



Invoice Status & Statement Reconciliation Portal **USER'S GUIDE**

TABLE OF CONTENTS

PAGE

WHAT IS A SIMPLE INQUIRY & HOW DO I EXECUTE IT?

02

I RECEIVED A "NO DATA FOUND" MESSAGE. WHAT SHOULD I DO?

03

WHAT IS A MULTI-INVOICE INQUIRY & HOW DO I EXECUTE IT?

04

HOW TO PERFORM A STATEMENT RECONCILIATION.

05

VENDOR NUMBER INQUIRY.

08

Simple Inquiry

What is a simple inquiry & how do I execute it?

A simple inquiry occurs only when you need to look up a single invoice.

01 Enter two of the available fields under **Search by Invoice**. **A** Once you populate those two fields, your Vendor Number will display for future searches.

02 Click **Search**. **B**

03 Results of search will display. **C**

04 Once you have successfully received at least one valid response **C** during the session, you may use date ranges if desired. **D**

Exhibit A

PGE Invoice Payment Information

Invoice Payment Information

Statement Reconciliation

How-to-Guide

FAQ's

Tips for Successful Billing

Contact Us

The data available reflects the activity over the last rolling year based on data entry date. The data is updated daily.

Enter two of the available fields below to gain access to the system.

POs created before 10/5/21 use x9999-9999 or after 10/5/21 use 99999 with or without leading zeroes.

Once you have successfully found one invoice and locked in the supplier number, you will be able to expand the date range.

A Invoice Number OR packing slip #

Invoice Amount

Supplier Number

PO Number PO format: X9999-9999 OR 99999

Date Received

Check Number

Check Date

Check Amount

Sort Report by Ascending

B

PGE Invoice Payment Information

Invoice Payment Information

Statement Reconciliation

How-to-Guide

FAQ's

Tips for Successful Billing

Contact Us

ACH Setup

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Enter two of the available fields below to gain access to the system.

POs created before 10/5/21 use x9999-9999 or after 10/5/21 use 99999 with or without leading zeroes.

You have successfully received at least one valid response during this session and may use date ranges if desired.

Invoice Number OR packing slip #

Invoice Amount

Supplier Number **338716**

PO Number PO format: X9999-9999 OR 99999

Date Received TO

Check Number

Check Date TO

Check Amount

Sort Report by Ascending

Download Results in CSV Format

Voucher Number	Invoice Number	Currency	Invoice Amount	Amount Paid	Date Received	Supplier Number	Invoice Status	Payment Method	Check Number	Payment Date	Sch Payment Date	Terms	Check Clear Date	Payment Status	Match Status
11026961	SPO-819251-OCT-2021	USD	128.10	128.10	20-OCT-2021	0000338716	Postable	Automated Clearing House	254131	26-OCT-2021	22-OCT-2021	0	27-OCT-2021	Paid	Not Applicable

C

No Data Found

I received a “No Data Found” message. What should I do?

01 If you receive the **No Data Found** ^A message, your invoice may not have been received. Try to search using different criteria before assuming it is missing.

02 Once you are certain it is missing, click on **Contact Us** ^B and email us stating your issue and how we can help.

IMPORTANT: Clearly state that you have already checked the **Portland General Electric Invoice Status and Statement Reconciliation Portal**.

Exhibit B

The screenshot shows the 'PGE Invoice Payment Information' portal. On the left is a navigation menu with options: Invoice Payment Information, Statement Reconciliation, How-to-Guide, FAQ's, Tips for Successful Billing, Contact Us (marked with a red 'B'), and ACH Setup. The main content area includes a header with the Portland General Electric logo and the title 'PGE Invoice Payment Information'. Below the header, there is a text block stating: 'The data available reflects the activity over the last rolling year based on data entry date. The data is updated daily. Enter two of the available fields below to gain access to the system. POs created before 10/5/21 use x9999-9999 or after 10/5/21 use 99999 with or without leading zeroes. You have successfully received at least one valid response during this session and may use date ranges if desired.' Below this text are several input fields: Invoice Number (500319) OR packing slip #, Invoice Amount (128.10), Supplier Number (338716), PO Number, Date Received (with Date Range Search and Clear Dates buttons), Check Number, Check Date (with Date Range Search and Clear Dates buttons), and Check Amount. At the bottom, there is a 'Sort Report by' dropdown menu set to 'Ascending' and two buttons: 'Reset' and 'Search'. At the very bottom of the page, a red circular icon with a white 'A' is followed by the text 'No Data Found - Please Retry Your Query (1)'.

Multi-Invoice Inquiry

What is a multi-invoice inquiry & how do I execute it?

If you are interested in inquiring about invoices for a range of dates, you must first perform the simple inquiry.

Exhibit C

- 01 Follow the steps outlined to execute a simple inquiry. [See **Exhibit A** on page 2.]
- 02 Upon successful completion of a simple inquiry, the date range option will be displayed **A**. Enter the **From** and **To** dates. **B**
- 03 Click on **Date Range Search** button. **C**
- 04 Results of search will display. **D**
- 05 If you would like to download the results of the search to an Excel spreadsheet, click **Download Results in CSV Format**. **E**

The screenshot displays the 'PGE Invoice Payment Information' portal. It includes a navigation menu on the left with options like 'Invoice Payment Information', 'Statement Reconciliation', and 'FAQ's'. The main content area contains instructions and search filters. The search filters include fields for Invoice Number, Invoice Amount, Supplier Number (338716), PO Number, Date Received (01-October-2020 to 19-October-2022), Check Number, Check Date, and Check Amount. There are 'Date Range Search' and 'Clear Dates' buttons. Below the filters is a 'Sort Report by' dropdown set to 'Ascending' and 'Reset'/'Search' buttons. A 'Download Results in CSV Format' link is also present. At the bottom, a table displays search results with columns for Voucher Number, Invoice Number, Currency, Invoice Amount, Amount Paid, Date Received, Supplier Number, Invoice Status, Payment Method, Check Number, Payment Date, Sch Payment Date, Terms, Check Clear Date, Payment Status, and Match Status.

Voucher Number	Invoice Number	Currency	Invoice Amount	Amount Paid	Date Received	Supplier Number	Invoice Status	Payment Method	Check Number	Payment Date	Sch Payment Date	Terms	Check Clear Date	Payment Status	Match Status
11048138	SPO-00C5C1-APR-2022	USD	283.71	283.71	27-APR-2022	0000338716	Postable	Automated Clearing House	263600	02-MAY-2022	28-APR-2022	0	04-MAY-2022	Paid	Not Applicable
11082779	SPO-00C5C1-AUG-2022	USD	374.84	374.84	25-AUG-2022	0000338716	Postable	Automated Clearing House	269528	31-AUG-2022	29-AUG-2022	0	01-SEP-2022	Paid	Not Applicable
11034573	SPO-00C5C1-DEC-2021	USD	84.88	84.88	28-DEC-2021	0000338716	Postable	Automated Clearing House	257749	05-JAN-2022	03-JAN-2022	0	06-JAN-2022	Paid	Not Applicable
11041053	SPO-00C5C1-FEB-2022	USD	184.85	184.85	28-FEB-2022	0000338716	Postable	Automated Clearing House	260527	03-MAR-2022	01-MAR-2022	0	07-MAR-2022	Paid	Not Applicable
11037525	SPO-00C5C1-JAN-2022	USD	99.96	99.96	28-JAN-2022	0000338716	Postable	Automated Clearing House	259231	03-FEB-2022	01-FEB-2022	0	07-FEB-2022	Paid	Not Applicable
11059118	SPO-00C5C1-JUL-2022	USD	390.56	390.56	27-JUL-2022	0000338716	Postable	Automated Clearing House	268189	02-AUG-2022	29-JUL-2022	0	03-AUG-2022	Paid	Not Applicable
11055270	SPO-00C5C1-JUN-2022	USD	296.32	296.32	27-JUN-2022	0000338716	Postable	Automated Clearing House	266541	30-JUN-2022	28-JUN-2022	0	01-JUL-2022	Paid	Not Applicable
11044494	SPO-00C5C1-MAR-2022	USD	229.98	229.98	29-MAR-2022	0000338716	Postable	Automated Clearing House	262053	01-APR-2022	31-MAR-2022	0	05-APR-2022	Paid	Not Applicable
11061489	SPO-00C5C1-MAY-	USD	208.64	208.64	26-MAY-2022	0000338716	Postable	Automated Clearing	264115	01-JUN-2022	27-MAY-2022	0	03-JUN-2022	Paid	Not

Statement Reconciliation

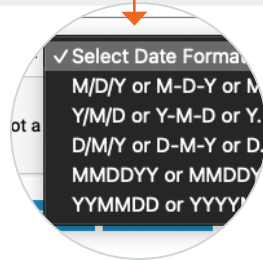
How do I perform a Statement Reconciliation?

Please follow the directions below.

- 01** Click on **Statement Reconciliation** in the left-hand menu. **A**
- 02** Enter and confirm your email address. **B**
- 03** Enter your vendor ID **C**
[Don't know your vendor ID? See **Exhibit H** on page 8.]
- 04** Paste or attach a statement. **D**
If you attach a statement, it must be in xlsx, xls, txt or csv format. Column 1 must contain the invoice number, column 2 the invoice date and column 3 the invoice amount.
If you paste a statement, put invoice numbers in column 1, invoice dates in column 2 and invoice amounts in column 3. [See **Exhibit E** on page 6 for example.]
- 05** From the drop-down menu, select the invoice date format. **E**
- 06** Click **Submit Statement**. **F**
You will receive an email with the statement reconciliation results [see **Exhibit F** on page 7] after submitting a statement.

Exhibit D

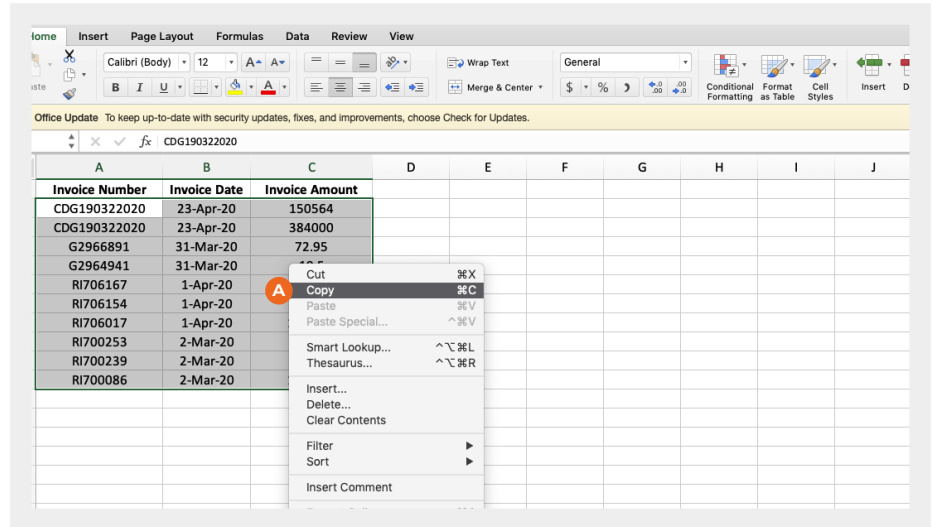
After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission



Instructions to Copy and Paste

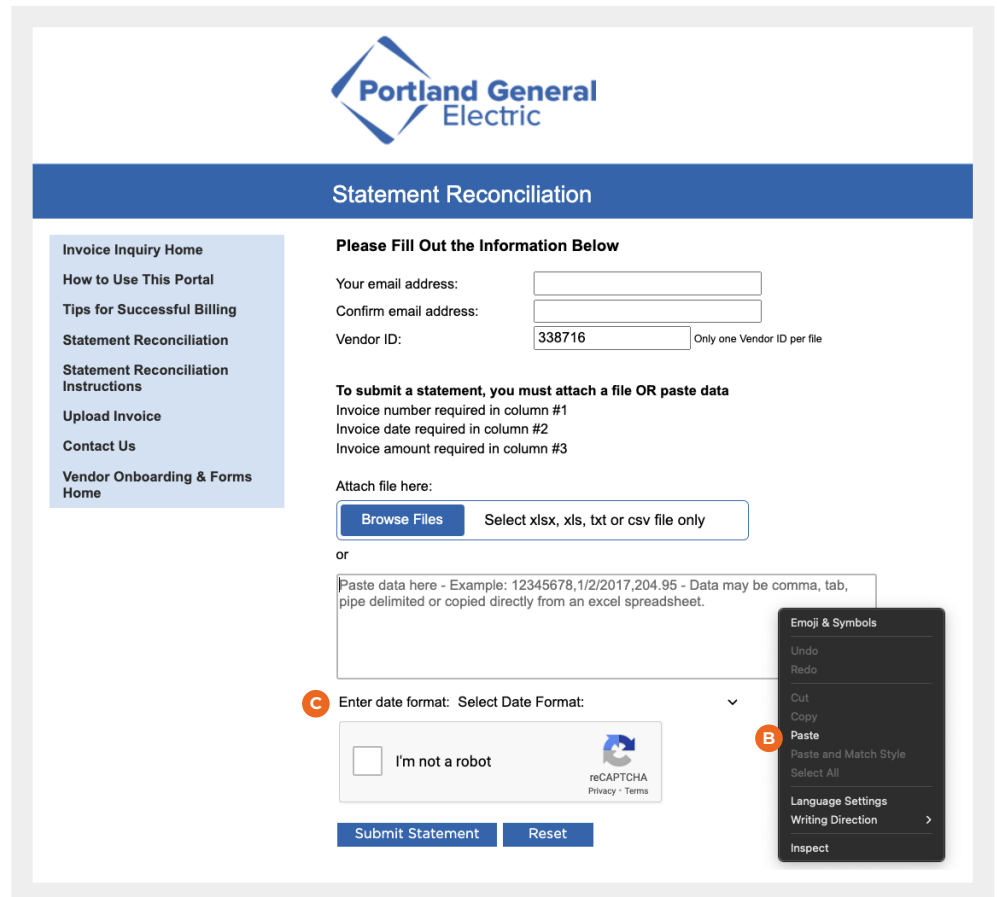
Exhibit E

01 Select the data you want to submit, right-click with your mouse and click **Copy**. **A**



02 To paste the data, click in the box, right-click with your mouse and click **Paste**. **B**

03 After pasting the data, click the down arrow and select the date format. **C**

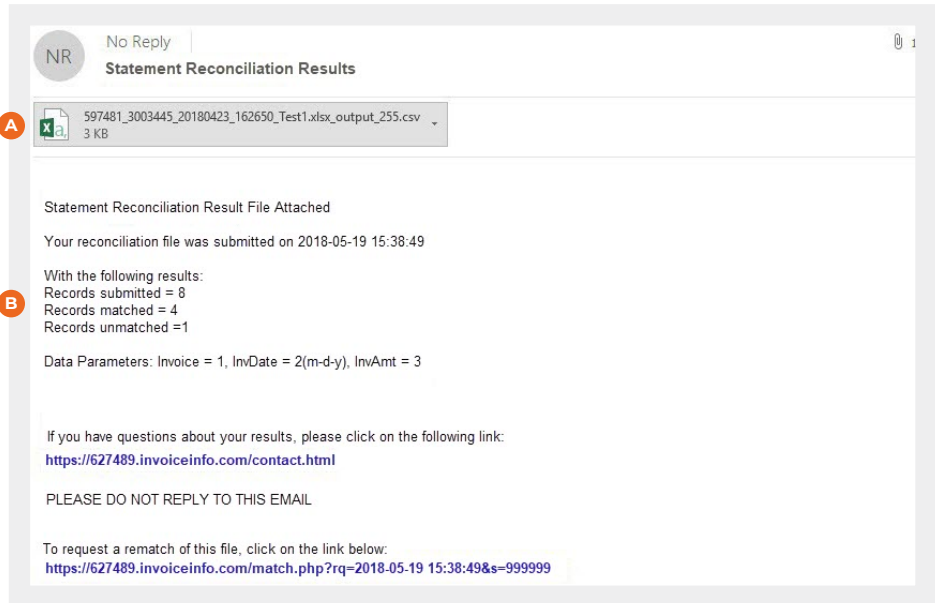


Statement Reconciliation Results Email

01 The statement reconciliation results are sent as an attachment. **A**

02 The summary of the results will be in the body of the email. **B**

Exhibit F



03 The **Match Status** column will indicate if there is an **All Match**, **Partial Match** or **No Match**. **C**

Exhibit G

The screenshot shows an Excel spreadsheet with columns A through S. The 'Match Status' column (E) is circled in red, and a red arrow points to the '6789.45 PARTIAL Match - Vendor, In' entry in row 9. Other entries in the 'Match Status' column include '183456 PARTIAL Match - Vendor, In', '1576 NO Match', '183456 PARTIAL Match - Vendor, In', '65432.01 ALL Match - Vendor, InvNumber, Date, Amount', '18765.89 ALL Match - Vendor, InvNumber, Date, Amount', '25890.65 ALL Match - Vendor, InvNumber, Date, Amount', and '11 ALL Match - Vendor, In'. The spreadsheet also includes columns for Vendor, Invoice, InvDate, InvAmt, VendorID, PO_NUMBER, INV, CHECK, METHOD, CHECK, CHECK, INVOICE, and AMOUNT PAID.

Vendor Number Inquiry

Don't know your vendor ID? Find it with a simple inquiry.

Exhibit H

- 01** Enter two of the available fields under **Search by Invoice** **A**
- 02** Click **Search** **B**
- 03** Vendor number displays **C**

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Invoice Amount

Supplier Number

PO Number PO format: X9999-9999 OR 99999

Date Received

Check Number

Check Date

Check Amount

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Invoice Payment Information

Statement Reconciliation

How-to-Guide

FAQ's

Tips for Successful Billing

Contact Us

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You have successfully received at least one valid response during this session and may use date ranges if desired.

Invoice Number OR packing slip #

Invoice Amount

C Supplier Number **338716**

PO Number PO format: X9999-9999 OR 99999

Date Received TO

Check Number

Check Date TO

Check Amount

Sort Report by Ascending

Download Results in CSV Format

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8