

How to Remove Bill To Email Addresses

04/29/2024 11:01 am EDT

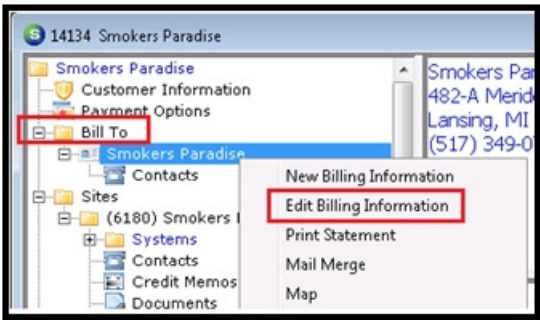
There are times when email addresses will need to be removed from Bill To Contacts.

Overview

Below are the steps needed to remove Bill To email address from the contacts.

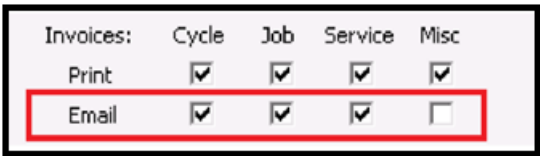
Steps:

- 1. Open customer – Double-click on BillTo to open the tree
- 2. Right-click on Billing Name – Click on Edit Billing Information

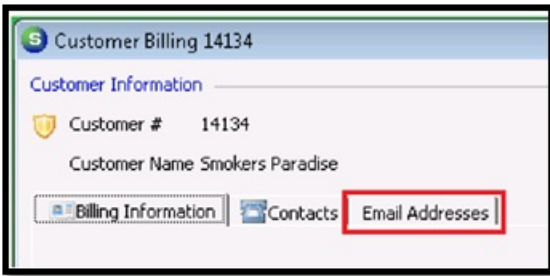


- 3. In the Billing Information Tab: If you are completely deleting the email from the BillTo, and you see Email checked for Invoices – Uncheck all email checkboxes.

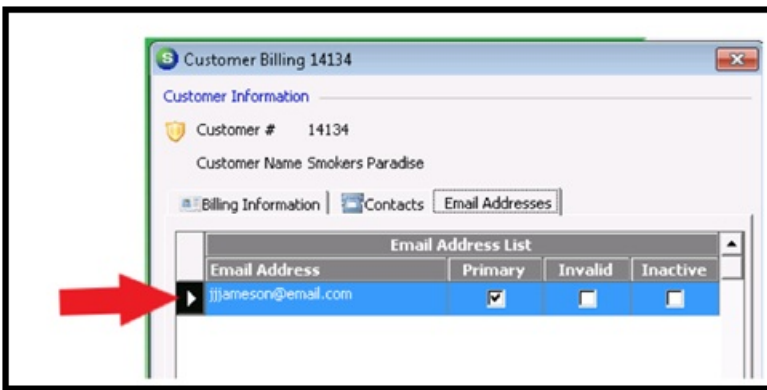
If you are just removing an invalid email and keeping/re-adding an email address skip this step and go to Step 4



- 4. Click on the Email Addresses Tab

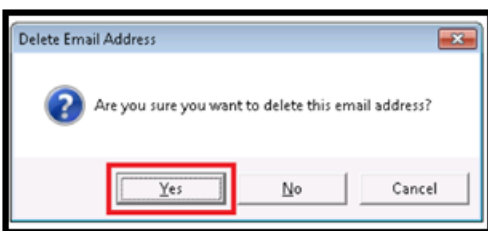


5. In the Email Addresses Tab – Click on the Arrow by the email to remove to highlight the whole line

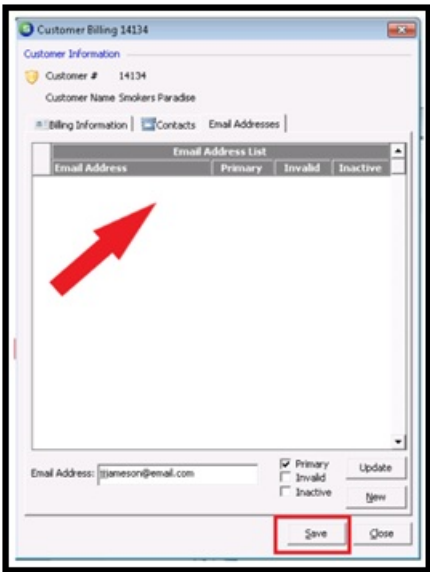


6. Press your Delete Key on your keyboard

7. Click on the Yes Button when asked if you want to delete the email



8. Click on the Save button when you see the email has been removed



9. Click or add notes to the information window

10. The Edit Bill To window will close.

11. To verify if removed, Right click on Bill To Name – Select Edit Bill To – Now you should not either see no email, if removed completely in the Billing Information Tab or Click on the Email Addresses Tab and verify the email that was removed no longer is showing in list.

