

Suppliers: Submit Invoices using the CSV Worksheet

Suppliers are able to submit PO Invoices electronically by completing this [CSV Worksheet Invoice Template](#) and sending the file to avbinvoices@avalonbay.com. **The worksheet must be submitted as a .csv file format (not just as a file name)**

ABOUT THE CSV WORKSHEET INVOICING FORM

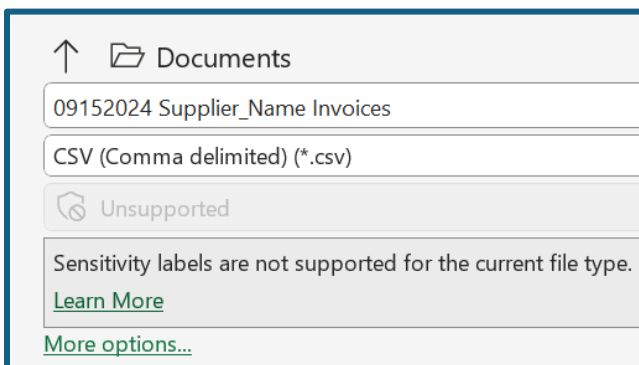
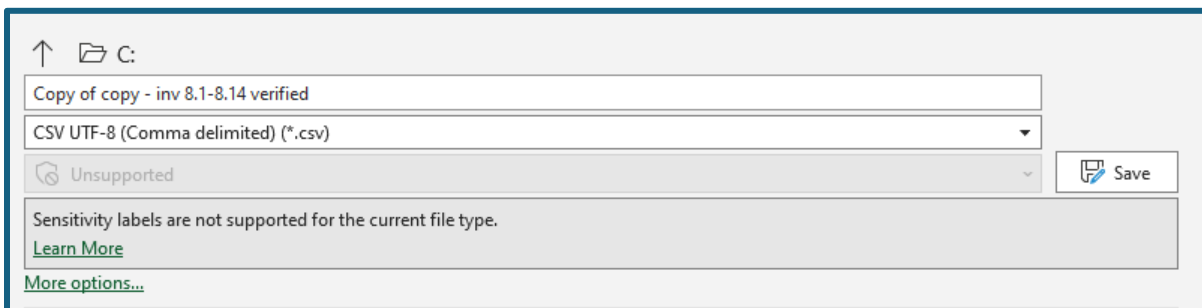
Suppliers sending multiple invoices can use the CSV worksheet invoicing form to batch submit invoices to AvalonBay. There are specific requirements that must be met for the form to be accepted and invoices processed and paid. Those requirements are outlined in the Key Requirements section (page 1) and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

Please review these instructions in full and ensure you have completed the required information before saving and submitting in the exact manner described in the Key Requirements section on pages 2-3.

INSTRUCTIONS FOR COMPLETING THE ELECTRONIC INVOICING FORM

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
- **Always ensure that you match your invoice to the corresponding PO line, particularly when the PO has more than one line.** If unsure of the PO line to invoice against, contact your Buyer.
- **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 or any other format.**



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FORM REQUIREMENTS (REFERENCE GUIDE):

This section outlines the exact information that must be included in order for the Electronic Invoicing Form to be accepted, and for invoices to be 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.

*****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.

*** = REQUIRED Field**

**** = Must be left BLANK**

Column	Column Requirements
(A) Supplier Invoice Number*	Should not have any special characters (<u>ex: 932424</u>)
(B) Invoice Line*	(<u>ex: 1</u>). Ensure that you are invoicing against the correct PO line item. Your PO may have multiple lines per PO, each line will require a unique invoice number.
(C) Invoice Date*	The invoice date in the file <i>must</i> match the Purchase Order. (<u>ex: 09/25/2024</u>)

Column	Column Requirements
(K) Ship to Address Reference ID**	BLANK
(L) PO Number*	Must begin with 'PO-'. (<u>ex: PO-1000689 or begin with a "7" if it is a WTN from OPs</u>)
(M) PO Line Number*	(<u>ex: 1</u>)

Suppliers: View Invoice and Payment Status

(D) Tax Amount	Should not have any special characters; must be separated out for each line item. (ex: 5.50)
(E) Freight Amount	This field is optional; however, it should be included if there is freight/shipping on the Purchase Order. (ex: 20.50)
(F) Grand Total	Should not have any special characters; Invoice Grand Total; Tax + Freight + Line Total = Grand Total (ex: 598.90)
(G) Line Company **	BLANK
(H) Line Cost Center **	BLANK
(I) Supplier ID *	Must always be the 10-digit number. (ex: 0000059384) This can be found in Workday. If unsure of your supplier ID number, please see your PO or contact avbsuppliers@avalonbay.com.
(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.

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(N) Invoice Type *	Enter invoice for standard goods and services. For all refunds/credits the invoice type must say Adjustment. (ex: Invoice, Adjustment, etc.)
(O) Spend Category ID **	BLANK
(P) Quantity *	(ex: 10)
(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' or 'Each'. (ex: EA)
(R) Unit Price	Should not have any special characters; Price of 1 unit of Goods (ex: 8) (ex: Do NOT include \$ # – or ,)
(S) Line Total *	Should not have any special characters; Unit Price Total * Quantity = Line Total (ex: 80) (ex: Do NOT include \$ # – or ,)
(T) Line Description *	Line description of actual good or service provided; Should not have any special characters (ex: Two bedroom, one bath, Turn Cleaning)

If you have multiple accounts, and you don't know the 3-digit ID, reach out to accountspayable@avalonbay.com or your AvalonBay contact). (ex: 0000059384-001) Bank 1 (ex: 0000059384-003) Bank 2	(ex: Do NOT include \$ # – or .)
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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