

<b>Course Name</b>	Delphi eInvoicing System Training: Grant Recipient
<b>Agency</b>	FHWA



#### 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.

<b>1</b>	<b>Invoice:</b> 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.
<b>Agency Process Recommendation:</b> Refer to agency Policies and Guidelines for specific instructions	
<b>Agency Policies and Guidelines:</b>  Grant recipient should submit electronic invoices to FHWA for processing. Grant recipient should follow instructions provided in the award document. Populate Invoice Number field with contractor's invoice number. Invoice Description field should contain: Contract Number/Agreement Number, Contractor Name and Address, Period Covered, Tax ID, Duns Number and Contract Specialist/Agreement Specialist's name.  For Support Service Contracts:  The Contractor shall include the following signed certification for support service contracts: "I certify that the hours and/or materials identified are allocable to the job being billed and that the costs are justified as attributable solely to the performance of this Government contract."  For Cost Reimbursement Contracts:  The Contractor shall include the following signed certification for all other cost reimbursement contracts other than support services: "I certify that all payments requested have been incurred, are allocable to this contract and have not been billed previously."	
<b>2</b>	<b>Attachment:</b> 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.
<b>Agency Process Recommendation:</b> Refer to agency Policies and Guidelines for specific instructions	
<b>Agency Policies and Guidelines:</b>  For Contracts:  Grant recipient shall use the "Attachment" tab on the Create Invoice page in the Delphi eInvoicing System to attach any supporting documents.  For Agreements:  Attachments shall be submitted with the Progress Report submitted to the Agreement Officer. Vendor will certify the invoice with a statement as follows, "I certify that all attachments/submittals required by the Agreement have been or will be submitted with the applicable Progress Report." No attachments or submittals will be submitted with the invoice.	

3	<b>Period of Performance:</b> 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.
<b>Agency Process Recommendation:</b> Refer to agency Policies and Guidelines for specific instructions	
<b>Agency Policies and Guidelines:</b>  Grant recipient shall indicate period covered by invoice.	
4	<b>SF270/271:</b> Please refer to the agency that you are invoicing regarding which form (if any), the SF270 or SF271, you should complete.
<b>Agency Process Recommendation:</b> The grant recipient should submit the SF270 form	
<b>Agency Policies and Guidelines:</b>  For Grants: Submit SF 270/271  For Cost Reimbursement Contracts: Submit SF1034/1035  For All Other Contracts: Submit Invoice only (no standard form number)	
5	<b>SF270/271:</b> 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.
<b>OA Process Recommendation:</b> Refer to agency Policies and Guidelines for specific instructions	
<b>Agency Policies and Guidelines:</b>  Grant recipient shall follow instructions of the applicable form or instructions provided by the award document.	
6	<b>Credit Memo:</b> 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.
<b>Agency Process Recommendation:</b> The grant recipient will have 29 days to offset a credit memo with another invoice	
<b>Agency Policies and Guidelines:</b>	

7	<b>Credit Memo:</b> 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.
<b>Agency Process Recommendation:</b> The grant recipient should note the original invoice number in the Invoice Description field and attach a copy of the original invoice to the credit memo	
<p><b>Agency Policies and Guidelines:</b></p> <p>Grant recipient should submit electronic invoices to FHWA for processing. Grant recipient should follow instructions provided in the award document. Populate Invoice Number field with contractor's invoice number. Invoice Description field should contain: Contract Number/Agreement Number, Credit Memo Reference Number, Contractor Name and Address, Period Covered, Tax ID, Duns Number and Contract Specialist/Agreement Specialist's name.</p> <p>For Support Service Contracts:</p> <p>The Contractor shall include the following signed certification for support service contracts: "I certify that the hours and/or materials identified are allocable to the job being billed and that the costs are justified as attributable solely to the performance of this Government contract."</p> <p>For Cost Reimbursement Contracts:</p> <p>The Contractor shall include the following signed certification for all other cost reimbursement contracts other than support services:</p> <p>"I certify that all payments requested have been incurred, are allocable to this contract and have not been billed previously."</p>	