

Overview

The Citi iSupplier Portal provides real-time insight and collaboration opportunities for our suppliers. The portal is a self-service tool which allows Citi suppliers access to:

- Purchase Orders
- Invoices
- Payments
- Create Invoices

Benefits of the Citi iSupplier Portal

- Supplier Self-service Inquiry
- Increased Level of Communication
- Reduced Procure to Pay Cycle Time
- Electronic submission of invoices

Next Steps

- Identify at least one key contact for your company
- Fill out the onboarding documentation for each key contact
- **Return the onboarding documentation per the instructions within**
- Take the Citi iSupplier training
- Receive your welcome email
- Start using Citi iSupplier!

www.citigroup.com/citi/suppliers

Enterprise Supply Chain is pleased to announce the new Citi iSupplier Portal in Procure to Pay (P2P) which enables secure supplier self-service capabilities and real-time interaction and collaboration with Citi. Find a preview of the major new features of the portal below:

1 Easy to Use Interface

Log on and easily from the Homepage open and download Purchase Orders.



2 Purchase Order Details

View Purchase Order details online or download, including Terms and Conditions.



3 View Invoices and Payments

Invoice payment status with export capabilities to ease payment reconciliation processes.



4 Create Invoices

Only Purchase Order Invoices can be created through Citi iSupplier Portal.

