



STEPS FOR SEARCHING ALL INVOICES



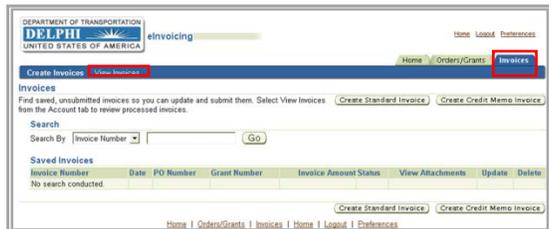
1. Log Into the Delphi eInvoicing System

- 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 for which you need to search for an 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 search process.)



3. View Invoices Search

- Select the **Invoices** tab
- Select the **View Invoices** link
- View Invoices allows you to view all invoices that have been saved, submitted, rejected, paid, or are pending approval

NOTE: Invoices searched under View Invoices are view-only and cannot be edited.



4. View Invoices Simple Search

- Selecting the **View Invoices** link on the previous screen takes you to the Simple Search page
- Populate the applicable search field(s) with any information you have that will aid and narrow your search
- The percent sign (%) can be used as a wildcard to search if you are unsure of an exact value
- Select **Go**



5. View Search Results Table

- Search results appear in the table
- View search results, including the invoice Status and Paid Date
- Select **Export** to export table data to a .CSV file
- Select the **View** link of any invoice you wish to review in more detail



6. View Invoice Details

- Review the invoice details, including the SF270 or SF271 (if applicable) and any attached documentation

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)

