EXPORTING INVOICES TO EXCEL- SUPPLIER

SMART LOG IN PAGE
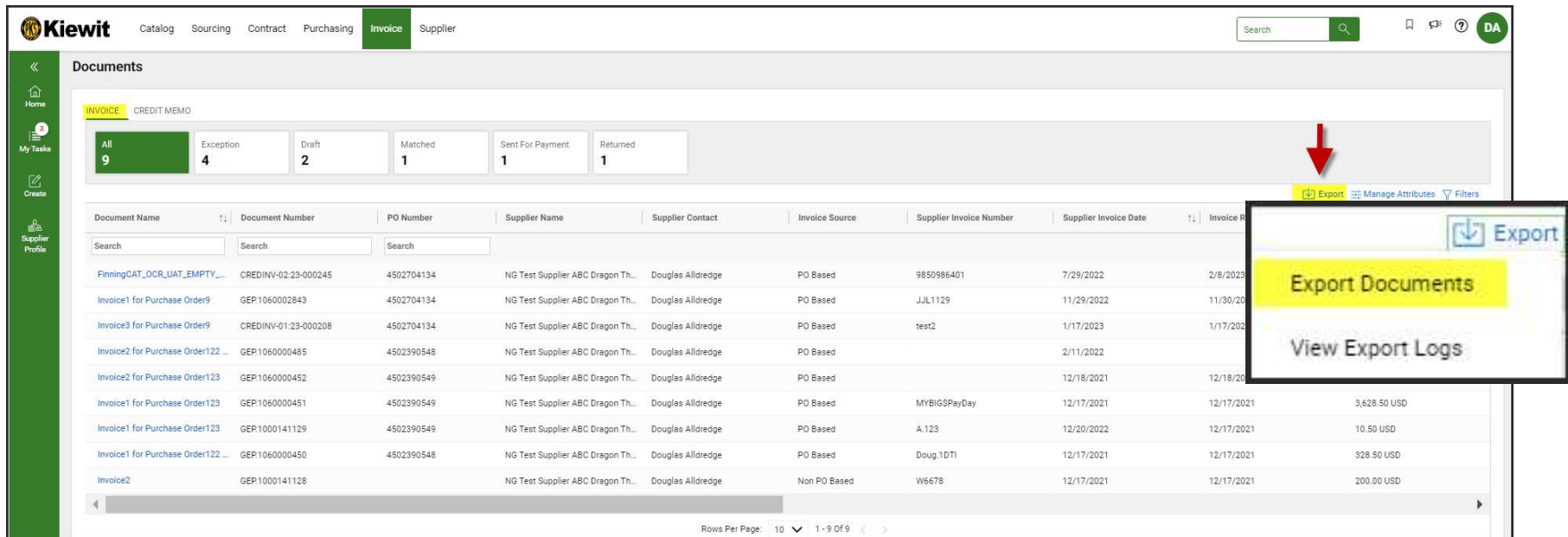
- Link: https://smart.gep.com

- Enter username and password

- Click "LOGIN"
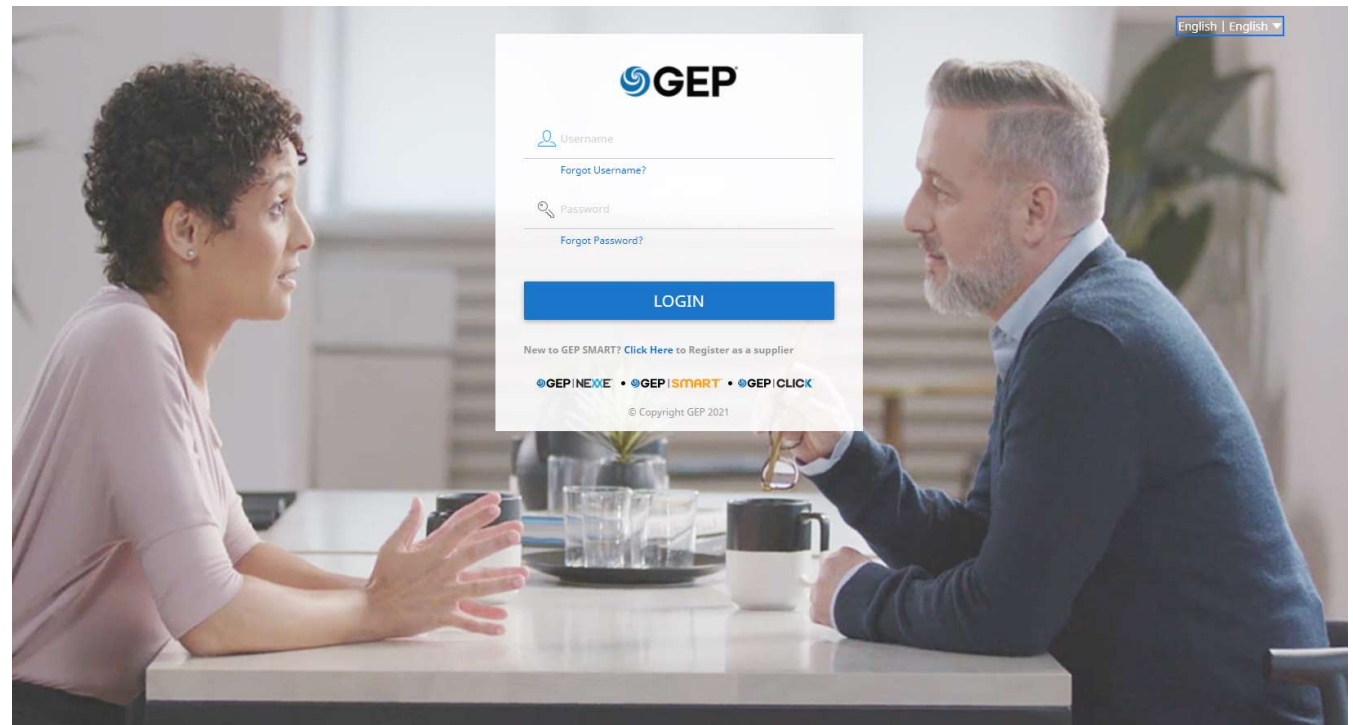
STEPS TO DOWNLOAD INVOICES TO EXCEL

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.
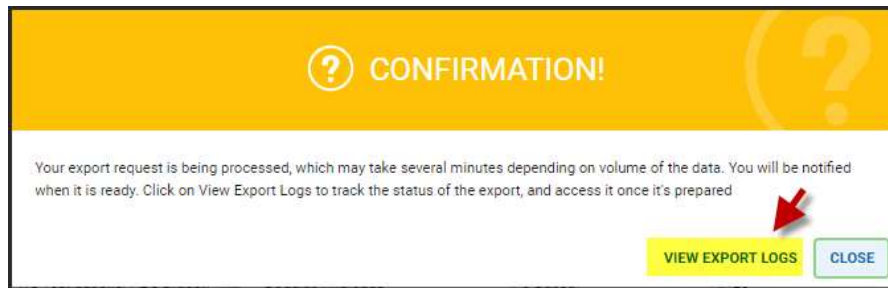

1. Go to Invoice Section and locate the Export icon select Export Documents.

STEPS TO DOWNLOAD INVOICES TO EXCEL

2. Click on View Export Logs.

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

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