



U.S. Department
of Transportation
**Federal Aviation
Administration**

FROM: Federal Aviation Administration (FAA)

SUBJECT: Updated Delphi e-Invoicing User Access Process

The Department of Transportation (DOT) uses the Delphi financial system located at the Enterprise Services Center (ESC) to process invoice payments for the FAA. DOT has implemented a program to automate the invoice payment process via Delphi's e-Invoicing web-portal. The Delphi e-Invoicing web-portal is a real-time electronic invoicing tool that improves efficiency and data transparency by reducing the time between invoice submission and payment, and by providing suppliers with accurate invoice status reporting capabilities.

As of February 1, 2021, the FAA began requiring companies to submit invoices electronically via the Delphi e-Invoicing web-portal. This will apply to all of your active contracts with the FAA. The ESC, on behalf of the FAA, will be assisting with collecting necessary vendor information in order to establish vendor Delphi e-Invoicing web-portal accounts. The instructions and information required to set-up a Delphi e-Invoicing web-portal account are below:

1. Please provide the following information to the ESC via 9-AMC-FAA-iSupplier@faa.gov
 - a. Name
 - b. Email Address
 - c. Phone Number
2. Once verified, ESC will generate a new Delphi user accounts and email it to you.
3. Once you receive a user account in Delphi, you will be required to create a Login.gov account (<https://login.gov/>) using the same e-mail address provided to the ESC for the Delphi e-Invoicing web-portal account. An email containing instructions to complete this process will be sent to you once your Delphi account has been established.
4. When the **login.gov** account is established, you will use this account to access the Delphi e-Invoicing web-portal.

Once your company has successfully established a Delphi e-Invoicing account, the FAA

recommends that your company visit the training module found at: <http://einvoice.esc.gov>.
Select "Vendor Training."

For changes to existing accounts or system issues (i.e. login issues) related to your Delphi account please contact the ESC Delphi Help Desk at (405) 954-3000; or (866) 641-3500.
For additional Delphi user account creation, please provide the following information to ESC at: 9-AMC-FAA-iSupplier@faa.gov.


- a. Name
- b. Email Address
- c. Phone Number

Once your account has been established, then the FAA Acquisition and Contracting (AAQ) organization will issue a contract modification to reflect the new electronic e-Invoicing process. No other terms and conditions will be amended as a result of this new electronic requirement.

Should your company have any questions or concerns relate to the transition to the electronic format please contact the ESC at: 9-AMC-FAA-iSupplier@faa.gov.

The FAA believes that the transition to e-Invoicing will provide your organization with many benefits such as faster payments, increased accountability, and better transparency through self-service invoice status reporting. Thank you for supporting the FAA as we work towards improving government efficiency and saving taxpayer dollars through electronic invoicing.

Sincerely,



Robert L Clark
Program Manager, FAA eInvoicing Initiative