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:

ew Save Search	Refresh De	elete Undo	Additiona	I + Close					
ntity Vendor S	plit Farm	Locations	Contacts	Comments (0) History	Attachm	ents (0)	Custom	Audit Log (3)
Insert Q Open	× Remove	🖂 Email Lo	gin 🗄 Li	ayout Q	Filter Reco				
Name	Email (us	ername)		Title	Pi	one	Mobile	2	Location Name
Cracked Mug	apsampl	evendor@gma	il.com						Cracked Mug
Contact 2	Contact2	@testemail.co	m	Staff	75	5-8547			Cracked Mug
			Can	not delete (Rely	i21	racked	Mug.	

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

Entity - Cracked Mug								
New Save Search Ref	fresh Delete Undo	Additiona	i 🕶 Close	_	_			1
Entity Vendor Split	Farm Locations	Contacts	Comments (0) Histo	ory Attachme	ents (0)	Custom	Audit Lo
+ Insert 🔍 Open 🗙	Remove 🖂 Email I	.ogin 🔠 L	ayout 🔍					
Name Email (username)			Title Phon		Phone	Mobile		Location N
Cracked Mug	apsamplevendor@gn	nail.com						Cracked M
Contact 2	Contact2@testemail.	om	Staff		755-8547			Cracked M
			i You are Are you su	Rel about ire you	y i21 to delete 1 want to con	row. ntinue?	>	

Click Yes and contact will be deleted.

Entity - Cracked Mug								^ □ ×	
New Save Search Refresh Delete Undo Additional - Close									
Entity Vendor Split	Farm Locations Contacts	Comments (0) His	tory Attachme	nts (0) Custom	Audit Log (3)				
+ Insert 🔍 Open 🗙 Remove 🖂 Email Login 🎛 Layout 🔍 Filter Records (F3)									
Name	Email (username)	Title	Phone	Mobile	Location Name	Timezone	Portal Acce	Active	
Cracked Mug apsamplevendor@gmail.com Cracked Mug							\checkmark		

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.

Entity - AP's Sample Vendor	
New Save Search Refresh Undo Additional Close	
Entity Vendor Locations Contacts Notes History Attachments Co	ustom
🔘 Insert 🔍 View 🤤 Remove 🕼 Email Login 🔠 Layout 👻 🍸 Filter Record	s (F3)
Name Email (username) Title Phone	Mobile
AP's Contact test@sample.com 755-1256	+1 125 1256
AP's Contact 1 test1@example.com staff 755-4587	+1 256 4587
iRely i21	
You are about to delete 1 row. Are you sure you want to continue?	
Yes No	
a. If selected vendor contact is a default contact, this message v	vill prompt:
iRely i21	×
Cannot delete default location: AP's L	ocation.
 b. If selected contact is not a default contact and is not yet used C Entry - AP's Sample Vender 	in any transaction, then vendor contact will be rem
New Save Search Refresh Undo Additional Close	
Entity Vendor Locations Contacts Notes History Attachments Custom	
🔇 Insert 🔍 View 🤤 Remove 🖗 Email Login 🔚 Layout - 🍞 Filter Records (F3)	
Name Email (username) Title Phone Mobile	Location Name Timezone Portal Access Active
AP S CONTACT TEST@sample.com 755-1256 +1 125 1256	AP'S LOCATION (UTC-05:00) Ea

Here are the steps on how to remove vendor contacts:

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

3. Click Remove action button.

Vendor				
-	Q 🔂	5		-
New Save	Search Delete	Undo	Print Additiona	l Close
Detail Locati	ons Contacts	History	Attachments	
📀 Insert 📝 E	dit 🤤 Remove	Filter:		×
Vame	Title		Location Name	e Department
01	iRely i21			×
	,			
	Yes		No	

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

Here are the steps on how to delete vendor contacts:

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

ck Delete action	i bullon.						
Vendor							
New Sa	ave Search	Delete	Vndo	Print	Addition	′ ↓ ial	Close
Detail	ocations	Contacts	History	Attac	hments		
📀 Add 🔰	🕇 Edit 🤤	Delete Fi	ilter:				×
📝 Name		Title		Lo	cation Nar	ne	Department
01	iRe	ly i21				×	
	?	You are Are you	e about to u sure yo	o delete u want to	1 row. o continue	?	
		Yes	;	No			

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