

Course Name	Delphi eInvoicing System Training: Grant Recipient
Agency	FAA Office of Commercial Space Transportation (AST)



AGENCY Process Recommendations:

At various points within the Delphi eInvoicing System training, you will see yellow boxes containing the caption "Agency Process Recommendation". These captions highlight functionalities and processes within the system that may be used differently by each agency.

1	Invoice: Please refer to the agency that you are invoicing regarding how you should populate the Invoice Number field, as well as what information should be added in the Invoice Description field.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
<p>Agency Policies and Guidelines:</p> <p>FAA/AST Space Transportation Infrastructure Matching (STIM) Grants Program Point of Contact (POC) will provide the format for the Invoice Number format to the grantee. This format may be provided in the Reimbursement Request Process document the POC has provided or will provide to the grantee.</p> <p>This is not a free-form field for the STIM grantee to populate for their purposes.</p> <p>The Invoice Number format will include the fiscal year the award was made, the code used to distinguish the grantee, and other factors for the STIM POC to use for tracking.</p> <p>At a minimum, the Invoice Description must include the Federal Grant Number (provided by the STIM POC), whether the request is for Partial or Full Reimbursement, and whether the request is an Initial, Additional, or Final request for reimbursement. The Invoice Description must also include a listing of the files that are supposed to be attached. Required attachments include: SF-425, Invoices, Proof of Payment. Required attachment for final reimbursement (or if only one reimbursement request is being made) is: Proof of Industry Contribution.</p>	
2	Attachment: Please refer to the agency that you are invoicing regarding what should be included in the attachment Description field, as well as what should be uploaded and populated in the Define Attachment section. This may include the agency's desired attachment type (File, URL, or text), format (Word, Excel, or PDF) and naming convention.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
<p>Agency Policies and Guidelines:</p> <p>FAA/AST Space Transportation Infrastructure Matching (STIM) Grants Program Point of Contact (POC) will provide the grantee with what is needed for the attachment Description. This information may be provided in the Reimbursement Request Process document the POC has provided or will provide to the grantee.</p> <p>This is not a free-form field for the STIM grantee to use.</p> <p>The attachment Description should inform the reviewer/approver of what is contained in that file. The attachment type will always be "File".</p>	

3	<p>Period of Performance: Please note that Period of Performance is not a system required field; however, the agency that you invoice may require that you include it. Refer to the contract your organization has with the agency to know what to input for the Period of Performance fields. If the period of performance is outside of the contracted dates, this must be noted to the reviewer/approver.</p>
<p>Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions</p>	
<p>Agency Policies and Guidelines:</p> <p>FAA/AST Space Transportation Infrastructure Matching (STIM) Grants Program Point of Contact (POC) will provide the grantee with what is needed for the attachment Description. This information may be provided in the Reimbursement Request Process document the POC has provided or will provide to the grantee.</p> <p>This is not a free-form field for the STIM grantee to use.</p> <p>The Period of Performance Begin and End will be provided to the grantee by the STIM POC and will be based on the fiscal year the award was made, not the period in which the project is started or completed. However, the project has to have been started within the fiscal year it was awarded, and any extensions to the completion date have to be requested and approved in writing and on file with the STIM POC.</p>	
4	<p>SF270/271: Please refer to the agency that you are invoicing regarding which form (if any), the SF270 or SF271, you should complete.</p>
<p>Agency Process Recommendation: The grant recipient will NOT use the SF270 or SF271 forms</p>	
<p>Agency Policies and Guidelines:</p> <p>Notification to the grantee that the SF270 and/or SF271 is NOT required for the STIM Grants Program will be provided by the STIM POC.</p> <p>Grantee will attach the SF-425, as required.</p>	
5	<p>SF270/271: If the agency that you are invoicing requires you to fill out the SF270 or SF271, please refer to that agency regarding how to populate each field.</p>
<p>OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions</p>	
<p>Agency Policies and Guidelines:</p> <p>Notification to the grantee that the SF270 and/or SF271 is NOT required for the STIM Grants Program will be provided by the STIM POC.</p>	

6	Credit Memo: Unless otherwise noted, you have 29 days to offset the credit memo with another invoice; however, some agencies may set the offset threshold to a different number of days. Please refer to the agency to which you are submitting a credit memo to confirm the 29-day offset.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: Credit memos are not used with the STIM Grants Program. All requests are based on reimbursement of expenses the grantee has already incurred or paid. Proof of this is required in the supporting documentation for the request for reimbursement.	
7	Credit Memo: Please refer to the agency to which you are submitting the credit memo regarding how you should populate the Invoice Number field and for specific guidance on what should be included in the Invoice Description field, as well as any required backup documentation.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: Credit memos are not used with the STIM Grants Program. All requests are based on reimbursement of expenses the grantee has already incurred or paid. Proof of this is required in the supporting documentation for the request for reimbursement.	