Using the First Solar Invoice and Payment Portal

First Solar has implemented a new user-friendly method of searching for invoice and payment statuses for the past 12 months. It was developed so you can get quick answers to your invoice and payment queries easily and reliably. Invoice and payment information is refreshed daily at 8:30A.M. EST.

1.   Accessing the Portal

Click the following link to access the portal: https://597481.invoiceinfo.com/

First Solar's Invoice and Payment Portal Home Page

2. Searching for an Invoice

A unique Invoice Number and Total Invoice Amount combination is required to search for an invoice.

Step	Action
1	Enter a valid **Invoice Number** and **Total Invoice Amount** into the corresponding required fields.

Step	Action
2	Click the **Search** button.

The results of your search will appear at the bottom of the page:

Note: If you receive a "Data Not Found" error, your search criteria did not return any matching results. After 5 unsuccessful searches, your account will be locked out for 15 minutes.

3.   Searching for Multiple Invoices

Important: In order to expand your search to include multiple invoices, you must perform a successful search for an initial invoice inquiry.

Step	Action
1	Upon viewing the result of your initial search, a note will appear at the top of the window: At this point, the Vendor Number is not available to be modified.
2	Delete the values in the **Invoice Number** and **Total Invoice Amount** fields, adjust the dates, and then click the **Search** button to return all invoices.

The results of your search will appear at the bottom of the page:

Download Results in CSV Format

Vendor Number	PO Number	Invoice Number	Total Invoice Amount	Currency	Invoice Status	Status Reason	Invoice Date	Invoice Due Date	Check/Payment Date	Payment Method	Check/Payment Number	Payment Amount	Invoice Amount Paid
000300	4500084798	IN39799	1540.00	USD	OPEN	Ready to Pay	23-JUN-2016	23-JUL-2016				0.00	0.00
000300	4500085379	IN39805	52.95	USD	OPEN	Ready to Pay	24-JUN-2016	24-JUL-2016				0.00	0.00
000300	4500083828	IN39832	1423.04	USD	OPEN	Ready to Pay	28-JUN-2016	28-JUL-2016				0.00	0.00
000300	4500085726	IN39885	1524.36	USD	OPEN	Ready to Pay	01-JUL-2016	31-JUL-2016				0.00	0.00
000300	4500085001	IN39764	260.01	USD	OPEN	Ready to Pay	22-JUN-2016	22-JUL-2016				0.00	0.00
000300	4500085001	IN39754	2073.61	USD	OPEN	Ready to Pay	21-JUN-2016	21-JUL-2016				0.00	0.00
000300	4500086183	IN39886	184.68	USD	OPEN	Ready to Pay	01-JUL-2016	31-JUL-2016				0.00	0.00
000300	4500085883	IN39803	129.78	USD	OPEN	Ready to Pay	24-JUN-2016	24-JUL-2016				0.00	0.00
000300	4600082249	IN39716	4450.82	USD	OPEN	Ready to Pay	17-JUN-2016	17-JUL-2016				0.00	0.00
000300	4500083828	IN39753	1049.56	USD	OPEN	Ready to Pay	21-JUN-2016	21-JUL-2016				0.00	0.00

Tip: You can export the data by clicking the **Download Results** link.

If the results do not provide what you are looking for or if you still have questions, please click the Contact Us link on the left side of the window. We would appreciate your feedback on this new portal; please email your comments to InvoiceInfoNotifications@firstsolar.com.

Extraction of Remittance Advice through Invoice Info Portal

Extraction of remittance advice can done by steps below.

Step	Action
1	Enter Invoice Number & Total Invoice Amount then click "Search".
	The purpose of this step is to populate the vendor number.

Welcome to First Solar's Vendor Portal

Invoice Search
How to Use This Page
Statement Reconciliation
Statement Reconciliation Instructions
How to Change Remittance Information
Questions & Answers
Contact Us

Please enter two of the required (*) data fields to gain access to the system.
After the first search is validated, you will be able to expand your search criteria.

* Invoice Number: 21012744
* Total Invoice Amount: 305732.40 ×
PO Number:
Vendor Number:
Invoice Date: Day ∨ Month ∨ Year ∨
Check/Payment Number:
Payment Amount:
Payment Date: Day ∨ Month ∨ Year ∨
Sort Report by ∨ Ascending ∨

Search   Reset

2   Vendor Number populated.

Vendor number will populate as below and this mean we have locked to this vendor number and can start to inquiry further.

3   Enter Payment Date Range

You may select the preferred date range; by specific day, week or month.

4   Empty the 'Invoice Number' and 'Total Invoice Amount' field then Click "Search"

Before you proceed to click on 'Search', please empty the 'Invoice Number' and 'Total Invoice Amount' field, otherwise portal will only search for specify invoice number that you entered.

5   Remittance detail populated

Search result as below which contains PO number, invoice number, invoice amount, invoice status, invoice due date, payment date, payment method, payment reference and invoice amount paid.

6   Download the result into Excel file. Click "Download Results in CSV Format".