

## OVERVIEW:

Use this guide to find and update your supplier information, or to add a new Contact.

Remember, some information will need to be verified and approved by the AvalonBay Supplier Admin before being updated in the Workday Supplier Portal. The process generally takes between 24-48 hours for updates to be complete.

Below, you'll find details on other changes that cannot be completed in the Workday Portal.

**Change Banking Information** – To request ACH or to update your bank information, please send an email to [jpmorganip@avalonbay.com](mailto:jpmorganip@avalonbay.com).

**Change Supplier Name:** For a change in supplier name, please send an email to [accountspayable@avalonbay.com](mailto:accountspayable@avalonbay.com).

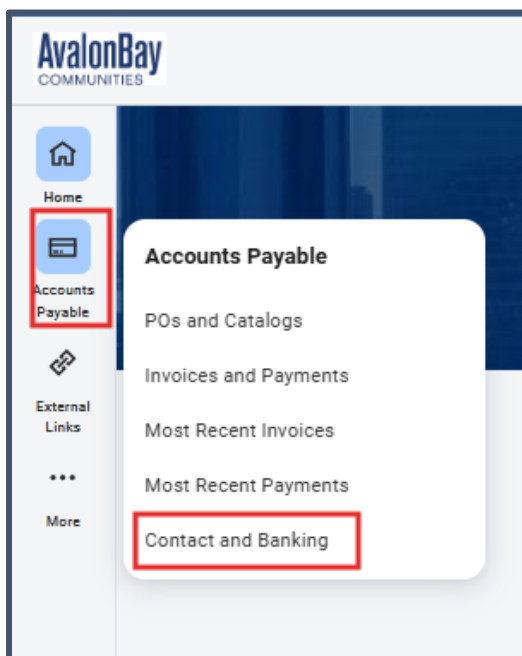
**Change Supplier Tax ID:** When a supplier's tax ID changes, it may result in the need for a new supplier record. In that case, please email [accountspayable@avalonbay.com](mailto:accountspayable@avalonbay.com).

**Contact information, Alternate names, and supplier classification:** These changes may be requested by supplier directly from the portal. Contact information includes phone, address and email addresses.

## TO UPDATE SUPPLIER CONTACT INFORMATION

### UPDATE AND ADD INFORMATION TO YOUR ACCOUNT

1. From the top left corner of the Workday home page, click on the **Accounts Payable** icon
2. Select the **Contacts and Banking App**



3. The Contact and Banking screen displays. There are two sections available: View and Change.

- The **View panel** provides links to different sections of your contact information that can be viewed, but not edited.
- The **Change panel** (only a portion is displayed in the image below) provides links to different sections of your contact information where you are able to edit, update, or add new information.

The screenshot shows a web interface with two main panels. The 'Change' panel on the left contains four buttons: 'Create Contact Information', 'Create Alternate Names', 'Create Classifications', and 'Change Contact Information'. The 'View' panel on the right contains four buttons: 'Contact Information', 'Settlement Bank Accounts', 'Alternate Names', and 'Classifications'.

4. Clicking the Change Contact Information link allows to update contact information for your account. **Important things to remember:**

- Any fields marked with a red asterisk are required and **MUST** be completed before you click submit.
- Other contact areas that can be updated (not shown) on this form include:
  - **Phone**
  - **Address**
  - **Email**
- You can add multiple contact addresses, email, and phone but will be required to include a **primary typically reserved for the remit to address and account responsible for receiving any/all notifications from the Workday Supplier Portal**.
- You will have the option to select the “use for” for a physical address or email contact. Usage options include billing, remit to, shipping etc.

The 'Change Contact Information' form includes the following fields: 'Delete' (checkbox), 'Effective Date' (required, date field with 01/01/1901), 'Country' (required, dropdown menu showing 'United States of America'), 'Address Line 1' (required), 'Address Line 2', 'City' (required, 'San Jose'), 'State' (required, dropdown menu showing 'California'), and 'Postal Code' (required, '95110'). At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

The 'Usage' form includes the following fields: 'Type' (required, 'Business'), 'Primary' (checkbox), and 'Use For' (dropdown menu with options: 'Billing', 'Procurement', 'Remit To', and 'Shipping').

