How To Remove Vendor Locations

- Open an existing vendor record from Purchasing > Vendors.
 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:

Entity Vendor Split F	Farm Locations	Contacts Comme	ents (0) Histo	ry Attachments (0)	Custom	Audit Log (4)
+ Insert Q Open X Re	emove 🔠 Layout	Q Filter Recor				
Location Name Add	Idress	City	State/Province	Zip/Postal Code	Country	Phone
 Cracked Mug 		Indianapolis	IN	46201	United Stat	es
Location 2 123	3 Test Address	Indianapolis	IN	46204	United State	es 755-5
iRely i21 Cannot delete default location: Cracked Mug.						

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

ntity Vendor Sp	lit Farm Locations	Contacts Co	mments (0) Histor	y Attachments (0)	Custom A	Audit Log (4)
Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phor
Cracked Mug		Indianapolis	IN	46201	United State	es
Location 2	123 Test Address	Indianapolis	IN	46204	United State	es 755-
		Are	iRely You are about t a you sure you Yes	y i21 o delete 1 row. want to continue	?	

New Save Search Refresh Del	ete Undo A	Additional - Clo						
Entity Vendor Split Farm	Locations G	Contacts Comn	nents (0) History	Attachments (0)	Custom Audit	Log (4)		
+ Insert 🔍 Open 🗙 Remove	🗄 Layout	Q Filter Reo	ords (F3)					
Location Name Address	Cit	ity	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level
Cracked Mug	Ind	dianapolis	IN	46201	United States			

- 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.

🇊 Entity - AP's Samp	ple Vendor			
New Save Sea	rch Refresh Undo	Additional	Close	
Entity Vendor	Locations Contacts	s Notes Hi	story Attachments	Cus
💿 Insert 🔍 View	😑 Remove 🖶 Lay	vout 👻 🍸 🛛 Filt	er Records (F3)	
Location Name	Address	City	State/Province	Zip/
AP's Location	AP's St. Cor 100	Westerlo	NY	121
AP's Location 1	Address 1 Test	Centreville	VA	201
	iRely i21 You are a Are you s	bout to delete ure you want to	1 row.	
	Yes	No		

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

iRely i	21 🛛
8	Cannot delete default location: AP's Location.
	ОК
If selected loc	ation is not a default location and is not vet used in any trans

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

Entity - AP's Sample Vendor						× 🗆 ×
New Save Search Refresh Undo	Additional Close					
Entity Vendor Locations Contacts	s Notes History Attachme	nts Custom				
📀 Insert 🔍 View 🤤 Remove 🔚 Lay	vout - 🍸 Filter Records (F3)					
Location Name Address	City State/Provinc	e Zip/Postal Code	Country	Phone	Fax	Pricing Level
AP's Location AP's St. Cor 100	Westerlo NY	12193	United States			

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.

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

3. Click Remove action button.

Vendor Vendor	
New Save Search Delete Undo Print Additional	Close
Detail Locations Contacts History Attachments	
📀 Insert 📝 Edit 🤤 Remove 🛛 Filter:	×
Location Name Address City	
01 01 Test Drive Metlaka	tla
iRely i21	×
You are about to delete 1 row. Are you sure you want to continue?	

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.

Company Preferences		
OK Cancel		
Options	Origin Integration:	
Settings		

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

3. Click Delete action button.

Vendor Vendor	
New Save Search Delete Undo Print Additional Close	
Detail Locations Contacts History Attachments	
📀 Add 📝 Edit 🤤 Delete 🛛 Filter:	
Location Name Address City	
01 01 Test Drive Metlakatla	
iRely i21	
You are about to delete 1 row. Are you sure you want to continue?	
Yes No	

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