

NOKIA

CANDEX[®]

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

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

CANDEX

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[For Enterprise](#)
[Pricing](#)
[About](#)
[Sign In](#)

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

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

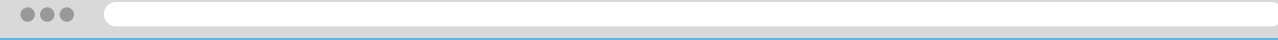
☐ I agree to receive general Candex updates through email (optional)

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

Diversity Survey

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



CANDEX

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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 Nokia

Miller & Sons



Booth Design

Nokia

search

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 90 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 Oct-1-2024


☐ 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](#) 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

My Requests

Order Feed

Settings

ORDERS

booth design

Add Invoice

Booth Design

PO# CTPO1239045

Pay To: Add Detail

Bill To:

Candex Finland Oy
Bulevardi 21 Helsinki,
00180, Finland

VAT # FI32427666

Deliver To:

Nokia
Karakaari 7
02610 Espoo, Finland

Item

Designate the "Pay To" and upload in

Upload Invoice

☐ I acknowledge that goods/services h

Submit

Skip for Now

Add Detail (1 of 2)

Entity

Name

Country

Finland

Address

City

Postal Code

Charge VAT

☐ Yes ☐ No

VAT ID #

FI

Bank Details

Bank Name

Bank Country

Finland

Currency

EUR

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

My Requests

Order Feed

Settings

ORDERS

booth design



Zack Miller
Online

Add Invoice

Search

Sign out

Booth Design

PO# CTPO1239045

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 By Jan 5	3,395	-	view/edit
	up to 3,395		

Upload Invoice

Total Amount

3,395

Tax

-

Invoice to Candex
(Due to You)

3,395

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

Submit

Skip for Now

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

My Requests

Order Feed

Settings

ORDERS

booth design

Zack Miller

Online

Booth Design

Nokia

Booth Design

By: Apr 4 | To: Finland

3,500 3,395

April 3, 2022

Created by David London

David London invited [zack@miller.com](#)

A reminder to accept terms was sent to [zack@miller.com](#)

zack Miller added [john.smith@miller.com](#)

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

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

Re: [Payment](#)

Candex submitted invoice on behalf of Miller & Sons, payment days starts now.

11:23 AM

July 9, 2022

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

Amount

EUR 3,395.00

Sales Tax

-

Total Amount

3,395.00

Candex ID

345435345345

PO #

[CTP01239045](#)

Original Upload

Apr 3

Last Update

Apr 3

Invoice Date

Apr 5

Payment Terms

21 days

Paid to Candex

Jul 6

Paid to Vendor

Jul 9

Marketing

Booth Design

(Apr 3)

Service

EUR 3,395.00

Bill to:

Candex Finland Oy

Pay to:

Miller & Sons, Oy

Ship to:

Espoo, Finland

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Mobile Invoicing

Submitting Invoices in Candex is available in your mobile browser

