Export your vendor list from Xero

Export your supplier list and payment history from Xero to bring your vendors into Invicepay.

In Xero, suppliers are managed as contacts. These steps export your supplier details and payment history so you can bring your vendors into Invicepay.

Supplier list with detailed information

1. Log in to your Xero account.
2. Open Contacts from the main menu, then select Suppliers to view all contacts categorized as suppliers.
3. Use the Export option (usually a button or under a More dropdown) to export the list. Include detailed fields such as address, phone number, email, contact person, EIN, and Vendor ID where the export lets you customize the columns.

Payments to suppliers in the last 12 months

1. Go to the Reports section from the dashboard or main menu.
2. Find a report that details payments to suppliers — for example Account Transactions or Aged Payables.
3. Customize the date range to cover the last 12 months. Filter by supplier or payment type if your business categorizes transactions that way.
4. Export the report, making sure it includes payment date, amount, supplier name, and any references or notes.

Tips

- If the default reports don’t fit, create a custom report in Xero and select exactly which fields to include.
- The exact steps can vary slightly depending on your Xero version or account customizations.

Bring these vendors into Invicepay

Send your export to sales@Invicepay or your account executive and the team will import it for you.