

vendors_directory

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vendors_directory i

To narrow the search, type data in the following fields:

- In the **Sort Key** field, type a vendor sort key.
- In the **Vendor Name** field, type a vendor name.
- Select **Include Inactive** to retrieve a display-only list of inactive vendors.
- In the **Bid Category** field, type a bid category to retrieve only the vendors with that bid category.

Click **Search**. A list of data that matches the search criteria is displayed.
Select a vendor number to populate the field and close the Vendors Directory. Otherwise, click **Cancel**.