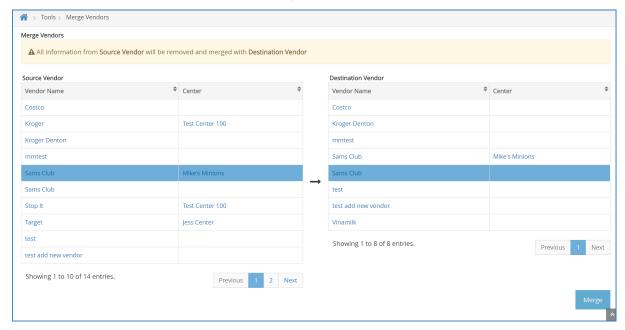
## [VIDEO] Merge Vendors

Last Modified on 09/22/2023 2:01 pm

Vendors must be unique. You can merge duplicate vendors to single vendor records for ease of management.

- 1. From the menu to the left, click **Tools**.
- 2. Select Merge Vendors. The Merge Vendors page opens.
- 3. In the **Source Vendor** section, select the vendor to merge.
- 4. In the **Destination Vendor** section, select the merge destination.



5. Click Merge.