

## **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* <u>click here</u> 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.







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".





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

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Step 3: Complete Details to Submit Your Invoice to Citi





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## Step 4: Review and verify the information and submit

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