

Deactivate Vendors

This screenshot shows the 'Utilities' menu in a software application. The 'Utilities' tab is selected and highlighted with a red box. A red arrow points from the 'Utilities' tab to the 'Vendors/Employers' option at the bottom of the menu, which is also highlighted with a red box. A red arrow points from the 'Utilities' tab to the text '1. Click Utilities'.

1. Click Utilities

2. Click Vendors/Employers

This screenshot shows the 'Vendors/Employers' screen. The 'Vendor Active' option is selected in the drop-down list, and the 'Refresh' button is highlighted with a red box. A red arrow points from the 'Refresh' button to the text '2. Click Refresh'. A red arrow points from the 'Vendor Active' option in the drop-down list to the text '1. Click Vendor Active from the drop-down list.'.

1. Click Vendor Active from the drop-down list.

2. Click Refresh

Employer/Vendor List	
Name	Number
AL CONSTRUCTION INC.	001
M CORPORATION	003
CTURAL METALS / MID-ATLANTIC CONSTRUCTION SUPPLY	004
DES LLC	0501
STEEL	0502

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Vendors/Employers

Employer/Vendor List

Vendor Active

E/V Code	Name	Number
V	CONTINENTAL CONSTRUCTION INC.	001
V	JL LINDSTROM CORPORATION	003
V	TSI ARCHITECTURAL METALS / MID-ATLANTIC CONSTRUCTION SUPPLY	004
V	GLASS FACADES LLC	0501
V	BALTIMORE STEEL	0502

Click on the Vendor you would like to make inactive.

Vendors/Employers

Employer/Vendor List

Vendor Active		Refresh
E/V Code	Name	Number
V	CONTINENTAL CONSTRUCTION INC.	001
V	JL LINDSTROM CORPORATION	003
V	TSI ARCHITECTURAL METALS / MID-ATLANTIC CONSTRUCTION SUPPLY	004
V	GLASS FACADES LLC	0501
V	BALTIMORE STEEL	0502

Number: 0502

Code:

Type:

Vendor

Name: BALTIMORE STEEL

Address1:

Address2:

Address3:

City:

State:

Zip:

Phone:

Fax:

Employer/Vendor Memo

No Memos On File

Click Deactivate Vendors/Employer