# Taulia E-Invoicing: PO INVOICE CHEAT SHEET

To create an invoice against a purchase order, it is simplest to "List Purchase Orders," locate the purchase order, and click on "Actions," then "Create Invoice" at the right. The "Create PO Invoice" screen is displayed.

**Create Invoice**                                                      Show PO Selection

**Submit Invoice for PO 0045...**

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

From: Your Remittance Address; it is determined from the purchase order

To: The Dominion company being invoiced; determined from the purchase order

Select dates from calendar

| | |
|---|---|
| Invoice Number | |
| Invoice Date | 2/4/2012 |
| Deliver Date | |
| Currency | USD (US Dollar) |
| PO Number | 0045012327 |
| Payment Terms | 30 days Due net |
| Customer Contact | |
| Type | Invoice |
| Invoice Expects Tax | |

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

**To**
Va Electric & Power Co.
701 East Cary 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

Dominion person who authorized the purchase

Invoice or Credit

Select Tax Identifiers ▾

Do not supply Tax ID

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

Enter unit price. **If the PO begins with a "005" or "007,"** this is the amount you are invoicing. **If the PO # begins with a "004,"** changing unit price may slow processing and/ or result in rejection of your invoice or "short-paying" of your invoice

**Invoice line items**
[ Select All ]

**Delete any lines that are not being invoiced.**
To delete lines, click on red circles individually, or click "Select all" and select the lines to delete.

**VERY IMPORTANT: Always use the correct line item. To avoid rejection of your invoice, do not change line item descriptions or use Line 1 to invoice a different line.**

| PO Item | Description | Material Code | Quantity | Unit Price | Unit |
|---|---|---|---|---|---|
| 1 | puppy, cute, golden retriever | 42000762 | 991 | 250.00 | BG (Bag) |

DO NOT CHANGE!!

Enter Quantity Invoiced based on the Unit of Measure shown. **IF THE PO # BEGINS WITH "007" OR "005", ALWAYS USE 1 EA.**

Line Total                247,750.00

| PO Item | Description | | Unit Price | Unit |
|---|---|---|---|---|
| 2 | picnic basket | 42000759 | 75.00 | BO (Bottle) |

Line Total                0.00

**FREIGHT**: Include freight only if authorized on PO

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

**Invoice Delivery Note**
**Comment**

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

| | |
|---|---|
| Freight | 0.00 |
| Sales Discount | 0.00 |
| Sales Tax [ Edit ] | 0.00 |
| Invoice Amount | 247,750.00 |
| Currency | USD (US Dollar) |

**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).

**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.

File extensions supported for upload are: tif, tiff                [ Upload Attachment ]

[ Submit Invoice ]

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