**Introduction to the Citi iSupplier Portal**

Citigroup (Citi) has transitioned to an internet based Procure-to-Pay environment via Oracle®, an Enterprise Resource Planning (ERP) software package.

Suppliers doing business with Citi will register via the Citi iSupplier Portal. The portal allows the supplier to gain instant visibility to purchase orders, invoices, and payments. This allows for an increased level of communication between suppliers and Citi, thereby ensuring success for everyone.

In order to register for the Portal, suppliers will need to determine and assign a key contact to act as the administrator for their company.

Please utilize the following attestation template and place it on your company’s letterhead. The completed document should be returned to Citi at the below addresses for your region:

* North America isupplier.nam.support@citi.com
* Asia Pacific isupplier.apac.support@citi.com
* Europe, Middle East, Africa isupplier.emea.support@citi.com
* Latin America isupplier.latam.support@citi.com

For more information, please visit these sites:

* Citi Supplier Resource Page - <https://www.citigroup.com/citi/suppliers/>
* Citi iSupplier Portal Resource Page - <https://www.citigroup.com/citi/suppliers/isupplierportal.htm>
* EU GDPR Privacy Statement - <https://www.citigroup.com/citi/suppliers/data/supplier_privacy_statement.pdf?ieNocache=888>

**Citi iSupplier Attestation Statement by Participating Supplier**

[Company Name]

[Company Address]

[Date]

We wish to receive access to the Citi iSupplier Portal (“Citi iSupplier”) and this attestation (“Attestation”) is provided to [Citi Entity] (“Citi”) to grant access to Citi iSupplier with the purpose of assisting in delivery of products and/or services provided by us to Citi under [name and date of relevant Supplier Agreement] (“Agreement”).

In consideration of obligations assumed and rights granted hereby, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“Key Contact”) represents and warrants that she/he:

1. Has all necessary permissions and consents to act on behalf of Supplier;
2. May provide access to Citi iSupplier to other Supplier’s users;
3. Will maintain accurate written records of all Suppliers’ users authorized to access Citi iSupplier, and will, at Citi’s request, exhibit such records to Citi. He/she will promptly request Citi to remove access for users no longer authorized to access Citi iSupplier and will reflect any such changes in their written records.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[KEY CONTACT NAME] [SUPPLIER AUTHORIZED SIGNATORY]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[DATE] [DATE]

**Citi iSupplier Portal Key Contact Information**

1. Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GIVEN NAME MIDDLE NAME SURNAME

1. Supplier Legal Entity(ies)\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Legal entity name should match the name(s) in the legal papers i.e. Articles of Incorporation]**

1. SupplierTaxID/InternationalID\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Tax ID for Legal entity(ies) as recorded by IRS & other international government bodies for foreign vendors]**

1. Office\_Address(es)/Site(s)\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Citi Supplier Number (if known):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email Address\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Office Phone Number\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Mobile Number\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Responsibility\*: \_\_\_\_\_\_\_\_ Citi iSupplier VIEW ONLY

\_\_\_\_\_\_\_\_ Citi iSupplier INVOICE ENTRY

**\*REQUIRED**