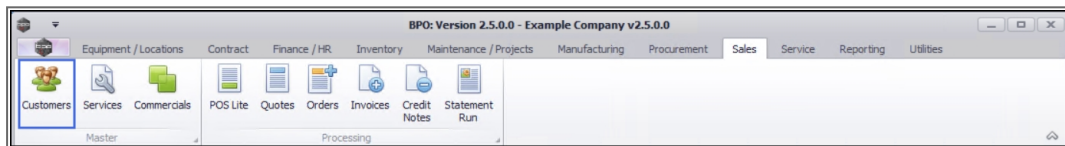


SALES

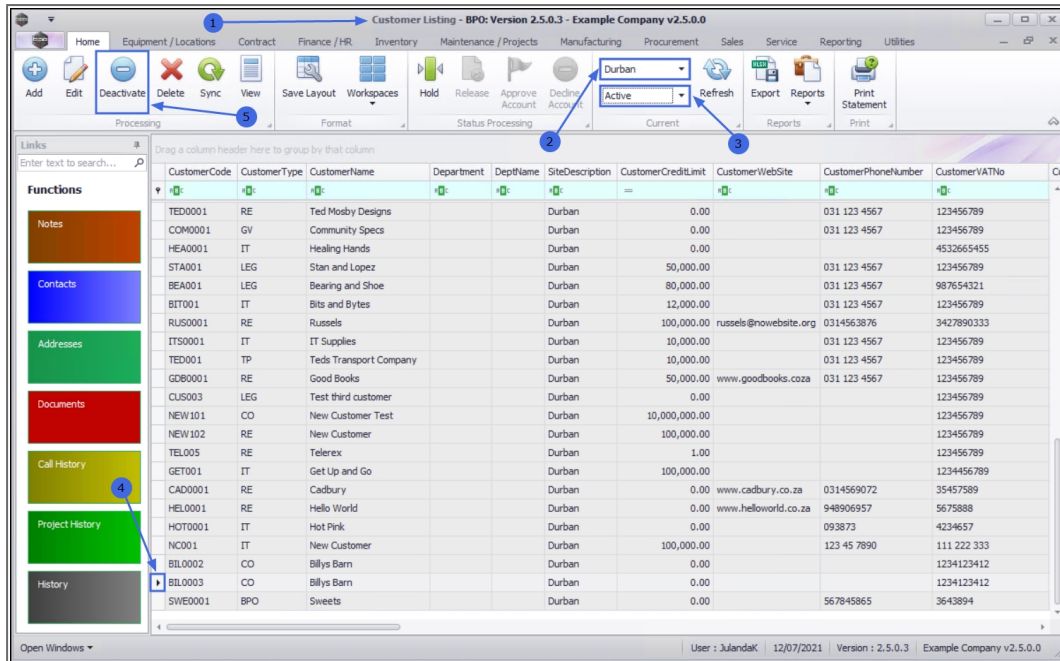
CUSTOMERS - DEACTIVATE A CUSTOMER

Deactivating a Customer will set the customer status to **Inactive**, and you will no longer be able to access the customer from the front end in BPO2.

Ribbon Access: *Sales > Customers*



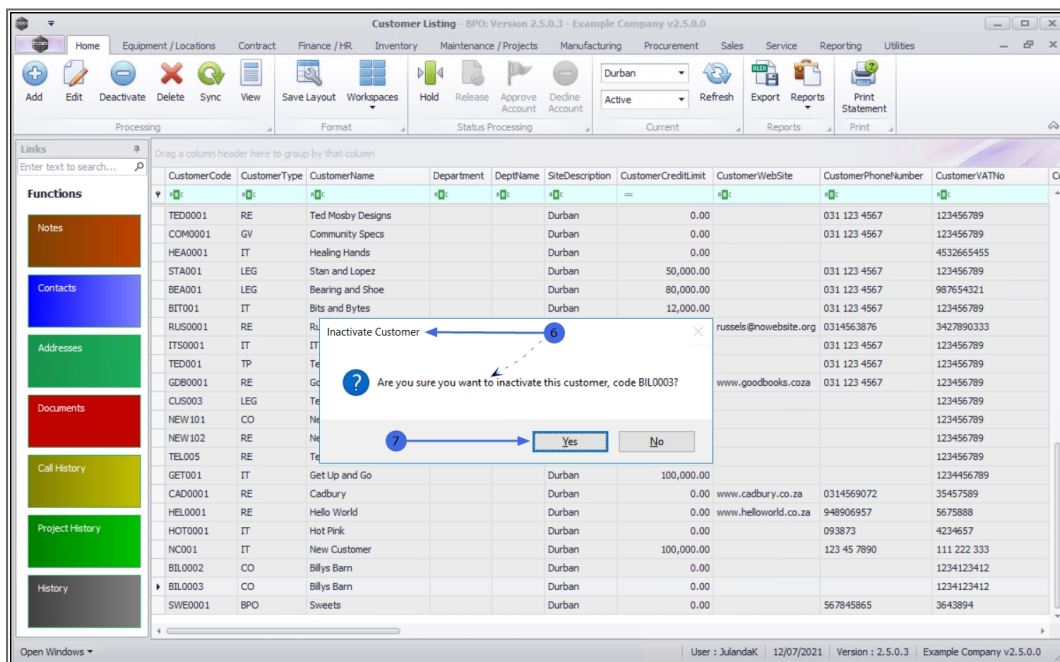
1. The **Customer Listing** screen will be displayed.
2. Select the **Site** where the Customer can be located.
 - The example has **Durban** selected.
3. Select the **Status** of the Customer.
 - The example has **Active** selected.
4. Select the **row** of the **customer** whom you wish to deactivate.
5. Click on **Deactivate**.



6. When you receive the **Inactive Customer** message to confirm;

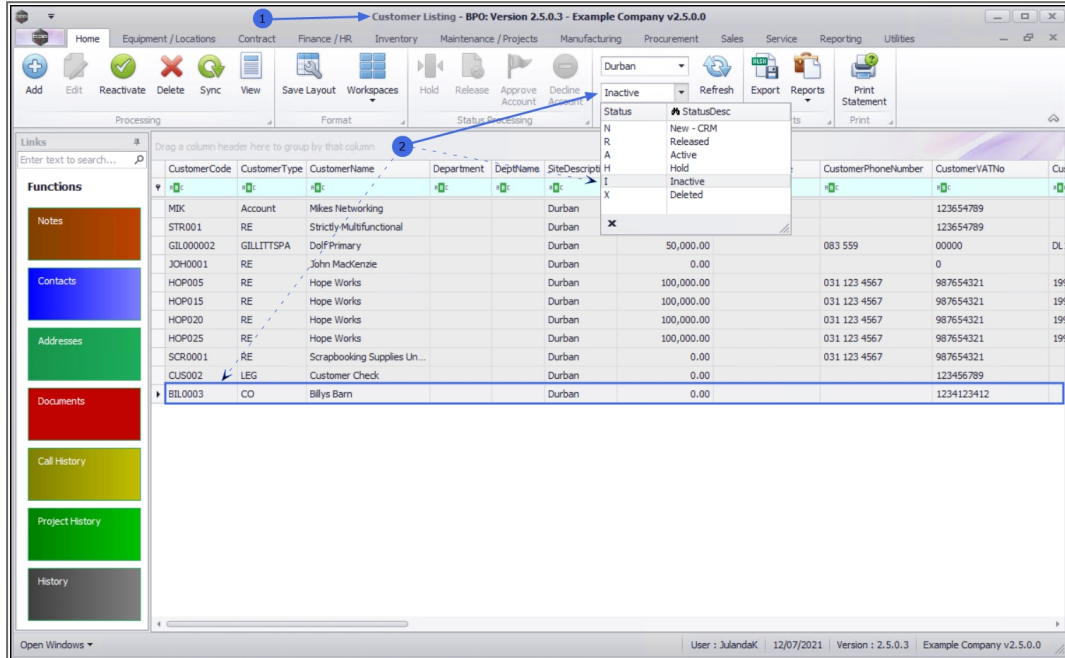
- **Are you sure you want to deactivate this customer, code [customer code]?**

7. Click on **Yes**, if you are certain about your selection.



VIEW CUSTOMER IN INACTIVE STATUS

1. The Customer can now be **viewed** in the **Customer Listing** screen,
2. where the **Status** is set to **Inactive**.



Related Topics

- [Reactivate a Customer](#)

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