

OVERVIEW:

Use this guide to Submit an Invoice. A supplier may submit an invoice using the Workday Supplier Portal (preferred) or complete the CSV worksheet and email the file to our Accounts Payable Team. Suppliers will need a Workday account to view their purchase orders, view the status of their invoices and payments, update contact information etc.

These two invoicing channels require a purchase order (PO). If it was determined during your registration or at any point during your engagement with AvalonBay that you may not require a purchase order, please consult your AVB point of contact on how to submit your invoice.

The sections below provide general instructions and guidelines on submitting invoices.

1. [General Information and Instructions](#)
2. [Submit an Invoice for PO Line Items and Enter Tax or Freight Charges](#)

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

GENERAL INFORMATION AND INSTRUCTIONS

- The invoices attached must include the correct PO number. PO numbers must follow the correct format "PO-"(ex: PO-1234567).
- A unique Invoice number must be created and applied against one PO line. An invoice number cannot be used more than once.
- Invoice must include the amount, date of service, and description of services provided. For orders rendered to specific communities, please include the community's name and ID found in the PO.
- Invoice amount should match the PO line amount that is being invoiced against. Invoice amounts that are lower than the PO line item may still be submitted in cases of partial order fulfilment.
- Applicable taxes and freight must be separated from line amount and entered in the invoice header tax and or freight field as applicable.
- All invoices submitted directly through the portal must be accompanied by a pdf copy of the invoice.
- The invoice date entered in the portal must match the date in the invoice PDF attachment.

Description of Invoice Status:

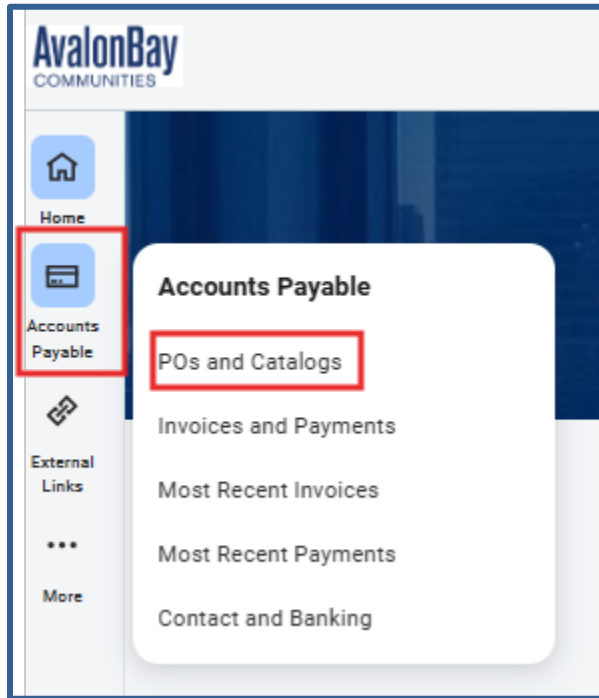
- Draft: Your invoice is yet to be transmitted to AvalonBay, and you can edit and update the invoice
- In Progress: Your invoice has been transmitted to AvalonBay and is being reviewed.
- Approved: Your invoice has been approved for payment
- Canceled: Your invoice has been canceled. For questions on invoice cancelations, please contact your buyer or AvalonBay point of contact.

Description of Payment Status:

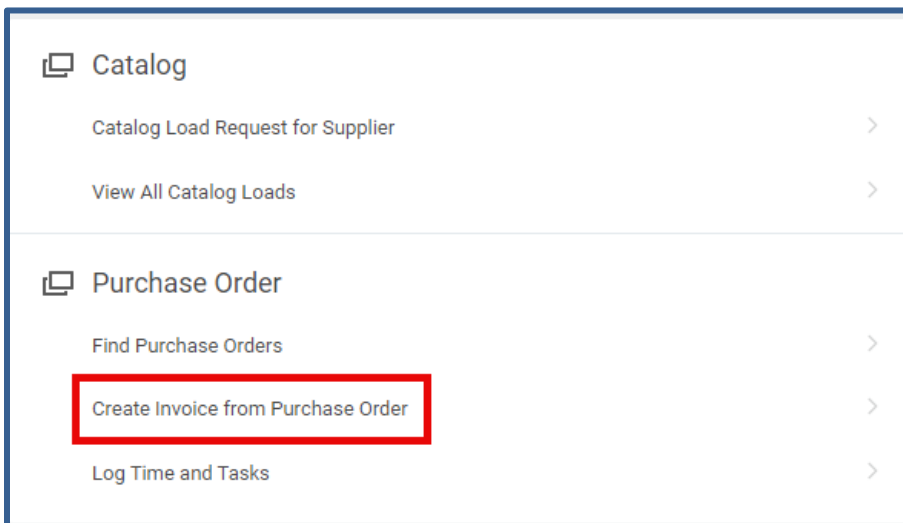
- Paid: Payment has been issued via electronic mode (ACH) or check mailed. All Suppliers are encouraged to sign up for ACH.
- Unpaid: Invoice is yet to be paid. If your invoice status is approved and your net payment terms has lapsed, please contact AP at accountspayable@avalonbay.com.

SUBMIT AN INVOICE FOR PO LINE ITEMS AND ENTER TAX OR FREIGHT CHARGES

1. From the top-left of your home screen, go to the list of icons,
2. Click on Accounts Payable
3. Select **POs and Catalogs**. *Note: If you do not see POs and Catalogs, select Add Apps, and search for POs and Catalogs.*

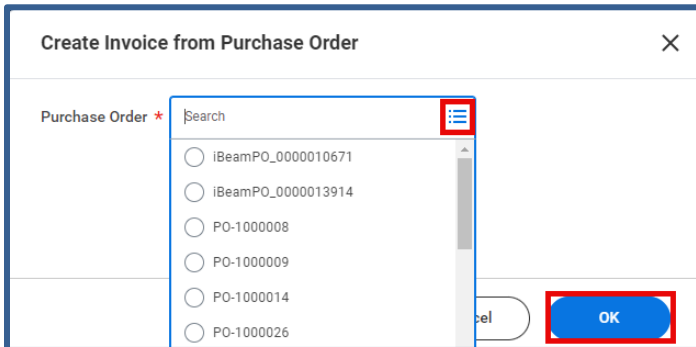


4. On the right side of the screen, select **Create Invoice from Purchase Order**.



The Create Invoice from Purchase Order window appears.

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



6. Fill out all required fields to create your invoice:

- Enter the Invoice Date. **Remember: The entered Invoice date must match the date on the invoice PDF attachment**
- Enter the Supplier's Invoice Number, using any combination of letters or numbers up to 7 characters in length. **Remember: An invoice number must be unique and only be used once.**
- Select "Enter Tax Due to Supplier" for the Default Tax Option. If the tax field is greyed out and you cannot enter it, please reach out to AVBSuppliers@avalonbay.com, so they can correct it.
- Enter the Tax Amount and include the amount of tax due, if applicable. The total applicable taxes for the PO must be broken out separately and entered in the tax field. The line-item amount should not include taxes or freight charges.
- Remember: If tax is not applicable, make sure this field is 0.
- Applicable freight for the line item must be entered into the freight field of the invoice header. The line item amount should not include taxes or freight charges.
- Other charges are for approved separate fees not for freight, tax or increasing the price of goods or services on a PO.
- Enter the Control Total Amount, which is the total amount of the invoice including the line amount, and any freight, taxes, or other charges.

Create Invoice from Purchase Order 0/1

IN ORDER TO AVOID DELAYS IN PROCESSING, PLEASE DO THE FOLLOWING:

- ATTACH THE SUPPORTING INVOICE, **NOT** THE PURCHASE ORDER TEMPLATE OR OTHER DOCUMENTATION
- CONFIRM THAT THE WORKDAY INVOICE TOTAL MATCHES THE REQUESTED AMOUNT ON THE ATTACHED INVOICE
- IF TAX IS APPLICABLE, SELECT THE DEFAULT TAX OPTION: "ENTER TAX DUE TO SUPPLIER" AND ENTER THE TAX AT THE HEADER LEVEL
- DO NOT ENTER A FREIGHT OR OTHER CHARGES AMOUNT UNLESS THEY APPLY. IF NOT APPLICABLE, LEAVE THESE FIELDS BLANK.

Supplier Invoice (empty) Invoice Number (empty) Status (empty)

Invoice Information

Company CA504 eaves Walnut Creek
 Supplier Family Universal Painting, Inc.
 Remit-To Connection X 001-San Jose
 Currency USD
 Invoice Date 07 / 01 / 2026
 Invoice Received Date MM / DD / YYYY
 Control Total Amount 635.00
 Total Invoice Amount 635.00
 Line Total Amount 575.00
 Freight Amount 10.00
 Other Charges 0.00
 Landed Costs in Tax ☐

Invoice Reference Information

Payment Terms Net 30
 Ship-To Address @ 1445 Trest Blvd, Walnut Creek, CA 94597 United States of America
 Supplier's Invoice Number 5647894

Terms and Taxes

Discount Amount Override 0.00
 Due Date 07/31/2026
 Discount Date Override (empty)
 Reference Type
 Reference Number
 Tax Amount 50.00
 Default Tax Option Enter Tax Due to Supplier
 Default Tax Code (empty)

7. One invoice is to be submitted per invoice line and before you begin filling out the Invoice information, scroll down to the page to see if the purchase order has multiple lines, and identify the line you wish to invoice against. Subtract the ones you do not need.
- The PO description, amounts etc, should inform you of the PO line that you need.
 - You may edit or make changes to the line item amount or quantity in this section in cases such as partial fulfillment of an order.

Invoice Lines													
Invoice Lines: 3 items													
Company	Item	Item Description	Purchase Order Line	*Spend Category	Ship-To Address	Ship-To Contact	Tax	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount	Related Purchase Item
XCDRP Andorday Communities Inc.	paint	PO-1335168 - Line 1	SC0205 Painting Supplies	Commodity Code	@ 4040 Wilson Blvd STE 1000 Arlington, VA 22203 United States of America	Jennifer Bernick (100741)	Tax Applicability Taxable		1	Each	200.00	200.00	
XCDRP Andorday Communities Inc.	paint 2	PO-1335168 - Line 2	SC0205 Painting Supplies	Commodity Code	@ 4040 Wilson Blvd STE 1000 Arlington, VA 22203 United States of America	Jennifer Bernick (100741)	Tax Applicability Taxable		1	Each	300.00	300.00	
XCDRP Andorday Communities Inc.	paint 3	PO-1335168 - Line 3	SC0205 Painting Supplies	Commodity Code	@ 4040 Wilson Blvd STE 1000 Arlington, VA 22203 United States of America	Jennifer Bernick (100741)	Tax Applicability Taxable		1	Each	400.00	400.00	

8. 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

9. Select **Submit**.

Invoice Lines 1 Item

	Company	Item	Item Description	Supplier Item Identifier	Related Purchase Item	Purchase Order Line	*Spend Category	Ship-To Address	Ship-To Contact	Tax
	CAD001 Avalon Fremont		Item			PO-1000008 - Line 1		@ 39939 Stevenson		

Submit

Save for Later

Cancel