



Dear valuable supplier,

I am pleased to announce that you will now be able to get information about your invoice processing and payments online through our supplier self-service portal.

On this site you will be able to access the answers to your questions immediately, saving your staff time and hassle. The data is updated daily by our accounts payable system ensuring up-to-date and accurate information.

How Does It Work?

Using this self-service portal is as easy as 1, 2, 3:

1. Use the link below to access the portal.
 - a. <https://pge.invoiceinfo.com>
2. A screen will appear that says, "PGE Invoice Payment Information."
 - i. There you will enter *two* pieces of data from a selection of *eight* fields. *You can choose from Invoice Number, Invoice Amount, Vendor Number, PO Number, Date Received by PGE, Check Number, Check Date, and Check Amount.*
 - b. Once you have entered invoice data into *two* of the fields, click **search** and the results of your search will appear at the bottom of your page. Once you lock in the vendor number field, you can use date range options for a broader search.
3. If the results do not provide what you are looking for, here are a few options:
 - a. If your search returns no results, we may not have received your invoice. You can use the link on the left of the screen to upload the invoice directly to us.
 - b. If your invoice says 'exceptions exist' use the "How to use this page" or "Tips for Successful Billing" links on the left-hand side of the screen for troubleshooting options.
 - c. If you still have questions, click on the "Contact Us" link on the left-hand side of the screen to send an email to the PGE Accounts Payable department.

Even without a password, this self-service portal is secure. No supplier names are ever visible and we will not display sensitive supplier information in the results. You have five attempts to search for your information successfully before being locked out for a short period of time.

This portal was developed to make it easier to do business with us. We hope you enjoy the convenience this tool will offer you for your invoice inquiries. If you have any questions, please contact me at tina.steeprow@pgn.com.

Sincerely,

Tina Steeprow

Portland General Electric - Disbursements & Receivables Supervisor
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