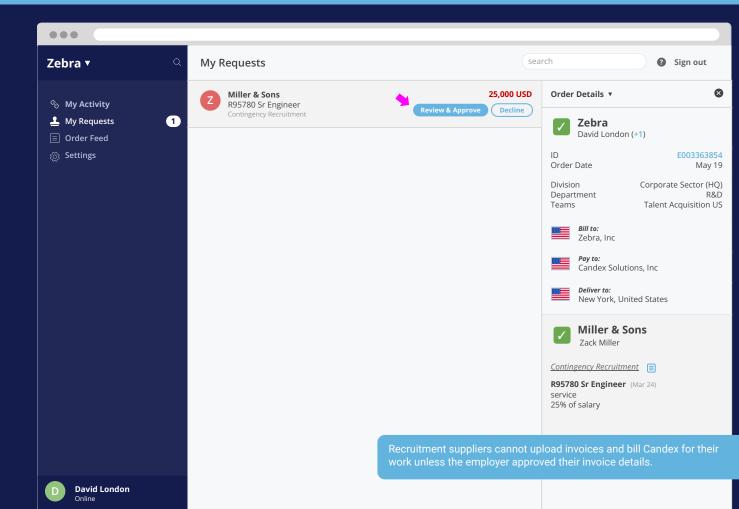


How to approve payments sent by an agency?

Use Candex to approve payments placed by agencies and edit their billing details

Approve Payments

- → To approve an agency fee:
- On the top left panel, go to my request> find the payment request there, and click "Review & Approve".
- NOTICE: You should not decline payments unless they are not to be paid. If the payment is valid but the details are incorrect, you can edit the amount and send it back to the seller. Declining a valid payment may result in delaying the invoicing and payment process and your supplier may not be paid on time.



Approve Payments

- → To approve an agency fee:
- → On the top left panel, go to my request find the payment request there, and click "Review & Approve".
- → Populate the Bill To box with the proper billing entity in order to review the billable item.
- → Ensure that the amount under Due to Seller and the start date are correct. If not, you can edit them.
- → NOTICE: Taxes will be automatically deducted/added accordingly by Candex. Please do not calculate, add or deduct them yourself
- Once you confirm that the details of the payment are correct, add the relevant billing details (cost center, hiring manager, etc.) and click Submit.
- Once you complete these steps, your supplier will be able to upload their invoice.

•••					
Zebra ▼ Q	Edit Payment			search	Sign out
% My Activity ୀ ଦ୍ରି My Requests	R95780 Sr Engineer Miller & Sons New York				
 Order Feed 					
Settings	Bill to	Zebra Inc (US)	x edit		
	Be sure to include PO number to process this payment. You can get the PO XXX, just enter the name of the budget holder and issue it against Candex.				
ORDERS S r95780 sr engineer	Purchase Order	(optional)			
	Hiring Manager	(optional)			
	Hiring Manager Email	(optional)			
	Internal Job Id	(optional)			
	Item (USD)		Amount Due	Seller Gets	
	description o	f good/service	25000 USD •	24250	
	Submit	Decline			
David London Online					