



**To: Citi Suppliers in the Philippines**

**From: Resource Management Organization (RMO) Communications**

**Re: Changes in Invoice Receipts Due to COVID-19**

Citi is closely monitoring the evolving COVID-19 situation and taking proactive measures to preserve the health and safety of our colleagues and their families, as well as our clients and the communities we serve.

As a result, the Citi Resource Management Organization (RMO) is asking all suppliers to send invoices for payment via email to their Citi Business Contact. This will eliminate the need for Citi staff to be on location to scan paper invoices. Once the current environment stabilizes and we return to normal processing, Citi will require a hard copy of invoices to match all invoices that are sent via email due to country regulatory requirements.

Thank you for your cooperation and support as we strive to continue providing you great service. For any questions regarding this change, please contact the [RMO Customer Service Desk](#).

Citi will continue to closely monitor the situation and inform you of any measures taken that apply to you as a supplier. Please stay up-to-date on the situation by visiting: [Citigroup.com/suppliers\\_page](https://Citigroup.com/suppliers_page).



**To: Citi Suppliers in India**

**From: Resource Management Organization (RMO) Communications**

**Re: Changes in Invoice Receipts Due to COVID-19**

Citi is closely monitoring the evolving COVID-19 situation and taking proactive measures to preserve the health and safety of our colleagues and their families, as well as our clients and the communities we serve.

As a result, the Citi Resource Management Organization (RMO) is now supporting payments for invoices shared electronically via email to [RMOINDIASUPPLIERINVOICES@CITI.COM](mailto:RMOINDIASUPPLIERINVOICES@CITI.COM).

Once the current environment stabilizes and we return to normal processing, Citi will require hard copy of invoices to be sent to the address below due to country regulatory requirements. When submitting the hard copy invoices, make sure all details match with the invoices sent via email, and include a comment "Payment already processed, this is for filling purpose only".

**Address for Dispatch of Original Invoice:**

Citibank NA  
Acropolis,  
9<sup>th</sup> Floor, New Door#148,  
Dr. RadhaKrishnan Salai  
Chennai - 600004

**Important:** Payments will be effected only via electronic mode. For payments via demand draft, the same will be dispatched after courier services resume.

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**To: Citi Suppliers in Malaysia**

**From: Resource Management Organization (RMO) Communications**

**Re: Changes in Invoice Receipts Due to COVID-19**

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As a result, the Citi Resource Management Organization (RMO) is asking all suppliers to send invoices for payment via email to their Citi Business Contact. This will eliminate the need for Citi staff to be on location to scan paper invoices. Once the current environment stabilizes and we return to normal processing, Citi will require a hard copy of invoices to match all invoices that are sent via email due to country regulatory requirements.

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