

Instructions to Duke Departments for Emailing Invoices to be Paid By Wire

The following guidelines must be followed:

Send email to dukeinvoice@duke.edu

For paying a single invoice by wire:

- Submit 1 pdf attachment only
- Wire form *must* be page one of the attachment
- Follow all other guidelines for submitting invoices by email

For paying multiple invoices by wire:

- Each invoice should be sent in its own PDF attachment
- Wire form *must* be page one of each pdf attachment
- Wire form on each attachment must be identical and filled out for the total amount to be paid to cover all invoices and reference all invoice numbers in the Reference Information Section – the wire will NOT be processed multiple times

Example: you want to pay invoice #123, invoice #124 and invoice #125 by one wire

- First pdf attachment:
 - Wire form – page 1
 - Invoice #123 – page 2
- Second pdf attachment:
 - Wire form – page 1
 - Invoice #124 – page 2
- Third pdf attachment:
 - Wire form – page 1
 - Invoice #125 – page 2