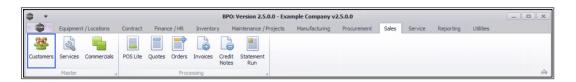


SALES

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.

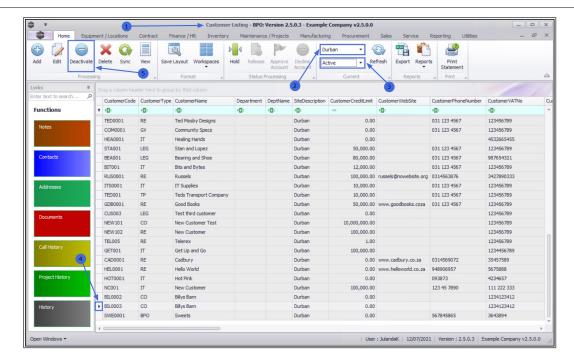
Ribbon Access: Sales > Customers



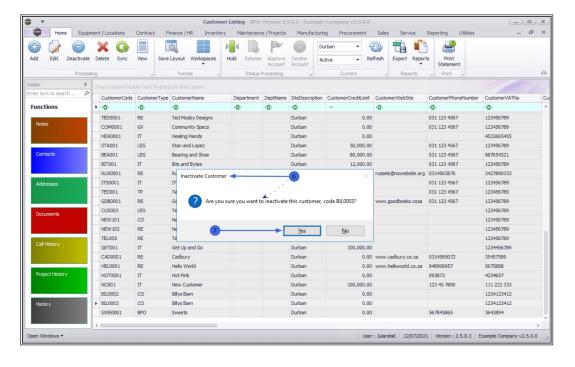
- 1. The *Customer Listing* screen will be displayed.
- 2. Select the *Site* where the Customer can be located.
 - The example has *Durban* selected.
- 3. Select the *Status* of the Customer.
 - The example has *Active* selected.
- 4. Select the **row** of the **customer** whom you wish to deactivate.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



Customers - Deactivate a Customer



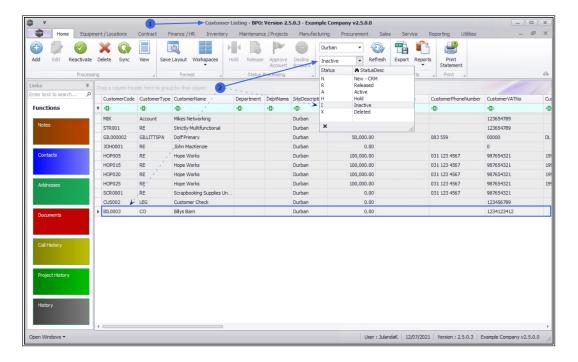
- 6. When you receive the *Inactive Customer* message to confirm;
 - Are you sure you want to inactivate this customer, code [customer code]?
- 7. Click on **Yes**, if you are certain about your selection.





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

MNU.061.043