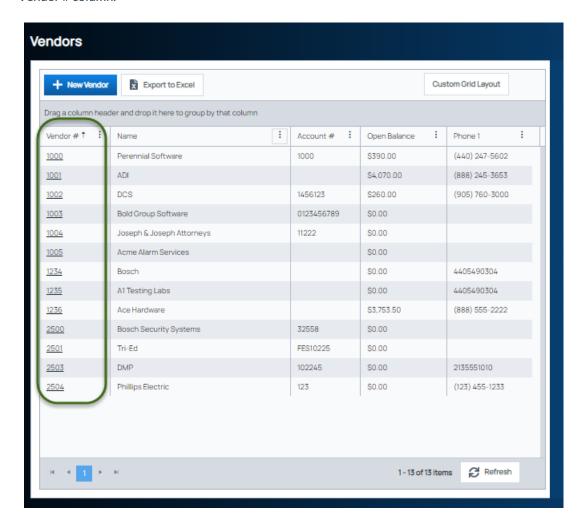# Delete or Reactivate Vendor Documents

Last Modified on 11/01/2024 5:53 pm EDT

This article contains the steps required to Delete or Reactivate Vendor Documents.

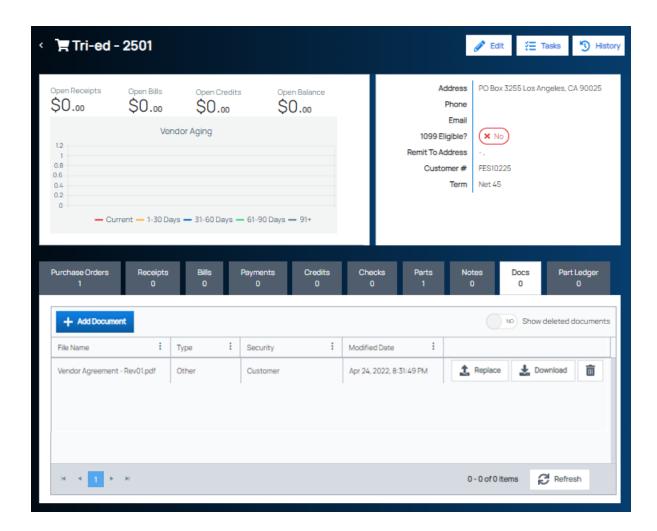To delete a Vendor Document, navigate to Accounts Payable > Vendors.

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 Docs tab. Locate the desired document within the grid area, and then click on the delete button (trashcan icon).

No warning or confirmation is displayed. The document is not immediately deleted, however marked as inactive.

⚠ Documents that have been deleted, (marked as inactive) will be permanently removed from the database after 30 days, if the document has not been reactivated.

Reactivate a Document

If a document was inadvertently deleted, click on the Show Deleted Documents toggle button. Locate the deleted (inactivated) document, and then click on the Reactivate button.

Tri-ed - 2501

Edit Tasks History

Open Receipts	Open Bills	Open Credits	Open Balance
$0.00	$0.00	$0.00	$0.00

Vendor Aging

— Current — 1-30 Days — 31-60 Days — 61-90 Days — 91+

Address	PO Box 3255 Los Angeles, CA 90025
Phone	
Email	
1099 Eligible?	✕ No
Remit To Address	-,
Customer #	FES10225
Term	Net 45

Purchase Orders 1	Receipts 0	Bills 0	Payments 0	Credits 0	Checks 0	Parts 1	Notes 0	Docs 0	Part Ledger 0

+ Add Document * Documents will be permanently removed from the system 30 days after being deleted YES ⬤ Show deleted documents

File Name	Type	Security	Modified Date	
Vendor Agreement - Rev01.pdf	Other	Customer	Apr 24, 2022, 8:31:49 PM	🕘 Reactivate ⬇ Download

⏮ ◀ 1 ▶ ⏭   0 - 0 of 0 items   🔄 Refresh