

<b>Course Name</b>	Delphi eInvoicing System Training: Grant Reviewer/Approver
<b>Operating Administration (OA)</b>	FAA Office of Commercial Space Transportation (AST)



#### OA Process Recommendations:

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

<b>1</b>	<b>Auto-Approval:</b> Most OAs will not use auto-approval. For OAs that do use auto-approval, the predefined auto-approval percentage thresholds can vary across OAs and grant programs; refer to the OA for which you review invoices for more information on their policies and procedures.
<b>OA Process Recommendation:</b> OA will NOT use the auto-approval function	
<b>OA Policies and Guidelines:</b>  Auto-approval is not used with the Space Transportation Infrastructure Matching (STIM) Grants Program. Due to the statutory requirements of this grant, review and approval of applicable documentation is needed.	
<b>2</b>	<b>SF270/271:</b> Please refer to the OA for which you review invoices to determine whether the grant recipient is required to submit the SF270 or SF271 Form (or other form), as well as how to populate the fields within the applicable required form.
<b>OA Process Recommendation:</b> The grant recipient will NOT submit the SF270 or SF271 forms	
<b>OA Policies and Guidelines:</b>  The SF-270 and/or SF-271 will not be used for the STIM Grants Program.  The SF-425 is required for the STIM Grants Program. Since there is not a link to an SF-425, the grantee must include this form as an attachment. The recommendation has been made that there be a direct link for the SF-425, but at this time it is not part of the initial delivery and not part of a future enhancement.  Notification to the grantee that these forms are not required for the STIM Grants Program will be provided by the STIM Point of Contact (POC).	
<b>3</b>	<b>Attachments:</b> Please refer to the OA for which you review invoices to determine which types of attachments the grant recipient is required to submit as backup documentation in order for the invoice to be approved.
<b>OA Process Recommendation:</b> Refer to agency Policies and Guidelines for specific instructions	
<b>OA Policies and Guidelines:</b>  FAA/AST Space Transportation Infrastructure Matching (STIM) Grants Program Point of Contact (POC) will provide what is needed for the Attachments to the grantee. This format may be provided in the Reimbursement Request Process document the POC has provided or will provide to the grantee.  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.  The attachment type will always be "File".	

4	<b>Rejection Comments:</b> Please refer to the OA for which you review invoices for specific guidance regarding what to include in the Comments section for invoice rejections.
<b>OA Process Recommendation:</b> Refer to agency Policies and Guidelines for specific instructions	
<p><b>OA Policies and Guidelines:</b></p> <p>If the invoicing is being “rejected”, the following statement must be included in the rejection Comments section:</p> <p>“This invoice has been rejected. A detailed e-mail with the reason or reasons why the invoice was rejected, along with suggestions for resubmitting, will be sent shortly from the STIM POC. Please wait until receipt and review of this detailed e-mail before contacting the STIM POC. Should you have any questions or comments after receipt and review, the STIM POC will be happy to assist.”</p> <p>The STIM POC will send the grantee a detailed e-mail indicating the reason or reasons for the invoice rejection, what is needed for resubmitting, and any attachments that are helpful to the grantee for resubmitting.</p>	
5	<b>Redistribution:</b> Please refer to the OA for which you review invoices for specific guidance regarding the use of redistribution of funds on an invoice; some OAs will opt not to use this functionality.
<b>OA Process Recommendation:</b> OA will NOT use the redistribution function	
<p><b>OA Policies and Guidelines:</b></p> <p>Redistribution is not used with the STIM Grants Program.</p>	