# DEPARTMENT OF TRANSPORTATION DELPHI eINVOICING SYSTEM REVIEWER /APPROVER QUICK REFERENCE GUIDE NOTIFICATION TYPES



# STEPS FOR REVIEWING NOTIFICATIONS



### 1. Log Into the Delphi elnvoicing System

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

DEPARTMENT OF TRANSPORTATION	E-Business Suite	Lagoal Parformants Halo
-		Logged in As EELLIS2FAA
Navigator		Favorites
	(Edit Nevigetor)	Edit Favorites
EAA ISP Approver	Please select a responsibility	You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.
Copyright (c) 2006, Oracle. All rights reserve	a Logase   Preferences   Help	Privacy Statement

#### 2. Select the Responsibility

 Select the responsibility associated with the DOT OA for which you will review invoices to go to the Responsibility Home page

Navigator		
		Edit Navigator
FAA ISP Approver FAA ISP Reporting - Discoverer <u>Viewer</u>	FAA ISP Approver Notifications	

#### 3. Select the Notifications Link

• Select the Notifications link to go to the Worklist page

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

http://www.dot.gov/cfo/delphi-einvoicingsystem.html

## Available Training Materials:

- Reviewer/Approver Web-Based Training (WBT)
- Reviewer/Approver User Manual,
- Frequently Asked Questions (FAQs)

Worklist	
View Open Notifications 🔻 Go	
From All Notifications	
There FYI Notifications	
Notifications Frenovides a series of worklist views available	
Open Notifications	AL
To Do Notifications	Notifications
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#### Select View Options

4.

Select view option from the View drop-down list:

- All Notifications will result in every notification in your worklist
- Open Notifications will return any notifications that you have not yet viewed
- To Do Notifications are invoices waiting to be reviewed
  FYI Notifications are informational in nature and do not
- require any action
- Notifications From Me will not return any results

Work	list		
View	Open Notifications . Go	)	
			D Previous 1-25 Next 25 G
From	Туре	Subject	Sont/ Due
-	iSupplier Approval WorkFlow	REMINDER: Payment request Test2012 is awaiting your review.	13-Jan-2012
	Supplier Approval WorkFlow	REMINDER: Payment request Test2012 is awaiting your review.	14-Jan-2012
	iSupplier Approval WorkFlow	ESCALATION: No action has been taken on payment request Test201	12 14-Jan-2012

### 5. Notification Types

- The Results in your returned worklist may show any of the following notification types:
  - FYI Approval Request E-mail lets you know that an invoice is awaiting your approval. You will receive this notification as an e-mail and as a worklist item
  - Action: Approval Request is sent after the grant recipient has submitted an invoice and requires you to take action. It will only be sent as a worklist item and will require an "approve" or "reject" response
  - FYI Threshold is for your information only and is used within an auto-approved hierarchy when a preset threshold has been reached. This threshold will be a percentage of the total obligated amount on the Delphi PO. Any individual invoice that exceeds the threshold percentage generates this notification, but no action is required NOTE: This patification will only be cost on biographics that

NOTE: This notification will only be sent on hierarchies that are auto-approved

- Escalation FYI is sent to a based on a predetermined number of calendar days. Please note that the user will continue to receive escalation notifications and you as the reviewer/approver will continue to receive reminder notifications until action is taken on the invoice NOTE: This notification will appear in the worklist and will also be sent through email
- Rejection Previous Approvers is an FYI only notification that is sent to any users who previously approved an invoice that is now being rejected NOTE: This notification is sent through email and will cannot be viewed through the worklist
- You will receive both an FYI notification and an Action notification when a grant recipient has submitted an invoice. However, you can only approve or reject an invoice from the Action notification. The FYI notification is for informational purposes only