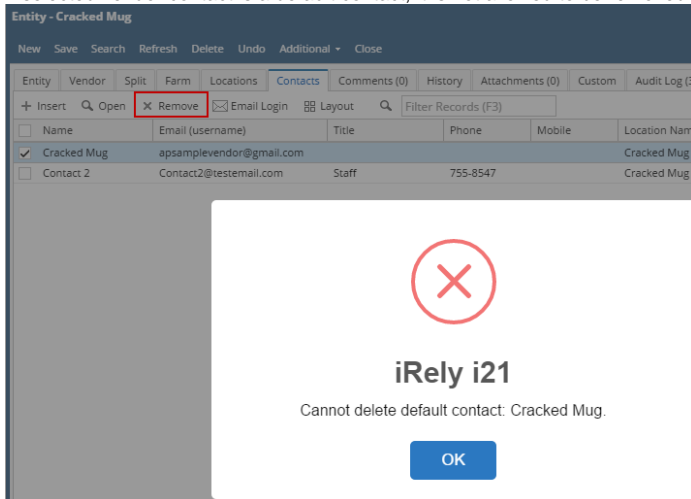


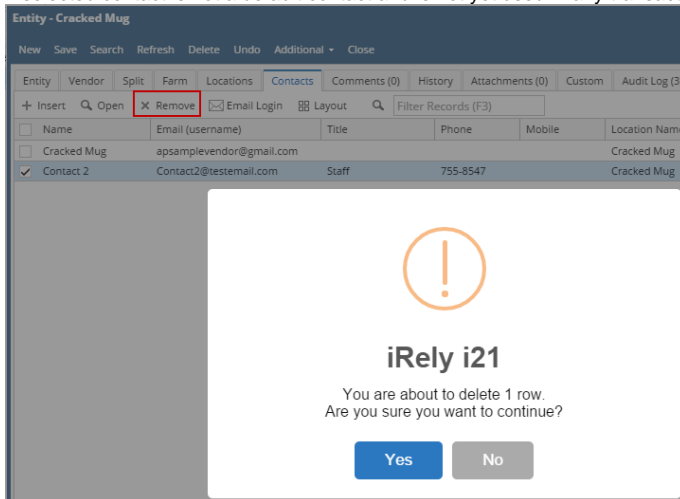
How To Remove Vendor Contacts

Here are the steps on how to remove vendor contacts:

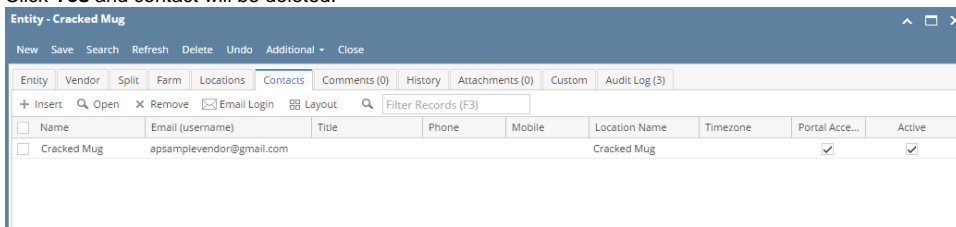
1. Open an existing vendor record from **Purchasing > Vendors**.
2. Navigate to **Contacts Tab** and select the vendor contact you want to remove.
3. Click **Remove** action button
 - a. If selected vendor contact is a default contact, it is not allowed to be removed. This message will prompt instead:



- b. If selected contact is not a default contact and is not yet used in any transaction, this message will prompt:



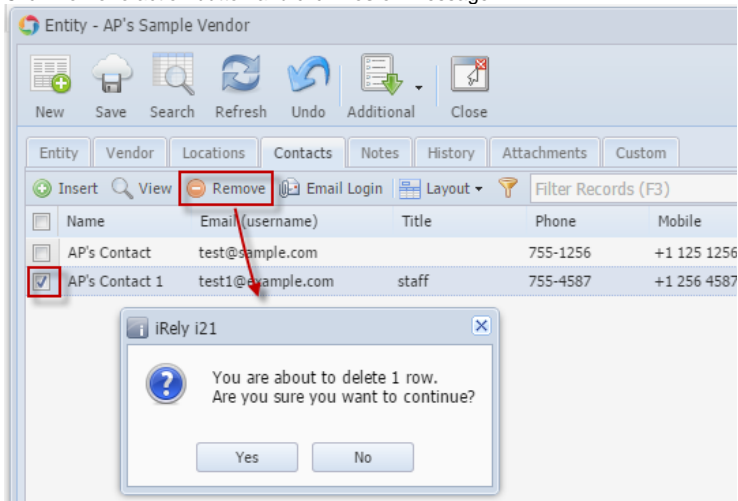
Click **Yes** and contact will be deleted.



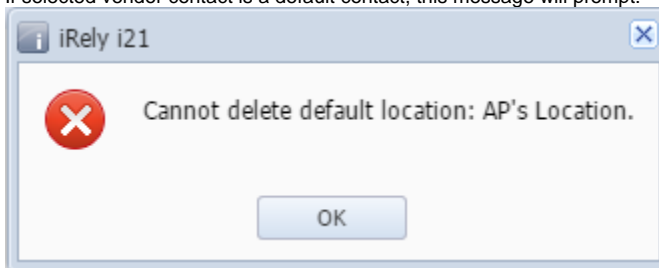
Here are the steps on how to remove vendor contacts:

1. Open an existing vendor record from **Purchasing > Vendor**.
2. Navigate to **Contacts** tab and select the vendor contact you want to remove.

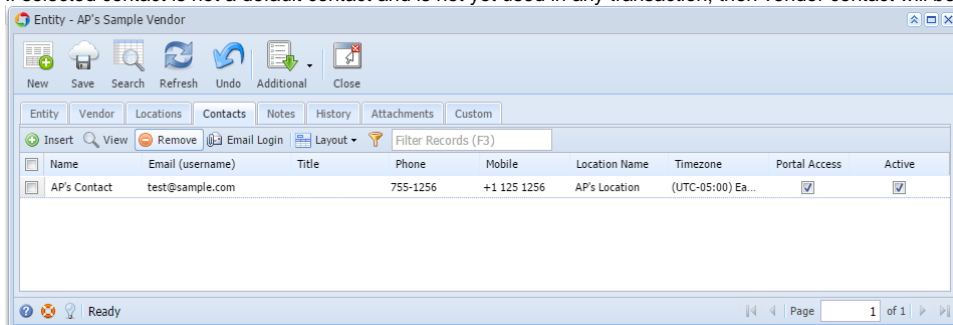
3. Click **Remove** action button and click **Yes** on message.



- a. If selected vendor contact is a default contact, this message will prompt:



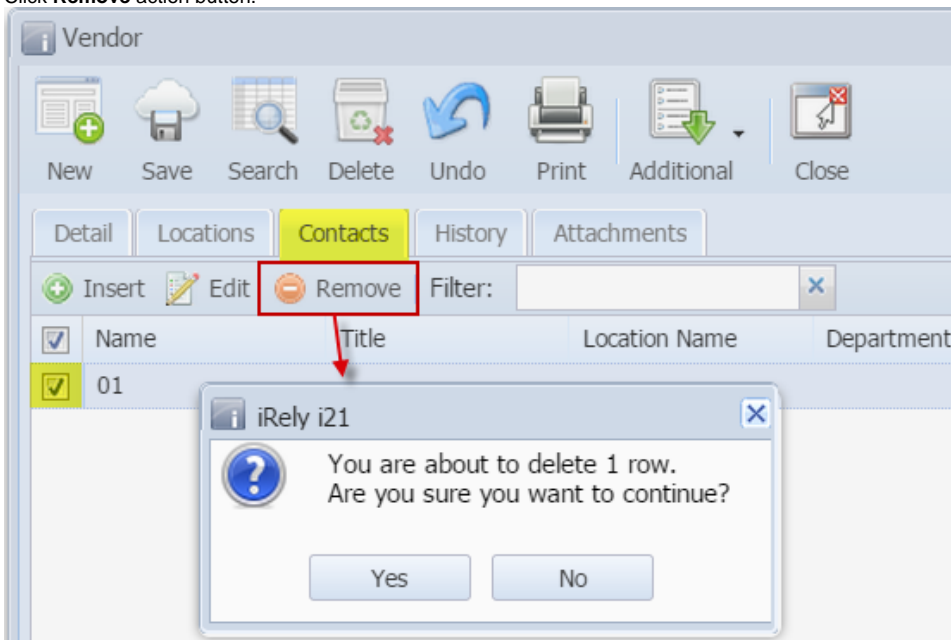
- b. If selected contact is not a default contact and is not yet used in any transaction, then vendor contact will be removed.



Here are the steps on how to remove vendor contacts:

1. Open an existing vendor record from **Accounts Payable > Maintenance > Vendor**.
2. Navigate to **Contacts** tab and select the vendor contact you want to remove.

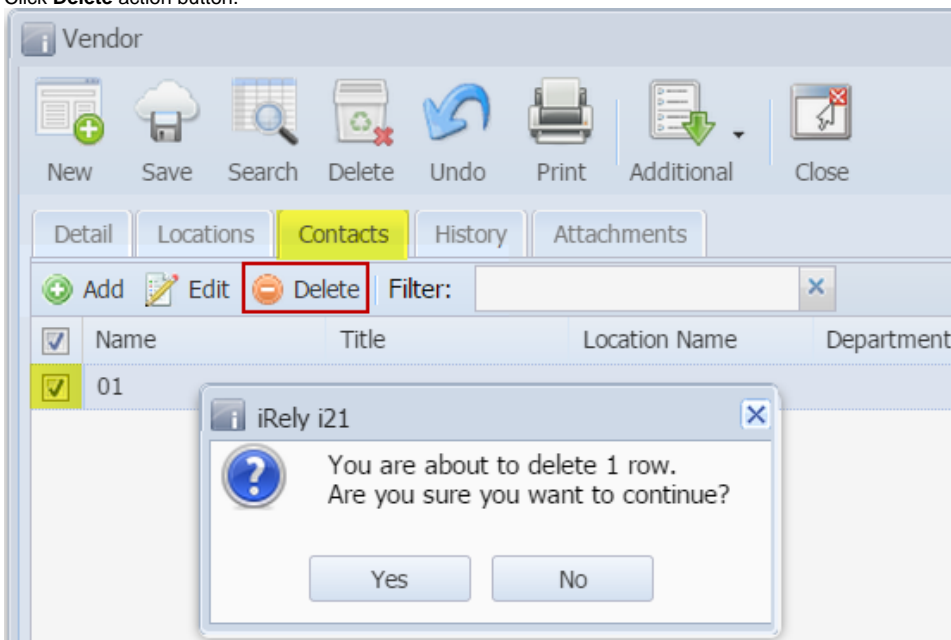
3. Click **Remove** action button.



4. Click **Yes** on message. Vendor contacts will be removed.

Here are the steps on how to delete vendor contacts:

1. Open an existing vendor record from **Accounts Payable > Maintenance > Vendor**.
2. Navigate to **Contacts** tab and select the vendor contact you want to delete.
3. Click **Delete** action button.



4. Click **Yes** on message. Vendor contacts will be deleted.