DEPARTMENT OF TRANSPORTATION
DELPHI eINVOICING SYSTEM
GRANT RECIPIENT QUICK REFERENCE GUIDE
SEARCHING FOR SAVED AND UNSUBMITTED OR REJECTED INVOICES

STEPS FOR SEARCHING FOR SAVED AND UNSUBMITTED OR REJECTED 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 a saved and unsubmitted or rejected 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.)
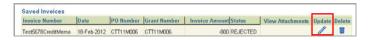

3. Create Invoices Search

- Select the **Invoices** tab
- Select the **Create Invoices** link
- Based on the information you have, use the Search By drop-down list and field to search for all saved and unsubmitted or rejected invoices, which can be altered, deleted, or resubmitted
- Select **Go**

4. Search Results

- Your search results will appear in the table
- Determine which saved or rejected invoice that needs to be deleted or updated

5. Updating an Invoice from the Search Results Table

- Select the **Update pencil icon** to edit a saved invoice for submission or a rejected invoice for resubmission
- Selecting the **Update icon** will take you into the invoice or credit memo to make applicable updates

6. Deleting an Invoice from the Search Results Table

- Select the **Delete trash bin icon** to delete a saved invoice/credit memo
- This action will generate a Warning page to confirm deletion of the invoice/credit memo
- Select **Yes** to delete the invoice/credit memo

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)