

Select Vendors

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

Select a vendor:

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

OR

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

Sort Key	Type a vendor sort key.
Vendor Name	The the vendor name.
Include Inactive	Select to include vendors with an inactive status.
Bid Category	Type the three-character bid category code.

Click **Search**. A list of vendors that match the entered criteria is displayed.

- Select the desired vendors(s) and click **OK**. The selected vendor numbers are populated in the report parameter.
- Click **Cancel** to close the lookup without selecting a vendor.