

Competitive Bid Category

	Define and manage groups that match your labor types, such as Marketing, Development, or Quality Assurance. Defining categories in templates lets you capture and report on the majority of spend by category for your projects.
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Please note that depending on your Beeline Enterprise settings, this feature may, or may not, be turned on. Reach out to your Beeline Representative to adjust settings.

Navigate to Competitive Bid Category via Self-Service:

1. Log into Beeline Enterprise using your username and password, and your homepage appears.
2. Navigate to the upper-right corner of the screen and click the gear icon labeled **Preferences** in the header menu.
3. Hover over VMS Settings to reveal a list of setting categories.
4. Select **Competitive Bid**, then choose **Competitive Bid Category**.

Add a Competitive Bid Category:

Complete steps 1-4 above.

5. Click **Add New**.
6. Fill out the required fields:
 - Name: Used to identify the Competitive Bid Category.
 - Code: must not contain any special characters or spaces.
 - Description: used to identify the Competitive Bid.
 - Active Checkbox: defaults to checked. If you do not want the Competitive Bid Category to be available, uncheck the box.
7. Click **OK**. (or **Save and Add New** to add multiple Competitive Bid Categories)

Edit a Competitive Bid Category:

1. After navigating to Competitive Bid Categories, click the Competitive Bid Category **name link** to view the Category.
2. Click **Edit** and make any necessary changes.

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- Note: The Code field cannot be updated.

3. Click **OK**.