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.
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

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

Search

Go

Saved Invoices

Invoice Number

Date

PO Number

Award Id

Invoice Amount

Status

Attachments

Update

Delete

Create Standard Invoice

Create Credit Memo Invoice
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.
Example searching by using the **PO Number/Award Id**: 

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

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.
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.

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.
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.
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.

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

- 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.

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

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

- On the next screen, click the View Invoices link.
To search for invoices submitted through the iSupplier system, enter search criteria (optional) and click Go.

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.