



STEPS FOR APPROVING AN INVOICE



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**



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



3. Select the Notifications Link

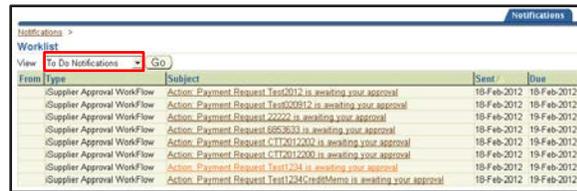
- Select the **Notifications** link to go to the Worklist page

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)



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



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



6. Prepare Response

- Select **APPROVED** 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



7. Approve the Invoice

- Select **Submit** to approve the invoice