

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.



The screenshot shows a 'Vendor Information' form. At the top, the title 'Vendor Information' is displayed. Below the title, there is a checkbox labeled 'Active Vendor' which is currently checked. This checkbox is highlighted with a red rectangular border. Below the checkbox, the text 'Company Name: HVAC Com' is visible, indicating the vendor's name.

4. Click **Save Vendor**.