

# DEPARTMENT OF TRANSPORTATION DELPHI eINVOICING SYSTEM REVIEWER /APPROVER QUICK REFERENCE GUIDE REJECTING AN INVOICE



## STEPS FOR REJECTING AN INVOICE

Welcome to the Department of Transportation DELPHI Login Page

Please enter your User Name and Password below:

Username: \_\_\_\_\_  
Password: \_\_\_\_\_

☐ I have read and accept the DELPHI Rules of Behavior.

**Login**

I have read the DELPHI Rules of Behavior in their entirety, and I recognize that it is my responsibility to ensure that I comply with all DOT policies, regulations, guidelines and rules regarding the protection, handling, processing, transmission, distribution, and destruction of sensitive unclassified information. I understand that failure to comply with any or all of the below security requirements could result in the loss of my system privileges, disciplinary action by DOT, and/or civil or criminal penalties.

**DELPHI Rules of Behavior**

Why are DELPHI Rules of Behavior Needed?

Within DELPHI, as within all commercial-off-the-shelf (COTS) software packages, technical controls alone are inadequate in ensuring the proper separation of duties and security controls needed in federal applications.

### 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**

DEPARTMENT OF TRANSPORTATION  
DELPHI  
UNITED STATES OF AMERICA

E-Business Suite

Logged In As: EELLS27AA

Navigator

FAA ISP Approver  
FAA ISP Reporting - Discoverer  
FAA ISP Reporting - Discoverer  
View Invoices

Please select a responsibility:

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Logout | Preferences | Help

### 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

FAA ISP Approver  
FAA ISP Reporting - Discoverer  
FAA ISP Reporting - Discoverer  
View Invoices

FAA ISP Approver  
Notifications  
View Invoices

Edit Navigator

### 3. Select the Notifications Link

- 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:

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

Notifications > Worklist

View: To Do Notifications Go

From Type	Subject	Sent	Due
Supplier Approval Workflow	Action: Payment Request Test2012 is awaiting your approval	18-Feb-2012	18-Feb-2012
Supplier Approval Workflow	Action: Payment Request Test000912 is awaiting your approval	18-Feb-2012	18-Feb-2012
Supplier Approval Workflow	Action: Payment Request 22222 is awaiting your approval	18-Feb-2012	19-Feb-2012
Supplier Approval Workflow	Action: Payment Request 6663633 is awaiting your approval	18-Feb-2012	19-Feb-2012
Supplier Approval Workflow	Action: Payment Request CTT2012200 is awaiting your approval	18-Feb-2012	19-Feb-2012
Supplier Approval Workflow	Action: Payment Request CTT2012200 is awaiting your approval	18-Feb-2012	19-Feb-2012
Supplier Approval Workflow	Action: Payment Request Test1234 is awaiting your approval	18-Feb-2012	19-Feb-2012
Supplier Approval Workflow	Action: Payment Request Test1234 is awaiting your approval	18-Feb-2012	19-Feb-2012

### 4. Select Invoice to Review

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

Notifications > Worklist > Action: Payment Request Test1234 is awaiting your approval

Submit

To: WF ADHOC21154  
Sent: 18-Feb-2012 20:06:36  
Due: 19-Feb-2012 08:06:36  
ID: 3279002

Supplier: PARKS ASSOCIATION GRANT  
Supplier Site: TEXAS FAA  
Alternate Site Name:  
Invoice Date: 18-Feb-2012  
Invoice Number: Test1234  
Invoice Id: 15351529  
Invoice Currency: USD  
Invoice Amount: \$4,600.00  
Description: Enter description here.  
Invoice Type: STANDARD  
SF 270

Attachments

Line	Number	Line Item Description	Shipment Distribution	Ordered	Received	Cancelled	Billed	UD0	Amount	In Process	Available	In Balance
1	CTT11M007	AWARD - PROGRAM 1 (ETC)	1	1	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$25,000.00	\$225,000.00	\$0.00

### 5. Review Invoice Details

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

Response

Approval Action: APPROVED

Comments: REJECTED: Goods Services not received  
REJECTED: Invoice Error  
REJECTED: Invoice Error

Return to Worklist

☒ Display next notification after my response

Submit

### 6. Prepare Response

- 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)
- Select the **Comments** field to enter comments

Response

Approval Action: REJECTED: Invoice Error

Comments: Not enough back up documentation.

Return to Worklist

☒ Display next notification after my response

Submit

### 7. Reject the Invoice

- Select **Submit** to reject the invoice