





## Deleting a Vendor

### *Deleting a Vendor:*

Vendors cannot be deleted, but they can be deactivated. See [Deactivating a Vendor](#).

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#### **Note:**

- Do not rename a vendor, as this will cause the vendor name to change in work order histories as well. In order to maintain the integrity of your work order histories, it is recommended that you instead deactivate vendors which you no longer use.
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