Suppliers

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.



POs and Catalogs

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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.

Menu		×
Apps	Shortcuts	
Your Save	ed Order	(† .)
	Contact and Banking	
	Catalog Loads	
	POs and Catalogs	
	Invoices and Payments	

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

C	Catalog	
	Catalog Load Request for Supplier	>
	View All Catalog Loads	>
	Purchase Order	
	Find Purchase Orders	>
	Create Invoice from Purchase Order	>
	Log Time and Tasks	>

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.

Suppliers

Create Invoice from Purchase Order × Purchase Order * Search iBeamPO_0000010671 iBeamPO_0000013914											
Purchase Order *	Search										
	iBeamPO_0000010671	A									
	O iBeamPO_0000013914										
	O PO-1000008										
	O PO-1000009										
	O PO-1000014										
	O P0-1000026	el 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

Suppliers

Create Invoice f	rom Purchase Order		
Supplier Invoice (empty)	Invoice Number (empty) Status	(empty)	
 Invoice Information 	ation	 Invoice Reference 	ce Information
Company C/	A123 Avalon Brea Place	Payment Terms	Net 30
Supplier		Ship-To Address	8 185 S. State College Blvd Brea, CA 92821 United States of America
Remit-To Connection	× 001-San Jose 📰	Supplier's Invoice Number *	100011
Currency US	SD		
Invoice Date *	91/13/2025 💼		
Invoice Received Date	MM/DD/YYYY		
Control Total Amount	500.00		
Total Invoice Amount 1,	800.00		
Line Total Amount 1,	800.00		
Freight Amount	0.00		
Other Charges	0.00		
 Terms and Taxe 	es		
Discount Amount Override	0.00		
Due Date	02/12/2025		
Discount Date Override	(empty)		
Reference Type		=	
Reference Number			
Tax Amount	0.00		
Default Tax Option	Enter Tax Due to Supplier 🛛 🖤	7	
Default Tax Code	(empty)		

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.

[Invoice Lines Tax Attachments													
	Invoice Lines 3 žema													
		Company	ltem	Item Description	Supplier Item Identifier	Related Purchase Item	Purchase Order Line	*Spend Category	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability		
	Θ	CA123 Avalon Brea Place		Trash Removal / Site Clean Up			P0-1069078 - Line 1	Spend Category *	© 185 S. State College Blvd Brog. CA 02821 United States	Jesus Mondragon (27650)	Tax Applicability			
								SC0093 Trash	of America		× Taxable :≡			
								Commodity Code			Tax Code			
											Withholding Tax Code			
											:=			
											Tax Point Date Type			
l d											Tax Point Date			
	•	CA123 Avalon Brea Place		Trash Removal / Site Clean Up			PO-1069078 - Line 2	Spend Category *	I 185 S. State College Blvd Brea, CA 92821 United States	Jesus Mondragon (27650)	Tax Applicability			
	J.	move Row						SC0093 Trash	of America		× Taxable :⊟			
ļĻ	1							Commodity Code			Tax Code			
											Withholding Tax Code			

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

Invoice Lines Tax Attachments	
Attachments	
	Drop files here or Select files

8. Select Submit.

Invoice	Lines Tax Attachme	nts								
Invoice	Lines 1 item									Ŧ
	Company	Item Item Description Supplier Iter Identifier		Supplier Item Identifier	Related Purchase Item	Purchase Order Line	*Spend Category	Ship-To Address	Ship-To Contact	Tax
	CA001 Avalon Fremont		Item			PO-1000008 - Line 1	0	39939 Stevenson		T A
s	ubmit Save for Late	r	Cancel)						

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 <u>Electronic Invoice Template</u> and sending the file to <u>avbinvoices@avalonbay.com</u>

Instructions for completing the Invoicing Template on the following page.

Suppliers

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 •
- PO Line Number

Invoice Line •

Invoice Type • Quantity

Invoice Date • Supplier ID

- Unit of Measure •
- Remit To Connection Reference ID
 Line Total

PO Number •

- 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.

↑ 🗁 C:	
Copy of copy - inv 8.1-8.14 verified]
CSV UTF-8 (Comma delimited) (*.csv)]
G Unsupported ~	🖓 Save
Sensitivity labels are not supported for the current file type. Learn More	
More options	
↑ ✑ Documents	

09152024 Supplier_Name Invoices

CSV (Comma delimited) (*.csv)

Sensitivity labels are not supported for the current file type. Learn More

More options...

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

Suppliers

Column	Column Requirements		Column	Column Requirements
(A) Supplier Invoice Number *	Should not have any special characters (ex: 932424)		(K) Ship to Address Referen ce ID **	BLANK
(B) Invoice Line *	<u>(ex: 1)</u>		(L) PO Number *	Must begin with 'PO-'. (<u>ex: PO-1000689 or begin</u> with a "7" if it is a WTN from OPs)
(C) Invoice Date *	The invoice data in the file <i>must</i> 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. (<u>ex: 09/25/2024)</u>		(M) PO Line Number *	(<u>ex: 1)</u>
(D) Tax Amount	Should not have any special characters; must be separated out for each line item. (ex: Do NOT include \$ # – or ,)		(N) Invoice Type *	For all refunds/credits the invoice type must say Adjustment. (<u>ex: Invoice, Adjustment,</u> <u>etc.</u>)
(E) Freight Amount	This field is optional; however, it should be included if there is freight/shipping on the Purchase Order. (<u>ex: 20.05)</u>	(O) Spend Categor y ID **		BLANK
(F) Grand Total	Should not have any special characters; Total amount should include the tax and freight amounts (<u>ex: 598.90</u>) (<u>ex: Do NOT include \$ # – or ,)</u>	nal; (O) d be (O) s Spend on the Categor any y ID ** any (P) od freight (P) Quantit (ex: 5)	<u>(ex: 5)</u>	

Suppliers

(G) Line Compan y **	BLANK	(Q) Unit of Measur e *	If PO is for service, this field is not required. If PO is for good, ensure the keyword entered for Each is 'EA'. (ex: EA)
(H) Line Cost Center **	BLANK	(R) Unit Price	Should not have any special characters; MUST match the Line Total Amount (<u>ex: 249</u>) (<u>ex: Do NOT include \$ # –</u> <u>or ,)</u>
(l) Supplier ID *	Must always be the 10- digit number. (<u>ex: 0000059384)</u> This can be found in Workday	(S) Line Total *	Should not have any special characters; MUST match the Unit Price Amount (<u>ex: 249)</u> (<u>ex: Do NOT include \$ # –</u> or ,)
(J) Remit to Connecti on Referenc e 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	(⊤) Line Descript ion *	Line description of actual good or service; Should not have any special characters (ex: Two bedroom, one bath, Turn Cleaning) (ex: Do NOT include \$ # – or ,)

Example – Completed Electronic Invoicing Form

							0							
Supplier Invoice Number Invoice Line Invoice			e Date Tax Amount Freig		ght Amount	0	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 Connecti	on Reference ID		s	Ship to Address Reference ID			PC	O Number	PO Line Nu	PO Line Number		Invoice Type	
0000038738	0000038738-001	1							PC	D-1022431			1	Invoice
0000038738	0000038738-001	1			PC				D-1022437		1	Invoice		
0000038738	0000038738-001	1			F			PC	PO-1011706			1	Invoice	
0000038738	0000038738-00	1						PC	O-1003165			1	Invoice	
Spend Catego	ry ID	Quantity	Quantity Unit of		of Measure		Unit Price		Line Total		Line Description		ption	
			1	1 EACH				448		1 Plumbin		ng Service		
			1	EACH					86	60	1 Plumbir		ng Service	
			1 EAC		4			54	18	1 Plumbin		ng Service		
			1	EACH					68	38	1	Plumbin	g Se	ervice