## Editing a Vendor

1. Click Control Panel > Setup > Vendors



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

VENDORS		New Vendor Refresh
Company Name	Vendor Type	Active
HVAC Company	HVAC	~
John's Landscaping	Landscaping	~
Roderic	Art	$\checkmark$
Pages (1): 1		
	Number of records pe	r page: 20 💉 OK

- 3. Make any necessary changes to the Vendor Profile. See the <u>Adding a Vendor</u> topic for more specific information.
- 4. Click Save Vendor.

