

American Express Foreign Exchange Payments:

Criteria: All invoices to be paid in foreign currency (wire or draft) and any US dollar payments to foreign vendors/banks. Funds will not be wired to US banks.

Required Information needed on Vendor's Invoice:

Vendor Name/Account Holder Name

Vendor Address

Bank Name

Bank Address

Swift Code

IBAN and or Account Number

Please note: Additional information may be asked if some instances. i.e. UK vendors may require a sort code and Canadian vendors may require a transit code.

As per new regulations effective Nov. 18th, an Iban is now required for all payments going to European countries.