



To: Citi Suppliers in Canada
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.

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).

FRENCH



Aux: Fournisseurs de Citi au Canada
De: l'Organisation de Gestion des Ressources (RMO) Communication
Objet: Changement dans les factures en raison du COVID-19

Citi évalue de près l'évolution de la situation liée au COVID-19 et prend des mesures proactives pour préserver la santé et la sécurité de nos collègues et de leurs familles, aussi bien que de nos clients et des communautés que nous desservons.

En conséquence, l'Organisation de Gestion des Ressources (RMO) demande à tous les fournisseurs d'envoyer leurs factures de paiement par e-mail à leur personne de contact à Citi. Cela éliminera la nécessité pour le personnel de Citi d'être sur place pour scanner les factures papier.

Merci de votre coopération et votre soutien alors que nous nous efforçons de continuer à vous fournir un excellent service. Pour toute question concernant ce changement, veuillez contacter le service à la clientèle de RMO via [RMO Customer Service Desk](#)

Citi continuera de suivre de près la situation et vous informera de toutes les mesures prises qui s'appliquent à vous en tant que fournisseur. Veuillez rester à jour sur la situation en visitant la page: Citigroup.com/suppliers_page



To: Citi Suppliers in United States

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 payments not related to a Purchase Order via email to your Citi Business Contact.
- Send invoices related to a Purchase Order to USP2PXPO@citi.com.

This will eliminate the need for Citi staff to be on location to scan paper invoices. **Please only send .pdf or .tiff images to these email boxes.** Do not send Excel spreadsheets or Word documents to these email boxes.

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