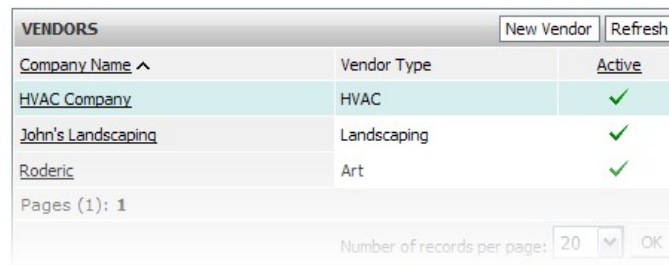


Editing a Vendor

1. Click [Control Panel > Setup > Vendors](#)



2. In the Vendors section, click the vendor name. The Vendor Profile screen is displayed.

A screenshot of a table titled 'VENDORS'. The table has three columns: 'Company Name', 'Vendor Type', and 'Active'. There are three rows of data. The 'Active' column contains green checkmarks. Below the table, there is a pagination control showing 'Pages (1): 1' and a 'Number of records per page' dropdown set to '20' with an 'OK' button.

Company Name ^	Vendor Type	Active
HVAC Company	HVAC	✓
John's Landscaping	Landscaping	✓
Roderic	Art	✓

Pages (1): 1

Number of records per page: 20 OK

3. Make any necessary changes to the Vendor Profile. See the [Adding a Vendor](#) topic for more specific information.
4. Click **Save Vendor**.

