

## OVERVIEW:

Use this guide to Submit an Invoice for Pos with multiple lines. Suppliers may submit invoices through the Workday Supplier Portal (preferred method) or by completing the CSV invoice worksheet and emailing it to the Accounts Payable team. Suppliers are encouraged to obtain a Workday account, as it provides access to view purchase orders, track invoice and payment status, update contact information, and manage other supplier account details.

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 Multiple Line Pos and Recurring Orders](#)

Please follow the guidance below when submitting an invoice.

## 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.

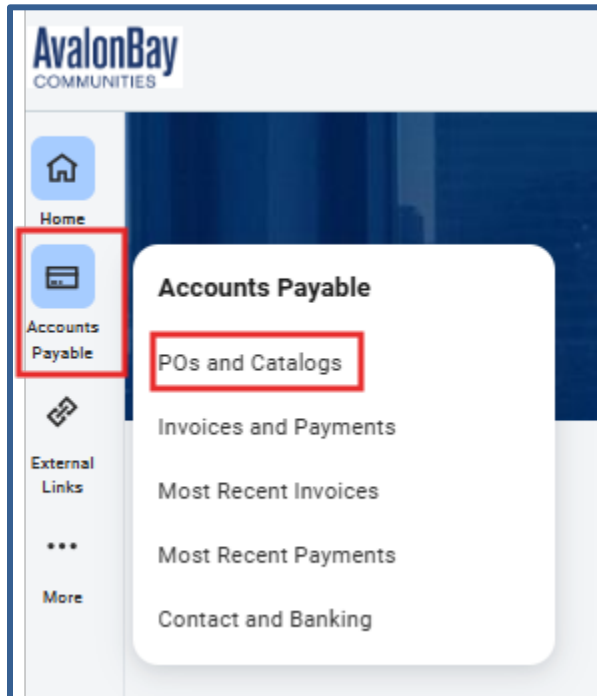
### Description of Payment Status:

- 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](mailto:accountspayable@avalonbay.com).

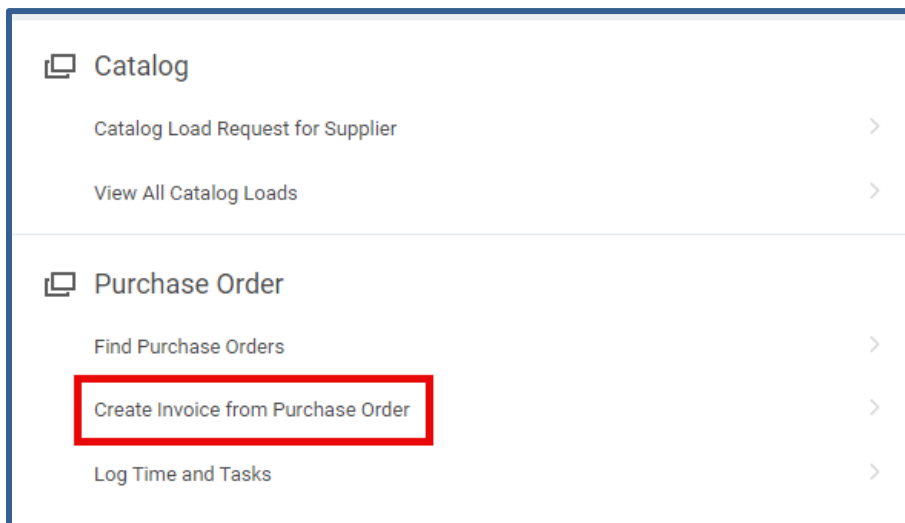
## SUBMIT AN INVOICE FOR MULTIPLE LINE POS AND RECURRING ORDERS

You should submit one unique invoice per PO line item. When submitting invoices against a PO with multiple lines, you will need to subtract the other lines in the invoice that does not apply to the invoice number. For instance, if submitting an invoice against PO line 2, in your invoice, you will subtract other PO lines 1, 3, etc. that show up in the invoice.

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.*

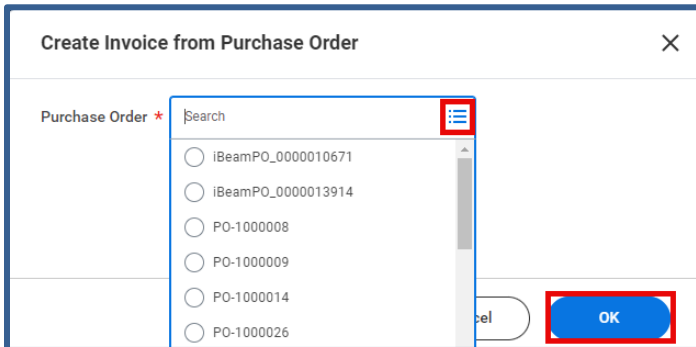


4. On the right side of the screen, select **Create Invoice from Purchase Order**.



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. There is a separate field in the header section.
- **Remember: If tax is not applicable, make sure this field is 0.**
- Applicable freight for the line item must be broken out separately and entered into the freight field of the invoice header.
- 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. Other Charges are for approved, separate fees.

**Create Invoice from Purchase Order**

**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 ☐

**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)

**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

7. **Submitting invoices to a PO with multiple line items:** Before you begin filling out the Invoice information, scroll down to the page to see if the purchase order has multiple lines.
- A PO may have multiple PO line items, and each line item represents a separate order line and in turn a separate invoice line.
  - Ensure that you identify the PO line that you want to invoice against. For instance, if you are trying to invoice for the order in line 3, you will need to subtract lines 1 and 2 on the invoice.
  - Use the "subtract icon to unselect the other lines in the invoice information view. This does not remove the lines from the PO itself, but it removes it from your invoice.
  - The PO description, amounts etc, should inform you of the PO line that you need.
  - If only one PO line or invoice line exists, go to the invoice information section if you do not have any edits such as partial fulfillment, or invoicing lower than the PO line amount.

Invoice Lines

Tax

Attachments

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 |
|--|----------------------------------|---------|---------------------|----------------------------------------------|-----------------|-----------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------|------------|----------|-----------------|-----------|-----------------|-----------------------|
|  | XCORP AvalonBay Communities Inc. | paint   | PO-1355168 - Line 1 | Spend Category *<br>SC0205 Painting Supplies | Commodity Code  | @ 4040 Wilson Blvd STE 1000<br>Arlington, VA 22203 United States of America | Jennifer Benedict (100741) | Tax Applicability<br><input checked="" type="checkbox"/> Taxable |            | 1        | Each            | 200.00    | 200.00          |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Code                                                         |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Withholding Tax Code                                             |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Point Date Type                                              |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Point Date                                                   |            |          |                 |           |                 |                       |
|  | XCORP AvalonBay Communities Inc. | paint 2 | PO-1355168 - Line 2 | Spend Category *<br>SC0205 Painting Supplies | Commodity Code  | @ 4040 Wilson Blvd STE 1000<br>Arlington, VA 22203 United States of America | Jennifer Benedict (100741) | Tax Applicability<br><input checked="" type="checkbox"/> Taxable |            | 1        | Each            | 300.00    | 300.00          |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Code                                                         |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Withholding Tax Code                                             |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Point Date Type                                              |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Point Date                                                   |            |          |                 |           |                 |                       |
|  | XCORP AvalonBay Communities Inc. | paint 3 | PO-1355168 - Line 3 | Spend Category *<br>SC0205 Painting Supplies | Commodity Code  | @ 4040 Wilson Blvd STE 1000<br>Arlington, VA 22203 United States of America | Jennifer Benedict (100741) | Tax Applicability<br><input checked="" type="checkbox"/> Taxable |            | 1        | Each            | 400.00    | 400.00          |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Code                                                         |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Withholding Tax Code                                             |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Point Date Type                                              |            |          |                 |           |                 |                       |
|  |                                  |         |                     |                                              |                 |                                                                             |                            | Tax Point Date                                                   |            |          |                 |           |                 |                       |

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                 |
|--|----------------------|------|------------------|--------------------------|-----------------------|---------------------|-----------------|-------------------|-----------------|---------------------|
|  | CA001 Avalon Fremont | Item |                  |                          |                       | PO-1000008 - Line 1 |                 | @ 39939 Stevenson |                 | Tax Applicability * |

Submit

Save for Later

Cancel