



Use **Candex** to pay Simplified Payees without setup process!



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Create Req

in RealSource, from
Candex catalog

Payee Invited

to receive
payment

VCU Pays

immediately after
payee claims payment

Add Requisition

Category

Description

Vendor Email

Email a person, not general mailbox

PO Amount (without tax)

[Checkout](#) [Add Line-Item](#)