

Quick Reference Guide

Upload an Invoice Attachment



AUDIENCE

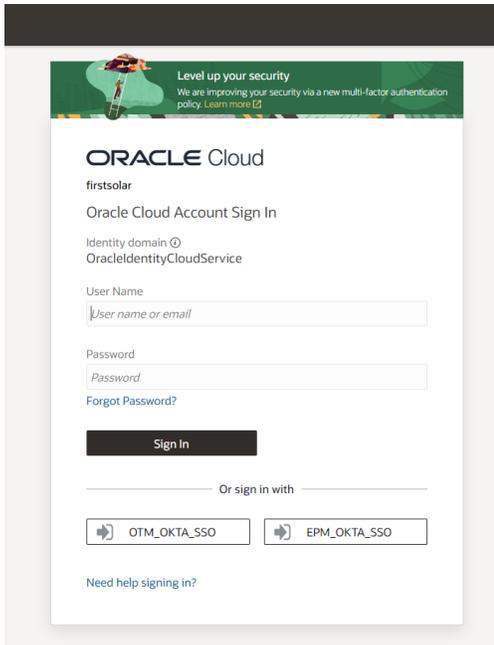
Freight Carriers

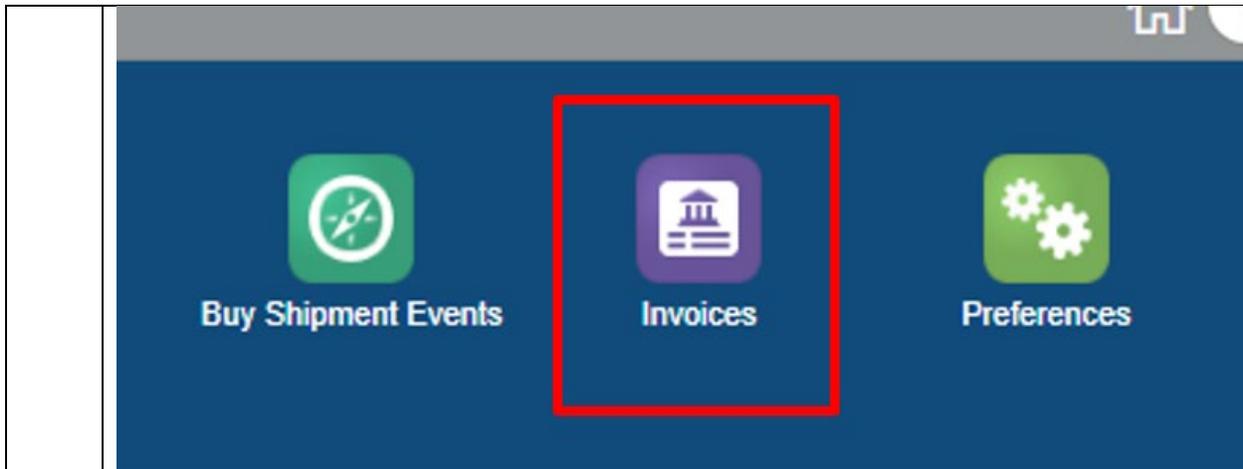
PURPOSE

To provide instructions to Upload an Invoice Attachment.

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 green 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 a placeholder "User name or email") and "Password" (with a placeholder "Password"). A "Forgot Password?" link is present below the password field. A "Sign In" button is located below the input fields. 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 Reset Your FCP Password before continuing.</p>
2	Select the Invoices icon from the landing page.



3 From the Invoice Screen, set your Saved Search query to the **201 - INVOICES_NOT REVIEWED** result screen.

Transportation and Global Trade - UAT

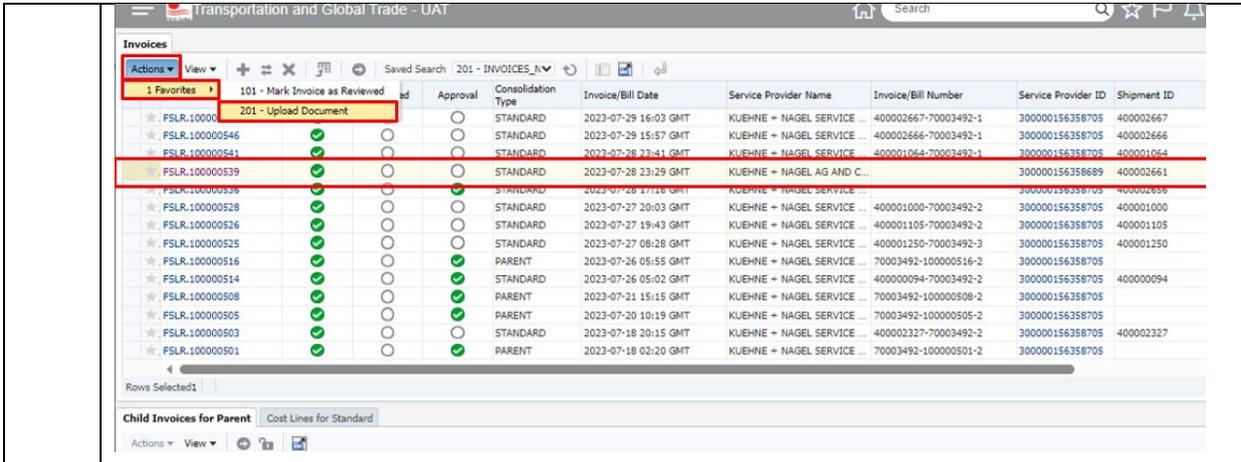
Invoices

Actions View + = X [Grid Icon] [Refresh Icon] Saved Search **201 - INVOICES NOT REVIEWED** [Refresh Icon] [Print Icon] [Export Icon]

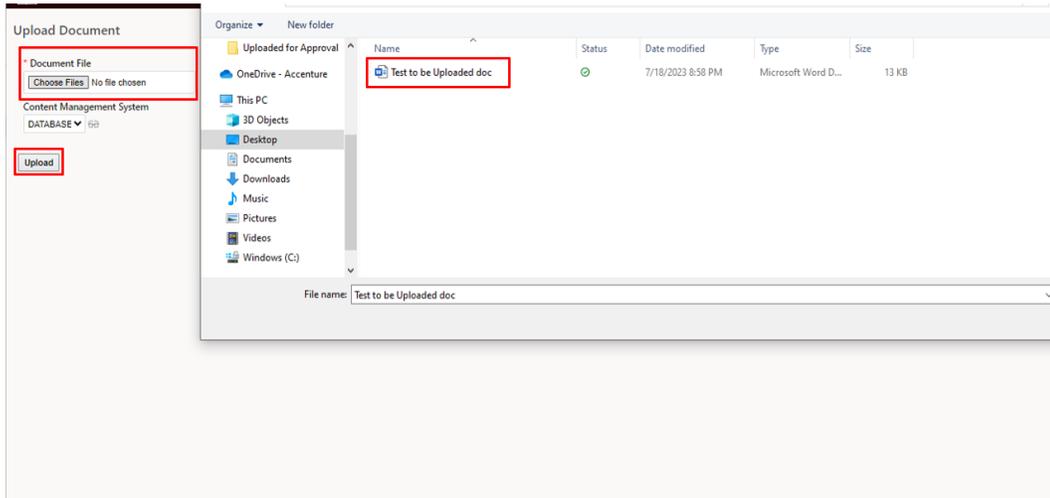
ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name
FSLR.100000548	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-29 16:11 GMT	KUEHNE + NAGEL SERVICE ...
FSLR.100000547	✓	<input type="radio"/>	<input type="radio"/>	STANDARD	2023-07-29 16:03 GMT	KUEHNE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

Rows Selected: 1

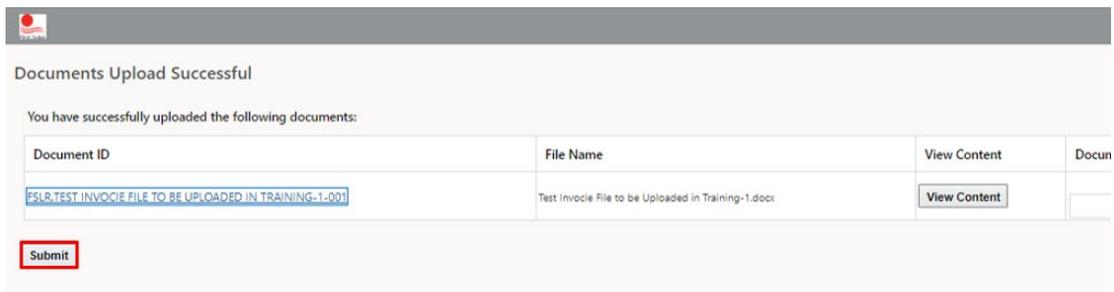
4 Highlight the targeted Invoice Line (either Standard or Parent) and navigate to the **Actions** button. Choose the **1 Favorites > 201 - Upload Document** option.



5 A pop-up screen will appear; select **Choose File** and select from your folders the appropriate document. Then, select the **Upload** button.



6 A confirmation screen will appear. From this page, select the **Submit** button.



7 You have now successfully uploaded your attachment.

Document types updated successfully

Successfully updated the document type for the following documents

Document ID	File Name	View Content
FSLR.TEST INVOICE FILE TO BE UPLOADED IN TRAINING-1-001	Test Invoice File to be Uploaded in Training-1.docx	View Content

8 To confirm this attachment, return to the main page and highlight the targeted Invoice.

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number	Service Provider ID	Shipment ID
FSLR.10000547	✓	○	○	STANDARD	2023-07-29 16:03 GMT	KUEHNE + NAGEL SERVICE ...	400002667-70003492-1	300000156358705	400002667
FSLR.10000546	✓	○	○	STANDARD	2023-07-29 15:57 GMT	KUEHNE + NAGEL SERVICE ...	400002666-70003492-1	300000156358705	400002666
FSLR.10000541	✓	○	○	STANDARD	2023-07-28 23:41 GMT	KUEHNE + NAGEL SERVICE ...	400001064-70003492-1	300000156358705	400001064
FSLR.10000539	✓	○	○	STANDARD	2023-07-28 23:29 GMT	KUEHNE + NAGEL AG AND C...	400001064-70003492-1	300000156358689	400002661
FSLR.10000536	✓	○	○	STANDARD	2023-07-28 17:18 GMT	KUEHNE + NAGEL SERVICE ...	400001000-70003492-2	300000156358705	400002656
FSLR.10000528	✓	○	○	STANDARD	2023-07-27 20:03 GMT	KUEHNE + NAGEL SERVICE ...	400001105-70003492-2	300000156358705	400001100
FSLR.10000526	✓	○	○	STANDARD	2023-07-27 19:43 GMT	KUEHNE + NAGEL SERVICE ...	400001105-70003492-2	300000156358705	400001105
FSLR.10000525	✓	○	○	STANDARD	2023-07-27 08:28 GMT	KUEHNE + NAGEL SERVICE ...	400001250-70003492-3	300000156358705	400001250
FSLR.10000516	✓	○	○	PARENT	2023-07-26 05:55 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000516-2	300000156358705	
FSLR.10000514	✓	○	○	STANDARD	2023-07-26 05:02 GMT	KUEHNE + NAGEL SERVICE ...	400000094-70003492-2	300000156358705	400000094
FSLR.10000508	✓	○	○	PARENT	2023-07-21 15:15 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000508-2	300000156358705	
FSLR.10000505	✓	○	○	PARENT	2023-07-20 10:19 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000505-2	300000156358705	
FSLR.10000503	✓	○	○	STANDARD	2023-07-18 20:15 GMT	KUEHNE + NAGEL SERVICE ...	400002327-70003492-2	300000156358705	400002327
FSLR.10000501	✓	○	○	PARENT	2023-07-18 02:20 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000501-2	300000156358705	

9 Right-click the highlighted Invoice line and choose Documents from the drop-down menu.

ID	Match	Reviewed	Approval	Consolidation Type	Invoice/Bill Date	Service Provider Name	Invoice/Bill Number	Service Provider ID	Shipment ID
FSLR.10000547	✓	○	○	STANDARD	2023-07-29 16:03 GMT	KUEHNE + NAGEL SERVICE ...	400002667-70003492-1	300000156358705	400002667
FSLR.10000546	✓	○	○	STANDARD	2023-07-29 15:57 GMT	KUEHNE + NAGEL SERVICE ...	400002666-70003492-1	300000156358705	400002666
FSLR.10000541	✓	○	○	STANDARD	2023-07-28 23:41 GMT	KUEHNE + NAGEL SERVICE ...	400001064-70003492-1	300000156358705	400001064
FSLR.10000539	✓	○	○	STANDARD	2023-07-28 23:29 GMT	KUEHNE + NAGEL AG AND C...	400001064-70003492-1	300000156358689	400002661
FSLR.10000536	✓	○	○	STANDARD	2023-07-28 17:18 GMT	KUEHNE + NAGEL SERVICE ...	400001000-70003492-2	300000156358705	400002656
FSLR.10000528	✓	○	○	STANDARD	2023-07-27 20:03 GMT	KUEHNE + NAGEL SERVICE ...	400001105-70003492-2	300000156358705	400001100
FSLR.10000526	✓	○	○	STANDARD	2023-07-27 19:43 GMT	KUEHNE + NAGEL SERVICE ...	400001105-70003492-2	300000156358705	400001105
FSLR.10000525	✓	○	○	STANDARD	2023-07-27 08:28 GMT	KUEHNE + NAGEL SERVICE ...	400001250-70003492-3	300000156358705	400001250
FSLR.10000516	✓	○	○	PARENT	2023-07-26 05:55 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000516-2	300000156358705	
FSLR.10000514	✓	○	○	STANDARD	2023-07-26 05:02 GMT	KUEHNE + NAGEL SERVICE ...	400000094-70003492-2	300000156358705	400000094
FSLR.10000508	✓	○	○	PARENT	2023-07-21 15:15 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000508-2	300000156358705	
FSLR.10000505	✓	○	○	PARENT	2023-07-20 10:19 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000505-2	300000156358705	
FSLR.10000503	✓	○	○	STANDARD	2023-07-18 20:15 GMT	KUEHNE + NAGEL SERVICE ...	400002327-70003492-2	300000156358705	400002327
FSLR.10000501	✓	○	○	PARENT	2023-07-18 02:20 GMT	KUEHNE + NAGEL SERVICE ...	70003492-100000501-2	300000156358705	

10 You have now verified the attachment is on the Invoice.

The screenshot shows a web interface for document management. At the top, there is a header with the First Solar logo and the text 'Documents Total Found: 1'. Below the header is a toolbar with an 'Actions' dropdown menu and icons for adding, editing, deleting, refreshing, and printing. The main content is a table with the following columns: ID, Document ID, Document Type, Owner Type, Owner ID, Report, and Effective. A single row is displayed with the following data: ID (with a star icon), Document ID (FSLR_TEST_INVOICIE_FILE_TO_B...), Document Type (TEST INVOICIE FILE T...), Owner Type (CUSTOMS COMMERC...), Owner ID (INVOICE), Owner ID (FSLR.100000539), Report, and Effective.

<input checked="" type="checkbox"/>	★ ID	Document ID	Document Type	Owner Type	Owner ID	Report	Effective
<input type="checkbox"/>	☆ FSLR_TEST_INVOICIE_FILE_TO_B...	TEST INVOICIE FILE T...	CUSTOMS COMMERC...	INVOICE	FSLR.100000539		