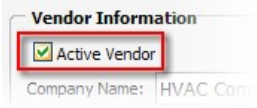
Deactivating a Vendor

1. Click *Control Panel > Setup > Vendors*
2. In the Vendors section, click the vendor name. The Vendor Profile screen is displayed.
3. Click the **Active** checkbox to clear it.



4. Click **Save Vendor**.