

Candex in RU Marketplace

7.30.25



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CANDEX

1. What is Candex?

What is Candex?

- Candex is a company that provides a platform for facilitating payments between requisitioners and suppliers, particularly for small dollar or infrequent transactions. It streamlines the process to purchase from suppliers without traditional onboarding, and allows suppliers to receive payment quickly.

Process:

Requisition Created in Candex Punchout > PO is Approved > Candex Engages Supplier for Registration > Candex Invoices Rutgers > Payment Sent to Candex > Candex Pays the Supplier electronically

No RU Marketplace wire forms needed!



Alert your supplier they will be receiving an email from Candex prompting them to register for payment.

Approved Categories for Use in Candex:

Athletics – Game Day Services

Honoraria

Net (Print) Royalties

Patient Actors

Travel – Non employee

- Candex should primarily be used for individuals who are suppliers. Payments to Rutgers employees are not permitted. All current suppliers for these categories in RU Marketplace will be deactivated after launch.
- **FOREIGN SUPPLIERS:** BEFORE engaging services from foreign entities, first ensure that Rutgers can legally send money to that entity (i.e., [sanctioned countries](#) or visa restrictions).
- “Gross-ups” for tax purposes on foreign suppliers are no longer permitted.
- All 1099/1042S will be handled by Candex once the new process is live.
- Please contact [Tax and Compliance](#) if you have questions.

2. Create a Requisition

- **BEFORE** creating your requisition, ensure you have the correct attachments for your category:

Category:	Attachments Needed:
Athletics – Game Day Services:	• Invoice including service, dates, and total amount
Honoraria:	• Event flyer • ICED Form • Offer of honorarium
Net (Print) Royalties:	• Invoice including print royalty, date, and total amount
Patient Actors:	• Invoice including service, dates, and total amount
Travel – Non employee:	• Trip-related travel receipts

- Go to your [MyRutgers](#) portal under apps, and click on RU Marketplace. On the main page, click the Candex punchout tile.

my RUTGERS

RU Marketplace (Jaggaer)

CANDEX

UNITED STATES

ADD REQUISITION

Category

Select or type...

Description

Vendor Email

Email a person, not a general mailbox

Amount

↑

COMPLETE ABOVE

Checkout

Add Line-Item

cancel

• Athletics – Game Day Services

- This category represents game day payments to individuals, typically game day officials (for soccer games, baseball, recreational, etc). Requisitioners are exclusive to Athletics.

 UNITED STATES

ADD REQUISITION

Category

Athletics – Game Day Services

Description

New Brunswick Ladies Soccer Match

Vendor Email

1232@test.edu

Email a person, not a general mailbox

Amount (without Tax)

Vendor gets

500 USD

You pay

500 USD

Vendor gets

500 USD

view terms

Vendor Name

John Smith

Event Date Range

06/01/25 - 06/01/25

☒ Invoice indicating service, dates, and total amount must be attached to the requisition.

Checkout

Add Line-Item

cancel

Select your category

Enter a concise and searchable (for reporting) description. Note the supplier will see this on their payment notification

Enter Vendor Email (supplier)

Enter Amount (payment)

Enter Vendor Name (supplier)

Enter Event Date Range

Check box indicating proper attachments will be included in RU Marketplace

Please do not use Add Line-Item function for this category

Click 'Checkout' which will take you back to RU Marketplace

Honoraria

- An honorarium is a voluntary payment or gift made to an individual for a service where a fee is typically not required, such as a guest speaker.
- This type of payment is often made to a volunteer or guest speaker as a recognition of the role of the individual.

 UNITED STATES

ADD REQUISITION

Category

Honoraria

Description

Glioblastoma Brain Cancer Research

Vendor Email

123@test.edu

Email a person, not a general mailbox

Amount (without Tax)

Vendor gets

500 USD

You pay

500 USD

Vendor gets

500 USD

view terms

Vendor Name

John Smith

Event Date

06/01/25

☒ Event flyer, completed [ICED Form](#), and offer of honorarium must be attached to the requisition.

Checkout

Add Line-Item

cancel

Select your category

Enter a concise and searchable (for reporting) description. Note the supplier will see this on their payment notification

Enter Vendor Email (supplier)

Enter Amount (payment)

Enter Vendor Name (supplier)

Enter Event Date Range

Check box indicating proper attachments will be included in RU Marketplace

If combining travel with an honorarium, you must 'Add Line-Item' and change the category to 'Travel Non-Employee' to complete an additional line for your PO.

Click 'Checkout' which will take you back to RU Marketplace

• Net (Print) Royalties

• This category refers to the royalty paid to authors (individuals) based on the actual revenue received from the sale of their works, after accounting for all costs and deductions. This approach contrasts with traditional royalties, which are calculated based on the retail price of the book. Requisitioners are mostly from RU Press. This category does not include Patent Royalties.

• *Please note payments to Italian suppliers for print royalties is excluded from Candex for tax reasons. Please process as a check request.*

Click 'Checkout' which will take you back to RU Marketplace

 UNITED STATES

ADD REQUISITION

Category

Net (Print) Royalties

Description

Supply Chain Journal royalty

Vendor Email

123@test.edu

Email a person, not a general mailbox

Amount (without Tax)

Vendor gets

500

USD

You pay

500

USD

Vendor gets

500

USD

view terms

Vendor Name

John Smith

Print Royalty Name

(optional)

Print Royalty Date

06/01/25

☒ Invoice indicating print royalty, date, and total amount must be attached to the requisition.

Checkout

Add Line-Item

cancel

Select your category

Enter a concise and searchable (for reporting) description. Note the supplier will see this on their payment notification

Enter Vendor Email (supplier)

Enter Amount (payment)

Enter Vendor Name (supplier)

Enter Print Royalty Date

Check box indicating proper attachments will be included in RU Marketplace

Please do not use Add Line-Item function for this category

• Patient Actors

- Patient actors are individuals who are actors hired to portray patients to teach medical and nursing students how to conduct routine checkups, respond to patient issues, and diagnose symptoms. Requisitioners are exclusive to the medical school or health system.

 UNITED STATES

ADD REQUISITION

Category

Patient Actors

Description

Dental School Tooth Implant Simulation

Vendor Email

123@test.edu

Email a person, not a general mailbox

Amount (without Tax)

Vendor gets

500 USD

You pay

500 USD

Vendor gets

500 USD

view terms

Vendor Name

John Smith

Event Date Range

06/01/25 - 06/02/25

☒ Invoice indicating service, dates, and total amount must be attached to the requisition.

Checkout

Add Line-Item

Cancel

Select your category

Enter a concise and searchable (for reporting) description. Note the supplier will see this on their payment notification

Enter Vendor Email (supplier)

Enter Amount (payment)

Enter Vendor Name (supplier)

Enter Event Date Range

Check box indicating proper attachments will be included in RU Marketplace

Please do not use Add Line-Item function for this category

Click 'Checkout' which will take you back to RU Marketplace

• Travel – Non Employee

- This category is for out-of-pocket travel reimbursements for non-employees. This does not include any expenses initiated in Concur.

 UNITED STATES

ADD REQUISITION

Category

Travel - Non employee

Description

President Candidate Interview

Vendor Email

123@test.edu

Email a person, not a general mailbox

Amount

Vendor gets

500 USD

You pay

500 USD

Vendor gets

500 USD

view terms

Vendor Name

John Smith

Event Date Range

06/01/25 - 06/07/25

☒ I confirm that this order abides by the Rutgers University [Travel and Business Expense Policy](#).

☒ Trip-related travel receipts must be attached to the requisition.

Checkout

Add Line-Item

cancel

Select your category

Enter a concise and searchable (for reporting) description. Note the supplier will see this on their payment notification

Enter Vendor Email (supplier)

Enter Amount (payment)

Enter Vendor Name (supplier)

Enter Event Date Range

Check boxes about policy and indicating proper attachments will be included in RU Marketplace

If combining honorarium with travel, you must 'Add Line-Item' and change the category to 'Honoraria' to complete an additional line for your PO.

Click 'Checkout' which will take you back to RU Marketplace

3. Submit your Requisition in RU Marketplace

- In RU Marketplace, ensure your cart is accurate, then click **'Proceed to Checkout'**.
 - **DO NOT EDIT THE PRE-POPULATED COMMODITY CODE FIELD.**

Shopping Cart • 4303605

Proceed To Checkout

SimpleAdvanced

Search for products, suppliers, forms, part number, etc.

1 Item

1 Item • 500.00 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 6/11/2025 3:14:37 PM

Ladies Soccer Game Day Official (123@test.edu)

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Ladies Soccer Game Day Official (123@test.edu)	112585	EA - Each	500.00	Qty: 1 EA - Each	500.00

ITEM DETAILS

Commodity Code

Athletics - Game Day Services

- Under **General**, complete the required (starred) fields.
 - **Leave the Ship To field as your default address.**

Requisition • 4303605

SummaryTaxes/S&HPO PreviewCommentsAttachmentsHistory

GeneralShippingBilling

Description

Ladies Soccer Game Day Official John Smith for Rutgers vs Pitt 6/1/25

Cart Name

2025-06-11 1k573 01Ladies Soccer Game Day Official John Smith for Rutgers vs Pitt 6/1/25

Prepared by

Lauren Karol

Prepared for

Natalie Mayfield

Requestor Name

Lauren Karol

Requestor Phone

-

Requestor e-mail

Test@rutgers.edu

PO Clauses

[Add/View](#)

Internal Work Order Number

no value

Ship To

Contact & Phone # Lauren Karol, 908-123-4567
Dept & Room # Procurement, 1st Floor East
33 Knightsbridge
33 Knightsbridge Road
PISCATAWAY, NJ 08854
United States

Bill To

Accounts Payable
PO Box 2686
New Brunswick, NJ 08903
United States

- Complete your **Accounting Codes**, ***ensure you add the appropriate attachment(s) for your category under Internal Attachments***, then submit your requisition.

Accounting Codes

GL String

Unit - New	Department / Division	Program / Organization	Not Used / Location	Fund Type	Expense Class / Business Line	Account	Initiative / Activity	RU Initiative
900 Central Units	1400 IP&O Business Services	9095 Warehouse Operations	0001 University Wide	100 Unrestricted Operating General	7000 Ops & Maintenance General	53050 Other Supplies General	9105 COVID 19 9105	no value

Project String

Project ID	Task	Expenditure Type	Expenditure Organization	Not Used / Location	Expense Class / Business Line	Initiative / Activity	RU Initiative	Project End Date
no value	no value	no value	no value	no value	no value	no value	no value	no value

Internal Notes and Attachments

Internal Note

no value

Internal Attachments

Date

6/12/2025

Game Day Invoice .docx

External Notes and Attachments

Note to all Suppliers

no value

Attachments for all suppliers

Candex Support

Candex provides frontline support. You or your supplier can email support@candex.com at any time or visit the [Candex Help](#) site.

- Candex POs cannot be modified as they must be canceled and reissued. For cancellations, please email support@candex.com.

4. Resources

- [Pre-Recorded Candex Webinar](#)
- [Candex Webinar Slide Deck](#)
- [Candex Supplier Guide](#)
- [Candex Back End Reporting Guide for Requisitioners](#)
- [Candex FAQ](#)
- [Candex Support](#)
- [Help Desk Intake Form](#)