



Delphi e-Invoicing System
User Bulletin #1
November 30, 2012



Dear System User:

As of November 1st, FAA has fully transitioned to the Delphi e-Invoicing system. In the long term, this transition will provide a streamlined, efficient way to process grant payments. It will save everyone time and money.

However, as with any new system, transitions can be challenging. We have spoken with many of you and understand your desire to get onto the system and use it. We have also heard the frustration of many of you while you deal with password and access issues, and the new processes and procedures associated with e-Invoicing.

To help address your questions and issues, we have started this User Bulletin. In this document, we will try to answer common questions and solve common problems. New developments or relevant announcements will also be shared with you. The Bulletin will be published on an as-needed basis.

I appreciate your patience, as we work together to make our systems better. Please don't hesitate to give me or Jean a call or email if you have any questions.

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1. Where to find information on new AIP Payment Reimbursement submission?

FAA Airports Division has added information to our web site regarding eInvoicing, our revised payment reimbursement policy, training, etc. The web site address is:

http://www.faa.gov/airports/aip/grant_payments/

You can also contact me or Jean if you have any questions.



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2. FAA Airports Division Program Guidance Letter (PGL 12-10)

As a reminder, FAA Airports Division issued a Program Guidance Letter (PGL) on August 21, 2012 called PGL 12-10. This PGL contains information regarding the new payment requirements and is located on our web site:

http://www.faa.gov/airports/aip/guidance_letters/

3. Still without a username and password?

Over the last month, we have submitted over 100 names to DOT for usernames and passwords. I understand that DOT is taking about two weeks to process username requests. If you have not yet received a username and password (assuming you have already submitted a request to us for one), and at least two weeks have elapsed, send me an email with the date when you provided your information to me. We can follow up and check on your status.

If you want DELPHI access and haven't asked for it yet, we need an email or letter from you with your name, title, phone number and email address. We'll take it from there.

Also, remember that when DOT sends you an invitation, it will be coming from a sender (Delphi Workflow Mailer POS_REG) which **may be read as spam by your computer**. Please check your spam folder to be sure it's not in there before you email us.

4. The Delphi Help Line

Once you are on the system, the best resource for you is the DELPHI HELP Line. It's a toll free number and you should go to them with an issue before you go to us:

Call: 1-866-641-3500 Option 4, Option 3

5. Can I use my Consultant?

You can use your consultant to help with e-Invoicing. First, you have to email us with the names, titles, phone numbers and emails of **each individual** from your consultant who will be using the system. That email must state that you, as sponsor, request DELPHI access to this consultant.

Once they have access, Consultants can prepare grant payment requests. **However, you as the sponsor must get on the system to review the request and submit it to us.**

6. A few words about rounding

Please, please, please submit your payment requests in whole dollars. This makes everyone's life a lot easier. I could get technical on you, but I do not want to bore you with the issues (read "headaches") that pennies cause in the AIP world.



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Only whole dollar AIP payment reimbursement requests are to be submitted. So, truncate the amount (no up or down rounding). Just drop off the "pennies." We can sort out the dropped off "pennies" with your close-out/final payment reimbursement package.

7. How to create Grant Payment Invoice numbers

In DELPHI, you can assign grant payment requests in any way you like. However, these numbers are critical, because most searches in DELPHI use them. So, we ask that you use the following structure for your grant payments:

LOCID-AIP#-YEAR-Invoice# (e.g. BVY-032-2012-01)

8. How do I close out my grant?

As for final payment reimbursement requests:

- Final payment/financial close-out packages are to be mailed to us (paper; all invoices, form, etc.) as usual. Please mail these packages to Jean's attention.
- We will review your final payment request/close-out package submission.
- You (the Sponsor) will receive an e-mail advising that FAA has completed its review and the amount that FAA authorizes you to submit in the DELPHI eInvoicing system as the final payment reimbursement request.

Consult your project manager for projects requiring amendments.