

# Archive a vendor

In Gimme VMS versions 1.2.3 or lower: it is not possible to archive a vendor.

In Gimme VMS versions 1.3.1 or higher:

- Navigate to the **Settings** screen by selecting the **three line menu button**
- Select **Vendors**
- Search and select the vendor you wish to archive
- Select the **red menu button** at the top right
- Select **Archive**