Supplier Portal – View Invoice and Payments

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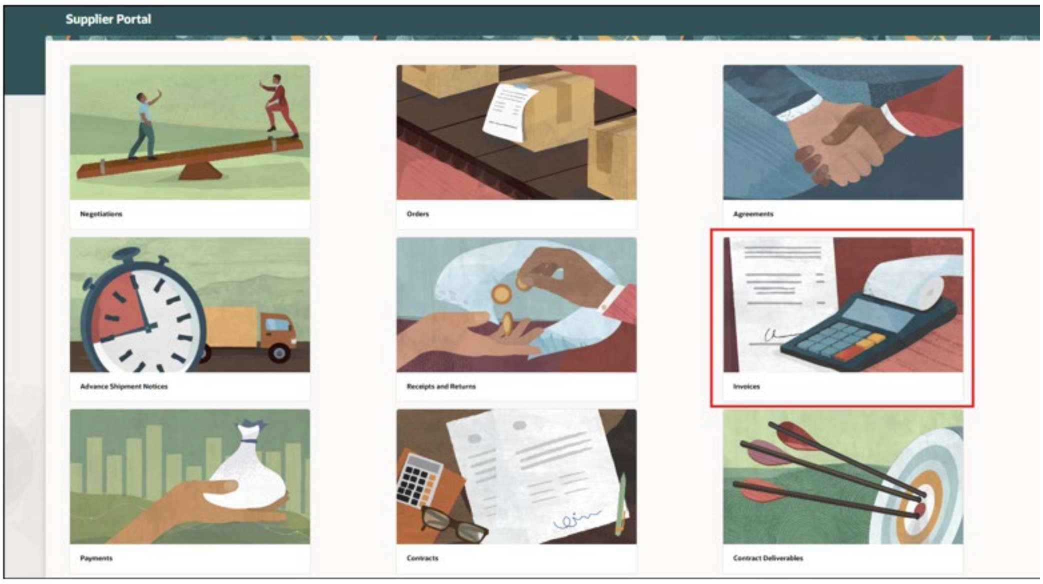
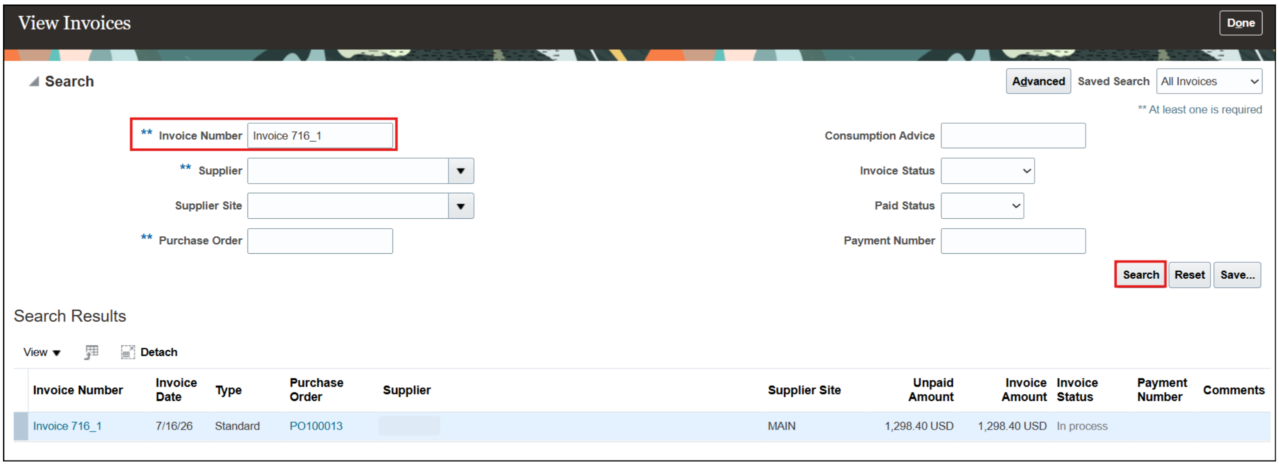
View Invoices

1.From the **Supplier Portal** dashboard, click on the **Invoices** tile to go to the **View Invoices** screen.



2.**Search** for the invoice number from the **View Invoices** screen by entering the invoice number in the **Invoice Number** field.



3.From the **Search Results** area, click on the blue hyperlink to open the invoice.

4.The **Invoice** screen will display with the details of supplier, line, tax details etc.

Invoice: Invoice 716_1

Done

Business Unit	CORPORATE BU
Legal Entity Name	Portland General Electric Company
Supplier or Party	
Supplier Site	MAIN
Address	
Invoice Date	7/16/26

Invoice Amount	1,298.40 USD
Unpaid Amount	1,298.40 USD
Payment Currency	USD
Tax Control Amount	

Invoice Type	Standard
Description	
Attachment	PGE Testing.pdf

Lines Payments

Items

View ▾ Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	1,200.00	UAT Test PR14				PO100013	1	1					

Summary Tax Lines

View ▾

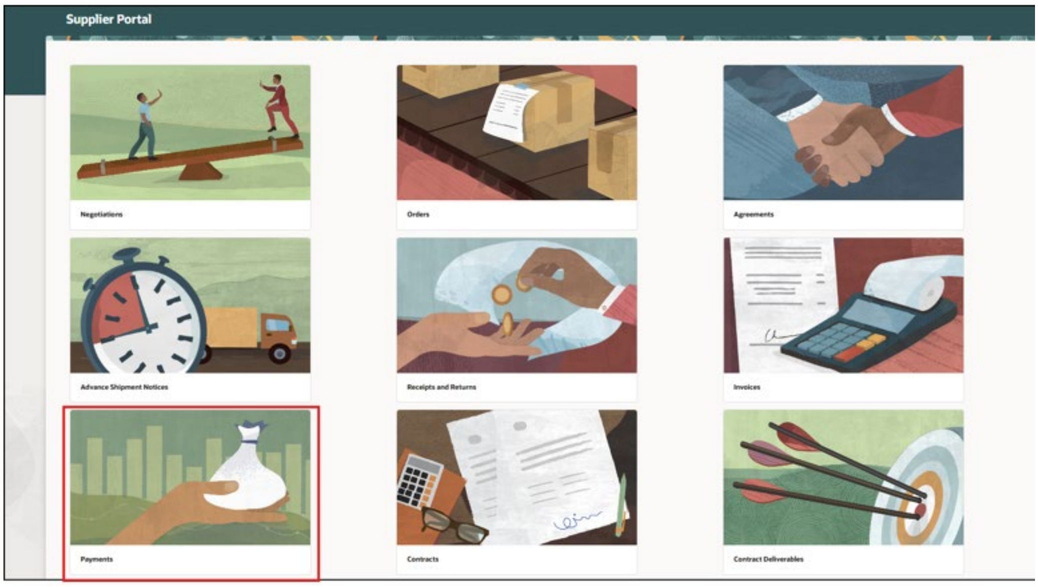
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	US SALES AND US...	LOCAL	Washington	STANDARD	LOCAL	1.7		20.4
2	US SALES AND US...	STATE	Washington	STANDARD	STATE	6.5		78
3	US SALES AND US...	TARIFF	United States	STANDARD	TARIFF	0		0

Shipping and Handling

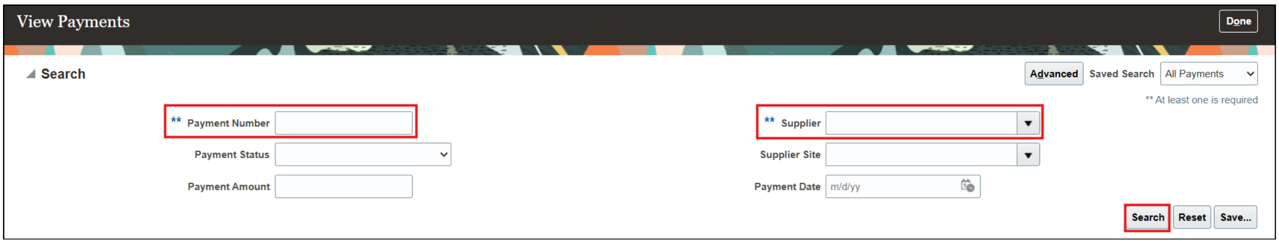
Line	Type	Amount
No shipping and handling.		

Payment Information

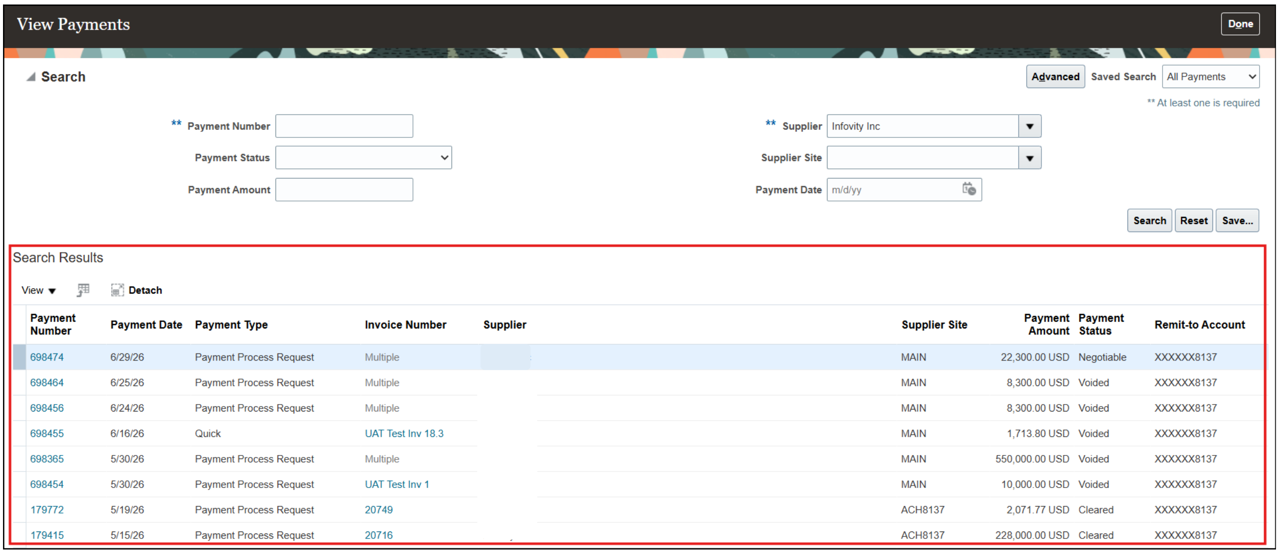
1. From the **Supplier Portal** dashboard, click on the **Payments** tile to go to the **View Payments** screen.



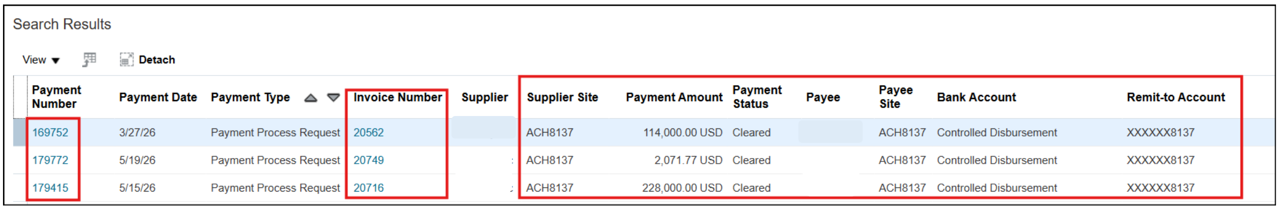
2. On the **View Payments** screen, to view payment information at least one of the two fields marked with a double asterisk, **Payment Number** or **Supplier** must be populated to return a search result. Populate required information, then click on **Search**.



3. Payment information will appear at the bottom of the screen under the **Seach Results.**



4. Payment information available is **Payment Number, Invoice Number, Supplier Site, Payment Status, Payment Amount, Payee, Payee Site, Bank Account** and **Remit-to Account**. Click on any of the blue hyperlinks to drill down for further information.



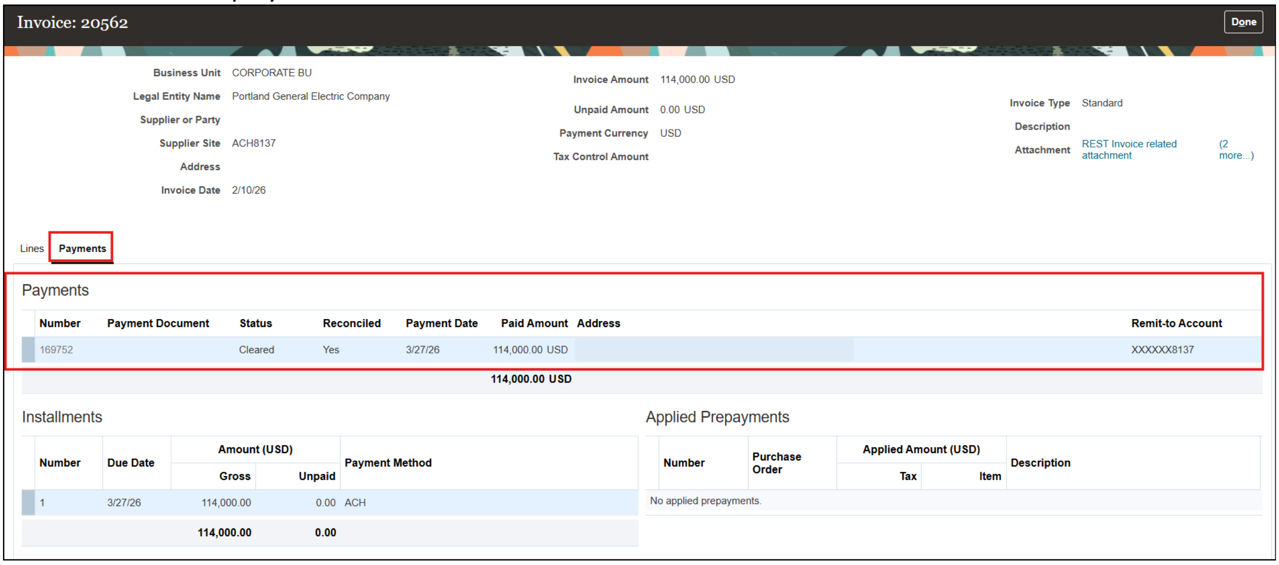
Search Results

View ▾ Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Payee	Payee Site	Bank Account	Remit-to Account
169752	3/27/26	Payment Process Request	20562		ACH8137	114,000.00 USD	Cleared		ACH8137	Controlled Disbursement	XXXXXX8137
179772	5/19/26	Payment Process Request	20749		ACH8137	2,071.77 USD	Cleared		ACH8137	Controlled Disbursement	XXXXXX8137
179415	5/15/26	Payment Process Request	20716		ACH8137	228,000.00 USD	Cleared		ACH8137	Controlled Disbursement	XXXXXX8137

5. To go back to the previous screen, click **Done** located on the top right-hand corner of the screen.

6. Payment information can be viewed directly from the **Invoice** screen in the **Payments** tab of the **Invoice** screen. The payment **Number**, **Payment Document, Status, Reconciled, Payment Date, Paid Amount, Address and Remit-to Account** fields are all displayed in this section.



Invoice: 20562 Done

Business Unit CORPORATE BU
Legal Entity Name Portland General Electric Company
Supplier or Party
Supplier Site ACH8137
Address
Invoice Date 2/10/26

Invoice Amount 114,000.00 USD
Unpaid Amount 0.00 USD
Payment Currency USD
Tax Control Amount

Invoice Type Standard
Description
Attachment REST Invoice related attachment (2 more...)

Lines Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
169752		Cleared	Yes	3/27/26	114,000.00 USD		XXXXXX8137
					114,000.00 USD		

Installments

Number	Due Date	Amount (USD) Gross	Amount (USD) Unpaid	Payment Method
1	3/27/26	114,000.00	0.00	ACH
		114,000.00	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD) Tax	Applied Amount (USD) Item	Description
No applied prepayments.				

7. To go back to the previous screen, click **Done** located on the top right-hand corner of the screen.