


## Un-Awarded Vendor Reasons

	Create and manage standardized explanations for why a competitive bid was <i>not</i> awarded to a vendor or vendors.
---	--

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 Un-Awarded Vendor 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 **Un-Awarded Vendor Reasons** from the list of available Competitive Bid Self-Service features to be taken to the **Un-Awarded Reasons** screen.

### How to Add a New Un-Awarded Vendor Reason via Self-Service:

**Complete steps 1-4 above.**

5. Click **Add New**.
6. Complete the following fields:
  - **Name:** select a name for the un-award reason.
  - **Code:** do not use any spaces in the code.
  - **Description:** Use this field to add additional detail around the reason.
  - **Active** (checkbox): Check the box to make the Un-Awarded Vendor Reason visible.
7. Click **OK** to save a single Award Reason. If multiple Award Reasons need to be created, click the **Save and Add New** option; then repeat populating each reason.
8. Use the **OK** option for the final record to save and exit.

#### Main Benefits:

- Provides the “why” for compliance and auditing.
- Fields are reportable.