

Merge Vendors

04/30/2025 3:17 pm CDT

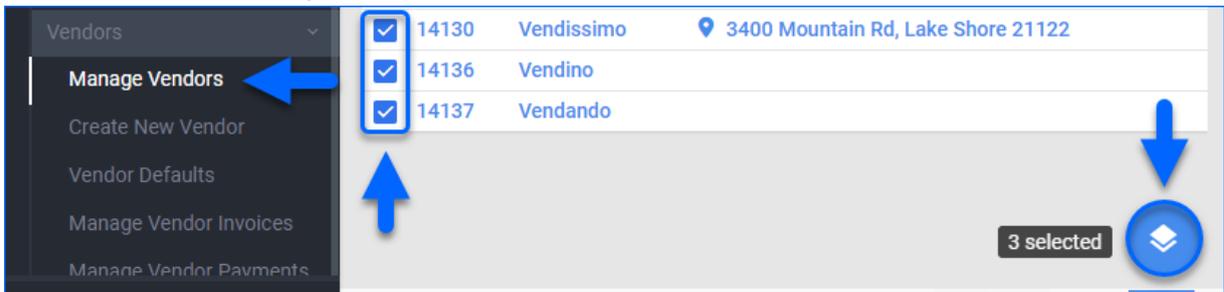
Overview

Duplicate instances of the same vendor may lead to confusion and cause errors, often resulting in selecting the wrong vendor information on a [Purchase Order](#) or [Dropship](#) request. Merging duplicate entries ensures that your records are consolidated and up-to-date.

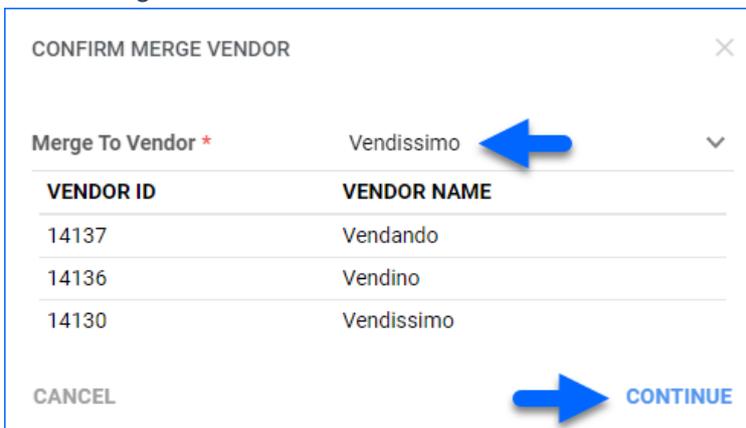
Merge Vendors

If you have duplicate vendors, you can easily merge them. To do that:

1. Go to **Purchasing > Vendors > Manage Vendors**.
2. Find and select the vendors to merge.
3. Click the **Actions** icon > **Merge Vendors**.



4. Select a **Merge To Vendor** and click **Continue**.



5. A warning message appears. Click **Yes** to continue.



Merging these vendors will delete vendor 14136,14137 from the system and update ALL records with that VendorID (products, POs, and more) to use Vendor 14130. This action is not reversible. Are you sure you want to proceed?

CANCEL

YES

This action is not reversible. It will delete vendors permanently from the system and update all their existing records (Products, POs, and more) with the **Merge To Vendor**.
