OVERVIEW:

Use this guide to Submit an Invoice. There are two ways to submit an invoice. Submit it through the Workday portal or submit it electronically using the AvalonBay Electronic Invoicing Template.

Please follow the guidance below when submitting an invoice. *Note: It is critical that this guidance is followed to ensure payment.*

- If your invoice is tied to a PO, it must include the **PO # on the invoice**
- If your invoice is tied to a PO, the invoice amount must **match line for line with the PO**
- If your invoice is not tied to a PO, the invoice must include **Attention: [Point of Contact]**
- All taxes must be broken out and **should not be included** in the line-item total
- **Supplier Invoice Number and Date** must be included (invoice numbers cannot be duplicated!)
- All invoices submitted directly through the portal must be accompanied by a pdf copy of the invoice.
- Please also follow this process if issuing credit.

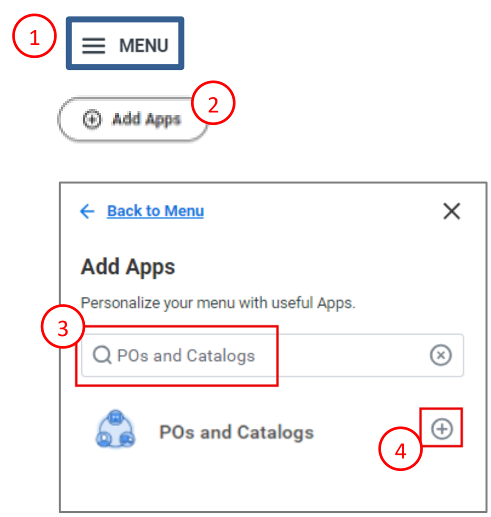
Skip to a Section:

1. Add Apps to your Menu
2. Submit an Invoice through the Workday Portal
3. Submit an Invoice for a Partial Payment
4. Using the Electronic Invoicing Template

ADD APPS TO CREATE/SUBMIT AN INVOICE FROM A PO

ADD THE POS AND CATALOGS APP TO YOUR MENU

1. From the Workday home page, select **Menu.**
2. Click the Add Apps button.
3. **Type POs and Catalogs** in the search bar.
4. **Click the plus sign** beside the app name to add to your main menu.
5. Repeat this same process for the **Invoices and Payments app**, which will allow you to search, find, and track the status of invoices and payments in Workday.

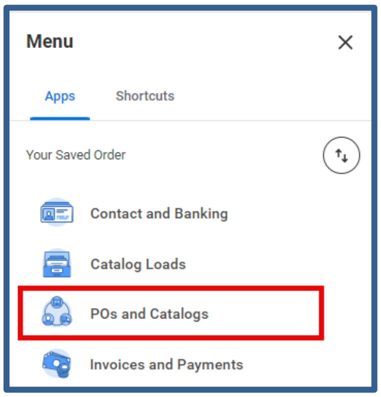


SUBMIT AN INVOICE

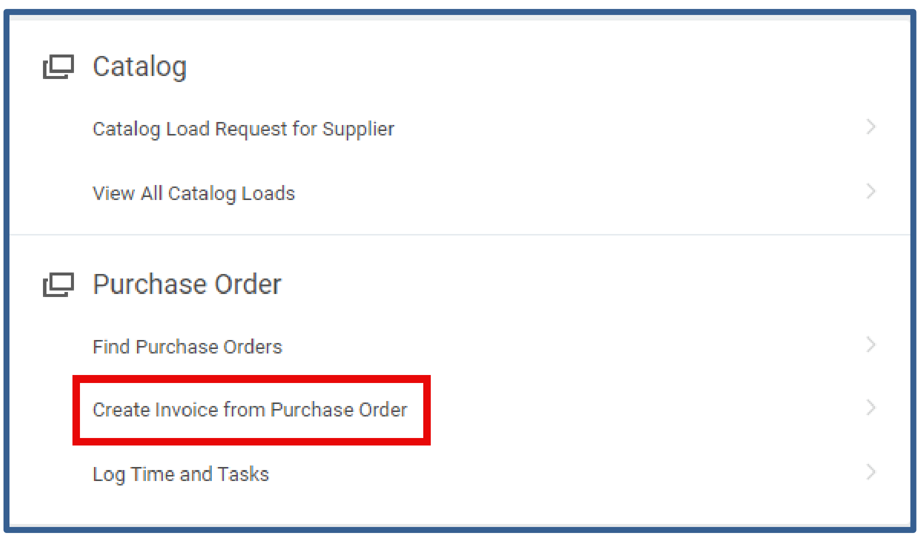
SUBMIT AN INVOICE THROUGH THE WORKDAY PORTAL

1. From the Workday home page, select **Menu.**

2. Select **POs and Catalogs.** *Note: If you do not see POs and Catalogs, select Add Apps, and search for POs and Catalogs.*

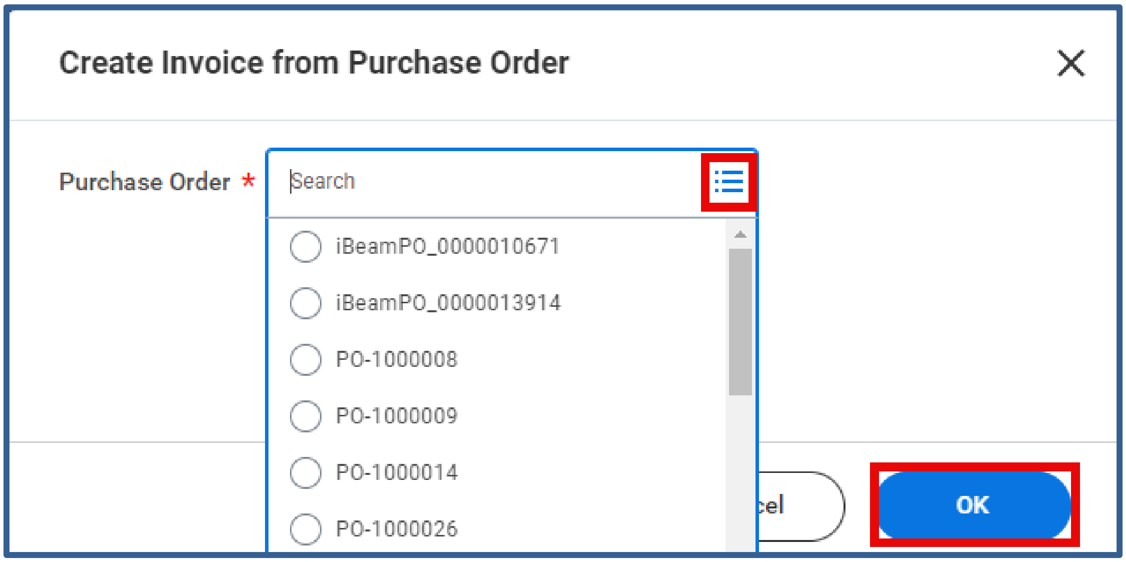


3. On the right side of the screen, select **Create Invoice from Purchase Order.**

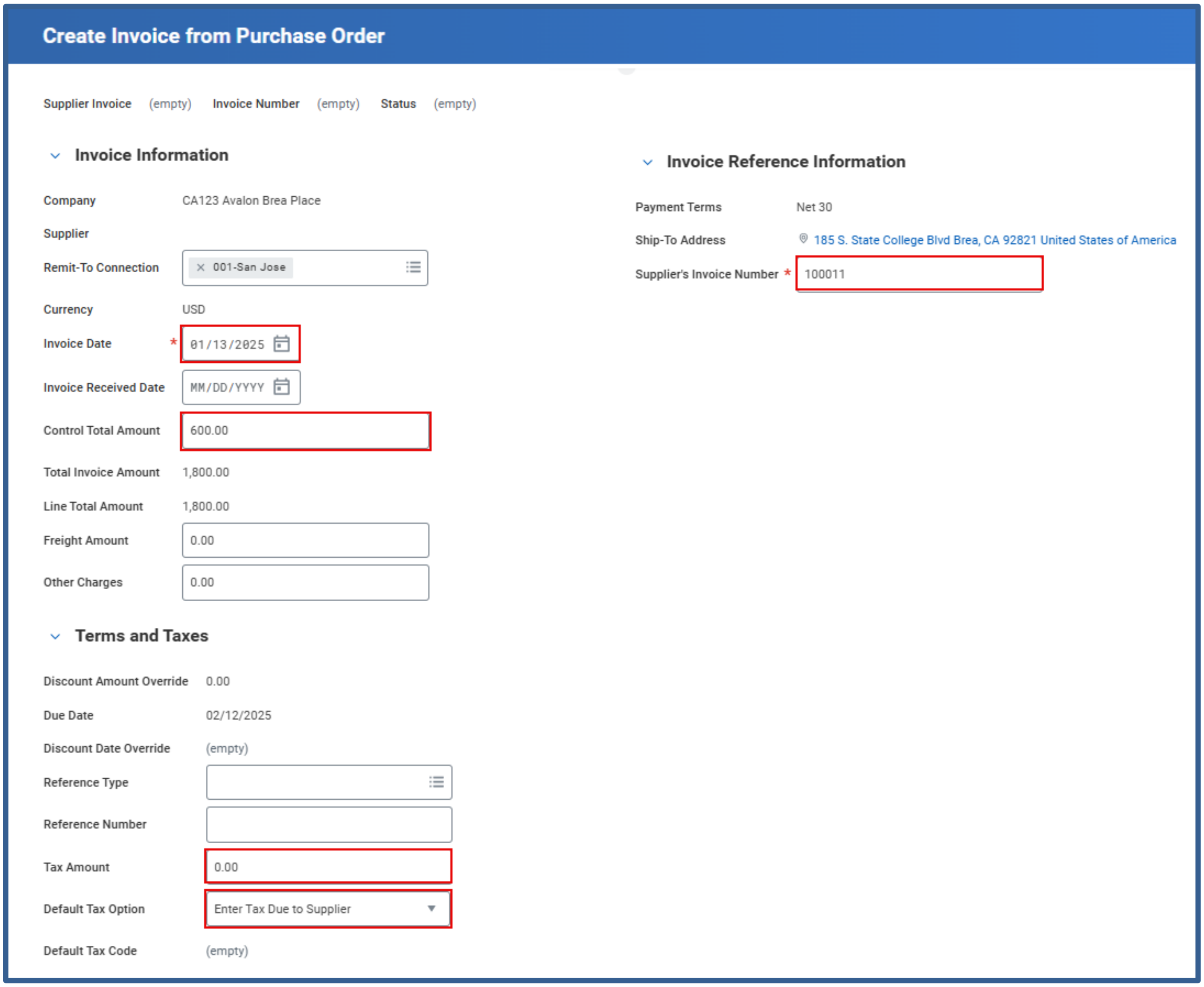


The Create Invoice from Purchase Order window appears.

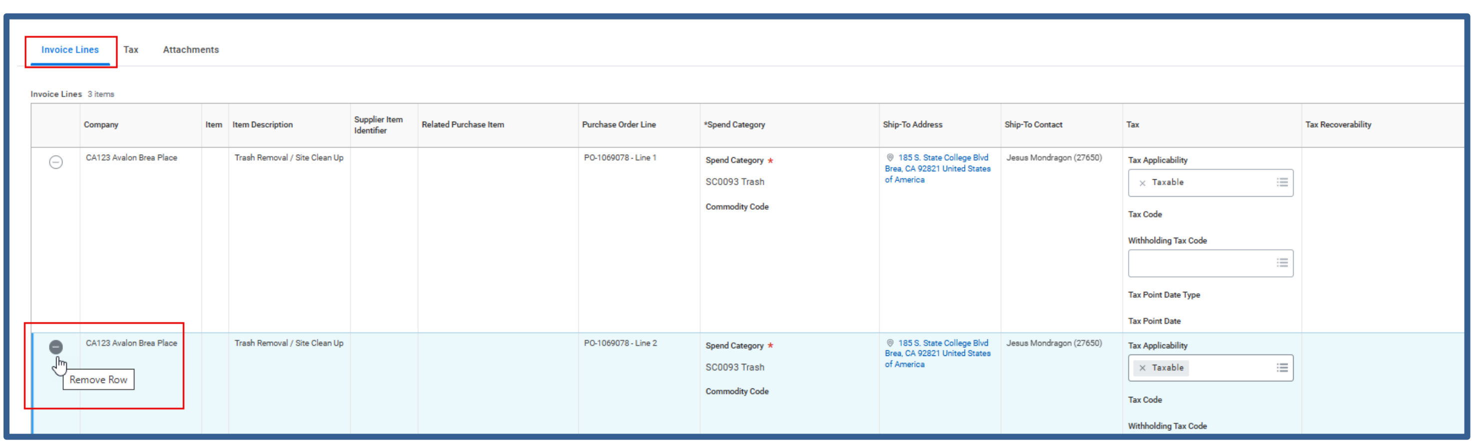
4. Under **Purchase Order,** select the PO for which you would like to create an invoice off of. Select **OK.**



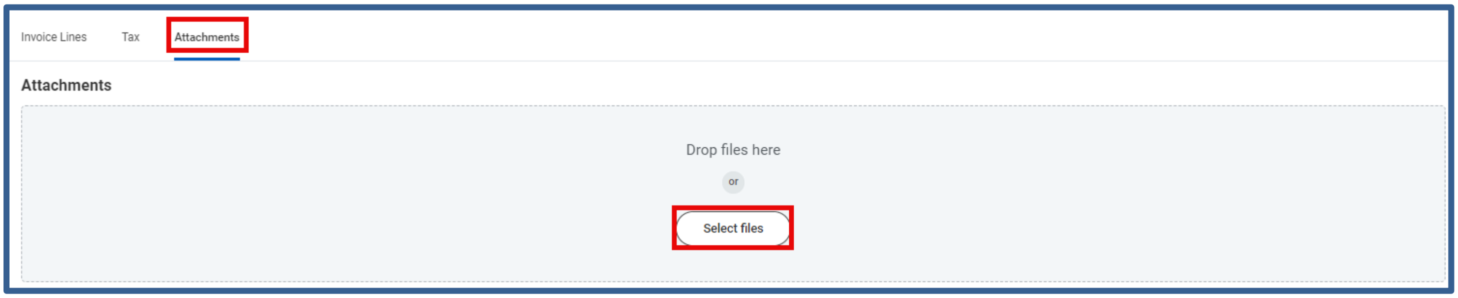
5. Fill out all required fields to create your invoice:
   - Invoice Date
   - Supplier's Invoice Number – any combination of letters or numbers up to 7 characters in length. **Remember: An invoice number must be unique and only be used once.**
   - Control Total Amount – the total amount of the invoice including the line amount, and any freight, taxes, or other charges.
   - Default Tax Option: select "Enter Tax Due to Supplier".
   - Tax Amount: include the amount of tax due, if applicable. **Remember: If tax is not applicable, make sure this field is 0**



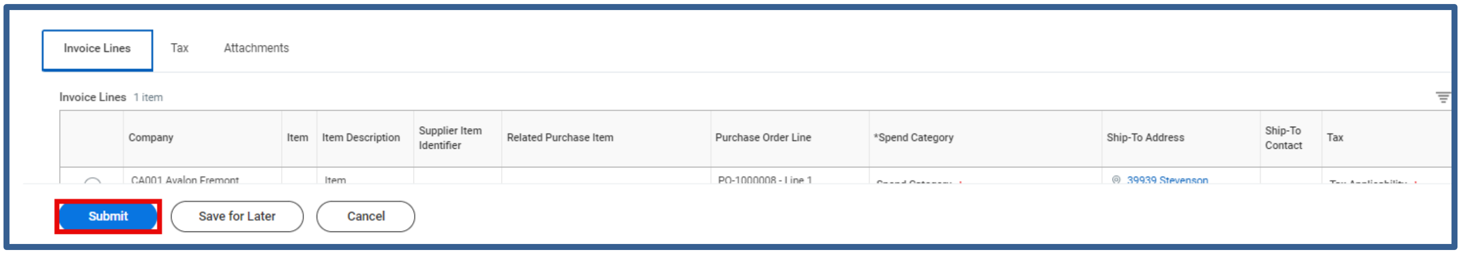
6. Select **Invoice Lines**. **Click the "minus sign"** beside an invoice line to remove it from the invoice. This allows you to remove any line from a Purchase Order that is NOT included in your current invoice. Those lines will be available for invoicing at a later date.



7. Select **Attachments > Select Files** to upload a copy of your filed-out invoice template.
   Note: The actual Invoice is required to be attached.



8. Select **Submit.**



SUBMIT AN INVOICE FOR A PARTIAL PAYMENT

The Workday Supplier Portal allows suppliers to submit invoices for partial order fulfillment for services or goods. This section outlines the steps to follow to submit an invoice for a partial payment on a Purchase Order.

Getting Started

Follow Steps 1-5 outlined on pages 2-4 to find the purchase and begin completing the required header information.

1. Scroll down to the Invoice Lines portion of the screen to review the line information on the Purchase Order.
2. For a Good-related partial fulfillment, adjust the number Invoiced in the Quantity column.
   - Scroll to the right side of the Line Items table to review the amount listed in the Extended Amount column to ensure it has updated to reflect the revised price based on the partial fulfillment of this order.
3. For a Service-related partial fulfillment, adjust the dollar amount in the Extended Amount column.
   - The adjusted dollar amount should reflect the amount of service delivered.
   - For example, if the Purchase Order indicated site clean up for $400. Adjusting the Extended Amount to $200 indicates the Services is 50% partially delivered.

Note: For partially invoiced Purchase Orders, you will not be able to invoice for greater than the remaining value of the Purchase Order that is listed in the Extended Amount Column on the far right of the Line Items Table.

USING THE ELECTRONIC INVOICING TEMPLATE

Suppliers are able to submit PO Invoices electronically by completing the Electronic Invoice Template and sending the file to avbinvoices@avalonbay.com

Instructions for completing the Invoicing Template on the following page.

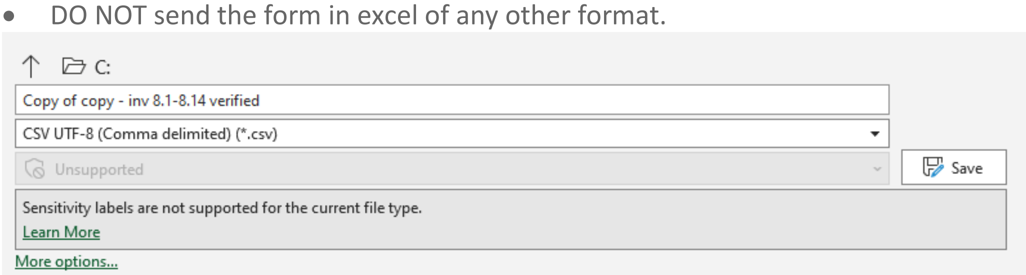
Instructions for completing the Invoicing Template:

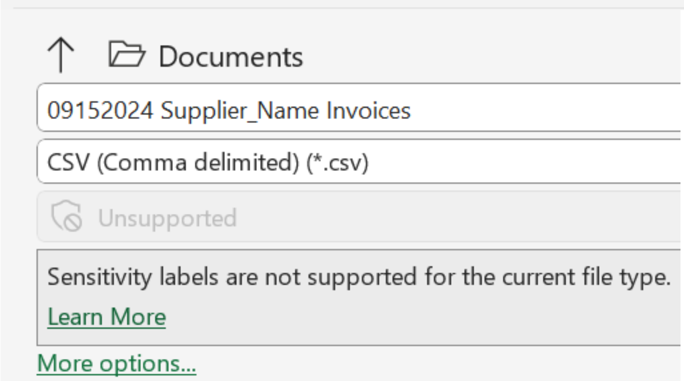
About the Electronic Invoicing Form
Suppliers sending multiple invoices can use the electronic invoicing form to batch submit invoices to AvalonBay. There are specific requirements that must be met in order for the form to be accepted and invoices processed and paid. Those requirements are outlined in the Key Requirements section (page 1) and in the Form Requirements (pages 2-3).

Key Requirements:

- **DO NOT change the format or layout of the form in any way.**
- **The following headers with a red asterisk (*) are all REQUIRED fields:**
  - Supplier Invoice Number
  - Invoice Line
  - Invoice Date
  - Supplier ID
  - Remit To Connection Reference ID
  - PO Number
  - PO Line Number
  - Invoice Type
  - Quantity
  - Unit of Measure
  - Line Total
  - Line Description

- The form file type must ALWAYS be saved as a .csv file (not just name as a .csv file). Review the images below for how to save a file in .csv format (CSV UTF-8 and CSV are both applicable)
- DO NOT send the form in excel of any other format.





Form Requirements (Reference Guide):
This section outlines the exact information that must be included for the Electronic Invoicing Form to be accepted, invoices processed and paid. Please review these requirements carefully and ensure your form matches any criteria outlined in the reference guide before submitting the Invoicing Form.

*** = REQUIRED Field**
**** = Must be left BLANK**

Column	Column Requirements
(A) **Supplier Invoice Number** *	Should not have any special characters (ex: 932424)
(B) **Invoice Line** *	(ex: 1)
(C) **Invoice Date** *	The invoice data in the file *must* match the Purchase Order. ***If you have any changes to: - number of lines - quantities - cost or extended amounts Then you need to contact the buyer to create a change order before invoicing. (ex: 09/25/2024)
(D) **Tax Amount**	Should not have any special characters; must be separated out for each line item. (ex: Do NOT include $ # – or ,)
(E) **Freight Amount**	This field is optional; however, it should be included if there is freight/shipping on the Purchase Order. (ex: 20.05)
(F) **Grand Total**	Should not have any special characters; Total amount should include the tax and freight amounts (ex: 598.90) (ex: Do NOT include $ # – or ,)

Column	Column Requirements
(K) **Ship to Address Reference ID** **	BLANK
(L) **PO Number** *	Must begin with 'PO-'. (ex: PO-1000689 or begin with a "7" if it is a WTN from OPs)
(M) **PO Line Number** *	(ex: 1)
(N) **Invoice Type** *	For all refunds/credits the invoice type must say Adjustment. (ex: Invoice, Adjustment, etc.)
(O) **Spend Category ID** **	BLANK
(P) **Quantity** *	(ex: 5)

(G) **Line Company** **	BLANK
(H) **Line Cost Center** **	BLANK
(I) **Supplier ID** *	Must always be the 10-digit number. <u>(ex: 0000059384)</u> This can be found in Workday
(J) **Remit to Connection Reference ID** *	If you are paid via ACH or only have one bank account to receive payments, use your 10-digit supplier id and add -001 (ex 0000059384-001. If you have multiple accounts, and you don't know the 3-digit ID, reach out to AP or your AvalonBay contact). (ex: 0000059384-001) Bank 1 (ex: 0000059384-003) Bank 2

(Q) **Unit of Measure** *	If PO is for service, this field is not required. If PO is for good, ensure the keyword entered for Each is 'EA'. <u>(ex: EA)</u>
(R) **Unit Price**	Should not have any special characters; MUST match the Line Total Amount <u>(ex: 249)</u> <u>(ex: Do NOT include $ # – or ,)</u>
(S) **Line Total** *	Should not have any special characters; MUST match the Unit Price Amount <u>(ex: 249)</u> <u>(ex: Do NOT include $ # – or ,)</u>
(T) **Line Description** *	Line description of actual good or service; Should not have any special characters <u>(ex: Two bedroom, one bath, Turn Cleaning)</u> <u>(ex: Do NOT include $ # – or ,)</u>

Example – Completed Electronic Invoicing Form

Supplier Invoice Number	Invoice Line	Invoice Date	Tax Amount	Freight Amount	Grand Total	Line Company	Line Cost Center
153550	1	8/14/2024	0	0	448		
154203	1	9/3/2024	0	0	860		
153537	1	8/13/2024	0	0	548		
152966	1	7/23/2024	0	0	688		

Supplier ID	Remit to Connection Reference ID	Ship to Address Reference ID	PO Number	PO Line Number	Invoice Type
0000038738	0000038738-001		PO-1022431	1	Invoice
0000038738	0000038738-001		PO-1022437	1	Invoice
0000038738	0000038738-001		PO-1011706	1	Invoice
0000038738	0000038738-001		PO-1003165	1	Invoice

Spend Category ID	Quantity	Unit of Measure	Unit Price	Line Total	Line Description
	1	EACH	448	1	Plumbing Service
	1	EACH	860	1	Plumbing Service
	1	EACH	548	1	Plumbing Service
	1	EACH	688	1	Plumbing Service