

How to Export Rebates as Data File

1. On Vendor Rebates > Rebates menu, navigate to **Submitted tab**. This will display the submitted data.
2. Select a record and click the **FTP button**.
3. Submitted invoice for rebates will be exported as data file. The message will display once the process is successful.



iRely i21

Successfully generated FTP file/s.

OK

4. Generated file should be saved in the specific network path/folder. When network is inaccessible, generated file will be automatically downloaded from browser. It is also saved in i21 app > Export > Vendor Rebates folder.