

PGE - UPDATE REMIT TO (ACH, WIRE, CHECK, VPAY)

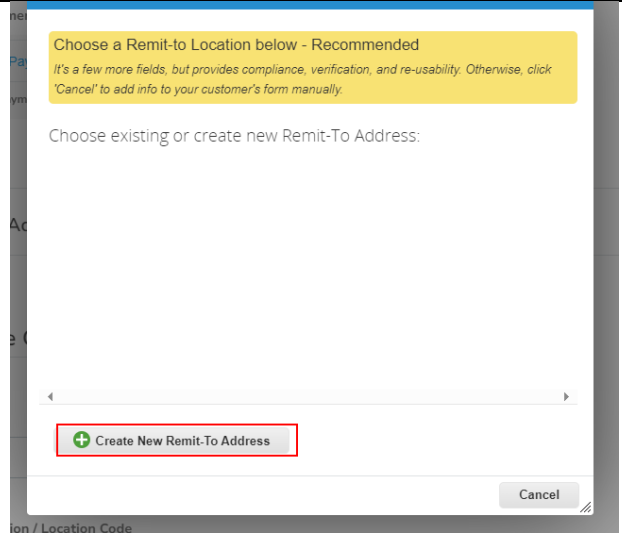
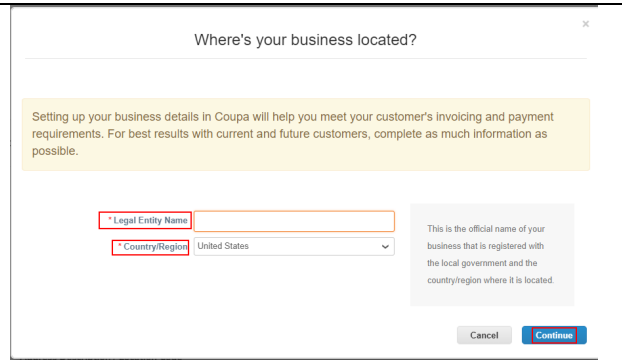
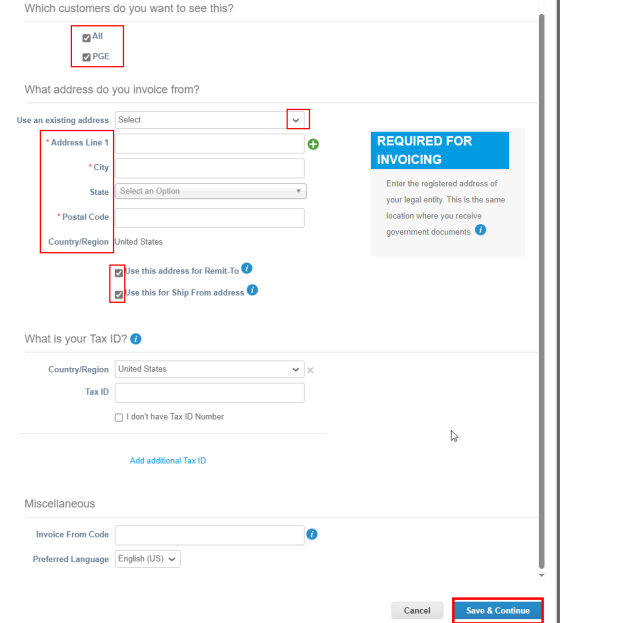
Please follow the steps below for adding or updating your remit to for invoicing to Portland General Electric.

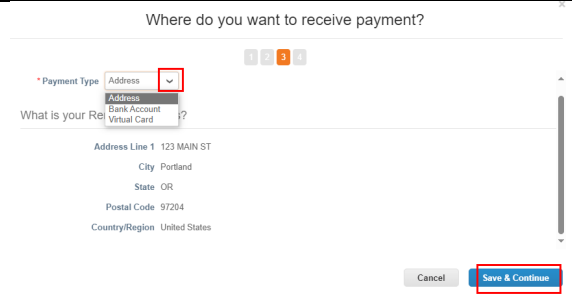
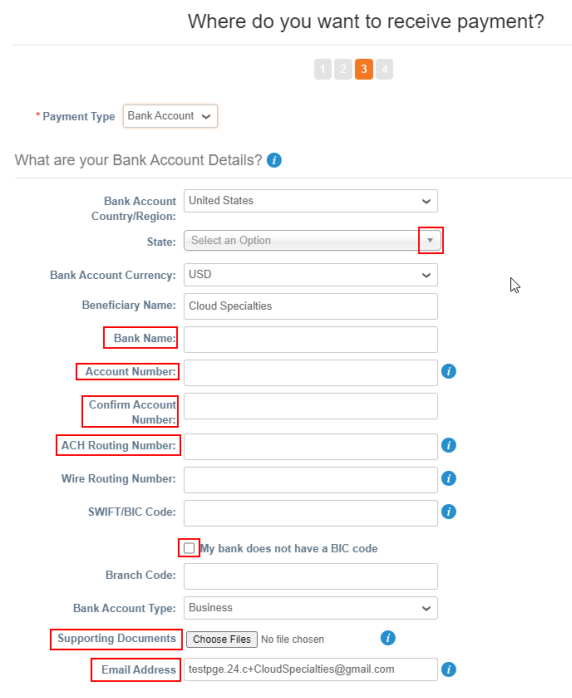
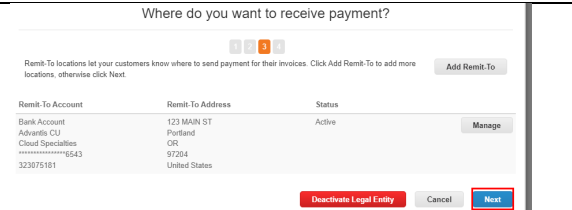
****DO NOT USE THIS FORM IF YOUR BANK IS OUTSIDE THE UNITED STATES.**

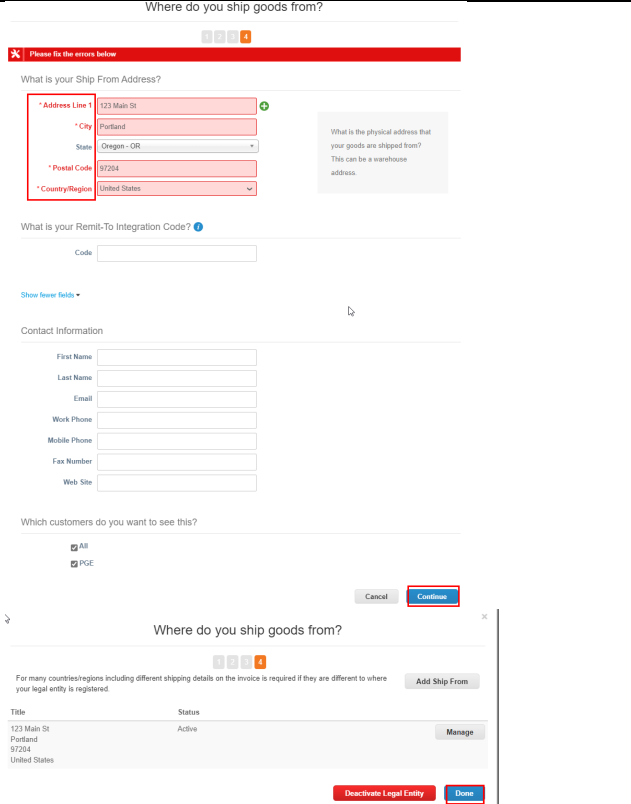
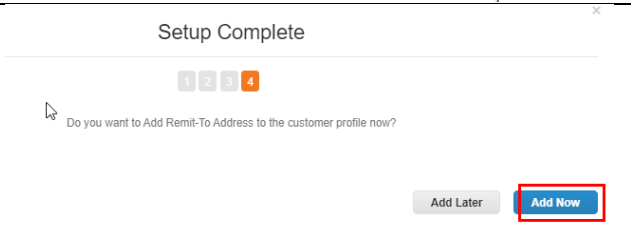
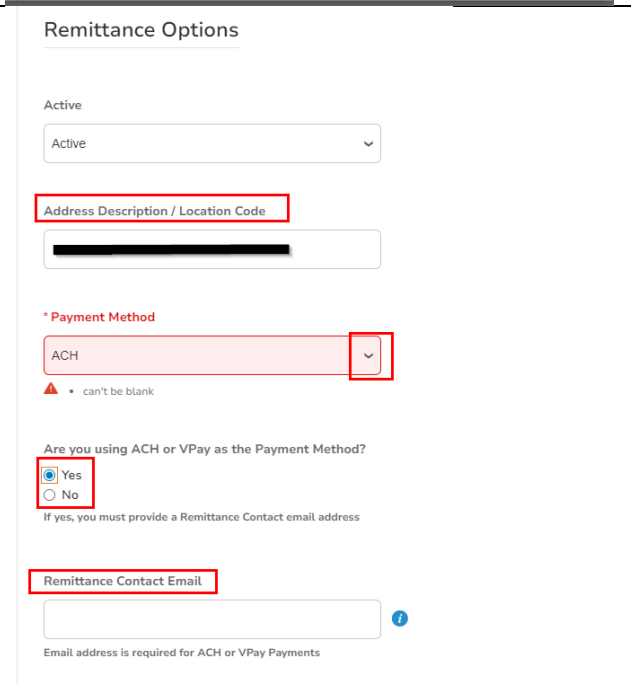
SEND AN EMAIL TO SUPPLIERENGAGEMENT@PGN.COM

STEP	ACTION	DESCRIPTION
1.	You have received an email to update your remittance address. Select the link to 'Update Profile'	Update your profile for PGE Hello [REDACTED], PGE received a request to either add a new or update an existing remittance address; cehck, wire, ach, or Vpay. In order to proceed, PGE wants you to respond by updating your company profile on Coupa. This information is required so the updates / changes can successfully be implemented in the system. We have provided instructions detailing how to properly fill out the electronic form in Coupa. It is imperative that you DO NOT delete any data on the form or overwrite any existing data. If you are unsure on how to proceed after reviewing the instruction, please reach out to SupplierEngagement@pgn.com Use the "Update Profile" button to respond or decline. Misc. Accounts Payable PGE Update Profile
2.	Log in to Coupa	Login * Email * Password Login New to Coupa? CREATE AN ACCOUNT Forgot your password?
3.	Once logged in, Select the Add Remit-To button All updates to existing Remit-To (including changes to email address or bank account # with an existing bank NEED to be added as a new Remit-To) DO NOT : - Select any red "x" - Change any existing field data	PGE Profile PGE PGE External Remit To Maintenance Form used by suppliers to maintain Remit To Addresses (RTAs) for PGE transactions Supplier Information [REDACTED] Add New or Update Existing Remit-To Address (RTA) Remit-To Addresses Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address. Add Remit-To Remit-To Address



4.	A pop-up will appear 'Choose Remit-To Address Select Create New Remit-to Address in the lower right corner.	
5.	Enter the Business Legal Entity Name and Country Select Continue	
6.	Enter New Form: Select from an existing address or add a new address Select the check boxes Select Save and Continue	

7.	Select the payment method: Address (check) Bank Account (ACH) Virtual Card (Vpay) Select Save and Continue	
8.	If adding Bank info for ACH – you must attach a Void check or Bank letter. Fill in all the highlighted fields: Bank Nam Account # Routing # Email Address SWIFT/BIC code – if you do not have this select the check box that you do not have.	
9.	Confirm the information is accurate. Select Next	

10.	If you didn't select to have the check box in Step 6 to "use this address for Ship From, you will need to fill out the ship from details. Address City State Zip Code Country / Region	
11.	Select Add Now from the setup screen	
12	Once added, you will need to select the Payment Method on the new Remittance Address. If ACH or Vpay, you must add a remittance email address **Leave the Address Description field blank	
13.	Once entered, review the information for accuracy.	

	PGE will not have the ability to see the full bank account # that was entered upon submission for ACH Scroll to the bottom of the page Select 'Submit for Approval'	Who should we reach out to with any questions about this change? Decline Save Submit for Approval DO NOT make changes or delete any existing data or Remit addresses
14.	Forms will be reviewed by Misc. Accounts Payable at PGE and processed within 7-10 business days upon receiving.	

