



Candex Payment Solution

September 2025

What is Candex?

A new payment solution

- Candex is a fast-track purchasing option used to connect with payees and make payments without an internal onboarding process.
- Launch targeted for October 20

■ Simplified Process

Eliminates the need to set up one-time payees as Suppliers/Payees, while eliminating maintenance of those suppliers.

■ Minimal Information Required

Departments only need the payee's name and email address. Payee's W9 and address are no longer needed.

■ Streamlined Workflow

Supplier Invoice Request (SIR) replaced by streamlined payee/payment request process via Jaggaer punchout in Workday Marketplace,

■ Faster Processing

No more Sprintax delays. Candex makes the payment to the payee and handles tax compliance and reporting

Who Should be Paid Using Candex

1

Intended specifically
for one-time payees
- **individuals, not
businesses** -
via SIR

2

Targeting the
highest-volume
one-time payees
currently processed

3

Initial launch limited
to a small list of
payee categories to
support a smooth
rollout

- Study subject payments (non-IRB approved studies, nonresident alien subjects)
- Honoraria
- Non-employee travel or business expense reimbursements



Initial Scope: Additional payment categories will be considered after stabilization and evaluation of initial implementation. Candex cannot be expanded to additional categories if users attempt to apply it beyond the published scope.

Candex Scope

Category	Spend Categories	Maximum
Study Subject	Human Subjects Inpatient Service Charges (SC48400) Human Subjects Other (SC48450)	\$599.99 per transaction
See Note 1	Human Subjects Outpatient Service Charges (SC48500)	
(Non-employee/Non-Student) Reimbursement (not tax reportable)	Recruitment Travel (SC49700) Travel Domestic (SC49750) Travel Foreign (SC49800) Meals and Beverages (SC49470) Alcoholic Beverages (SC49450) Recruitment (SC48800) Volunteer Costs (49675)	\$4999.99 per transaction
See Note 2		
Honoraria	Honoraria (SC47000)	\$799.99 per transaction, \$2399.97 per year

- **Note 1:** The Study Subject Payment Policy details the preferences for payment options to study subjects. Importantly, the Participant Payment System will remain the expected/preferred process for IRB-approved studies. Candex will become the expected/preferred process for non-IRB approved studies, replacing Supplier Invoice Request.
- **Note 2:** Workday Expense Reports remain as the only method for employee and student business expense reimbursements. Candex should be used for business expense reimbursement to any other person.

How to Access Candex



01

Access Workday Marketplace

Candex will be accessible via a catalog in the Workday Marketplace

03

Follow Requisition Business Process

New Candex requisition process will closely mirror the SIR business process approvals.

02

Create Cart and Requisition

In Workday, users will click on the Candex punchout, begin a cart, and complete the requisition steps.

04

Complete Transaction

Payees will need to agree to standard terms, and Candex “invoices” UR on their behalf automatically.

Training & Resources



Training Sessions

Training sessions to be announced. Recordings will be posted online.



Reference Materials

Training slides and reference guides will be available.



Announcements

Emails will be sent to all prior initiator departments to announce details and training dates.

Questions

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Thank You

