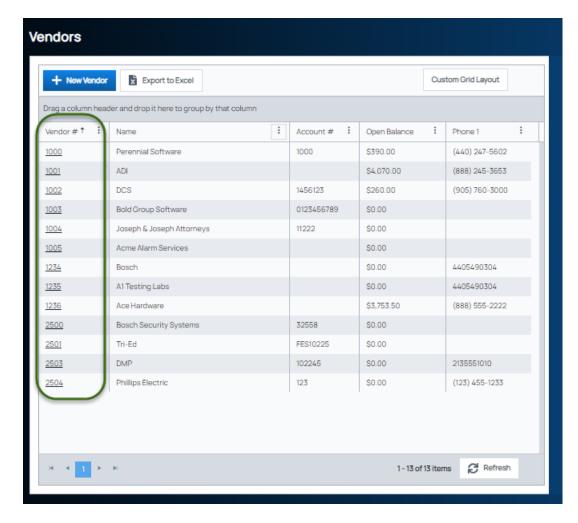
Delete Vendor Notes

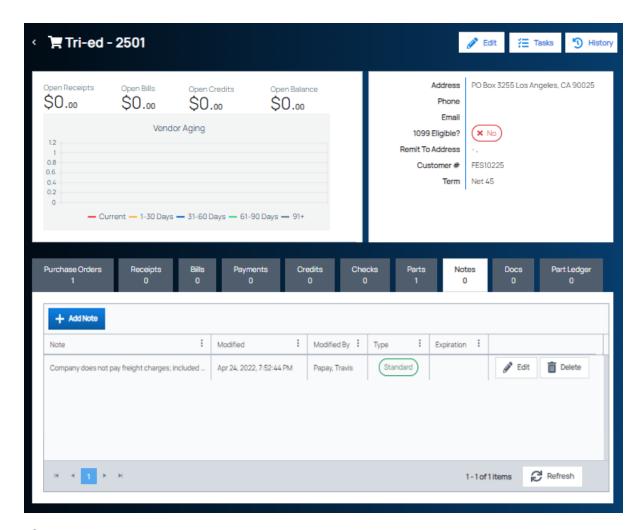
Last Modified on 04/27/2022 5:41 pm EDT

To delete a Vendor Note, navigate to Accounts Payable > Vendors.

The Vendor list will be displayed. Locate the desired vendor, and then click on the hyperlink of the vendor in the Vendor # column.



The Vendor page will be displayed. Click on the Notes tab. Locate the desired note in the grid area, and then click the Delete button.



A confirmation message will be displayed. Clicking the Yes button will permanently delete the note. Make certain this is what you want to do.

