

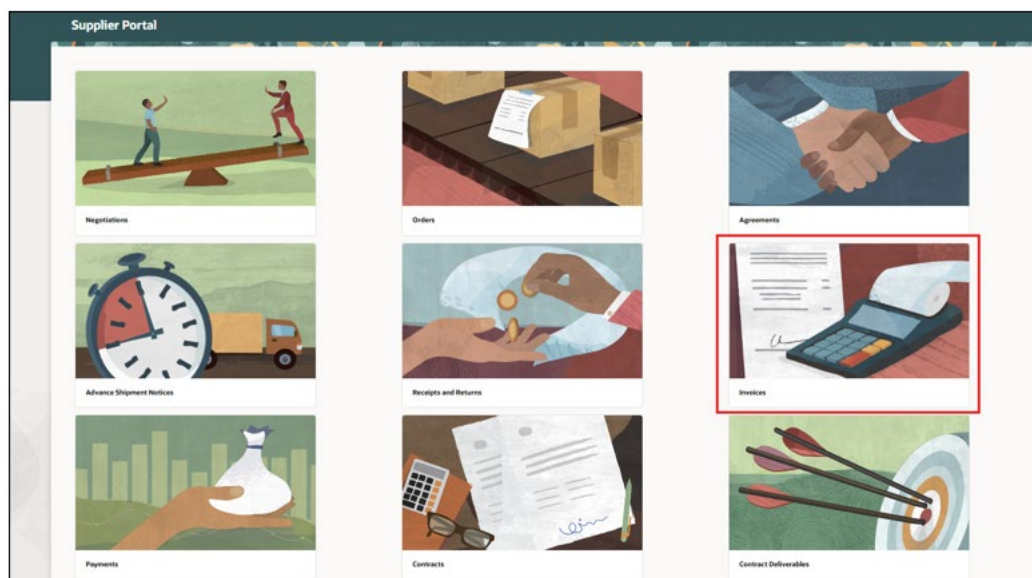
Supplier Portal – View Invoice and Payments

Table of Contents

View Invoices	1
Payment Information	3

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.

View Invoices Done

Search Advanced Saved Search All Invoices ▼

**** Invoice Number** **Consumption Advice**

**** Supplier** **Invoice Status**

Supplier Site **Paid Status**

**** Purchase Order** **Payment Number**

Search Reset Save...

Search Results

View **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
Invoice 716_1	7/16/26	Standard	PO100013		MAIN	1,298.40 USD	1,298.40 USD	In process		

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

Search Results

View **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
Invoice 716_1	7/16/26	Standard	PO100013		MAIN	1,298.40 USD	1,298.40 USD	In process		

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

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	
1	1,200.00	UAT Test PR14				PO100013	1	1					

Summary Tax Lines

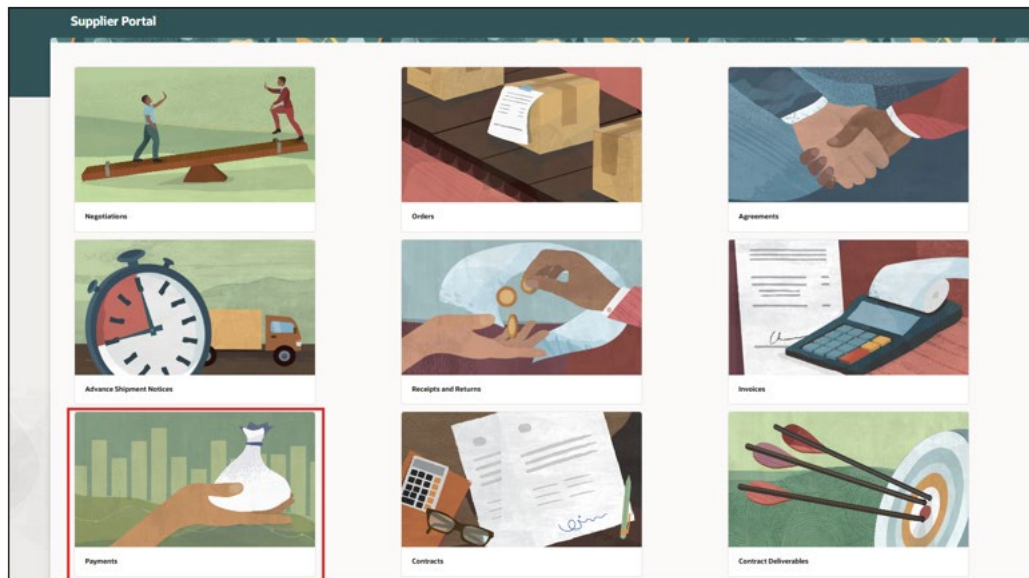
Shipping and Handling

View 

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	US SALES AND US...	LOCAL	Washington	STANDARD	LOCAL	1.7		20.4	No shipping and handling.		
2	US SALES AND US...	STATE	Washington	STANDARD	STATE	6.5		78			
3	US SALES AND US...	TARIFF	United States	STANDARD	TARIFF	0		0			

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 **Search Results**.

View Payments

Done

Search

AdvancedSaved SearchAll Payments

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

** At least one is required

SearchResetSave...

Search Results

View

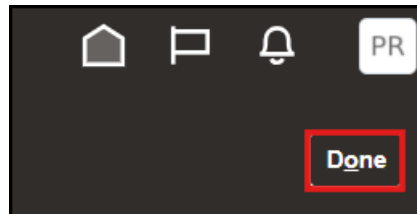
Details

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
698474	6/29/26	Payment Process Request	Multiple		MAIN	22,300.00 USD	Negotiable	XXXXXXXX8137
698464	6/25/26	Payment Process Request	Multiple		MAIN	8,300.00 USD	Voided	XXXXXXXX8137
698456	6/24/26	Payment Process Request	Multiple		MAIN	8,300.00 USD	Voided	XXXXXXXX8137
698455	6/16/26	Quick	UAT Test Inv 18.3		MAIN	1,713.80 USD	Voided	XXXXXXXX8137
698365	5/30/26	Payment Process Request	Multiple		MAIN	550,000.00 USD	Voided	XXXXXXXX8137
698454	5/30/26	Payment Process Request	UAT Test Inv 1		MAIN	10,000.00 USD	Voided	XXXXXXXX8137
179772	5/19/26	Payment Process Request	20749		ACH8137	2,071.77 USD	Cleared	XXXXXXXX8137
179415	5/15/26	Payment Process Request	20716		ACH8137	228,000.00 USD	Cleared	XXXXXXXX8137

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											
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 UnitCORPORATE BU
Legal Entity NamePortland General Electric Company
Supplier or Party
Supplier SiteACH8137
Address
Invoice Date2/10/26

Invoice Amount114,000.00 USD
Unpaid Amount0.00 USD
Payment CurrencyUSD
Tax Control Amount

Invoice TypeStandard
DescriptionREST Invoice related attachment (2 more...)
Attachment

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)		Payment Method
		Gross	Unpaid	
1	3/27/26	114,000.00	0.00	ACH
		114,000.00	0.00	

Applied Prepayments

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

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

