



CONFIDENTIAL TRAVEL VENDOR REQUEST

This form is used to establish new travelers in the financial system (DELPHI) or to update travel payment information, address or name for existing travelers.

HEADER SUMMARY

GOVERNMENT AGENCY

Will you be an E2 travel preparer/arranger only and never travel?

Do you have a United States issued social security number?

FOR DOT Employees Only - Are you requesting a secondary Delphi Supplier site/E2 profile to travel for a DOT agency other than your home agency?

TRAVELER/SUPPLIER HEADER INFORMATION IN THE FINANCIAL SYSTEM (DELPHI)

Is this a **REVISION** to an existing E2 user/traveler's supplier information?

Government Contractors- Select Invitational

HEADER TYPE:

* If this is a REVISION to an existing E2 user/traveler choose 'YES'. The answer is 'NO' if this is for a NEW Request/Account. .

Supplier Number/ E2 Employee ID

SSN/TIN:

Note: SSN/TIN not needed if you do not have a United States social security number

* Leave Supplier Number/E2 Employee ID field blank if this is a NEW request.

If this is a Revision/Modify Existing Delphi supplier site OR a Second DOT E2 profile this is a required field. Find the Employee ID in your E2 personal profile

TRAVELER/SUPPLIER NAME:

Must be full legal name

* Traveler/Supplier Name must be in ALL CAPS (LAST, FIRST MI ex: DOE, JANE M)

SAM EXCEPTION

REASON:

* The SAM Exception Reason is a required field for all requests and should read Employee/Invitational

SITE LEVEL INFORMATION

SITE STATUS:

SITE NAME:

* If Revision to Supplier is Yes, select Modify Existng, otherwise select NEW

* SITE NAME:Select 'HOME' if you are a GOV.EMPLOYEE or Select 'INVT' if you are not.

COUNTRY:

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

CITY:

STATE:

US ZIP CODE:

* last 4 digits required

* Please verify your US address before sending in form, go to USPS.COM Full zip code XXXXX-XXXX can be found here.

FOREIGN ZIP CODE:

Note: Government Contractor's who will be an E2 travel preparer/arranger only and never travel, do not need to provide banking information under the Payment Tab.

Make sure to answer **YES** to the question in the Header Summary at the top of the request.

PAYMENT TAB

Invitational Travelers who are not residents of the United States (US) and do not have a US Bank Account should **Select Foreign:Check/ No Check Waiver**

PAYMENT METHOD:

* If payment method is "check," you must submit an approved check waiver **unless** you have a foreign bank account. Approved Check Waivers must be attached to the Confidential Travel Vendor Request form upon submission
Check waivers can be found here: <https://www.esc.gov/docs/TravelServices/EFTWaiverRequest.pdf>

Enter Personal Bank account information only. Bank Account information from a Foreign Country is not required.

ACCOUNT NUMBER:

BANK NAME:

ROUTING NUMBER:

* Routing Number is 9 digits

TYPE of ACCOUNT:

FORM CONTAINS SPII AND MUST BE ENCRYPTED WITH A SPECIFIC PASSWORD BEFORE SUBMITTING to

9-AMC-KINTANA-Supplier-Setup@faa.gov

Please see ENCRYPTION instructions and Guidance for Name Changes on pages 3 and 4 of this document.

Helpful Hints

- **Header Summary:**

If you are a **Government Contractor** and will be a travel arranger/preparer only - **answer YES** to this following question and you do not have to provide banking information on this request. **Will you be an E2 travel preparer/arranger only and never travel?**

- **Traveler/Supplier Header Information in the Financial System: Header Type**

Government Contractors will Select INVITATIONAL for Gov. Contractors

- **Site Level Information: Site Name**

Government Contractors will Select INVT- for Government Contractors

PRIVACY ACT STATEMENT: This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a.

AUTHORITY: 31 CFR Part 209 and/or Part 210 authorizes DOT/FAA to collect this information.

PURPOSE: DOT/FAA will use this information to process payments from the Department of the Treasury to the financial institution and/or its agent.

ROUTINE USE(S): The information provided may be disclosed in accordance with the system of record notice DOT/ALL 7 - Departmental Accounting and Financial Information System (DAFIS) and Delphi Accounting System - 65 FR 19481 - April 11, 2000 and the "Blanket Routine Uses" that are available at the beginning of DOT's Compilation of Systems of Record Notices located at: <https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notices>

DISCLOSURE: Provision of the requested information is Mandatory in accordance with 31 CFR Part 209 and Part 210; failure to provide the requested information will affect the processing of payment.

2.8.24

File has SP11 information. • When emailing a form that has SP11, it must be encrypted per FIPS 140-2 using approved encryption program. • The SecureZip application will be used to encrypt the file. • If you do not have this application, use your agency encryption software to encrypt the form before emailing to the supplier team.

The Confidential Travel Vendor Request and the W-9 require email encryption before sending to 9-AMC-KINTANA-Supplier-Setup@faa.gov. A specific passphrase for encryption must be used.

The W-9 form is only needed if this is a Name Change. Link to W-9 [About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/individuals/about-form-w-9)

Please contact 9-amc-ettravel-helpdesk@faa.gov for the passphrase.

How to Encrypt a document

1. Open the form and fill out all required information.
2. Save the file to your desktop or other location.
3. Right click on file to encrypt.
4. Select SecureZIP.
5. Select Add To New Archive
6. Rename to vendor name on the form if desired to have unique name.
7. Click Save. Make sure it is in the location that is desired
8. Passphrase: Enter in the standard required passphrase (Passphrase will be emailed to user) Please contact 9-amc-ettravel-helpdesk@faa.gov for passphrase if you don't have it.
9. Confirm passphrase: Enter same passphrase a second time
10. Click OK
11. Enter in PIN and click OK. • Enter PIN a second time and click OK
12. The zip file is created and ready to be emailed to the supplier team.
13. Right click on the zip file just created.
14. Select Send to.
15. Select Mail recipient.
16. Outlook will create a file and add the required attachment.
17. The email address to send the attachment is: 9-AMC-KINTANA-Supplier-Setup@faa.gov.
18. Type in special instruction in the body of the email if required.
19. Click Send and it will email the attachment to the supplier team for processing

Guidance for Name Changes for an Existing User- 2 Step Process

Step 1- Financial System (DELPHI)

How to complete a name change, that may also include an update to banking information and/or address information in the financial system (DELPHI).

- ✓ **It is important to update your personal information in the financial system (banking, home address and name changes) to prevent any negative impact on future travel payments.**

Please send the **Confidential Travel Vendor Request along with a W-9** to 9-AMC-KINTANA-Supplier-Setup@faa.gov. Both forms will need to be encrypted with the specific passphrase for Supplier Setup.

[About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service \(irs.gov\)](#)

If you have questions about either of these forms or need the specific passphrase to encrypt these two documents before emailing, please contact 9-AMC-ETRAVEL-HELPDESK@FAA.GOV

Step 2

How to complete a name change in E2 for an existing E2 user.

- **Step 1 must be completed first. The financial system must be updated before E2.**
- Make sure your email address is updated in Outlook to the new name. Your E2 User ID and your email address in Outlook should be the same. If they aren't you will not be able to login to E2 with your PIV card.
- Complete an Etravel modification profile form (do not encrypt) with your updated email address/user id and name in appropriate fields.
- Provide previous name in the justification field.
- Email completed and approved form to 9-amc-ettravel-helpdesk@faa.gov

Always encrypt the following forms if you are using them.

- **Confidential Travel Vendor Request**
- **W-9**

Guidance for an E2 New Profile Setup - 2 step process

This same process will be used if a creating a second profile for a traveler who will be traveling for 2 or more

Step 1 DOT agencies, The traveler must have a Delphi site along with an E2 site to travel for an additional agency

1. **Complete Confidential Travel Vendor Request form – form must be encrypted**
 - Request specific passphrase to encrypt the Confidential Travel Vendor Request form
Contact 9-amc-ettravel-helpdesk@faa.gov for passphrase.
 - Send completed request for processing to 9-AMC-KINTANA-Supplier-Setup@faa.gov
The Supplier set up team will email the E2 New User and/or Travel POC with the Employee ID/Supplier number when setup is complete in Delphi. (Employee ID/Supplier Number are the same thing , they start with 100XXXXXX)

***Note: Travel arrangers will need to encrypt and send the Confidential Travel Vendor Request form to 9-AMC-KINTANA-Supplier-Setup@faa.gov for Invitational Travelers. All requests must be sent by a government email address.**

Step 2

2. **Complete E2 New Profile form**
 - Employee ID/Supplier number will need to be added to the E2 New Profile form, given by the Supplier team.
 - Send completed form to 9-amc-ettravel-helpdesk@faa.gov for processing

Guidance for updating a Direct Deposit/Financial System-Delphi (without a name change)

1. Complete Confidential Travel Vendor Request form
 - Request specific passphrase to encrypt the Confidential Travel Vendor Request form
Contact 9-amc-ettravel-helpdesk@faa.gov for passphrase.
 - Send completed form for processing to 9-AMC-KINTANA-Supplier-Setup@faa.gov
 - Supplier set up team will reply to email sent stating the financial system (Delphi) has been updated.

E2 forms do not need to be submitted to the E2 helpdesk for financial system updates

E2 profile update only- update hierarchy, routing templates and access levels

- Complete E2 Modification Profile form and have the form approved
- Send completed form to 9-amc-ettravel-helpdesk@faa.gov for processing