

Instructions to Register in Candex

Foreign Company (Services performed outside the US and/or travel reimbursement)

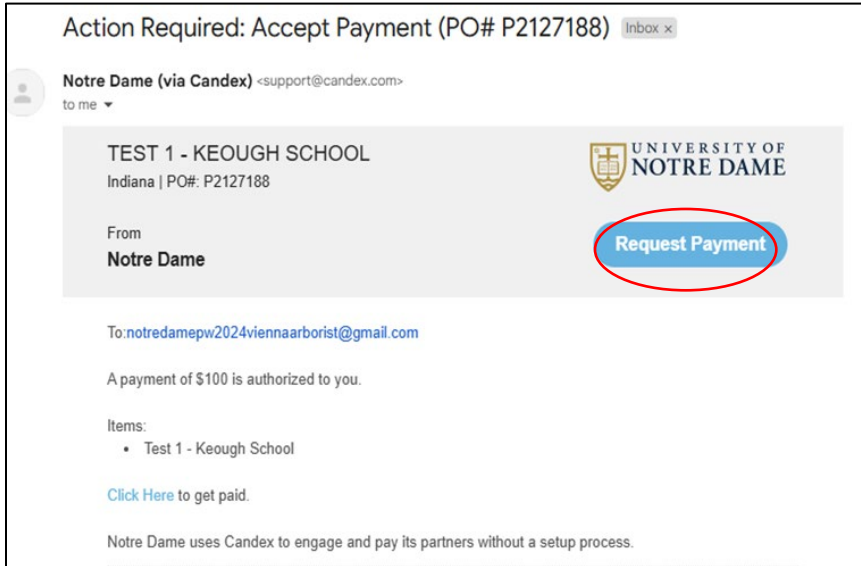
The University of Notre Dame has retained the services of Candex to capture and send foreign wire payments on their behalf. The instructions detailed below are intended to guide you through the registration. You will need access to your email. If you have any questions, please contact:

University of Notre Dame
Accounts Payable
acctpay@nd.edu
1 (574) 631-3936

Or

Contact the business unit representative that is responsible for paying for your goods or services.

1. Email sent from Candex



You will receive an email from support@candex.com. If you do not see the email in your Inbox, be sure to check your SPAM folder. Click "Request Payment".

2. Create a Candex account

Candex makes it easy to pay and get paid

Email (change user) Language

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

First Name Last Name Phone

Company Job Title

Password Confirm Password
strong

☐ Are you a small business? ☐ Yes ☒ No

☐ Are you a diverse business? ☐ Yes ☒ No

☒ I agree to the [Candex Terms Of Use](#) and [Privacy Policy](#)

[Register Now](#)

First, select the language you would like to register in. Then, select if you are registering as an individual or on behalf of your company. This guide assumes we are paying a company.

You can click "No" to both the small business and diverse business questions.

Click, "Register Now".

3. Once signed in, you will provide your address and bank information.

Request Payment

Test 1 - Keough School
PO#: P2127188 | Notre Dame

After you request payment and Candex verifies your banking information, Candex will invoice Buyer. Payment terms are 5 days from the date Candex invoices Buyer and Candex will pay you within 3 business days of receiving payment from Buyer.

Pay to **Add New**

Bill to:
Candex Solutions, Inc.
420 Lexington Ave, Ste 300
New York, NY 10170, US
TAX #: 45-2805653

Deliver to:
University of Notre Dame
IN, United States

Item
Designate the "Pay to" and complete process.

Submit **Skip for now**

First, click "Add New".

Choose Payment Destination X

Company Entity
Add a Company Entity for a payment to John Smith
Add Company Entity

Personal Bank
Add a Personal Bank for a payment to you personally
Add Personal Bank

Next, it will ask you to select whether we are paying your Company or you personally. Again, this guide assumes we are paying a company.

New Entity (1 of 2) X

☒ Company Entity ☐ Personal Bank [About](#)

Note: This entity will be available to every Jack Smith user on Candex.

Entity

Name

Country

Address

City/Town

Postal Code

State/Region

Bank Details

Bank Country

Account Currency

Bank Name

Account Holder Name

Account #

Sort Code

SWIFT/BIC

[+ add intermediary bank](#)

Next **Save for later**

Select the button next to "Company Entity". Then type in your company name, address, and bank details. Note, you can select the currency of your bank account. Then click "Next".

New Entity (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

Back Add

If your company is owned by a Beneficial Owner, select yes. If unsure, select no.

Then click “Add”.

4. Submit payment request

Request Payment

Test 2 - Keough
PO#: P2127188 | Notre Dame

After you request payment and Candex verifies your banking information, Candex will invoice Buyer. Payment terms are 5 days from the date Candex invoices Buyer and Candex will pay you within 3 business days of receiving payment from Buyer.

Pay to (UK /GBP) Smith Hotel ✕ edit Add New

Currency (USD) is different than your account (GBP), your bank may apply conversion fees. ✕

Account: Barclays *****4527

Bill to:
Candex Solutions, Inc.
420 Lexington Ave, Ste 300
New York, NY 10170, US
TAX #: 45-2805653

Deliver to:
University of Notre Dame
ENG, United Kingdom

Item (USD)	Amount
Test 2 - Keough	100 up to 100

Amount	100 USD
Tax	0
Total Invoice	100

Submit Skip for now

In the “Pay to” box, you are now able to select the information you just entered.

If you selected your bank account is in a foreign currency but Notre Dame has requested to pay in USD, you will see this red alert about possible conversion fees that your bank may apply. If you have concerns, please discuss with your ND contact.

These blue boxes are automatically populated based on the information Notre Dame sent to Candex to initiate the payment.

Click “Submit”.