



Select Vendors

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Select Vendors

The Vendors lookup is used to select a vendor(s).

Select a vendor:

Click **Search** to retrieve all available vendors.

Use the following search fields to search for a specific vendor:

| |
|-------------------------|
| Sort Key |
| Vendor Name |
| Include Inactive |
| Bid Category |

Click **Search** perform a search based on the entered criteria. Click **OK** Click **Cancel** to close the lookup without selecting a vendor.