



Vendor Upload Attachments

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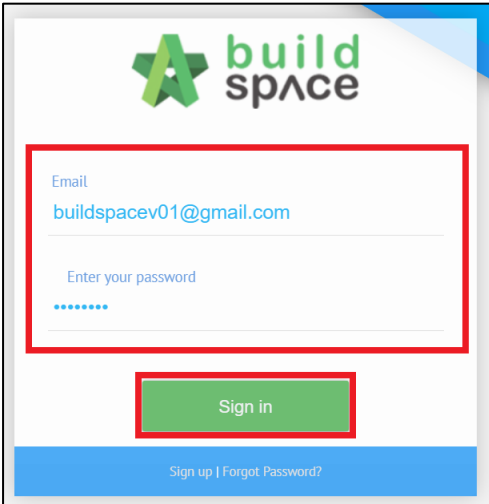
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

Last updated: 24/05/2021

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1. Login to BuildSpace

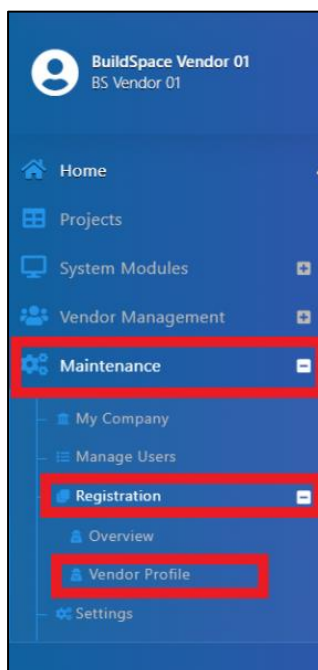


The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green star icon and the text "build space". Below the logo is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is located below the password field. At the bottom of the form, there are links for "Sign up" and "Forgot Password?".

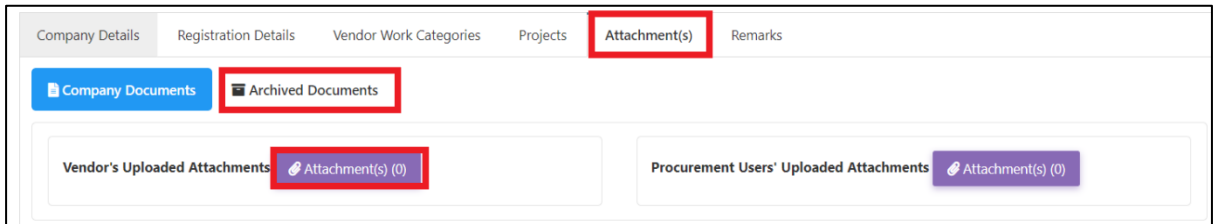
2. Click "Maintenance"

3. Click "Registration"

4. Click "Vendor Profile"



5. Click "Attachment(s)" and click "Archived Documents" to view documents submitted to MyBiz
6. Click "Attachment(s)" beside "Vendor's Uploaded Attachments to upload new documents



7. Click "Add Files", Select File, Click "Start Upload" and Click "Submit"

