



COMMERCIAL ADVANTAGE

Create an International Wire Payment Quick Reference Guide

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Member FDIC



Learn more about International Wire Payments in Commercial Advantage.

Table of Contents

Wire - International Payments	3
Notification:	3
To create an international wire payment:	3
Beneficiary Information	4
Date & Amount	5
Approve / Unapprove a Wire	8
Payment Status	10
Get an Exchange Rate and Trade Cross Currency Payments	11
To request a foreign exchange (FX) rate:	11
To complete the trade/wire, using this rate:	12
Optional, to validate the completion of the wire:	13
Reference	14
Country specific field requirements to initiate international wires:	14
When sending a wire to Canada:	14
When sending a wire to India:	14
If sending a wire to United Arab Emirates:	15
If sending a wire to Australia:	15
Examples of Additional Field Requirements:	16
Questions?	16

Wire - International Payments

An international wire payment creates an electronic funds transfer between a payer and payee who are in two different countries.

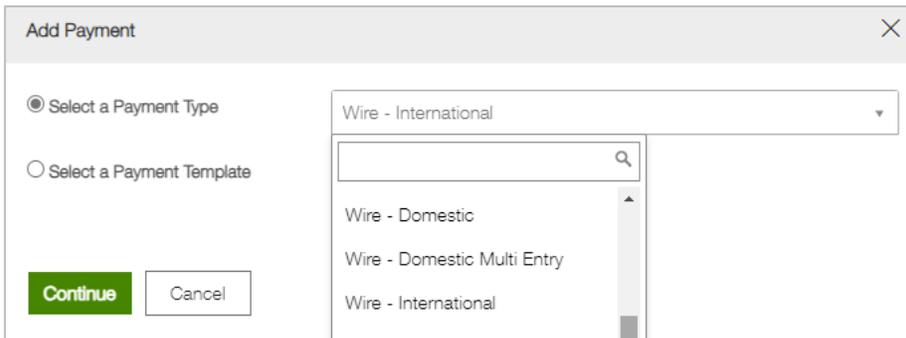
Notification:

Please review these key changes to International Wire processes to ensure successful wires using Commercial Advantage.

- Upon approval, a cross-currency wire will go into a **Needs Rate** status. This Rate must be agreed upon and the Trade feature selected before this wire is submitted to the bank.
- More stringent country and currency code rules are in place to ensure fewer errors or corrections upon submission to the bank.
- Future Dated cross-currency wires will require a Get Rate and Trade Agreement on the day the wire is scheduled to be released.

To create an international wire payment:

1. From the home page, select **Payments & Transfers** and then **Payment Management**.
2. Click **Add a New Payment**.
3. Use the **Payment Type** drop-down to select **Wire - International** or use the **Select a Payment Template** drop-down to select an existing template. Click **Continue**.

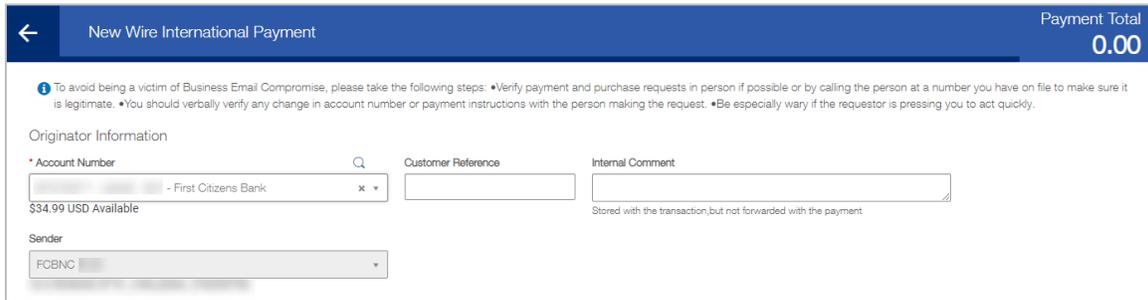


The screenshot shows a dialog box titled "Add Payment" with a close button (X) in the top right corner. On the left, there are two radio buttons: "Select a Payment Type" (which is selected) and "Select a Payment Template". Below these are two buttons: a green "Continue" button and a white "Cancel" button. On the right, there is a dropdown menu currently showing "Wire - International". Below the dropdown is a search input field with a magnifying glass icon. A list of options is visible below the search field, including "Wire - Domestic", "Wire - Domestic Multi Entry", and "Wire - International".

4. Use the **Account Number** drop-down to select the account to be debited.
5. Multiple addresses may be assigned to the same account. If this is the case, use the **Sender** drop-down to select the appropriate name/address responsible for this payment.
6. If needed, enter a **Customer Reference**.

NOTE: Customer Reference is for customer use only, verbiage will show in the **Payments List View**, however, the wire beneficiary will not receive the Customer Reference verbiage.

- If needed, enter any **Internal Comments**. Comments will be stored with the transaction but will not be sent with the payment.



Beneficiary Information

- In the **Name** field, enter the Beneficiary Name.

NOTES:

- If this beneficiary is in the Contact Center, it can be populated by selecting the lookup icon. 
- Depending on browser settings, historic address information may automatically populate upon selection of the **Name**.

- Enter the beneficiary address if it is not automatically populated.

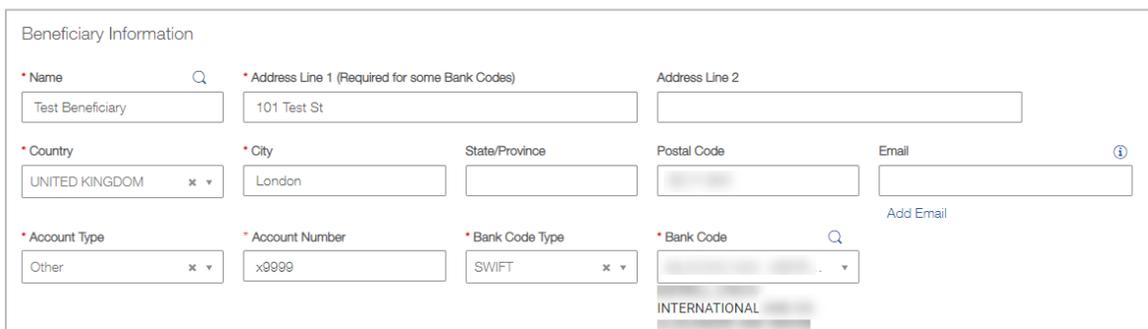
- If needed, use the **Country** drop-down to select the beneficiary's country, and add the beneficiary's city name. **Country** and **City** fields may be mandatory.

- Use the **Account Type** drop-down to select the beneficiary's account type.
- This can be IBAN or Other.

- When no IBAN is known, select **Other**.

- Enter the beneficiary's **Account Number**.

NOTE: If an IBAN account number is placed in this field, a previous selection of **Other** will prompt an error and require correction.



13. Select a **Bank Code Type**. This should default to SWIFT on most workflows.

NOTE: Canadian Credit Unions do not have SWIFT Codes and will require outreach to a branch representative for entry.

14. Select a **Bank Code** from the drop-down. Begin by entering a code to narrow the search. Bank Codes shorter than 11 characters should be completed with X characters at the end of the code.

Date & Amount

15. Select a **Value Date**. Commercial Advantage will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, Payment must be approved by 17:00 ET (aka 5:00 p.m. ET).

NOTES:

- All wire times are listed in Military format.
- If the payment is modified, this cutoff time may change. Be sure the payment is approved before the cutoff time.

16. For multi-currency payments, use the **Enter Amount** in field, to select either **Credit Currency** or **Debit Currency**.

If the wire is to be sent USD to USD, only the Debit Currency will appear. If a foreign currency is selected, then both options will appear with the ability to choose.

Date & Amount

* Value Date	Charges	Enter Amount in	* Credit Amount	Debit Amount
<input type="text" value="07/03/2023"/>	<input type="text" value="Ours"/>	<input type="text" value="Credit Currency"/>	<input type="text" value=""/> <input type="text" value="EUR"/>	<input type="text" value=""/> <input type="text" value="USD"/>

Payment must be approved by 06/29/2023 17:00 EDT
Transaction Date ⓘ
06/29/2023

[Add Contract ID](#)

NOTE: The rate shown on this screen is an Indicative Rate at the time the wire was created. Even if the wire is to be sent on the same day, an additional **Get Rate** action must be performed.

Date & Amount

* Value Date	Charges	Enter Amount in	* Credit Amount	Debit Amount
<input type="text" value="07/03/2023"/>	<input type="text" value="Ours"/>	<input type="text" value="Credit Currency"/>	<input type="text" value="5.00"/> <input type="text" value="EUR"/>	<input type="text" value="5.62"/> <input type="text" value="USD"/>

Payment must be approved by 06/29/2023 17:00 EDT
Transaction Date ⓘ
06/29/2023

Indicative Rate 1.12360000
[Add Contract ID](#)

17. If entering **Intermediary Bank** information, expand the **Intermediary Bank** section and use the **Bank Code Type** and **Bank Code** drop-down menu to select a code type and code for the first intermediary bank, if any. The bank name and address will automatically fill in. Use the search icon, if needed.

NOTES:

- Ensure proper Bank name listed.
- Ensure proper Country listed.
- SWIFT/BIC ID must confirm with standard format (ABA account numbers are not valid).

18. Provide a **Purpose of Payment** within the **Payment Details** section. This is a free-form field. Additional fields are available for use as needed.

Additional Information

▼ **Intermediary Bank**

Bank Code Type: Bank Code:

Payment Details

* Purpose of Payment: Line 2:

Line 3: Line 4:

19. **Bank-to-Bank Instructions** are not used for International Wires, each field is restricted to allow one valid character per field. This information will not be used by the bank or sent as part of the wire.

▼ **Bank-To-Bank Instructions**

Line 1: Line 2:

Line 3: Line 4:

Line 5: Line 6:

20. To save this payment as a template, check the **Save this payment as a template for future use** checkbox. Then enter a Template Code (a descriptive name for the template) and **Template Description**.

NOTE: To restrict the template, making it visible only to users who are explicitly entitled to it, check the **Restrict** checkbox.

▼ **Originator Details**

ID Type
CUST

Name
FCBNC BOB

Address Line 1
16 E ROWAN ST FL 2

Address Line 2

Address Line 3
RALEIGH

Country
--

5.00 EUR to 1 Beneficiary on 3 Jul 2023

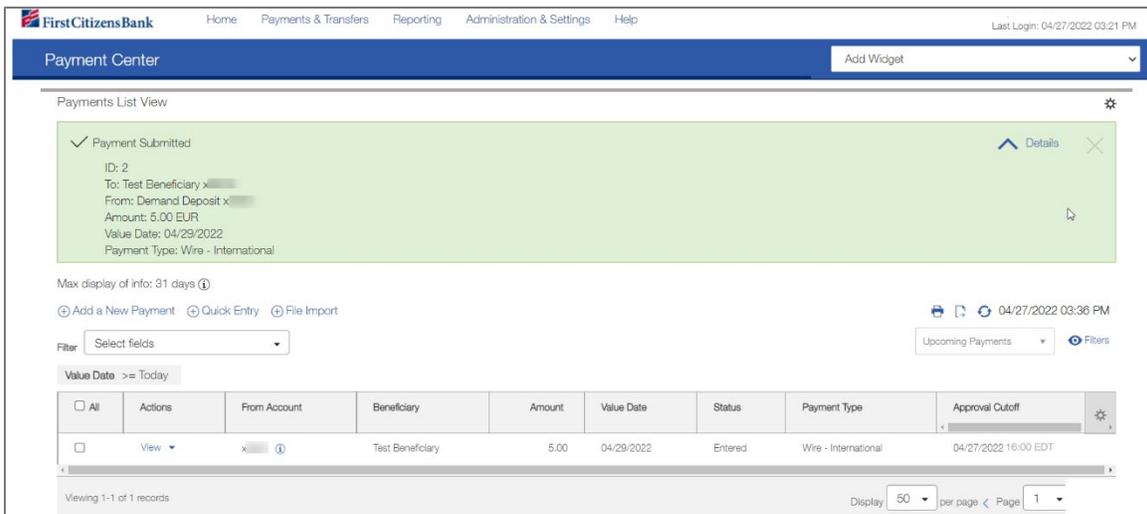
Save this payment as a template for future use ⓘ

Submit Save for Later Cancel

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

After the payment is submitted or saved, a message will appear at the top of the screen indicating whether the payment was submitted, saved successfully or if the payment has any errors.

A payment must be approved before it is sent to the beneficiary. Payments can be approved from the **Payment Management** list or **Payment Detail** screen.



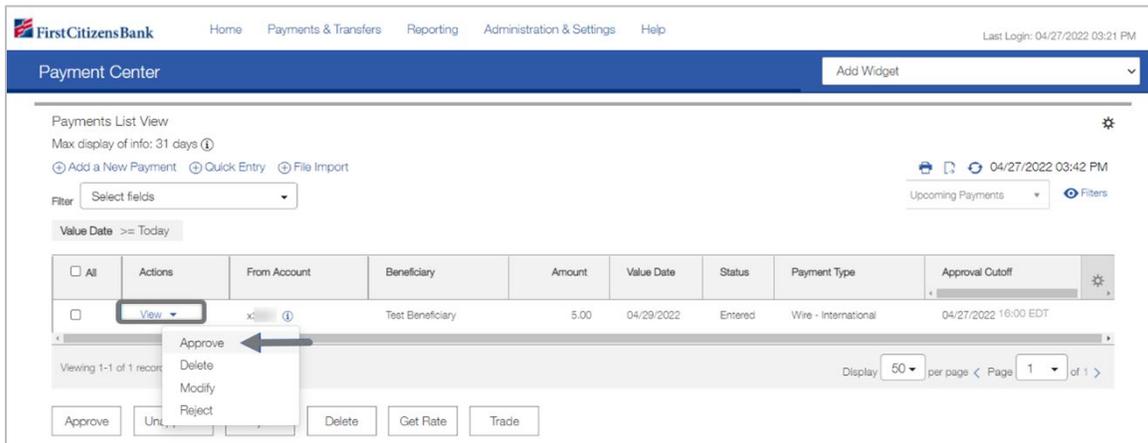
The screenshot shows the 'Payment Center' interface. At the top, there's a navigation bar with 'Home', 'Payments & Transfers', 'Reporting', 'Administration & Settings', and 'Help'. The main content area is titled 'Payment Center' and includes a 'Payments List View' section. A green notification box at the top left indicates 'Payment Submitted' with details: ID: 2, To: Test Beneficiary, From: Demand Deposit, Amount: 5.00 EUR, Value Date: 04/29/2022, and Payment Type: Wire - International. Below the notification, there are options to 'Add a New Payment', 'Quick Entry', and 'File Import'. A filter dropdown is set to 'Select fields'. A table below shows a single payment record with columns: All, Actions, From Account, Beneficiary, Amount, Value Date, Status, Payment Type, and Approval Cutoff. The record shows a payment of 5.00 EUR to 'Test Beneficiary' on 04/29/2022, with a status of 'Entered' and a payment type of 'Wire - International'. The approval cutoff is 04/27/2022 16:00 EDT. At the bottom, it says 'Viewing 1-1 of 1 records' and 'Display 50 per page Page 1'.

Approve / Unapprove a Wire

Many items require approval when entered or modified. Items needing approval will usually have a status of **Entered** or **Modified** (as shown in the **Status** column of the list).

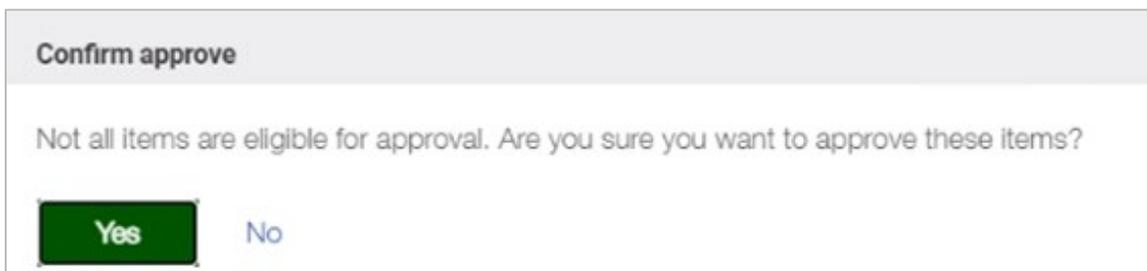
To approve an item,

1. From the home page, select **Payments & Transfers** and then **Payments Management**.
2. Select **Approve** in the **Actions** column **OR** approve multiple items at one time by checking the appropriate checkboxes and clicking the **Approve** button.



NOTES:

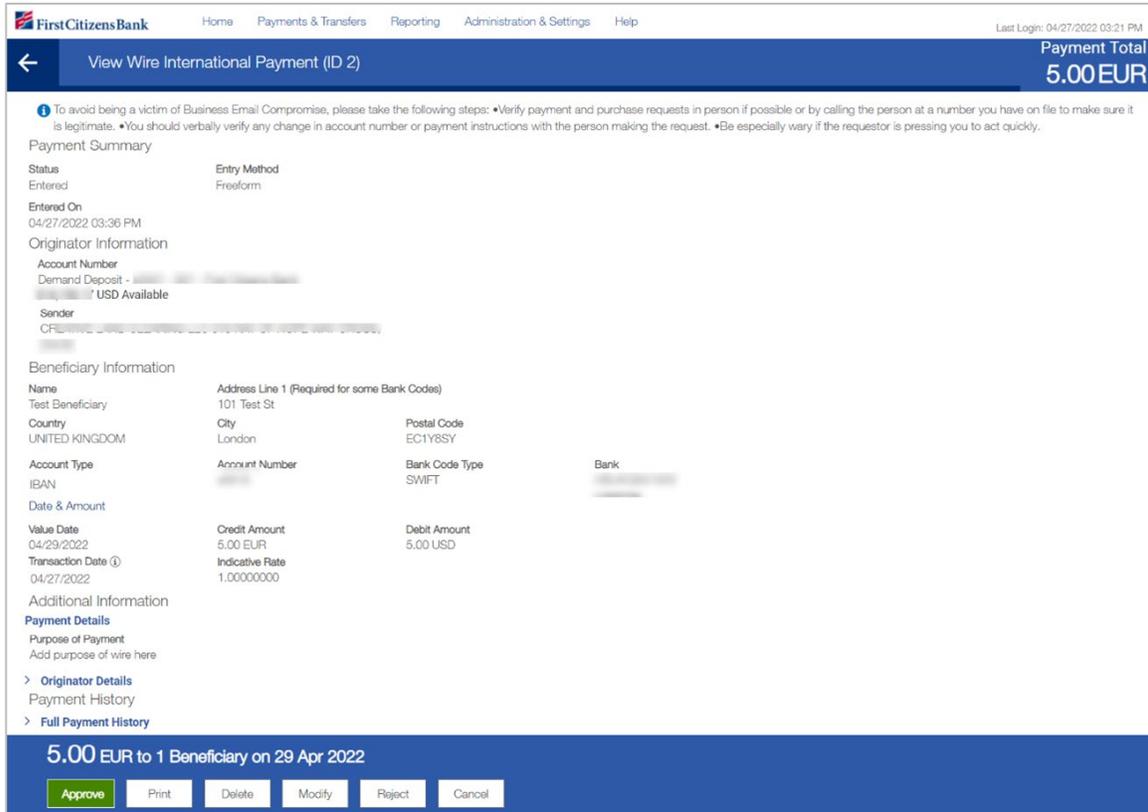
- When listed, an **Unapprove** option is available to unapprove any items approved in error.
- When attempting to **Approve** or **Unapprove** multiple items, a confirmation screen may appear indicating some of the selected items are not eligible.
- Click Yes to continue; otherwise click **No**.



3. To view a wire before approving, click on **View**. An additional review window will open. Review the wire information for accuracy and then click on **Approve**.

NOTES:

- If USD-to-USD, the approved payment will be sent **Same Day**.
- If Cross Currency, the approved payment will be sent to **Needs Rate**, the rest of the automated workflow will be based on the Exchange Rate.



First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/27/2022 03:21 PM

View Wire International Payment (ID 2) Payment Total
5.00 EUR

To avoid being a victim of Business Email Compromise, please take the following steps: •Verify payment and purchase requests in person if possible or by calling the person at a number you have on file to make sure it is legitimate. •You should verbally verify any change in account number or payment instructions with the person making the request. •Be especially wary if the requestor is pressing you to act quickly.

Payment Summary

Status: Entered Entry Method: Freeform

Entered On: 04/27/2022 03:36 PM

Originator Information

Account Number: Demand Deposit - [Redacted]
Sender: [Redacted]

Beneficiary Information

Name: Test Beneficiary Address Line 1 (Required for some Bank Codes): 101 Test St
Country: UNITED KINGDOM City: London Postal Code: EC1Y8SY
Account Type: IBAN Account Number: [Redacted] Bank Code Type: SWIFT Bank: [Redacted]

Date & Amount

Value Date: 04/29/2022 Credit Amount: 5.00 EUR Debit Amount: 5.00 USD
Transaction Date (1): 04/27/2022 Indicative Rate: 1.00000000

Additional Information

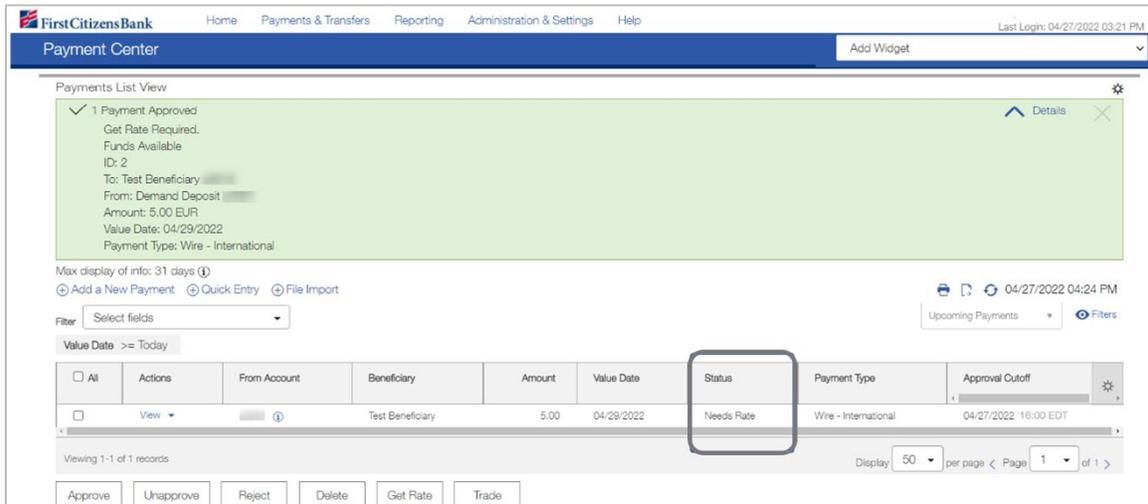
Payment Details
Purpose of Payment: Add purpose of wire here

> Originator Details
Payment History
> Full Payment History

5.00 EUR to 1 Beneficiary on 29 Apr 2022

Approve Print Delete Modify Reject Cancel

4. A message is displayed indicating the payment was submitted, saved successfully, or if the payment has any errors. If the wire is Cross Currency, the status is now listed as **Needs Rate**. The rest of the automated workflow is based on the Exchange Rate.



First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/27/2022 03:21 PM

Payment Center Add Widget

Payments List View

✓ 1 Payment Approved
Get Rate Required.
Funds Available
ID: 2
To: Test Beneficiary [Redacted]
From: Demand Deposit [Redacted]
Amount: 5.00 EUR
Value Date: 04/29/2022
Payment Type: Wire - International

Max display of info: 31 days (1)
Add a New Payment Quick Entry File Import

Filter: Select fields

Value Date >= Today

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff
<input type="checkbox"/>	View	[Redacted]	Test Beneficiary	5.00	04/29/2022	Needs Rate	Wire - International	04/27/2022 16:00 EDT

Viewing 1-1 of 1 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete Get Rate Trade

Payment Status

Below is a list of payment statuses.

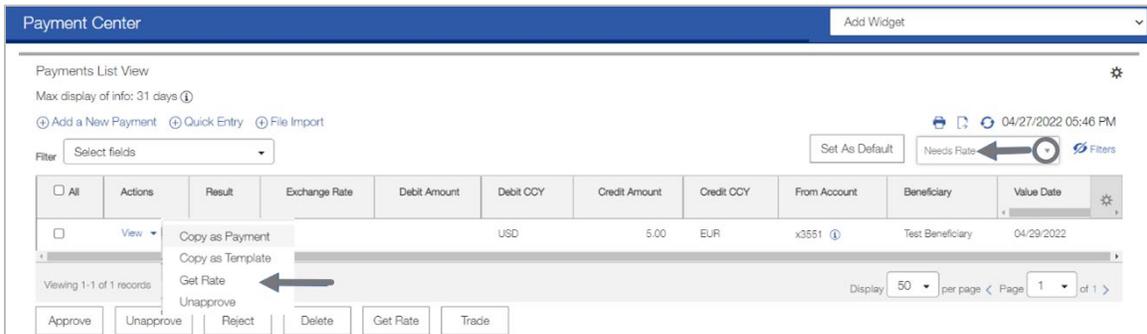
Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified or deleted.
Incomplete	Saved in an incomplete status. Can be modified or deleted.
Needs Repair	Needs repair usually due to an error in a file import validation.
Incomplete Approval	Currently in the approval workflow. Not available for modification or deletion.
Approved	An approved payment is ready for extraction to the back office. An approved payment cannot be modified or approved.
Approver Rejected	Rejected by approver. Can be modified or deleted.
Deleted	Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted, or approved.
Needs Rate	Needs an exchange rate. <ul style="list-style-type: none"> ▪ Needs Rate is a status for any approved Cross-Currency Wire (current or future dated). ▪ For International Wires to be submitted on the same day, this process can be completed immediately. ▪ For Future Dated International Wires, the Needs Rate status will need to be acted upon on the effective Transaction Date. ▪ When a payment is in Needs Rate status, the user must select Get Rate which initiates a 60 second countdown clock. The user must click the Trade button to release the payment to the bank and complete the action.
Released	Released to the back office. Not available for deletion or modification.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.

Get an Exchange Rate and Trade Cross Currency Payments

The Get Rate and Trade functions allow the user to initiate a request for a foreign exchange rate for cross-currency payment and complete a FX trade using the foreign exchange rate.

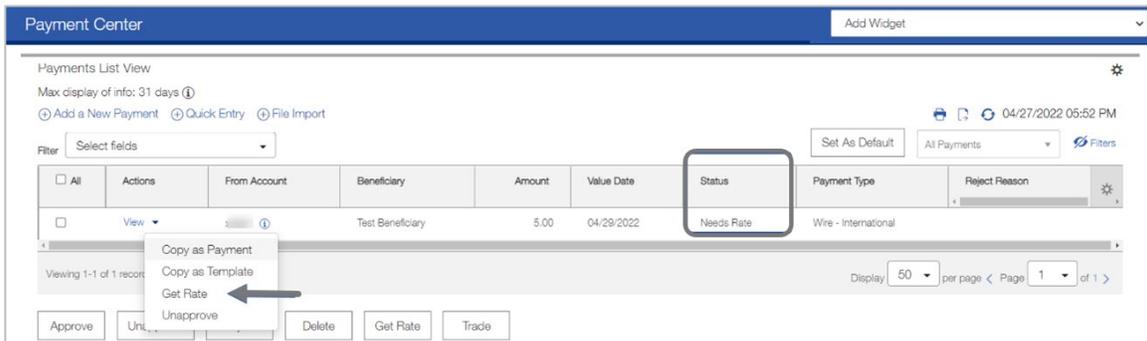
To request a foreign exchange (FX) rate:

1. From the Payments menu, select **Payment Management**.
2. Option 1: From the **Payment List View**, expand Filters menu, from the drop-down select **Needs Rate**. The payments that require an exchange rate will appear.

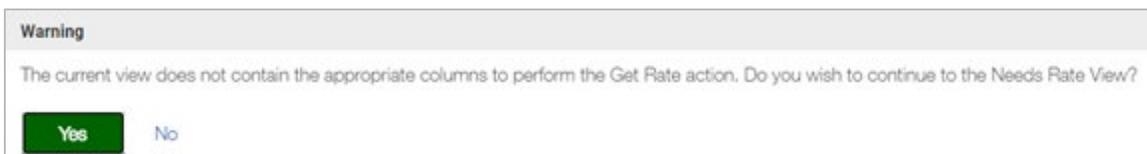


3. Option 2: (If interested in only finding a Get Rate for an individual record).

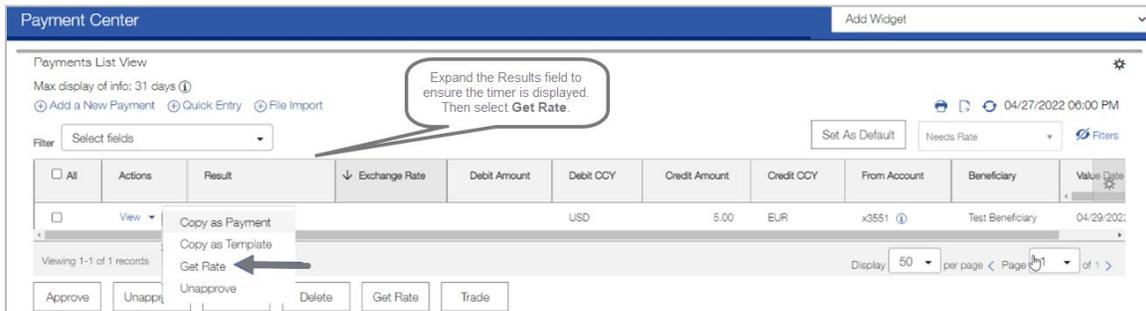
From the **Payment List View**, locate the Needs Rate wire status and click on the **View** drop-down arrow. From the drop-down list, select **Get Rate**.



A pop-up message will appear asking to confirm **Needs Rate** view. Click **Yes** to continue. The **List View** will update.



- Expand the **Result** column for the timer to display, then select **Get Rate** in drop-down.



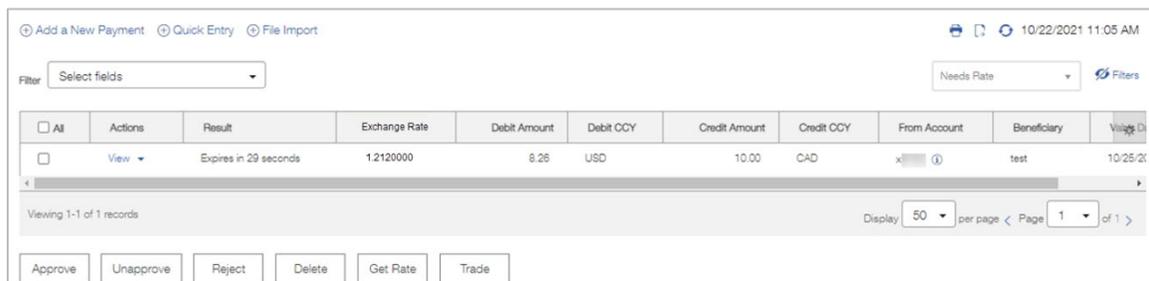
NOTES:

- **Needs Rate** is a status for any approved Cross-Currency Wire – current or future dates.
- **Needs Rate List View** filter shows wires with transaction date of today that need the Rate & Trade.
- When a payment is in **Needs Rate** status, the user must select **Get Rate**  which initiates a 60 second countdown clock.
- The user must click the **Trade** button in order to release the payment to the bank and complete the action. (See instructions below).

- When an exchange rate is available, it is displayed in the **Exchange Rate** column.

NOTES:

- When **Get Rate** is initiated, a countdown clock appears in the **Result** column.
- Add this column to the **List View** as needed and drag and drop to position.



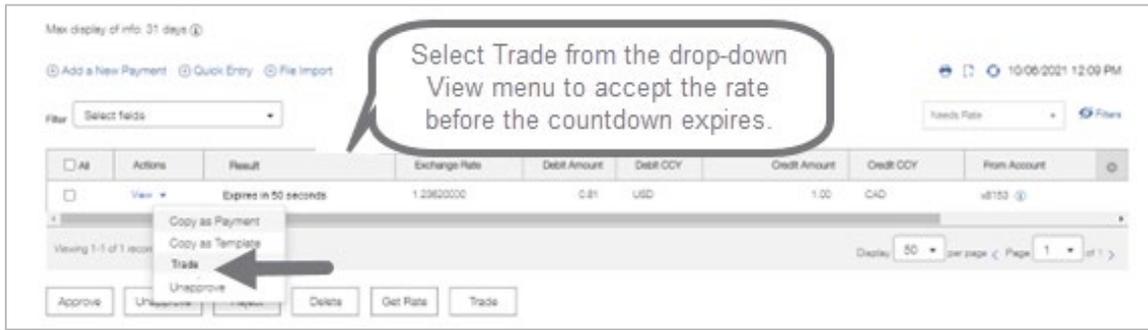
To complete the trade/wire, using this rate:

1. Locate the wire from the **List View**. Once an acceptable rate has been returned from the Bank, click on the **View** drop-down menu, and select **Trade**.
2. The **Contract ID** will display in the **Result** column for each successfully traded payment.

NOTES:

When a Rate is agreeable, **Trade** (not Approve) completes the transaction and submission to Bank.

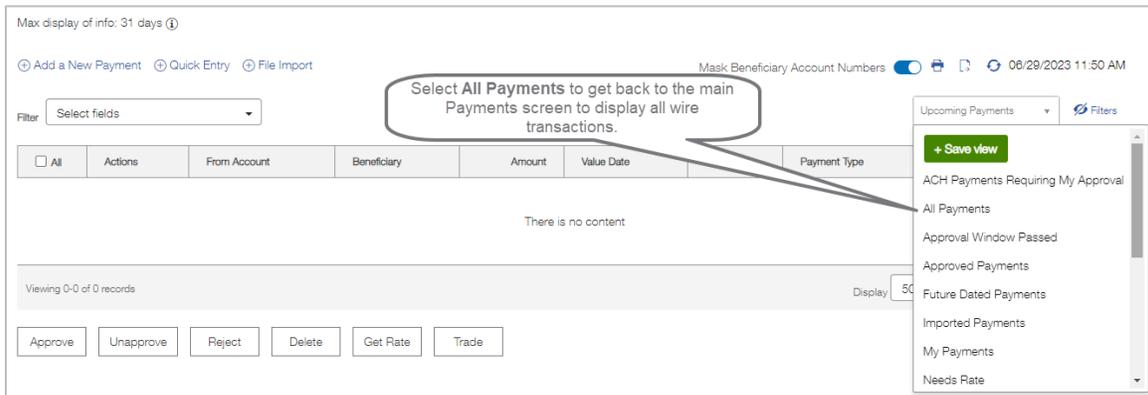
Upon **Trade**, the transaction will revert from **Needs Rate** to **Approved**, then will become **Bank Received** in approximately one minute.



Congratulations! All necessary steps are completed!

Optional, to validate the completion of the wire:

1. Select All Payments from **Filter** drop-down menu to display all wire transactions.



2. View Status for the wire record, it should display **Bank Received**. The wire status will change from **Bank Received** to **Bank Confirmed** once the FCB Wire room has processed the transaction.



Reference

Country specific field requirements to initiate international wires:

Certain fields will be required depending on the country of the wire recipient.

Payment Details	
* Purpose of Payment <input type="text"/>	Line 2 <input type="text"/>
Line 3 <input type="text"/>	Line 4 <input type="text"/>

Purpose of Payment is required

When sending a wire to Canada:

- Along with **Purpose of Payment**, the **Canadian Clearing ID** is required.
- Line 4 must include a valid 9-digit **Canadian Clearing ID** of the Beneficiary Bank.
- Length must be exactly 9 digits.
- Numbers only, no letters allowed.
- ABA/Routing numbers are not allowed.
- **Postal Code** is also required.

Payment Details	
* Purpose of Payment <input type="text"/>	Line 2 <input type="text"/>
Line 3 <input type="text"/>	* Canadian Clearing (9 Digits) <input type="text"/>

Beneficiary Information			
* Name <input type="text"/>	* Address Line 1 (Required for some Bank Codes) <input type="text"/>	Address Line 2 <input type="text"/>	
* Country CANADA x	* City Toronto	State/Province <input type="text"/>	* Postal Code <input type="text"/>
* Account Type Other x	* Account Number <input type="text"/>	* Bank Code Type SWIFT x	* Bank Code <input type="text"/>

When sending a wire to India:

- Line 4 must include a valid 11-Character **IFSC Code** of the Beneficiary Bank.
- Length must be exactly 11 characters.
- Alphanumeric - Letters and numbers allowed.

- **Postal Code** is also required, 6 digits, numbers only.

Payment Details			
* Purpose of Payment		Line 2	
<input type="text"/>		<input type="text"/>	
Line 3		* IFSC Code (11 Chars)	
<input type="text"/>		<input type="text"/>	

Beneficiary Information			
* Name	* Address Line 1 (Required for some Bank Codes)	Address Line 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Country	* City	State/Province	* Postal Code
INDIA	Mumbai	<input type="text"/>	<input type="text"/>
			<small>Postal Code is required</small>
* Account Type	* Account Number	* Bank Code Type	* Bank Code
Other	<input type="text"/>	SWIFT	BAF
			BANK OF

If sending a wire to United Arab Emirates:

- Line 4 must include a valid 3-Letter **Purpose Code** for the Beneficiary Bank.
- Length must be exactly 3 characters.
- Letters only, no numbers allowed.

Payment Details	
* Purpose of Payment	Line 2
<input type="text"/>	<input type="text"/>
Line 3	* Purpose code (3 Chars)
<input type="text"/>	<input type="text"/>

If sending a wire to Australia:

- Line 4 must include a valid 6-digit **BSB ID** of the Beneficiary Bank.
- Length must be exactly 6 digits.
- Numbers only, no letters allowed.

Payment Details	
* Purpose of Payment	Line 2
<input type="text"/>	<input type="text"/>
Line 3	* BSB ID(6 Digits)
<input type="text"/>	<input type="text"/>

Examples of Additional Field Requirements:

Beneficiary Address ZIP / Postal Code:

- If **Beneficiary Country** listed as India, the postal code length must be exactly 6 digits, numbers only.

Payment Details & Bank to Bank Information:

- Fields must not contain any special characters (i.e., \$! >).

Beneficiary Account number:

- If Beneficiary Bank country requires IBAN, must conform to standard IBAN Account number format.
- If Beneficiary County is listed as Mexico, field must be populated with CLABE Account number of beneficiary bank, length must be exactly 18 digits, numbers only. This should be Other for account type as opposed to IBAN.

Debit Account:

- Account used must be entitled for International Wires.

First Intermediary Bank section:

- Ensure proper Bank name listed.
- Ensure proper County listed.
- **SWIFT/BIC ID** must confirm with standard format (ABA account numbers are not valid).

Questions?

We're here to help. Contact Business Support with questions at 866-322-4249 (866-FCB-4BIZ). Our team is happy to assist you. For more information, visit our [Commercial Advantage Learning Center](#).