

CANDEX[®]

The fast track

Seller Experience



How It Works



Order Created

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



Supplier Engages

You accept Galderma purchasing terms and then invoice Candex for goods & services delivered



Candex Invoices Galderma

Candex submits an invoice to Galderma after verifications and compliance scans



Payment is Settled

Galderma pays Candex and Candex pays you as seller



VENDOR

You receive an Email from Candex

- Email mentions Galderma,
your name and description of
services of PO
- Reminders sent regularly to to
vendors

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

Booth Design (Quote# 12345)

PO#: CTPO1239045

[View Order](#)

Deliver to
Location Galderma
Zurich, Switzerland

GALDERMA
EST. 1981

To: Zack,

This is an order from Candex to you. Please accept this order via the platform as soon as possible so you can begin work and submit invoices when payment is due. Order requested for David London:

Items:

- Booth Design (Quote# 12345)

[Click Here](#) to add another colleague

[Click Here](#) to view order

[Click Here](#) for seller guide

Candex takes only minutes and the details of your order (with pdf download) will be easily accessible when you register. Here is a quick summary of the steps:

- Step 1 - Accept this Order
- Step 2 - Invoice Candex
- Step 3 - Candex invoices Buyer
- Step 4 - Buyer pays Candex
- Step 5 - Candex pays you

Thank you,
Candex Support

English
Bahasa Indonesia
ελληνικά
日本語
Polski
Svenska
简体中文

Français
Čeština
עברית
한국어
Português(BR)
Ínu
繁體中文

Deutsch
Dansk
Magyar
Nederlands
Română
Türkçe

العربية
Español
Italiano
Norsk
Suomi
Tiếng Việt

On Candex, businesses can engage, collaborate and exchange payments in a compliant way without setup in each other's financial systems.

Visit our [Help Center](#)
Support at support@candex.com

CANDEX
The fast track



VENDOR

Simple Vendor Registration

→ You register with Candex

→ You can select their language

→ This page can be filled in
under a minute

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

CANDEX®

[How it Works](#)

[For Buyers](#)

[For Sellers](#)

[About](#) ▾

[Sign In](#)

Candex makes it easy to pay and get paid

Email

zack@miller.com

Language

English ▾

☐ I am being paid to my company

☐ I am being paid as an individual

First Name

Last Name

Phone

Select ▾

Company

Job Title

Password

Confirm Password



Are you a small business? ⓘ

☐ Yes

☐ No



Are you a diverse business? ⓘ

☐ Yes

☐ No

☐ I agree to the [Candex Terms Of Use](#) and [Privacy Policy](#)

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

[Register Now](#)



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 Buyers](#)

[For Sellers](#)

[About](#) ▾

[Sign In](#)

Diversity Status

(Select all that apply)

- ☒ Minority owned
- ☒ Woman owned
- ☒ LGBT owned
- ☒ Disabled owned
- ☒ Veteran owned
- ☒ Indigenous owned

A diverse business is any enterprise that is at least 51% owned and operated by underrepresented community.



Minority Owned.xls ×

[Add Certificate](#)

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 Galderma Standard Terms

PURCHASING TERMS

Booth Design (Quote# 12345)

Payment Expectations

Seller may request from Candex up to the amount authorized to Seller and Seller acknowledges this satisfies its requirement for the order. After Seller submits bank details, uploads a valid invoice and requests payment, Candex will verify the information and invoice Buyer. Payment terms are 30 days from the date Candex invoices Buyer on Seller's behalf and Candex will pay Seller within 3 business days of receiving payment from Buyer. The terms set forth in this Payment Expectations Section shall supersede any other payment terms included in any other sections of these Terms or in documents incorporated by reference into these Terms.

Additional Order Terms

Terms or conditions for this transaction.

Anti-Corruption and Sanctions Compliance

By accepting this Order, Seller represents and warrants that it shall not violate any applicable international anti-bribery principles as embodied in the UN Convention Against Corruption, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, or any applicable national anti-bribery laws, including but not limited to the US Foreign Corrupt Practices Act and UK Bribery Act 2010 ("Anti-Corruption Laws") and/or undertake any activity in connection with this Order that would otherwise violate any applicable laws or regulations.

Seller further represents and warrants that it does not appear on any domestic or international sanctions or debarment lists, including without limitation U.S. Department of Commerce, Bureau of Industry and Security - Denied Persons List, U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) Consolidated List, US Consolidated Sanctions List, the UK Financial Sanctions List, United Nations Sanctions List, EU Financial Sanctions List, INTERPOL Wanted List, US State Department WMD Non-Proliferation List, Specially Designated Nationals Lists (OFAC, SDN), Switzerland Sanctions List, US Department of State, AECa Debarred List, or the Financial Action Task Force (FATF) Anti-Money Laundering (AML) deficient list ("Sanctions Lists").

By accepting this Order, Seller understands and agrees that Candex may cancel this Order, or delay or cancel payment on this Order if Candex reasonably suspects that Seller or any personnel associated with Seller has been added to Sanctions Lists or have violated applicable law in performing this Order.

Delivery Date April 1, 2026

Accept These Terms

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Booth Design (Quote# 1...

View Closed

Booth Design (Quote# 12345)

Galderma | 2 Participants

Search

Sign Out



Booth Design (Quote# 12345)

Galderma | PO# CTP01239045

This is an order from Candex to you. After accepting the terms on Candex, you can begin work and submit invoices addressed to Candex when payment is due, up to the amount authorized to you.

Item(s)	Qty	Authorized to Seller (CHF)
Booth Design (Quote# 12345) By: Apr 1 To: CH	1	3,500

*Taxes can be added on top of the authorized amount

Tax Invoice Addressee:

Candex Switzerland GmbH
Rue Saint-Pierre 18
c/o Progressia Société Fiduciaire
et de Gestion SA
1700 Fribourg
VAT #: CHE-211.822.585 MWST

Deliver to:

Galderma
9 Alpenweg
Zurich, Switzerland

Review & Accept Terms

add colleague

decline engagement

download

April 3, 2026

Created by David London

Invite to order was sent out. Zack Miller needs to accept terms.



VENDOR

Make sure you use the right billing details

- You are delivering services/good to Galderma, this is your "Deliver to" address.
- You should use the "Tax Invoice Addressee" as your "Bill to" address
- **IMPORTANT**
Candex cannot pay you if thus incorrect

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Booth Design (Quote# 12345)

View Closed

Booth Design (Quote# 12345)

Galderma | 2 Participants

PO

Booth Design (Quote# 12345)

Galderma | PO# CTPO1239045

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c/o Progressia Société Fiduciaire
et de Gestion SA
1700 Fribourg
VAT #: CHE-211.822.585 MWST

Deliver to:
Galderma
9 Alpenweg
Zurich, Switzerland

Review & Accept Terms

add colleague

decline engagement

download

April 3, 2026

Created by David London

Invite to order was sent out. Zack Miller needs to accept terms.

Zack Miller

zack@miller.com



VENDOR

Getting paid: First add your “Pay To” Details

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Booth Design (Quote# 12345)

View Closed

Zack Miller

zack@miller.com

Booth Design (Quote# 12345)

Galderma | PO# CTP01239045

Search

Sign Out

Request Payment

Pay To

Add

Tax Invoice Addressee:

Candex Switzerland GmbH
Rue Saint-Pierre 18
c/o Progressia Société Fiduciaire
et de Gestion SA
1700 Fribourg
VAT #: CHE-211.822.585 MWST

Deliver to:

Galderma
9 Alpenweg
Zurich, Switzerland

1) Add or choose the “Pay to”

2) Add or verify transaction documentation

3) Add and submit details for your payment

Who is Being Paid?

Company Entity

Add for a payment to your company

Add Company Entity

Personal Bank

Add for a payment to you personally

Add Personal Bank



VENDOR

Add Your Billing Details

→ Add business, tax and banking information

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

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Booth Design (Quote# 12345)

View Closed

Zack Miller

zack@miller.com

Booth Design (Quote# 12345)

Galderma | PO# CTPO1239045

Request Payment

Pay To

Search

Sign Out

Invite Finance

View Terms

Company Entity

Personal Bank

Add a Company Entity for a payment to Miller & Sons. Any user in your company network can choose it for future payments.

Entity Details

Entity Name

Country

Switzerland

Address

City

Postal Code

(optional)

Do you charge VAT?

Yes

No

VAT ID #

CH

Upload File

Beneficial Owners

Do you have any Beneficial Owners?

Yes

No

A Beneficial Owner is any individual or entity that owns, directly or indirectly, 25% or more of your company.

Bank Details

Bank Country

Switzerland

Account Currency

CHF

Bank Name

Account Holder Name

SWIFT/BIC

Does your bank require an intermediary bank to receive this payment?

Yes

No

Bank Verification

Validate Bank Details

Upload

Payees provide either a recent bank statement or voided check to Candex to verify their bank information. Upload a copy of a bank document showing the bank name, your name, and account number associated with the account.

Add & Continue

Save for later



VENDOR

Add Your Invoice

- You enter the amounts, and upload your invoice in the name of Candex
- You can invite their 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 (Quote# 12345)

View Closed

Zack Miller
zack@miller.com

Booth Design (Quote# 12345)

Galderma | PO# CTPO1239045

Request Payment

Pay To

Pay To

Miller & Sons, LLC
(CH/CHF)

Citibank
*****291

Tax Invoice Addressee:

Candex Switzerland GmbH
Rue Saint-Pierre 18
c/o Progressia Société Fiduciaire
et de Gestion SA
1700 Fribourg
VAT #: CHE-211.822.585 MWST

Deliver to:

Galderma
9 Alpenweg
Zurich, Switzerland

Item (CHF)	Amount	Tax
Booth Design (Quote# 12345) By: Apr 1 To: CH	3,500 up to 3,500	-

Amount

3,500 CHF

Tax

-

Total Invoice

3,500

Add Invoice

☐

I acknowledge that goods/services for this invoice have been delivered on

Submit

Skip for now



VENDOR

Requisition Status Updates

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

Miller & Sons

My Activity

My Requests

Order Feed

Settings

ORDERS

Booth Design (Quote# 1...

View Closed

Zack Miller

zack@miller.com

Booth Design (Quote# 12345)

Galderma | 2 Participants

Tax Invoice Addressee:
Candex Switzerland GmbH
Rue Saint-Pierre 18
c/o Progressia Société Fiduciaire
et de Gestion SA
1700 Fribourg
VAT #: CHE-211.822.585 MWST

Deliver to:
Galderma
9 Alpenweg
Zurich, Switzerland

add colleague

view terms

download

April 3, 2026

Created by David London

Invite to order was sent out. Zack Miller needs to accept terms.

C

Terms accepted by Zack Miller of Miller & Sons

8:29 AM

C

Payment

click to comment

Invoice uploaded by Zack Miller

view payment

10:55 AM

April 5, 2026

C

Re: [Payment](#)
Candex invoiced Galderma

view payment

11:23 AM

May 8, 2026

C

Re: [Payment](#)
Galderma paid Candex and funds will be transferred to Miller & Sons within 3 business days.

view payment

5:05 PM

C

Re: [Payment](#)
Miller & Sons was paid

view payment

5:10 PM

Search

Sign Out

Payment Details

Seller

✓

Miller & Sons

By Zack Miller

Buyer

✓

Galderma

Candex Invoice

Amount	CHF 3,500
Tax	-
Total Amount	3,500
Candex ID	345435345345
PO#	CTPO1239045
Original Upload	Apr 3
Last Update	Apr 3
Invoice Date	Apr 5
Payment Terms	30 Days
Paid to Candex	May 5
Paid to Seller	May 8
Booth Design (Quote# 12345) (Apr 3)	
Service	CHF 3,500
✚ Tax Invoice Addressee Candex Switzerland GmbH	
✚ Pay to Miller & Sons, LLC	
✚ Deliver to Zurich, Switzerland	

Mobile Invoicing

Submitting Invoices in Candex is Available in Your Mobile Browser

