Course Name	Delphi eInvoicing System Training: Grant Reviewer/Approver
Operating Administration (OA)	FHWA

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.

1	**Auto-Approval**: 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.

OA Process Recommendation: OA will NOT use the auto-approval function

OA Policies and Guidelines:

Manual review required.

Initial review will be performed by the Agreement Officer's Technical Representative (AOTR) or the Contracting Officer's Representative (COR). The AOTR/COR is the 1st Level Approver. The 1st Level Approver will accept or reject the invoice.

If no action is taken by the end of the suspense period of 3 Days, the invoice will go to the 2nd Level Approver(s).

The approved invoice will go to the 2nd level Approver, consisting of at least two people (primary and an alternate).

The 2nd Level Approver will approve or reject the invoice. If no action is taken by the end of the suspense period of 3 Days, the invoice will go to the 3rd Level Approver(s).

At the 2nd Level of approval, only Specialists with approval authority may approve an invoice for payment. If a Specialist does not have approval authority, the invoice will go to the 3rd Level Approver for approval of the invoice for payment.

If the invoice is rejected, the invoice will go back to the vendor/grant recipient for correction and the whole process is repeated.
Note: The term Invoice refers to any of the following: Invoice, SF270/271, or SF1034/1035.

2	**SF270/271**: 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.

OA Process Recommendation: The grant recipient should submit the SF270 form

OA Policies and Guidelines:

Vendor/grant recipient submits the invoice to 1st Level Approver.

If the invoice is rejected by the 1st Level, 2nd Level Approver, or 3rd Level Approver, vendor/grant recipient will make the appropriate corrections and submit the invoice with a current date.

Note: Grant recipient submits SF270/271
    For contracts, vendor submits an invoice (no standard form number)
    For Cost Reimbursement Contracts, contractor submits SF1034/1035.

3	**Attachments:** 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.

OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions

OA Policies and Guidelines:

For Contracts:

Grant recipient shall use the "Attachment" tab on the Create Invoice page in the Delphi eInvoicing System to attach any supporting documents.

For Agreements:

Attachments shall be submitted with the Progress Report submitted to the Agreement Officer. Vendor/grant recipient will certify the invoice with a statement as follows, "I certify that all attachments/submittals required by the Agreement have been or will be submitted with the applicable Progress Report." No attachments or submittals will be submitted with the invoice.

4	**Rejection Comments:** Please refer to the OA for which you review invoices for specific guidance regarding what to include in the Comments section for invoice rejections.

OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions

Include one of the following reasons in the rejection Comments section:

1) No Invoice Number
2) No Vendor Name
3) No Vendor Address
4) No Contract Number
5) No Agreement Number
6) No percentage of completion
7) No period of performance covered
8) Incorrect computation
9) Invoice is not signed
10) Invoice is missing certification statement
11) Services have not been performed
12) Supplies have not been received
13) Incorrect Invoice Amount
14) Other (provide explanation)

5	**Redistribution:** 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.

OA Process Recommendation: OA will use the redistribution function

OA Policies and Guidelines:

Redistribution will be in accordance with established written procedures