



## Amend Letter of Award Based on Comments

For Editor User

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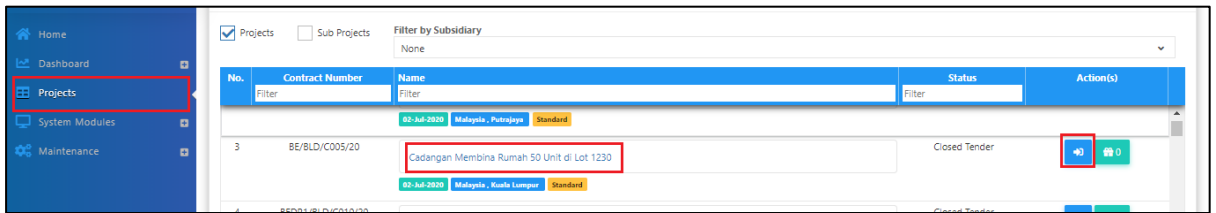
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

(BuildSpace Version 2.3)

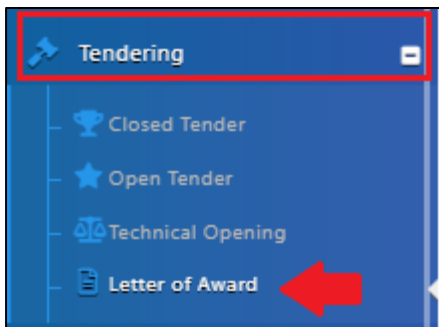
Last updated: 13/10/2020

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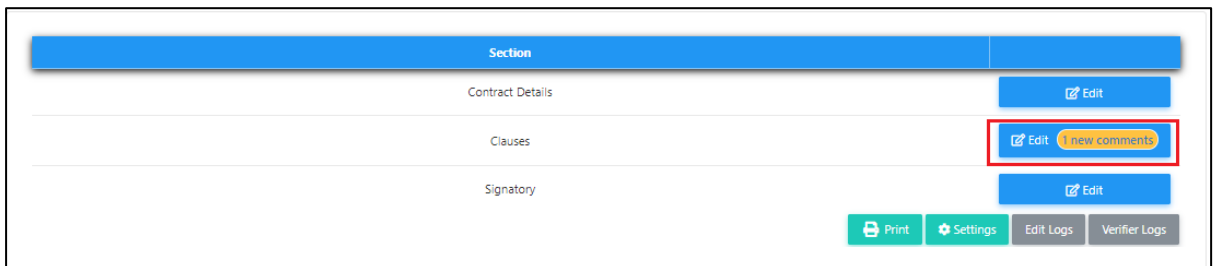
1. Login **BuildSpace eProject** system, click **“Project”** and then click **“Project Title”** or click **“Open Project”**



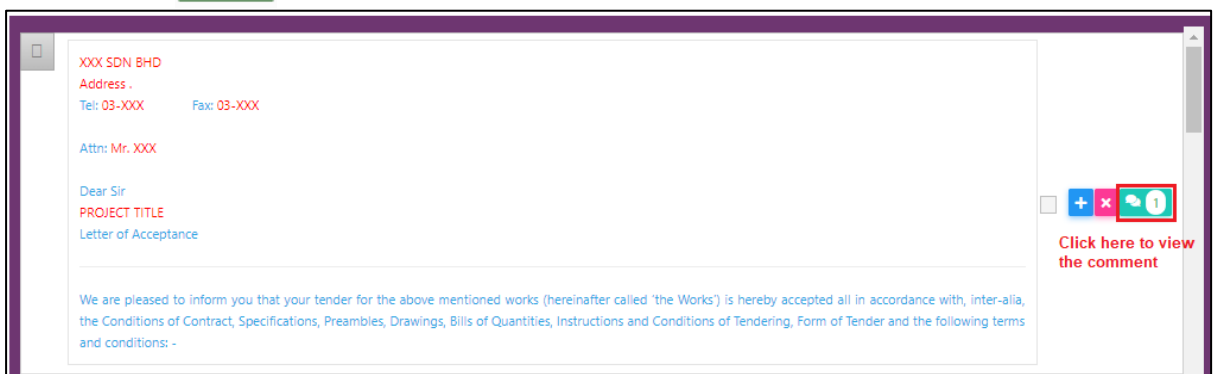
2. Go to **“Tendering”**, then click at **“Letter of Award”**.



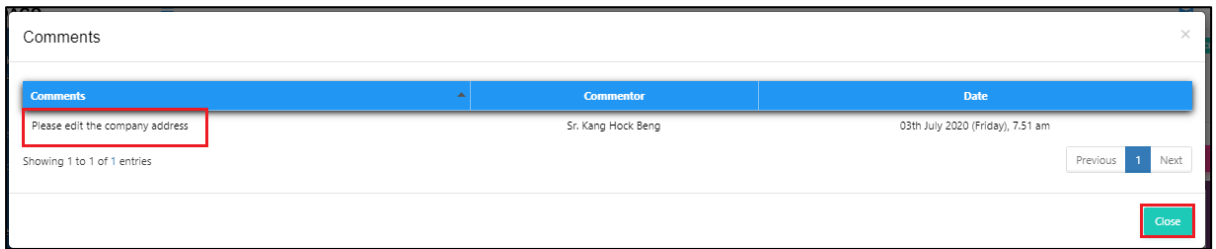
3. You can view how many comments inserted by Reviewer. To view the comments, click **“Edit”**.



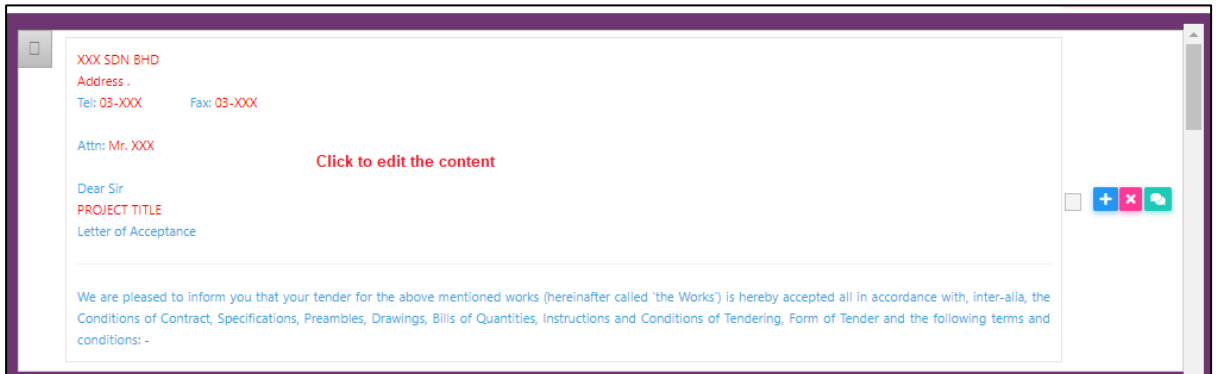
4. Click icon  to view unread comment.



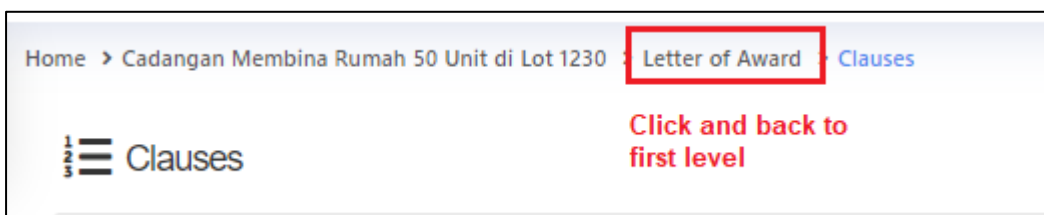
5. You can view the comments from Reviewer user. Click **“Close”** to amend the clauses.



6. Click on clauses to edit the content.



1. After amended the clauses based on comment, click **“Letter of Award”** and back to the first level.



7. Click **Action(s)**, then click **“Notify Reviewer”** to allow reviewer to review the amended letter of award.

