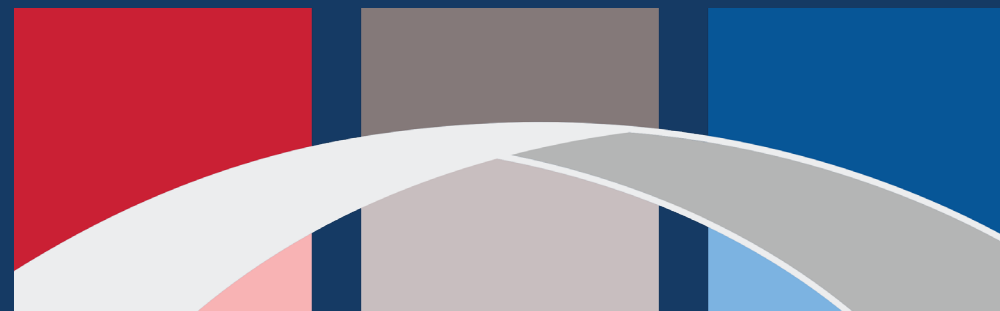




**U.S. Department
of Transportation**



BUILD AMERICA BUREAU

Grant Invoicing Process

Agenda

- Reimbursement Process
- Invoice Submission Process
- Standard Form (SF) 270 overview
- Invoice Excel Template overview
- Navigating Delphi
- [Build America Bureau Grant Recipient Resources](#)
- Deliverable Templates and Quarterly Reporting Schedule

Reimbursement Process

With DOT approval, recipient establishes scopes of work, executes contracts, and work begins

Contractors invoice recipient

Recipient pays contractors

Recipient invoices DOT with receipts & supporting documentation

DOT reimburses recipient via Delphi **eInvoicing**



Invoicing Process

- Complete the SF 270
- Complete the Invoice Excel Template
- **Submit both documents and with supporting information/receipts to your DOT Grants Management Specialist (GMS) for review via email FIRST**
- **After you receive the confirmation email** to upload the invoice package into Delphi – upload it into Delphi for final approval/processing payment (demo ahead)

Let's Review Invoicing Forms



Standard Form 270 Invoice Reimbursement

- SF 270
(Monthly)
- [Online Tool](#)

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes ☐ ADVANCE ☒ REIMBURSEMENT	2. BASIS OF REQUEST ☐ CASH ☒ ACCRUAL
		b. "X" the applicable box ☐ FINAL ☒ PARTIAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED US DOT		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY FAIN	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	6. EMPLOYER IDENTIFICATION NUMBER UEI	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER Recipient #	
8. PERIOD COVERED BY THIS REQUEST From: To: Typically, 1 month			
9. RECIPIENT ORGANIZATION Name: Entity Name & Address Street1: Street2: City: County: State: Province: Country: ZIP / Postal Code:			
10. PAYEE (Where check is to be sent if different than item 9) Name: Street1: Street2: City:			

Standard Form 270 Invoice Reimbursement

- a. Total Outlays to date
- b. Income: 0
- c. Net program outlays (a-b)
- d. Advance: 0
- e. Total (sum of c & d)
- f. Non-fed amount (if matching \$ is required)
- g. Fed Share amount - line e
- h. Fed payments previously requested
- i. Fed share now requested – the form will do the math and that will be the amount of this current invoice.

Must be signed 

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ ACTIVITIES	(a) IFAC/RIA /RTA	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income	0			0.00
c. Net program outlays (Line a minus line b)	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period	0			0.00
e. Total (Sum of lines c & d)	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
1st month				0.00
2nd month				0.00
3rd month				0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY	
a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$ 0.00

13. CERTIFICATION	
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	
SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
	
TYPED OR PRINTED NAME AND TITLE	
Prefix: 	First Name: 
Middle Name: 	
Last Name: 	Suffix: 
Title: 	

Invoice Excel Template

Period of Performance
Dates in your agreement

Dates covered for this
invoice package

Tabs correspond to
Object Class Categories

Invoice Summary - by Cost Category - Submit With Each Payment Request							
NOTE: This invoicing template is provided as a convenient method of documenting project costs associated with a payment request. The use of the template is not required, but the data elements within the template are required.							
Award Number:				Field Definitions			
Applicant Name:				Recipient Populated Field (changes monthly)			
Invoice Number:				Recipient Populated Field (usually does not change)			
Approved Budget Period: start, end				Calculated or Copied Field (do not edit directly)			
Section A - Budget Summary							
Period Covered by this Invoice:		Date of Payment Request	This Invoice	Project Costs to Date	Approved Budget	Balance Available	Percentage Costed
Start	End						
			\$ -	\$ -	\$ -	\$ -	No Funds Available
Section B - Budget Categories			Costs Shown Include Both Federal and Cost Share (Total Cost)				
Object Class Categories			Current Invoice Total	Cumulative Total, including current Invoice	Project Budget for Approved Budget Period(s)	Balance Available	Percentage Costed
			Invoice Detail	Invoice History			
a. Personnel (Recipient Staff Time)			\$ -	\$ -	\$ -	\$ -	No Funds Available
b. Fringe Benefits			\$ -	\$ -	\$ -	\$ -	No Funds Available
c. Travel			\$ -	\$ -	\$ -	\$ -	No Funds Available
d. Equipment			\$ -	\$ -	\$ -	\$ -	No Funds Available
e. Supplies			\$ -	\$ -	\$ -	\$ -	No Funds Available
f. Contractual/Consultant (Itemized)			\$ -	\$ -	\$ -	\$ -	No Funds Available
h. Other/Training			\$ -	\$ -	\$ -	\$ -	No Funds Available
i. Total Direct Charges (sum of 6a-6h)			\$ -	\$ -	\$ -	\$ -	No Funds Available
j. Indirect Charges			\$ -	\$ -	\$ -	\$ -	No Funds Available
k. Totals (sum of 6i-6j)			\$ -	\$ -	\$ -	\$ -	No Funds Available
Federal Payment Request and Cost Share Calculation							
Federal Share (requested reimbursement)			\$ -	\$ -	\$ -	\$ -	0.0%
Recipient Cost Share			\$ -	\$ -	\$ -	\$ -	0.0%
Total Project Cost			\$ -				
< > Instructions <u>Invoice Summary</u> Invoice Detail Invoice History Data Validation a. Personnel b. Fringe c. Travel d.							

Notes:

1. This worksheet is for recording total (Federal and Cost Share) project costs per invoice. One entry is required for each submitted invoice from the recipient.
2. This worksheet maintains a history of invoices submitted to DOT on this award.

Invoice Excel Template

[illegible]

Invoice Excel Template Continued

The spreadsheet is a tool to help us navigate your invoice submission. **It is not an OPM Standard Form.** If you want to make changes to the template, discuss with your GMS. If you have any questions navigating the spreadsheet, please reach out to your GMS.



Invoice Submission Process Continued

After you receive the “Cleared to upload into Delphi” email from grant program GMS, we expect the package to be uploaded into Delphi within that week.



Navigating Delphi

- Everyone who has a fully-executed Agreement and FAIN (Federal Award Identification Number), you should've received a Delphi registration login email (**you must login within 3 days of receiving that email**).
- If you have not, please reach out to your program GMS after this presentation.

Navigating Delphi

United States Department of Transportation

 Delphi Home

ESC Home About ESC Contact ESC



Availability & Notice of Change

Delphi

G-Invoicing

ESC PRISM

ESC Reporting

User Access Information

G-Invoicing

- [G-Invoicing Champions/Leads](#)
- [G-Invoicing Login](#)

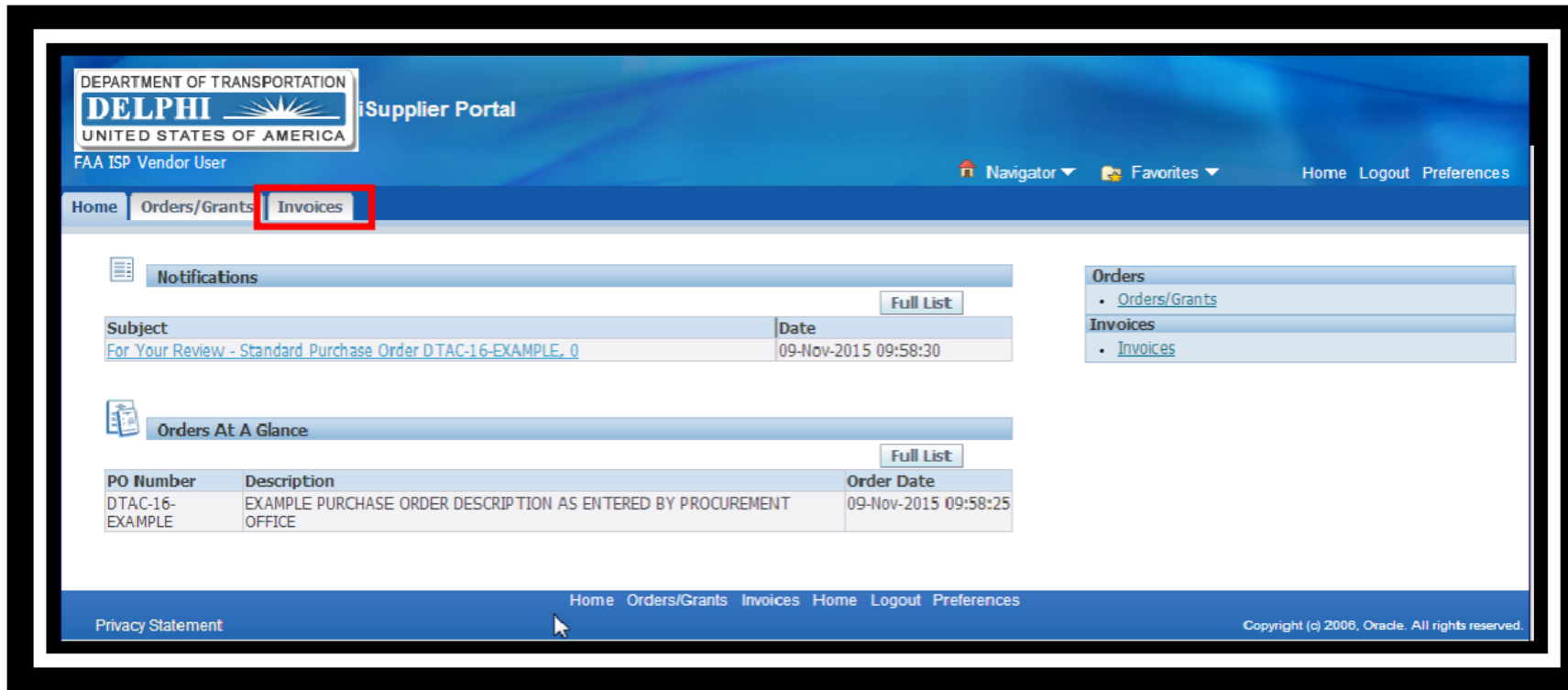
G-Invoicing Delphi SOPs

G-Invoicing Delphi SOPs: Requesting Agency

- [Requesting Agency GINV Quick Reference Guide](#)
- [Requisitions: Creating, Approving and Cancelling](#)
- [Requisitions: Creating using a Web ADI](#)
- [Requisitions: Delete an Incomplete GINV Requisition](#)
- [Order Creation from an AutoCreate Requisition](#)
- [Order Creation from a Manual Requisition](#)

Using Delphi

- ❖ After logging in, the home screen will be displayed. To create an invoice, click on the **Invoices** tab.



- ❖ On the Invoices tab there is a button to create either a Standard Invoice or Credit Memo. This example will create a Standard Invoice, starting by clicking the **Create Standard Invoice** button. {Credit Memo is similar with the exception of having negative invoice amounts}

Search

Note that the search is case insensitive

Supplier %

PO Number/Award Id

PO Line Description

PO Line Amount From

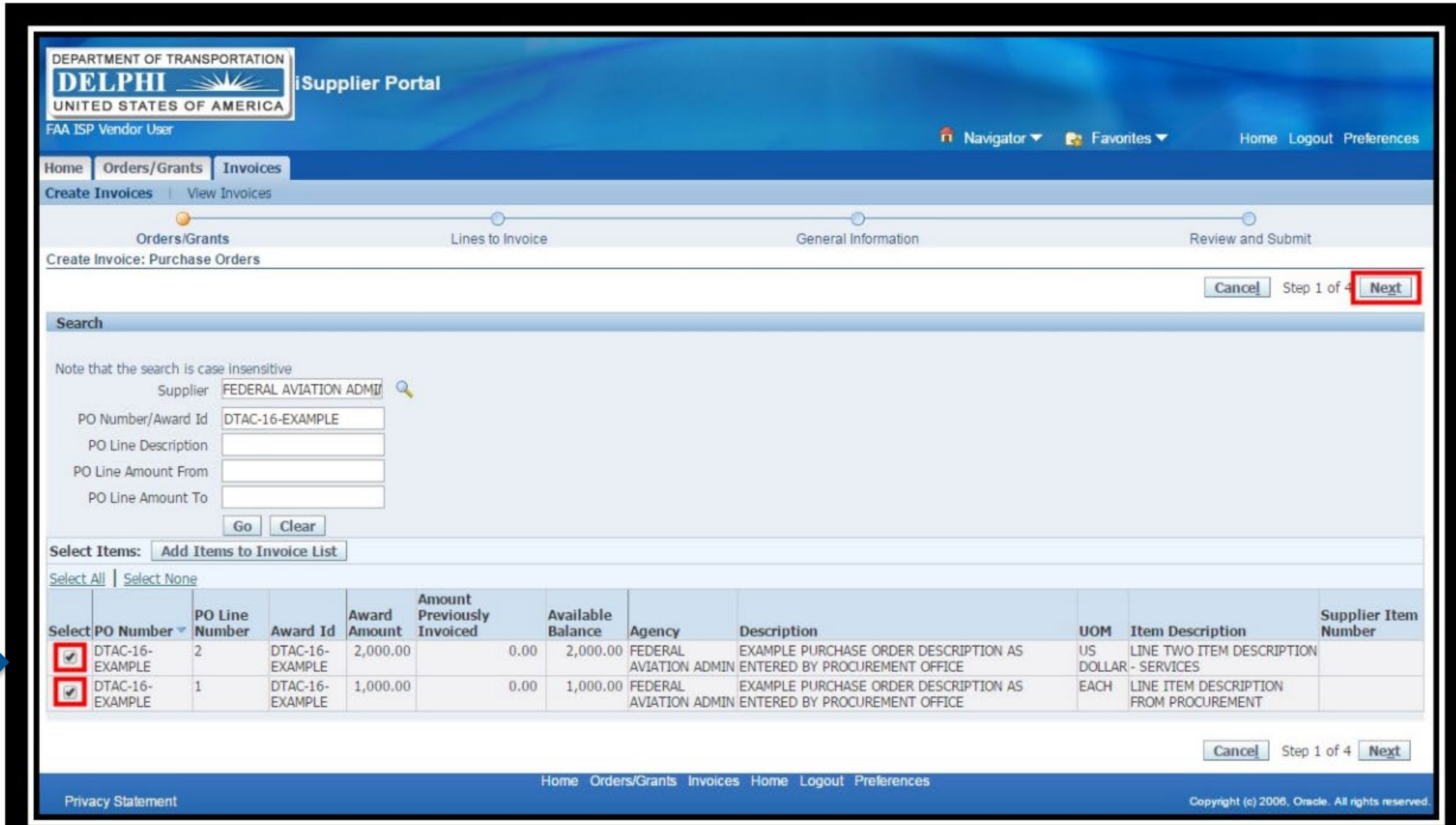
PO Line Amount To

Go Clear

Select	PO Number	PO Line Number	Award Id	Award Amount	Amount Previously Invoiced	Available Balance	Agency	Description	UOM	Item Description	Supplier Item Number
	No search conducted.										

PO=FAIN

- ❖ To select a Purchase Order Line to invoice, select the box next to it then click the **Next** button. Multiple lines can be selected, as appropriate for the invoice.



DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

Supplier Portal

FAA ISP Vendor User

Navigator Favorites Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 **Next**

Search

Note that the search is case insensitive

Supplier: FEDERAL AVIATION ADMIN

PO Number/Award Id: DTAC-16-EXAMPLE

PO Line Description:

PO Line Amount From:

PO Line Amount To:

Go Clear

Select Items: Add Items to Invoice List

Select All Select None

Select	PO Number	PO Line Number	Award Id	Award Amount	Amount Previously Invoiced	Available Balance	Agency	Description	UOM	Item Description	Supplier Item Number
☒	DTAC-16-EXAMPLE	2	DTAC-16-EXAMPLE	2,000.00	0.00	2,000.00	FEDERAL AVIATION ADMIN	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	US DOLLAR	LINE TWO ITEM DESCRIPTION - SERVICES	
☒	DTAC-16-EXAMPLE	1	DTAC-16-EXAMPLE	1,000.00	0.00	1,000.00	FEDERAL AVIATION ADMIN	EXAMPLE PURCHASE ORDER DESCRIPTION AS ENTERED BY PROCUREMENT OFFICE	EACH	LINE ITEM DESCRIPTION FROM PROCUREMENT	

Cancel Step 1 of 4 Next

Home Orders/Grants Invoices Home Logout Preferences

Privacy Statement

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Create Invoice: Lines to Invoice

* Indicates required field

USD = US Dollar

Supplier Name **FEDERAL AVIATION ADMINISTRATION**

Cancel

Back

Step 2 of 4

Next

Orders/Grants Selected

PO Number	Award Id	Line	Item Description	Supplier Item Number	Award Amount	Amount Previously Invoiced	Available Balance	Quantity to Invoice	UOM	Unit Price	Amount
DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	2	LINE TWO ITEM DESCRIPTION - SERVICES		2,000.00	0.00	2,000.00	20.00	US DOLLAR	1.00	20.00
DTAC-16-EXAMPLE	DTAC-16-EXAMPLE	1	LINE ITEM DESCRIPTION FROM PROCUREMENT		1,000.00	0.00	1,000.00	4.00	EACH	5.00	20.00

Invoice Summary

Calculate

Total (USD)

40.00

Cancel

Back

Step 2 of 4

Next

- ❖ On the next screen, enter Invoice Number (required), description (optional), and period of performance for the invoice (optional).
 - Special characters are not allowed for invoice number.
 - If period of performance for the invoice is entered, both a begin and end date must be specified.
- ❖ To add backup documentation as attachments (required in most cases), click the **Add** button.

DEPARTMENT OF TRANSPORTATION
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UNITED STATES OF AMERICA

Supplier Portal

FAA ISP Vendor User

Navigator Favorites Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: General Information

* Indicates required field

* Invoice Number

* Invoice Date
(example: 24-May-2016)

Invoice Description

Attachment **None** **Add...**

Period of Performance Begin

Period of Performance End

Remit To

Name **FEDERAL AVIATION ADMINISTRATION**

Cancel Save Back Step 3 of 4 Next

Home Orders/Grants Invoices Home Logout Preferences

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- ❖ Select the **File** option and click **Choose File** to find the file to be uploaded. Click **Apply** when finished, or **Add Another** to upload more files. **Please title the attachments: SF270, Excel, Supporting docs...**

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UNITED STATES OF AMERICA

Supplier Portal

FAA ISP Vendor User

Navigator Favorites Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Invoices: Create Invoices >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Invoice backup

Description This pdf is the backup documentation for this invoice

Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Text

Choose File backup example.pdf

Cancel Add Another Apply

Home Orders/Grants Invoices Home Logout Preferences

Privacy Statement

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- ❖ There will be a confirmation stating that the Attachment has been added but not committed (saved); it will be saved when the current transaction is completed by either submitting or saving the invoice. When ready to submit, click the **Next** button.

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DELPHI
UNITED STATES OF AMERICA

Supplier Portal

FAA ISP Vendor User

Navigator Favorites Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Confirmation
Attachment Invoice backup has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: General Information

* Indicates required field

Cancel Save Back Step 3 of 4 **Next**

* Invoice Number EXAMPLE_001

* Invoice Date 08-Jun-2016
(example: 24-May-2016)

Invoice Description This is an example invoice description

Attachment Attachment List... Add...

Period of Performance Begin []

Period of Performance End []

Dates of invoice period
***Not Agreement PoP**

Remit To

Name FEDERAL AVIATION ADMINISTRATION

Cancel Save Back Step 3 of 4 Next

Privacy Statement

Home Orders/Grants Invoices Home Logout Preferences

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The next screen is a reminder to make sure all required documentation has been attached to the invoice prior to submission.

- Click **No**: will return to the previous screen where the invoice can be modified.
- Click **Yes**: will advance to the next screen for final review and submission.



The screenshot displays the DELPHI Supplier Portal interface. At the top left, the logo for the Department of Transportation DELPHI United States of America is visible, along with the text "iSupplier Portal" and "FAA ISP Vendor User". The top right contains navigation links: "Navigator", "Favorites", "Home", "Logout", and "Preferences". Below the header, there are tabs for "Home", "Orders/Grants", and "Invoices". Under the "Invoices" tab, there are links for "Create Invoices" and "View Invoices". A warning message is displayed: "Warning: Reminder: Have all the required documentation been attached for this invoice? Please attach all the required documentation prior to submitting this invoice." At the bottom right of the warning area, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red box, and a red arrow points to it from the right side of the screen. The bottom of the page features a footer with "Privacy Statement" on the left and "Copyright (c) 2006, Oracle. All rights reserved." on the right.

❖ The **Review and Submit** screen has options to:

- **Cancel** the invoice, which will delete the invoice and any uploaded attachments. This cannot be undone.
- **Save** the invoice without submitting – this will close the invoice, which can be re-opened later for modification and submission.
- Go **Back** to previous steps to modify the invoice.
- **Finish** the invoice, which will submit it to the agency for approval. It will automatically be immediately routed to the invoice approver.

DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

Supplier Portal

FAA ISP Vendor User

Navigator Favorites Home Logout Preferences

Home Orders/Grants Invoices

Create Invoices View Invoices

Orders/Grants Lines to Invoice General Information Review and Submit

Create Invoice: Review and Submit

Supplier Name	FEDERAL AVIATION ADMINISTRATION
Supplier Number	100001718
Invoice Number	EXAMPLE_001
Invoice Date	08-Jun-2016
Invoice Description	This is an example invoice description

Cancel Save Back Step 4 of 4 Finish

Total (USD) 40.00

Cancel Save Back Step 4 of 4 Finish

Home Orders/Grants Invoices Home Logout Preferences

Privacy Statement

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- ❖ After the invoice and its attachments are successfully submitted, a confirmation message will be shown.

***Assigned GMS will receive an email automatically from Delphi**

The screenshot displays the DELPHI Supplier Portal interface. At the top, the header includes the Department of Transportation logo, the text 'DELPHI Supplier Portal', and the user role 'FAA ISP Vendor User'. Navigation links for 'Home', 'Orders/Grants', and 'Invoices' are present, along with a 'Create Invoices' button. A confirmation message states: 'Invoice EXAMPLE_001 was submitted to our Accounts Payable department on 08-Jun-2016. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.' Below this, the invoice details for 'EXAMPLE_001' are listed: Supplier Name (FEDERAL AVIATION ADMINISTRATION), Supplier Number (100001718), Invoice Number (EXAMPLE_001), Invoice Date (08-Jun-2016), and Invoice Description (This is an example invoice description). The total amount is shown as 40.00 USD. A 'Printable Page' button is available. At the bottom, there is a 'Return to Invoices' link and a footer with 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved.'

Supplier Information	
Supplier Name	FEDERAL AVIATION ADMINISTRATION
Supplier Number	100001718
Invoice Number	EXAMPLE_001
Invoice Date	08-Jun-2016
Invoice Description	This is an example invoice description

Total (USD) 40.00

Invoicing Process Review

- Complete the SF 270
- Complete the Invoice Excel Template
- **Submit documents and any supporting receipts/information to DOT GMS for review via email**
- **After you receive the confirmation email to upload invoice package into Delphi –upload into Delphi for final approval/processing/payment within that work week**
- [Build America Bureau Grant Recipient Resources](#)

Deliverable Templates and Forms

[Build America Bureau Grant Recipient Resources](#)

Program Deliverables & Reporting Requirements

Program Deliverables:

1. [Project Work Plan Template](#): Grantees should use this template for their Project Work Plan submission – due 45 days from Grant or Cooperative Agreement Start Date.
2. Monthly invoice package submission for reimbursement of Eligible Project Expenses
 - Access to Delphi is provided by your Program GMS.
 - GMS must review/approve the invoice package via email BEFORE you upload it into Delphi.
 - Monthly Invoice Package:
 - [SF-270 – Request for Reimbursement](#) *(If you are unable to view the file in the browser, please download & open on your desktop to access)*
 - If you prefer, [this online tool](#) will help you fill out an SF-270 form for your reimbursement request to the Build America Bureau. It should suffice for many users, but you may wish to fill the form out by hand if you have a more complicated scenario (e.g., program income).
 - Frequency - Each Invoice Submission Package
 - [Invoice Summary Excel Template](#)
 - Frequency - Each Invoice Submission Package
 - Supporting Documentation *(examples of supporting documentation include receipts, proof of payments to contractors, timecards, etc.)*
3. Quarterly Submissions:
 - [SF-425 – Federal Financial Report](#) *(If you are unable to view the file in the browser, please download & open on your desktop to access)*
 - [Quarterly Report Narrative Template](#)



Quarterly Reporting Schedule

[Build America Bureau Grant Recipient Resources](#)

Quarterly Report Schedule	
Reporting Period	Due NLT Date
Q1: Oct 1 - Dec 31	30-Jan
Q2: Jan 1 - March 31	30-Apr
Q3: April 1 - June 30	31-Jul
Q4: July 1 - Sept 30	31-Oct

Additional Resources/Links

- [Build America Bureau Grant Programs](#)
- [Learn Grants | Grants.gov](#)
- [ESC: Delphi Home Page – Home](https://einvoice.esc.gov/) (https://einvoice.esc.gov/)
- [ESC: Delphi eInvoicing System - Grantee Training](#)
- [VendorUserReferenceGuide.pdf](#) (esc.gov)
- [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

Questions?

Reach out to your DOT GMS

Build America Bureau

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<https://www.transportation.gov/BuildAmerica>

