

Course Name	Delphi eInvoicing System Training: Grant Recipient
Agency	PHMSA/OHMS/HMEP Grants Program



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: Refer to agency Policies and Guidelines for specific instructions	
<p>Agency Policies and Guidelines:</p> <p>Invoice number should be comprised of four (4) parts, grant recipient's acronym, fiscal year of performance, an incremental number (starting from 01) and "PR" or "CM" abbreviations added at the end. (where "PR" equals to an advance or Reimbursement Payment Request, and "CM" equals to a Credit Memo) Please see example for Arizona below- First Request for Reimbursement Invoice submitted in Fiscal Year 12 by Arizona should be numbered; AZ-12-01PR, etc.</p> <p>Example for Arizona: AZ-12-01PR (1st Reimbursement Request Invoice submitted by Arizona in FY12) AZ-12-02PR (2nd Reimbursement Request Invoice submitted by Arizona in FY12) AZ-12-03PR (3rd Reimbursement Request Invoice submitted by Arizona in FY12) AZ-12-04CM (Credit Memo submitted by Arizona in FY12) AZ-12-05PR (Reimbursement Request Invoice submitted by Arizona in FY12) etc,...</p>	
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	
<p>Agency Policies and Guidelines:</p> <p>In the Invoice Description field, please identify if the invoice request is either for Training, Planning or for both. Include the Planning Federal Share and Training Federal Share amounts being requested;</p> <p>Example;</p> <p>Training Fed Share : \$ 20,000.00 Planning Fed Share: \$ 30,000.00 Total Fed Share: \$ 50,000.00</p> <p>Please include supporting documentation as attachments to substantiate your invoice request. For examples of type of supporting documentation required, see PHMSA Hazmat Grants Supporting Documentation Guidance.</p>	

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: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: Please Note: Period of Performance cannot begin earlier than the start of the Grant Period of Performance indicated on the NGA. Period of performance End Date should reflect the completion date of the activity being invoiced.	
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 SF270 form	
Agency Policies and Guidelines: Complete required fields referenced in agency's Policies and Guidelines and submit with invoice.	
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: Please refer to the OMB instructions at http://www.whitehouse.gov/sites/default/files/omb/grants/sf270.pdf for guidelines for completing SF270 form.	
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: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: You have 30 days to offset the 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: 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.	
Agency Policies and Guidelines: Please Note the original Invoice number in the Invoice Description field and attach a copy of the original Invoice to the credit memo.	