

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 website. The top left features the ESC Enterprise Services Center logo. Below it is a navigation menu with links: Home, eInvoicing Access (highlighted with a red box), Rules of Behavior, Training, Help Desk, and Forms. To the right of the menu is an image of a calculator and a pen. 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 program's implementation by the Department of Transportation (DOT) to automate grants payment. Below this is a "System Messages" section with a message dated 09/22/2015 regarding the 2015 fiscal year-end processes. The message specifies submission deadlines for FAA (September 27) and other agencies (September 28). At the bottom of the page, there is a footer with the text "Page rendered 2016/08/08 14:47:29; Version 1.9 (PROD) @ adelpmmp02" and a "Privacy Policy" link.

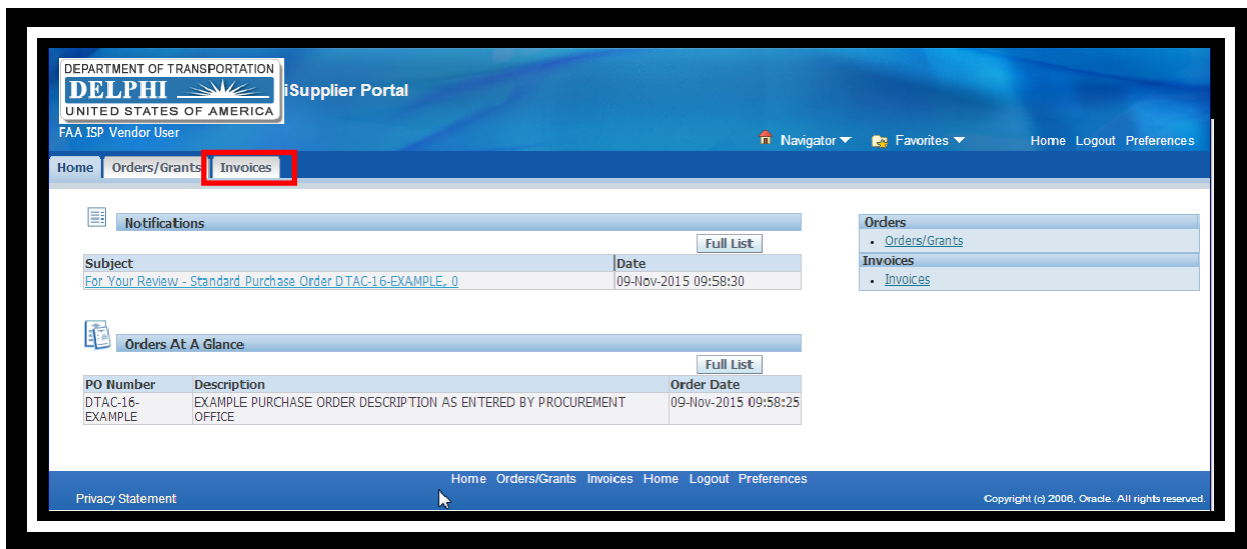
- ❖ Enter through Login.Gov
 - Create account if you do not have existing.
 - Account should be your email associated with your Delphi User account
 - Follow instructions with Login.gov to sign into your Delphi account



Create an account

Sign in

- ❖ 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}

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

Supplier Portal

FAA ISP Vendor User

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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Navigator Favorites Home Logout Preferences

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

Go Clear

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 DELPHI Supplier Portal search interface. The search criteria are as follows:

- Supplier: FEDERAL AVIATION ADMIN
- PO Number/Award Id: DTAC-16-EXAMPLE

The search results table is shown below:

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 DELPHI Supplier Portal search interface. The search criteria are as follows:

- Supplier: FEDERAL AVIATION ADMIN
- PO Line Description: %TWO%SERVICES%

The search results table is shown below:

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: [Empty]

PO Line Amount From: [Empty]

PO Line Amount To: [Empty]

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**

Home Orders/Grants Invoices Home Logout Preferences

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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**

Home Orders/Grants Invoices Home Logout Preferences

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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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Supplier Portal

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Home Orders/Grants Invoices

Create Invoices | View Invoices

Warning

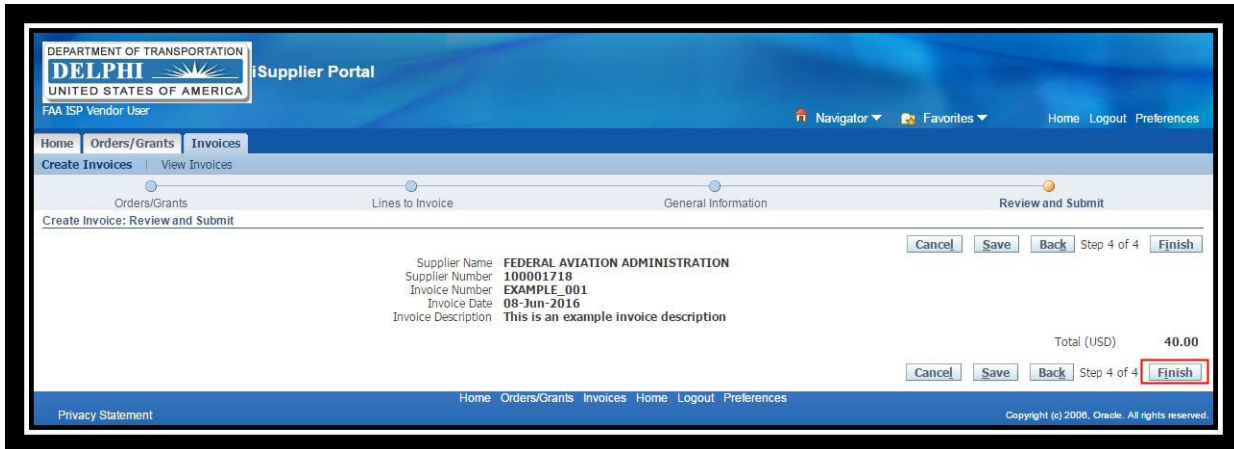
Reminder: Have all the required documentation been attached for this invoice?
Please attach all the required documentation prior to submitting this invoice.

No **Yes**

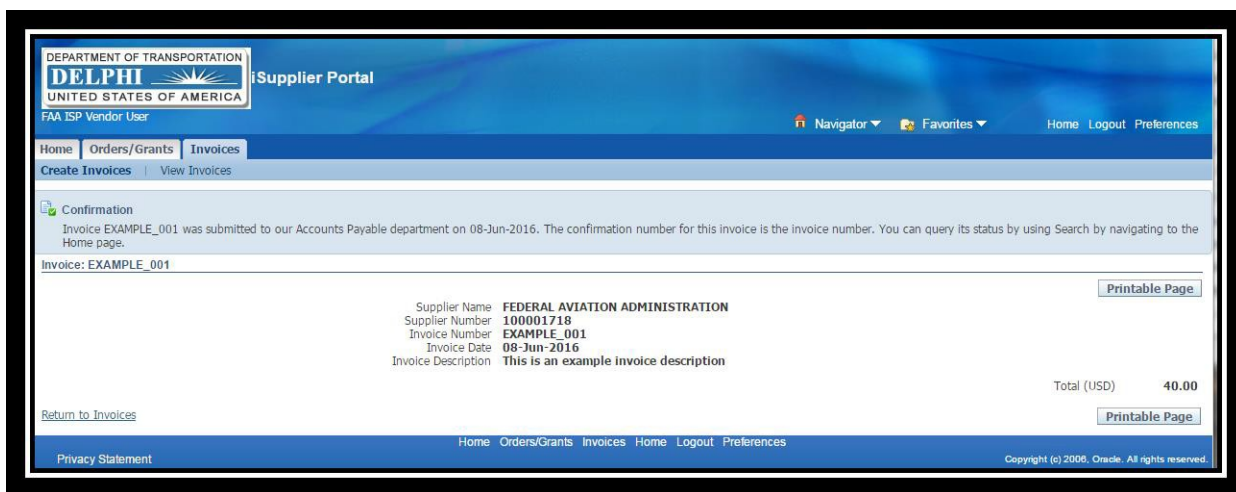
Home Orders/Grants Invoices Home Logout Preferences

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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.



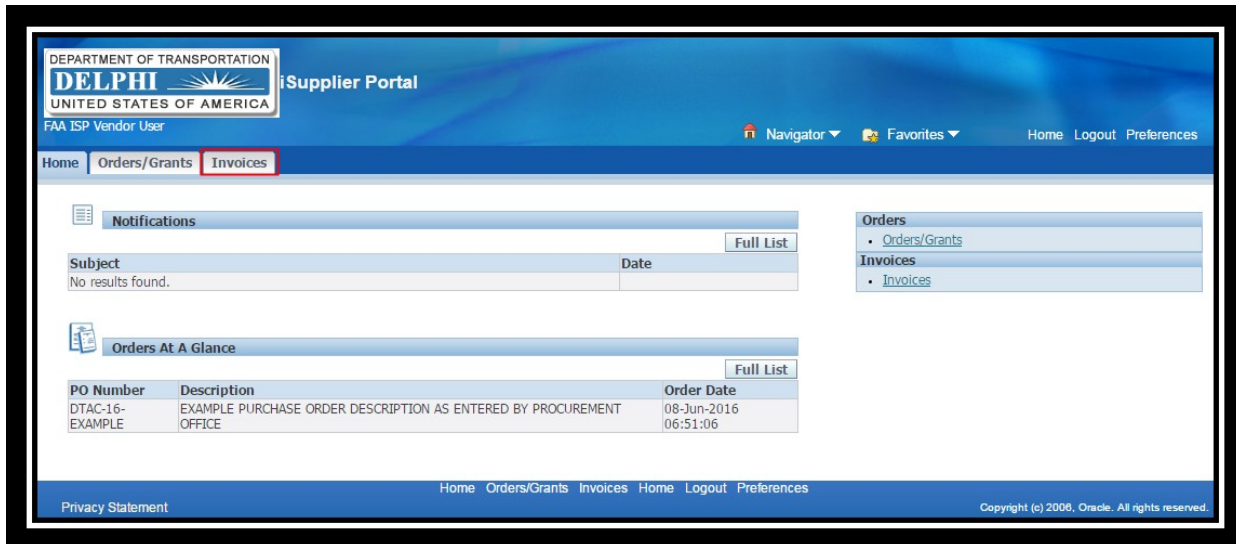
- ❖ After the invoice and its attachments are successfully submitted, a confirmation message will be shown.



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.

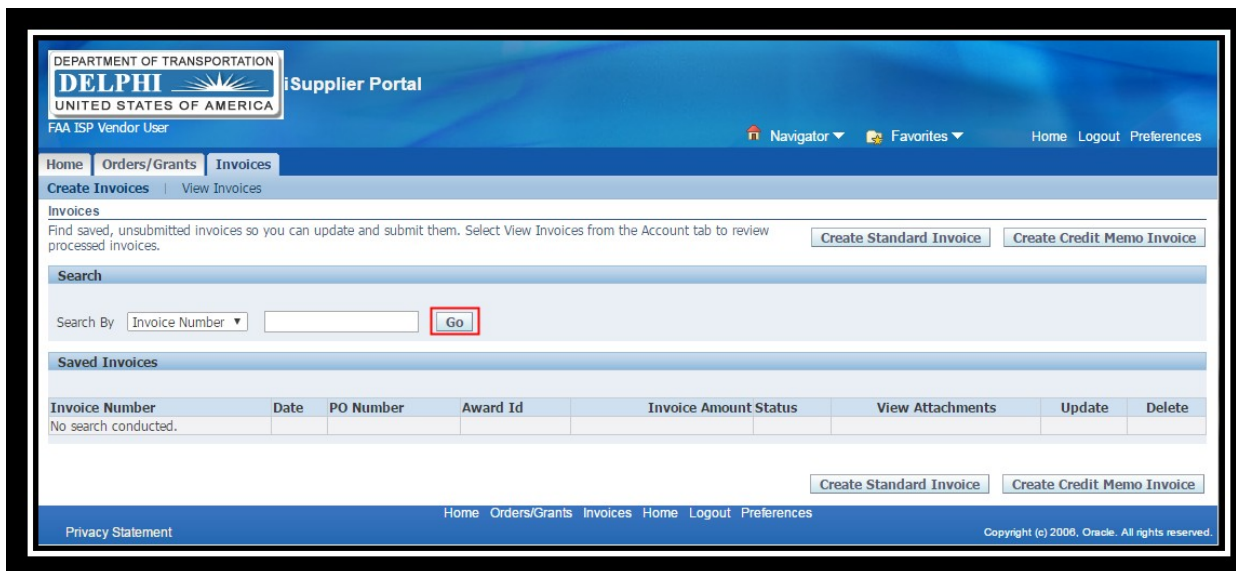
- To modify an eligible invoice, from the Home tab click on the **Invoices** tab.



The screenshot shows the Supplier Portal Home page. The 'Invoices' tab is highlighted in the top navigation bar. Below the navigation bar, there are sections for 'Notifications' and 'Orders At A Glance'. The 'Orders At A Glance' section contains a table with the following data:

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

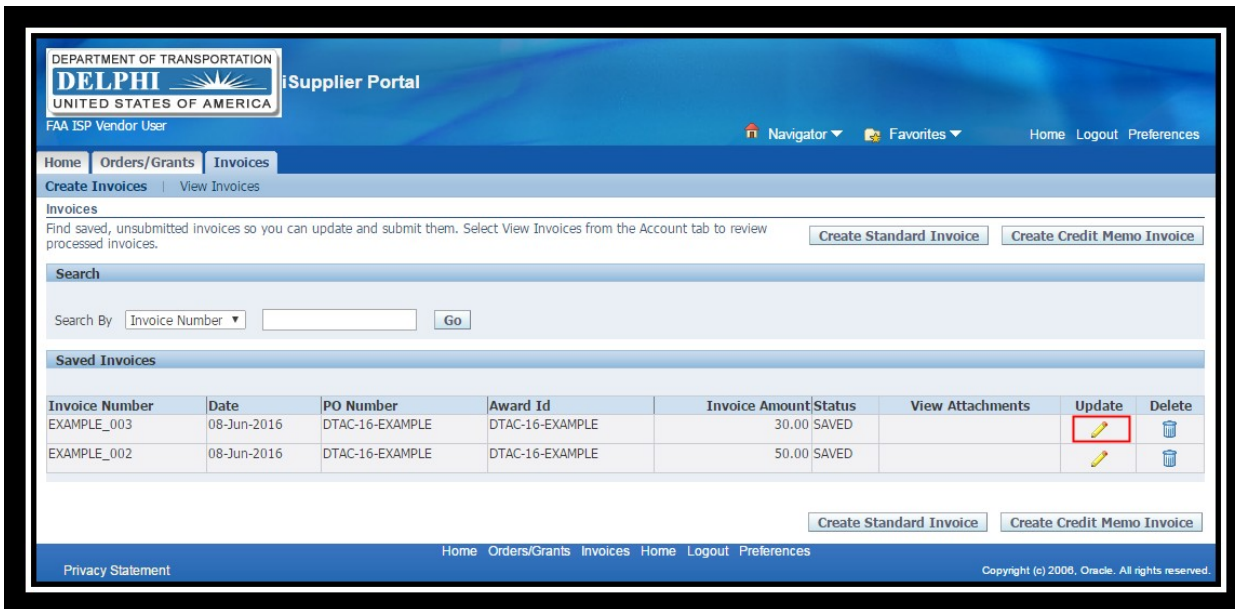
- To view the list of invoices that are currently eligible to be modified (having a status of either Saved or Rejected), enter search criteria (optional) and click **Go**.



The screenshot shows the Supplier Portal Invoices page. The 'Invoices' tab is selected in the top navigation bar. Below the navigation bar, there are sections for 'Create Invoices' and 'View Invoices'. The 'View Invoices' section contains a search form with the following data:

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.

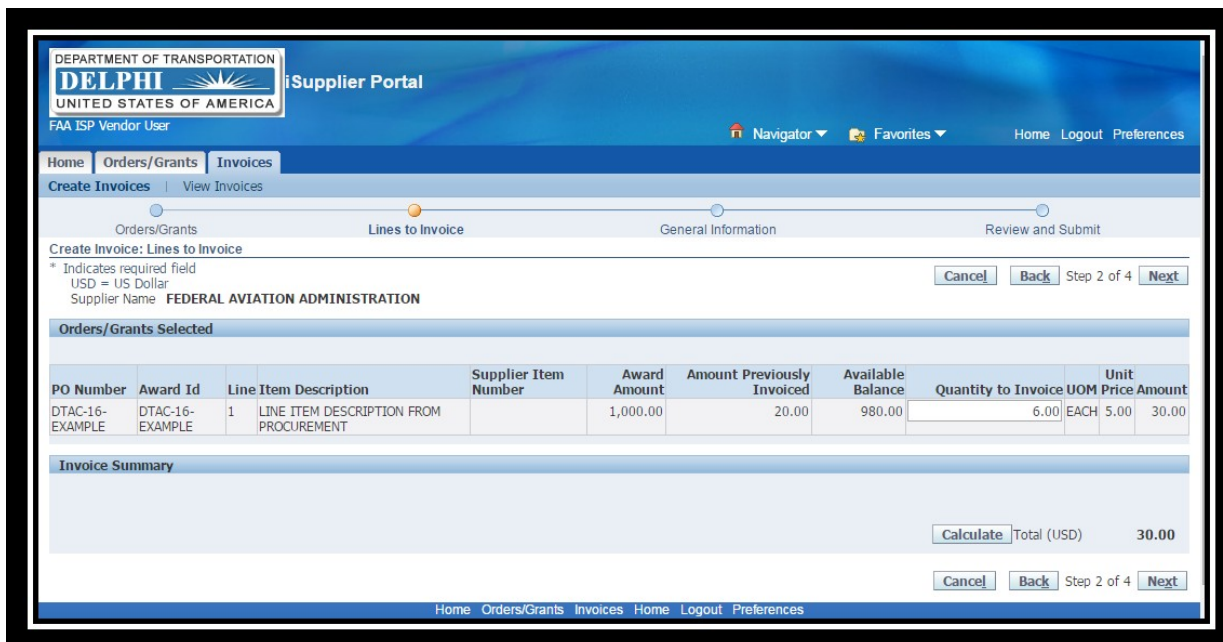
Search
Search By Invoice Number Go

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			

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

PO Number	Award Id	Line	Item Description	Supplier Item Number	Award Amount	Amount Previously Invoiced	Available Balance	Quantity to Invoice	UOM	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

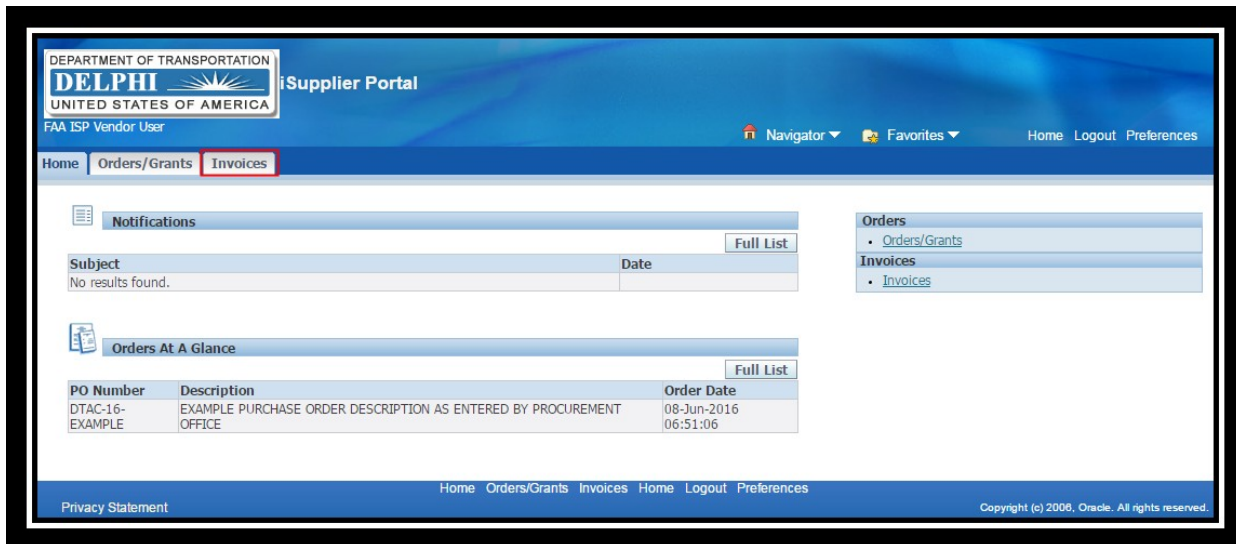
Cancel Back Step 2 of 4 Next

Home Orders/Grants Invoices Home Logout Preferences

Vendor User Reference Guide – View Invoices.

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

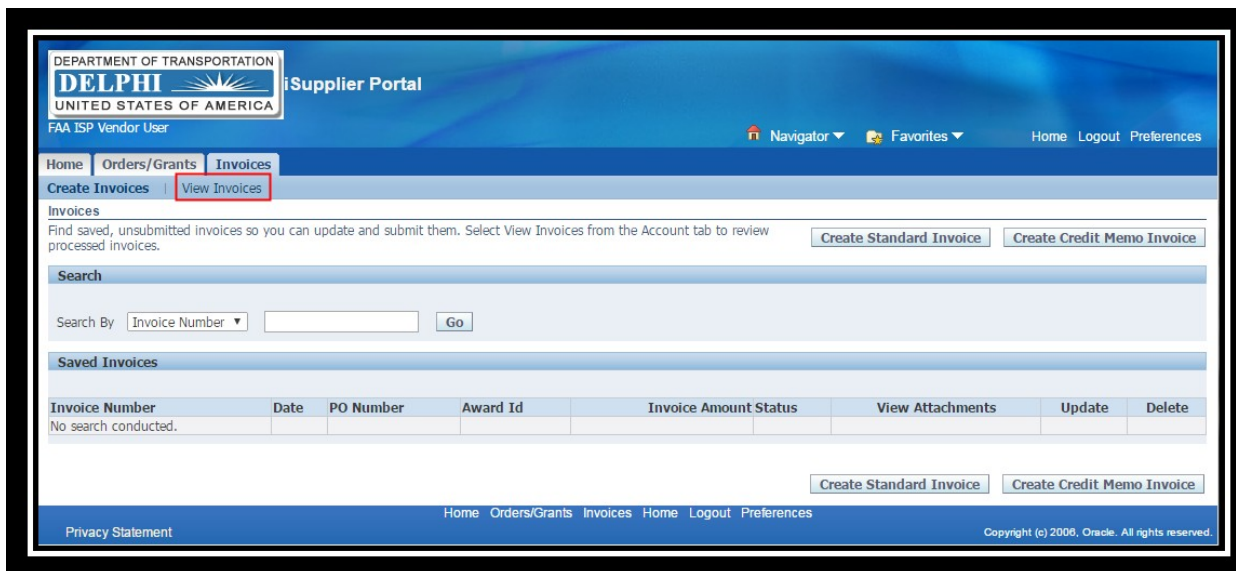
- ❖ To view an invoice, from the Home tab click on the **Invoices** tab.



The screenshot shows the Supplier Portal interface. At the top left is the logo for the Department of Transportation DELPHI, United States of America. The user is identified as 'FAA ISP Vendor User'. The navigation bar includes 'Home', 'Orders/Grants', and 'Invoices', with 'Invoices' highlighted by a red box. Below the navigation bar, there are sections for 'Notifications' (showing 'No results found.'), 'Orders At A Glance' (with a table of one entry), and a sidebar menu with 'Orders' and 'Invoices' options.

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

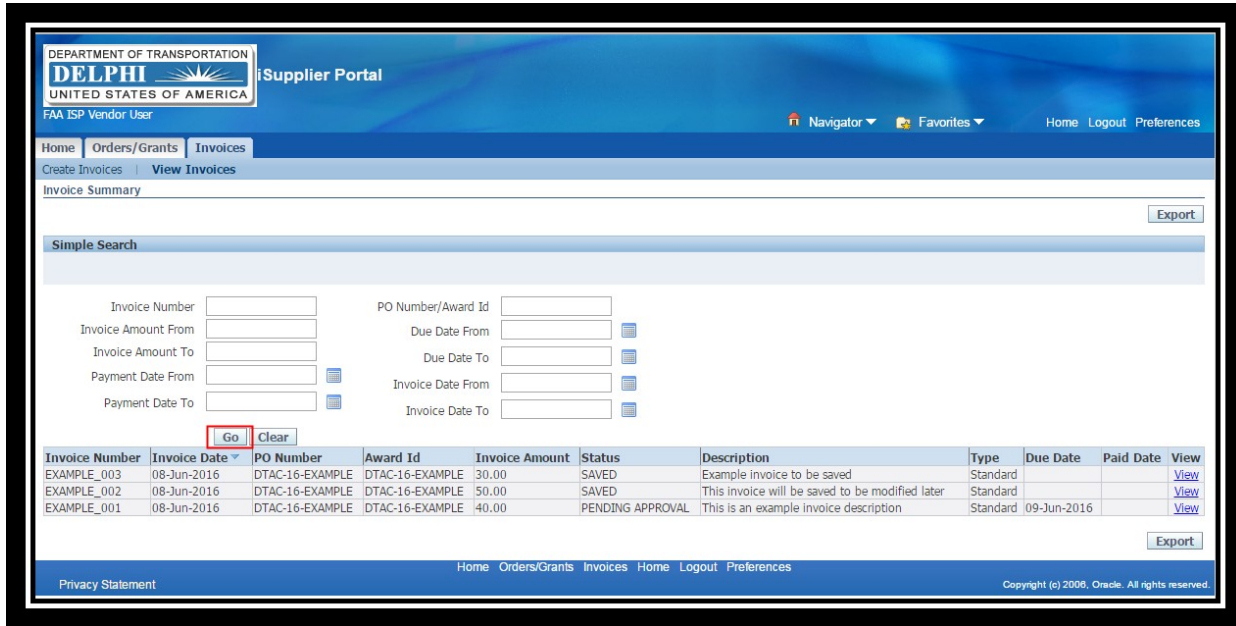
- ❖ On the next screen, click the **View Invoices** link.



The screenshot shows the 'Invoices' page in the Supplier Portal. The 'Invoices' tab is selected in the navigation bar. Below the navigation bar, there are buttons for 'Create Invoices' and 'View Invoices', with 'View Invoices' highlighted by a red box. The page contains a search section with a dropdown menu set to 'Invoice Number' and a 'Go' button. Below the search section is a 'Saved Invoices' table with columns for Invoice Number, Date, PO Number, Award Id, Invoice Amount Status, View Attachments, Update, and Delete. The table currently shows 'No search conducted.'.

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

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



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Home Orders/Grants Invoices
 Create Invoices View Invoices
 Invoice Summary

Simple Search

Invoice Number PO Number/Award Id
 Invoice Amount From Due Date From
 Invoice Amount To Due Date To
 Payment Date From Invoice Date From
 Payment Date To Invoice Date To

Go Clear

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

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- ❖ 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.