Export your vendor list from NetSuite

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Generate a NetSuite vendor list with a spending summary to bring your vendors into Invicepay.

If your company uses NetSuite, you can generate a vendor list that includes a spending summary, rather than tracking the information yourself. The report is generated on the NetSuite website and downloaded as an Excel file. You'll need your company's NetSuite login credentials.

Generate the vendor list with spending summary

1. Log in to NetSuite using your company's login.
2. Go to Reports > Purchases > Purchase by Vendor > Customize Summary, then modify the Report Builder data:
    a. Enter a name in the Name field.
    b. Select the fields the report will include. Click the + sign to expand the fields under the Vendor field:
        - Vendor includes the Alt. Phone field.
        - Address Book (under the last Vendor field) includes the address fields you'll likely need: Address 1, Address 2, City, State, and Zip.

   As you add fields, they appear on the right side of the screen.
3. Click Save to display the report. Adjust the date range, then export:
    a. Enter the date range and click Refresh.
    b. Click the Excel icon to export the file.
4. Open the Excel file, widen the columns so all text is readable, and save the file to your desktop.

Bring these vendors into Invicepay

You have two in-app options:

- Bulk import your export. Upload the file you exported on the Vendors tab and map its columns to Invicepay’s vendor fields.

Send your export to sales@Invicepay.