Frequently Asked Questions
Delphi eInvoicing System

What is the Delphi eInvoicing System?

Delphi eInvoicing is the U.S. Department of Transportation's (DOT) electronic invoicing system that is integrated with DOT's core accounting system (Delphi). It is a web-based portal for grantees to electronically request payment and monitor payment status.

Who is required to use Delphi eInvoicing?

All Federal Aviation Administration (FAA) sponsors requesting payments manually through the SF-271 Form or through the Electronic Clearing House Operation (ECHO) will be required to transition over to the Delphi eInvoicing System. All sponsors are expected to be transitioned over to Delphi eInvoicing in the summer of 2012. At that time ECHO will be replaced. On a **very** limited basis sponsors may be issued a waiver by DOT enabling them to continue to submit paper invoices.

What are some of the Benefits of Delphi eInvoicing?

Delphi eInvoicing will allow for more efficient and accurate processing of grant payments as well as real time monitoring and tracking of payment requests. Specifically the system will:

- o Reduce manual payment processing time by enabling electronic approvals as well as streamlining the integration of payment requests with DOT's core accounting system (Delphi).
- o Provide e-mail notifications on all payment approvals and rejections as well as real time information about the status of payment requests;
- o Enable the uploading of electronic attachments to provide images and other supporting documentation; and
- o Apply uniformity among all DOT agencies in requesting grant payments.

Will there be training on how to use Delphi eInvoicing?

The U.S. Department of Transportation (DOT) and the Federal Aviation Administration (FAA) will be providing training materials as well as holding live webinars to train users on the new system. Desktop User Manuals, Quick Reference Guides, and FAQs will all be provided online. In addition, the FAA will be hosting various live webinars prior to system implementation for sponsors to attend and ask questions. A helpdesk will also be available for sponsors to access. As the system implementation begins to roll out the Airport District Office (ADO) or Regional Office (RO) will be contacting sponsors about training opportunities.