

# Quick Reference Guide

## Add Charges to an Invoice



### AUDIENCE

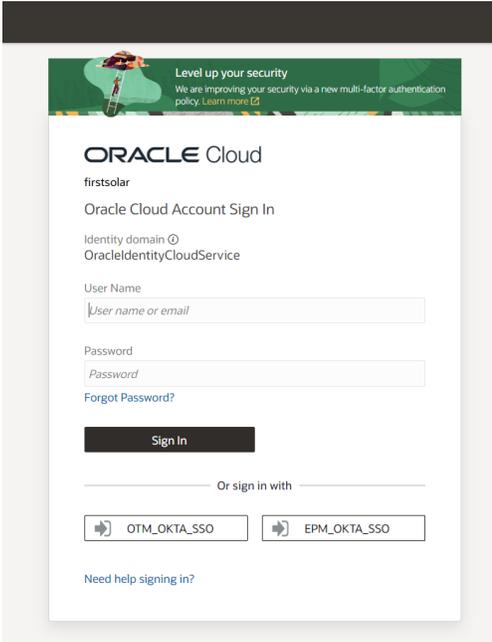
Freight Carriers

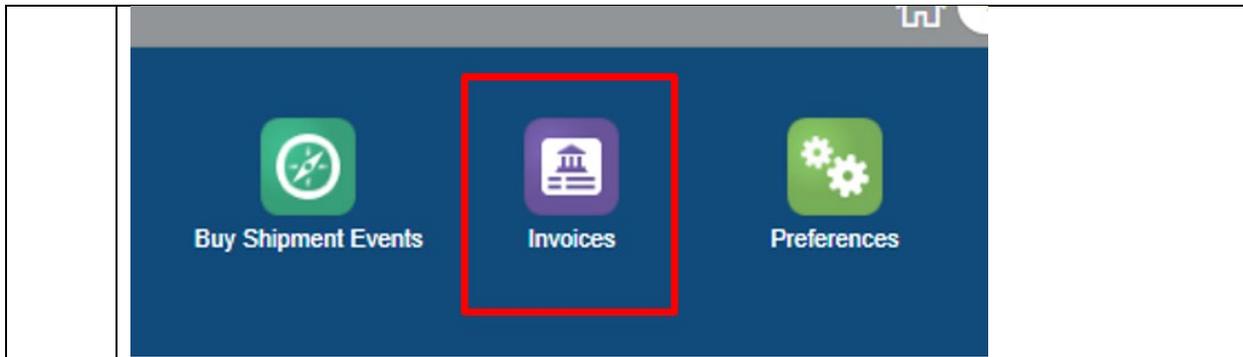
### PURPOSE

To provide instructions to Add Charges to an Invoice.

### Pre-requisite:

- You should have a valid login account to First Solar Freight Carrier Portal (FCP).

STEP	ACTION
1	<p>Open the <a href="#">Freight Carrier Portal URL</a> and enter your User Name (email address) and Password.</p>  <p>The screenshot shows the Oracle Cloud Account Sign In page for First Solar. At the top, there is a banner with the text "Level up your security" and "We are improving your security via a new multi-factor authentication policy. Learn more". Below this, the Oracle Cloud logo is displayed, followed by "firstsolar" and "Oracle Cloud Account Sign In". The identity domain is "OracleIdentityCloudService". There are input fields for "User Name" (with placeholder "User name or email") and "Password" (with placeholder "Password"). A "Forgot Password?" link is present. A "Sign In" button is located below the password field. Below the sign in button, there is a section for "Or sign in with" with two buttons: "OTM_OKTA_SSO" and "EPM_OKTA_SSO". At the bottom, there is a link for "Need help signing in?".</p> <p>If this is the first time you are logging in, please <a href="#">Reset Your FCP Password</a> before continuing.</p>
2	Select the <b>Invoices</b> icon from the landing page.



3 From the Invoice Page, set your Saved Search query to the **201 – INVOICES\_NOT\_REVIEWED** result screen, then select the targeted Invoice ID hyperlink.

Transportation and Global Trade - UAT

1 Saved Search: 201 - INVOICES NOT REVIEWED

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number
<a href="#">FSLR.100000548</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-29 16:11 GMT	KUEHNE + NAGEL SERVICE ...	400002668-70003492-1
<a href="#">FSLR.100000547</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-29 16:03 GMT	KUEHNE + NAGEL SERVICE ...	400002667-70003492-1
<a href="#">FSLR.100000546</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-29 15:57 GMT	KUEHNE + NAGEL SERVICE ...	400002666-70003492-1
<a href="#">FSLR.100000541</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-28 23:41 GMT	KUEHNE + NAGEL SERVICE ...	400001064-70003492-1
<a href="#">FSLR.100000539</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-28 23:29 GMT	KUEHNE + NAGEL AG AND C...	
<a href="#">FSLR.100000536</a>	✓	<input type="radio"/>	<input checked="" type="radio"/>	STANDARD	2023-07-28 17:18 GMT	KUEHNE + NAGEL SERVICE ...	
<a href="#">FSLR.100000528</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-27 20:03 GMT	KUEHNE + NAGEL SERVICE ...	400001000-70003492-2
<a href="#">FSLR.100000526</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-27 19:43 GMT	KUEHNE + NAGEL SERVICE ...	400001105-70003492-2
<a href="#">FSLR.100000525</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-27 08:28 GMT	KUEHNE + NAGEL SERVICE ...	400001250-70003492-3
<a href="#">FSLR.100000516</a>	✓	<input type="radio"/>	<input checked="" type="radio"/>	PARENT	2023-07-26 05:55 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000516-2
<a href="#">FSLR.100000514</a>	✓	<input type="radio"/>	<input checked="" type="radio"/>	STANDARD	2023-07-26 05:02 GMT	KUEHNE + NAGEL SERVICE ...	400000094-70003492-2
<a href="#">FSLR.100000508</a>	✓	<input type="radio"/>	<input checked="" type="radio"/>	PARENT	2023-07-21 15:15 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000508-2
<a href="#">FSLR.100000505</a>	✓	<input type="radio"/>	<input checked="" type="radio"/>	PARENT	2023-07-20 10:19 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000505-2
<a href="#">FSLR.100000503</a>	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-18 20:15 GMT	KUEHNE + NAGEL SERVICE ...	400002327-70003492-2

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4 A pop-up window with your Invoice will appear. Select the **Edit** button to switch to Edit Mode.

Invoice ☆

1 of 1 | [Edit](#) | [Actions](#)

<b>Invoice ID</b> 100000539 <b>Service Provider Alias Qualifier</b> GL0G <b>Amount Due</b> 999.00 USD <b>Invoice Date</b> 2023-07-28 23:29 GMT <b>Start Date</b> 2023-05-12 16:03 GMT <b>Invoice Source</b> GC3 <b>Currency</b>  <b>Supply Country Code ID</b>	<b>Invoice Number</b>  <b>Service Provider Alias</b> FSLR.300000156358689 <b>Amount Due with VAT</b> 999.00 USD <b>Date Received</b> 2023-07-28 23:29 GMT <b>End Date</b> 2023-05-15 16:08 GMT <b>Fixed Cost</b> △ <b>Exchange Rate Date</b>  <b>Servprov VAT Registration ID</b>	<b>Financial Consolidation Type</b> STANDARD <b>Service Provider ID</b> 300000156358689 <b>Base Charge</b> 999.00 USD <b>Due Date</b>  <b>Invoice/Bill Rule ID</b>  <b>Credit Note</b> △ <b>Exchange Rate ID</b>  <b>Customer VAT Registration ID</b>	<b>Parent Invoice ID</b>  <b>Payment Method</b>  <b>Other Charge</b>  <b>GL Date</b>  <b>Pass Through</b> △ <b>VAT Exempt</b> NOT_EXEMPT	<b>Original Invoice ID</b>  <b>Incoterm</b>  <b>Status</b>  <b>Vessel ID</b>  <b>VAT Analysis Fixed</b> △
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More

Reference Number Qualifier ID	Reference Number	Issue Date
<a href="#">RELATED_ORDER_TYPE</a>	FSLR.STANDARD	
<a href="#">PAYING_ENTITY</a>	PA	

[Top](#) | [Refresh](#)

- 5 Review and adjust the appropriate entry fields, then select **Save** from the bottom-left corner of the pop-up window.

The screenshot shows an 'Invoice' pop-up window with the following fields:

- Header:** Invoice ID (100000539), Invoice Number, Financial Consolidation Type (STANDARD), Parent Invoice ID, Original Invoice ID.
- ServProv Alias Qualifier:** GLOG, Service Provider Alias (FSLR.300000156358689), Service Provider ID (300000156358689).
- Payment Method:** (Dropdown), Fixed Cost (checkbox), Credit Note (checkbox).
- Invoice Source:** GC3, Vessel ID, Amount Due with VAT (999.00 USD).
- Invoice Date:** 2023-07-20 23:29:59, Date Received (2023-07-20 23:29 GMT), Due Date, GL Date.
- Start Date:** 2023-05-12 16:03:00, End Date (2023-05-15 16:08:00), Invoice/Bill Rule ID.
- Currency:** (Dropdown), Exchange Rate Date, Exchange Rate ID.
- Charges:** Base Charge (999.00 USD), Other Charge, Discount Amount, Discount Percentage, Discount Days Due, Discount Due Date.

- 6 From the **Line Items** tab, select the **New Line Item** button. A new window will appear.

The screenshot shows the 'Line Items' tab of an invoice. The table below contains one line item:

Line Item Sequence	Cost Type	Description	Unit Count	Transport Handling Unit	Freight Charge	Accessorial Code
1	Base	B			274.23 USD	

Below the table is a **New Line Item** button. Other buttons include Top and Routes/Ports.

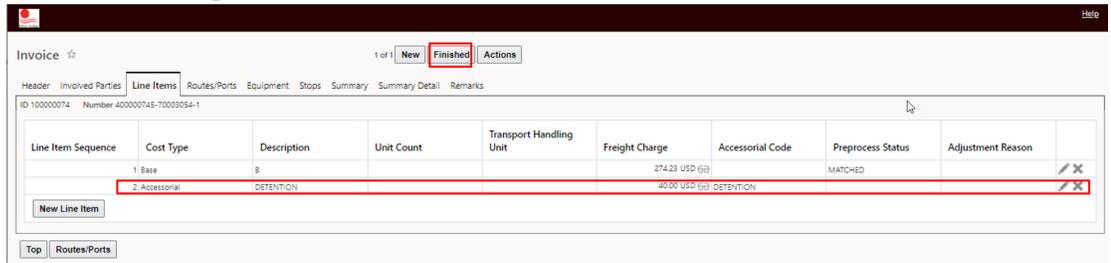
- 7 Fill out the required entry fields: Line Item Sequence Number, Freight Charge, Cost Type, Description, Accessorial Code. Then, select **Save**.

The screenshot shows the 'Line Item' pop-up window with the following fields highlighted in red:

- Line Item:** Line Item Sequence Number (2), Freight Charge (40 USD), Cost Type (Accessorial), Description (DETENTION).
- Accessorial Code:** DETENTION.
- Buttons:** Save, Cancel.

Other visible fields include: Prepaid Amount (USD), Payment Method Code ID, Process As Flow Through (checkbox), Adjustment Reason, Declared Value (USD), Declared Value Qualifier, Commodity Code, General Ledger Code, Export License Control, Country Code, Export License Expiration Date, Export License Number, Import License Issue Date, Import License Expiration Date, Import License Number.

8 An Accessorial Charge has been added to your Invoice. Repeat the process to add additional charges. Otherwise, select the **Finished** button.



9 Now, you have successfully added an Accessorial Charge to your Invoice.

