

CANDEX

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# How to Request a Payment and Upload Your Invoice

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Process payments quickly and easily with Candex

# Initiate Payment

→ Before you can invoice Candex for your fee and get paid, the employer must first approve the details of your fee.

→ On the chat box of the order, click on the [\$] icon (or click on the Add Invoice button on the top of the chat)

# Add Invoice Page

- Invite Finance- to have your finance contact follow up on this process for you.
- 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 you upload a corrected invoice to Candex.
- Pay to- from the drop-down select your relevant bank account to receive payment, or add a new billing entity.
- Billable Item- fill out a short description of the payment (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.

**Miller & Sons** ▾

- My Activity 1
- My Requests
- Order Feed
- Settings

ORDERS

**r95780 sr engineer** 1

**Zack Miller**  
Online

## Add Invoice

search ? Sign out

**R95780 Sr Engineer** Invite Finance View Terms

Candidate: Rachel Johnson ▾

Start Date: 23 May 2022 📅

Fee: 25% of salary

Pay to: (US/USD Miller & Sons) x [edit](#)  
*Account: Citibank \*\*\*\*\*291*

Item (USD)	Buyer Pays	USD ▾	You Get
<input type="text" value="description of good/service"/>	25,773.20		25,000

Submit 

**NOTICE** - taxes will be automatically deducted/added accordingly by Candex. Please do not calculate, add or deduct them yourself. Once you click Submit, the employer will be asked to approve your payment request. You will be notified once the payment is approved. Partner button from the same role to create separate discreet chats with different suppliers.

# Upload Your Invoice to Candex

- You can upload your invoice (file) only after the employer approved your payment request, or if the employer initiated the billing process.
- Go to your "my requests" section (top of the left sidebar) and click "Add Invoice":
- Please ensure that the details on your invoice matches the payment details on the Add Invoice page.
- If your invoice does not match the details on the system, our finance team will reach out to receive a corrected invoice.

The screenshot shows a web application interface for Miller & Sons. The left sidebar contains navigation options: My Activity, My Requests (highlighted with a '1' badge), Order Feed, and Settings. The main content area is titled 'My Requests' and features a search bar and a 'Sign out' link. A request card is displayed for 'Miller & Sons' (R95780 Sr Engineer, Contingency Recruitment) with a value of 25,000 USD. A pink arrow points to the 'Add Invoice' button. The right sidebar shows 'Order Details' for Zebra (David London), including total amount (US 25,000), order date (May 19), and bill-to/pay-to information (Candex Solution Ltd / Miller & Sons). At the bottom, a user profile for Zack Miller (Online) is visible.

# Upload Your Invoice to Candex

- You can upload your invoice (file) only after the employer approved your payment request, or if the employer initiated the billing process.
- Go to your "my requests" section (top of the left sidebar) and click "Add Invoice".
- Please ensure that the details on your invoice matches the payment details on the Add Invoice page.
- If your invoice does not match the details on the system, our finance team will reach out to receive a corrected invoice.

The screenshot displays the 'Request Payment' page for Miller & Sons. The left sidebar contains navigation options: My Activity (with a notification badge '1'), My Requests, Order Feed, and Settings. Below this is an 'ORDERS' section with a link to 'r95780 sr engineer' (also with a notification badge '1'). The main content area shows the request details for 'R95780 Sr Engineer' (Zebra | New York | 2 participants). It includes a 'Pay To' dropdown set to 'Miller & Sons LLC (US / USD)' with an 'edit' link and an account number 'Citibank \*\*\*\*\*291'. 'Bill To' and 'Deliver To' information for 'Candex Solutions Limited' and 'Zebra' are provided. A table lists the item 'Placement fee for Rachel Johnson' with 'Buyer Pays' of 25000, 'You Get' of 24250, and 'Tax' of 0. A summary table shows 'You Get' of 25,000 USD, 'Sales Tax' of 0, and 'Total Invoice' of 25,000. A dashed box highlights an 'Upload Invoice' button. At the bottom, there is an acknowledgment checkbox and two buttons: 'Submit' (highlighted with a pink arrow) and 'Skip for Now'. A search bar and 'Sign out' link are in the top right.

**Request Payment** search Sign out

**R95780 Sr Engineer**  
Zebra | New York | 2 participants

**Pay To:** Miller & Sons LLC (US / USD) [edit](#)  
Account: Citibank \*\*\*\*\*291

**Bill To:** Candex Solutions Limited  
420 Lexington Avenue, Suite 300  
New York, NY 10170  
Tax ID #: 45-2805653

**Deliver To:** Zebra  
New York

Item (USD)	Buyer Pays	You Get	Tax	
Placement fee for Rachel Johnson	25000	24250	-	<a href="#">view/edit</a>

<b>You Get</b>	<b>25,000</b>	<b>USD</b>	
Sales Tax	-		
<b>Total Invoice</b>	<b>25,000</b>		

[Upload Invoice](#)

I acknowledge that goods/services have been delivered and payment is due

[Submit](#) [Skip for Now](#)

**Z Zack Miller**  
Online

The invoice amount must match the amount appearing under "You Get"