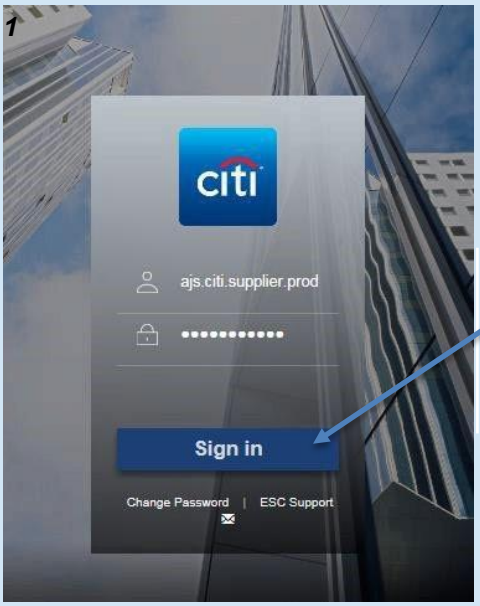
Purchase Order Match Quick Guide

Applicable for all countries

Login and Navigation: 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.***



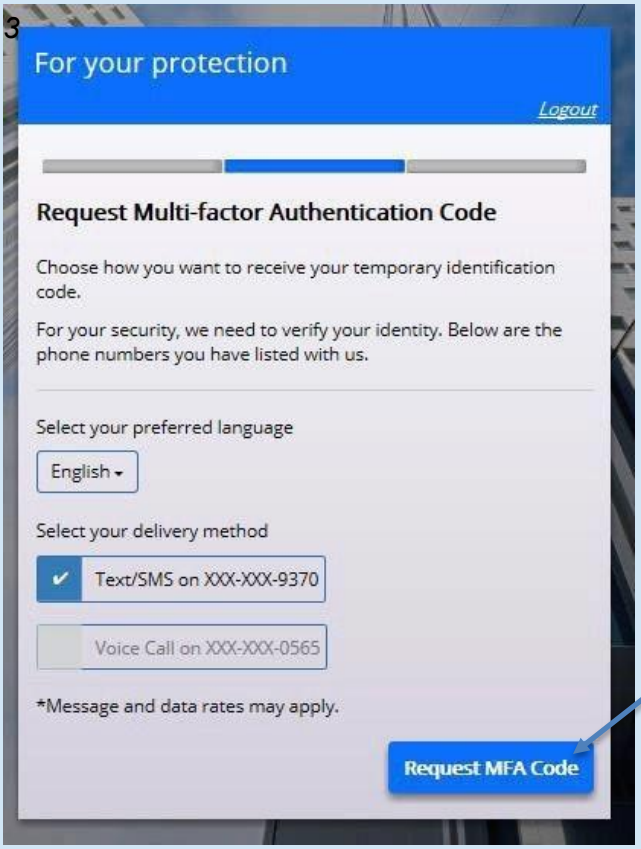
To Sign in, enter your user name and password. Then, click the **Sign in** button.



To start the Multi-factor Authentication (MFA) process,click the **Continue** button.

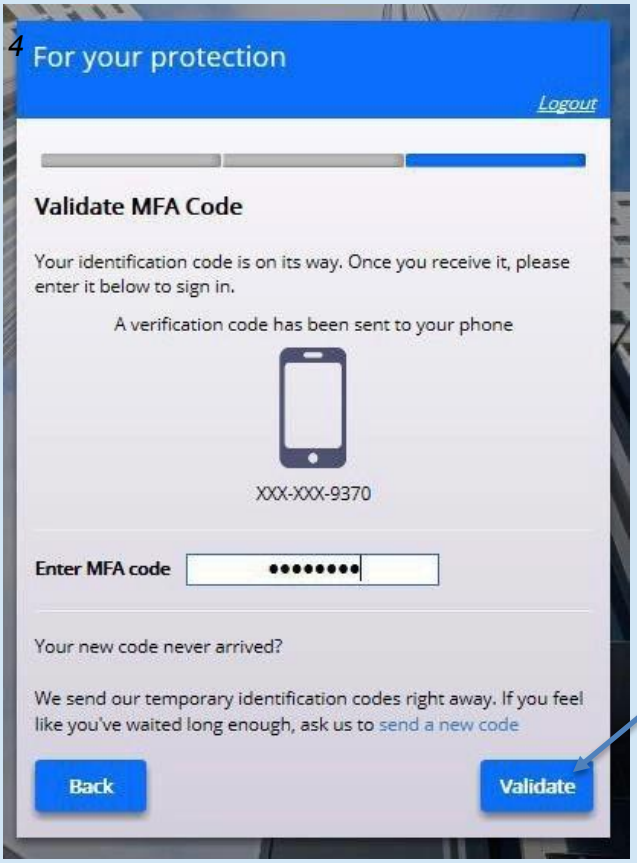
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3



Select the delivery method you would prefer to receive your MFA code. Then, click the **Request MFA Code** button.

4



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

If you need another code, please click “send a new code”.

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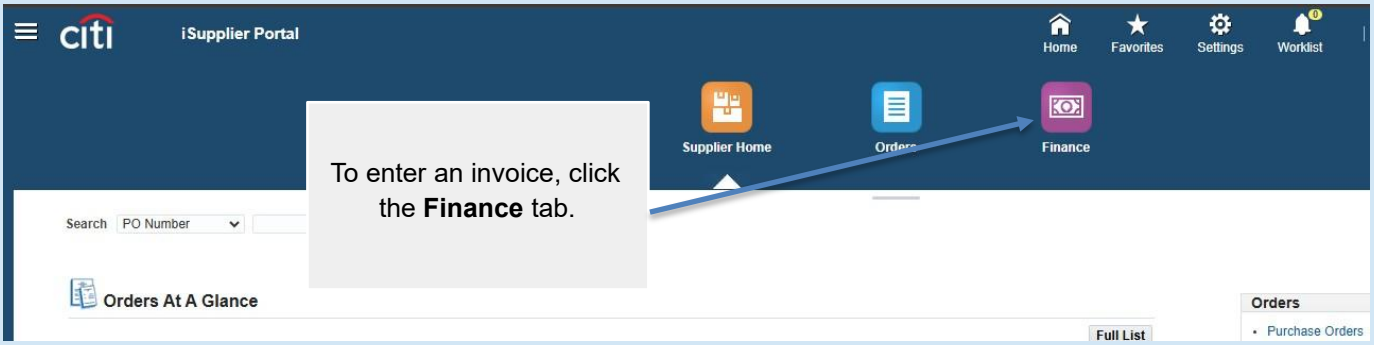
Accept the Terms and Conditions of using the site by clicking the **Accept** button.

If you do not accept, you will not be able to use the site.

Step 1: Go to Citi iSupplier Invoice Entry to Submit Your Invoice



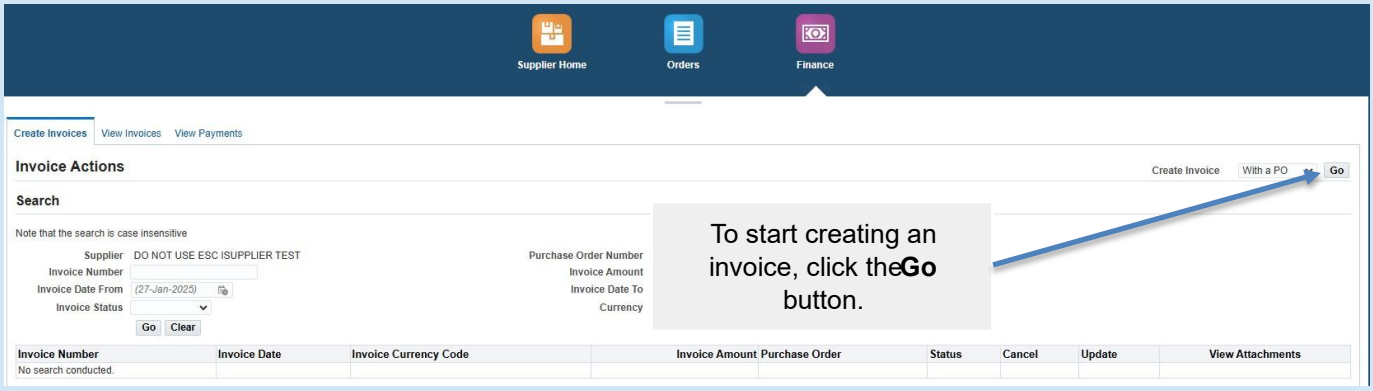
From the Home Page, click the **Citi iSupplier Invoice Entry** link to enter match PO

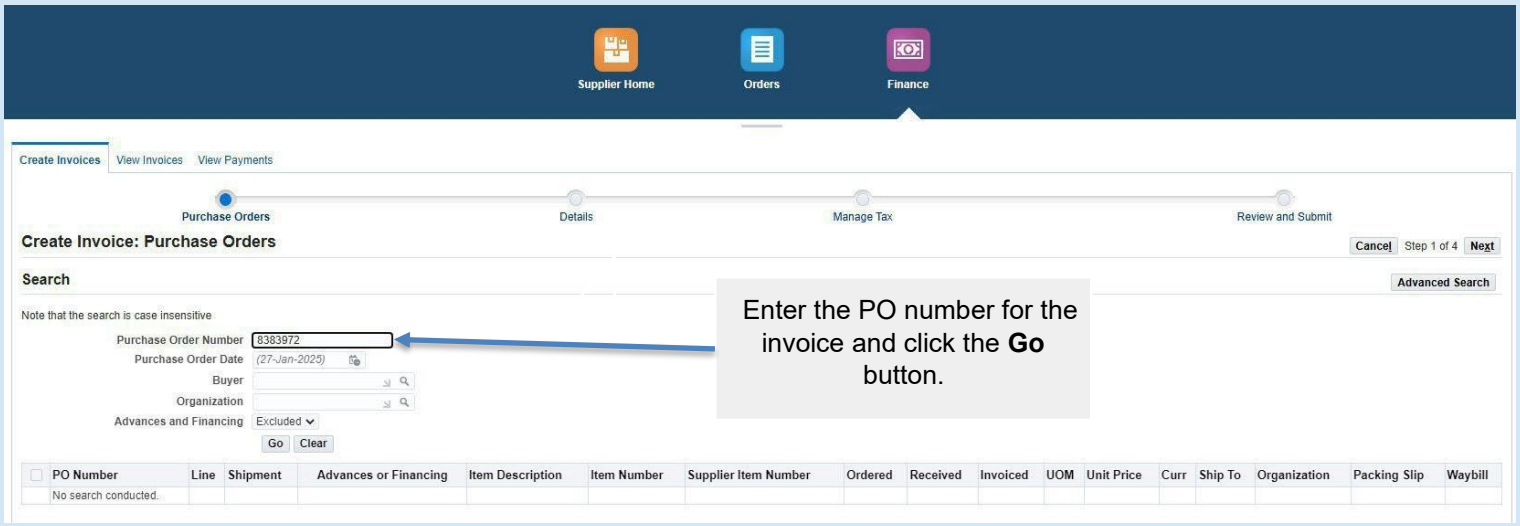


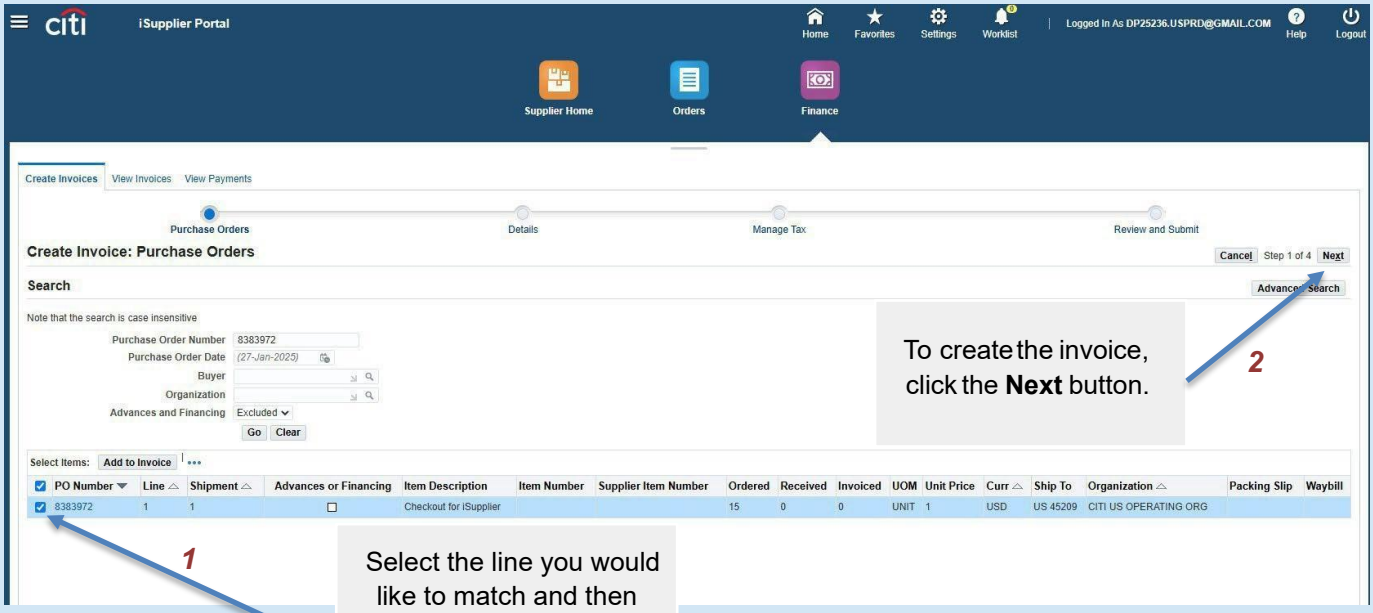
To enter an invoice, click the **Finance** tab.

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Step 2: Create a PO invoice.

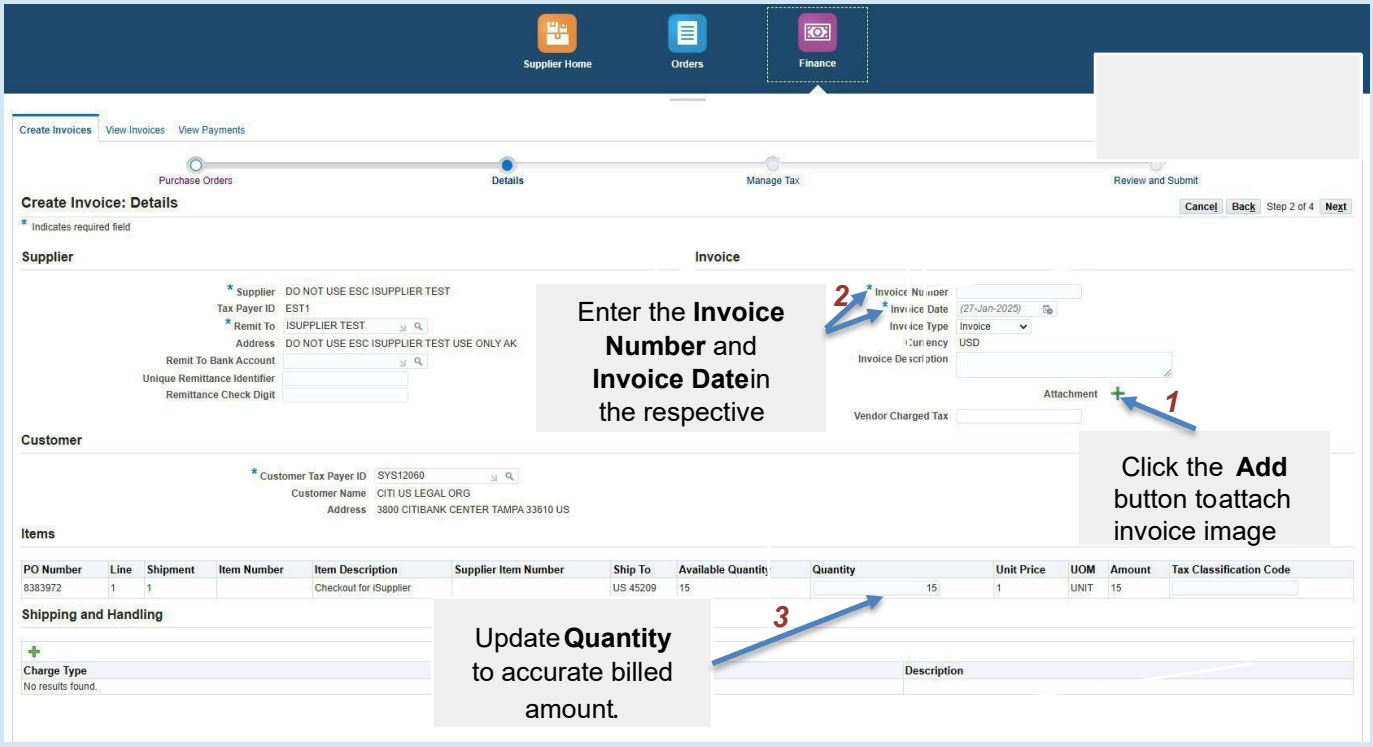




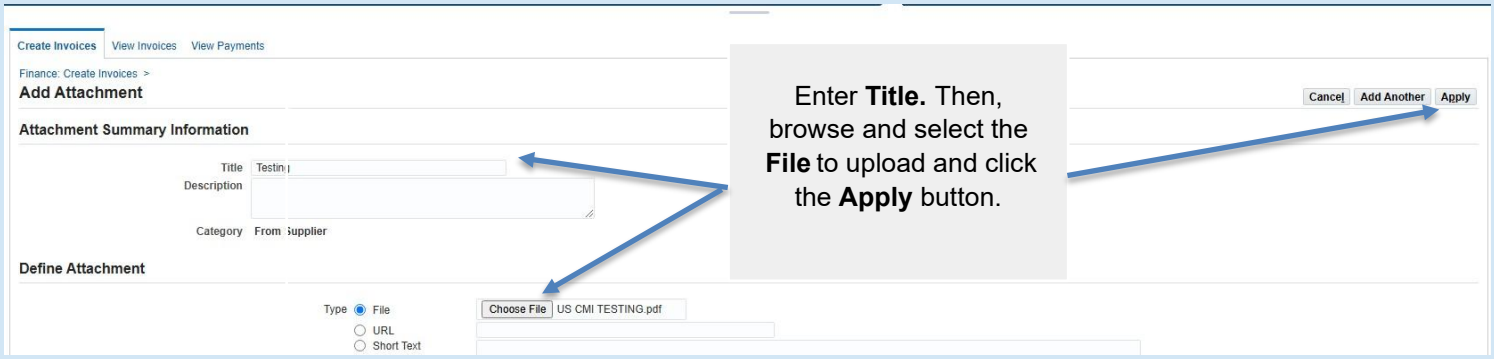


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Step 3A: Complete Details to Submit Your Invoice to Citi.

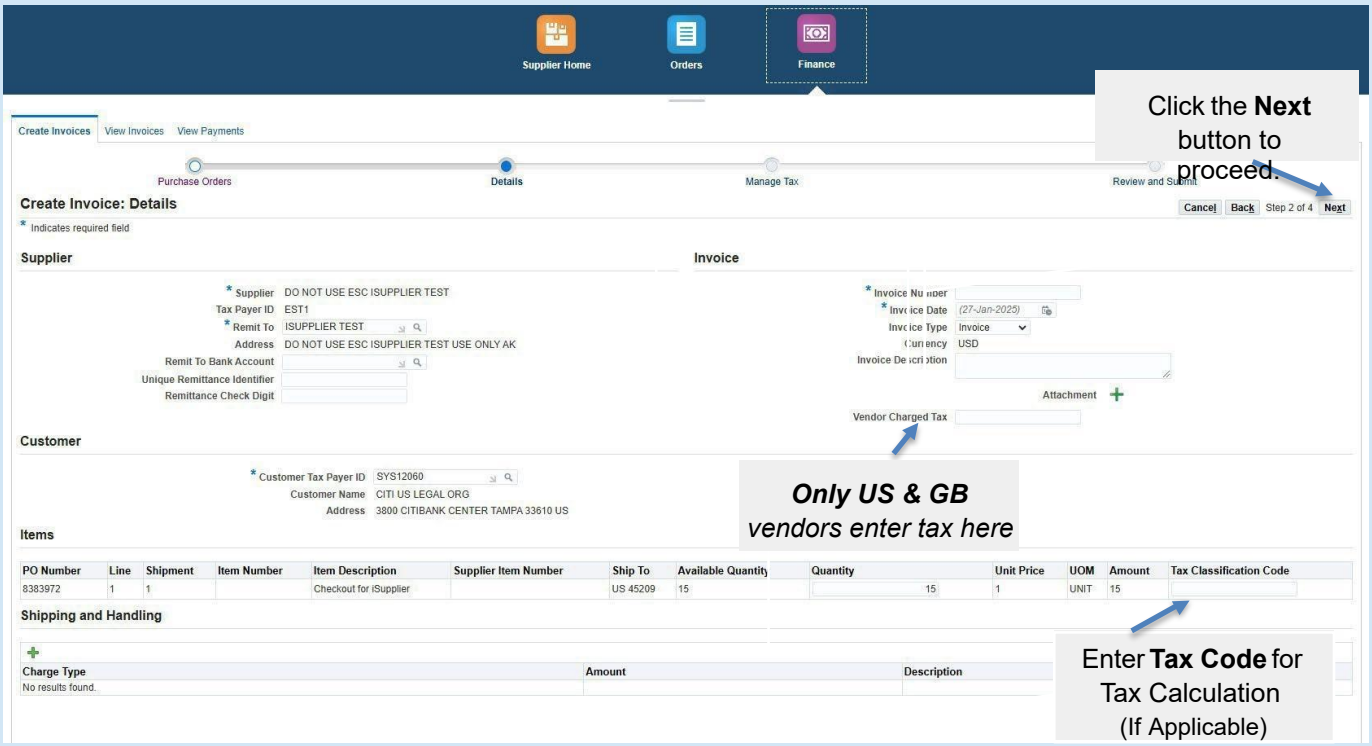


******Depending on the PO, you may need to edit the Amount field instead of Quantity. To know more about how to enter the Amount, please see the FAQs at the end of this document******



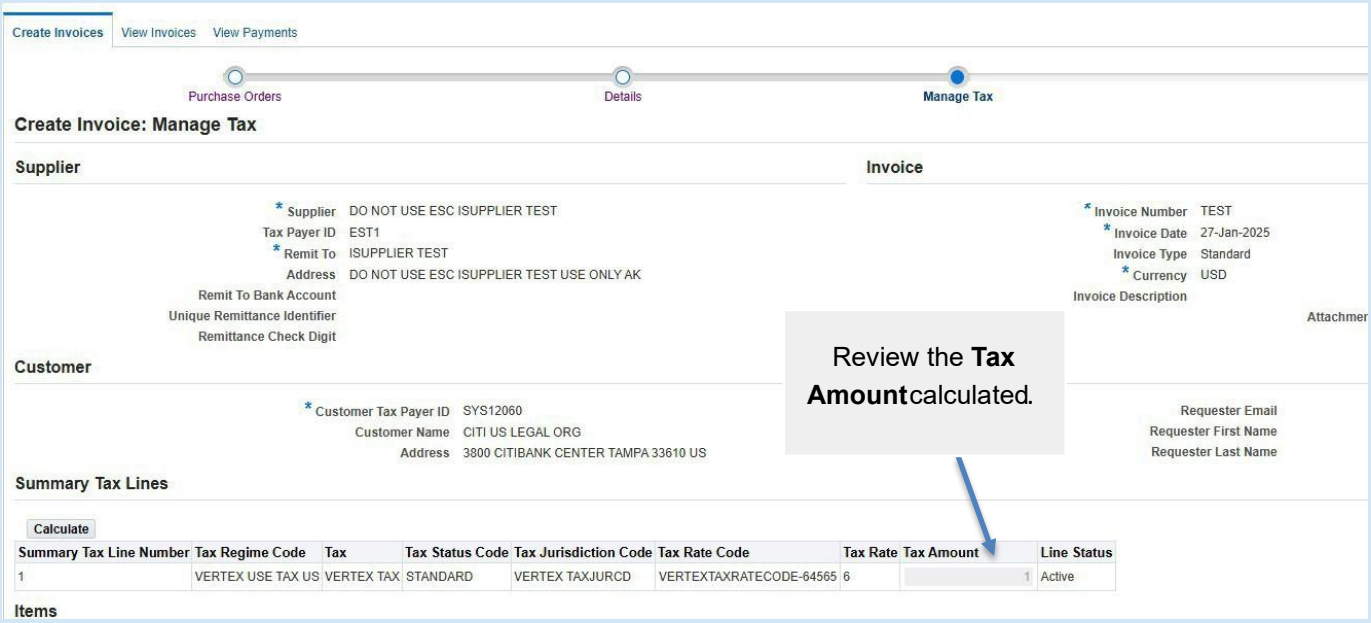
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Step 3B: Enter in Tax details if applicable



******The onboarding team will provide information to each vendor on tax code or tax entry based on country requirement******

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Review the **Tax Amount** calculated.



Step 2 – If **Tax Amount** is updated click the **Calculate** button.

Step 1 – Update **Tax Amount**, if required.

Step 3 – Click the **Recalculate Total** button to update invoice total with new **Tax Amount,** if invoice totals don't balance.

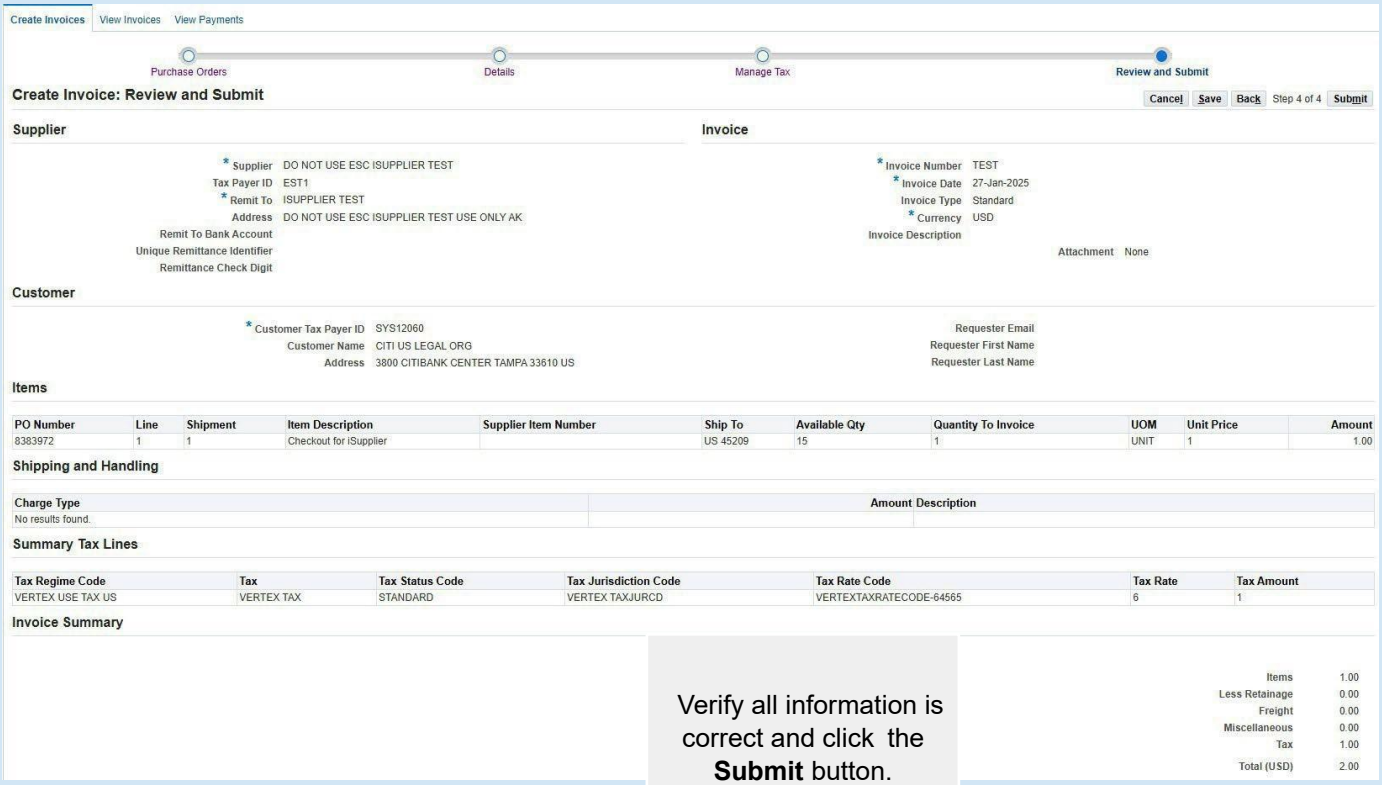


Step 4 – Double check to ensure **Invoice Total** is correct.

Step 5 – Click the **Next** button to continue.

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Step 4: Verify the information and submit.



Verify all information is correct and click the **Submit** button.

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ISP FAQs

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General

I have questions about the portal. To whom can I reach out?

You can visit the Citi iSupplier page to find the contact details of the Citi iSupplier support teams: Citi iSupplier Portal. Note that the portal support teams can help you **only with Citi iSupplier Portal concerns** (e.g., access issues, navigation, and entry questions, etc.).

If you have questions that are not about the portal specifically, such as those about invoices, purchase orders, and payments, please reach out to your Citi Business Contact directly or to the corresponding Service Desk.

Where can I find more details and guides for the Citi iSupplier portal?

You can visit the Citi iSupplier page to get more details: Citi iSupplier Portal.

What do I put in the "Amount" field for the invoice? For example, do I include the tax?

For some countries to which you can bill, the figure in the "Amount" field must be the amount *without tax*. However, for other countries, you need to put the *total amount*.

To determine exactly what you should write in the "Amount" field, **please reach out** to the Citi representative who onboarded you to the portal or to the Citi iSupplier support teams.

How do I input the tax for my invoice in the portal?

There are several possible ways to input the tax in the portal:

- Automated – You simply need to enter the total amount of your invoice. The tax is automatically calculated.
- Separate Amounts – You need to write the invoice amount without tax in the "Amount" field and write the tax amount in the "Vendor Charged Tax" field.
- Using Tax Code – You need to enter the Tax Code for the invoice in the portal.

The way that tax is entered into the portal **depends on the country to which you are billing**. For example, Country A may calculate taxes automatically, but Country B may require you to enter separate amounts.

To determine and understand which of the three (3) processes you need to follow, please **reach out to the Citi iSupplier support team or the Citi representative who onboarded you to the portal**.

How do I add, modify, or remove portal accounts for my company?

You may reach out to the Citi iSupplier support teams for such concerns.

PO Invoice Submission

Which Purchase Order should I use for my invoice?

If you are unsure of which Purchase Order should be used for an invoice, **please reach out to your Citi Business Contact directly**.

Non-PO Invoice Submission

Whom should I put under "Requester"?

Usually, the invoice should include the Citi email address (alternatively, the first and last names) of your Citi Business Contact (the person with whom you mainly engage). However, if you are unsure

about who the requester is, **please reach out to your Citi Business Contact directly**. Copyright © 2025 Citigroup Inc.