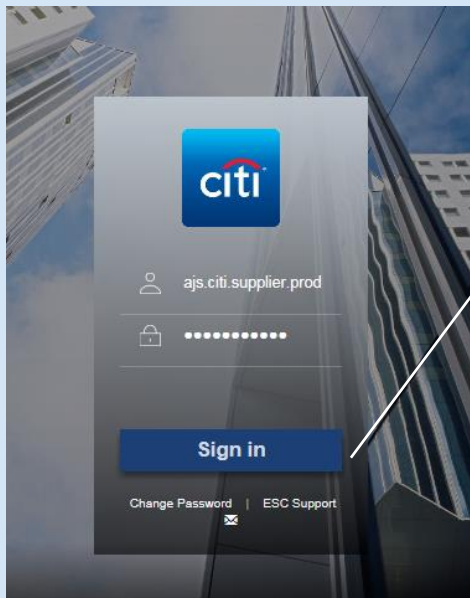# Citi
iSupplier Portal

Purchase Order Match Quick Guide

Applicable for all countries except 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.
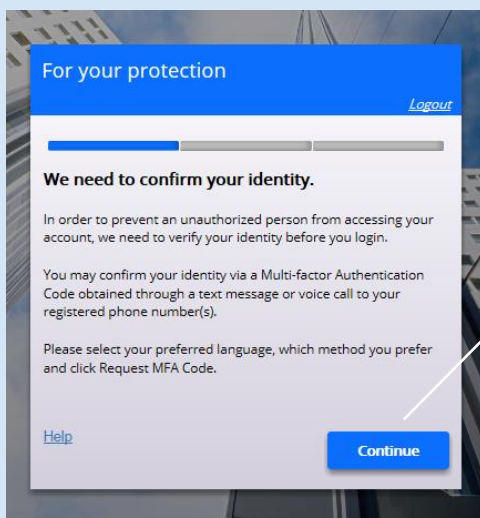
To start the Multi-factor Authentication (MFA) process, click the **Continue** button.

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
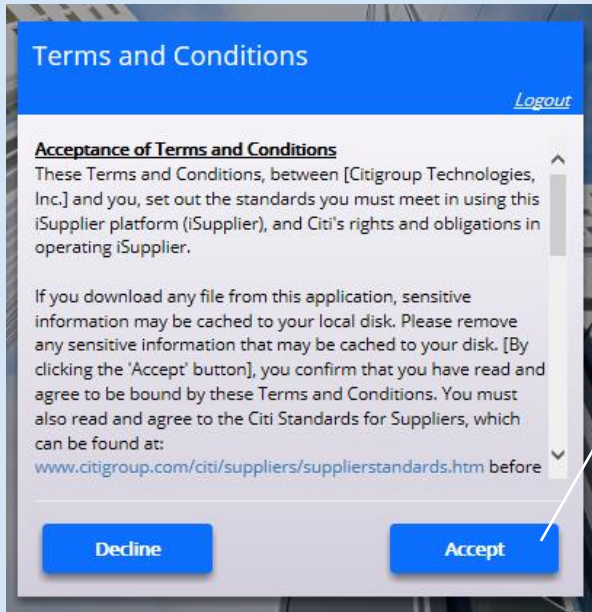
XXX-XXX-9370

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**

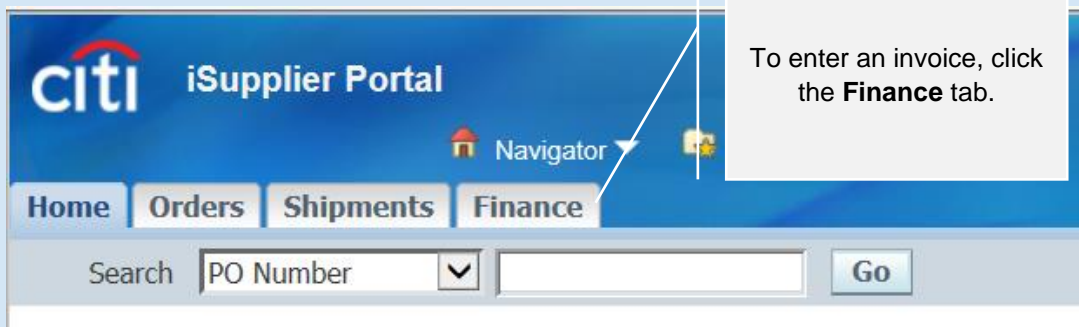Enter the MFA code you received and click the **Validate** button.

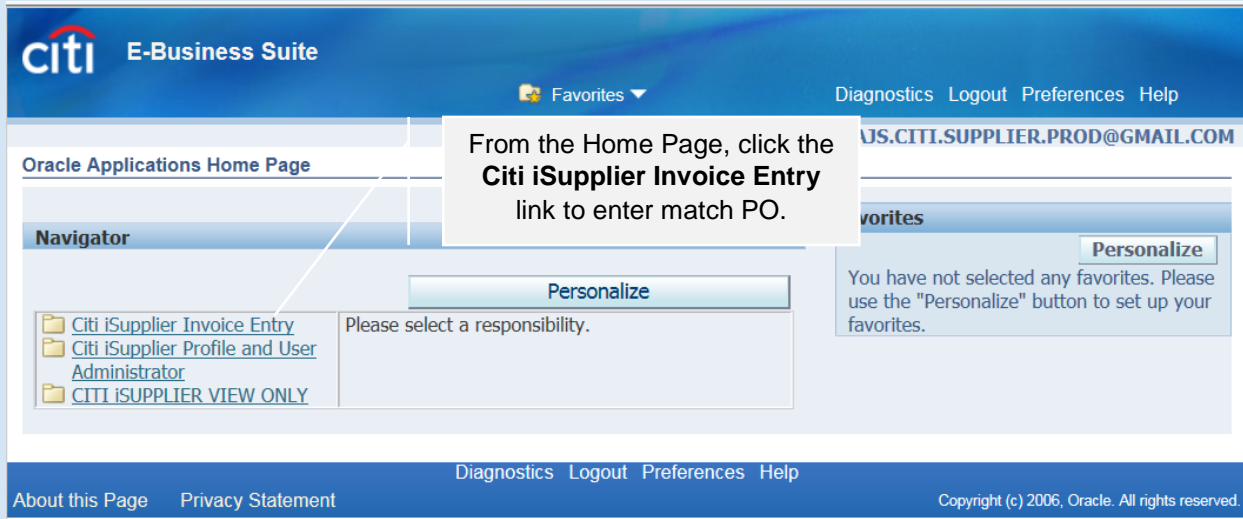If you need another code, please click "send a new code".

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

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

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

citi iSupplier Portal

Navigator ▼   Favorites ▼   Home Logout Preferences Help Diagnostics

| Home | Orders | Shipments | Finance |

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice [With a PO ▼] [Go]

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

[Cancel] Step 1 of 4 [Next]

Search

Note that the search is case insensitive

Supplier [   ] 🔍

Purchase Order Number [1031486   ] ✕

Purchase Order Date [   ] 📅
(example: 13-Jun-2019)

Buyer [   ] 🔍

Organization [   ] 🔍

Advances and Financing [Excluded ▼]

[Go] [Clear]

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.															

[Cancel] Step 1 of 4 [Next]

Select Items: **Add to Invoice**

Select All | Select None

Select	Supplier	PO Number	Line	Shipment	Advances/Fina...	Supplier ...	Ordered	Received	Invoiced	UOM	Unit Price	Curr	S... T...
☑	DO NOT USE ESC ISUPPLIER TEST USE ONLY (IE)	1031486	1	1	D		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	UOM	Unit Price	Curr	Ship To	Organization
☐	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 | Shipments | **Finance** |

Create Invoices | View Invoices | View Payments

Purchase Orders — — — ● Details — — — ○ Manage Tax — — — ○ Review and Submit

Create Invoice: Details

* Indicates required field

Cancel   Back   Step 2 of 4   **Next**

Supplier

* Supplier Tax Payer ID	DO NOT USE ESC ISUPPLIER TEST USE ONLY (IE)
* Remit To	ISUPPLIER
Address	X DUBLIN
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	
* Invoice Date	26-Jun-2019 (example: 26-Jun-2019)
Invoice Type	Invoice
Currency	EUR
Invoice Description	
Attachment	None Add

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

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

Customer

* Customer Tax Payer ID	SYS12042
Customer Name	CITI GB EUR LEGAL ORG
Address	CITIGROUP CENTRE 1 LONDON E14 5I GB

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1031486	1	1		<DO NOT PROCESS> iSupplier Check out	Test	IE 13550	1	1	0.1	EACH	0.1

Shipping and Handling

Charge Type		Description
No results found.		

Add Row

> Update **Quantity** to accurate billed amount.

Cancel   Back   Step 2 of 4   **Next**

> Click the **Next** button to proceed.

Add Attachment

Cancel | Add Another | Apply

Attachment Summary Information

Title: Invoice Image
Description: [   ]

Category: **From Supplier**

Define Attachment

Type: ● File p 11-23-18\TEST FOR SAMPLE PDF OF INVOICE.pdf Browse...
○ URL [   ]
○ Text [   ]

Enter **Title.** Then, browse and select the **File** to upload and click the **Apply** button.

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	IE-Tax	IEEUR_VAT	IE VAT STANDARD	IEEUR_VAT	IE_VAT_23T_S	23	0.01	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
1031486	1	1	<DO NOT PROCESS> iSupplier Check out				0.50	EACH	0.10	0.05

Shipping and Handling

Charge Type
No results found.

Review the **Tax Amount** calculated.

Amount Description

Invoice Summary

Items	0.05
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.01
Recalculate Total Total (EUR)	0.06

Cancel | Save | Back | Step 3 of 4 | Next | Submit

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	IE-Tax		IE VAT STANDARD	VAT	IE_VAT_23T_S	23	.05 ×	Active

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.

Items	0.05
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.05
Recalculate Total Total (EUR)	0.10

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

Cancel   Save   Back   Step 3 of 4   Next   Submit

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

Step 4: Verify the information and submit.

Purchase Orders   Details   Manage Tax   Review and Submit

Create Invoice: Review and Submit

Cancel   Save   Back   Step 4 of 4   Submit

Supplier

* Supplier	DO NOT USE ESC ISUPPLIER TEST USE ONLY (IE)
Tax Payer ID	
* Remit To	ISUPPLIER TEST
Address	X DUBLIN
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	TEST1234
* Invoice Date	26-Jun-2019
Invoice Type	Standard
* Currency	EUR
Invoice Description	
Attachment	Attachment List

Customer

* Customer Tax Payer ID	SYS12042
Customer Name	CITI GB EUR LEGAL ORG
Address	CITIGROUP CENTRE 1 LONDON E14 5LB GB

Requester Email
Requester First Name
Requester Last Name

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
1031486	1	1	<DO NOT PROCESS> iSupplier Check out	Test	IE 13550	1	0.50	EACH	0.10	0.05

Shipping and Handling

Charge Type	Amount Description
No results found.	

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
IE-Tax	IEEUR_VAT	IE VAT STANDARD	IEEUR_VAT	IE_VAT_23T_S	23	0.05

Invoice Summary

Items	0.05
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.05
Total (EUR)	0.10

Cancel   Save   Back   Step 4 of 4   Submit

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