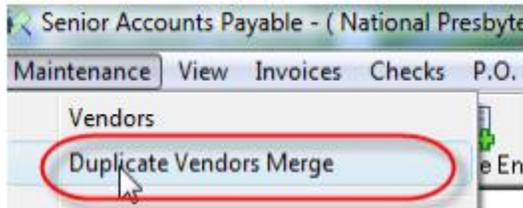
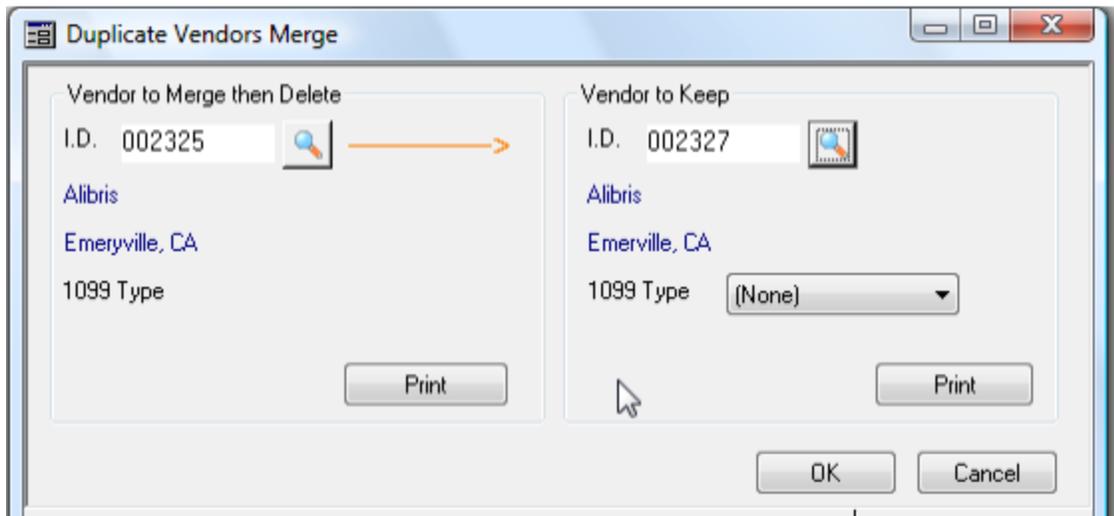


## How do I Merge Duplicate Vendors?

In AP > go to Maintenance → Duplicate Vendors Merge:



You will enter the Vendor to merge and delete – then the Vendor to keep:



You will get a warning that once this process completes, one Vendor will be deleted. After it's finished, you'll find the info for Vendor 1 contained in the history and records of Vendor 2.