Quick Reference Guide

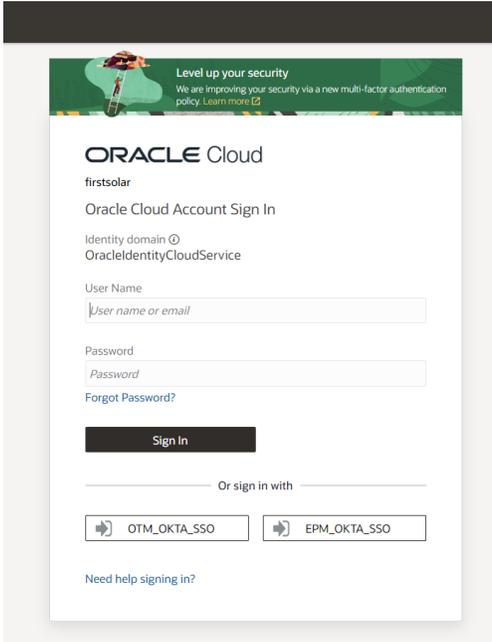## Mark Invoice Carrier Reviewed
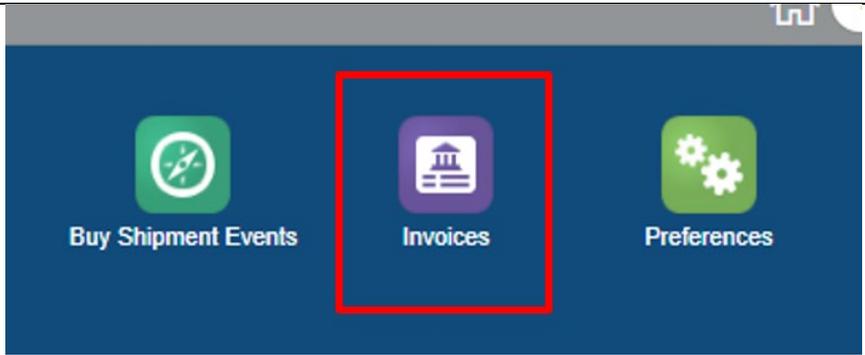
AUDIENCE	Freight Carriers
PURPOSE	To provide instructions to Mark Invoice Carrier Reviewed.

Pre-requisite:

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

STEP	ACTION
1	Open the Freight Carrier Portal URL and enter your User Name (email address) and Password. If this is the first time you are logging in, please Reset Your FCP Password before continuing.
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.	
4	Highlight the targeted Invoice line, then navigate to **Actions > 1 Favorites > 101 – Mark Invoice as Reviewed** and select it.	

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