

Quick Reference Guide

Mark Invoice Carrier Reviewed



AUDIENCE

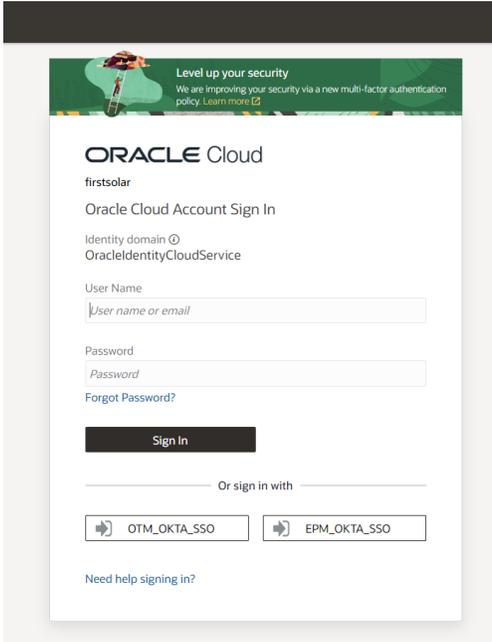
Freight Carriers

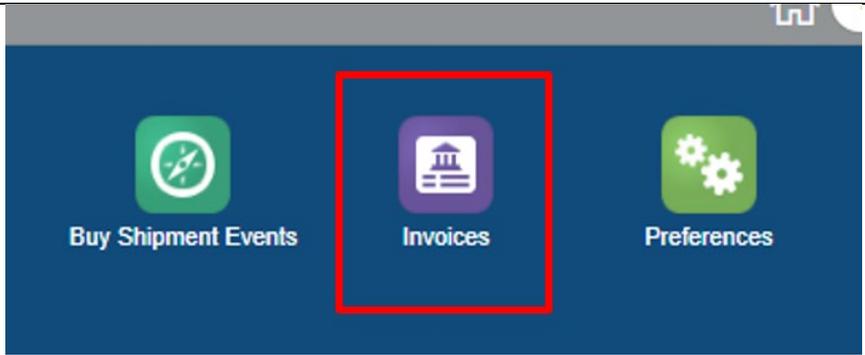
PURPOSE

To provide instructions to Mark Invoice Carrier Reviewed.

Pre-requisite:

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

STEP	ACTION
1	<p>Open the Freight Carrier Portal URL 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 that says "Level up your security" and "We are improving your security via a new multi-factor authentication policy. Learn more [E]". Below the banner, 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 a placeholder "User name or email") and "Password" (with a placeholder "Password"). A "Forgot Password?" link is below the password field. A "Sign In" button is centered below the fields. Below the button, there is a link "Or sign in with" followed by two buttons: "OTM_OKTA_SSO" and "EPM_OKTA_SSO". At the bottom, there is a link "Need help signing in?".</p> <p>If this is the first time you are logging in, please Reset Your FCP Password before continuing.</p>
2	Select the Invoices icon from the landing page.



3 From the Invoice Page, set your Saved Search query to the **201 – INVOICES_NOT_REVIEWED** result screen.

The screenshot shows the 'Invoices' page in the application. At the top, there is a header 'Transportation and Global Trade - UAT'. Below it, a toolbar contains a 'Saved Search' dropdown menu set to '201 - INVOICES'. The main area is a table with the following columns: ID, Match, Reviewed, Approval, Consolidation Type, Invoice/Bill Date, and Service Provider Name. The table contains 14 rows of invoice data.

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name
FSLR.100000548	✓	○	○	STANDARD	2023-07-29 16:11 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000547	✓	○	○	STANDARD	2023-07-29 16:03 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000546	✓	○	○	STANDARD	2023-07-29 15:57 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000541	✓	○	○	STANDARD	2023-07-28 23:41 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000539	✓	○	○	STANDARD	2023-07-28 23:29 GMT	KUEHNE + NAGEL AG AND C...
FSLR.100000536	✓	○	✓	STANDARD	2023-07-28 17:18 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000528	✓	○	○	STANDARD	2023-07-27 20:03 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000526	✓	○	○	STANDARD	2023-07-27 19:43 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000525	✓	○	○	STANDARD	2023-07-27 08:28 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000516	✓	○	✓	PARENT	2023-07-26 05:55 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000514	✓	○	✓	STANDARD	2023-07-26 05:02 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000508	✓	○	✓	PARENT	2023-07-21 15:15 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000505	✓	○	✓	PARENT	2023-07-20 10:19 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000503	✓	○	○	STANDARD	2023-07-18 20:15 GMT	KUEHNE + NAGEL SERVICE ...

4 Highlight the targeted Invoice line, then navigate to **Actions > 1 Favorites > 101 – Mark Invoice as Reviewed** and select it.

The screenshot shows the 'Invoices' page with the first row highlighted in red. The 'Actions' menu is open, and '101 - Mark Invoice as Reviewed' is selected. Below the main table, there is a section for 'Child Invoices for Parent' which is currently empty.

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number	Service Provider ID	Payment	Service Provider Name	Insert Time	Amount Due	Base Charge
FSLR.100000548	✓	○	○	STANDARD	2023-07-29 16:11 GMT	KUEHNE + NAGEL SERVICE ...	400002668-70003492-1	300000156358705	400002668		2023-07-29 16:11 GMT	100.00 US	

5

Your Invoice has now been moved out of the Saved Search query 201 – INVOICES_NOT_REVIEWED.

Transportation and Global Trade - UAT

Search

GUARAV.JAIN@FIRSTSOLAR.COM

Audio call

Invoices

Actions View Saved Search 201 - INVOICES_1

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number	Service Provider ID	Shipment ID	Payment	Insert Time	Amount Due
* FSLR.100000547	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-29 16:03 GMT	KUEHNE + NAGEL SERVICE	400002667-70003492-1	300000156358705	400002667		2023-07-29 16:03 GMT	100.00 US
* FSLR.100000546	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-29 15:57 GMT	KUEHNE + NAGEL SERVICE	400002666-70003492-1	300000156358705	400002666		2023-07-29 15:57 GMT	200.00 US
* FSLR.100000541	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-28 23:41 GMT	KUEHNE + NAGEL SERVICE	400001064-70003492-1	300000156358705	400001064		2023-07-28 23:41 GMT	305.00 US
* FSLR.100000539	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-28 23:29 GMT	KUEHNE + NAGEL AG AND C...		300000156358689	400002641		2023-07-28 23:29 GMT	999.00 US
* FSLR.100000536	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STANDARD	2023-07-28 17:18 GMT	KUEHNE + NAGEL SERVICE		300000156358705	400002656		2023-07-28 17:18 GMT	100.00 US
* FSLR.100000528	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-27 20:03 GMT	KUEHNE + NAGEL SERVICE	400001000-70003492-2	300000156358705	400001000		2023-07-27 20:03 GMT	4,800.00 US
* FSLR.100000526	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-27 19:43 GMT	KUEHNE + NAGEL SERVICE	400001105-70003492-2	300000156358705	400001105		2023-07-27 19:43 GMT	4,800.00 US
* FSLR.100000525	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-27 08:28 GMT	KUEHNE + NAGEL SERVICE	400001250-70003492-3	300000156358705	400001250		2023-07-27 08:28 GMT	850.00 US
* FSLR.100000516	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PARENT	2023-07-26 05:55 GMT	KUEHNE + NAGEL SERVICE	70003492-100000515-2	300000156358705			2023-07-26 05:55 GMT	1,096.00 US
* FSLR.100000514	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STANDARD	2023-07-26 05:02 GMT	KUEHNE + NAGEL SERVICE	400000094-70003492-2	300000156358705	400000094		2023-07-26 05:02 GMT	1,336.00 US
* FSLR.100000508	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-07-21 15:15 GMT	KUEHNE + NAGEL SERVICE	70003492-100000508-2	300000156358705			2023-07-21 15:15 GMT	1,336.00 US
* FSLR.100000505	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PARENT	2023-07-20 10:19 GMT	KUEHNE + NAGEL SERVICE	70003492-100000505-2	300000156358705			2023-07-20 10:19 GMT	3,346.00 US
* FSLR.100000503	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD	2023-07-18 20:15 GMT	KUEHNE + NAGEL SERVICE	400002327-70003492-2	300000156358705	400002327		2023-07-18 20:15 GMT	1,150.00 US
* FSLR.100000501	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PARENT	2023-07-18 02:20 GMT	KUEHNE + NAGEL SERVICE	70003492-100000501-2	300000156358705			2023-07-18 02:20 GMT	5,756.00 US

Rows Selected: 1 Records 25 of 201

Child Invoices for Parent Cost Lines for Standard

Actions View

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Invoice/Bill Number	Service Provider ID	Payment	Service Provider Name	Insert Time	Amount Due	Base Charge
No data to display.												