



UNIVERSITY OF
NOTRE DAME

CANDEX™

The fast track





Payee Experience



VENDOR

Your Payee Receives an Email from Candex

→ Email mentions University of Notre Dame, your name and description of services of PO

→ Reminders sent regularly to vendors

To: Seller
From: University of Notre Dame (via Candex) <support@candex.com>
Subject: Action Required - Accept Order (PO# CTPO1239045)

Booth Design

Indiana | PO#: CTPO1239045



From
University of Notre Dame

[View Order](#)

Zack,

David London from University of Notre Dame has sent you an order through Candex. Please accept as soon as possible so you can begin work and submit invoices when payment is due.

Items:

- Booth Design

University of Notre Dame uses Candex to engage and pay its partners without a cumbersome setup process. If you are not authorized to accept terms or add an invoice, please reply to this email with the relevant colleague's contact information so we can add them to the order, or let us know if you believe you received this email in error.

[Click here](#) to view order.
[Click here](#) for seller guide.

Thank you,
Candex Support

Candex allows businesses to engage and exchange payments in a compliant way without cumbersome setup in each other's financial systems.

View [FAQs](#)
Support at support@candex.com

CANDEX



VENDOR

Simple Vendor Registration

→ Vendor must register with Candex

→ Users can select their language

→ This page can be filled in under a minute

→ Vendors already registered with Candex skip this page

The screenshot shows the Candex website's vendor registration page. At the top, the Candex logo is on the left, and navigation links for 'How it Works', 'For Enterprise', 'Pricing', and 'About' are on the right, along with a 'Sign In' button. The main heading reads 'Candex makes it easy to pay and get paid'. The registration form includes fields for 'Email' (pre-filled with 'zack@miller.com') and 'Language' (a dropdown menu set to 'English'). Below these are two radio button options: 'This payment is to my company' and 'This payment is to me personally'. The form continues with 'First Name', 'Last Name', and 'Company' fields. Below that are 'Phone Number' (with a '- select -' dropdown) and 'Job Title' fields. The next row contains 'Create Password' and 'Confirm Password' fields. Two questions follow: 'Are you a small business?' and 'Are you a diverse supplier?', each with 'Yes' and 'No' radio button options. At the bottom, there are three checkboxes for terms and conditions: 'I agree to the Candex Terms of Use', 'I agree to get emails & notifications about engagements and payments', and 'I agree to receive general Candex updates through email (optional)'. A final paragraph states that personal details are protected and not sold to other companies. A large blue 'Register Now' button is at the bottom center.

CANDEX

How it Works For Enterprise Pricing About [Sign In](#)

Candex makes it easy to pay and get paid

Email Language

This payment is to my company
 This payment is to me personally

First Name Last Name Company

Phone Number Job Title

Create Password Confirm Password

Are you a small business? [?](#) Yes No

Are you a diverse supplier? [?](#) Yes No

I agree to the [Candex Terms of Use](#)

I agree to get emails & notifications about engagements and payments

I agree to receive general Candex updates through email (optional)

We'll always treat your personal details with the utmost care and will never sell it to other companies for marketing purposes. You can change your preferences in your profile at any time, see [Privacy Policy](#) for more details.

[Register Now](#)

Vendor Accepts Standard Terms for Candex

Miller & Sons
Booth Design
search

Purchasing Terms

Booth Design print ×

Payment Expectations


Candex provides managed payments so buyers and sellers can transact compliantly without formal setups with each other. Vendor may invoice Candex or its Affiliates up to the amount authorized to Vendor, which is net of this charge; and Vendor acknowledges this satisfies its requirement for the order.

Payment terms are 3 days from the date Candex invoices Buyer on Vendor's behalf and Candex will make payment to Vendor within 3 business days of receiving payment from Buyer. Payment by a Buyer to Candex of an invoice relating to an order for which the Vendor has invoiced Candex shall satisfy all payment obligations of the Buyer in connection with such order; and Vendor shall then look to only Candex for payment.

Anti-Corruption and Sanctions Compliance

By accepting this Order, Seller represents and warrants that it shall not violate any applicable international anti-bribery principles as embodied in the UN Convention Against Corruption, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, or any applicable national anti-bribery laws, including but not limited to the US Foreign Corrupt Practices Act and UK Bribery Act 2010 ("Anti-Corruption Laws") and/or undertake any activity in connection with this Order that would otherwise violate any applicable laws or regulations.


Seller further represents and warrants that it does not appear on any domestic or international sanctions or debarment lists, including without limitation U.S. Department of Commerce, Bureau of Industry and Security - Denied Persons List, U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) Consolidated List, US Consolidated Sanctions List, the UK Financial Sanctions List, United Nations Sanctions List, EU Financial Sanctions List, INTERPOL Wanted List, US State Department WMD Non-Proliferation List, Specially Designated Nationals Lists (OFAC, SDN), Switzerland Sanctions List, US Department of State, AECA Debarred List, or the Financial Action Task Force (FATF) Anti-Money Laundering (AML) deficient list ("Sanctions Lists").

Delivery Date 

I have also read and agreed with [University of Notre Dame Code of Conduct](#)

I Accept These Terms

Booth Design
University of Notre Dame
search



Booth Design

University of Notre Dame

This is an order sent to you by David London at University of Notre Dame through Candex. After accepting the terms from University of Notre Dame, you can begin work and submit invoices addressed to Candex when payment is due, up to the amount authorized to you.

Items	Authorized by Buyer (USD)	Authorized to Seller (USD)*
Booth Design <small>By Jan 5</small>	3,500	3,395

* Taxes can be added on top of the authorized amount

Bill To:
Candex Solutions, Inc
420 Lexington Ave
New York, NY 10024

Deliver To:
University of Notre Dame
Holy Cross Dr, Notre Dame,
IN 46556, USA

← Review & Accept Terms
🗑️ decline req
👤 add colleague
🖨️ print order

January 16, 2021

Created by David London

Invite to order was sent out. zack@miller.com needs to accept terms.

Payee Adds Billing Details

→ The Payee adds business, tax and banking information

→ Candex uses this information to run verifications, sanctions screens, and AML procedures

Beneficial Owner Declaration (2 of 2)

Candex is required by law to validate that **Beneficial Owners** are not sanctioned. A Beneficial Owner is any individual or entity that owns, directly or indirectly, **25% or more** of your company.

Does your company have any Beneficial Owners?
(click Yes if unsure)

Yes No

[Add](#)

Payee Adds Invoice


→ The vendor enters the amounts, and uploads their invoice in the name of Candex


→ Vendor can invite their finance team to enter information


→ Candex handles partial invoices, or multiple invoices per Order


→ Candex provides front line support as needed at support@candex.com

Miller & Sons 🔍


 **My Activity** 1


 My Requests

 Order Feed

 Settings

ORDERS

 **booth design** 1

 **Zack Miller**
Online

Add Invoice

search

🔔 Sign out

Booth Design
PO# CTP01239045

Invite Finance
View Order

Pay To: (US / USD) Miller & Sons, LLC edit


Account: Citibank *****291

Bill To:
Candex Solutions Limited
420 Lexington Avenue, Suite 300
New York, NY 10170

Tax ID #: 45-2805653

Deliver To:
University of Notre Dame
Holy Cross Dr, Notre Dame,
IN 46556, USA

Item(s) USD (\$)	Amount	Tax	
Booth Design <small>By Jan 5</small>	3,395	-	view/edit
	up to 3,395		


Upload Invoice

Total Amount	3,395
Tax	-
Invoice to Candex <small>(Due to You)</small>	3,395

I acknowledge that goods/services have been delivered and payment is due

Submit
Skip for Now

Add Invoice (Goods)


→ For goods or materials purchasing, the vendor will need to enter the quantity delivered before the invoice can be uploaded

Miller & Sons 🔍

- 🔗 My Activity 1
- 👤 My Requests
- 📄 Order Feed
- ⚙️ Settings

ORDERS

- 🔗 noir vacuum bottle - 25 oz 1



Zack Miller
Online

Add Invoice

🔔 Sign out

Noir Vacuum Bottle - 25 oz
PO# CTPO1239045

Invite Finance
View Order

Pay To: (US / USD) Miller & Sons, LLC edit


Account: Citibank *****291

Bill To:
Candex Solutions Limited
420 Lexington Avenue, Suite 300
New York, NY 10170

Tax ID #: 45-2805653

Deliver To:
University of Notre Dame
Holy Cross Dr, Notre Dame,
IN 46556, USA

Item(s) USD (\$)	Price	Qty	Amount	Tax	
Noir Vacuum Bottle - 25 oz <small>By Jan 5</small>	100 <small>up to 100</small>	35 <small>up to 35</small>	3,395	-	view/edit



Upload Invoice

Total Amount	3,395
Tax	-
Invoice to Candex (Due to You)	3,395

I acknowledge that goods/services have been delivered and payment is due

Submit
Skip for Now

Requisition Status Updates

→ A wall of history compiles on each order and important notifications are sent to Buyers' and Sellers' emails.

→ Candex reminds vigorously for the required actions of the Sellers


→ Candex proactively notifies Buyers if order acceptance has not occurred in 10 days

Miller & Sons

- [My Activity](#) 1
- [My Requests](#)
- [Order Feed](#)
- [Settings](#)

ORDERS

- [booth design](#) 1



Zack Miller
Online

Booth Design

Sign out

Booth Design 3,500 3,395

By: Apr 4 | To: IN

April 3, 2022

Created by David London
David London invited [zack@miller.com](#)
A reminder to accept terms was sent to [zack@miller.com](#)
zack Miller added [john.smith@miller.com](#)

C

Terms accepted by zack Miller of Miller & Sons. Invoices should only be sent for goods and services that have been delivered and when payments are due.

8:29 AM

C

Payment
Click to comment

An invoice has been uploaded by Miller & Sons. Candex will approve and submit to University of Notre Dame.

[view detail](#)

10:42 AM

April 5, 2022

C

Re: **Payment**

Candex submitted invoice on behalf of Miller & Sons, payment days starts now.

11:23 AM

April 9, 2022

C

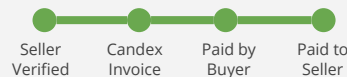
Re: **Payment**

Payment has been transferred to Miller & Sons

5:05 PM

+

← Payment Details
✕



Seller:

\$

Miller & Sons

By zack Miller
#FR94039010

Buyer:

\$

University of Notre Dame

By Candex
#FR74389010

Amount	USD 3,395.00
Sales Tax	-
Total Amount	3,395.00
Candex ID	345435345345
PO #	CTPO1239045
Original Upload	Apr 3
Last Update	Apr 3
Invoice Date	Apr 5
Payment Terms	3 days
Paid to Candex	Apr 9
Paid to Seller	Apr 9

Marketing

Booth Design (Apr 3)

Service USD 3,395.00

Bill to:
Candex Solutions, Inc.

Pay to:
Miller & Sons, LLC

Ship to:
Indiana, United States



VENDOR

Mobile Invoicing

Submitting Invoices in Candex is Available in Your Mobile Browser

University of Notre Dame (via Candex)
To: Zack Miller

Action Required - Accept Order (PO# CTPO1239045)

Booth Design
Indiana | PO#: CTPO1239045

From **University of Notre Dame** [View Order](#)

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Booth Design
University of Notre Dame

Booth Design
Notre Dame | PO#: CTPO1239045

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[Review & Accept Terms](#)

[add colleague](#)
[view terms](#)
[download](#)

candex.com

Add Invoice

Booth Design
University of Notre Dame | PO#: CTPO1239045

Pay To:
(US / USD) Miller & Sons, LLC [edit](#)

Account: Citibank *****291

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Item(s)	Booth Design
	by Jan 5
Amount	3,395
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Total Amount	3,395
Tax	
Invoice to Candex (Due to You)	3,395

[Upload Invoice](#)

I acknowledge that goods/services have been delivered and payment is due

[Submit](#) [Skip for Now](#)

Questions?

www.candex.com/help | support@candex.com