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: <u>https://597481.invoiceinfo.com/</u>

	First Solar.
	Welcome to First Solar's Vendor Portal
Invoice Search How to Use This Page Tips for Successful Billing 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 criterion * Invoice Number: * Total Invoice Amount: PO Number: Vendor Number: Invoice Date: DAY V MONTH YEAR V
	Check/Payment Number: Payment Amount: Payment Date:MONTH [YEAR y] Sort Report by: Ascending y

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.											
		First Solar.										
		Welcome to First Solar's Vendor Portal										
	Invoice Search How to Use This Page	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.										
	Tips for Successful Billing How to Change Remittance Information	* Invoice Number:										
	Questions & Answers Contact Us	PO Number:										
		Invoice Date: DAY V MONTH V YEAR V										
		Check/Payment Number:										
		Payment Date: DAY V MONTH V YEAR V										
		Search Reset										

2 Click the **Search** button.

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	4500073393	IN36680	8384.00	USD	PAID	Paid	17-SEP-2015	17-OCT-2015	08-OCT-2015	EFT - Electronic Fund Transfer	E20014960	16478.33	8384.00

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:

You have successfu session and may us	Illy received at least one valid response during this se date ranges if desired.
* Invoice Number:	IN36680
* Total Invoice Amount:	8384
PO Number:	
Vendor Number:	3000
Invoice Date:	
Check/Payment Number	:
Payment Amount:	
Payment Date:	DAY V MONTH V YEAR V
Sort Report by:	✓ Ascending ✓
	Search Reset

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.

You have successfu session and may us	Ily received at least one valid response during this e date ranges if desired.
* Invoice Number:	
* Total Invoice Amount:	
PO Number:	
Vendor Number:	3000372
Invoice Date:	01 V January V 2013 V TO 01 V January V 2017 V
Check/Payment Number	:
Payment Amount:	
Payment Date:	
Sort Report by:	✓ Ascending ✓
	Search Reset



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

						Do	wnload Resul	ts in CSV Form	nat				
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 <u>Contact Us</u> link on the left side of the window. We would appreciate your feedback on this new portal; please email your comments to <u>InvoiceInfoNotifications@firstsolar.com</u>.



Extraction of Remittance Advice through Invoice Info Portal

Extraction of remittance advice can done by steps below.

Step	Action									
 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 How to Statem Statem How to Informa Questic Contac	e Search Use This Page ent Reconciliation ent Reconciliation Instructions Change Remittance ation ons & Answers t 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 V Month Year V Check/Payment Number: Payment Date: Day V Month Year V Sort Report by 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.

	Welcome to First Solar's Vendor Portal									
Invoice Search How to Use This Page	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.									
Statement Reconciliation Statement Reconciliation Instruct	You have successfully received at least one valid response during this session and may use date ranges if desired.									
How to Change Remittance Information	* Invoice Number 21012744									
Questions & Answers Contact Us	* Total Invoice Amount 305732.40									
	PO Number: 3000152									
	Invoice Date: Day V Month V Year V Do Day V Month V Year V Date Range Sauch Check/Payment Number:									
	Payment Amount:									
	Payment Date: Day Wonth V Year TO Day Wonth V Year V 2006 Reapy Search Soft Report by V Ascending V									
	Search Reset									
Vendor Number PO Number Invoice Number Total Invoice Amount Current 0003000152 4800046781 21012744 305732.40 USD	common neuronal invoice Yonno common neuronal invoice Yonno common neuronal invoice Amount 2 common neuronal commo									
000000102 10000101 21012/144 300732.40 030	Download Results in CSV Format									

3 Enter Payment Date Range

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

		Welcome to F	First Solar's Vendor Portal								
	Invoice Search How to Use This Page Statement Reconciliation	Please enter two of the After the first search You have successful	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. You have successfully received at least one valid response during this session and								
	Statement Reconciliation Instruction How to Change Remittance Information Questions & Answers	ns may use date range * Invoice Number: * Total Invoice Amount.	[ges if desired. 21012744								
	Contact Us	PO Number: Vendor Number:	3000152								
		Invoice Date: Check/Payment Number	Day V Month V Year V TO Day V Month V Year V Code Rawys Search								
		Payment Amount: Payment Date: Sort Report by	01 V January V 2019 V TO 31 V January V 2019 V Dels Range Seators.								
			Search Reset Download Results in CSV Format								
Vendor Number PO Number Invoice 0003000152 4800046791 2101274	A 305732.40 USD	PAID PAID PAID	Invoice Date Invoice Due Date Check/Payment Date Payment Method Check/Payment Number Payment Amount Invoice Amount Paid 19-DEC-2018 02-FEB-2019 30-JAN-2019 Fed Wire Transfer 30091149 345222.68 305732.40								
		[1100	Download Results in CSV Format								



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.

	Welcome to First Solar's Vendor Portal
Invoice Search How to Use This Page	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.
Statement Reconciliation Statement Reconciliation Instructions	You have successfully received at least one valid response during this session and may use date ranges if desired.
How to Change Remittance Information	* Inveire Number
Questions & Answers Contact Us	* Total Invoice Amount
	PO Number:
	Invoice Date: Day V Month V Year V To Day V Month V Year V Tothe Range Search
	Payment Aumoer:
	Payment Date: 01 V January V 2019 V TO 31 V January V 2019 V Date Range Search.
	Sourcepture of Search Reset Download Results in CSV Format
Vendor Number PO Number Invoice Number Total Invoice Amount Currency 0003000152 4800046791 21012744 305732.40 USD F	Invoice Status Reason Invoice Date Invoice Date Check/Payment Date Payment Method Check/Payment Number Payment Amount Invoice Amount Paid PAID PAID 19-DEC-2018 02-FEB-2019 30-JAN-2019 Fed Wire Transfer 30091149 345222.68 305732.40 Download Results in CSV Format

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.

		Welcome to First Sola	r's Vendor Portal					
	Invoice Search How to Use This Page Statement Reconciliation Statement Reconciliation Instruction	Please enter two of the required After the first search is validated You have successfully receive may use date ranges if desired	(*) data fields to gain acces you will be able to expand d at least one valid respo I.	s to the system. your search criteria. nse during this session and				
	How to Change Remittance Information Questions & Answers Contact Us	* Invoice Number:						
		PO Number:		O Month O Vana O Com In	ve Search			
		Check/Payment Number.						
		Payment Date: 01 💟 Ja Sort Report by	nuary v 2019 v TO 31 (v Ascending v	V January V 2019 V Date To	up Smith			
		Search Download R	Reset esults in CSV Format					
HERDER MUTCHER PURVOICE Number Total Invoice Amount	Lamence Invoice Status	Janua meason Invoice Date	metode Due Date	Crecky'symant Date	Carment Method	LINCAT AVAILABLE	Carriers Amount	Invoice Amount Paid
000000132 00000 32	V30 PAD P	18-JUL-2018	11-40/04/2018	00-000-0018	Fed Wee Transfer		54349.27	56896.30
1000000100 100 100 100 100 100 100 100	190 840	2010012018	04 (44) 2010	AD 1411 2012	Fed Mire Transfer		54549 21	101.00
000000142	150 840	20404-2010	04-1451-2010	03. JAN. 2019	Ead Wire Transfer		80300 27	54.44
		201002018					0000021	00.44

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



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