Quickbooks Online

Export your vendor list from QuickBooks Online

> Export your supplier list and payment history from QuickBooks Online to bring your vendors into Invicepay.

These steps export your supplier details and payment history from QuickBooks Online so you can bring your vendors into Invicepay.

Supplier list with detailed information

1. Log in to QuickBooks Online.

2. Go to the **Reports** menu.

3. Start from a standard report that's close to what you need. For supplier details, the **Suppliers & Payables** reports are a good place to start — look for **Supplier Contact List** if available.

4. If there's no exact match, click **Customize** on an existing report to modify it.

5. Add the fields for address, phone number, email, contact, EIN, and Vendor ID. These are added under the **Rows/Columns** section — choose **Change columns** and select the data you want.

6. Click **Run report**.

7. Click **Save customization** to give the report a recognizable name for future use.

Payments to suppliers in the last 12 months

1. Go to the **Reports** menu.

2. Look under the **Expenses and Suppliers** reports — **Transaction List by Supplier** is a good starting point.

3. Click **Customize**.

4. Set the **Date Range** to the last 12 months.

5. In the **Filter** section, narrow to payment transactions if needed (this depends on how your QuickBooks is set up).

6. Run the report.

7. Click **Save customization** for future access.

Tips

* If a field you need (like EIN or Vendor ID) isn't available, make sure that detail is being captured in your supplier profiles — customization is limited by the data you enter.

* Export reports to Excel for further manipulation or sharing.

Bring these vendors into Invicepay

Send your export to [salses@Invicepay.com) or your account executive and the team will import it for you.