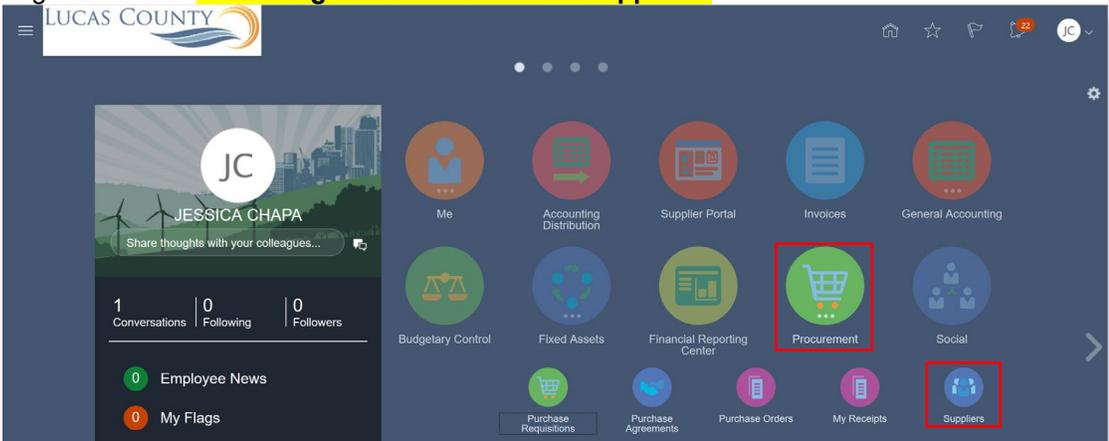
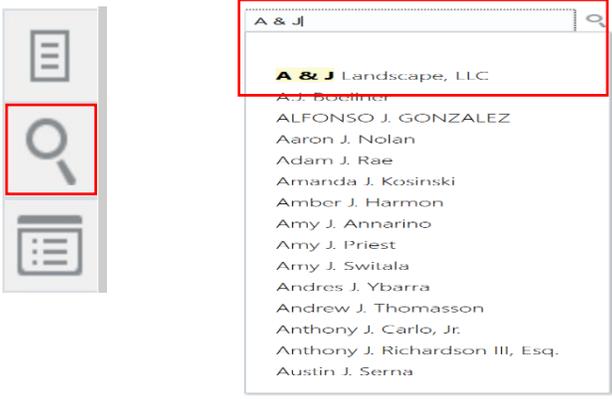


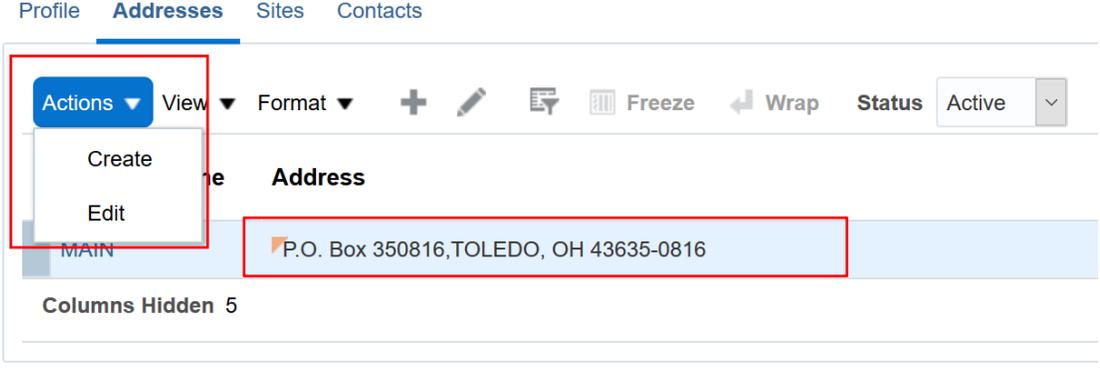
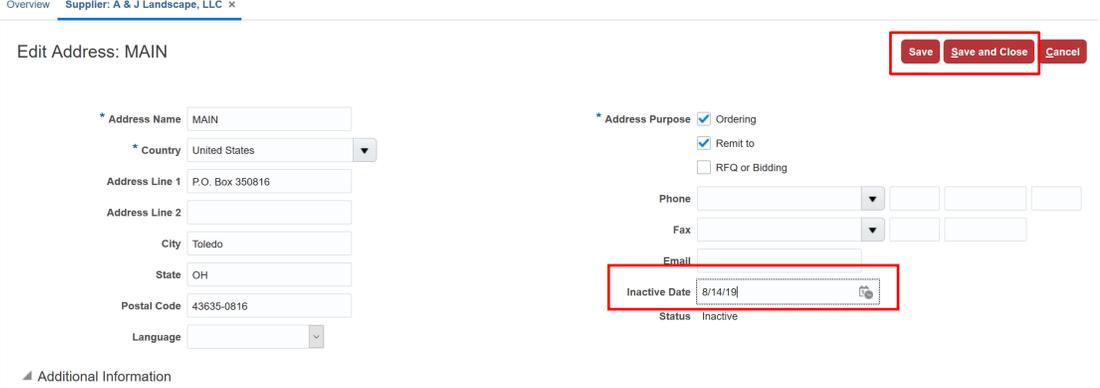
## Inactivate a Supplier or Site

**Audience:** Supplier Administrator

**Purpose:** Once a user account is created it cannot be deleted, but it can be *inactivated*. This job aid walks you through that inactivation process.

Step	Action
1	<p>Log into Oracle. <b>Home Page -&gt; Procurement -&gt; Suppliers.</b></p> 
2	<p>Click the <b>Search</b> icon on the right. Enter a partial <b>Supplier Name</b>, highlight from the returned smartlist, and click the supplier name to be edited.</p> 
3	<p>The page defaults to the <b>Profile</b> tab of the Supplier. Click the <b>Edit</b> button.</p>

<p>4</p>	<p>To <b>Inactivate</b> the entire supplier, enter an <b>Inactive Date</b>. The date can be current or future date. (Past date is not allowed.) Future and current dates will automatically be inactivated on that date.</p>										
<p>5</p>	<p>Click the <b>Submit</b> button.</p>										
<p>7</p>	<p>To validate or further edit, find the supplier again. Search or pick from search results.</p>										
<p>8</p>	<p>To Inactivate a specific Site or Address, Click the <b>Address</b> tab. Click the <b>Edit</b> button.</p> <table border="1"> <thead> <tr> <th>Address Name</th> <th>Address</th> <th>Phone</th> <th>Address Purpose</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>MAIN</td> <td>P.O. Box 350816, TOLEDO, OH 43635-0816</td> <td></td> <td>Ordering; Remit to</td> <td>Active</td> </tr> </tbody> </table>	Address Name	Address	Phone	Address Purpose	Status	MAIN	P.O. Box 350816, TOLEDO, OH 43635-0816		Ordering; Remit to	Active
Address Name	Address	Phone	Address Purpose	Status							
MAIN	P.O. Box 350816, TOLEDO, OH 43635-0816		Ordering; Remit to	Active							

<p>9</p>	<p>Highlight the <b>Address</b> line and click the <b>Actions</b> menu. Select <b>Edit</b> details for the highlighted address.</p> 
<p>10</p>	<p>Enter an <b>Inactive Date</b>. Date can be current or future date. (Past date is not allowed.) Current or future dates will automatically be inactivated on that date.</p> 
<p>11</p>	<p>Click the <b>Save and Close</b> button.</p>
<p>12</p>	<p>Click <b>Submit</b> button.</p>