Candex in RU Marketplace

7.30.25

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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 supliers 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

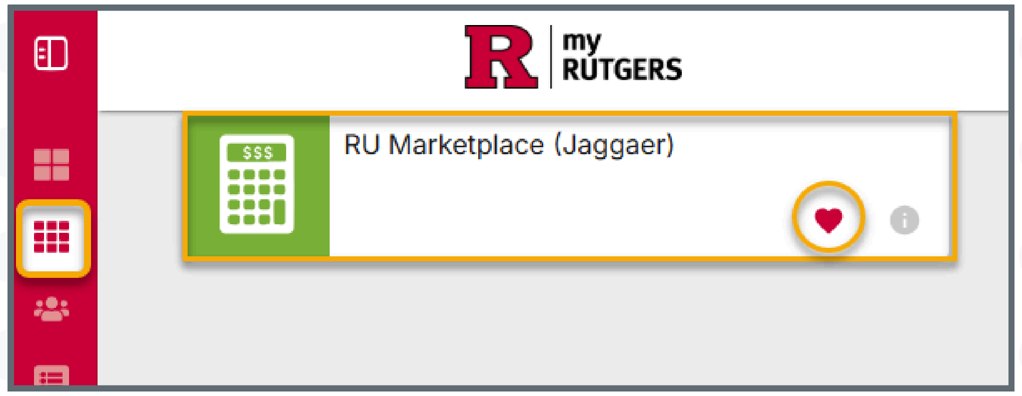
- *Candex should primarily be used for individuals who are suppliers. Payments to Rutgers employees are not permitted. All current suppliers for these categories in RU Marketplace will be deactivated after launch.*
- *FOREIGN SUPPLIERS: BEFORE engaging services from foreign entities, first ensure that 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.*

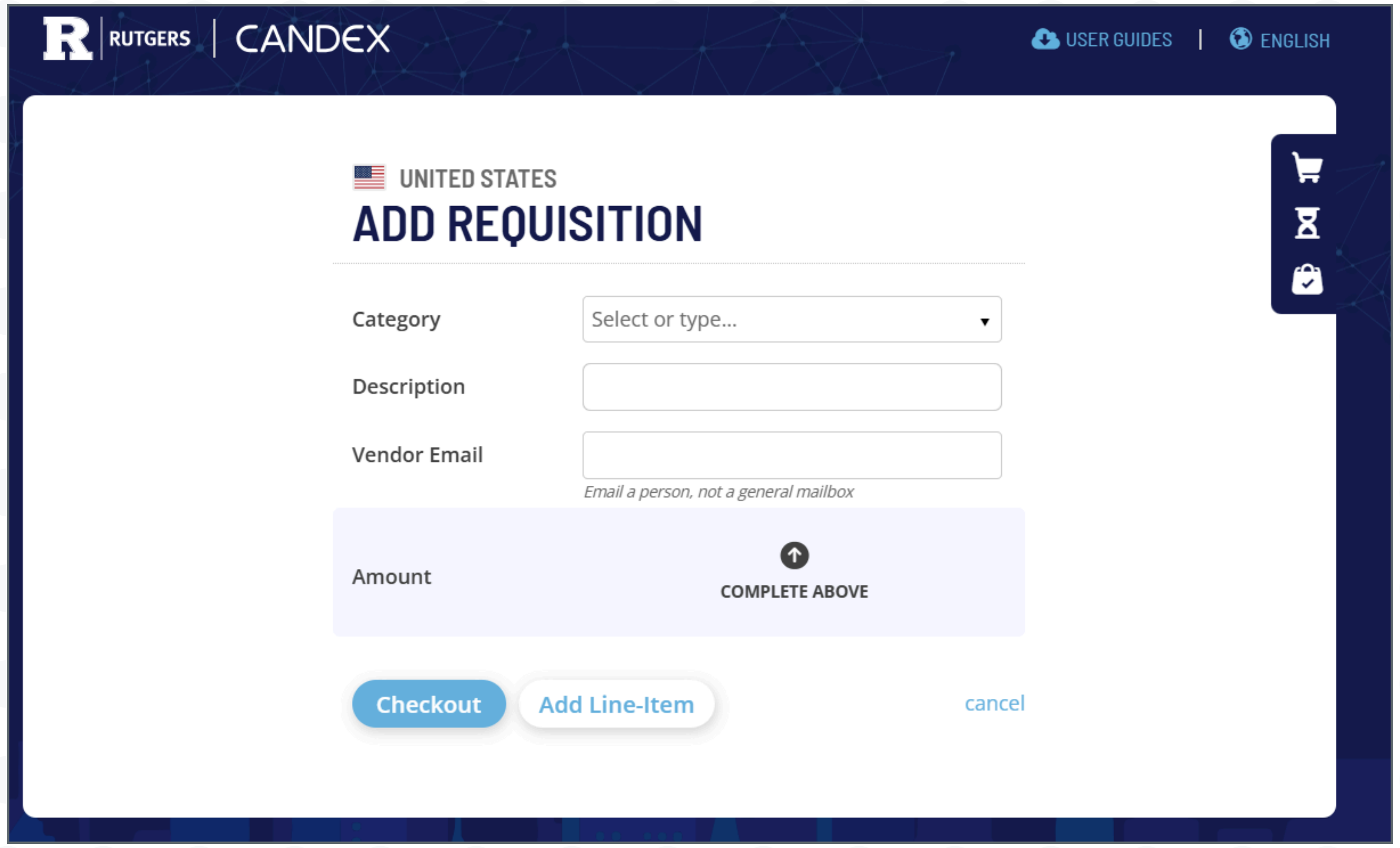
2. Create a Requisition

- ***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**

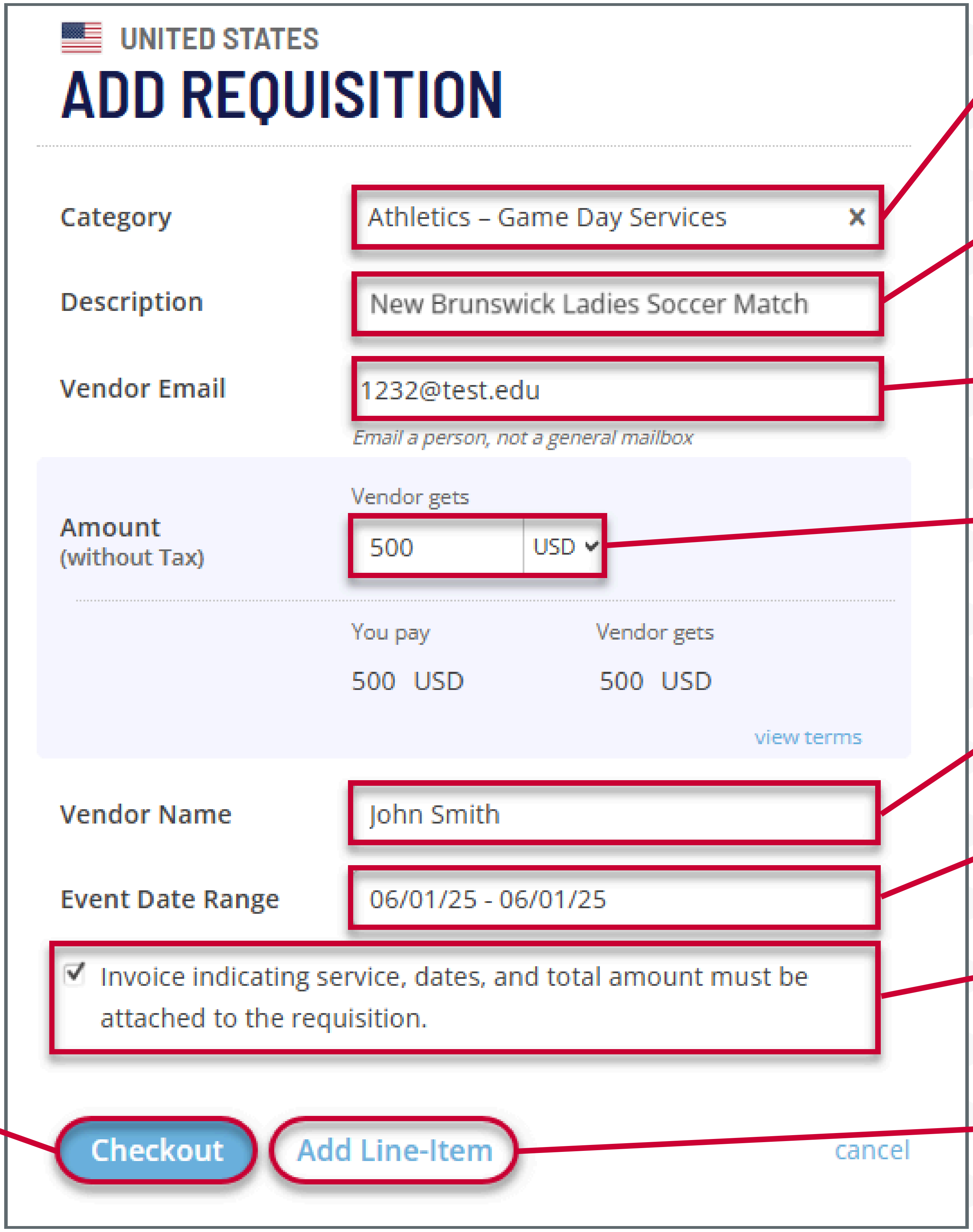
- **Go to your [MyRutgers](#) portal under apps, and click on RU Marketplace. On the main page, click the Candex punchout tile.**





• 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.**



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.

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

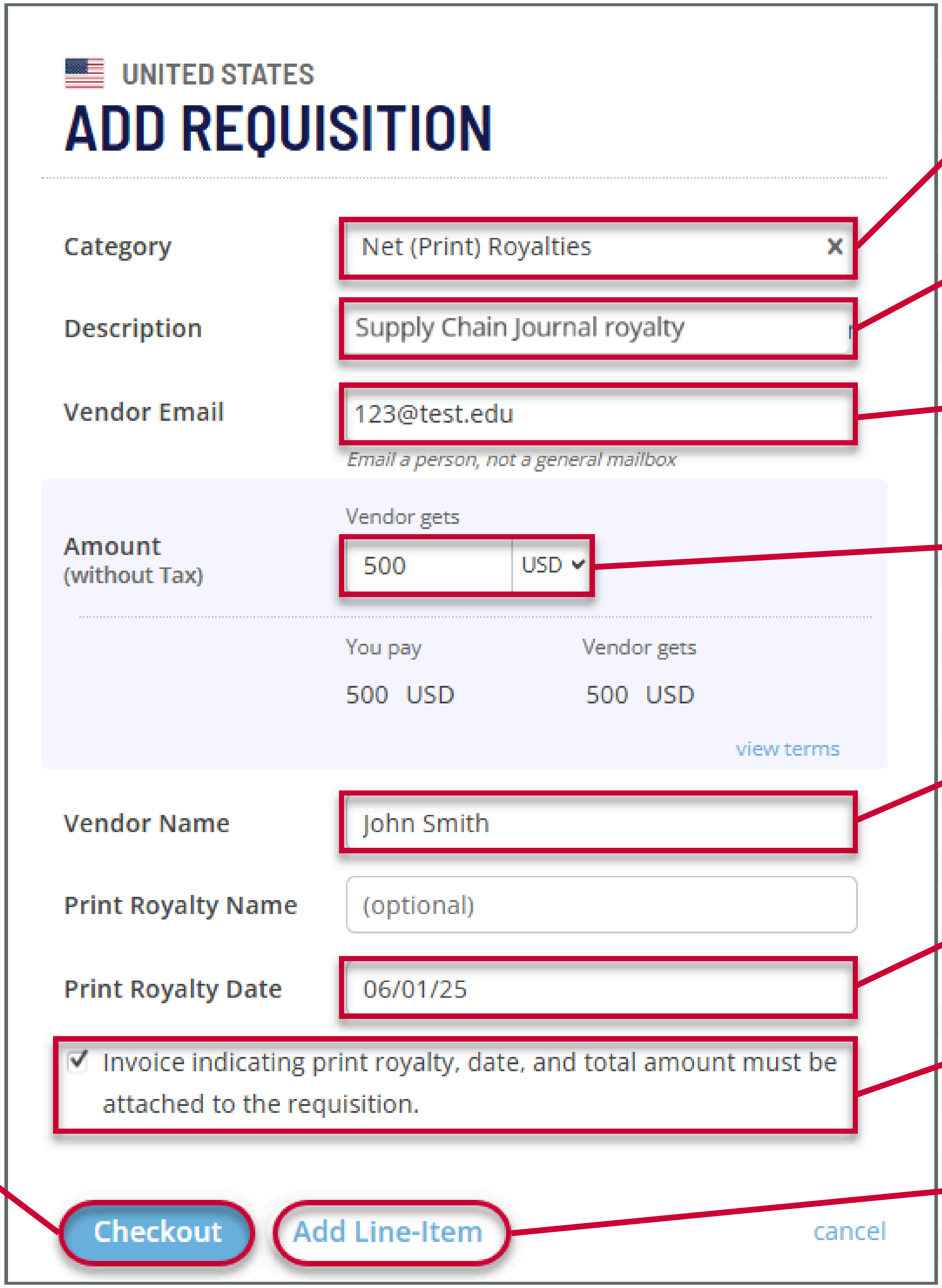
Click 'Checkout' which will take you back to RU Marketplace

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.

• 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. <u>Requisitioners are mostly from RU Press. This category does not include Patent Royalties.</u>**

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



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

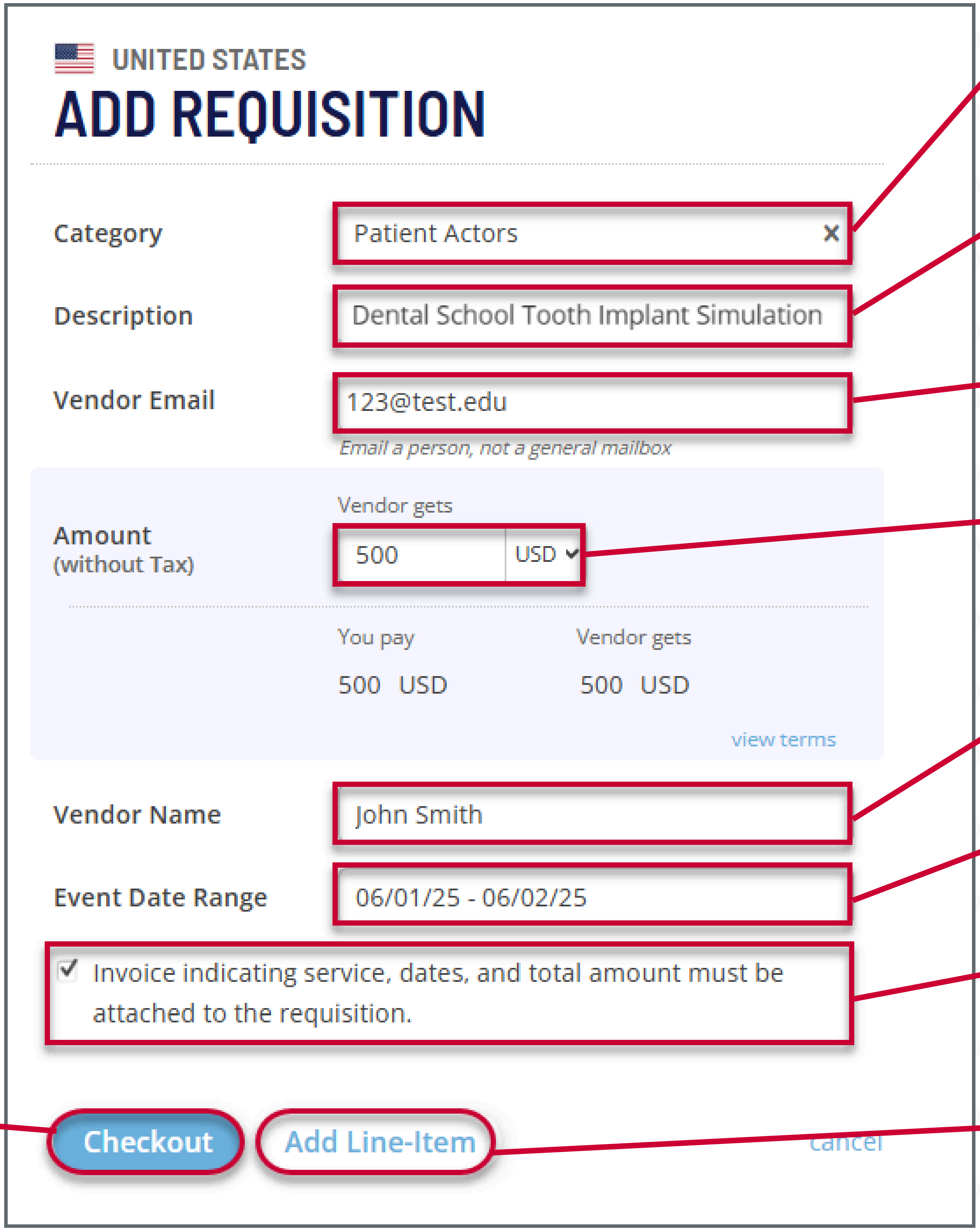
Check box indicating proper attachments will be included in RU Marketplace

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

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

• 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. <u>Requisitioners are exclusive to the medical school or health system.</u>**



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

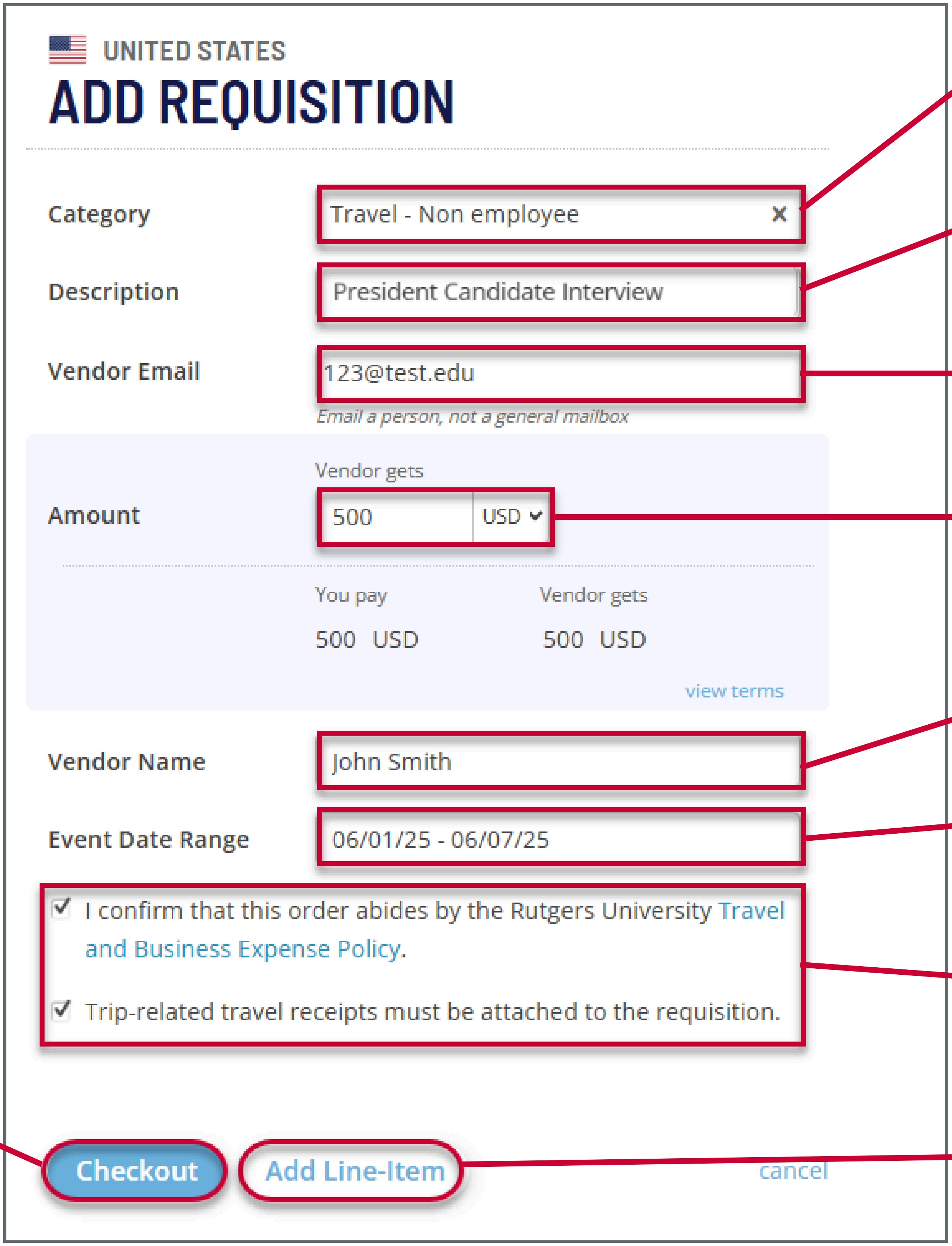
Check box indicating proper attachments will be included in RU Marketplace

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. <u>This does not include any expenses initiated in Concur.</u>**



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

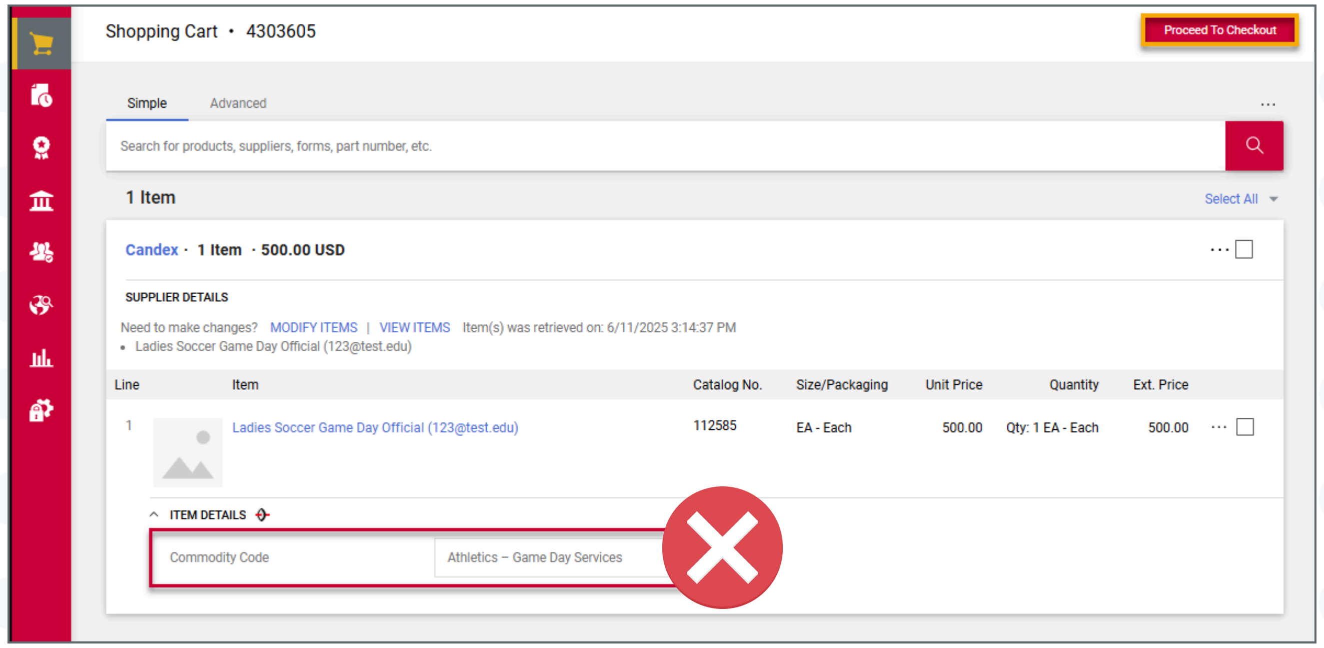
Check boxes about policy and indicating proper attachments will be included in RU Marketplace

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

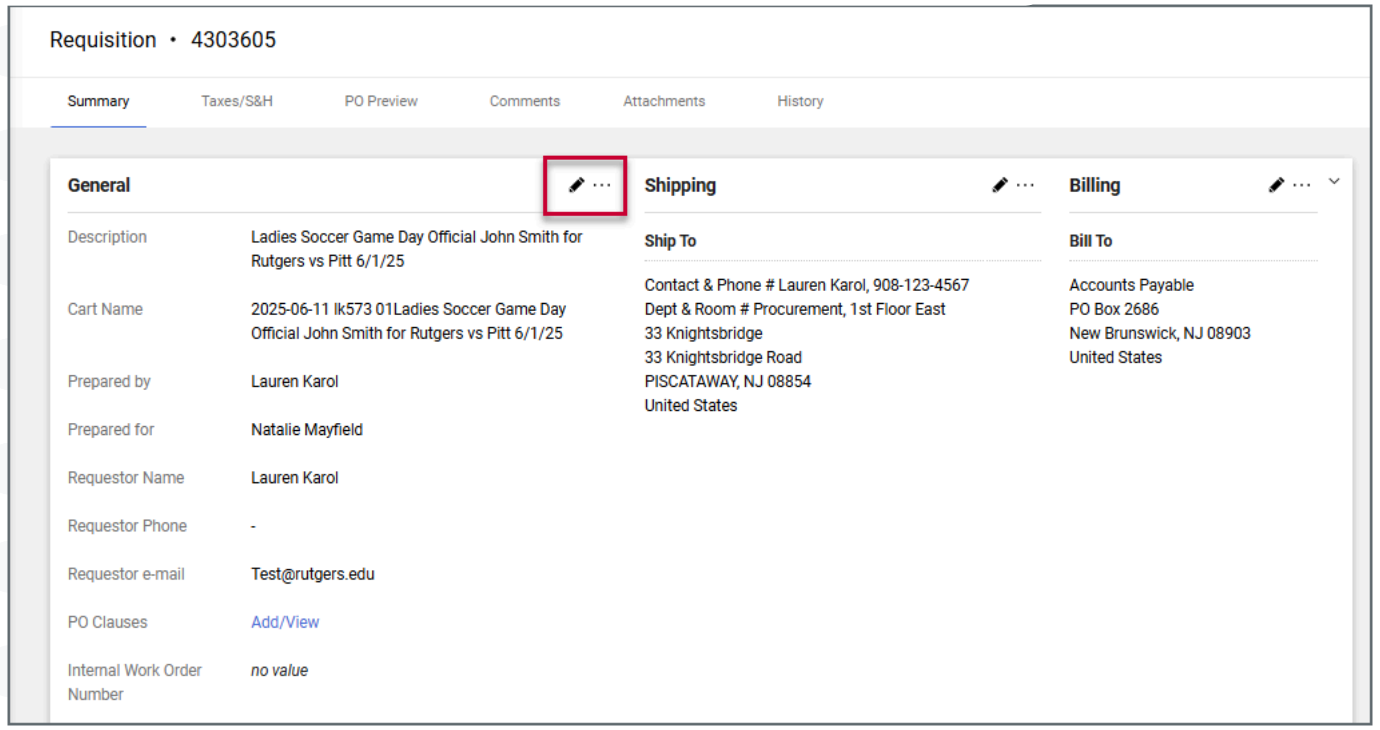
Click 'Checkout' which will take you back to RU Marketplace

3. Submit your Requisition in RU Marketplace

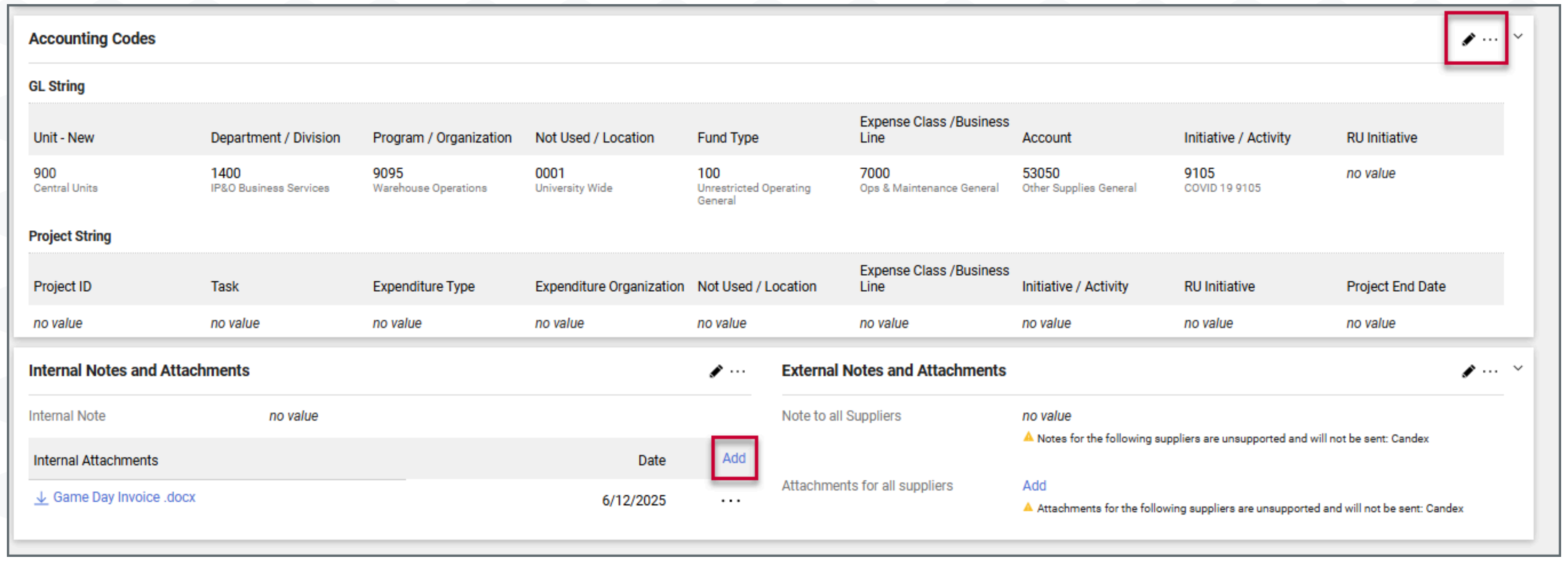
- In RU Marketplace, ensure your cart is accurate, then click *'Proceed to Checkout'.*
    - *DO NOT EDIT THE PRE-POPULATED COMMODITY CODE FIELD.*



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



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



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