Purchase Order Match Quick Guide

Only Applicable for the United States

Step 1: Sign-In to the Citi iSupplier Portal. Note: If you are a First Time User, please click here to see First Time User Login Instructions as you will need to set up a password etc. before logging in to the Citi iSupplier Portal.

To Sign in, enter your user name and password. Then, click the Sign in button.

To start the Multi-factor Authentication (MFA) process, click the Continue button.
Select the delivery method you would prefer to receive your MFA code. Then, click the **Request MFA Code** button.

Enter the MFA code you received and click the **Validate** button.

If you need another code, please click “send a new code”.
Step 2: Go to Citi iSupplier Invoice Entry to Submit Your Invoice

Accept the Terms and Conditions of using the site by clicking the Accept button. If you do not accept, you will not be able to use the site.

From the Home Page, click the Citi iSupplier Invoice Entry link to enter match PO.

To enter an invoice, click the Finance tab.
To start creating an invoice, click the **Go** button.

Enter the PO number for the invoice and click the **Go** button.
Step 3: Complete Details to Submit Your Invoice to Citi

- Select the line you would like to match and then click the Add to Invoice button.

To create the invoice, click the Next button.

- Enter Invoice Number and Invoice Date in the respective fields.

- Click the Add button to attach invoice image.

- Enter the amount the Vendor Charged.

- Update Quantity to accurate billed amount.

- Click the Add Row button to add any applicable freight and miscellaneous charges.

- Click the Next button to proceed.
Enter **Title**. Then, browse and select the **File** to upload and click the **Apply** button.

Review **Tax Amount** calculated.

Click the **Recalculate Total** button to update invoice total with new **Tax Amount**, if invoice totals don’t balance.

Double check to ensure **Invoice Total** is correct.

Click the **Next** button to continue.
Step 4: Review and verify the information and submit

Verify all information is correct and click the Submit button.