

Quick Reference Guide



Review Invoices

AUDIENCE

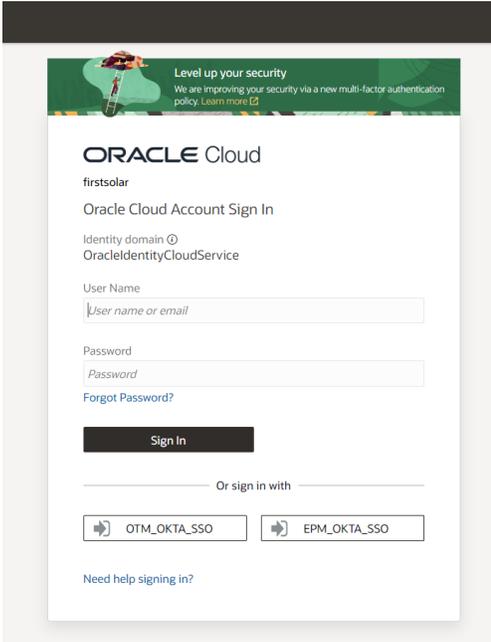
Freight Carriers

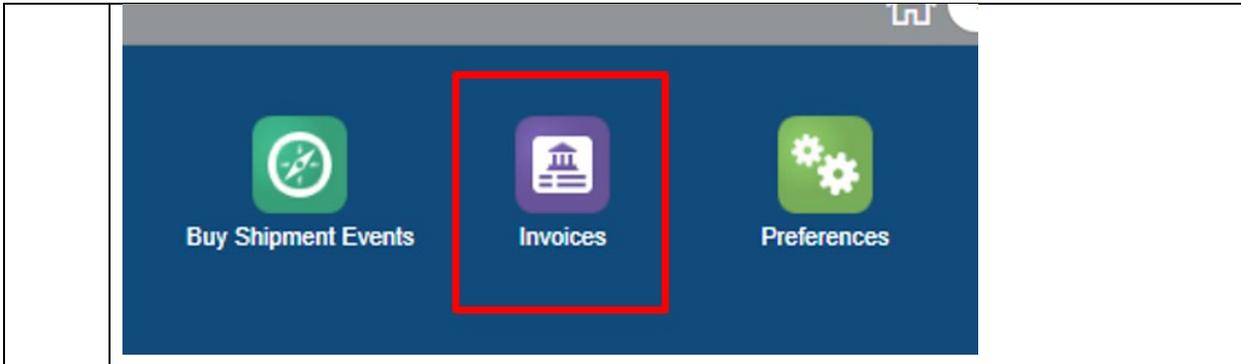
PURPOSE

To provide instructions to Review Invoices in the Freight Carrier Portal.

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. At the top, there is a banner that says "Level up your security" with a sub-message: "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 listed as "OracleIdentityCloudService". There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A "Forgot Password?" link is located below the password field. A "Sign In" button is positioned below the input fields. At the bottom, there is a section for "Or sign in with" which includes two buttons: "OTM_OKTA_SSO" and "EPM_OKTA_SSO". A link for "Need help signing in?" is at the very bottom.</p>
	<p>If this is the first time you are logging in, please Reset Your FCP Password before continuing.</p>
2	<p>Select the Invoices icon from the landing page.</p>



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.

The screenshot shows the 'Invoices' page in the 'Transportation and Global Trade - UAT' system. A search filter '201 - INVOICES NOT REVIEWED' is applied. A table lists invoice records with columns for ID, Match, Reviewed, Approval, Consolidation Type, Invoice/Bill Date, Service Provider Name, and Invoice/Bill Number. The first row is highlighted with a red box.

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number
FSLR.100000548	✓	○	○	STANDARD	2023-07-29 16:11 GMT	KUEHNE + NAGEL SERVICE ...	400002668-70003492-1
FSLR.100000547	✓	○	○	STANDARD	2023-07-29 16:03 GMT	KUEHNE + NAGEL SERVICE ...	400002667-70003492-1
FSLR.100000546	✓	○	○	STANDARD	2023-07-29 15:57 GMT	KUEHNE + NAGEL SERVICE ...	400002666-70003492-1
FSLR.100000541	✓	○	○	STANDARD	2023-07-28 23:41 GMT	KUEHNE + NAGEL SERVICE ...	400001064-70003492-1
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 ...	400001000-70003492-2
FSLR.100000526	✓	○	○	STANDARD	2023-07-27 19:43 GMT	KUEHNE + NAGEL SERVICE ...	400001105-70003492-2
FSLR.100000525	✓	○	○	STANDARD	2023-07-27 08:28 GMT	KUEHNE + NAGEL SERVICE ...	400001250-70003492-3
FSLR.100000516	✓	○	✓	PARENT	2023-07-26 05:55 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000516-2
FSLR.100000514	✓	○	○	STANDARD	2023-07-26 05:02 GMT	KUEHNE + NAGEL SERVICE ...	400000094-70003492-2
FSLR.100000508	✓	○	✓	PARENT	2023-07-21 15:15 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000508-2
FSLR.100000505	✓	○	✓	PARENT	2023-07-20 10:19 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000505-2
FSLR.100000503	✓	○	○	STANDARD	2023-07-18 20:15 GMT	KUEHNE + NAGEL SERVICE ...	400002327-70003492-2

4 In the Invoice View Screen, select the **Edit** button from the top middle.

The screenshot shows the 'Invoice View' screen for invoice ID 100000548. It features a grid of key-value pairs for invoice details and a 'Reference Numbers' table at the bottom. An 'Edit' button is highlighted in the top middle.

Reference Number Qualifier ID	Reference Number	Issue Date
BUYING_ENTITY	MY	
OWNERSHIP_REFERENCE_ENTITY	UN	

5 The Invoice Edit page will now open; review the General Cost Information within the **Header** tab.

The screenshot shows the 'Header' tab of an invoice edit page. The 'Header' tab is selected and highlighted with a red box. The page displays various invoice details in a grid-like layout:

- Invoice ID:** 100000548
- Invoice Number:** 400002668-70003492-1
- Financial Consolidation Type:** STANDARD
- Parent Invoice ID:** (empty)
- Original Invoice ID:** (empty)
- Service Provider Alias:** FSLR_300000156358705
- Service Provider ID:** 300000156358705
- Amount Due:** 100.00 USD
- Fixed Cost:**
- Vessel ID:** (empty)
- Amount Due with VAT:** 100.00 USD
- GL Date:** (empty)
- Invoice Date:** 2023-07-29 16:11:44
- Date Received:** 2023-07-29 16:11 GMT
- Start Date:** 2023-04-24 05:48:00
- End Date:** 2023-04-24 16:49:00
- Exchange Rate Date:** (empty)
- Exchange Rate ID:** (empty)
- Base Charge:** 0.00 USD
- Other Charge:** 100.00 USD
- Discount Amount:** (empty)
- Discount Percentage:** (empty)
- Discount Days Due:** (empty)
- Discount Due Date:** (empty)

6 Select the Line Items tab and review all cost lines. Select the **pencil icon** on the right side of each cost line to review more details.

The screenshot shows the 'Line Items' tab of the invoice edit page. The 'Line Items' tab is selected and highlighted with a red box. Below the tab is a table with the following data:

Line Item Sequence	Cost Type	Description	Unit Count	Transport Handling Unit	Freight Charge	Accessorial Code	Preprocess Status	Adjustment Reason	
1	Base	B			100.00 USD		MATCHED		
2	Accessorial	A			100.00 USD	MISC			
3	Base	B			-100.00 USD		MATCHED		

A red box highlights the table and the 'New Line Item' button below it.

7 A new screen appears. **Note: If you are only reviewing the information, do not select any Save or Finished button.** These buttons are reserved for making changes. If no changes are necessary, just close the pop-up window and return to the main Invoice screen.

8 Alternatively, from the main Invoice screen, you may highlight any Invoice line in the upper section of the screen and select the **Cost Lines for Standard** tab from the lower section to review cost lines of this invoice.

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number	Service Provider ID	Shipment ID	Payment	Insert Time
FSLR.10000547	✓	○	○	STANDARD	2023-07-29 16:03 GMT	KUEHNIE + NAGEL SERVICE ...	400002667-70003492-1	300000156358705	400002667		2023-07-29 16:03 GMT
FSLR.10000546	✓	○	○	STANDARD	2023-07-29 15:57 GMT	KUEHNIE + NAGEL SERVICE ...	400002666-70003492-1	300000156358705	400002666		2023-07-29 15:57 GMT
FSLR.10000541	✓	○	○	STANDARD	2023-07-28 23:41 GMT	KUEHNIE + NAGEL SERVICE ...	400001064-70003492-1	300000156358705	400001064		2023-07-28 23:41 GMT
FSLR.10000539	✓	○	○	STANDARD	2023-07-28 23:29 GMT	KUEHNIE + NAGEL AG AND C...	400001064-70003492-1	300000156358689	400002661		2023-07-28 23:29 GMT
FSLR.10000536	✓	○	○	STANDARD	2023-07-28 17:18 GMT	KUEHNIE + NAGEL SERVICE ...	400001000-70003492-2	300000156358705	400002656		2023-07-28 17:18 GMT
FSLR.10000528	✓	○	○	STANDARD	2023-07-27 20:03 GMT	KUEHNIE + NAGEL SERVICE ...	400001000-70003492-2	300000156358705	400001000		2023-07-27 20:03 GMT
FSLR.10000526	✓	○	○	STANDARD	2023-07-27 19:43 GMT	KUEHNIE + NAGEL SERVICE ...	400001105-70003492-2	300000156358705	400001105		2023-07-27 19:43 GMT
FSLR.10000525	✓	○	○	STANDARD	2023-07-27 08:28 GMT	KUEHNIE + NAGEL SERVICE ...	400001250-70003492-3	300000156358705	400001250		2023-07-27 08:28 GMT
FSLR.10000516	✓	○	○	PARENT	2023-07-26 05:55 GMT	KUEHNIE + NAGEL SERVICE ...	70003492-100000516-2	300000156358705			2023-07-26 05:55 GMT
FSLR.10000514	✓	○	○	STANDARD	2023-07-26 05:02 GMT	KUEHNIE + NAGEL SERVICE ...	400000094-70003492-2	300000156358705	400000094		2023-07-26 05:02 GMT
FSLR.10000508	✓	○	○	PARENT	2023-07-21 15:15 GMT	KUEHNIE + NAGEL SERVICE ...	70003492-100000508-2	300000156358705			2023-07-21 15:15 GMT
FSLR.10000505	✓	○	○	PARENT	2023-07-20 10:19 GMT	KUEHNIE + NAGEL SERVICE ...	70003492-100000505-2	300000156358705			2023-07-20 10:19 GMT
FSLR.10000503	✓	○	○	STANDARD	2023-07-18 20:15 GMT	KUEHNIE + NAGEL SERVICE ...	400002327-70003492-2	300000156358705	400002327		2023-07-18 20:15 GMT
FSLR.10000501	✓	○	○	PARENT	2023-07-18 02:20 GMT	KUEHNIE + NAGEL SERVICE ...	70003492-100000501-2	300000156358705			2023-07-18 02:20 GMT

ID	Invoice/Bill ID	Description	Freight Charge	Accessorial Code ID	Last Update Time	Update User	Adjustment Reason ID	Domain Name
FSLR.10000539v1	10000539	B	999.00 USD		2023-07-28 23:30 GMT	FSLR.GJAIN		FSLR

9 If you are an Ocean Carrier working on Ocean Shipments, you will see all invoices as **Parent** in the **Consolidation Type** column. This means one Parent Invoice has multiple Child Invoices under it, each Child Invoice being for an Ocean Shipment and the Parent Invoice being the Booking (ship group).
Review and Approval are on the Parent Invoice level.

Transportation and Global Trade - UAT

Search

GUARAV.JAIN@FIRSTSOLAR.COM

Invoices

Actions View Saved Search 201 - INVOICES_N

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.10000469	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-07-08 14:05 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000469-2	300000156358705			2023-07-08 14:05 GMT	3,111.00 USD
FSLR.10000468	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-07-05 03:30 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000468-2	300000156358705			2023-07-05 03:30 GMT	3,111.00 USD
FSLR.10000456	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-07-05 03:24 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000456-2	300000156358705			2023-07-05 03:24 GMT	1,150.00 USD
FSLR.10000366	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-06-20 14:10 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000366-2	300000156358705			2023-06-20 14:10 GMT	3,146.00 USD
FSLR.10000359	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-06-20 12:05 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000359-2	300000156358705			2023-06-20 12:05 GMT	3,411.00 USD
FSLR.10000345	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-06-06 13:55 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000345-2	300000156358705			2023-06-06 13:55 GMT	3,146.00 USD
FSLR.10000341	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-06-01 21:05 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000341-2	300000156358705			2023-06-01 21:05 GMT	3,111.00 USD
FSLR.10000334	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-05-25 13:35 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000334-2	300000156358705			2023-05-25 13:35 GMT	3,111.00 USD
FSLR.10000325	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-05-17 06:45 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000325-2	300000156358705			2023-05-17 06:45 GMT	4,800.00 USD
FSLR.10000321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-05-16 20:20 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000321-2	300000156358705			2023-05-16 20:20 GMT	1,150.00 USD
FSLR.10000306	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-05-11 13:45 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000306-2	300000156358705			2023-05-11 13:45 GMT	3,111.00 USD
FSLR.10000297	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-05-10 11:05 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000297-2	300000156358705			2023-05-10 11:05 GMT	4,800.00 USD
FSLR.10000272	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-04-27 09:35 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000272-2	300000156358705			2023-04-27 09:35 GMT	8,280.00 USD
FSLR.10000246	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PARENT	2023-04-14 20:35 GMT	KUEHNIE + NAGEL SERVICE	70003492-100000246-2	300000156358705			2023-04-14 20:35 GMT	2,672.00 USD

Rows Selected: 1

Records 20 of 20 More

Child Invoices for Parent Cost Lines for Standard

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
FSLR.10000468	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHILD	2023-07-06 13:58 GMT	40002172-70003492-2	3000001563		KUEHNIE + NAGEL SERVICE	2023-07-06 13:58	3,111.00 USD	3,111.00 USD