

Supplier Sub-Category



Supplier sub-categories allow you to set-up and manage the links between your suppliers and which sub-categories they belong to.

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 Supplier 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 or Competitive Bid**, then choose **Supplier Sub-Category**.

Add a Supplier Sub-Category:

Complete steps 1-4 above.

5. Click **Manage Template Vendors for Subcategory** link.
6. Select a template (either use type-ahead or the magnifying glass to search).
7. Select a subcategory (either use type-ahead or the magnifying glass to search).
8. Click **Submit**.