

The March 2017



BRC POP Blast of the Month

## Foreign vendor payments

If you've ever had to make a payment to a foreign vendor, you know that it can sometimes take up to a month or more to process. Because there are special tax implications when foreign vendors are used, foreign vendor payments are required to be routed from the BRC to UCLA Accounts Payable for review prior to processing for payment.

**To allow for the extra review, please submit foreign vendor requests 3-4 weeks in advance of payment.**

What information is needed to get the process started?

- *Detailed business purpose:* What is being purchased, what will it be used for? Where will it be used? The more detail you provide the better, but be prepared for follow up questions from UCLA A/P.
- *Department contact:* Who in your department UCLA A/P can contact for follow-up questions.

Due to the broad scope of questions that may be asked for foreign payments—and UCLA A/P staff are the tax experts on foreign purchases—the department contact person will be cc'd when BRC emails the request to UCLA. Questions will vary depending on what is being purchased, or who is being paid.

**Reminder: Please do not use your Pcard or use personal funds to pay foreign vendors.**



Questions regarding this blast? Email us at [BRCPurchaseandPay@ucop.edu](mailto:BRCPurchaseandPay@ucop.edu).

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### YOU CAN REACH US AT:

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