

Updated 9/25/2017



**Procedure for invoicing a foreign customer and instructions for receiving payment via bank wire from foreign customer:**

Negotiate with the customer to pay in US Dollars in advance of invoicing. Any bank fees to wire and convert the foreign currency to US Dollars must be paid by the customer and not deducted from the amount paid to UNC Wilmington.

Create an external invoice with all required fields completed (form is located at: <http://www.uncw.edu/Controller/LinksforForms.html>). Enter the invoice amount due in US Dollars.

Send page 2 of the external invoice (wiring instructions) to the customer with page 1 of the invoice. Restate to the customer that UNC Wilmington must be referenced on the wire.

Send an email to [UNCWWIRES@uncw.edu](mailto:UNCWWIRES@uncw.edu) (Cashier's office) stating the amount of the wire payment expected from the customer with the invoice number and customer name.

When the wire is received, the Controller's office will apply the payment to the correct customer and invoice.