

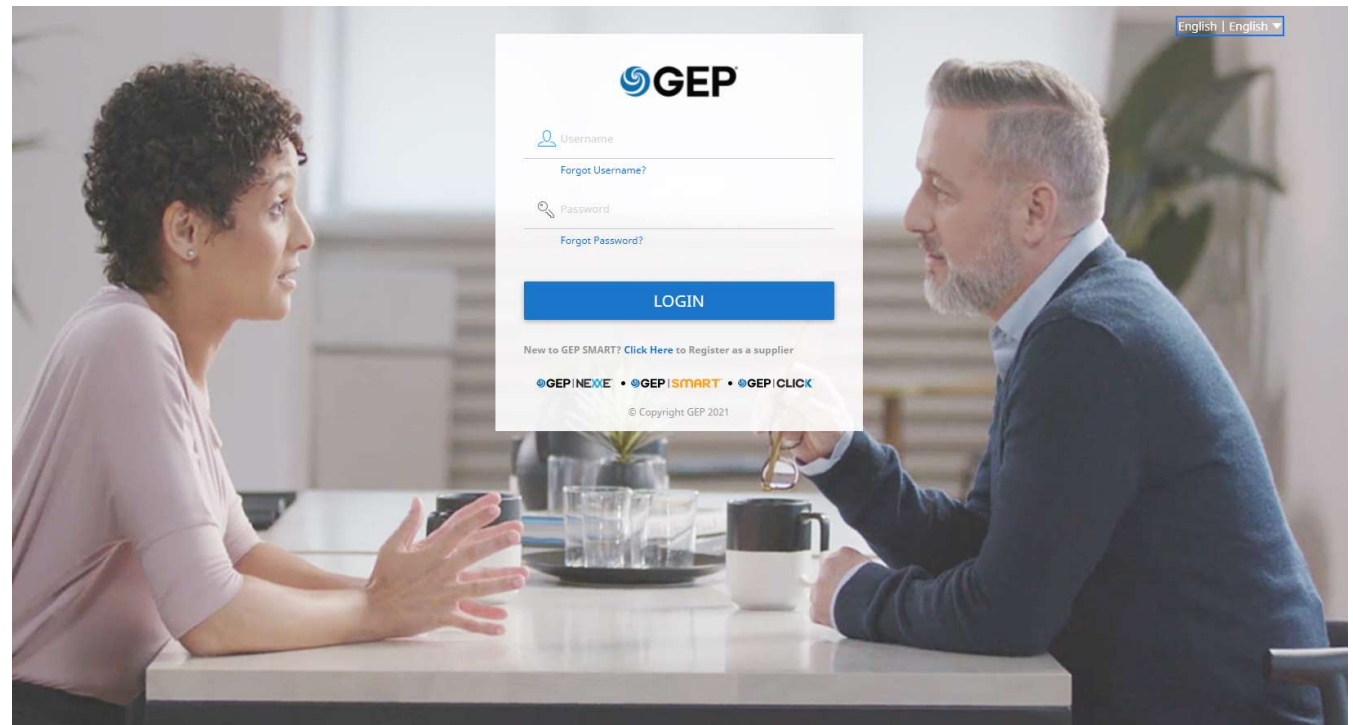


# EXPORTING INVOICES TO EXCEL- SUPPLIER



# SMART LOG IN PAGE

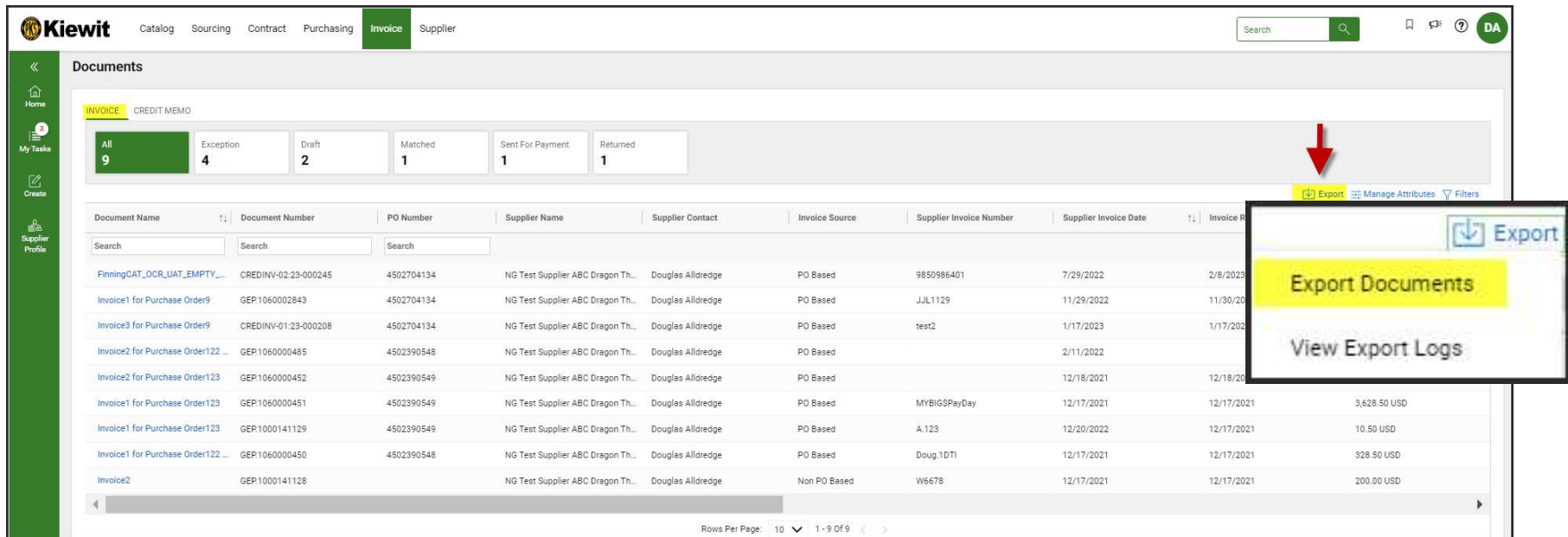
- Link: <https://smart.gep.com>
- Enter username and password
- Click “LOGIN”





# STEPS TO DOWNLOAD INVOICES TO EXCEL

If you have a need to download all your invoices into excel, follow these steps in GEP. The downloaded invoice file is available for you for up to 24 hours.

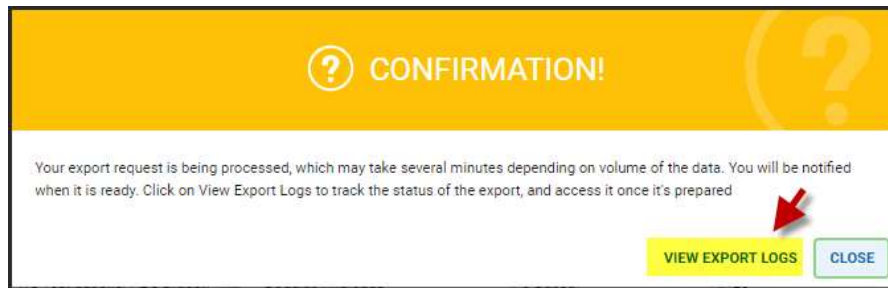


The screenshot displays the Kiewit GEP interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. The 'Invoice' section is active, showing a summary of document counts: All (9), Exception (4), Draft (2), Matched (1), Sent For Payment (1), and Returned (1). A red arrow points to the 'Export' button in the top right corner of the document list. A callout box highlights the 'Export Documents' and 'View Export Logs' options.

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Invoice Source	Supplier Invoice Number	Supplier Invoice Date	Invoice R	
FlinningCAT_OCR_UAT_EMPTY...	CREDINV-02:23-000245	4502704134	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based	9850986401	7/29/2022	2/8/2023	
Invoice1 for Purchase Order9	GEP:10600002843	4502704134	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based	JJL1129	11/29/2022	11/30/2022	
Invoice3 for Purchase Order9	CREDINV-01:23-000208	4502704134	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based	test2	1/17/2023	1/17/2023	
Invoice2 for Purchase Order122...	GEP:1060000485	4502390548	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based		2/11/2022		
Invoice2 for Purchase Order123	GEP:1060000452	4502390549	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based		12/18/2021	12/18/2021	
Invoice1 for Purchase Order123	GEP:1060000451	4502390549	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based	MYBIG\$PayDay	12/17/2021	12/17/2021	3,628.50 USD
Invoice1 for Purchase Order123	GEP:1000141129	4502390549	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based	A.123	12/20/2022	12/17/2021	10.50 USD
Invoice1 for Purchase Order122...	GEP:1060000450	4502390548	NG Test Supplier ABC Dragon Th...	Douglas Alldredge	PO Based	Doug.1DTI	12/17/2021	12/17/2021	328.50 USD
Invoice2	GEP:1000141128		NG Test Supplier ABC Dragon Th...	Douglas Alldredge	Non PO Based	W6678	12/17/2021	12/17/2021	200.00 USD

1. Go to Invoice Section and locate the Export icon select Export Documents.

# STEPS TO DOWNLOAD INVOICES TO EXCEL



2. Click on View Export Logs.

The screenshot shows the "Export Logs" section of a web application. At the top, there is a lightbulb icon and a yellow notification bar that says "Logs will be accessible here for up to 24 hours." Below this is a table with the following columns: "Requested On", "Created On", "Requested For", "File Name", and "Status". The table contains one row of data. A red arrow points to the "File Name" column.

Requested On	Created On	Requested For	File Name	Status
5/23/2023 10:57:46 PM	5/23/2023 10:58:01 PM	Invoice	Invoice-23May2023-17:28:01.xlsx	Completed

At the bottom of the table, there is a pagination control showing "Rows Per Page: 10" and "1 - 1 Of 1".

3. Click on File Name to open Excel, these will be accessible for 24 hours after your export.





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