

Select Buyer

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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.


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