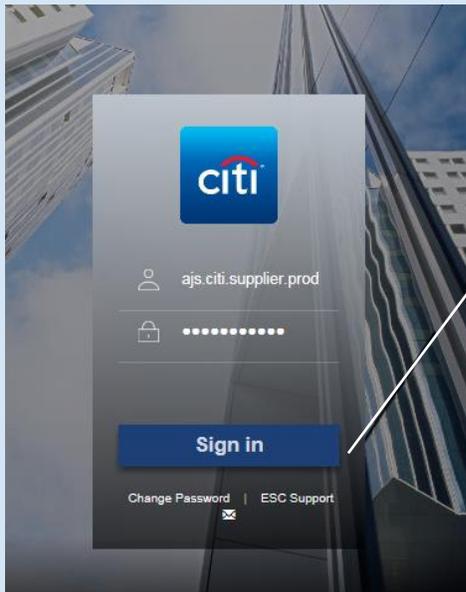


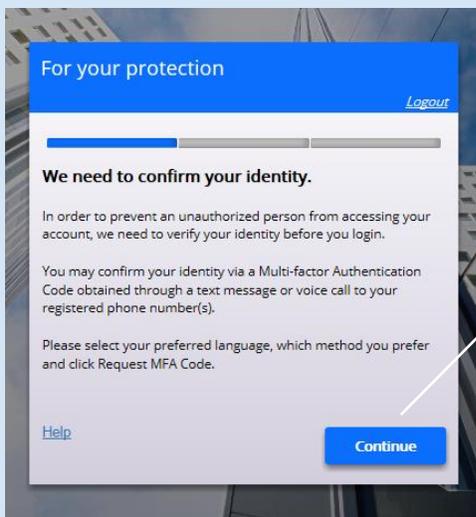
Purchase Order Match Quick Guide

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.

For your protection [Logout](#)

Request Multi-factor Authentication Code

Choose how you want to receive your temporary identification code.

For your security, we need to verify your identity. Below are the phone numbers you have listed with us.

Select your preferred language

English ▾

Select your delivery method

Text/SMS on XXX-XXX-9370

Voice Call on XXX-XXX-0565

*Message and data rates may apply.

Request MFA Code

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

For your protection [Logout](#)

Validate MFA Code

Your identification code is on its way. Once you receive it, please enter it below to sign in.

A verification code has been sent to your phone



XXX-XXX-9370

Enter MFA code

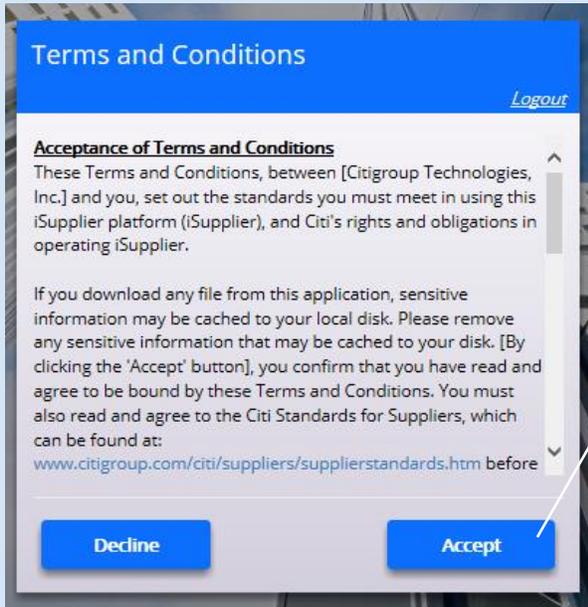
Your new code never arrived?

We send our temporary identification codes right away. If you feel like you've waited long enough, ask us to [send a new code](#)

Back **Validate**

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

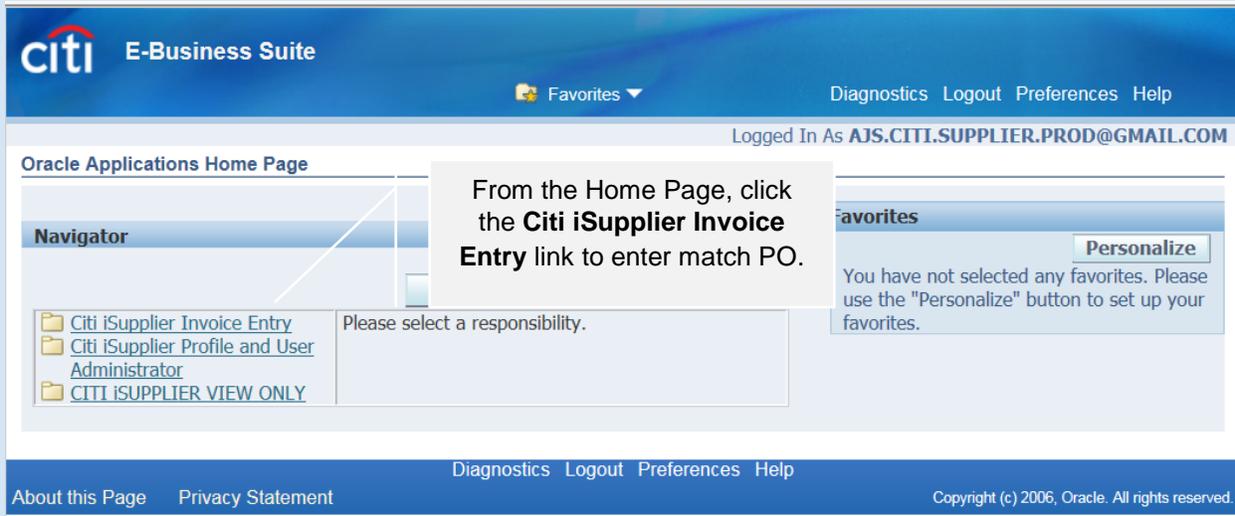
If you need another code, please click "send a new code".



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 2: Go to Citi iSupplier Invoice Entry to Submit Your Invoice



citi iSupplier Portal

[Home](#) | [Orders](#) | [Shipments](#) | [Finance](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Diagnostics](#)

[Navigator](#) | [Favorites](#)

Invoice Actions

Create Invoice

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

[Home](#) | [Orders](#) | [Shipments](#) | [Finance](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

[Purchase Orders](#) | [Details](#) | [Manage Tax](#) | [Review and Submit](#)

Create Invoice: Purchase Orders

Step 1 of 4

Search

Note that the search is case insensitive

Supplier

Purchase Order Number

Purchase Order Date (example: 13-Jun-2019)

Buyer

Organization

Advances and Financing

Enter the PO number for the invoice and click the **Go button.**

Select Supplier	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Or
No search conducted.															

Step 1 of 4

Select Items: **Add to Invoice**

Select All | Select None

Select	Supplier	PO Number	Line	Shipment	Final	Advances	Supplier	Ordered	Received	Invoiced	Unit	UOM	Price	Curr	Tr
<input checked="" type="checkbox"/>	DO NOT USE ESC ISUPPLIER TEST USE ONLY (IE)	1031486	1	1				0	0	0	EACH	.1	EUR	IE	1:

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

Purchase Order Items Added to Invoice

Select Items: **Remove from Invoice**

Select All | Select None

Select	Supplier	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit	UOM	Price	Ship To	Organization
<input type="checkbox"/>	DO NOT USE ESC ISUPPLIER TEST USE ONLY (IE)	1031486	1	1	<DO NOT PROCESS> ISupplier Check out		Test	1	0	0	EACH	0.1	EUR	IE 13550	CITI IE EUR OPERATING ORG

Cancel Step 1 of 4 Next

To create the invoice, click the **Next** button.

Step 3: Complete Details to Submit Your Invoice to Citi

Home | Orders | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Manage Tax | Review and Submit

Create Invoice: Details

* Indicates required field

Supplier

* Supplier DO NOT USE ESC ISUPPLI
Tax Payer ID EST1
* Remit To ISUPPLIER TEST
Address DO NOT USE ESC ISUPPLIER TEST USE ONLY AK
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

* Invoice Number DSPMARTXT1
* Invoice Date 13-Mar-2020
Invoice Type Invoice
Currency USD
Invoice Description
Attachment Attachment List Add
US Vendor Charged Tax 15

Customer

* Customer Tax Payer ID SYS12060
Customer Name CITI US LEGAL ORG
Address 3800 CITIBANK CENTER TAMPA 336

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
7358	1	1		Testing		US 001B	10000	5	10	UNIT	50

Shipping and Handling

Charge Type
No results found.
Add Row

Update **Quantity** to accurate billed amount.

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

Click the **Add** button to attach invoice image.

Enter the amount the **Vendor Charged**

Click the **Next** button to proceed.

Cancel Back Step 2 of 4 Next

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

Click the **Next** button to proceed.

Step 4: Review and verify the information and submit

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

[Purchase Orders](#) | [Details](#) | **Manage Tax** | [Review and Submit](#)

Create Invoice: Manage Tax [Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Submit](#)

Supplier

* Supplier DO NOT USE ESC ISUPPLIER TEST
 Tax Payer ID EST1
 * Remit To ISUPPLIER TEST
 Address DO NOT USE ESC ISUPPLIER TEST USE ONLY AK
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number ISPMAR123
 * Invoice Date 13-Mar-2020
 Invoice Type Standard
 * Currency USD
 Invoice Description
 Attachment [Attachment List](#)

Customer

* Customer Tax Payer ID SYS12060
 Customer Name CITI US LEGAL ORG
 Address 3800 CITIBANK CENTER TAMPA 33610 US

Requester Email
 Requester First Name
 Requester Last Name

Summary Tax Lines

[Calculate](#)

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1		VERTEX USE TAX US/VERTEX TAX/STANDARD		VERTEX TAX/URCD	VERTEXTAXRATECODE-62566-9.2			Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
7358	1	1	Testing		US 001B	9987	1.00 UNIT	10.00	10.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	10.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	1.00
Recalculate Total	Total (USD) 11.00

[Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Submit](#)

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