



Competitive Bid Cancellation Reasons

	Allows users to create and manage standardized explanations for why a SOW is cancelled.
---	---

Please note that depending on your Beeline Platform settings, this feature may, or may not, be turned on. Reach out to your Beeline Representative to adjust settings.

How to Navigate to Competitive Bid Cancellation Reasons via Self-Service:

1. Log in to the Beeline Platform using your *username* and *password*. Your Home page appears.
2. Click the **My Preferences** icon  at the top right of your page in the Header Menu.
3. Hover over the **VMS Settings** menu item and click **Competitive Bid**.
4. Click **Competitive Bid Cancellation Reasons** from the list of available Competitive Bid Self-Service features to be taken to the **Reasons List** screen.

How to Create a New Competitive Bid Cancellation Reason:

Complete steps 1-4 above.

5. Click **Add New**.
6. Complete the following fields:
 - **Name:** The name of the cancellation reason
 - **Code:** should not contain any spaces
 - **Description:** Describe the Cancellation Reason
 - **Active** (checkbox): Leave checked to be visible to users
7. To create a single Cancellation Reason, click the **OK** option. If multiple Cancellation Reason need to be created, click the Save and Add New option; then repeat populating each reason. Use the **OK** option for the final record to save and exit.