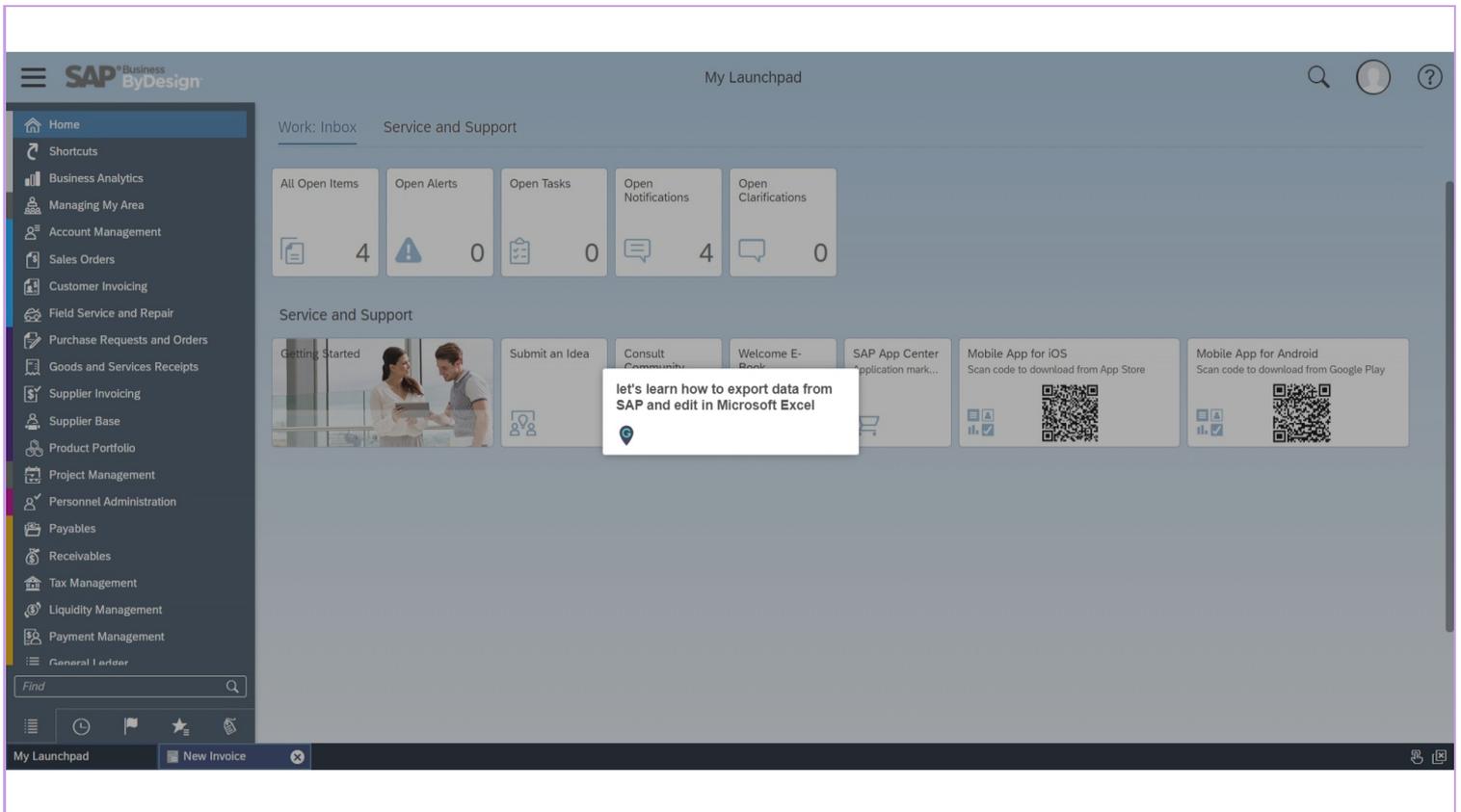




How to export vendor information and edit in
Microsoft Excel Desktop

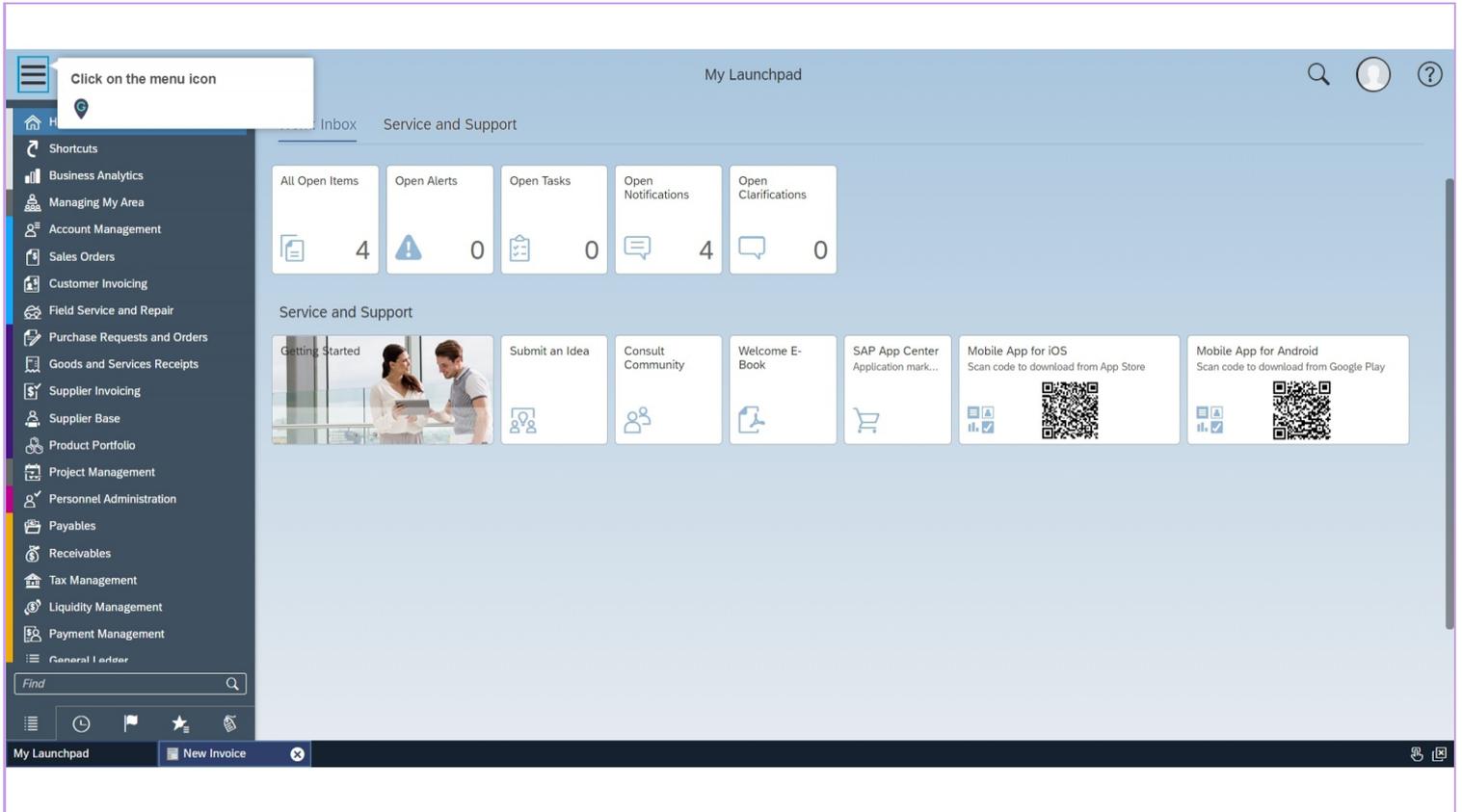
Step: 01

let's learn how to export data from SAP and edit in Microsoft Excel



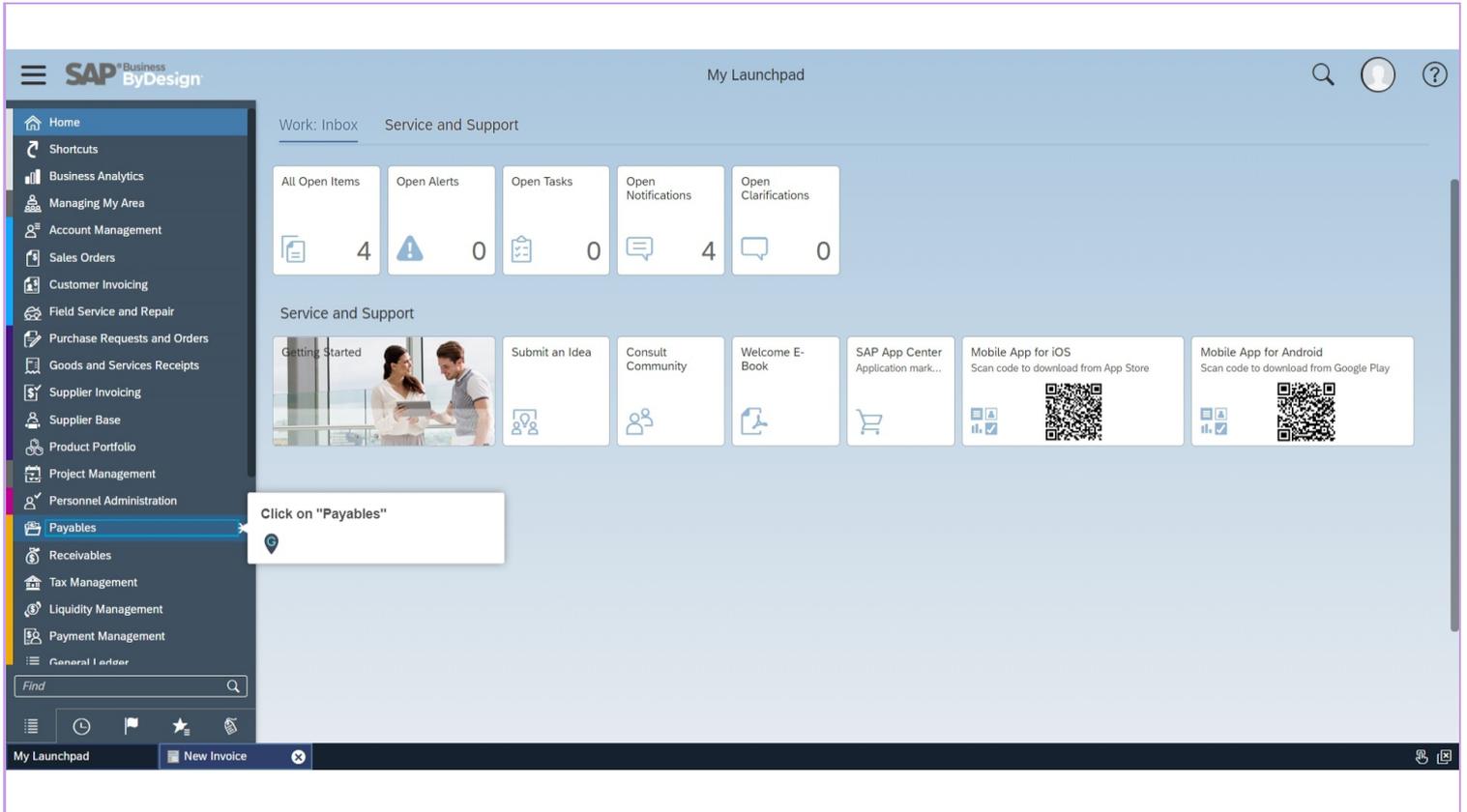
Step: 02

Click on the menu icon



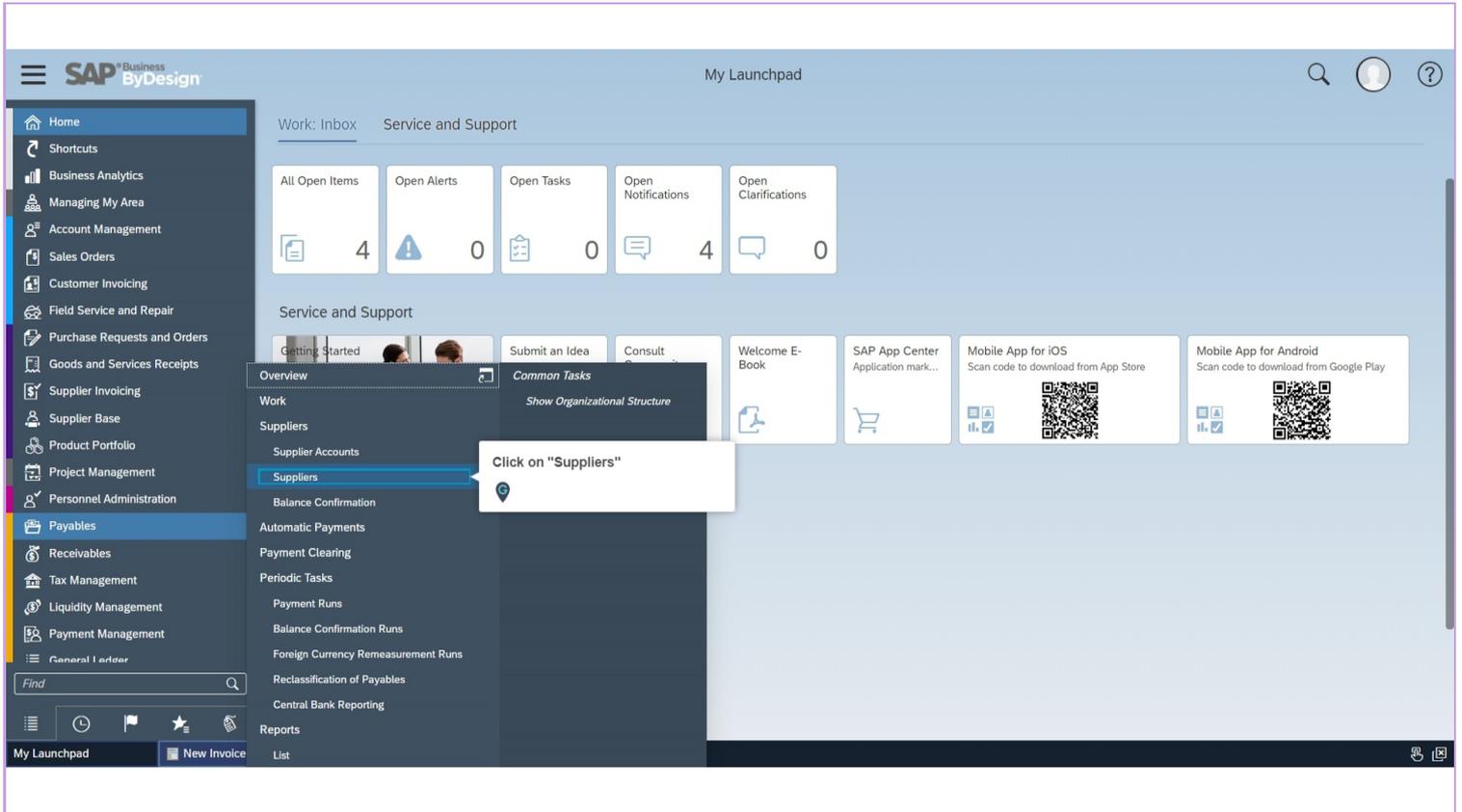
Step: 03

Click on "Payables"



Step: 04

Click on "Suppliers"



Step: 05

Enter name of supplier to search for

The screenshot displays the SAP Business ByDesign interface for the 'Payables - Suppliers' module. The top navigation bar includes the SAP logo and the text 'Payables - Suppliers'. A search bar on the right contains the text 'Enter name of supplier to search for' and a search icon. Below the search bar, there is a table with columns for Status, Supplier ID, Supplier Name, City, and Main Contact. The table is currently empty, and a message 'Click here to execute the query' is visible. The left sidebar contains a navigation menu with various options, including 'Payables' which is highlighted. The bottom status bar shows 'Payables - Suppliers' and a 'New Invoice' button.

Step: 06

To export a vendor, click on the column that is next to status label and you will see export options enabled

The screenshot displays the SAP Business ByDesign interface for 'Payables - Suppliers'. A callout box highlights the 'Status' column header, stating: 'To export a vendor, click on the column that is next to status label and you will see export options enabled'. Below the callout is a table of suppliers:

Status	Supplier ID	Supplier Name	City	Main Contact
Active	8050	Design Factory	North Las Vegas	
Active	LPK70NJTN9	Design Sprint Academy GbR	Berlin	
Active	1004921	Van Baren Design	rotterdam	van Baren, P.D.

Below the table, details for '8050 Design Factory' are shown:

Main Address: Design Factory, 4318 West Cheyenne Ave, North Las Vegas NV 89032, United States

Legal Form: ABC Classification: Industry: Blocked: No, Created On: 01/15/2020, Created By: Tin Paukovic (K8SCSPLPDF)

Other fields include Phone, Fax, E-mail, and Web Site.

Step: 07

For example, click on this blue rectangle

The screenshot shows the SAP Business ByDesign interface for 'Payables - Suppliers'. The left sidebar contains navigation options like Home, Shortcuts, Business Analytics, and Payables. The main area displays a list of suppliers with columns for Supplier Name, City, and Main Contact. A blue rectangle highlights the 'Active' status cell for the 'Van Baren Design' supplier. A tooltip points to this cell with the text 'For example, click on this blue rectangle'. Below the table, details for '8050 Design Factory' are shown, including address and contact information.

Supplier Name	City	Main Contact
Design Factory	North Las Vegas	
Design Sprint Academy GbR	Berlin	
Van Baren Design	rotterdam	van Baren, P.D.

Details: 8050 Design Factory
Main Address: Design Factory, 4318 West Cheyenne Ave, North Las Vegas NV 89032, United States
Phone: [blank], Fax: [blank], E-mail: [blank], Web Site: [blank]
Legal Form: [blank], ABC Classification: [blank], Industry: [blank], Blocked: No, Created On: 01/15/2020, Created By: Tin Paukovic (K8SCSPLPDF)

Step: 08

Click on "Export", an excel file will download in your downloads folder, double click on it

The screenshot displays the SAP Business ByDesign 'Payables - Suppliers' interface. The top navigation bar includes the SAP logo and the title 'Payables - Suppliers'. A search bar on the right contains the text 'design*'. The main content area features a 'Suppliers' section with a table of records. A callout box points to the 'Export' button in the table's header row, with the instruction: 'Click on "Export", an excel file will download in your downloads folder, double click on it'. Below the table, the details for the selected supplier '8050 Design Factory' are shown, including its main address and legal form information.

Status	St	Name	City	Main Contact
Active	8050	Design Factory	North Las Vegas	
Active	LPK70NJTN9	Design Sprint Academy GbR	Berlin	
Active	1004921	Van Baren Design	rotterdam	van Baren, P.D.

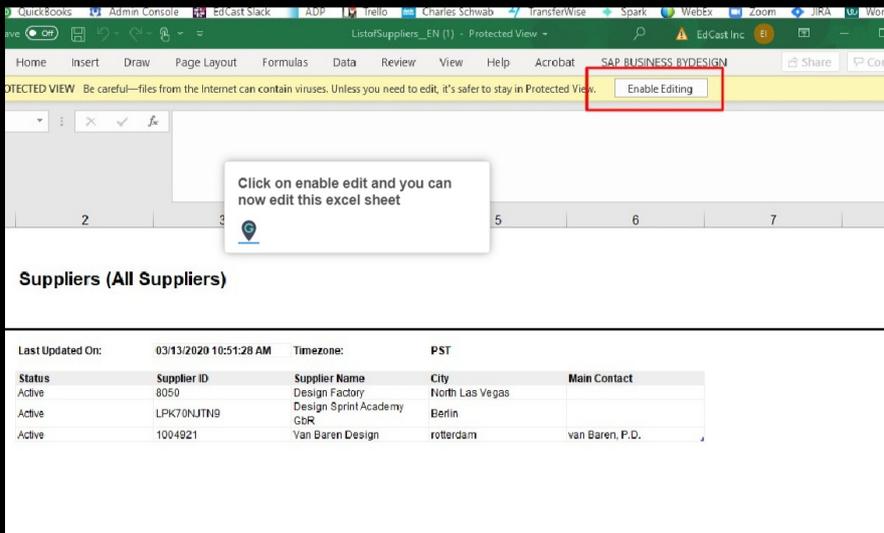
Details: 8050 Design Factory

Main Address
Design Factory
4318 West Cheyenne Ave
North Las Vegas NV 89032
United States

Legal Form:
ABC Classification:
Industry:
Blocked: No
Created On: 01/15/2020
Created By: Tin Paukovic (K8SCSPLPDF)

Step: 09

Click on enable edit and you can now edit this excel sheet



Click on enable edit and you can now edit this excel sheet

Suppliers (All Suppliers)

Status	Supplier ID	Supplier Name	City	Main Contact
Active	8050	Design Factory	North Las Vegas	
Active	LPK70NJTN9	Design Sprint Academy G&R	Berlin	
Active	1004921	Van Baren Design	rotterdam	van Baren, P.D.

Thank You!

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