

CANDEX

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.

Zebra ▾

My Requests

search

Sign out

My Activity

My Requests 1

Order Feed

Settings

Miller & Sons
R95780 Sr Engineer
Contingency Recruitment

25,000 USD

Review & Approve **Decline**

Order Details ▾

Zebra
David London (+1)

ID **E003363854**

Order Date **May 19**

Division **Corporate Sector (HQ)**

Department **R&D**

Teams **Talent Acquisition US**

Bill to:
Zebra, Inc

Pay to:
Candex Solutions, Inc

Deliver to:
New York, United States

Miller & Sons
Zack Miller

Contingency Recruitment

R95780 Sr Engineer (Mar 24)
service
25% of salary

David London
Online

Recruitment suppliers cannot upload invoices and bill Candex for their work unless the employer approved their invoice 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".
- 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 ▾

My Activity

My Requests

Order Feed

Settings

ORDERS

r95780 sr engineer

D

David London

Online

Edit Payment

search

Sign out

R95780 Sr Engineer

Miller & Sons | New York

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.

Purchase Order

(optional)

Hiring Manager

(optional)

Hiring Manager Email

(optional)

Internal Job Id

(optional)

Item (USD)	Amount Due	Seller Gets
description of good/service	25000	USD ▾
		24250

Submit

Decline