

Taulia E-Invoicing: NON-PO INVOICE CHEAT SHEET

To create a non-PO invoice (no purchase order), click on "Create Non-PO Invoice" under "Invoices." **IMPORTANT: DO NOT USE FOR INVOICES AGAINST PURCHASE ORDERS. DOING SO WILL RESULT IN REJECTION OF YOUR INVOICE! IF YOU DO NOT SEE THE CORRECT PURCHASE ORDER LISTED, CONTACT OUR AP HOTLINE AT 1-804-771-6200.**

- 1) When you click on "Create Non-PO Invoice," you will first be prompted to select your branch/remit-to information (if you have multiple accounts on Taulia). Otherwise, your remit-to will be automatically entered for you. Select the Dominion company to be billed from the "To" drop-down list. Click on "Create Invoice."
- 2) The non-PO invoice screen is displayed

Submit Non-PO Invoice [Show From/To Selection](#)

Submit Non-PO Invoice to Dom

Invoice No: Letters & Numbers only - NO spaces or special characters

From: Your Remittance Address (selected in Step 1)

To: The Dominion company being invoiced (selected in Step 1)

Invoice Number:

Invoice Date: *Select dates from calendar*

Deliver Date:

Currency: *Dominion person who authorized the purchase*

Customer Contact:

Type: *Invoice or Credit*

Select Tax Identifiers: *Do not supply Tax ID*

From: Same VN PI Vendor for Mat PO Test
RICHMOND, VA
US (United States)

To: Dom Resources Svcs, Inc.
100 Tredegar Street
Richmond, VA 23219
US (United States)

[Change Remit To address](#) [Change Ship From address?](#) [Change Ship To address?](#) *Use this to provide information to assist us in routing an invoice; Also, see Customer Contact on left*

Do not use! If your remittance address is not correct, contact AP Hotline

Description	Quantity	Unit Price	Unit	Line Total
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="Ea (Each)"/>	0.00

Enter description of product/service furnished

Click on the green plus to enter a 2nd line item.

Enter quantity and unit price for invoice (normally, quantity = 1 and price is amount of invoice, Unit of Measure = EA)

Invoice Delivery Note:

Comment: *Enter any comments pertaining to the invoice in this section. You may also use "Invoice Delivery Note" above.*

Attachments: *PDF, TIF, or TIFF only!! It is not necessary to attach a copy of the invoice. Images of invoices are automatically rendered. Click on the "Upload Attachment" button below.*

Freight: *FREIGHT: DO NOT enter freight here. If authorized, include in line items.*

Sales Discount: *SALES DISCOUNT: Enter discount as POSITIVE amount. Do not use "Sales Discount" for Early Payment discounts. They are based on payment terms.*

Sales Tax: *SALES TAX: Enter sales or use tax if applicable. Click "Edit" to enter. Do not use this to invoice other taxes (those should be included in the line items).*

Invoice Amount: 0.00

Currency: USD

Upload Attachment

Click here when you are finished to submit your invoice to Dominion.

File extensions supported for upload are: tif, tiff