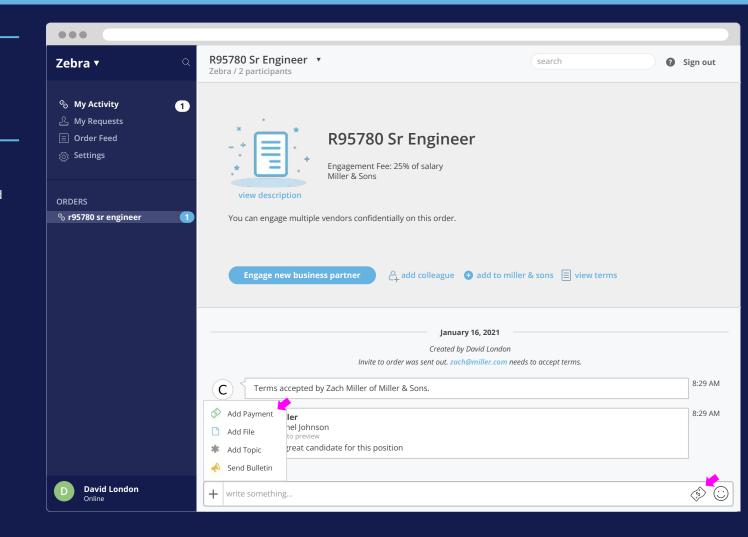
CANDEX

How to send payments to agencies?

Use Candex to send payments and set its details

Initiate Payment

You can initiate payment by clicking on the \$ icon to add a payment or on the [+] icon and then on add payment.



Payment Request

- Start Date if this is a future date, it will also serve as the invoice date and the payment terms would be counted from this day forward. Otherwise, the invoice date will be when your agency uploads a corrected invoice to Candex.
- Bill To select the billing entity to pay the agency and fill out the relevant billing details (PO, hiring manager, etc.)
- Billable Item add a short description - placement fee / shortlist fee / retainer fee etc.
- Amount Due / Due to Seller Candex charges a processing fee from each payment, and these two fields allow transparency in regards to who is paying it according to the agreement between both parties.
- NOTICE: taxes will be automatically deducted/added accordingly by Candex. Please do not calculate, add or deduct them yourself.

