

Select Bid Category

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The Bid Categories lookup is used to select one or more bid category codes.

Select a bid category:

- The bid category codes are listed in ascending order.
- To search for a specific bid category code, begin typing the bid category code or description in the **Search** field. The list is automatically filtered to display the bid category codes that contain the characters that you have typed.
- When you locate the bid category codes to be included, select the corresponding checkbox and click **OK**. The lookup closes, and the field/parameter is populated with the selected codes.
- Click **Cancel** to close the lookup without selecting a bid category code.