STEPS FOR CREATING A CREDIT MEMO

1. Log Into the Delphi eInvoicing System

- On the DOT Delphi eInvoicing System Login page, enter your user name and password
- Read the Rules of Behavior and check the box
- Select **Login**

2. Select the Responsibility

- Select the responsibility associated with the DOT agency for which you need to submit a credit memo
- (Please note that this step is only required if you invoice more than one DOT agency; otherwise, you will be automatically directed to the Responsibility Home page to begin the process of creating a credit memo.)

3. Create Invoices

- Select the **Invoices** tab
- Select the **Create Credit Memo Invoice** button

For additional training resources, please visit the Delphi eInvoicing System website:

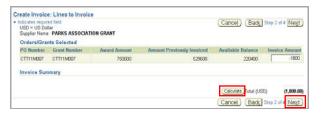http://www.dot.gov/cfo/delphi-einvoicing-system.html

Available Training Materials:
- Grant Recipient Web-Based Training (WBT)
- Grant Recipient User Manual
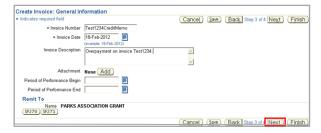- Frequently Asked Questions (FAQs)

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4. Search for Purchase Order/Grant

- On the Create Invoices Search page, enter search criteria for the Purchase Order(s)/grant(s) for which you need to create a credit memo
- Select **Go**
- Search results appear in the table
- Check the box of the correct Purchase Order(s)/grant(s)
- Select **Next** to begin creating the credit memo

5. Enter and Calculate Correct Credit Amount

- Enter the credit amount (**NOTE**: This must be a negative amount)
- If submitting a credit memo against more than one Purchase Order/grant, select **Calculate** to calculate the total
- Select **Next**

6. Enter General Credit Memo Information

- Enter the Invoice (Credit Memo) Number and Date
- Enter a description of the credit memo
- Electronically upload backup documentation/attachments
- Enter the Period of Performance
- Electronically add an SF270 or SF271 Form (if needed)
- Select **Next**

7. Review and Submit the Credit Memo

- Review the invoice information
- Select **Finish** to submit the invoice