

OVERVIEW:

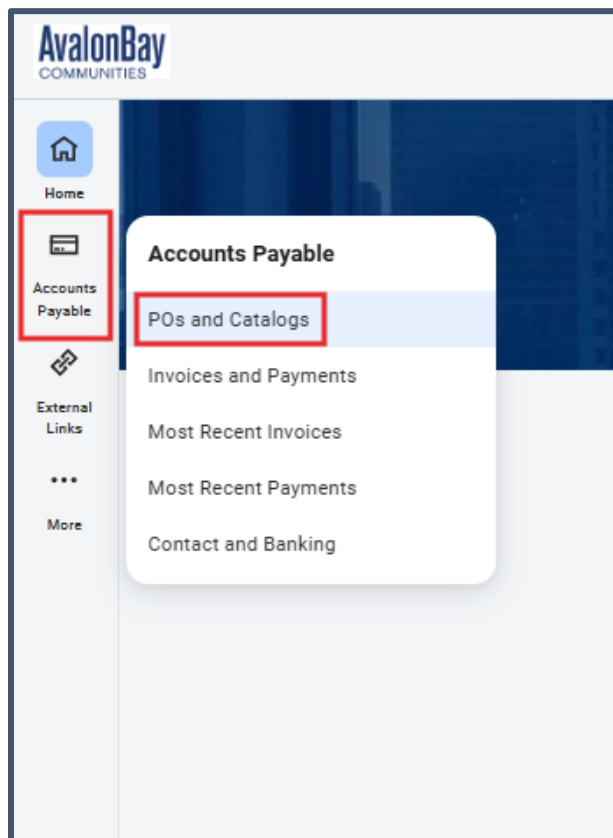
Use this guide to find, view and print a Purchase Order. Your purchase order includes information such as the order details, shipping, and billing information. This process begins with ensuring you have the POs and Catalogs app available on your menu.

Changes to Purchase Order: To request changes to your purchase order, please **contact the Buyer who requested your services or issued the purchase order.** Buyer information can be found in the PO header. For additional support, please contact avbsuppliers@avalonbay.com.

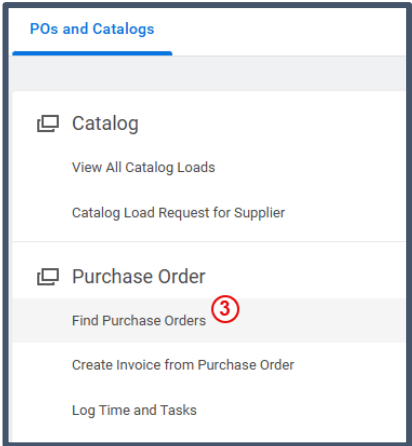
VIEW OR PRINT A PURCHASE ORDER

VIEW OR PRINT A PURCHASE ORDER FROM THE WORKDAY SUPPLIER PORTAL

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

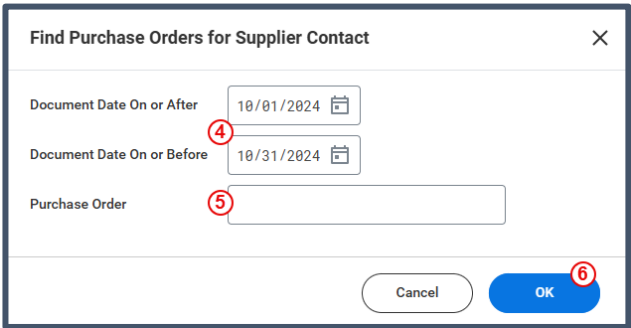


- 3. On the left side of the screen, select **Find Purchase Orders**.



The Find Purchase Orders for Supplier Contact window displays.

- 4. Use the Document Date fields to limit the results within a date range.
- 5. You can also use the Purchase Order field alone to find a specific Purchase Order issued to you through the Workday Supplier Portal. Make sure to include the “PO-” in front of a seven-digit PO Number entered into this field. (ex., PO-1000000)
- 6. Click **Ok**.



To view the purchase order, click on the PO number, and you should see the PO detailed information. If the PO has been closed, you will no longer be able to see the PO details, but the summary screen will still be available.

MENUAvalonBayCOMMUNITIES

Q Search

174 items

Purchase Orders

100%

Purchase Order	Document Date	Status	Amount
PO-1354289	12/12/2025	Issued	450.00
PO-1354391	12/12/2025	Issued	980.00
PO-1355021	12/12/2025	Issued	475.00
PO-1355020	12/12/2025	Issued	625.00
PO-1351799	12/09/2025	Issued	1,587.00

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MENU

AvalonBay
COMMUNITIES

Q

Search

View Purchase Order

Purchase Order

PO-1354289

PO Number

PO-1354289

Summary

Company

Avalon Towers on the Peninsula

Purchase Order Type

Goods & Services

Document Date

12/12/2025

Supplier

Family Universal Painting- Inc

Order-From Connection

001-San Jose

Payment Terms

Net 30

Shipping Terms

FOB Origin

Shipping Method

Ground Shipping

Shipping Instructions

(empty)

Due Date

(empty)

Currency

USD

Total Amount

450.00

Requisition Type

Goods & Services

Contact Information

Issue Option

Email

Buyer

Julito Cayanan (15035)

Buyer Email

julito_cayanan@avalonbay.com

Buyer Phone

+1 (650) 3418288

Bill-To Contact

Julito Cayanan (15035)

Bill-To Contact Detail

Julito Cayanan (15035)

Bill-To Contact Email

julito_cayanan@avalonbay.com

Bill-To Contact Phone

+1 (650) 3418288

Billing Address

2400 West El Camino Real

Ship-To Contact

Julito Cayanan (15035)

Ship-To Contact Detail

Julito Cayanan (15035)

Ship-To Contact Email

julito_cayanan@avalonbay.com

Ship-To Contact Phone

+1 (650) 3418288

Shipping Address

2400 West El Camino Real Mountain View, CA 94040 United States of America

Memo

(empty)

7. To print the PO, hover beside the PO Number you would like to print and select the three dots.
8. In the pop-up menu, select Purchase Order > Printable Version.

Purchase Orders

26 Items

Purchase Order	Document Date	Status
PO-1038851		
PO-1038856		
PO-1038858		
PO-1038341		
PO-1038307		
PO-1038324		

Actions

Purchase Order

PO-1038851

Status

Issued

Invoice Status

Fully Invoiced

Company

CA067 Avalon at Mission Bay I

Purchase Order Lines

1 item

Line	Company	Description	Spend Category	Extended Amount
1	CA067 Avalon at Mission Bay I	2x2 Paint 308-1	SC0209 Painting Services	575.00

9. Click Ok after reviewing the information on the Confirm Purchase Order Print screen.

Confirm Purchase Order Print

Are you sure you would like to proceed with this operation? If yes, select 'OK', otherwise select 'Cancel'.

Purchase Order

PO-1038851

Company

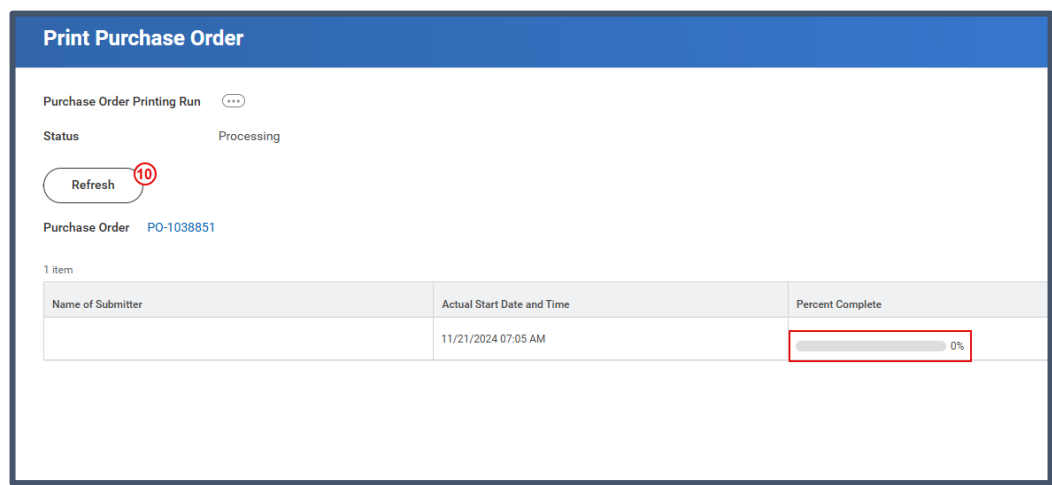
CA067 Avalon at Mission Bay I

Supplier

OK

Cancel

10. Click **Refresh** on the Print Purchase Order screen. The **Percentage Complete** bar will update indicating how much longer until the printing process is complete.



11. Once the process has completed, you will be able to download a PDF copy of the Purchase Order by clicking the file hyperlink.

