

Delphi eInvoicing System – iSupplier

Vendor User Reference Guide – Creating an Invoice

- ❖ To access the system, go to <http://einvoice.esc.gov> and click the eInvoicing Access link.

The screenshot shows the Delphi eInvoicing System homepage. The top left features the ESC Enterprise Services Center logo. Below it is a navigation menu with links for Home, eInvoicing Access (highlighted with a red border), Rules of Behavior, Training, Help Desk, and Forms. The main content area is titled "Delphi eInvoicing System" and includes a "Home" link. The primary heading is "What is eInvoicing?", followed by a paragraph explaining the system's purpose. Below this is a "System Messages" section with a message dated 09/22/2015 regarding the 2015 fiscal year-end. The footer contains a "Privacy Policy" link and a page rendering timestamp.

ESC
Enterprise Services Center

Home
eInvoicing Access
Rules of Behavior
Training
Help Desk
Forms

Delphi eInvoicing System

Home

What is eInvoicing?

eInvoice has been implemented by the Department of Transportation (DOT) as a program to transform and automate the grants payment process. This program will improve online invoice processing activities by having grant recipients submit invoices electronically via a new system called the Delphi eInvoicing System. [more...](#)

System Messages

09/22/2015 The 2015 fiscal year-end is approaching. From September 26 through October 6, the Enterprise Services Center (ESC) will conduct year-end processes within the Delphi eInvoicing System.

For invoices to be paid prior to Oct 6, they must be submitted by:

FAA: September 27
All other agencies: September 28

All invoices in the "Approved Pending Payment" status by September 27 for FAA (Sep 28 for all other agencies) will be interfaced to Treasury for payment by September 28.

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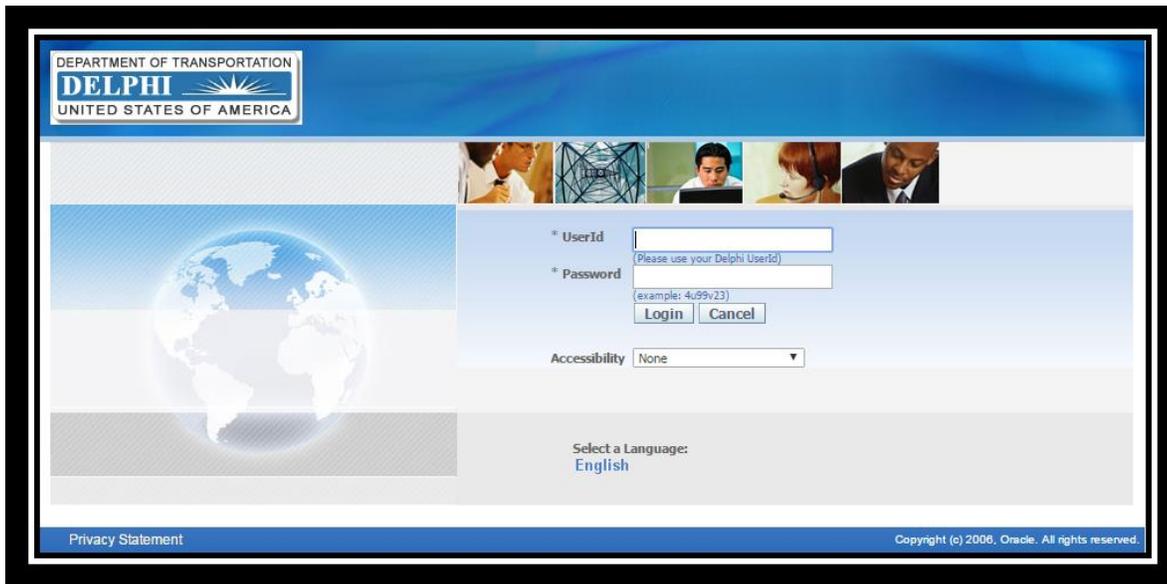
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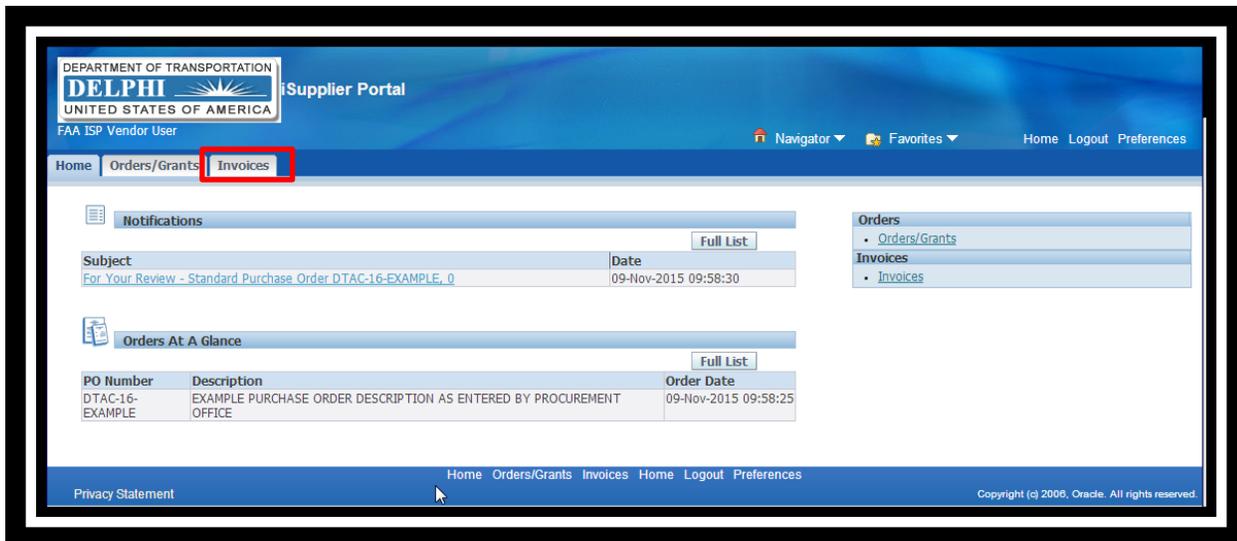
US Department of Transportation
Enterprise Services Center
<http://www.esc.gov>

Privacy Policy

- ❖ Enter username and password, then click **Login**:



- ❖ After logging in, the home screen will be displayed. To create an invoice, click on the **Invoices** tab.



- ❖ On the Invoices tab there is a button to create either a Standard Invoice or Credit Memo. This example will create a Standard Invoice, starting by clicking the **Create Standard Invoice** button. {Credit Memo is similar with the exception of having negative invoice amounts}

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Navigator Favorites Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Invoices
Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Create Standard Invoice Create Credit Memo Invoice

Search

Search By Invoice Number Go

Saved Invoices

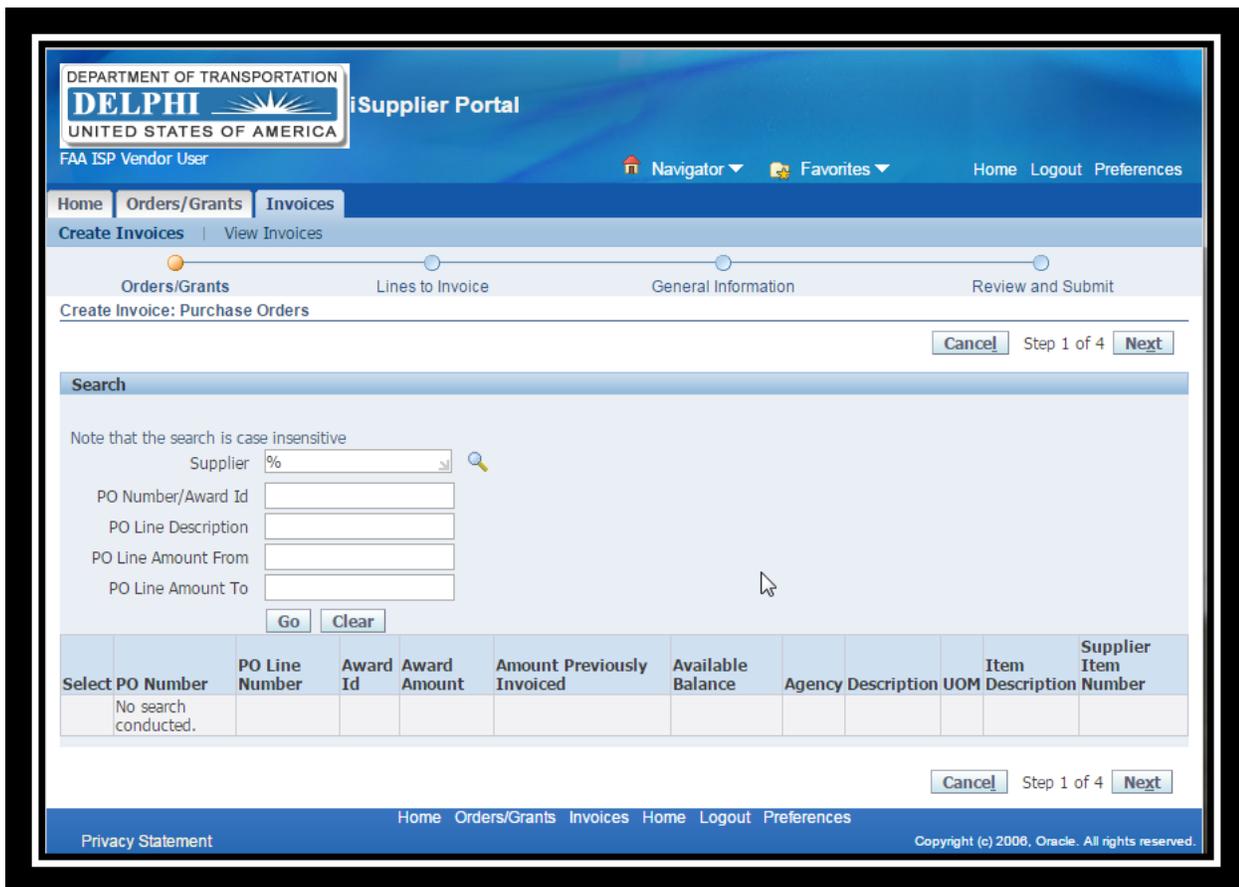
Invoice Number	Date	PO Number	Award Id	Invoice Amount	Status	View Attachments	Update	Delete
No search conducted.								

Create Standard Invoice Create Credit Memo Invoice

Home Orders/Grants Invoices Home Logout Preferences

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- ❖ The next screen is Step 1 of invoice creation. To create an invoice, first search for the purchase order (PO) the invoice will be matched against. The search can be run with any combination of the available parameters:
 - **PO Number** searches for the purchase order number as it is entered into the accounting system.
 - **PO Line Description** searches based on text that is entered on the purchase order in the accounting system on the line item description. The percent character (%) can be used as a wildcard.
 - **PO Line Amount From** searches for purchase order line items that were created for an amount greater than or equal to the amount entered.
 - **PO Line Amount To** searches for purchase order line items that were created for an amount greater than or equal to the amount entered.
- ❖ After entering search values, click **Go**. Matching results will be shown below.



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Home Orders/Grants Invoices

Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Supplier %

PO Number/Award Id

PO Line Description

PO Line Amount From

PO Line Amount To

Select	PO Number	PO Line Number	Award Id	Award Amount	Amount Previously Invoiced	Available Balance	Agency Description	UOM	Item Description	Supplier Item Number
	No search conducted.									

Cancel Step 1 of 4 Next

Home Orders/Grants Invoices Home Logout Preferences

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❖ Example searching by using the **PO Number/Award Id**:

The screenshot shows the iSupplier Portal search interface. The search criteria are: Supplier: FEDERAL AVIATION ADMIN, PO Number/Award Id: DTAC-16-EXAMPLE. The results table is as follows:

Select	PO Number	PO Line Number	Award Id	Award Amount	Amount Previously Invoiced	Available Balance	Agency	Description	UOM	Item Description	Supplier Item Number
<input type="checkbox"/>	DTAC-16-EXAMPLE	2	DTAC-16-EXAMPLE	2,000.00	0.00	2,000.00	FEDERAL AVIATION ADMIN	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	US DOLLAR	LINE TWO ITEM DESCRIPTION - SERVICES	
<input type="checkbox"/>	DTAC-16-EXAMPLE	1	DTAC-16-EXAMPLE	1,000.00	0.00	1,000.00	FEDERAL AVIATION ADMIN	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	EACH	LINE ITEM DESCRIPTION FROM PROCUREMENT	

❖ Example when searching by the **PO Line Description** using the % wildcard:

The screenshot shows the iSupplier Portal search interface. The search criteria are: Supplier: FEDERAL AVIATION ADMIN, PO Line Description: %TWO%SERVICES%. The results table is as follows:

Select	PO Number	PO Line Number	Award Id	Award Amount	Amount Previously Invoiced	Available Balance	Agency	Description	UOM	Item Description	Supplier Item Number
<input type="checkbox"/>	DTAC-16-EXAMPLE	2	DTAC-16-EXAMPLE	2,000.00	0.00	2,000.00	FEDERAL AVIATION ADMIN	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	US DOLLAR	LINE TWO ITEM DESCRIPTION - SERVICES	

- To select a Purchase Order Line to invoice, select the box next to it then click the **Next** button. Multiple lines can be selected, as appropriate for the invoice.

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Home Orders/Grants Invoices
Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit
Create Invoice: Purchase Orders

Cancel Step 1 of 4 **Next**

Search

Note that the search is case insensitive
Supplier: FEDERAL AVIATION ADMINISTRATION

PO Number/Award Id: DTAC-16-EXAMPLE

PO Line Description: []

PO Line Amount From: []

PO Line Amount To: []

Go Clear

Select Items: Add Items to Invoice List

Select All Select None

Select	PO Number	PO Line Number	Award Id	Award Amount	Amount Previously Invoiced	Available Balance	Agency	Description	UOM	Item Description	Supplier Item Number
<input checked="" type="checkbox"/>	DTAC-16-EXAMPLE	2	DTAC-16-EXAMPLE	2,000.00	0.00	2,000.00	FEDERAL AVIATION ADMINISTRATION	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	US DOLLAR	LINE TWO ITEM DESCRIPTION - SERVICES	
<input checked="" type="checkbox"/>	DTAC-16-EXAMPLE	1	DTAC-16-EXAMPLE	1,000.00	0.00	1,000.00	FEDERAL AVIATION ADMINISTRATION	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	EACH	LINE ITEM DESCRIPTION FROM PROCUREMENT	

Cancel Step 1 of 4 **Next**

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- On the next screen, enter the amount to invoice. The total of all lines must be greater than or equal to \$1 and cannot exceed \$99,999,999.99. Click **Calculate** button to see the invoice total for all lines and then click the **Next** button to continue. The invoice amount for each line will be the quantity times the unit price. The unit price is fixed and is set by procurement in the procurement system. If the Unit of Measure (UOM) is US DOLLAR, the unit price will usually be 1.00 so the quantity to invoice should be the amount that needs to be invoiced for that line. If the UOM is EACH, the price could be something other than \$1.00.

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Home Orders/Grants Invoices
Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit
Create Invoice: Lines to Invoice

* Indicates required field
USD = US Dollar
Supplier Name: FEDERAL AVIATION ADMINISTRATION

Cancel Back Step 2 of 4 **Next**

Orders/Grants Selected

PO Number	Award Id	Line Item Description	Supplier Item Number	Award Amount	Amount Previously Invoiced	Available Balance	Quantity to Invoice	UOM	Unit Price	Amount
DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	2 LINE TWO ITEM DESCRIPTION - SERVICES		2,000.00	0.00	2,000.00	20.00	US DOLLAR	1.00	20.00
DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	1 LINE ITEM DESCRIPTION FROM PROCUREMENT		1,000.00	0.00	1,000.00	4.00	EACH	5.00	20.00

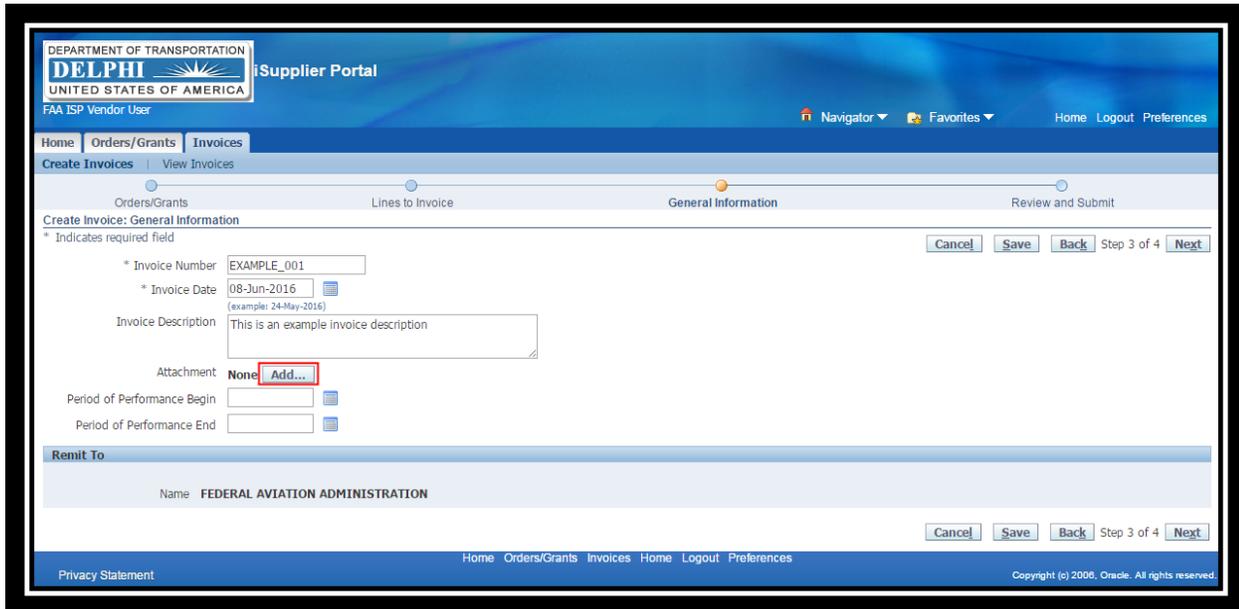
Invoice Summary

Calculate Total (USD) **40.00**

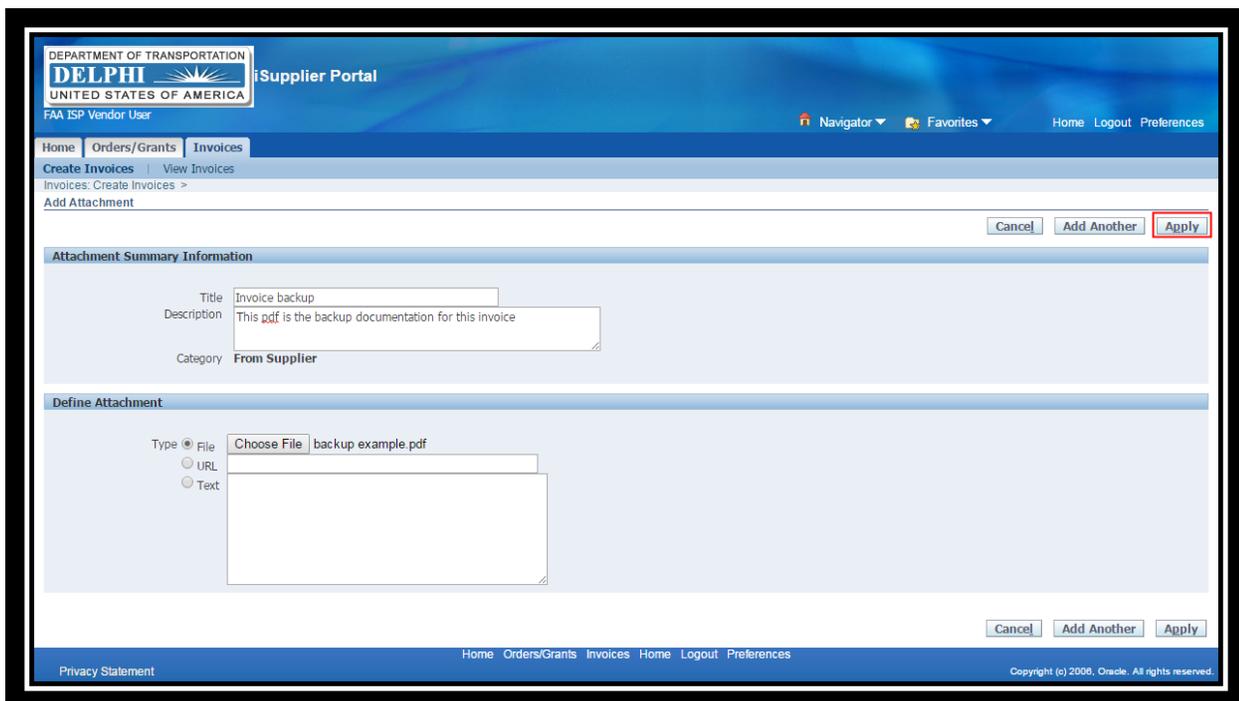
Cancel Back Step 2 of 4 **Next**

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- ❖ On the next screen, enter Invoice Number (required), description (optional), and period of performance for the invoice (optional).
 - Special characters are not allowed for invoice number.
 - If period of performance for the invoice is entered, both a begin and end date must be specified.
- ❖ To add backup documentation as attachments (required in most cases), click the **Add** button.



- ❖ Select the **File** option and click **Choose File** to find the file to be uploaded. Click **Apply** when finished, or **Add Another** to upload more files.



- ❖ There will be a confirmation stating that the Attachment has been added but not committed (saved); it will be saved when the current transaction is completed by either submitting or saving the invoice. When ready to submit, click the **Next** button.

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Home Orders/Grants Invoices

Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Confirmation
Attachment Invoice backup has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: General Information
* Indicates required field

* Invoice Number: EXAMPLE_001

* Invoice Date: 08-Jun-2016
(example: 24-May-2016)

Invoice Description: This is an example invoice description

Attachment: Attachment List... Add...

Period of Performance Begin: []

Period of Performance End: []

Remit To
Name: FEDERAL AVIATION ADMINISTRATION

Cancel Save Back Step 3 of 4 **Next**

Home Orders/Grants Invoices Home Logout Preferences

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- ❖ The next screen is a reminder to make sure all required documentation has been attached to the invoice prior to submission.
 - Click **No**: will return to the previous screen where the invoice can be modified.
 - Click **Yes**: will advance to the next screen for final review and submission.

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Home Orders/Grants Invoices

Create Invoices View Invoices

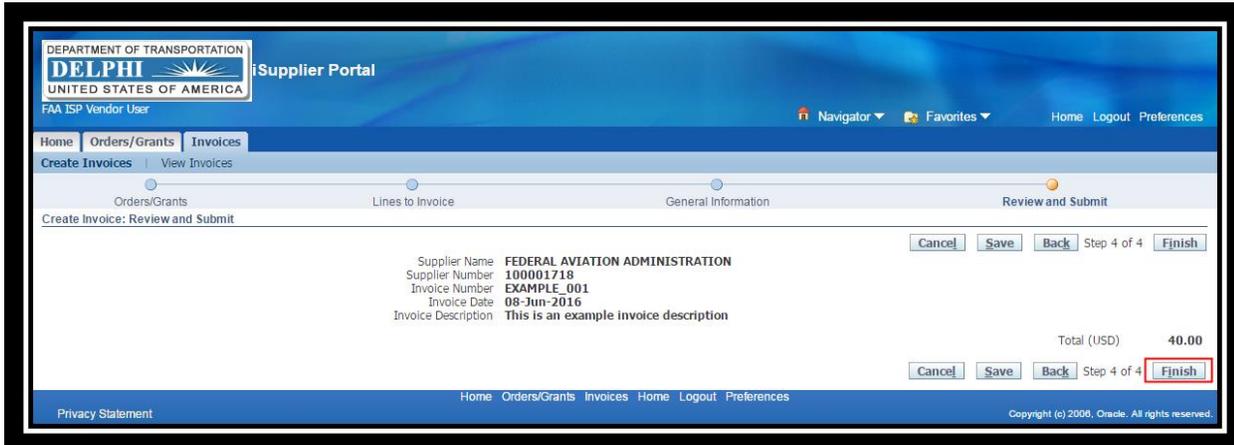
Warning
Reminder: Have all the required documentation been attached for this invoice?
Please attach all the required documentation prior to submitting this invoice.

No **Yes**

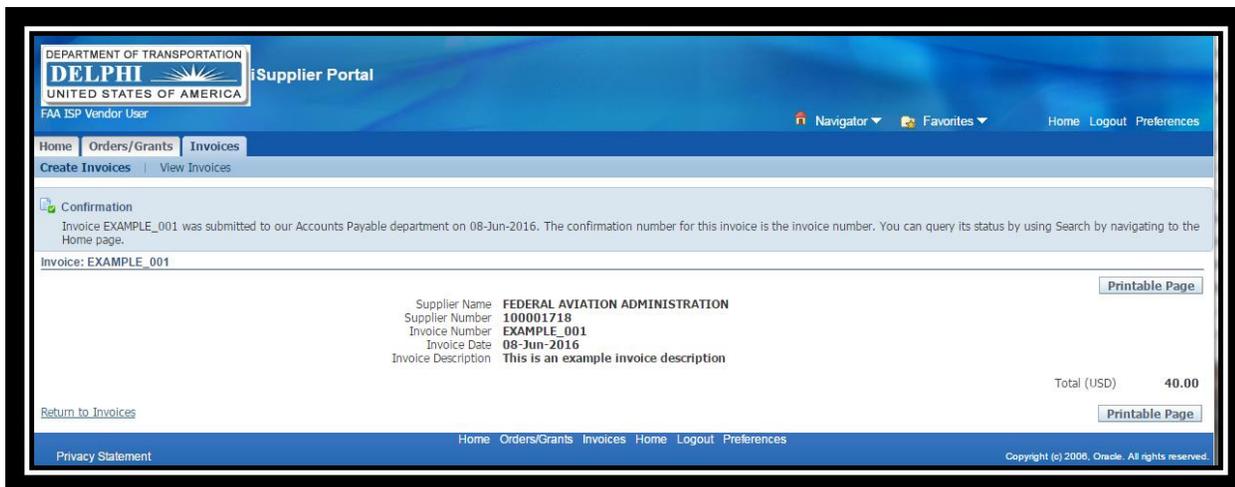
Home Orders/Grants Invoices Home Logout Preferences

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- ❖ The **Review and Submit** screen has options to:
 - **Cancel** the invoice, which will delete the invoice and any uploaded attachments. This cannot be undone.
 - **Save** the invoice without submitting – this will close the invoice, which can be re-opened later for modification and submission.
 - Go **Back** to previous steps to modify the invoice.
 - **Finish** the invoice, which will submit it to the agency for approval. It will automatically be immediately routed to the invoice approver.



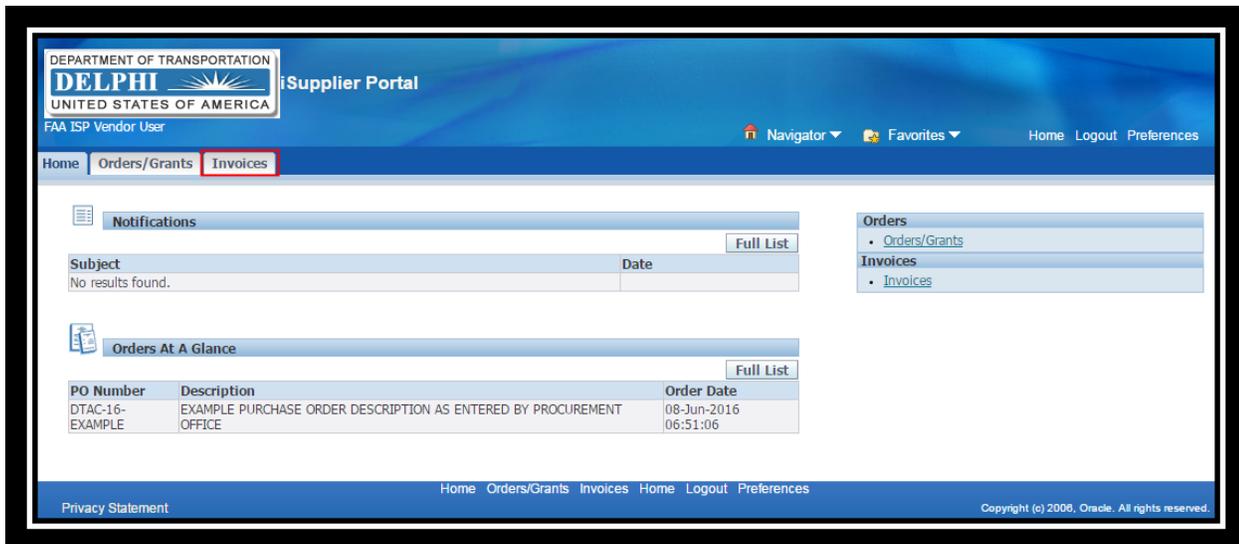
- ❖ After the invoice and its attachments are successfully submitted, a confirmation message will be shown.



Vendor User Reference Guide – Modifying a Saved or Rejected Invoice.

Saved and Rejected invoices can be modified and submitted (or resubmitted). These are the only statuses in which an invoice can be modified. Invoices that have been submitted (but not rejected) cannot be modified.

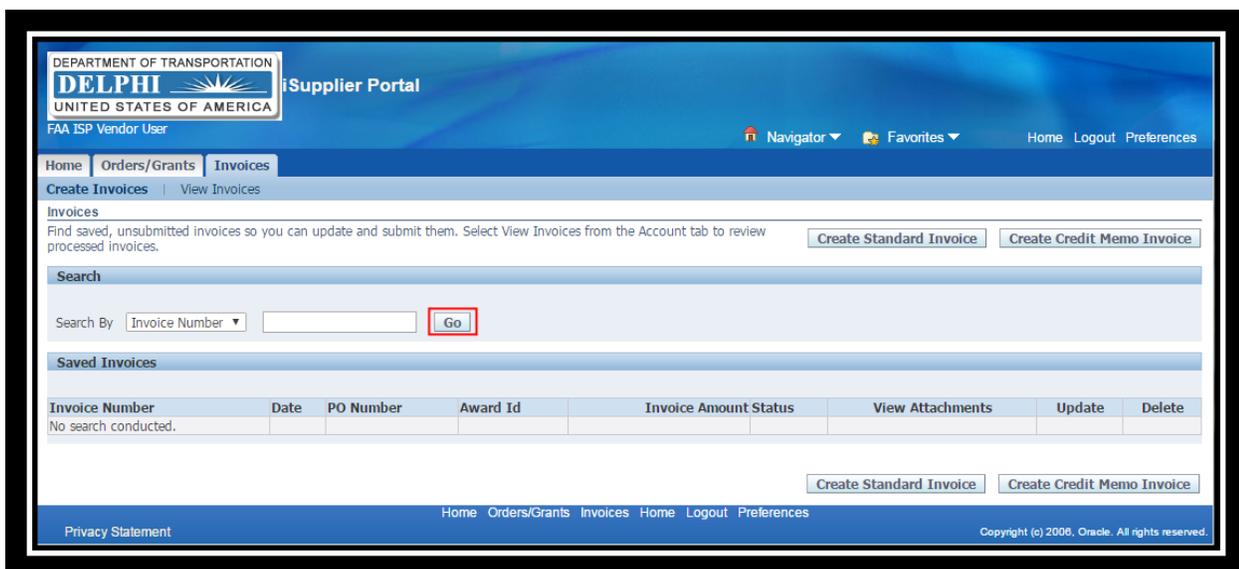
- ❖ To modify an eligible invoice, from the Home tab click on the **Invoices** tab.



The screenshot shows the Supplier Portal Home page. The 'Invoices' tab is highlighted in the top navigation bar. The page contains sections for Notifications, Orders At A Glance, and a table of orders.

PO Number	Description	Order Date
DTAC-16-EXAMPLE	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	08-Jun-2016 06:51:06

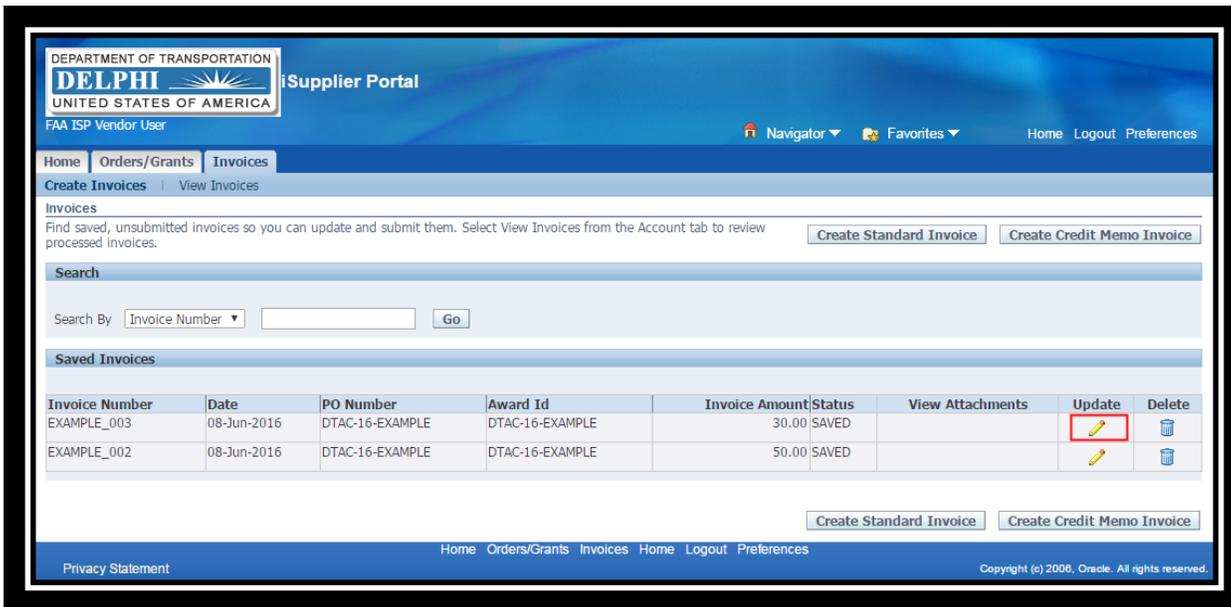
- ❖ To view the list of invoices that are currently eligible to be modified (having a status of either Saved or Rejected), enter search criteria (optional) and click **Go**.



The screenshot shows the Supplier Portal Invoices page. The 'Invoices' tab is selected. Below the navigation bar, there are buttons for 'Create Standard Invoice' and 'Create Credit Memo Invoice'. A search section is visible with a dropdown menu set to 'Invoice Number' and a 'Go' button highlighted with a red box.

Invoice Number	Date	PO Number	Award Id	Invoice Amount Status	View Attachments	Update	Delete
No search conducted.							

Select the invoice to be updated by clicking on the **pencil icon** for that record in the update field.



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Home Orders/Grants Invoices

Create Invoices | View Invoices

Invoices

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Search

Search By Invoice Number Go

Saved Invoices

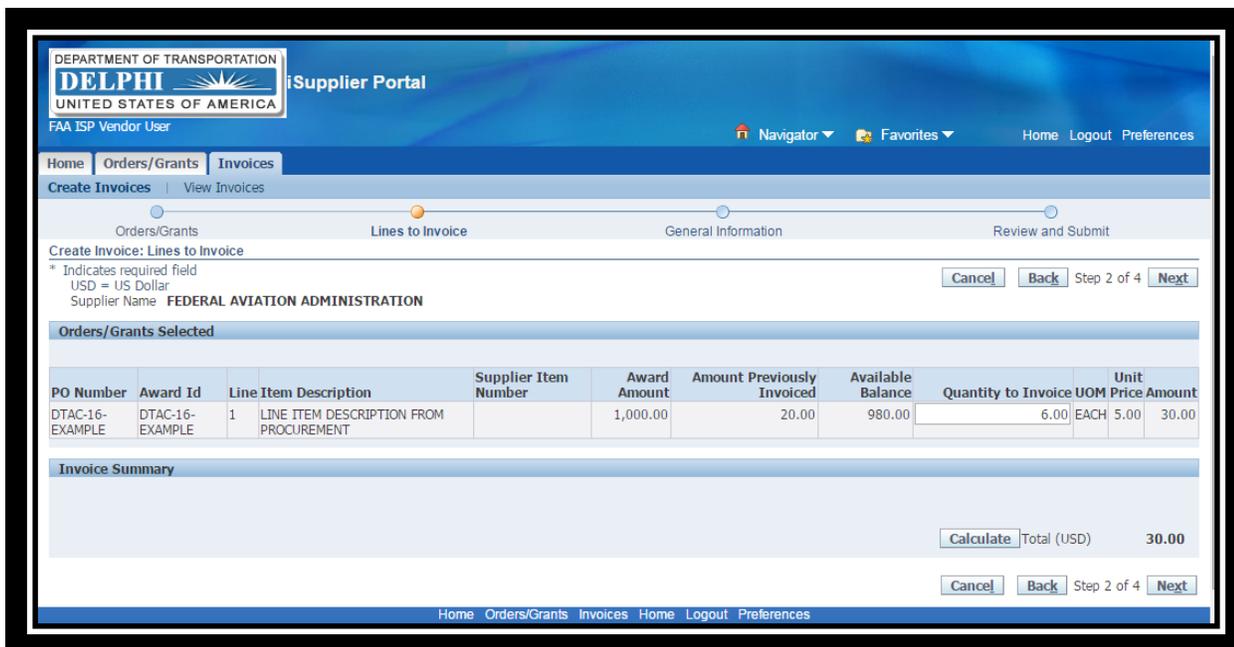
Invoice Number	Date	PO Number	Award Id	Invoice Amount	Status	View Attachments	Update	Delete
EXAMPLE_003	08-Jun-2016	DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	30.00	SAVED			
EXAMPLE_002	08-Jun-2016	DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	50.00	SAVED			

Create Standard Invoice Create Credit Memo Invoice

Home Orders/Grants Invoices Home Logout Preferences

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- ❖ The invoice will be opened on the “Lines to Invoice” step. Changes can be made to any part of the invoice by clicking **Back** or **Next**. Refer to the “Creating an Invoice” section for how to make changes to the invoice and then Save or Submit it.



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Home Orders/Grants Invoices

Create Invoices | View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Lines to Invoice

* Indicates required field
USD = US Dollar
Supplier Name **FEDERAL AVIATION ADMINISTRATION**

Cancel Back Step 2 of 4 Next

Orders/Grants Selected

PO Number	Award Id	Line	Item Description	Supplier Item Number	Award Amount	Amount Previously Invoiced	Available Balance	Quantity to Invoice	UOM	Unit Price	Amount
DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	1	LINE ITEM DESCRIPTION FROM PROCUREMENT		1,000.00	20.00	980.00	6.00	EACH	5.00	30.00

Invoice Summary

Calculate Total (USD) 30.00

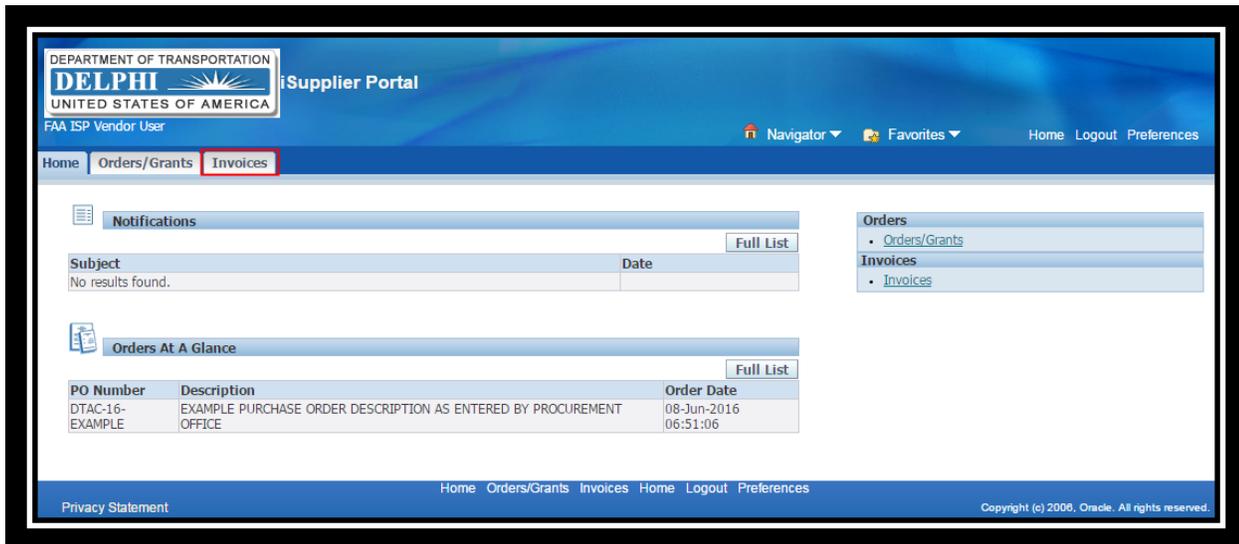
Cancel Back Step 2 of 4 Next

Home Orders/Grants Invoices Home Logout Preferences

Vendor User Reference Guide – View Invoices.

The status of all invoices can be viewed at any time.

- ❖ To view an invoice, from the Home tab click on the **Invoices** tab.



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Home Orders/Grants **Invoices**

Notifications

Full List

Subject	Date
No results found.	

Orders

- Orders/Grants
- Invoices**
 - Invoices

Orders At A Glance

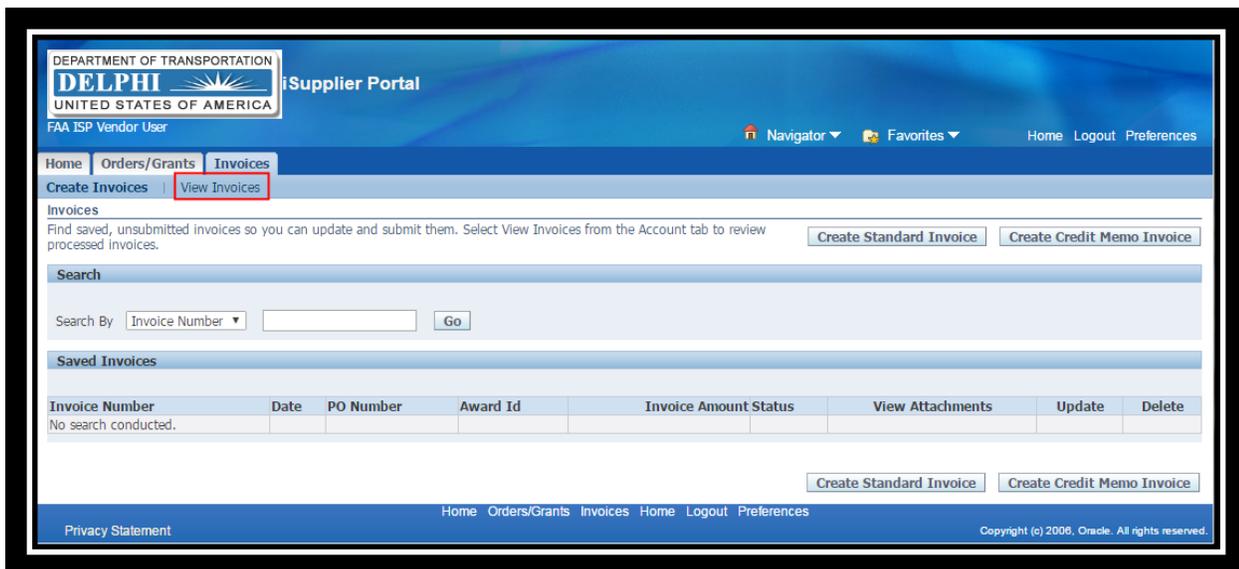
Full List

PO Number	Description	Order Date
DTAC-16-EXAMPLE	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	08-Jun-2016 06:51:06

Home Orders/Grants Invoices Home Logout Preferences

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- ❖ On the next screen, click the **View Invoices** link.



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Home Orders/Grants **Invoices**

Create Invoices **View Invoices**

Invoices

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Create Standard Invoice Create Credit Memo Invoice

Search

Search By Invoice Number Go

Saved Invoices

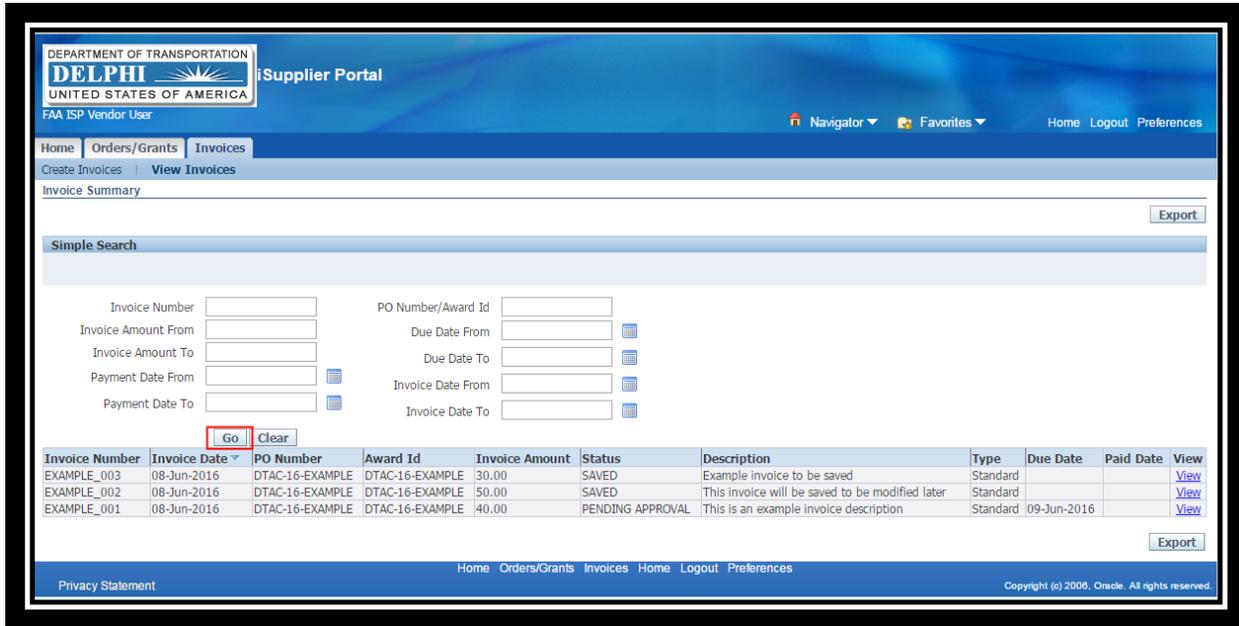
Invoice Number	Date	PO Number	Award Id	Invoice Amount	Status	View Attachments	Update	Delete
No search conducted.								

Create Standard Invoice Create Credit Memo Invoice

Home Orders/Grants Invoices Home Logout Preferences

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- ❖ To search for invoices submitted through the iSupplier system, enter search criteria (optional) and click **Go**.



The screenshot shows the 'Simple Search' section of the iSupplier Portal. It includes input fields for Invoice Number, Invoice Amount (From/To), Payment Date (From/To), PO Number/Award Id, Due Date (From/To), and Invoice Date (From/To). A 'Go' button is highlighted with a red box. Below the search fields is a table with the following data:

Invoice Number	Invoice Date	PO Number	Award Id	Invoice Amount	Status	Description	Type	Due Date	Paid Date	View
EXAMPLE_003	08-Jun-2016	DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	30.00	SAVED	Example invoice to be saved	Standard			View
EXAMPLE_002	08-Jun-2016	DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	50.00	SAVED	This invoice will be saved to be modified later	Standard			View
EXAMPLE_001	08-Jun-2016	DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	40.00	PENDING APPROVAL	This is an example invoice description	Standard	09-Jun-2016		View

- ❖ The statuses an invoice may have are:

- **SAVED** – The invoice has not been submitted. It may be modified and submitted if necessary.
- **PENDING APPROVAL** – The invoice has been submitted and is being reviewed.
- **APPROVED, PENDING PAYMENT** – The invoice has been fully approved for payment and is in the process of being paid.
- **PAID** – The invoice has been paid.
- **REJECTED** – The invoice was previously submitted but has been rejected by the approver. The invoice may be modified and resubmitted if necessary.
- **CANCELED** – The invoice has been manually canceled in the system by Accounts Payable. This may be due to technical issues and does not necessarily mean the invoice will not be paid. Accounts Payable and/or the agency the invoice is for will contact the user in these scenarios to explain the situation.