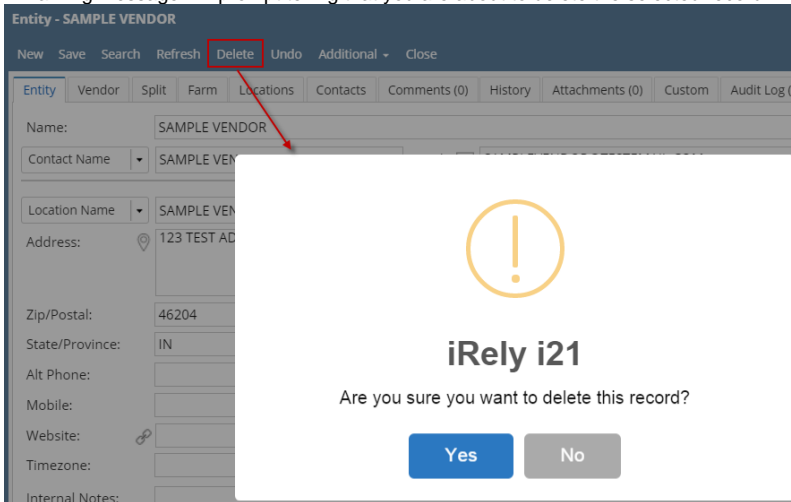# How To Delete Vendors

Here are the steps on how to delete vendors:

1. From menu, expand **Purchasing** and then click over **Vendors** to open **Search Vendor** screen.
2. Select the vendor record you want to delete and click **Open**.
3. Click **Delete** button.
4. A warning message will prompt telling that you are about to delete the selected record.

5. Click **Yes** to continue.

    a. If selected record is already used in a transaction, Vendor record will not be deleted. This message will prompt instead:

    b. If not used in any transaction, selected vendor record will be deleted.
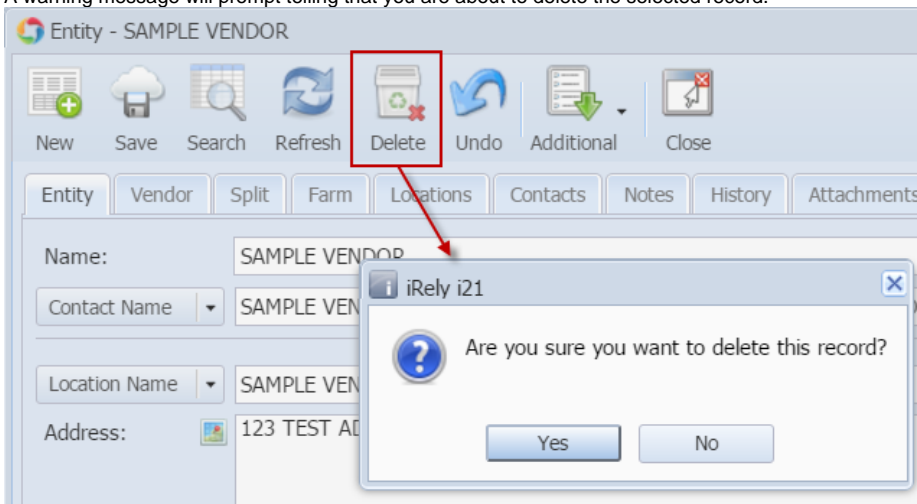
⚠ *Delete button on Vendor Entity screen is only available if **Origin Integration** in **Company Configuration > System Manager** is unchecked.*
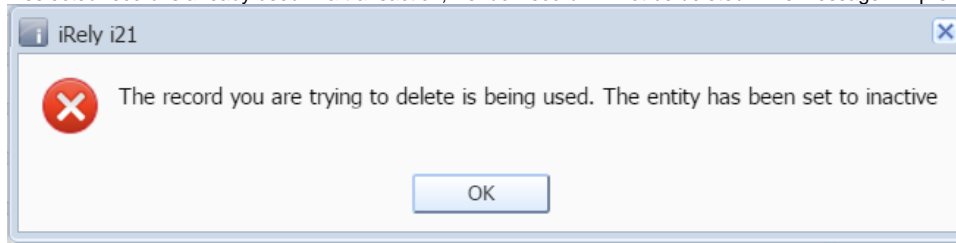
Here are the steps on how to delete vendors:

1. From menu, expand **Purchasing** and then click over **Vendors** to open **Search Vendor** screen.
2. Select the vendor record you want to delete and click **View**.
3. Click **Delete** button.

4. A warning message will prompt telling that you are about to delete the selected record.
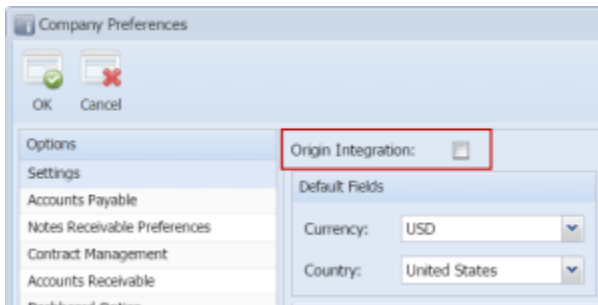

5. Click **Yes** to continue.
    a. If selected record is already used in a transaction, Vendor record will not be deleted. This message will prompt instead:

    b. If not used in any transaction, selected vendor record will be deleted.

⚠️ *Delete button on Vendor Entity screen is only available if **Origin Integration** in **Company Preference > System Manager** is unchecked.*
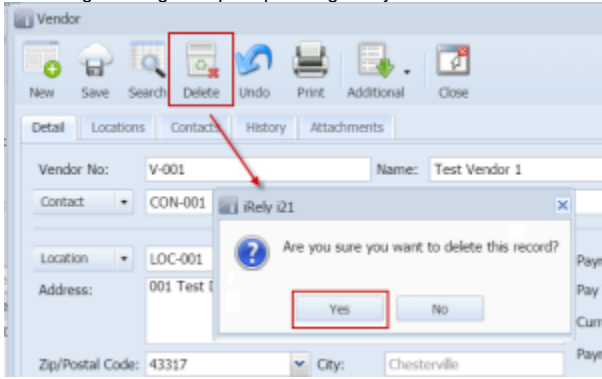
If **Origin Integration** from **Company Preferences > Settings** is unchecked, created vendors with no associated transaction is allowed to be deleted.

Here are the steps on how to delete vendors:

1. From menu, click **Accounts Payable > Maintenance** and then double click over **Vendor** menu to open **Search Vendor** screen.
2. Select the vendor record you want to delete and click **Open Selected**.
3. Click **Delete** button.

4. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.

5. Selected vendor record will be deleted.