



KANTAR

Candex - The
fast track

Supplier Guide

2024

CANDEX

How It Works?



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



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



Candex submits an invoice to buyer after verifications and compliance scans



Buyer pays Candex and Candex pays the seller

Vendor Invite

When a buyer invites you to an order, you will be emailed to accept their order

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

Booth Design

United Kingdom | PO#: CTPO1239045



From
Kantar

[View Order](#)

Zack,

David London from Kantar 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

Kantar 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 seller 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



Vendor Registration

Complete the registration form being careful to enter correct company details

CANDEX How it Works For Enterprise Pricing About [Sign In](#)

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: Company:

Phone Number: - select - Job Title:

Create Password: Confirm Password:

Are you a small business? [?]
Yes No

Are you a diverse supplier? [?]
Yes No

I agree to the [Candex Terms of Use](#)
 I agree to get emails & notifications about engagements and payments
 I agree to receive general Candex updates through email (optional)

We'll always treat your personal details with the utmost care and will never sell it to other companies for marketing purposes. You can change your preferences in your profile at any time, see [Privacy Policy](#) for more details.

[Register Now](#)

Seller Diversity Survey

Complete diversity status (optional)

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 is 'Diversity Status' with a sub-instruction '(Select all that apply)'. Below this is a light blue box containing five checkboxes: 'Minority owned', 'Woman owned', 'LGBT owned', 'Disabled owned', and 'Veteran owned'. To the right of these checkboxes is a definition of a 'Diverse supplier' as an enterprise at least 51% owned and operated by an underrepresented community, including Minority, Woman, LGBT, Disabled, and Veteran individuals. Below the definition is a dashed blue box with an upload icon and the text 'Upload Certificates (optional)'. At the bottom of the form are two checkboxes for affirming the information and consenting to sharing, followed by a blue 'Submit' button. At the very bottom are two links: 'Not Diverse' and 'Prefer Not to Answer'.

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

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](#)

Service PO

You must agree to your client's purchasing terms before you can raise an invoice

The screenshot displays the Kantar Service PO interface. On the left is a dark blue sidebar with navigation options: My Activity (1), My Requests, Order Feed, and Settings. Below this is an 'ORDERS' section with a sub-item 'booth design' (1). The main content area shows the order details for 'Booth Design' by Kantar. It includes a PO icon, the order title, and authorized amounts: 3,500 GBP for Candex and 3,395 GBP for the user. A note explains that this is an order sent by David London at Dell through Candex. Below are 'Bill To' and 'Deliver To' addresses. A table summarizes the items, showing 'Booth Design' with a value of 3,500 GBP for the buyer and 3,395 GBP for the user. At the bottom, there are buttons for 'Review & Accept Terms', 'decline req', 'add colleague', and 'print order'. The footer shows the date 'January 16, 2021', the user 'Zack Miller Online', and a note that the order was sent out via email.

Miller & Sons Booth Design Kantar search Sign out

My Activity 1

- My Requests
- Order Feed
- Settings

ORDERS

- booth design** 1

Booth Design
Kantar

Authorized to Candex 3,500 GBP
Authorized to You * **3,395**
* Plus applicable taxes

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

Bill To:
Candex Solutions Limited
Kemp House, 152 City Road
London EC1V 2NX

Deliver To:
Kantar
30 Stamford St.
London SE1 9LQ

Items (GBP)	Buyer Pays	You Get
Booth Design	3,500	3,395

[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 needs to accept terms.

Zack Miller
Online

Goods & Materials POs

If it is a Goods or Materials PO, you will see the price and quantity on the purchase as well

The screenshot displays the Kantar PO system interface. The top navigation bar includes the company name 'Miller & Sons', a search bar, and a 'Sign out' button. The left sidebar contains navigation options: 'My Activity' (with a notification badge '1'), 'My Requests', 'Order Feed', and 'Settings'. Below this is the 'ORDERS' section, with a sub-item 'noir vacuum bottle - 25 oz' (with a notification badge '1').

The main content area shows the details for the purchase order 'Noir Vacuum Bottle - 25 oz' (PO# CTPO1239045) from Kantar. It includes a 'PO' icon, authorization information (Authorized to Candex for 3,500 GBP and Authorized to You for 3,395), and a note that the amount includes applicable taxes. A paragraph explains that the order was sent by David London at Dell through Candex, and that work can begin after terms are accepted.

Below the text are two columns of contact information: 'Bill To' (Candex Solutions Limited, Kemp House, 152 City Road, London EC1V 2NX) and 'Deliver To' (Kantar, 30 Stamford St., London SE1 9LQ).

A table lists the items with columns for 'Items (GBP)', 'Qty', 'Buyer Pays', and 'You Get':

Items (GBP)	Qty	Buyer Pays	You Get
Noir Vacuum Bottle - 25 oz	35 x 100	3,500	3,395

At the bottom of the main content area, there are four action buttons: 'Review & Accept Terms', 'decline req', 'add colleague', and 'print order'. The footer of the interface shows the date 'January 16, 2021', the user 'Created by David London', and a note: 'Invite to order was sent out. zack@miller.com needs to accept terms.' The user profile 'Zack Miller Online' is visible in the bottom left corner.

Accept Terms

You must agree to your client's purchasing terms before you can raise an invoice

Top section shows the terms between Candex and you

The bottom part is Kantar PO terms which need to be accepted

Purchasing Terms

Booth Design

print 

Terms between Candex & Vendor

Candex provides managed payments so buyers and sellers 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 30 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 Kantar (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 Kantar, 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 [Kantar Code of Conduct](#)

I Accept These Terms

Add Billing Detail

→ Add your business and tax information plus bank details

→ Candex supports payments to huge companies, small companies or to individuals

Miller & Sons

My Activity 1
My Requests
Order Feed
Settings

ORDERS
booth design 1

Add Invoice

search ? Sign out

Booth Design

PO# CTPO1239045

Invite Finance View Order

Pay To: [Add Detail](#)

Bill To:
Candex Solutions Limited
Kemp House, 152 City Road
London EC1V 2NX
VAT #: GB119981773

Deliver To:
Kantar
30 Stamford St.
London SE1 9LQ

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	Bank Details
Name	Bank Name
Country	Bank Country
Address	Currency
City	Account Holder
Postal Code	IBAN #
Charge VAT	SWIFT/BIC
VAT ID #	+ Add intermediary bank

Add

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

Add Invoice

→ Upload invoices easily and quick in any format

→ Enter the amounts, and upload invoice in the name of Candex

→ You must indicate that the goods/services have been delivered before they are allowed to submit

→ Candex handles partial invoices, or multiple invoices per PO

→ Candex provides front line support as needed at support@candex.com

Miller & Sons

Add Invoice search Sign out

Booth Design
PO# CTPO1239045 Invite Finance View Order

Pay To: (US / GBP) Miller & Sons, LLC edit
Account: Citibank *****291

Bill To: Candex Solutions Limited
Kemp House, 152 City Road
London EC1V 2NX

Deliver To: Kantar
30 Stamford St.
London SE1 9LQ

VAT #: GB119981773

Item (GBP)	Buyer Pays	You Get	Tax	
Booth Design	3500	3395 up to 3,395	-	view/edit

You Get	3,395	GBP
Sales Tax	-	
Total Invoice	3,395	

Upload Invoice

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

Submit Skip for Now

Zack Miller
Online



KANTAR

Thank you

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