

The Nokia logo is displayed in a white, sans-serif font in the top right corner of the image. The background features a dark blue color with a network of light blue lines and dots, and a stylized city skyline at the bottom right.

# CANDEX<sup>®</sup>

## The fast track

Vendor Guide

# How It Works



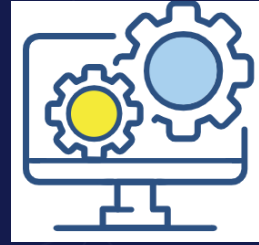
## Create Order

Each order is authorised to Candex for the benefit of a specific supplier



## Supplier Engages

Seller accepts purchasing terms then invoices Candex for goods & services delivered



## Candex Invoices Buyer

Candex submits an invoice to buyer after verifications and compliance scans



## Payment is Settled

Buyer pays Candex and Candex pays the seller

# You Receive an Email from Candex

→ Email mentions Nokia, who  
ordered and description of  
services of PO

→ Reminders sent regularly

To: Vendor  
From: Nokia (via Candex) <support@candex.com>  
Subject: Action Required - Accept Order (PO# CTPO1239045)

## Booth Design

Finland | PO#: CTPO1239045



From  
**Nokia**

[View Order](#)

Zack,

David London from Nokia has sent you an order through Candex. Please accept as soon as possible so you can begin work and submit invoices when payment is due.

Items:

- Booth Design

Nokia uses Candex to engage and pay its partners without a cumbersome setup process. If you are not authorized to accept terms or add an invoice, please reply to this email with the relevant colleague's contact information so we can add them to the order, or let us know if you believe you received this email in error.

[Click here](#) to view order.  
[Click here](#) for Vendor guide.

Thank you,  
Candex Support

---

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

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

**CANDEX**

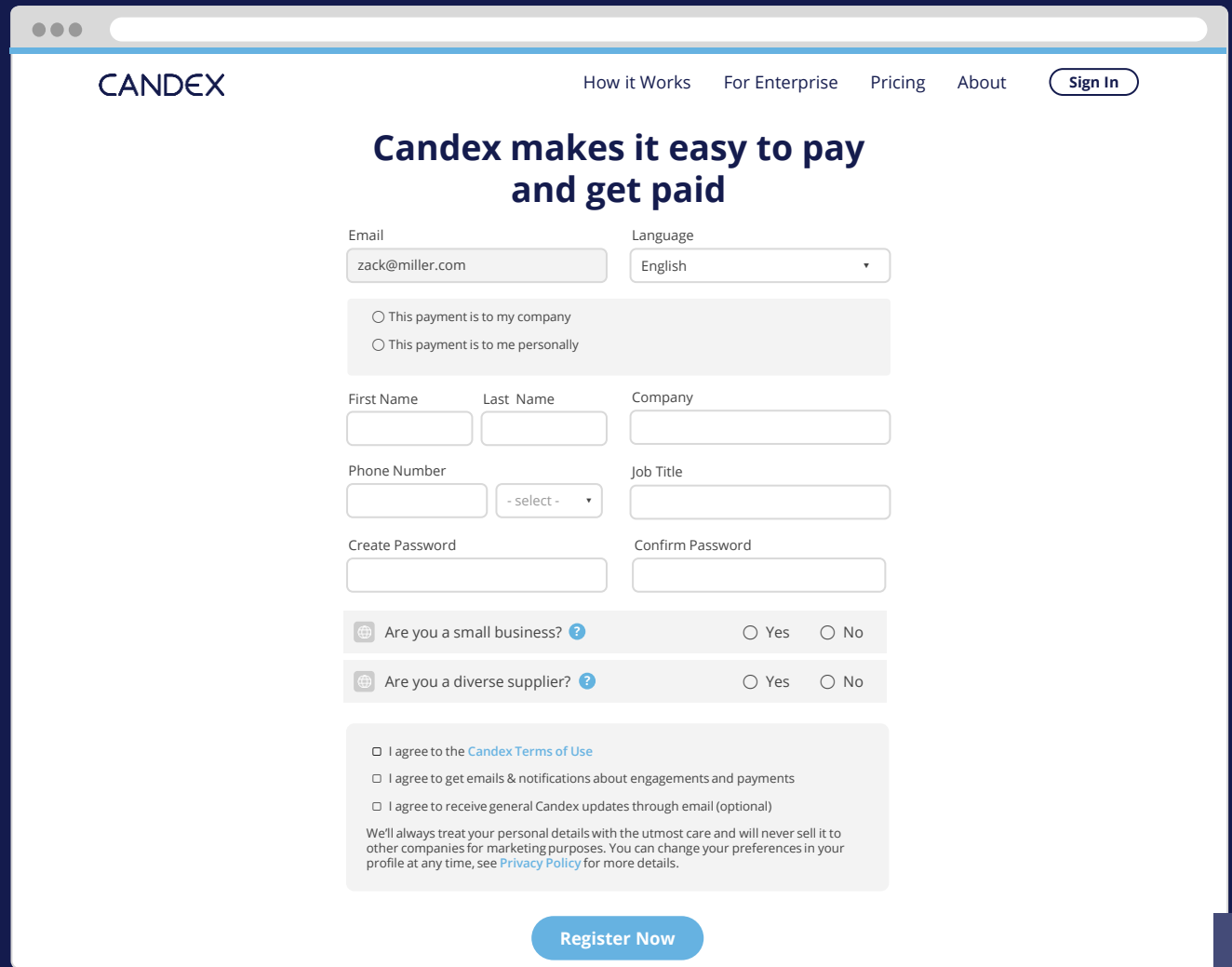
# Simple Vendor Registration

→ You must register with Candex

→ You can select their language

→ This page can be filled in under a minute

→ If you already registered with Candex, you can skip this page



The screenshot shows a web browser window with the Candex logo in the top left. The navigation menu includes 'How it Works', 'For Enterprise', 'Pricing', 'About', and a 'Sign In' button. The main heading reads 'Candex makes it easy to pay and get paid'. The registration form includes fields for Email (zack@miller.com) and Language (English). It offers two radio button options: 'This payment is to my company' and 'This payment is to me personally'. Below these are fields for First Name, Last Name, and Company. Further down are fields for Phone Number (with a '- select -' dropdown) and Job Title. There are also fields for 'Create Password' and 'Confirm Password'. Two questions with radio button answers are present: 'Are you a small business?' and 'Are you a diverse supplier?'. At the bottom, there are three checkboxes for terms and conditions: 'I agree to the Candex Terms of Use', 'I agree to get emails & notifications about engagements and payments', and 'I agree to receive general Candex updates through email (optional)'. A disclaimer states that personal details will be handled with care and not sold to other companies. A large blue 'Register Now' button is at the bottom center.



VENDOR

# Diversity Survey

If claiming to be a Diverse Supplier, additional survey is presented as part of the registration process

CANDEX

[How it Works](#)

[For Enterprise](#)

[Pricing](#)

[About](#)

[Sign In](#)

## Diversity Status

(Select all that apply)

Minority owned

Woman owned

LGBT owned

Disabled owned

Veteran owned

Indigenous owned

**Diverse supplier** is any enterprise that is at least 51% owned and operated by underrepresented community which includes Minority, Woman, LGBT individual, Disabled individual, and Veteran.



Upload Certificates  
(optional)

- I affirm the statements and information provided above are true and correct, and consent to Candex sharing such information with my business partners.
- By uploading your certificate, you consent to Candex sharing the certificate to the business partner engaging you via Candex

Submit

[Not Diverse](#) | [Prefer Not to Answer](#)

# You Accept Standard Terms of FC

## Purchasing Terms

Booth Design

print

### Terms between Candex & Vendor


Candex provides managed payments so buyers and Vendors can transact compliantly without formal setups with each other. Vendor may invoice Candex or its Affiliates up to the amount authorized to Vendor, which is net of this charge; and Vendor acknowledges this satisfies its requirement for the order.

Payment terms are 60 days from the date Candex invoices Buyer on Vendor's behalf and Candex will make payment to Vendor within 3 business days of receiving payment from Buyer. Payment by a Buyer to Candex of an invoice relating to an order for which the Vendor has invoiced Candex shall satisfy all payment obligations of the Buyer in connection with such order; and Vendor shall then look to only Candex for payment.

### Terms between Nokia (Buyer) & Vendor

This purchase order ("Order") is placed subject to the terms, conditions, specifications, and instructions stated herein and on any attachments or schedules hereto, all of which together shall constitute the complete Order. By (i) performing services or delivering goods as specified in this Order, as applicable, (ii) issuing an invoice to Buyer (as defined below), or (iii) accepting payment from Buyer for goods or services, as applicable, provided under this Order, whichever occurs first, you (hereinafter "Vendor") agree to be bound by all applicable terms, conditions, specifications, instructions, attachments and schedules set forth herein. This Order may not be modified or supplemented, except by a written instrument signed by an authorized representative of Nokia, whichever is applicable and more particularly identified on this Order, and/or one of its Affiliates, as applicable (hereinafter "Buyer").

As used herein, "Affiliate(s)" shall mean any person or entity directly or indirectly controlling, controlled by, or under common control with Buyer, and for this purpose, "control", "controlling" and "controlled by" shall mean the ownership and control of more than fifty percent (50%) of the outstanding voting securities or interest in capital or profits of any person or entity, or the right to direct or control the management or

Delivery Date  

I have also read and agreed with [Nokia Code of Conduct](#)

[I Accept These Terms](#)



## Booth Design

Nokia

This is an order sent to you by David London at Nokia through Candex. After accepting the terms from Nokia, you can begin work and submit invoices addressed to Candex when payment is due, up to the amount authorized to you.

Items	Authorized by Buyer (EUR)	Authorized to Vendor (EUR)*
Booth Design By Jan 5	3,500	3,395

\* Taxes can be added on top of the authorized amount

**Bill To:**  
Candex Finland Oy  
Bulevardi 21  
Helsinki, 00180, Finland

**Deliver To:**  
Nokia  
Karakaari 7  
02610 Espoo, Finland

[Review & Accept Terms](#)

 [decline req](#)

 [add colleague](#)

 [print order](#)

January 16, 2021

Created by David London

Invite to order was sent out. [zack@miller.com](mailto:zack@miller.com) needs to accept terms.

# Add Billing Details

→ You add business, tax and banking information

→ Candex uses this information to run verifications, sanctions screens, and AML procedures

## Beneficial Owner Declaration (2 of 2)

Candex is required by law to validate that **Beneficial Owners** are not sanctioned. A Beneficial Owner is any individual or entity that owns, directly or indirectly, **25% or more** of your company.

Does your company have any Beneficial Owners?  
(click Yes if unsure)

Yes  No

Add

**Miller & Sons**

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

ORDERS

- booth design 1

**Add Invoice** search Sign out

**Booth Design**  
PO# CTPO1239045

**Pay To:** [Add Detail](#)

**Bill To:**  
Candex Finland Oy  
Bulevardi 21Helsinki,  
00180, Finland  
VAT # FI32427666

**Deliver To:**  
Nokia  
Karakaari 7  
02610 Espoo, Finland

[Invite Finance](#) [View Order](#)

**Item**  
Designate the "Pay To" and upload invoice

[Upload Invoice](#)

I acknowledge that goods/services have been received

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

**Add Detail (1 of 2)**

**Entity**

Name:

Country:

Address:

City:

Postal Code:

Charge VAT:  Yes  No

VAT ID #:

**Bank Details**

Bank Name:

Bank Country:

Currency:

Account Holder:

IBAN #:

SWIFT/BIC:

[+ Add intermediary bank](#)

[Add](#)

# Add Invoice

- You enter the amounts, and upload your invoice in the name of Candex
- You can invite your finance team to enter information
- Candex handles partial invoices, or multiple invoices per PO
- Candex provides front line support as needed at support@candex.com

**Miller & Sons** 🔍

- 🔗 My Activity 1
- 👤 My Requests
- 📄 Order Feed
- ⚙️ Settings

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ORDERS

- 🔗 booth design 1

## Add Invoice

🔔 Sign out

**Booth Design**  
PO# CTP01239045

Invite Finance
View Order


**Pay To:** (FI / EUR) Miller & Sons, Oy ▾ edit

*Account:* Citibank \*\*\*\*\*291

**Bill To:**  
Candex Finland Oy  
Bulevardi 21  
Helsinki, 00180, Finland  
VAT # FI32427666

**Deliver To:**  
Nokia  
Karakaari 7  
02610 Espoo, Finland

Item(s)   EUR (€)	Amount	Tax	
Booth Design <small>By Jan 5</small>	3,395	-	<span style="border: 1px solid #007bff; border-radius: 15px; padding: 2px 5px;">view/edit</span>
<small>up to 3,395</small>			




Upload Invoice

Total Amount	3,395
Tax	-
<b>Invoice to Candex</b> <small>(Due to You)</small>	<b>3,395</b>

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

Submit
Skip for Now



**Zack Miller**  
Online



# Requisition Status Updates

- A wall of history compiles on each order and important notifications are sent to Buyers' and Vendors' emails.
- Candex reminds vigorously for the required actions of the Vendors
- Candex proactively notifies Buyers if order acceptance has not occurred in 10 days


**Miller & Sons**

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

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ORDERS

- booth design 1



**Zack Miller**  
Online

Booth Design

Sign out

Nokia

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Booth Design 3,500 3,395

By: Apr 4 | To: Finland

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April 3, 2022

Created by David London  
David London invited [zack@miller.com](mailto:zack@miller.com)  
A reminder to accept terms was sent to [zack@miller.com](mailto:zack@miller.com)  
zack Miller added [john.smith@miller.com](mailto:john.smith@miller.com)

C Terms accepted by zack Miller of Miller & Sons. Invoices should only be sent for goods and services that have been delivered and when payments are due. 8:29 AM

C **Payment**  
Click to comment  
An invoice has been uploaded by Miller & Sons. Candex will approve and submit to Nokia.  
[view detail](#) 10:42 AM

---

April 5, 2022

C Re: **Payment**  
Candex submitted invoice on behalf of Miller & Sons, payment days starts now. 11:23 AM


---

July 9, 2022

C Re: **Payment**  
Payment has been transferred to Miller & Sons 5:05 PM

+ write something...

← Payment Details



Vendor Verified    Candex Invoice    Paid by Buyer    Paid to Vendor

Vendor:

**Miller & Sons** ▼  
By zack Miller  
#F194039010

Buyer:

**Nokia** ▼  
By Candex  
#F174389010

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Amount	EUR 3,395.00
Sales Tax	-
Total Amount	3,395.00
Candex ID	345435345345
PO #	<a href="#">CTPO1239045</a>
Original Upload	Apr 3
Last Update	Apr 3
Invoice Date	Apr 5
Payment Terms	<b>21 days</b>
Paid to Candex	Jul 6
Paid to Vendor	Jul 9


[Marketing](#)


**Booth Design** (Apr 3)

Service EUR 3,395.00

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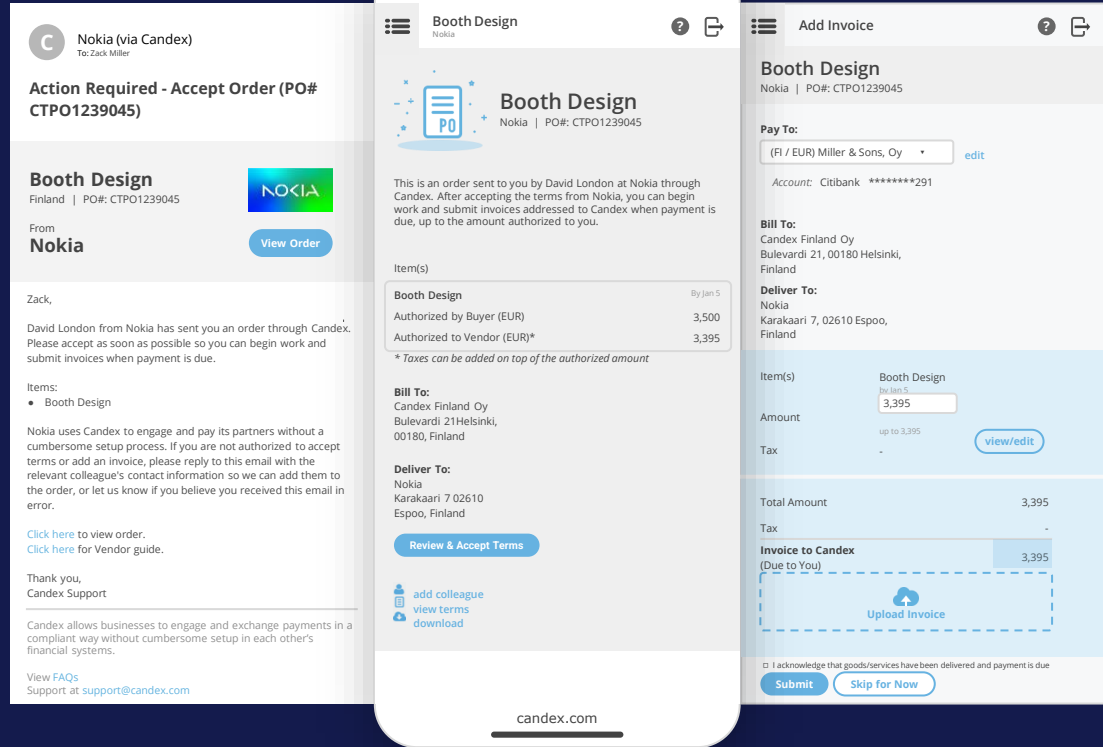
 **Bill to:**  
Candex Finland Oy

 **Pay to:**  
Miller & Sons, Oy

 **Ship to:**  
Espoo, Finland

# Mobile Invoicing

Submitting Invoices in Candex is Available in Your Mobile Browser



**Nokia (via Candex)**  
To: Zack Miller

**Action Required - Accept Order (PO# CTPO1239045)**

**Booth Design**  
Finland | PO#: CTPO1239045

From  
**Nokia**

[View Order](#)

Zack,

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Items:

- Booth Design

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[Click here](#) to view order.  
[Click here](#) for Vendor guide.

Thank you,  
Candex Support

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

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

**Booth Design**  
Nokia

This is an order sent to you by David London at Nokia through Candex. After accepting the terms from Nokia, you can begin work and submit invoices addressed to Candex when payment is due, up to the amount authorized to you.

Item(s)

Item(s)	By Jan 5
<b>Booth Design</b>	3,500
Authorized by Buyer (EUR)	3,500
Authorized to Vendor (EUR)*	3,395

\* Taxes can be added on top of the authorized amount

**Bill To:**  
Candex Finland Oy  
Bulevardi 21 Helsinki,  
00180, Finland

**Deliver To:**  
Nokia  
Karakaari 7 02610  
Espoo, Finland

[Review & Accept Terms](#)

[add colleague](#)  
[view terms](#)  
[download](#)

candex.com

**Add Invoice**

**Booth Design**  
Nokia | PO#: CTPO1239045

**Pay To:**  
(FI / EUR) Miller & Sons, Oy [edit](#)

Account: Citibank \*\*\*\*\*291

**Bill To:**  
Candex Finland Oy  
Bulevardi 21, 00180 Helsinki,  
Finland

**Deliver To:**  
Nokia  
Karakaari 7, 02610 Espoo,  
Finland

Item(s)

Item(s)	By Jan 5
<b>Booth Design</b>	3,395

Amount up to 3,395 [view/edit](#)

Tax -

Total Amount 3,395

Tax -

**Invoice to Candex (Due to You)** 3,395

[Upload Invoice](#)

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

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