## **DEPARTMENT OF TRANSPORTATION DELPHI eINVOICING SYSTEM GRANT RECIPIENT QUICK REFERENCE GUIDE SEARCHING ALL INVOICES**



| TEPS FOR SEARCHING ALL INVOICES  |   |
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| Webener to the December of Terror at the characteristics I acid Dece   | Simple Search   |
| Please enter your User Name and Passwerd below.  | Invite Musher   |
| Passwerd   | Amount Due From   |
| DELPHI   | Amount Due To Invoice Date To   |
| States of B  | Due Date From   |
| I now read the deviceour pixels of Behavior in these entrety, and recognize that is in my responsibility to instruce that i<br>comply with a Dio Tpoincier, regulations, guaderies and units regarding the protections. Inaction, processing,<br>transmission, distribution, and destruction of sensitive unclassified information. I understand that failure to comply with<br>any or as of the below security requirements could areas in the load of my system pixelings, adoptionary action by CoT,  | Due Date To   |
| elnoroticing Rules of Behavior<br>You are accessing a US commenter known system. This recommode hydron, inclusing all relaxed<br>equipment, networks, and network elevates, is provided for US. Government-Juncted our stryl. VinJuncted or<br>improper use of this system is unfolded, and mit yecuit in cell and certimal penative, calamostrative<br>disciplinary action. The communicators and data stored or bandstrop limits system may be, for any landul<br>covernment puppole, microter, recover, and subject to aucci or investigation. By using this system, you<br>understand and concert to such terms.   | <ul> <li>4. View Invoices Simple Search</li> <li>o Selecting the View Invoices link on the previous screen takes</li> </ul>   |
| <ol> <li>Log Into the Delphi elnvoicing System</li> <li>On the DOT Delphi elnvoicing System Login page,<br/>enter your user name and password</li> <li>Read the Rules of Behavior and check the box</li> <li>Select Login</li> </ol>   | <ul> <li>to the Simple Search page</li> <li>Populate the applicable search field(s) with any information yo have that will aid and narrow your search</li> <li>The percent sign (%) can be used as a wildcard to search if you unsure of an exact value</li> <li>Select Go</li> </ul>   |
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| <ul> <li>2. Select the Responsibility</li> <li>Select the responsibility associated with the DOT agency for which you need to search for an invoice</li> <li>(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 search process.)</li> </ul>  | <ul> <li>5. View Search Results Table</li> <li>Search results appear in the table</li> <li>View search results, including the invoice Status and Paid Dat</li> <li>Select Export to export table data to a .CSV file</li> <li>Select the View link of any invoice you wish to review in more</li> </ul>   |
| DEPARTMENT OF TRUNCHPORTATION<br>DEDEPHI SMALL<br>UNITE DISTATES OF AMERICA<br>Envolution<br>Fred and, underhild invoices on an update and submit them. Select View Invoices<br>Fred and, underhild invoices and update and submit them. Select View Invoices<br>Fred and, underhild invoices and update and submit them. Select View Invoices<br>Fred and, underhild invoices and update and submit them. Select View Invoices<br>Fred and, underhild invoices and update and submit them. Select View Invoices<br>Fred and America Invoices  | Invoice Details   |

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## 3. View Invoices Search

- Select the Invoices tab
- Select the View Invoices link
- View Invoices allows you to view all invoices that have been saved, submitted, rejected, paid, or are pending approval

NOTE: Invoices searched under View Invoices are view-only and cannot be edited.

## 6. View Invoice Details

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(SF 271)

o Review the invoice details, including the SF270 or SF271 (if applicable) and any attached documentation

For additional training resources, please visit the Delphi elnvoicing 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)