

Course Name	Delphi eInvoicing System Training: Grant Recipient
Agency	FAA Office of Airports (AIP)



AGENCY Process Recommendations:

At various points within the Delphi eInvoicing System training, you will see yellow boxes containing the caption "Agency Process Recommendation". These captions highlight functionalities and processes within the system that may be used differently by each agency.

1	Invoice: Please refer to the agency that you are invoicing regarding how you should populate the Invoice Number field, as well as what information should be added in the Invoice Description field.
Agency Process Recommendation: No preference regarding information entered by the grant recipient	
Agency Policies and Guidelines: FAA Office of Airports recommends their grant recipients use their own invoice numbering system. The Office of Airports has no preference for numbering invoices.	
2	Attachment: Please refer to the agency that you are invoicing regarding what should be included in the attachment Description field, as well as what should be uploaded and populated in the Define Attachment section. This may include the agency's desired attachment type (File, URL, or text), format (Word, Excel, or PDF) and naming convention.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: The FAA Office of Airports is currently reviewing drafted policies related to payment requests. These policies, once approved by FAA Office of Airports senior management, will specify the type of supporting documentation that must be attached to payment requests. Please refer to the final Office of Airports Grants Payments Policy (once it is issued) for these details.	
3	Period of Performance: Please note that Period of Performance is not a system required field; however, the agency that you invoice may require that you include it. Refer to the contract your organization has with the agency to know what to input for the Period of Performance fields. If the period of performance is outside of the contracted dates, this must be noted to the reviewer/approver.
Agency Process Recommendation: No preference regarding information entered by the grant recipient	
Agency Policies and Guidelines: The FAA Office of Airports does not have a preference regarding this optional information.	

4	SF270/271: Please refer to the agency that you are invoicing regarding which form (if any), the SF270 or SF271, you should complete.
Agency Process Recommendation: The grant recipient should submit the SF271 form	
Agency Policies and Guidelines: The FAA Office of Airports will issue specific guidance regarding when this type of supporting documentation must be attached to the payment request. Please refer to the final Office of Airports Grants Payments Policy (once it issued) for these details. The FAA Office of Airports policy will also require the grant recipient to submit the SF270 when applicable.	
5	SF270/271: If the agency that you are invoicing requires you to fill out the SF270 or SF271, please refer to that agency regarding how to populate each field.
OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: The FAA Office of Airports will issue specific guidance regarding when this type of supporting documentation must be attached to the payment request. Please refer to the final Office of Airports Grants Payments Policy (once it is issued) for these details.	
6	Credit Memo: Unless otherwise noted, you have 29 days to offset the credit memo with another invoice; however, some agencies may set the offset threshold to a different number of days. Please refer to the agency to which you are submitting a credit memo to confirm the 29-day offset.
Agency Process Recommendation: The grant recipient will have 29 days to offset a credit memo with another invoice	
Agency Policies and Guidelines: The FAA Office of Airports policy will be 29 days to offset a credit memo with another invoice.	
7	Credit Memo: Please refer to the agency to which you are submitting the credit memo regarding how you should populate the Invoice Number field and for specific guidance on what should be included in the Invoice Description field, as well as any required backup documentation.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: The FAA Office of Airports will issue specific guidance specifying what type of supporting documentation must be attached to a credit memo request. Please refer to the final Office of Airports Grants Payments Policy (once it is issued) for these details.	