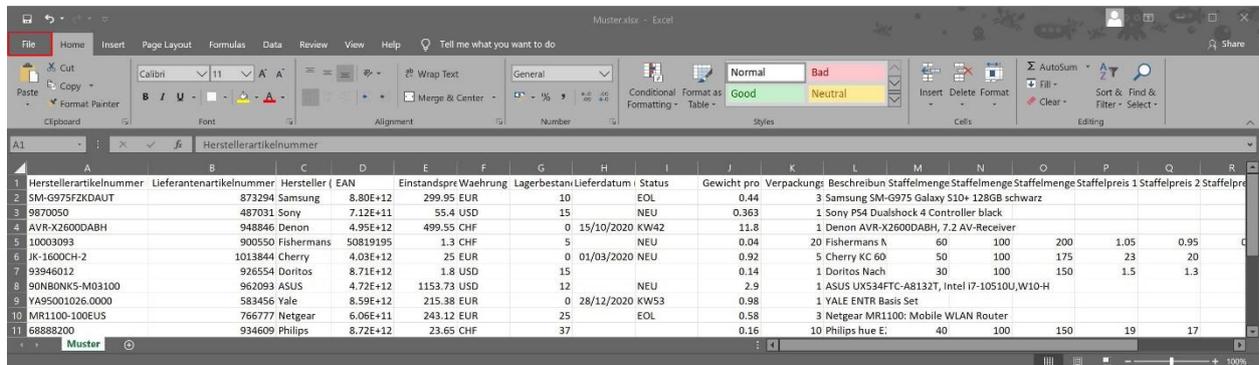
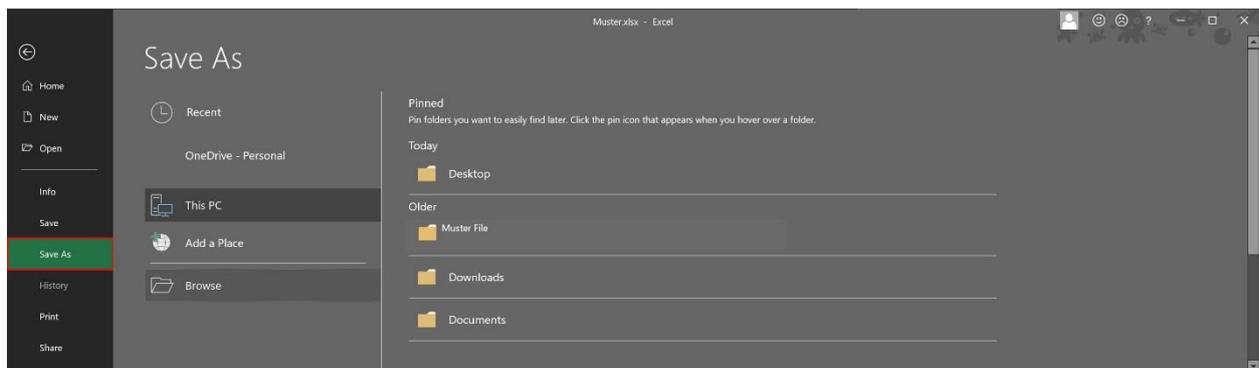


## How to save an XSLX file in CSV format – supplier.competec.ch

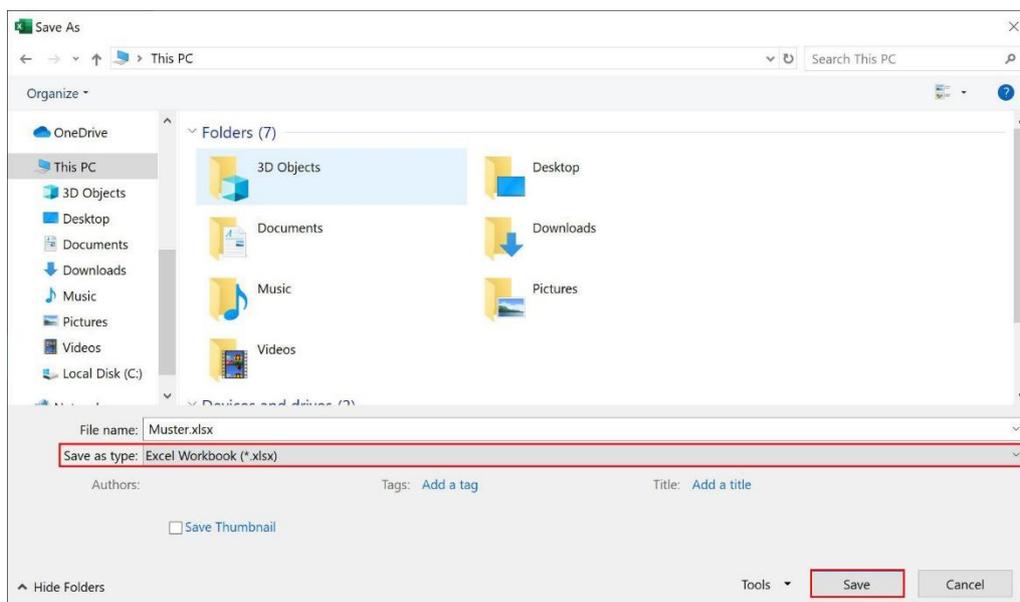
- 1) Open the Excel file you want to save in CSV format.
- 2) Click on the **File** tab.

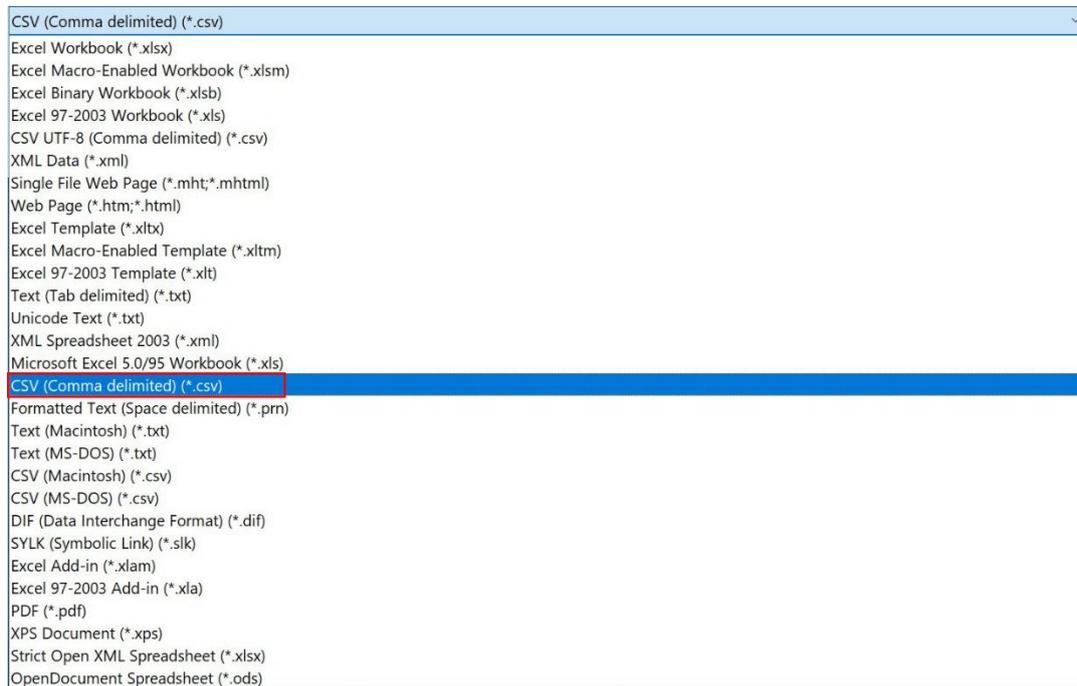


- 3) Go to **Save as** and choose the folder, via the option **Browse**, where you want to save the file.



- 4) A new window opens. Under **Save as type** choose the following CSV version: **CSV (Comma delimited)**. To finish, click **Save**.





5) Once you have clicked on **Save** a new window will open. Answer the following question with **Yes**.

