

Adding, editing and deleting customers and suppliers

You can add, edit and delete customers and suppliers by going to the **Contacts** menu and choosing **View contacts**.

Contacts

Create contact

Delete Reportable Active

Customer Supplier Reportable Other Inactive

<input type="checkbox"/>	Business name	First name	Last name	Phone	Mobile	Email	Type
<input type="checkbox"/>	Brian's Tech Support	Brian	Quint		0499 123 321	✉	C S
<input type="checkbox"/>	Building Co	Bob	Stevens	(03) 9877 1234		✉	C S R
<input type="checkbox"/>	Casey Donnellan	Casey	Donnellan		0411999888	✉	C
<input type="checkbox"/>	Coffee Commerce	Betty	Latte	(03) 9233 8191		✉	C S
<input type="checkbox"/>	Focus Hair Salon	Effie	Gianopolous	(03) 9758 5899	0499 123 321		C
<input type="checkbox"/>	Glamorous Gifts	Heather	Swank			✉	C
<input type="checkbox"/>	Granular Parts	Eddie	Brown		0488 987 654		C
<input type="checkbox"/>	Harrington Conveyors	Ted	Harrington		0411 222 555	✉	S R
<input type="checkbox"/>	Heisenberg Inc.	Albert	Heisenberg	(03) 9877 5131		✉	C S

See these topics for more details:

Adding customers	Adding suppliers
Editing a customer's details	Editing a supplier's details
Deleting customers	Deleting suppliers

Related topics

- [Adding customers](#)
- [Adding suppliers](#)
- [Editing customer details](#)
- [Editing supplier details](#)
- [Deleting customers](#)
- [Deleting suppliers](#)

From the community

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Bulk deactivation of customers

Merging contacts or assigning an invoice to a different customer

Email addresses have disappeared

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