



Vendor Categories - FIN2750

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This page is used to establish a list of vendor category codes to be used by the local education agency (LEA). You can use the category codes to group and sort vendors in a manner that meets your LEA's needs. The Maintenance > Vendor Information > Vendor Miscellaneous tab allows you to assign category codes to specific vendors.

Add a category code:

Click **+Add** to add a row.

Field	Description
Category Code	Type a three-digit user-defined category code.
Description	Type a user-defined category code description. The field can be a maximum of 30 alphanumeric characters.
Bid Category	Select to identify the category code as an active bid category.
Begin Date	Type the beginning effective date for the bid. The field is optional.
End Date	Type the ending effective date for the bid. The field is optional.
HUB	Select to identify the category as a Historically Underutilized Business (e.g., minority, women, etc.). If HUB is selected, the category code is available for use in the HUB Code field on the Maintenance > Vendor Information > Vendor Miscellaneous tab.

Click **Save**.

****NOTE:**

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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