

Select Bid Number

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Select Bid Number

The Bid Numbers lookup is used to select one or more bid numbers.

Select a bid number:

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