



TULANE
UNIVERSITY



WaveWorks!

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.	CANDEX	
Choose a Category.	Category	Student Reimbursements Supplies/O... x
Enter a Description.	Description	 The description must include the payee name
Enter the payee email.	Payee Email	 Email a person, not a general mailbox A Tulane email is acceptable for students

Enter the payment amount.	Amount Payee Gets USD ▼
Attest to these two fields.	☐ All receipts must be attached to requisition in Oracle. ☐ I have added the name of the Payee in the description above.
Add Additional Line Items.	Checkout Add Line-Item Each expense category requires a line
Checkout.	Checkout Add Line-Item
Complete all allocation steps and submit the requisition in WaveWorks.	Submit

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  TULANE UNIVERSITY 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

zack@miller.com

Language

English

This payment is to my company

This payment is to me personally

First Name

Last Name

Phone

Select

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.

Miller & Sons

My Activity

My Requests

Order Feed

Settings

orders

Speaking Engagement - April

View Closed

Zack Miller

Online

Speaking Engagement - April

Tulane University - PO# CTPD123945

Request Payment

After you request payment and Candex verifies your banking information, Candex will invoice Buyer. The funds should reach your account within 7 business days of Buyer's acceptance of Candex's invoice.

Pay To

Add

Tax Invoice Addressee:

Candex Solutions, Inc.

420 Lexington Avenue, Suite 300,

New York, NY 10170, US

Tax ID #: 45-2805653

Deliver to:

Tulane University

456 Elm St.

California, United States

1) Add or choose the "Pay to"

2) Add or verify transaction documentation

3) Add and submit details for your payment

The payee adds their payment details.

Miller & Sons

My Activity

My Requests

Order Feed

Settings

orders

Speaking Engagement - April

View Closed

Zack Miller

Online

Speaking Engagement - April

Tulane University - PO# CTPD123945

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California, United States

1) Add or choose the "Pay to"

2) Add or verify transaction documentation

3) Add and submit details for your payment

The payee completes the payment request.

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Speaking Engagement ...

View Closed

Zack Miller

Online

Speaking Engagement - April

Tulane University - PO# CTP01239045

Request Payment

Pay To

Miller & Sons, LLC

0501000

edit

Citibank

*****291

Tax Invoice Addressee:

Candex Solutions, Inc.

420 Lexington Avenue, Suite 300,

New York, NY 10170, US

Tax ID #: 45-2805653

Deliver to:

Tulane University

456 Elm St.

California, United States

Item (USD)	Amount	Tax
Speaking Engagement - April	500	-
By Apr 1 To US	up to 500	

Amount

500 USD

Tax

-

Total Invoice

500

Withholding

(150)

Net Due

350

☐ I understand that my buyer will need to agree to pay me personally

Get Paid

Skip for now

The payee completes the tax withholding screen.

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Speaking Engagement ...

View Closed

Zack Miller

Online

Speaking Engagement - April

Tulane University - PO# CTP01239045

Request Payment

Pay To

Miller & Sons, LLC

0501000

edit

Citibank

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Tax ID #: 45-2805653

Deliver to:

Tulane University

456 Elm St.

California, United States

Item (USD)	Amount	Tax
Speaking Engagement - April	500	-
By Apr 1 To US	up to 500	

Amount

500 USD

Tax

-

Total Invoice

500

Withholding

(150)

Net Due

350

Withholdings

As required by law, withholding taxes of 30% will be deducted for services performed in the United States.

Accept the 30% withholding

Claim a reduction or exemption

Claim physical delivery outside US

Claim an expense reimbursement

Candex will withhold on your payments and issue you proof for your records and tax returns.

Get Paid

Skip for now

The payee receives requisition status updates.

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Speaking Engagement ...

View Closed

Zack Miller

Online

Speaking Engagement - April

Tulane University - 2 Participants

Tax Invoice Addressee:

Candex Solutions, Inc.

420 Lexington Avenue, Suite 300,

New York, NY 10170, US

Tax ID #: 45-2805653

Deliver to:

Tulane University

456 Elm St.

California, United States

add colleague

view terms

download

April 3, 2025

Created by David London

Invoice to order was sent out. Zack Miller needs to accept terms.

C

Terms accepted by Zack Miller of Miller & Sons

8:23 AM

C

Payment

Invoice uploaded by Zack Miller

view payment

10:55 AM

C

Payment

Candex Invoiced Tulane University

view payment

11:03 AM

C

Payment

Miller & Sons was paid

view payment

9:10 PM

add a message to your buyer or email Candex Support

Payment Details

Seller Verified

Candex Invoice

Paid by Buyer

Paid to Seller

Miller & Sons

By Zack Miller

Tulane University

Candex Invoice

Amount	USD: 500
Tax	-
Total Amount	500
Candex ID	345435345345
PO#	CTP01239045
Original Upload	Apr 3
Last Update	Apr 3
Invoice Date	Apr 5
Payments Terms	3 days
Paid to Candex	Apr 8
Paid to Seller	Apr 11

Speaking Engagement - April (Apr 3)

Service

USD: 100

Tax Invoice Addressee

Candex Solutions, Inc.

Pay to

Miller & Sons, LLC

Deliver to

California, United States

Candex | 7

Payee can update their bank details at any time.

Miller & Sons

My Activity

My Requests

Order Feed

Settings

PERSONAL SETTINGS

Personal Bank

Preferences

Profile

COMPANY SETTINGS

Setup

Users & Teams

Entities

PURCHASING SETTINGS

Category Tree

View Closed

Zack Miller
Online

Miller & Sons

Search

Sign Out

Entity Details

Entity Name

Country

United States

Address

City

Zip Code

optional

Tax ID #

US

—

Tax Classification

Select

Upload File

Beneficial Owners

Do you have any Beneficial Owners?

Yes

No

A Beneficial Owner is any individual or entity that owns, directly or indirectly, 25% or more of your company.

Receiving Funds

Bank Details

Bank Country

United States

Account Currency

USD

Bank Name

Account Holder Name

Account #

ACH Routing #

SWIFT/BIC

Does your bank require an intermediary bank to receive this payment?

Yes

No

Bank Verification

Validate Bank Details

Upload

Payee provides either a recent bank statement or voided check or Cardex to verify their bank information. Upload a copy of a bank document showing the bank name, your name, and account number associated with the account.

Add

Save for later

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