

Select Buyer

Table of Contents

Select Buyer i
Select Buyer 1

Select Buyer

The Bid Buyers lookup is used to select one or more bid buyers.

Select a bid buyer:

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