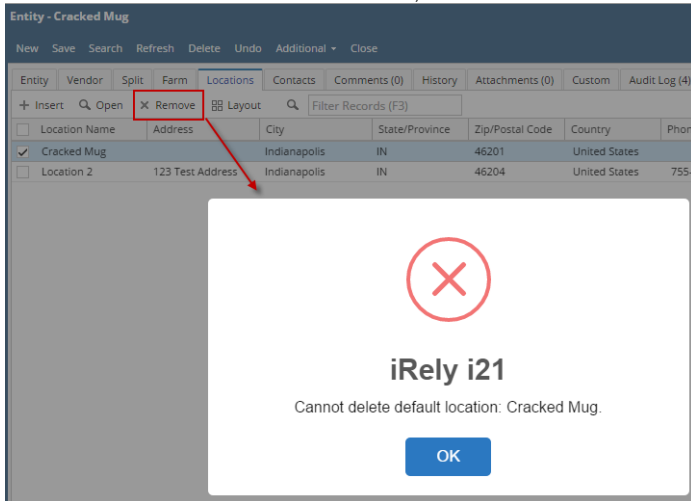
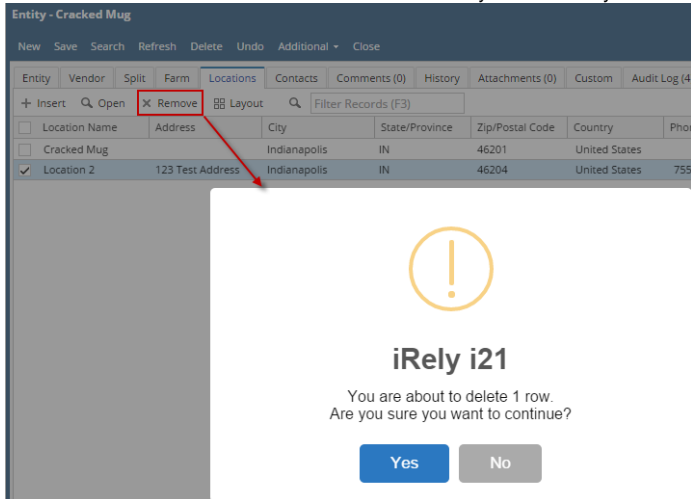


# How To Remove Vendor Locations

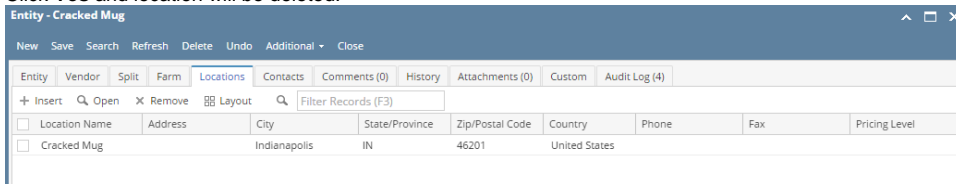
1. Open an existing vendor record from **Purchasing > Vendors**.
2. Navigate to **Locations** tab and select the vendor location you want to remove.
3. Click **Remove** action button.
  - a. If selected vendor location is a default location, location is not allowed to be deleted. This message will prompt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



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

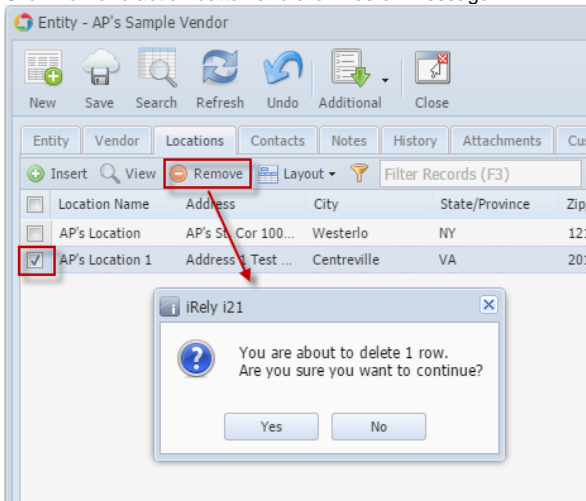


Click **Yes** and location will be deleted.

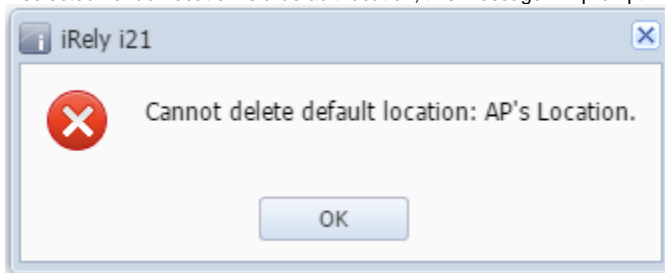


1. Open an existing vendor record from **Purchasing > Vendor**.
2. Navigate to **Locations** tab and select the vendor location you want to remove.

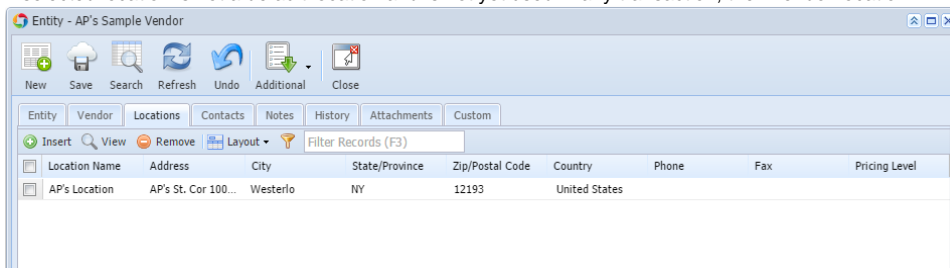
3. Click **Remove** action button and click **Yes** on message.



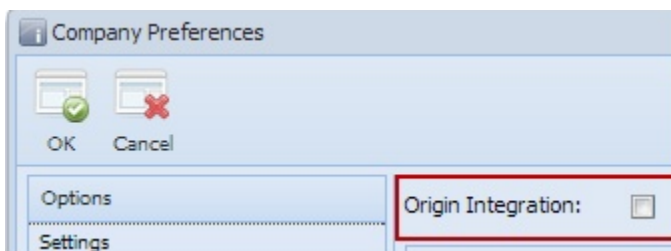
- a. If selected vendor location is a default location, this message will prompt:



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

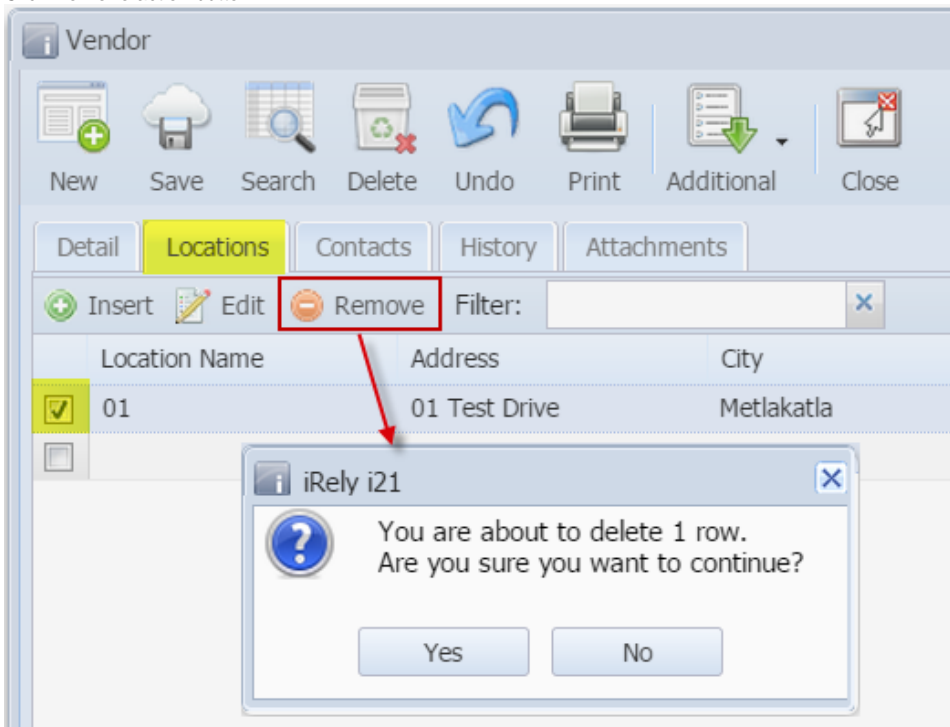


Here are the steps on how to remove vendor locations. But take note that this is only possible if **Origin Integration** from the **Company Preference** is turned **OFF**.



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

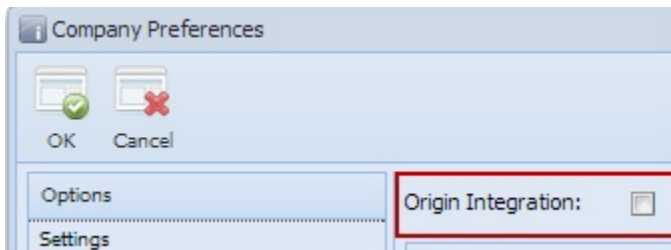
3. Click **Remove** action button.



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

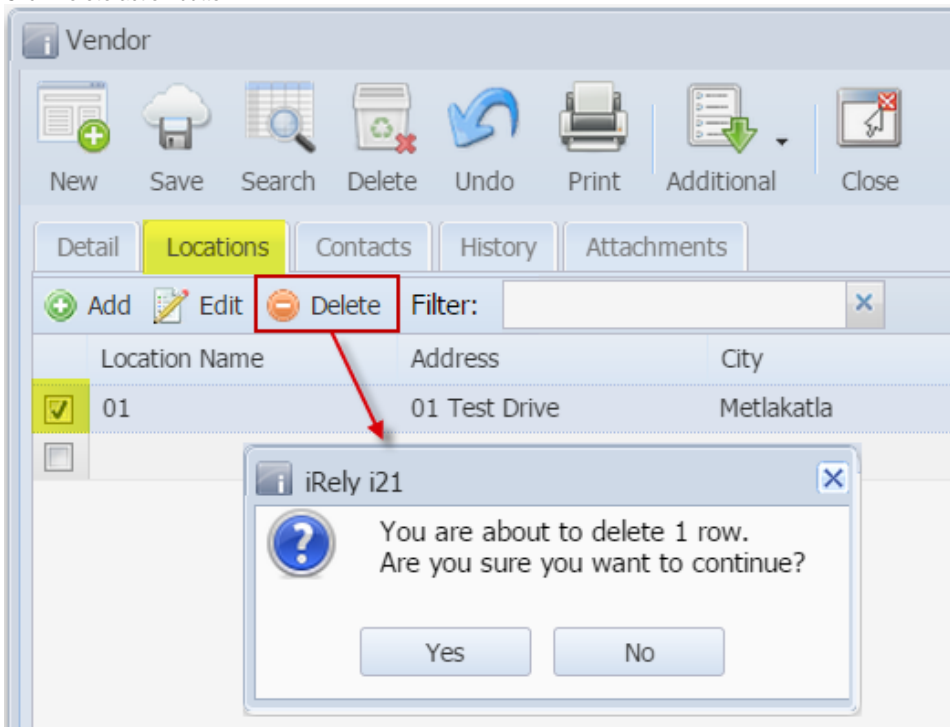
Here are the steps on how to delete vendor locations.

But take note that this is only possible if **Origin Integration** from the **Company Preference** is turned **OFF**.



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

3. Click **Delete** action button.



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