

FHWA Recipient Delphi iSupplier Access

Grant recipients (recipients) of Federal Highway Administration (FHWA) Safe Streets and Roads for All (SS4A) awards must have **both** a Login.gov account and a Delphi eInvoicing/ iSupplier' account/ID with password to access the United States Department of Transportation's (USDOT) iSupplier web-portal.

Login.gov Account Access

Recipients are responsible for and may establish a [Login.gov](#) account at any time.

1. Recipients without existing login.gov credentials will need to create an account here: [Create an account | Login.gov](#) - or -
2. Recipients with existing login.gov credentials may use them to access the [Delphi iSupplier portal](#).

[Login.gov](#) is a General Services Administration (GSA)-managed secure sign-in service used by the public to sign in to participating government agency systems or platforms. As a participating agency, the USDOT requires recipients to use GSA's login.gov credentialing platform (electronic authentication of credentials) to securely access USDOT information on the Delphi iSupplier web-portal.

Delphi eInvoicing/ iSupplier account/ID

Recipients will determine and provide their FHWA division office points-of-contact (POCs) with the name(s) of authorized users (recipient users) requiring access to the **Delphi iSupplier payment web-portal**. Division office POCs will need the following information for each requested authorized recipient user:

1. First and last name,
2. Email address (this must be the email address associated with the recipient user's Login.gov account), and
3. Current phone number

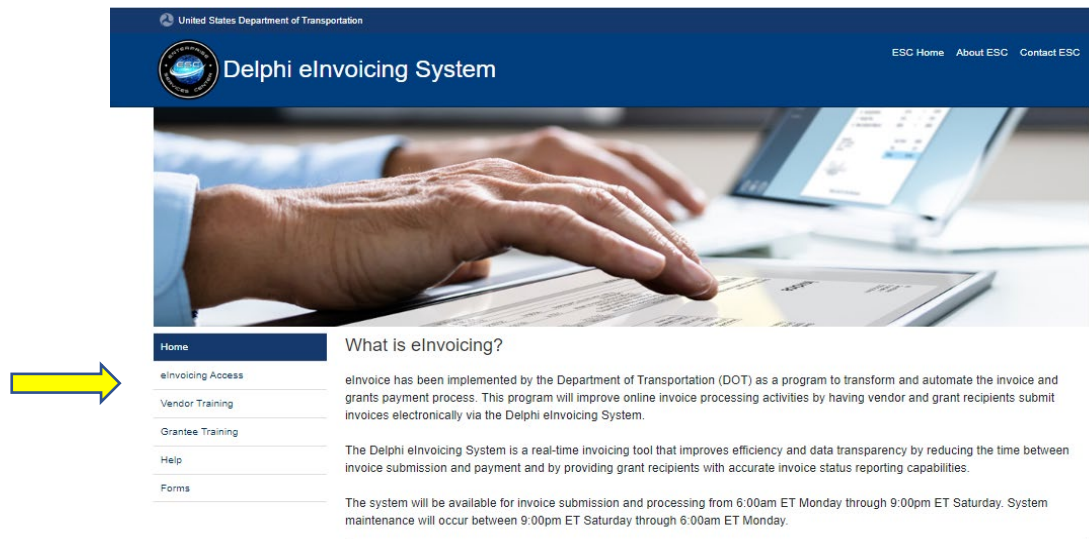
FHWA division offices will initiate and manage Delphi iSupplier account/ID requests for recipients in their respective States. Recipient users will be notified via e-mail when their account is created. The email will include detailed instructions for logging into and activating their Delphi iSupplier account. Once an account is established, recipient users will have a 3 calendar-day window to activate their Delphi iSupplier account. If a recipient user fails to activate their account within the specified time frame, they will need to contact their division office POCs and ask that their Delphi iSupplier account/ID request be resubmitted.

[Delphi iSupplier](#) is an electronic invoicing system integrated with USDOT's core accounting system, Delphi. The web-based portal is designed to provide secure, electronic access to Delphi so recipients can request payments and monitor the status of their payment requests.




Recipient Delphi eInvoicing/iSupplier portal Access

After an iSupplier account/user ID is established, recipient users should following these step by step instructions to access USDOT’s Delphi eInvoicing/iSupplier web portal.

1. Go to the Delphi eInvoicing/iSupplier landing page here [ESC: Delphi eInvoicing System - Home](#).
2. At the Delphi eInvoicing/iSupplier landing page, select the “eInvoicing access” option on the left-hand menu bar.



3. At the Delphi eInvoicing System Login Page, recipient users will be directed to login using their Login.gov credentials. Recipients who do not have a Login.gov account will be directed to <https://www.login.gov/>, where they must create an account to enable the required Delphi eInvoicing credentialing or e-authentication protocol.

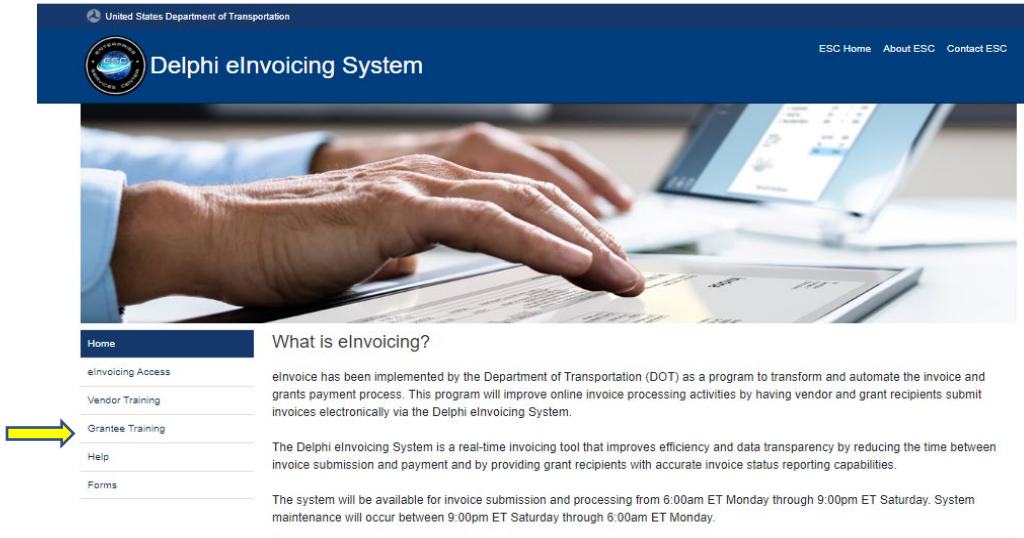
	Welcome to the Department of Transportation DELPHI eInvoicing System Login Page	
Login With Your GSA Login.gov Credentials		
<p>To access the Delphi eInvoice System, you will first be directed to Login.gov, where you must create an account if you don't already have one. Login.gov is an authentication platform shared by United States government agencies to streamline the login process and to allow the public to securely access personal information and federal government services. After creating a Login.gov account or logging in to your existing Login.gov account, you will be directed back to this site to submit your invoice or check on the status of your submission.</p>		
 <input type="button" value="SSO Login"/>		
<input type="checkbox"/> Click radio button: "IACCEPT" to consent to these terms of use.		
<p>You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network.</p> <p>This information system is provided for U.S Government use only. Unauthorized or improper use of this information may result disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:</p> <p>a. You have no reasonable expectation of privacy regarding any communications or data transiting this network, stored on, or traveling to or from this information system;</p>		

4. After creating a Login.gov account or logging into an existing Login.gov account, recipient users will be redirected to the USDOT DELPHI eInvoicing System Login Page site. Recipient users will follow the Delphi eInvoicing/iSupplier system prompts.

IMPORTANT NOTE: If it has been **over 45- days** since a Delphi user last accessed Delphi (recipient and FHWA users), the account will automatically expire and must be reestablished.

Additional Resources and Tools

Grantee training videos are available on the Delphi eInvoicing landing page here: [ESC: Delphi eInvoicing System - Grantee Training](#).



United States Department of Transportation

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Delphi eInvoicing System

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What is eInvoicing?

eInvoice has been implemented by the Department of Transportation (DOT) as a program to transform and automate the invoice and grants payment process. This program will improve online invoice processing activities by having vendor and grant recipients submit invoices electronically via the Delphi eInvoicing System.

The Delphi eInvoicing System is a real-time invoicing tool that improves efficiency and data transparency by reducing the time between invoice submission and payment and by providing grant recipients with accurate invoice status reporting capabilities.

The system will be available for invoice submission and processing from 6:00am ET Monday through 9:00pm ET Saturday. System maintenance will occur between 9:00pm ET Saturday through 6:00am ET Monday.