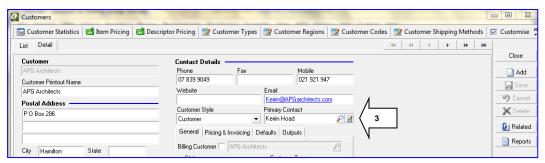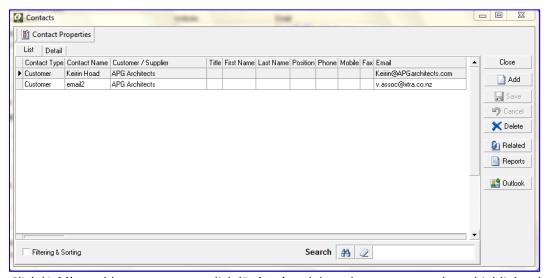1. For customer contacts: From the main menu select **Sales** -> **Customers**. Locate the customer and select the '**Detail**' tab.
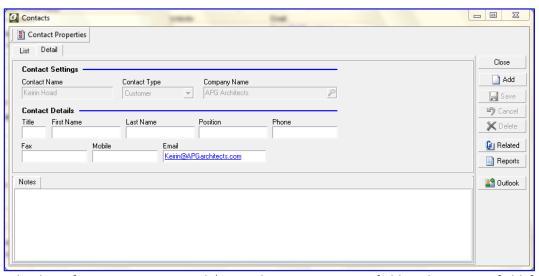
   For supplier contacts: From the main menu select **Purchasing** -> **Suppliers**. Locate the supplier and select the '**Detail**' tab.

2. To remove a Primary Contact, first delete the name that is in the Primary Contact field.

3. Click on the pencil-on-paper icon to the right of the Primary Contact field; this opens up the Contact Master table, filtered for the customer/supplier you are viewing.

4. Click '**Add**' to add a new contact, click '**Delete**' to delete the contact you have highlighted.

5. To edit, double click on the contact you have highlighted, or click the '**Detail**' tab at the top.

6. Edit the information as required (note: the Contact Name field is the unique field for the contact and cannot be changed once it has been saved).

7. Click the '**Save**' button and Close the Contacts screen.

8. Back at the customer/supplier '**Detail**' screen, click on the magnifying glass and select a new Primary Contact.