STEPS FOR REJECTING AN INVOICE

1. Log Into the Delphi eInvoicing System

- o 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**

2. Select the Responsibility

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

3. Select the Notifications Link

- o Select the **Notifications** link to go to the Worklist page

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

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

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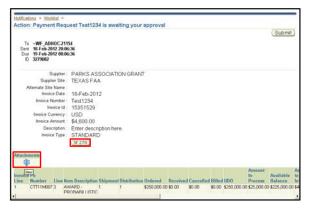- o Reviewer/Approver Web-Based Training (WBT)
- o Reviewer/Approver User Manual,
- o Frequently Asked Questions (FAQs)

4. Select Invoice to Review

- o Select **To Do Notifications** from the View drop-down list
- o From the results table, select the invoice you wish to review under the **Subject** header to open the Action: Payment Request page

5. Review Invoice Details

- o Review Invoice Details on the Action: Payment Request page
- o Select **SF201** or **SF271** buttons to review form contents
- o Select **Attachments** icon, to review attachment details

6. Prepare Response

- o Select the appropriate rejection type from the Approval Action drop-down list in the Response section of the Action: Payment Request page (toward the bottom of the page)
- o Select the **Comments** field to enter comments

7. Reject the Invoice

- o Select **Submit** to reject the invoice