


SOW Sub-Category

	Setup and manage your sub-categories. Sub-Categories are used to limit which supplier can be used in the Competitive Bid and Statement of Work processes.
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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 SOW Sub-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 **Statement of Work**, then choose **SOW Sub-Category**.

Add a SOW Sub-Category:

Complete steps 1-4 above.

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

Edit a SOW Sub-Category:

1. After navigating to SOW Sub-Categories, click the SOW Sub-Category **name link** to view the Category.
2. Click **Edit** and make any necessary changes.
 - Note: The Code field cannot be updated.

3. Click **OK**.