CONTRACTOR INVOICE INSTRUCTIONS

The U.S. Department of Transportation (DOT) utilizes the Delphi eInvoicing web portal for processing invoices. Access to Delphi eInvoicing web portal is granted with electronic authentication of credentials (name & valid email address) utilizing the GSA credentialing platform login.gov. Contractors are required to submit invoices via the Delphi eInvoicing web portal which is authenticated via www.login.gov.

Contractors must meet the following minimum requirements to submit invoices through the Delphi eInvoicing web-portal:

1. Contractors shall have electronic internet access to register in the U.S. General Services Administration's (GSA) *Login.gov* and to the Delphi eInvoicing web portal;
2. The identity of system users will be verified prior to receiving access to the Delphi eInvoicing web-portal via registration with login.gov. Information required for *Login.gov* includes his/her email address, full name, phone number, and password;
3. Once notified by contracting office agency point of contact (POC), system users shall register with and create an account with GSA *Login.gov.* Contractor system users will provide his/her email address and receive an email back to confirm. System users will be required to create a password and input a telephone number and opt to receive either a personal call from *Login.gov* or text message with an authentication code;
4. Once the user is authenticated in *Login.gov*, he/she shall work with contracting office agency POC to request access to the Delphi eInvoicing web portal. The POC will complete a Delphi eInvoicing web-portal User Access Request (UAR) to include the users full name, contact phone number, work e-mail address. Additionally, the agency POC will include the Contractor name and as applicable, purchase order number, contract number, and task order number (or supplier number) and agency doing business with to complete and electronically submit the UAR for processing;
5. Once the UAR is submitted, it will be electronically approved by the Access Control Officer (ACO) assigned to Operating Administration (OA) associated with the contract award or grant and then forwarded to the Delphi eInvoicing helpdesk to create the account. Once the account is created, an e-mail will be generated to the user with instruction on accessing their Delphi eInvoicing web portal account. An e-mail will also be sent to the agency POC who initiated the UAR.

Click on the following link for instructions on establishing a login.gov account: https://login.gov/help/creating-an-account/how-do-i-create-an-account-with-logingov/

For contractors who are unable to utilize DOT's Delphi eInvoicing web-portal, waivers may be considered on a case-by-case basis. Contractors shall contact the Contracting Officer for assistance and reach out to the Accounts Payable department for review and approval.

Training on Delphi. To facilitate use of Delphi, comprehensive user information is available at http://einvoice.esc.gov

Account Management. Contractors are responsible to contact the Delphi Help Desk when their firm's points of contacts will no longer be submitting invoices so they can be removed from the system. Instructions for contacting the Delphi Help Desk can be found at http://einvoice.esc.gov

Contents of a proper invoice must include the following:

(i) Name and address of the contractor.

(ii) Invoice date and invoice number. (Date invoices as close as possible to the date of mailing or

transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number and mailing address of person to notify in the event of a defective invoice.

Point of Contact(s):

Contracting Officer: robert.mcdermott@dot.gov
Contracting Officer Representative(s): joe.pecoraro@dot.gov

Vendor Coordinator(s) for help with Delphi:
Primary: Felicia Eberling: felicia.eberling@dot.gov Alternate:
Henry Puppe: henry.puppe@dot.gov