



Dominion Energy Invoicing and Payment Portal

E-Invoicing



What is it?

E-Invoicing



E-Invoicing is electronic invoicing submitted through an electronic network or web portal. Dominion currently uses the Taulia web portal for our incoming e-invoices.

E-Invoicing through the Taulia portal is completely free to all of our suppliers.

E-Invoices can be created on the portal through:

- Manual entry (one at a time), or
- Using file uploads (multiple invoices)
- EDI (supported for high volume suppliers)

Suppliers must enroll in the portal to submit e-invoices

- Once requested, invitations are sent through email from portal@Taulia.com

Who Should Participate?

E-Invoicing



Invoices sent to one of the following addresses may be submitted electronically instead. If you submit an electronic invoice, DO NOT submit a paper invoice

- Dominion Energy (Virginia, North Carolina, Virginia Electric and Power)
Corporate Disbursements
P.O. Box 25459
Richmond VA 23260-5459
Fax: (804) 771-6996

Who Should NOT Participate?



E-Invoicing

Many of our suppliers participate in automated invoicing methods, and these suppliers should not submit e-invoices through the Taulia portal:

If you do not submit invoices (paper or electronic) to an AP Department, do not submit invoices through the Taulia. Examples include:

- Evaluated Receipt Settlement Purchase Orders (ERS): Invoices are generated automatically based on receipts entered by Dominion.
- Recurring Payments: Payments are automatically generated on a periodic basis (monthly, quarterly, etc) and are for the same amount each month (lease payments are a good example of this)
- Contractor Charges: Invoices are generated through the entry of time sheets and/or expense entered in to Dominion's Contractor Charges System (CCS or SCS)
- Legal Invoices: Submitted through a separate interface program that is run by our legal department

General Requirements

E-Invoicing



You must enroll in Taulia. Enrollment is by invitation

- Once requested, invitations will be sent by email from Portal@Taulia.com
- To make sure you receive an invitation, add the “Portal@Taulia.com” email address to your safe sender’s list and/or ask your IT support to “white list” it.

If you wish to enroll and do not receive an invitation, send us a request, and provide your name, Company name, contact information, and email address

- The request should be emailed to AP_Invoices_Hotline@dominionenergy.com

When you receive the invitation, go to Taulia’s log in page and enroll using the token code provided in the invitation

Once enrolled, read the information provided under the “Your Customer” tab

General Requirements



E-Invoicing

Creating an Invoice:

- If you are submitting an invoice against a purchase order, use “Create Invoice” in the Taulia portal and select the appropriate purchase order
- Use “Create Non-PO Invoice” only when a purchase order does not apply.
- Taulia provides assistance in “mapping” your invoice data for uploading.
- If you have been asked to submit supporting documentation or include specific information with your invoice, you will need to attach those documents as a PDF file to your e-invoice submitted through Taulia.
- ALWAYS follow the guidelines provided here. Failure to submit invoices as described may result in short-payments, rejected invoices, or delays in payment.

Attachments:

- When an invoice is created, an image of that invoice is automatically rendered. It is not necessary to attach a paper invoice, and please do not send a paper invoice.
- Supporting documentation can be attached if necessary, but must be attached as a pdf or tif document.
- Supporting documentation must be submitted if it is required on your purchase order or has been requested by the approving department
- Invoices larger than 50 pages should be emailed to AP_Invoices_Hotline@dominionenergy.com for review

General Invoice Requirements



E-Invoicing

Invoice Number: Include letters & numbers only. Do not include spaces or special characters (such as hyphens). Dominion's system does not allow special characters, and we will need to manually remove special characters before processing.

Many of the fields are pre-filled based on the purchase order. Please do not change any pre-filled fields in the header of the invoice.

If the "Remit To" address needs to be changed, contact our AP Hotline at 1-804-771-6200 or AP_Invoices_Hotline@dominionenergy.com

Invoice Date and Delivery Date: Select dates from the calendar provided.

Customer Contact: This information is not required for PO's beginning with "45."

Type: This should indicate if you are submitting an invoice or credit memo.

Select Tax Identifier: Optional. We do not require this information from you.

Before entering line item details, be sure to delete all line items you are not invoicing. Make sure you are completing the correct line items.

Lines can be deleted by clicking on the red "-" to delete individual lines or by clicking on Select All," select lines to delete, then click on "Remove Selected"

Lines cannot be added to PO Invoices

Purchase Order Invoice Requirements



E-Invoicing

Purchase Order Invoices are created using a “PO Flip.” This method uses information from the purchase order to create the invoice, including the line item detail such as description, unit price, and unit of measure.

If you are submitting an invoice against a purchase order, this method is required (do not use “Create Non-PO Invoice”).

To submit an invoice against a purchase order, use “Create Invoice” in the Taulia portal OR select “List P.O.s” and click on “Create Invoice” from the “Actions” button next to the PO to be invoiced.

The “Bill From/Remit To” company is determined from the purchase order (if you have multiple branches on the same Taulia account). The Dominion company to bill is also determined from the purchase order.

When submitting a PO invoice, ALWAYS invoice against the correct line item(s). Do not change line item descriptions or unit prices and one line should not be used to invoice for a different line. Doing will result in rejection of your invoice.

View, print or download our “Cheat Sheet for PO Invoices” for details (provided in email once the invitation for enrollment is sent – can be requested by emailing AP_Invoices_Hotline@dominionenergy.com)

Purchase Order Invoice Details



E-Invoicing

Line Item Details – Purchase Order (PO) Invoices

FIRST, be sure to delete all line items you are not invoicing. Make sure you are completing the correct line items.

Lines can be deleted by clicking on the red “-” to delete individual lines or by clicking on Select All,” select lines to delete, then click on “Remove Selected”

Lines cannot be added to PO Invoices

If you are invoicing against a PO number beginning with “005” or “007”

Always invoice a quantity of “1” and a Unit of Measure of “EA”

Enter the Unit price (total amount excluding freight, taxes, and discounts)

If you are invoicing against a PO number beginning with “0045” or “45”

NEVER change the line item description. Be sure you are invoicing against the correct line.

Quantity = the quantity invoiced, based on the Unit of Measure and Unit Price provided (if unit of measure = EA, and you are invoicing for a dozen, the quantity = 12)

Unit of Measure should not be changed

Unit Price should not be changed

Check the total line item amount (calculated as Unit Price x Quantity) to make sure it agrees with the amount you are trying to invoice.

NON-Purchase Order Invoice Requirements



E-Invoicing

Use **“Create Non-PO Invoice”** only when a purchase order does not apply.

Provide your correct **“Remit To”** location if multiple branches are listed in the drop-down selection.

Provide the correct Dominion company. The companies you are authorized to invoice are listed in a drop-down selection if you are submitting a non-PO invoice.

If you do not know the correct Dominion company to bill, ask the individual who ordered the product/service. Accounts Payable may not be able to determine this for you.

Provide as much contact/ship to information as possible. Failure to supply this information may result in delaying of your payment or rejection of your invoice.

View, print or download our **“Cheat Sheet for Non-PO Invoices”** for details.

NON-Purchase Order Invoice Details



E-Invoicing

Line Item Details – Non-Purchase Order (PO) Invoices

- Provide a description of the product/service you are invoicing
- Quantity and Unit of Measure should be 1 EA (each)
- Unit price should be the invoice amount (excluding freight, taxes, and discounts) unless you are submitting multiple line items.
- To enter a new line item, click on the green “+” to add the line item.

Freight, Discounts, and Taxes

- Freight: Include only on PO Invoices when freight is authorized on the PO. Freight should not be included on non-PO invoices. If you need to bill freight on a non-PO invoice, enter it as part of the line item detail.
- Sales Discount: Enter your sales discount here as a POSITIVE amount. DO NOT enter Early Payment discounts. They are calculated based on your payment terms and will be taken when appropriate.
- Sales Tax: To enter Sales Tax, you will need to click on “Edit” first. Enter only Sales or Use Tax in this field when they apply. Other types of taxes should be included in the line item detail.

General Invoice Requirement Details



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Invoice Delivery Note

Optional. Enter any delivery notes relative to the invoice.

Comments

Optional. Enter any comment relative to the invoice.

Invoice Total

The total invoice amount is calculated based on the sum of all of the line items invoiced, plus freight and taxes, less discounts. Validate the total amount is correct before submitting.

Attachments

When an invoice is created, an image of that invoice is automatically rendered. It is not necessary to attach a paper invoice, and please do not send us a separate paper invoice.

Supporting documentation can be attached if necessary, but must be attached as a pdf or tif document. Convert your documents before uploading.

Click on “Upload Attachment” and select your attachment(s) to upload.

Submitting your invoice

E-Invoicing



Submit

When you are ready to submit your invoice, click on the “Submit” button and confirm at the prompt.

Once you submit your invoice, you will not be able to delete it from the portal.

Dominion receives your invoice and begins processing almost immediately.

If you need to delete an invoice, contact us as soon as possible at the appropriate Dominion AP group outlined on our “Contact Information” page.

The status of all of your invoices, whether submitted through the portal or not, can be viewed through the portal by clicking on “Invoices,” then “My Invoices” in the portal.

For more information about viewing invoice status in the portal, see “Invoice Status Inquiry.”

For More Information

E-Invoicing



When you enroll, watch the video for more details on the features offered by the portal and how to navigate around the portal.

Read more information and FAQs provided on Dominion's site:

www.dom.com/active-suppliers

Online support is available from Taulia for enrolled members experiencing technical issues.