

Course Name	Delphi eInvoicing System Training: Grant Recipient
Agency	FRA



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>Office of Railroad Policy & Development/Office of Passenger & Freight Grants: Please use sequential numbering (Invoice #1, Invoice #2, Invoice #3, etc.) for each grant.</p> <p>Office of Railroad Policy & Development/Office of Research & Development Grants: Grantee may complete as they deem necessary.</p> <p>Office of Railroad Safety Grants: Grantee may complete as they deem necessary.</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>See FMCSA guidelines for what attachments need to be uploaded. Office of Railroad Policy & Development/Office of Passenger & Freight Grants: Please use the following format for the Description: Grant Number-Invoice #_ (example, FR-HSR-0400-Invoice #1). Grantees should include adequate documentation to support the invoice.</p> <p>Office of Railroad Policy & Development/Office of Research & Development Grants: Please include a description of the deliverable in the attachment Description field. Please attach documents as stipulated in the grant agreement or adequate documentation to support the invoice.</p> <p>Office of Railroad Safety Grants: Grantee may complete Description field as deemed necessary. Please attach documents as stipulated in the grant agreement or adequate documentation to support the invoice. The grant recipient should submit the SF270 form.</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>Office of Railroad Policy & Development/Office of Passenger & Freight Grants: Please provide the period of performance that is covered by the payment request/invoice.</p> <p>Office of Railroad Policy & Development/Office of Research & Development Grants: Please provide the period of performance that is covered by the payment request/invoice.</p> <p>Office of Railroad Safety Grants: Please provide the period of performance for the grant.</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 should submit the SF270 form</p>	
<p>Agency Policies and Guidelines:</p> <p>Office of Railroad Policy & Development/Office of Passenger & Freight Grants: Please complete and submit the SF-270 (Request for Advance or Reimbursement) for non-construction grants and the SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) for construction grants.</p> <p>Office of Railroad Policy & Development/Office of Research & Development Grants: Please complete and submit the SF-270 (Request for Advance or Reimbursement).</p> <p>Office of Railroad Safety Grants: Please complete and submit the SF-270 (Request for Advance or Reimbursement).</p>	

5	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.
OA Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
<p>Agency Policies and Guidelines:</p> <p>Office of Railroad Policy & Development/Office of Passenger & Freight Grants: When completing the SF-270 (Request for Advance or Reimbursement), please use the standard instructions which may be found at http://www.whitehouse.gov/sites/default/files/omb/grants/sf270.pdf.</p> <p>When completing the SF-271 (Outlay Report and Request for Reimbursement for Construction Programs), please use the standard instruction which may be found at http://www.whitehouse.gov/sites/default/files/omb/grants/sf271.pdf.</p> <p>Office of Railroad Policy & Development/Office of Research & Development: When completing the SF-270 (Request for Advance or Reimbursement), which may be found at http://www.whitehouse.gov/sites/default/files/omb/grants/sf270.pdf.</p> <p>Office of Railroad Safety Grants: When complete the SF-270 (Request for Advance or Reimbursement), which may be found at http://www.whitehouse.gov/sites/default/files/omb/grants/sf270.pdf.</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: The grant recipient will NOT have 29 days to offset a credit memo with another invoice	
<p>Agency Policies and Guidelines:</p> <p>All Federal Railroad Administration Grant Programs: Not applicable.</p>	
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: No preference regarding information entered by the grant recipient	
<p>Agency Policies and Guidelines:</p> <p>All Federal Railroad Administration Grant Programs: Not applicable.</p>	