BUILDSPACE

EPROJECT

Last updated: 23/5/2021

Prepare Company Type
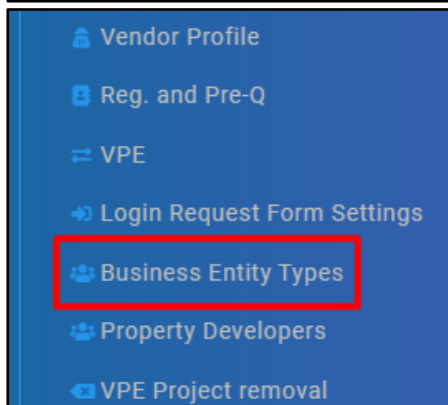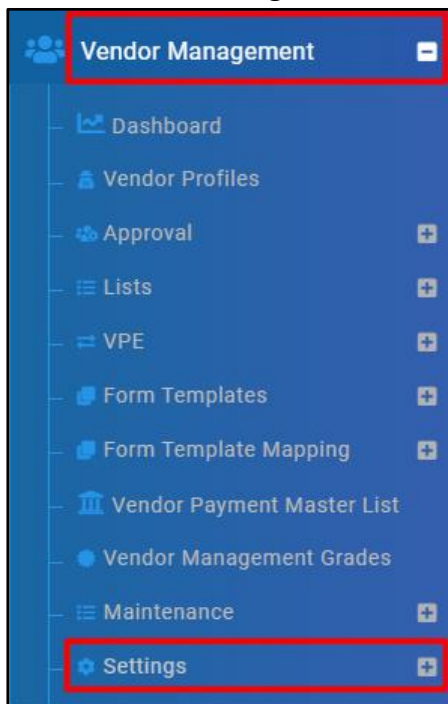
Procurement User / Admin

Prepare Company Type to govern the type of Registration Form to be used
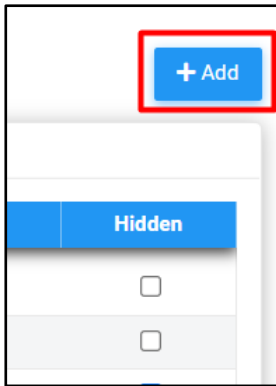*Note: Please make sure the spelling and name are PROPERLY as it cannot be amended after save.*
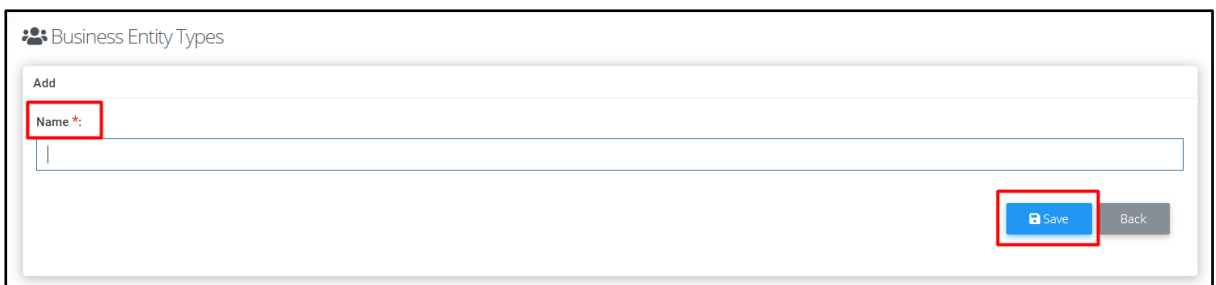
1. Login in as **Procurement User/Admin**.
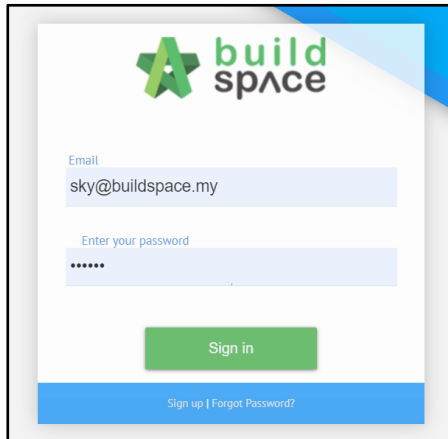
2. Click **"Vendor Management"** and then click **"Settings"**. Click **"Business Entity Type"**.
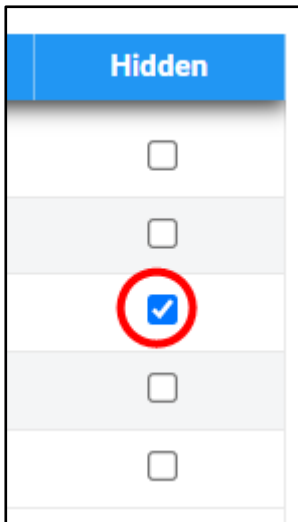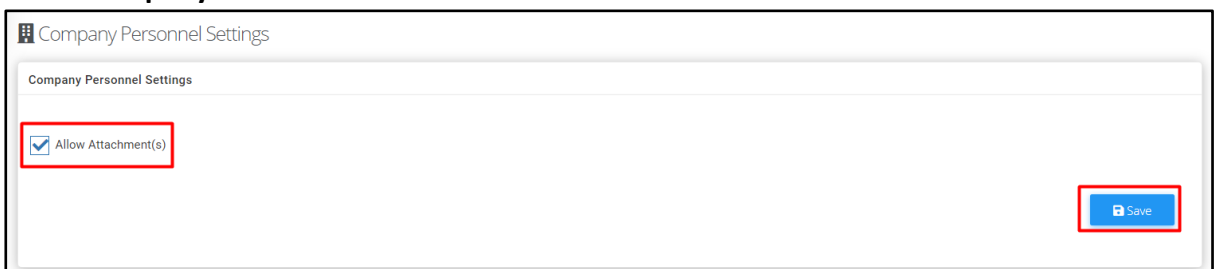
3. Click **"Add"**.

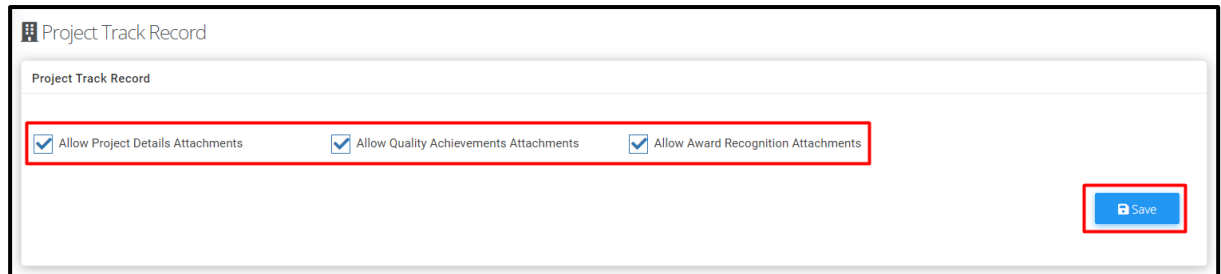

4. Input **Name** and click **"Save"**.

5. Tick **Hidden** if such Business Entity shall not display out.

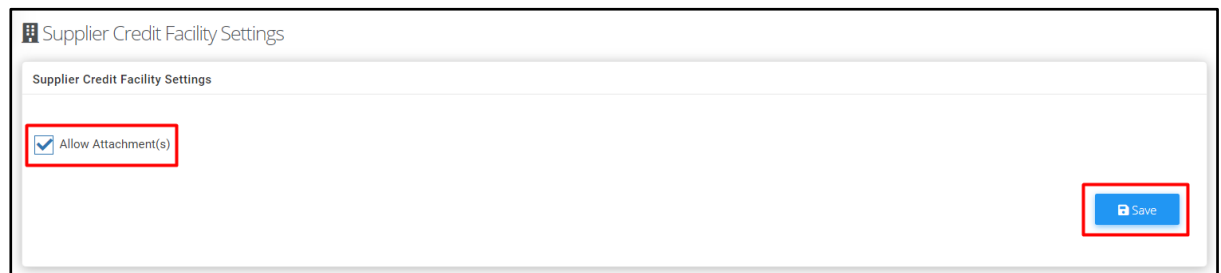6. Click **"Company Personnel"** and tick **Allow Attachments**.

7. Click **"Project Track Record"** and tick **Allow Attachments**.

8. Click **"Supplier Credit Facilities"** and tick **Allow Attachments**.