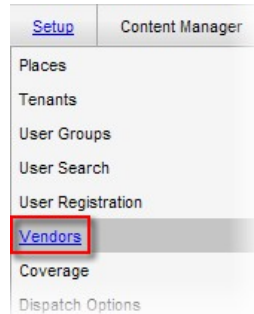
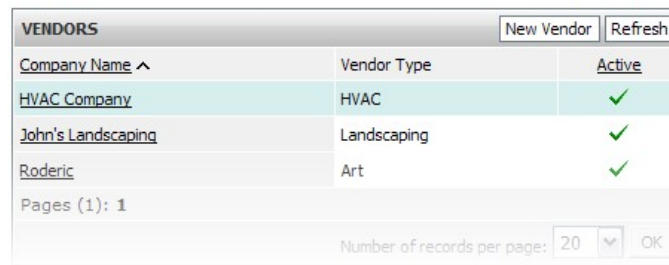


Editing a Vendor

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 first row is "HVAC Company" with "HVAC" and a green checkmark. The second row is "John's Landscaping" with "Landscaping" and a green checkmark. The third row is "Roderic" with "Art" and a green checkmark. Below the table, there is a "Pages (1): 1" indicator 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**.

