# iSupplier Portal



#### 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:

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## **Easy to Use Interface**

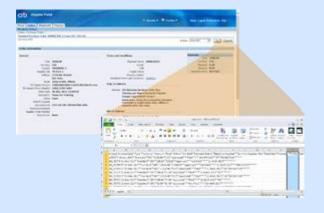
Log on and easily from the Homepage open and download Purchase Orders.



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### **View Invoices and Payments**

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



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### **Purchase Order Details**

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



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#### **Create Invoices**

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

