



## 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:

<b>Sort Key</b>
<b>Vendor Name</b>
<b>Include Inactive</b>
<b>Bid Category</b>

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