



Candex User Guide

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Candex

Candex is Tulane's new punchout to process for student, speaker and guest reimbursements. This is **not** for vendors.

Who can be paid with Candex?

Alumni- business entertainment, conference fees, travel reimbursements- both domestic and foreign, recruitment expenses.

Guest Artists- examples are musicians, dancers, or actors. Any guest artist who signs a contract is a vendor and should be set up as a supplier and paid through the non-catalog requisition/PO process.

Guests- business entertainment, conference fees, travel reimbursements- both domestic and foreign, recruitment expenses.

Honorariums- remember that Tulane employees are not eligible for honorariums

Non-Affiliate NSR Stipends- these are for non-Tulane students only.

Participant Support- This is for support given to study participants- examples could be paying a participant's Entergy bill or transportation to the study.

Speakers- similar to guest artists. If speaker signs a contract, they should be set up as a supplier and paid through the non-catalog requisition/PO process.

Students- business entertainment, conference fees, travel reimbursements- both domestic and foreign, recruitment expenses, academic prizes and awards (including travel or summer grants), and reimbursement for books, publications, subscriptions or supplies/operating expenses



Study Participants- payment directly to the participant for participation in the study.

Trainees- misc. expenses, stipends or travel

What is the process to use Candex?

1. Notify the payee that they will be paid through Candex (see stock letter).
2. Set up the payment through the punchout located in Procurement.
3. Allocate and submit the requisition.
4. Once all approvals are obtained, the requisition will become a PO.
5. The PO is sent to Candex.
6. Candex will reach out to the payee.
7. The payee will create an account with Candex and add their billing details (Tulane employees no longer need to obtain contact information nor W9 forms for these payments).
8. Candex will invoice Tulane.
9. Tulane will pay Candex.
10. Candex will pay the payee.

How to process a payment

From WaveWorks go to the Procurement tab.	Procurement
Click on	 Purchase Requisitions (RSSP)
Click on Candex.	<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="display: flex; justify-content: space-between; align-items: center;"> CANDEX  </div> </div>
Choose a Category.	Category <input style="width: 150px;" type="text" value="Student Reimbursements Supplies/O... x"/>
Enter a Description.	Description <input style="width: 200px;" type="text"/> <p>The description must include the payee name and ITO if the payee is a Non US Resident</p>
Enter the payee email.	Payee Email <input style="width: 200px;" type="text"/> <small>Email a person, not a general mailbox</small>


A Tulane email is acceptable for students	
Enter the payment amount.	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> Payee Gets <div style="display: flex; justify-content: space-between; align-items: center;"> Amount <input style="width: 80px; border: 1px solid #ccc;" type="text"/> USD ▾ </div> </div>
Attest to these two fields.	<input type="checkbox"/> All receipts must be attached to requisition in Oracle. <input type="checkbox"/> I have added the name of the Payee in the description above.
Add Additional Line Items.	<div style="display: flex; justify-content: center; gap: 10px;"> Checkout Add Line-Item </div> <p>Each expense category requires a line</p>
Checkout.	<div style="display: flex; justify-content: center; gap: 10px;"> Checkout Add Line-Item </div>
Click on the pencil next to the Requisition Summary	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0e0;"> <p style="margin: 0;">Requisition summary ✎</p> </div>
Enter a Description if applicable.	<div style="border: 1px solid #ccc; padding: 10px; width: 80%; margin: 0 auto;"> <p style="margin: 0;">Description</p> </div> <p>These notes will only be seen by the Tulane buyer and approvers</p>
Update the Deliver-to-Location if needed.	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0e0; width: 80%; margin: 0 auto;"> <p style="margin: 0;">Delivery</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Requested Delivery Date 04/17/2026 📅 </div> <div style="border: 1px solid #ccc; padding: 5px;"> Deliver-to Location Poydras Street Bldg ▾ </div> </div> <p>This field needs to match the delivery address in the Additional Information</p>

Enter either the GL, Non-Sponsored, or Sponsored Project in the appropriate field.

Project costing

Project Number

Charge account

Charge To
364900.410.75402.610.00000.0000.ER420089.00 

Only use the Charge Account if the account starts with GL

See the How to Check Out section of the guide for more information

Budgetary control should be today's date.

Budgetary control

Budget Date
04/02/2026 

This is the date that will appear on the budget statement

Add the recipient.

Attention to (Recipient of Package or Service)

Required

This is to whom the package will be addressed
****TIP**** Search is last name, first name

Add the recipient's delivery building.

Deliver-To Building Name

Required

This needs to match the building in the Delivery section

Add the recipient's room number.

Room Number

Required

****TIP**** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here
****TIP**** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here

Add a note to Supplier if applicable.

Note to Supplier

These notes will be seen by the supplier

Add Attachments if applicable.

Attachments

Category
Internal to Requisition

Drag and Drop

Select or drop files here.

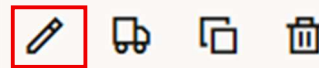
URL

Click Update.

Cancel

Update

Update any line items.



This is where split allocations and adding the RASU details occur, complete those steps if applicable

Click Submit.



Submit

The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later

What does the process look like for the payee?

The payee receives an email from Candex.

To: Seller
From: Tulane University (Via Candex)
Subject: Action Required: Accept Payment PO#: CTPO1239045

Speaking Engagement - April
California, United States | PO# CTPO1239045



Deliver to
Tulane University

Request Payment

Zack,
A payment of 500 USD is authorized to you.
Items:
Speaking Engagement - April
[Click Here](#) to get paid.

Candex allows businesses to engage and exchange payments in a compliant way without setup in each other's financial systems.

View [FAQs](#)
Support at support@candex.com

CANDEX®

The payee registers with Candex.

Candex makes it easy to pay and get paid

Email: Language:

This payment is to my company
 This payment is to me personally

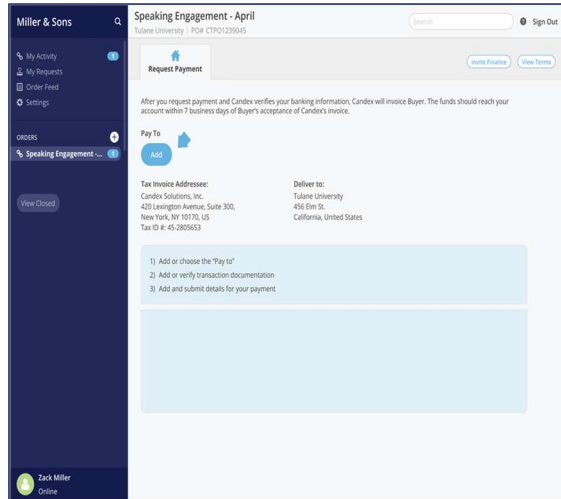
First Name: Last Name: Phone:

Password: Confirm Password:

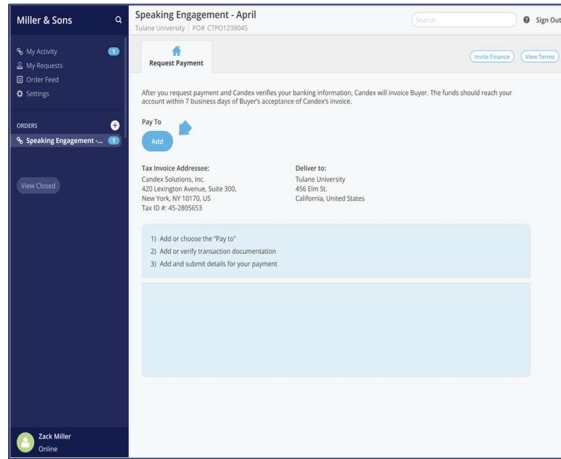
I agree to the [Candex Terms Of Use](#) and [Privacy Policy](#)

Register Now

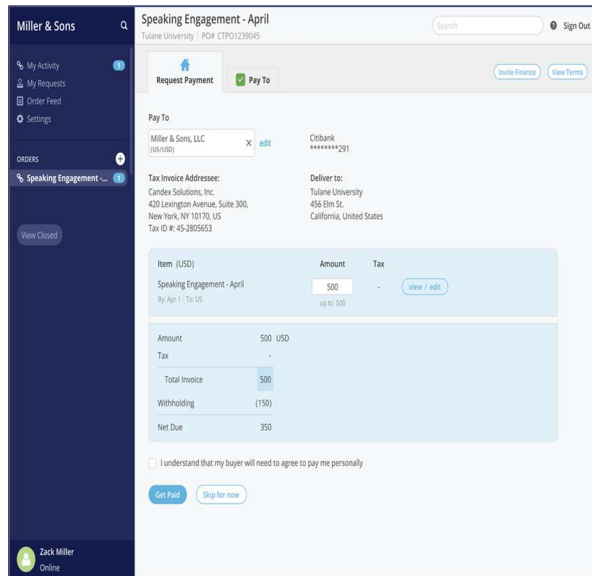
The payee begins the payment request by adding "Pay To" Details.



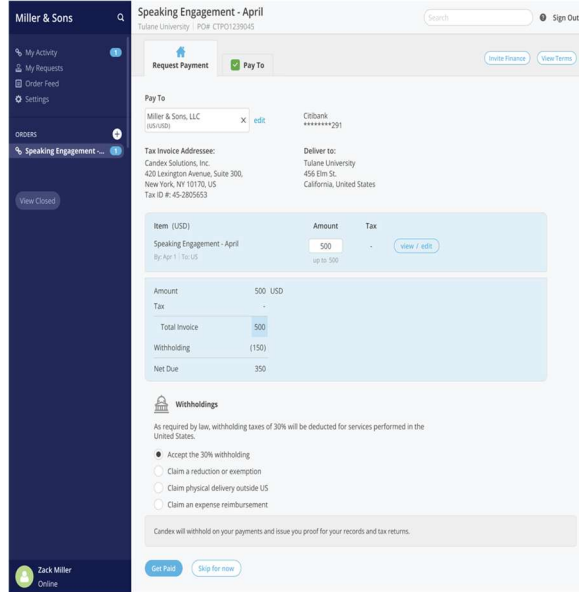
The payee adds their payment details.



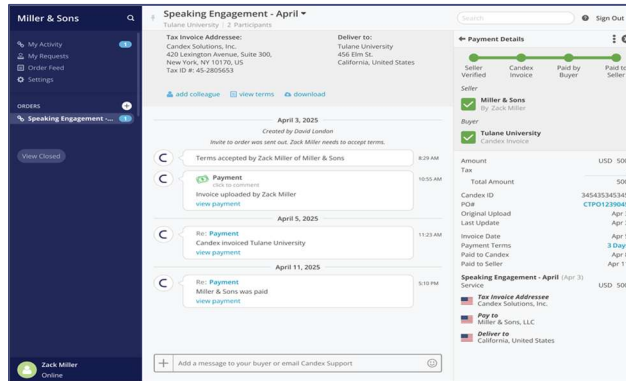
The payee completes the payment request.



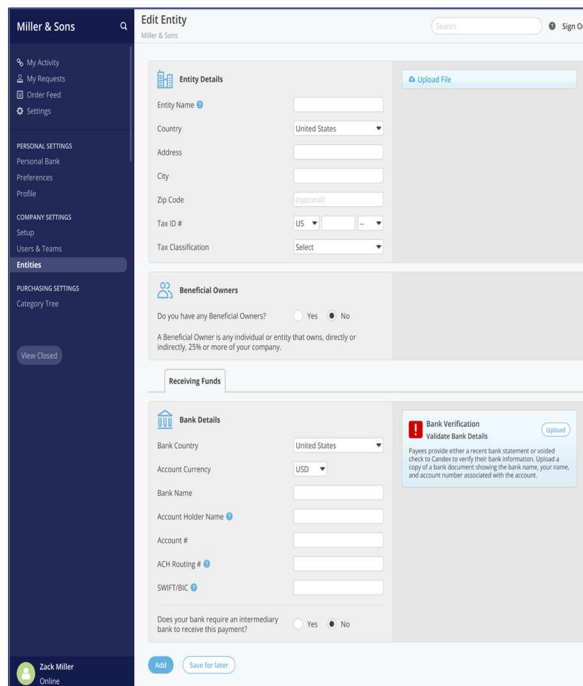
The payee completes the tax withholding screen.



The payee receives requisition status updates.



Payee can update their bank details at any time.



Draft Email for Payees

Dear _____,

We are submitting payment for you through Candex to ensure that you are paid as quickly as possible. You will receive an email from Candex to set up and complete the payment request through the Candex platform. Please note that all payment and other order terms are determined by Tulane University.

Benefits of working with Candex:

- **Fast & Simple** – only 1 minute registration and if you already have a Candex account you can just log in to complete the transaction
- **Easy & Innovative** - User-friendly portal with real-time updates and transparent payment schedule
- **Secure** - your data is protected with industry-standard security measures and encryption protocols
- **Candex has you covered** - a designated support team available to help answer your questions

How does it work:

- You will receive an email from Candex informing you that you have a payment authorization from Tulane University on the Candex platform, with a link to request your payment
- You register, accept Terms & Conditions, and add your payment details
- You submit your payment request
- Candex validates your information and runs standard compliance screening. When everything is clear, funds are transferred to you. This usually takes about a week.

Need Help?

If you need any support throughout, please feel free to reach out to support@candex.com. Please note that you can change your language settings on the platform when you register.

Should you have any questions about the process, please do not hesitate to reach out.

Employee Name

Signature