International Routing Code (IRC)	
	* Required to Complete Registration Save Changes Close	

5. You have successfully added Wire transfer information. Click **Next** to walk through the rest of Registration or use the menu on the left to navigate to another area of your profile for other changes.

Sample Company	Payment Info	Payment Information				
Registration In Progress for: The California State University 6 of 8 Steps Complete	Information on thi regarding paymen for the goods prov	s page is used to determine how and where you will receive ts including invoice, date, and amount. ACH is the CSU's pr rided and/or services rendered.	e payment. Please enter an email address if y eferred method of payment. The selection o	rou wish to receive an email notif this payment type may expedite	ication the payment	
Welcome	If your Banking or	Payment information changes please remember to update	your profile so there is no issue or delay with	n payment.		
Company Overview	×					
Business Details	✓ Title マ	Payment Type	Currency	Active		
Addresses	✓ Wire	Wire Transfer	USD	Yes	Edit	
Contacts	ACH	Direct Deposit (ACH)(ACH)	USD	No	Edit	
Insurance	Add Payment Info	ormation 👻				
Payment Information	×					
Tax Information	A					
Supplier Classifications	A					
Certify & Submit						
				< Previous	Next >	