





# Deactivating a Vendor

[Control Panel](#) > [Setup](#) > [Vendors](#)

## Deactivating a Vendor:

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### **Note:**

- Deactivating a vendor will make the vendor **unavailable to all properties** that the vendor was assigned (scoped) to. To change the vendor's scope instead (so it will no longer be available to specific properties), edit the vendor's assigned properties. See [Editing a Vendor](#) for more information.
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1. Go to **Control Panel > Setup > Vendors**.



2. In the **Vendors** section, click on the vendor name. The **Vendor Profile** screen is now displayed.
3. Click on the **Active** checkbox to clear it.



4. Click on **Save Vendor**.

