

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.

Zebra ▾

My Activity 1

My Requests

Order Feed

Settings

ORDERS


r95780 sr engineer 1

D David London
Online

R95780 Sr Engineer ▾
Zebra / 2 participants

search

Sign out



R95780 Sr Engineer

Engagement Fee: 25% of salary
Miller & Sons

view description

You can engage multiple vendors confidentially on this order.

Engage new business partner

add colleague

add to miller & sons

view terms

January 16, 2021


Created by David London


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


C


Terms accepted by Zach Miller of Miller & Sons.

8:29 AM

 Add Payment

 Add File

 Add Topic



 Send Bulletin

ler
nel Johnson
to preview
great candidate for this position

8:29 AM

+

write something...

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.

Zebra ▾

My Activity **1**

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r95780 sr engineer **1**

D **David London**
Online

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? Sign out

R95780 Sr Engineer
Miller & Sons | New York

Candidate

Rachel Johnson ▾

Start Date

23 May 2022

Fee

25% of salary

Bill to

Zebra Inc (US) x

Purchase Order

(optional)

Hiring Manager

(optional)

Hiring Manager Email

(optional)

Internal Job Id

(optional)

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

Submit

One you click Submit, your supplier will be notified of your payment request, and they will be required to upload a matching invoice to Candex.