

# New International Wire using Wire Manager

Step 1: Navigate to <u>www.nicoletbank.com</u>. Click the Login button at the top right. Step 2: Log in to Business Online (Treasury Management) using your Access ID and Password. Step 3: Click the Payments & Transfers button, then Wire Button to get into Wire Manager:

Payments & Transfers		
Internal ACH Wire		
Vire		
Select Wire Transfer Criteria		
Inquire Wire Transfer	Transfer Type:	Outgoing 🔽
Change Wire Transfer	Transfer Description:	
O New Wire Transfer	Date Range:	01/02/2019 📰 Te
New Wire Transfer     New Wire Transfer Using Existing Transfer	Date Range: Amount Range:	01/02/2019 To To
O New Wire Transfer Using Existing Transfer	Amount Range: Client Name: Reference Number:	-
New Wire Transfer Using Existing Transfer     Delete Wire Transfer	Amount Range: Client Name:	
New Wire Transfer Using Existing Transfer     Delete Wire Transfer     Review Wire Transfer	Amount Range: Client Name: Reference Number:	
New Wire Transfer Using Existing Transfer     Delete Wire Transfer     Review Wire Transfer     Import Wire Transfer	Amount Range: Client Name: Reference Number:	
New Wire Transfer Using Existing Transfer     Delete Wire Transfer     Review Wire Transfer     Import Wire Transfer     Import Wire Using Template	Amount Range: Client Name: Reference Number:	

Step 4: Select New Wire Transfer, Wire Type: International and they click submit:

Select Wire Transfer Criteria		
🔿 Inquire Wire Transfer	Wire Type:	International 🗸
O Change Wire Transfer		
• New Wire Transfer		
O New Wire Transfer Using Existing Transfer		
🔿 Delete Wire Transfer		
🔿 Review Wire Transfer		
🔿 Wire Transfer Template		
O Review Wire Transfer Template		
○ Foreign Exchange Contract		
St	bmit	

## Have questions or need further clarification?

Email <u>treasurymanagement@nicoletbank.com</u> or call the Treasury Management team at 855.451.4793.



## Step 5: Fill in all the fields that have an \*:

New International Wire Transfer - SOMMER OTTO					۵ 🦂
* Transfer Description:		Recurring Frequency:		None	~
* Transfer Start Date:					
* Amount:		* From Account:	Select Account		~
Tax Identification Number:	Nicolet ACH MGR [XXX-XX-3333]				
Beneficiary					
* Identification Type:	DDA Account Number	Message To Beneficiary:			
* Identification Number:					
* Name:					
Address:					
* Country	None				
Beneficiary Institution					
* Identification Type:	Swift Bank Code	* Name:			
* Identification Number:		Address:			
		* Country	None		~
	Save Fr	ocess Cancel			

#### First Section:

Transfer Description: Description of wire (ex: Wire to Beneficiary's Name)

Transfer Start Date: Effective date of the wire

Amount: Amount of wire

From Account: Select the account funds should be withdrawn from, using the drop down menu.

#### **Second Section:**

Identification Number: Beneficiary's account number

Name: Beneficiary's name

Address: Beneficiary's address (This field does not have an \*, but we do require this section be completed for International wires)

Country: Select the appropriate country from the drop down box

Message to Beneficiary: This field is not required, but can be used to provide the beneficiary additional information (ex: reference number, invoice number).

Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793.



#### **Third Section:**

Identification Number: Beneficiary Banks Swift Code – a swift code is 8-11 characters

Name: Beneficiary Banks name

Address: Beneficiary Banks address (This field does not have an \*, but we do require this section be completed for International wires)

Country: Select the appropriate country from the drop down box.

New International Wire Transfer - SOMMER OTTO			F 뵭 Ø
* Transfer Description:	Wire to Donald Duck	Recurring Frequency:	None
* Transfer Start Date:	04/26/2017		
* Amount:	25.00	* From Account:	CHOCOLATE FACTORY
Tax Identification Number:	Nicolet ACH MGR [XXX-XX-3333]		
Beneficiary			
* Identification Type:	DDA Account Number	Message To Beneficiary:	Invoice 323
* Identification Number:	123-456789-654		
* Name:	Donald Duck		
Address:	123 Disneyland Lane		
	Hong Kong		
* Country	Hong Kong 🗸		
Beneficiary Institution			
* Identification Type:	Swift Bank Code	* Name:	HSBC HONG KONG
* Identification Number:	НЅВСНКНННКН	Address:	1 QUEENS ROAD CENTRAL
			HONG KONG
		* Country	Hong Kong 🗸
	Save Pr	cocess Cancel	

Step 6: Review all the information is accurate, they click **Process** at the bottom of the page.

Step 7: Once the wire has been processed, the system will provide a yellow "warning" page, letting you know the wire has been received by the bank. You can print the conformation page for your records and then click done.

The following warning(s) occurred: TEST WIRE - PLEASE DELETE is pending client review.	
User Limit Exceptions This transfer requires approval because all wires have been configur For the Wire transfer to continue processing, 1 approval is required. Client Limit Exceptions This transfer requires approval because all wires have been configur For the Wire transfer to continue processing, 1 approval is required.	red for review
Wire Transfer Summary	
Transfer Description:	TEST WIRE - PLEASE DELETE
Effective Date:	02/13/2019
Amount:	\$1.00
Reference Number:	6ce4089929
Wire Number:	Not Available Done

## Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793.



### Important Notes:

International wires being sent to certain countries may require additional information to process the wire. This additional information would be entered in the Message to Beneficiary section.

- Iban: This contains the country code, branch code, and the beneficiary's account number. Iban's are required for these countries: Andorra, Austria, Bahrain, Belgium, Bosnia-Hercegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faeroe Islands, Finland, France, Georgia, Germany, Gibraltar, Great Britain, Greece, Greenland, Guernsey, Hungary, Iceland, Ireland, Isle of Man, Italy, Jersey, Jordan, Kazakhstan, Kuwait, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Palestinian Territory, Poland, Portugal, Qatar, Romania, San Marino, Saudi Arabia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tunisia, Turkey, United Arab Emirates
- **Sort Code**: This is 6 numeric characters in length and identifies the specific branch of the bank. A sort code is required for wires being sent to the United Kingdom.
- **Clabe**: This is 18 digits long. It identifies the bank, branch location, account number and check digit. A clabe is required for wires being sent to Mexico.
- **Transit Code**: This is a 5 digit code that identifies the branch. A transit code is required for wires being sent to Canada.
- **BSB**: This is 6 numeric characters in length and identifies the bank, state, and branch. BSB is strongly recommended for wires being sent to Australia.
- **IFSC**: This is 11 alpha-numeric characters in length and identifies the bank and branch. IFSC is required for wires being sent to India.

## Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793.