Update or Retire a Supplier

How to Update or Retire a Supplier in Muhasib ERP

Overview

This guide will help you update or retire a supplier while preserving purchase, payment, debit, return, and ledger history.

The supplier may become unavailable for new work while historical transactions should remain; exact implementation needs confirmation.

Who can do this

You need access to Supplier Update; Supplier Delete plus explicit business approval.

Before you start

Review open purchases/orders, balance, payments, debits/refunds, returns, contacts, integrations, and retention policy.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Purchases & Suppliers → Manage Suppliers.

Update or Retire a Supplier

Step 1: Select the exact supplier

Step 2: Update approved fields and save

Step 3: Prefer inactive/retired status when supported

Step 4: Resolve open items using their source workflows

Step 5: Delete only after explicit approval and dependency review

Check your work

Confirm historical purchases/payments/ledger/report attribution and intended selection behavior.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not delete to clear a payable/debit.
- Do not create a replacement without duplicate/continuity review.

Related guides

- Create a Supplier
- Review the Supplier Ledger Report
- Allocate or Update Supplier Payment Transactions

What to do next

> **Create a Supplier**.

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