

Select Bid Vendor

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The Bid Vendors lookup is used to select one or more bid vendors.

Select a bid vendor:

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