

Course Name	Delphi eInvoicing System Training: Grant Recipient
Agency	OST/Small Community Air Service Development Program



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>Invoice Number Field: This field should contain the sequential submission number. Example: Reimbursement Request number one should have "1" in the Invoice Number field.</p> <p>Invoice Description Field: This field should contain a simple description of the invoices contained in the SCASDP Reimbursement Request. Example: "Revenue Guarantee Payments for March-April 2012" or, if an assortment of invoices are under one reimbursement, "March-April 2012 Invoices".</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>Attachments: This is an important aspect to SCASDP Reimbursement Requests.</p> <p>We request:</p> <p>Reimbursement Form: The grant recipient should submit the required SCASDP Reimbursement Form with signature as one attachment in PDF format.</p> <p>Invoices/Proof of Payment: The grant recipient should scan all required supporting documentation, such as invoices and proof of payment, and convert the file into a PDF as a second attachment. The Project Expenditures line item on the Reimbursement form and the attached supporting documentation, invoice/proof of payment, must be in the same order.</p> <p>Additional Supporting Materials: The grant recipient should scan all additional materials, such as Lower Tier Certifications and marketing support, as a third PDF.</p>	

3	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.
Agency Process Recommendation: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: Period of Performance Begin: Should be the earliest invoice date contained in the Reimbursement Form Period of Performance End: Should be the most current invoice date contained in the Reimbursement Form	
4	SF270/271: Please refer to the agency that you are invoicing regarding which form (if any), the SF270 or SF271, you should complete.
Agency Process Recommendation: The grant recipient will NOT use the SF270 or SF271 forms	
Agency Policies and Guidelines: The Small Community Air Service Development Program does not use the SF270 or SF271 forms. The official SCASDP Reimbursement Form, provided by the SCASDP office, is required as an attachment under the "Attachment" section of the DELPHI electronic invoice system.	
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	
Agency Policies and Guidelines: The SF270 and SF271 are not required by the Small Community Air Service Development Program.	
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: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: Credit Memos are not used by the Small Community Air Service Development Program.	

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: Refer to agency Policies and Guidelines for specific instructions	
Agency Policies and Guidelines: Credit Memos are not used by the Small Community Air Service Development Program.	