

Seller's Designation of Wire Transfer Instructions (Form 482) Digital Experience

What changed: Form 482 requests are submitted approved, edited, and tracked in the application (link). Email-based submission and approval **have been** replaced by the application portal workflow.

Before you begin: Access and Submitter/Approver roles are managed through Technology Manager. Two different users with these roles are required to complete the process. Contact your Corporate Administrator to obtain the appropriate roles.

Know your role

Submitter	Existing Wires, New Request, Required Edits, and Request History.
Approver	Existing Wires, Pending Approvals, and Request History.
Both roles	All five tabs. A user cannot approve a request they submitted.

Process at a glance

1. Submit	Submitter selects a request type and enters required information.
2. Review	Approver selects Approve, Partial Reject, or Reject.
3. Process	Approved requests are processed and tracked in Request History.

Available request types

- Establish New Payee Code.
- Update Payee Code.
- Deactivate Payee Code.
- Add Seller Number to Payee Code.
- Add Early Funding Wire ID to Payee Code

Key navigation

Existing Wires	View available payee codes.
New Request	Start one of the five request types.
Required Edits	Edit or withdraw a returned request.
Pending Approvals	Review submitted requests.
Request History	View prior requests and statuses.

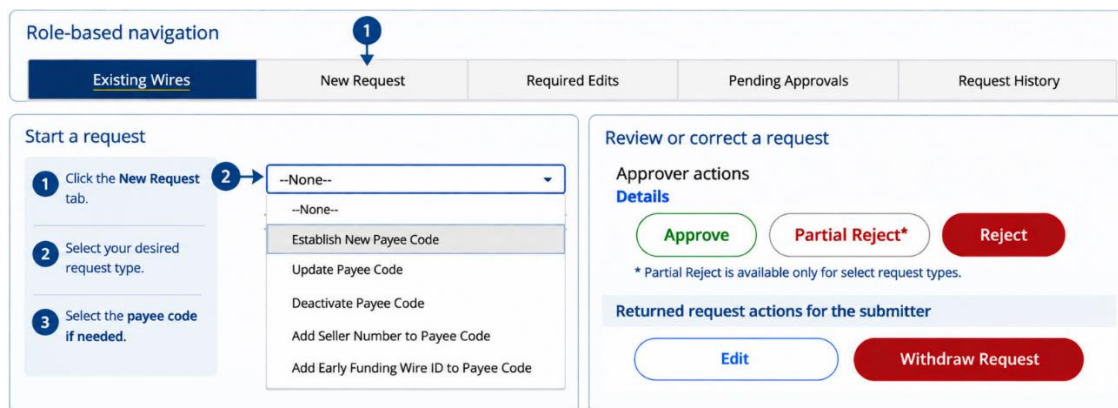
For Establish New Payee Code, have ready:

ABA Number, Bank Account Name, Bank Account Number, Beneficiary Address, City, State, Zip Code, and Applicable Seller Number(s). Reference information is optional.

Remember

1. Complete all required fields marked with an asterisk (*).
2. Approvals occur in the application; email approval is not permitted.
3. Select Job Aid in the application header for supporting guidance.
4. After submission, both submitters and approvers should monitor email notifications for any required follow-up actions.

Application orientation



The diagram illustrates the application workflow. At the top, 'Role-based navigation' shows five tabs: Existing Wires, New Request (highlighted with a blue arrow and number 1), Required Edits, Pending Approvals, and Request History. Below this, the 'Start a request' section shows a three-step process: 1. Click the 'New Request' tab. 2. Select your desired request type from a dropdown menu (options include --None--, Establish New Payee Code, Update Payee Code, Deactivate Payee Code, Add Seller Number to Payee Code, and Add Early Funding Wire ID to Payee Code). 3. Select the payee code if needed. To the right, the 'Review or correct a request' section shows 'Approver actions' with buttons for Approve, Partial Reject* (with a note: * Partial Reject is available only for select request types.), and Reject. Below this, 'Returned request actions for the submitter' shows buttons for Edit and Withdraw Request.

Approver tip: Select Details to review the request before choosing Approve, Partial Reject, or Reject.

If Partial Reject is selected: the request moves to the Submitter's Required Edits tab. They can review comments, edit, and resubmit, or withdraw the request.