

# DEPARTMENT OF TRANSPORTATION DELPHI eINVOICING SYSTEM GRANT RECIPIENT QUICK REFERENCE GUIDE CREATING A STANDARD INVOICE



## STEPS FOR CREATING A STANDARD 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 agency you need to invoice
- (Please note that this step is only required if you invoice more than one DOT agency; otherwise, you will be automatically directed to the Responsibility Home page to begin the process of creating a standard invoice.)

### 3. Create Invoices

- Select the **Invoices** tab
- Select the **Create Standard Invoice** button

For additional training resources, please visit the Delphi eInvoicing System website:

<http://www.dot.gov/cfo/delphi-einvoicing-system.html>

Available Training Materials:

- Grant Recipient Web-Based Training (WBT)
- Grant Recipient User Manual
- Frequently Asked Questions (FAQs)

### 4. Search for Purchase Order/Grant

- On the Create Invoices Search page, enter search criteria for the Purchase Order(s)/grant(s) you need to invoice against
- Select **Go**
- Search results appear in the table
- Check the box of the correct Purchase Order(s)/grant(s)
- Select **Next** to begin creating the invoice

### 5. Enter and Calculate Correct Invoice Amount

- Enter the amount you wish to invoice
- If submitting a standard invoice against more than one Purchase Order/grant, select **Calculate** to calculate the total
- Select **Next**

### 6. Enter General Invoice Information

- Enter the Invoice Number and Invoice Date
- Enter the Invoice Description
- Electronically upload backup documentation/attachments
- Enter the Period of Performance
- Electronically add an SF270 or SF271 Form (if needed)
- Select **Next**

### 7. Review and Submit Invoice

- Review the invoice information
- Select **Finish** to submit the invoice