

Portland General Electric Payment Status Portal – How To Guide



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

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

1. Enter two of the available fields.
2. Click “Search”
3. Once you have successfully received at least one valid response during the session, you may use date ranges if desired.

Voucher Number	Invoice Number	Currency	Invoice Amount	Amount Paid	Date Submitted	Vendor Number	PO Number	Business Unit	Invoice Status	Payment Method	Check Number	Payment Date	Sch Payment Date	Terms	Check Clear Date	Payment Status	Match Status
10944044	3191	USD	137417.50	137417.50	02-OCT-2017	0000108383			Postable	System Check	395461	01-NOV-2017	01-NOV-2017	30	07-NOV-2017	Paid	Matched

Portland General Electric Payment Status Portal – How To Guide



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

If you receive the “No Data Found” message, your invoice may not have been processed for payment.

1. Contact the person who requisitioned the goods/services to confirm whether or not they approved the invoice for payment.
2. If your invoice was approved and it is more than 20 days old contact Tina.Steeprow@pgn.com.

Portland General Electric

PGE Invoice Payment Information

The data available reflects the activity over the last rolling year based on data entry date. The data is updated daily.
Please enter two of the available fields below to gain access to the system.
 Once you have successfully found one invoice and locked in the vendor number, you will be able to expand the date range.

Invoice Number:

Invoice Amount:

Vendor Number:

PO Number: PO format: X9999-9999 (leading zeroes after dash optional)

Date Submitted:

Check Number:

Check Date:

Check Amount:

Sort Report by: Ascending

No Data Found - Please Retry Your Query (1) ←

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.

1. Follow the steps outlined to execute a simple inquiry.
2. Upon successful completion, the “date range” option will be presented for Date Submitted and Check Date.

Portland General Electric

PGE Invoice Payment Information

The data available reflects the activity over the last rolling year based on data entry date. The data is updated daily.
Please enter two of the available fields below to gain access to the system.
 You have successfully received at least one valid response during this session and may use date ranges if desired.

Invoice Number:

Invoice Amount:

Vendor Number:

PO Number: PO format: X9999-9999 (leading zeroes after dash optional)

Date Submitted: TO

Check Number:

Check Date: TO

Check Amount:

Sort Report by: Ascending

Download Results in CSV Format

Vendor Number	Invoice Number	Currency	Invoice Amount	Amount Paid	Date Submitted	Vendor Number	PO Number	Business Unit	Invoice Status	Payment Method	Check Number	Payment Date	Sch Payment Date	Terms	Check Clear Date	Payment Status	Match Status
10044044	3191	USD	137417.50	137417.50	02-OCT-2017	0000100383			Postable	System Check	365481	01-NOV-2017	01-NOV-2017	30	07-NOV-2017	Paid	Matched

Download Results in CSV Format