



Invoice Status and Statement Reconciliation Portal

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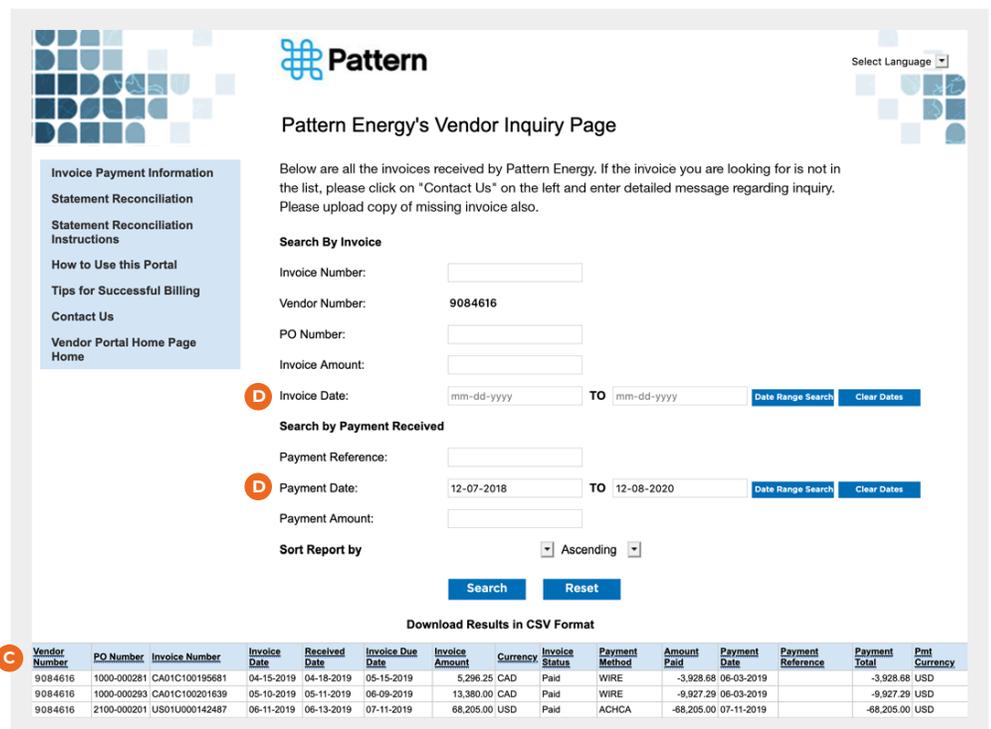
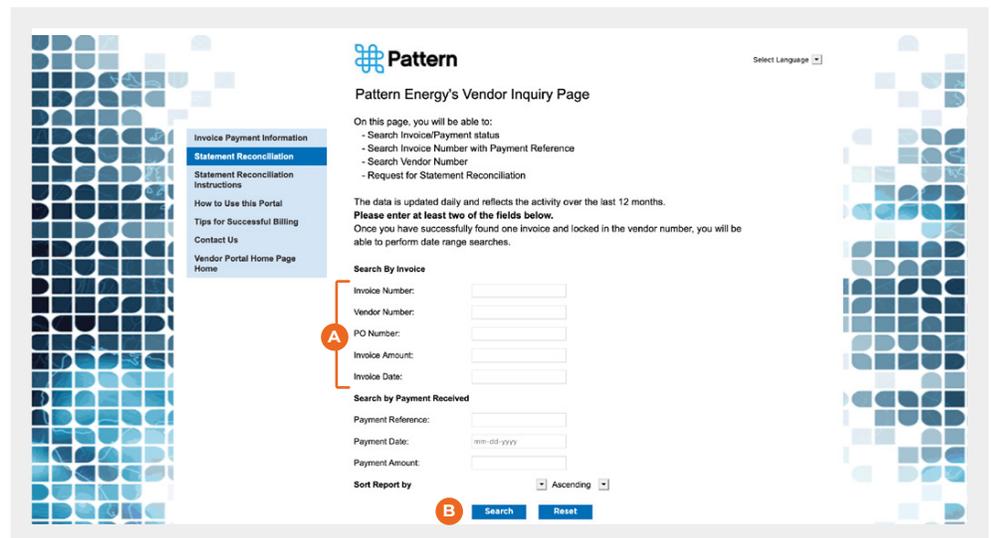
01 Simple Inquiry

What is a simple inquiry & how do I execute it?

A simple inquiry occurs only when you need to look up a single invoice inquiry.

Exhibit A

- 01** Enter at least two of the five available fields under **Search by Invoice**. **A**
- 02** Click **Search**. **B**
- 03** Results of search will display. **C**
- 04** Once you have successfully received at least one valid response **C** during the session, you may use date ranges if desired. **D**
[See [Exhibit F](#) on page 7.]

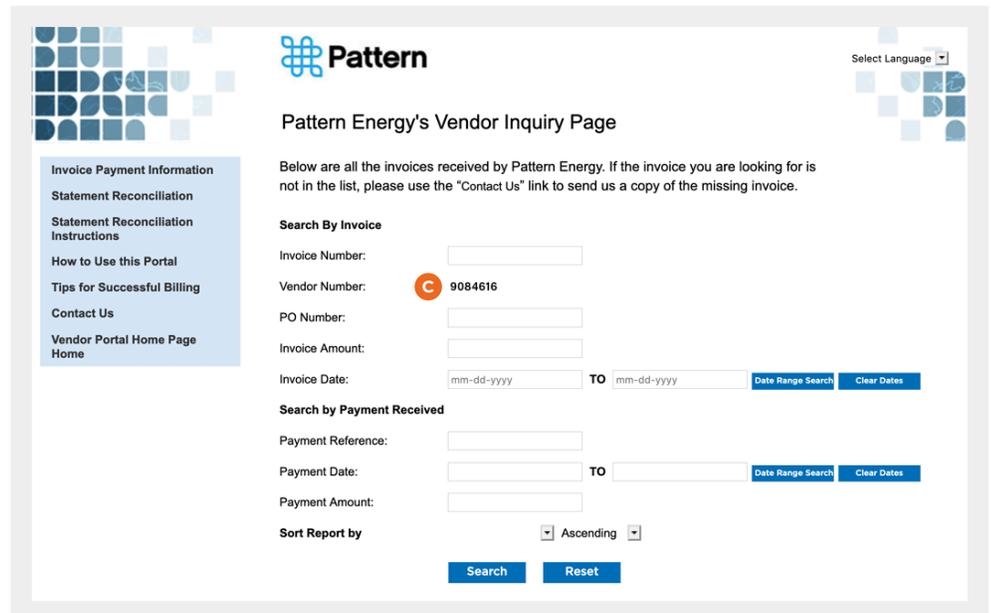
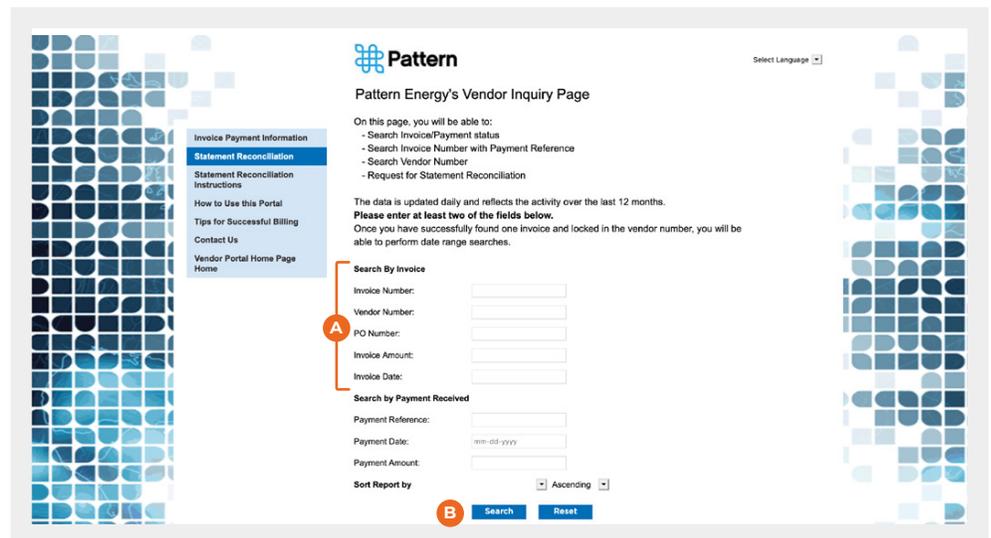


02 Vendor ID Inquiry

Don't know your vendor ID? Find it with a simple inquiry.

Exhibit K

- 01** Enter two of the five available fields under **Search by Invoice** **A**
- 02** Click **Search** **B**
- 03** Vendor number displays **C**



03 No Data Found

I received a "No Data Found" message. What should I do?

If you receive the "No Data Found" message, your invoice may not have been received or processed for payment.

Exhibit C

01 Click on "Contact Us" on the left and enter detailed message regarding inquiry. Please upload copy of missing invoice also. **A**

02 If your invoice was found but unpaid and it is more than 30 days old, click on **Contact Us** **B** or contact apinquiries@patternenergy.com directly to inquire about invoice.

IMPORTANT: Clearly state that you have already checked the InvoiceInfo portal.

The screenshot shows the 'Pattern Energy's Vendor Inquiry Page'. On the left is a navigation menu with 'Contact Us' highlighted. The main area contains search filters for 'Search By Invoice' and 'Search by Payment Received'. Below the filters is a table of invoices. A red circle 'A' is placed over the first row of the table.

Vendor Number	PO Number	Invoice Number	Invoice Date	Received Date	Invoice Due Date	Invoice Amount	Currency	Invoice Status	Payment Method	Amount Paid	Payment Date	Payment Reference	Payment Total	Pmt Currency
9084616	1000-000281	CA01C100195681	04-15-2019	04-18-2019	05-15-2019	5,296.25	CAD							

04 Payment Method Acronyms

In invoice inquiry display result, what does each Payment Method acronym stand for?

Exhibit D

Invoice Status	Payment Method	Amount Paid
Paid	WIRE	-3,928.88
Paid	WIRE	-9,927.29
Paid	ACHCA	-68,205.00
Reversal	ACHCA	68,205.00

Pattern Energy's Vendor Inquiry Page

Below are all the invoices received by Pattern Energy. If the invoice you are looking for is not in the list, please click on "Contact Us" on the left and enter detailed message regarding inquiry. Please upload copy of missing invoice also.

Search By Invoice

Invoice Number:

Vendor Number: **9084616**

PO Number:

Invoice Amount:

Invoice Date: TO [Date Range Search](#) [Clear Dates](#)

Search by Payment Received

Payment Reference:

Payment Date: TO [Date Range Search](#) [Clear Dates](#)

Payment Amount:

Sort Report by

[Search](#) [Reset](#)

[Download Results in CSV Format](#) **A**

Vendor Number	PO Number	Invoice Number	Invoice Date	Received Date	Invoice Due Date	Invoice Amount	Currency	Invoice Status	Payment Method	Amount Paid	Payment Date	Payment Reference	Payment Total	Pmt Currency
9084616	1000-000281	CA01C100195681	04-15-2019	04-18-2019	05-15-2019	5,296.25	CAD	Paid	WIRE	-3,928.88	06-03-2019		-3,928.88	USD
9084616	1000-000293	CA01C100201639	05-10-2019	05-11-2019	06-09-2019	13,380.00	CAD	Paid	WIRE	-9,927.29	06-03-2019		-9,927.29	USD
9084616	2100-000201	US01U000142487	06-11-2019	06-13-2019	07-11-2019	68,205.00	USD	Paid	ACHCA	-68,205.00	07-11-2019		-68,205.00	USD
9084616	2100-000201	US01U000142487R2	06-11-2019	07-11-2019	07-11-2019	68,205.00	USD	Reversal	ACHCA	68,205.00	07-11-2019		68,205.00	USD

A Payment Method

- ACHUS **ACH for US invoices**
- ACHCA **ACH for Canadian Invoices**
- CHECK **Check**
- CHECK-SEPR **Check**
- WIRE **Wire**
- WIRE-DRAW **Wire**

04 Execute Invoice Details Search

I received a check or ACH payment, how do I search invoice details?

Exhibit E

- 01 Go to **Search by Payment Received** Section. **A**
- 02 Under **Search by Payment Received**, type in two of the following fields: **Payment Reference, Payment Date** or **Payment Amount**. **B**
- 04 Click Search. **C**
- 05 Result should display on the bottom of screen. **D**

Vendor Number	PO Number	Invoice Number	Invoice Date	Received Date	Invoice Due Date	Invoice Amount	Currency	Invoice Status	Payment Method	Amount Paid	Payment Date	Payment Reference	Payment Total	Pmt Currency
9084616	1000-000281	CA01C100195681	04-15-2019	04-18-2019	05-15-2019	5,296.25	CAD	Paid	WIRE	-3,928.68	06-03-2019		-3,928.68	USD

04 Multi-Invoice Inquiry

What is a multi-invoice inquiry & how do I execute it?

If you are interested in inquiring about invoices for a range of dates, you must first perform the simple inquiry.

Exhibit F

- 01** Follow the steps outlined to execute a simple inquiry. [See [Exhibit A](#) on page 2.]
- 02** Upon successful completion of a simple inquiry, the date range option will be displayed. You can search by **Invoice Date** **A** or by **Payment Date** **B**. Enter the from and to dates. **C**
- 03** Click on **Date Range Search**. **D**
- 04** Results of search will display. **E**

Pattern Energy's Vendor Inquiry Page

Below are all the invoices received by Pattern Energy. If the invoice you are looking for is not in the list, please click on "Contact Us" on the left and enter detailed message regarding inquiry. Please upload copy of missing invoice also.

Search By Invoice

Invoice Number:

Vendor Number:

PO Number:

Invoice Amount:

A Invoice Date: **C** TO **Date Range Search** **Clear Dates**

Search by Payment Received

Payment Reference:

B Payment Date: **C** TO **D** **Date Range Search** **Clear Dates**

Payment Amount:

Sort Report by

Search **Reset**

Download Results in CSV Format

Vendor Number	PO Number	Invoice Number	Invoice Date	Received Date	Invoice Date	Invoice Amount	Currency	Invoice Status	Payment Method	Amount Paid	Payment Date	Payment Reference	Payment Total	Pmt Currency
9084616	1000-000281	CA01C100195681	04-15-2019	04-18-2019	05-15-2019	5,296.25	CAD	Paid	WIRE	-3,928.68	06-03-2019		-3,928.68	USD
9084616	1000-000293	CA01C100201639	05-10-2019	05-11-2019	06-09-2019	13,380.00	CAD	Paid	WIRE	-9,927.29	06-03-2019		-9,927.29	USD
9084616	2100-000201	US01U000142487	06-11-2019	06-13-2019	07-11-2019	68,205.00	USD	Paid	ACHCA	-68,205.00	07-11-2019		-68,205.00	USD

05 Statement Reconciliation

How do I perform a Statement Reconciliation?

Please follow the directions below.

01 Click on **Statement Reconciliation** in the left-hand menu. **A**

02 Enter and confirm your email address. **B**

03 Enter your vendor ID **C**
[Don't know your vendor ID? See [Exhibit K](#) on page 11.]

04 Paste or attach a statement. **D**
If you attach a statement, it must be in xlsx, xls, txt or csv format. Column 1 must contain the invoice number, column 2 the invoice date, and column 3 the invoice amount.

If you paste a statement, put invoice numbers in column 1, invoice dates in column 2 and invoice amounts in column 3. [See [Exhibit H](#) on page 9 for detailed instructions.]

05 From the drop-down menu, select the invoice date format. **E**

06 Click **Submit Statement**. **F**
You will receive an email with the statement reconciliation results [see [Exhibit I](#) on page 10] after submitting a statement.

Exhibit G

Statement Reconciliation

Please Fill Out the Information Below

A Invoice Payment Information
Statement Reconciliation
 Statement Reconciliation Instructions
 How to Use this Portal
 Tips for Successful Billing
 Contact Us

B Your email address:
 Confirm email address:

C Vendor Number: Only one Vendor Number per file

To submit a statement, you must attach a file OR paste data
 Invoice number required in column #1
 Invoice date required in column #2
 Invoice amount required in column #3

Attach file here:
 Select xlsx, xls, txt or csv file only

or

Paste data here - Example: 12345678,1/2/2017,204.95 - Data may be comma, tab, pipe delimited or copied directly from an excel spreadsheet.

E Enter date format: Select Date Format:
 I'm not a robot

F

Select Date Format:
 M/D/Y or M-D-Y or M.D.Y
 Y/M/D or Y-M-D or Y.M.D or
 D/M/Y or D-M-Y or D.M.Y or
 MMDDYY or MMDDYYYY
 YYMMDD or YYYYMMDD

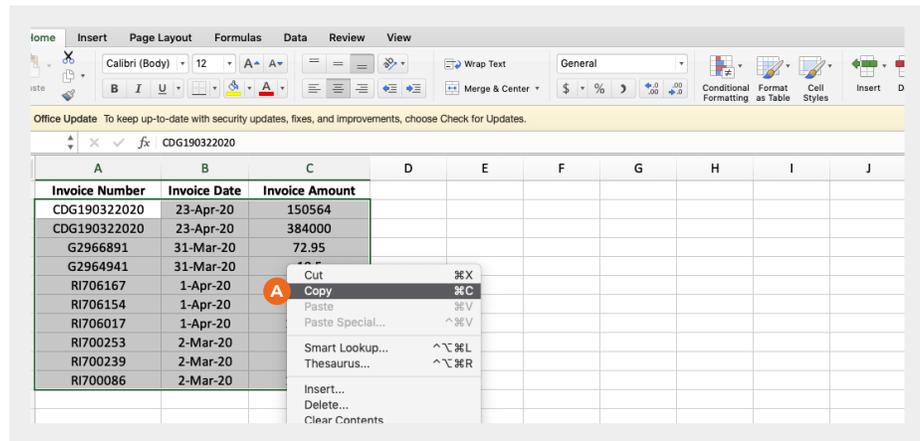
After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission.

05 Statement Reconciliation

Instructions to Copy and Paste

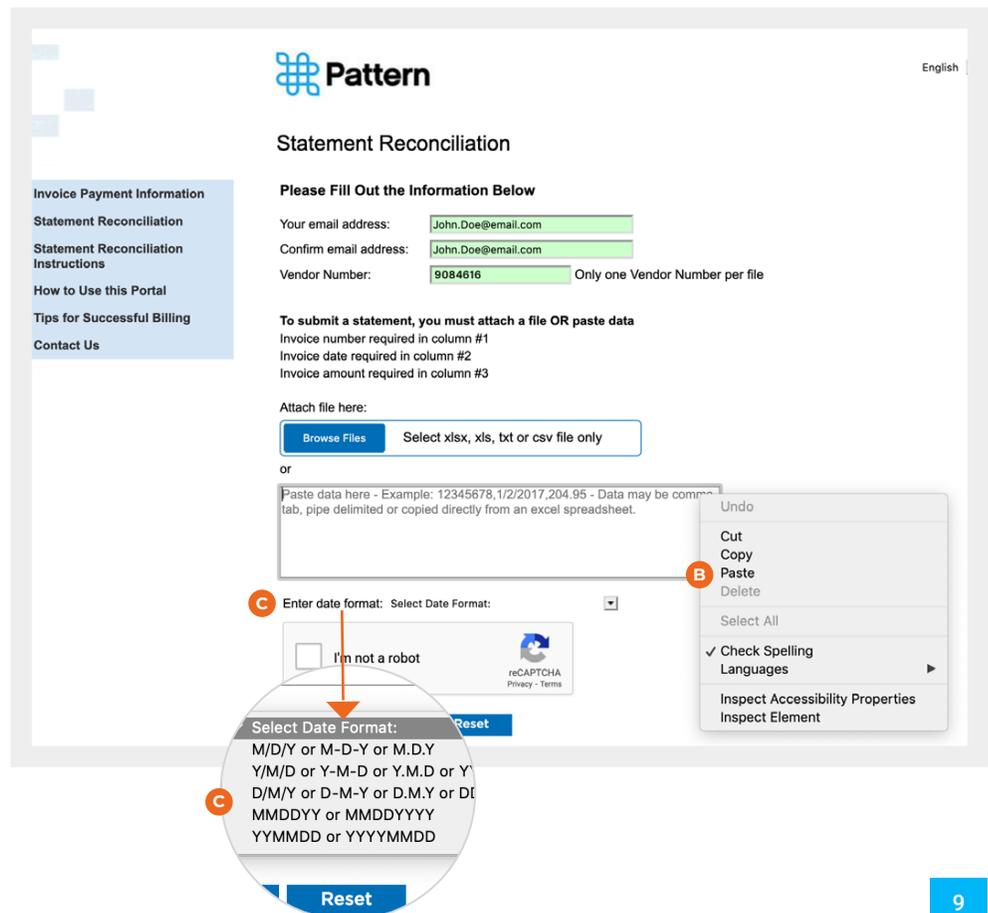
Exhibit H

01 Select the data you want to submit, right-click with your mouse and click **Copy**. **A**



02 To paste the data, click in the box, right-click with your mouse and click **Paste**. **B**

03 After pasting the data, click the down arrow and select the date format. **C**



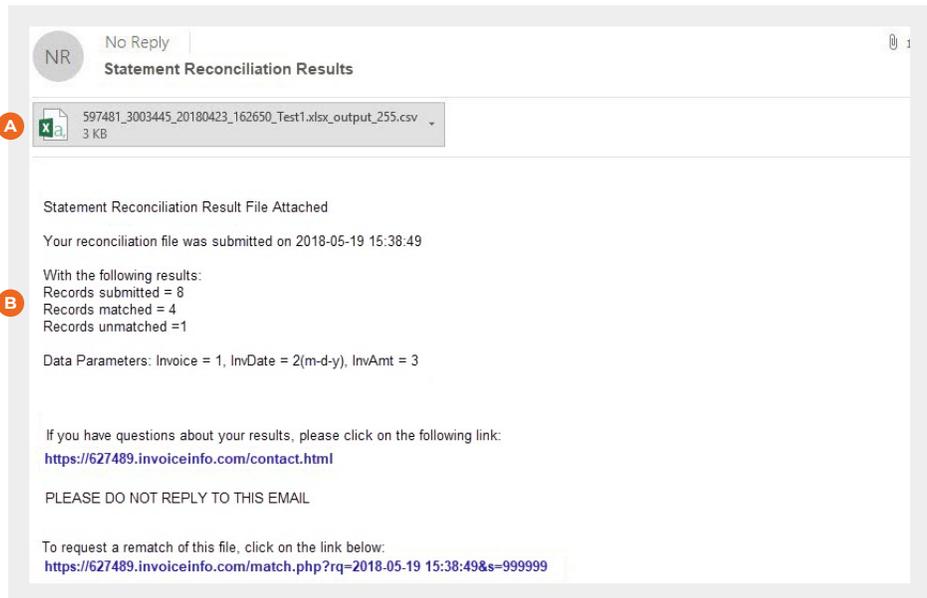
05 Statement Reconciliation

Statement Reconciliation Results Email

01 The statement reconciliation results are sent as an attachment. **A**

02 The summary of the results will be in the body of the email. **B**

Exhibit I



03 The **Match Status** column will indicate if there is an **All Match**, **Partial Match** or **No Match**. **C**

Exhibit J

The screenshot shows an Excel spreadsheet with columns A through S. A circular callout labeled 'C' highlights the 'Match Status' column (column E). The spreadsheet contains the following data:

Query Vendor	Query Invoice	Query InvDate	Query InvAmt	Match Status	VENDORID	PO_NUMBER	VENDOR INVOICE	CHECK NUMBER	CHECK METHOD	CHECK PAYMENT	CHECK PAYMENT	INVOICE PAID
3003445	21821796	11/1/2017	2450.78	ALL Match - Vendor, InvNumber, Date, Amount	3003445	480004096	183456	18	ACH CCD	30032340	2450.78	1450.78
3003445	21005382	12/15/2017	1876	NO Match							0	0
3003445	21543018	1/15/2018	183456	PARTIAL Match - Vendor, InvNumber, Date	3003445	480004026			ACH CCD	30032580	183456	183456
3003445	21123477	1/20/2018	6789.45	PARTIAL Match - Vendor, InvNumber, Date	3003445	480004026	6789.45		ACH CCD	30032661	56789.45	56789.45
3003445	21898794	1/26/2018	123556.18	PARTIAL Match - Vendor, InvNumber, Date	3003445	480004026			ACH CCD	30032644	123556.18	123556.18
3003445	21823460	2/1/2018	65432.01	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040362			ACH CCD	20031060	65432.01	43987.97
3003445	21854362	2/1/2018	18765.89	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040362	556.18	18	ACH CCD	20030858	18765.89	18765.89
3003445	21987620	2/5/2018	25890.65	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040459	2198	Mar-18	ACH CCD	20030874	25890.65	25890.65