



Vendor Update Vendor Profile

(similar steps for Renewal)

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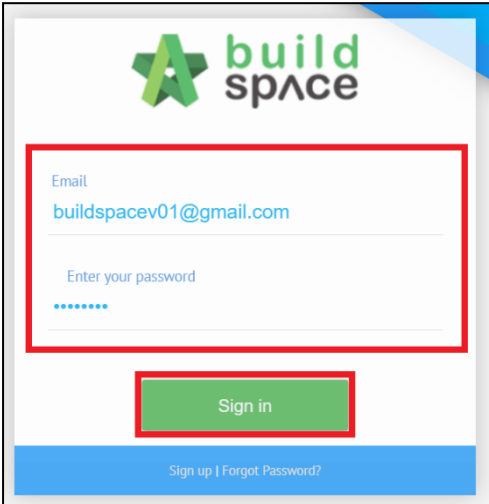
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

Last updated: 24/05/2021

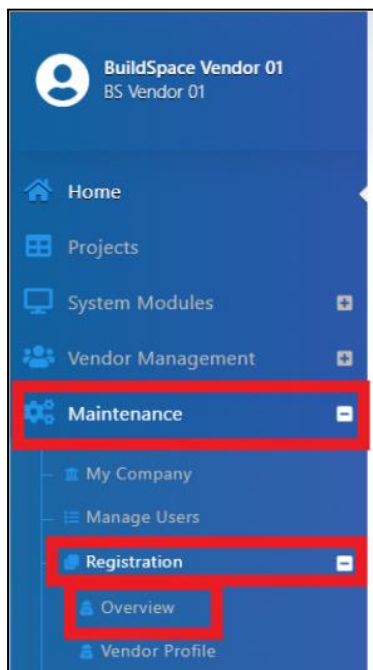
Vendor Update Registration Details

1. Login to BuildSpace

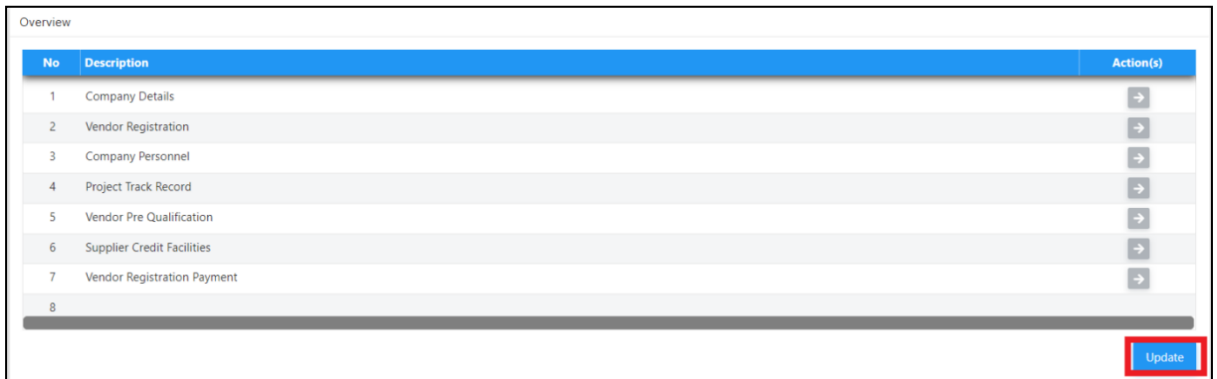


The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green star icon and the text "build space". Below the logo is a login form with two input fields: "Email" and "Enter your password". The email field contains the text "buildspacev01@gmail.com". The password field is filled with seven dots. Below the password field is a green "Sign in" button. At the bottom of the page, there is a link that says "Sign up | Forgot Password?".

2. Click "Maintenance"
3. Click "Registration"
4. Click "Overview"



5. Click "Update"



6. Click → into respective description to update information

7. Click "Submit" to proceed with submission; Click "Discard Changes" to undo changes done to the overview



8. Tick "I Confirm" and Click "Submit"

