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Sering Ukay, 68000 Ampang, Selangor, Malaysia
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Email: info@pck.com.my
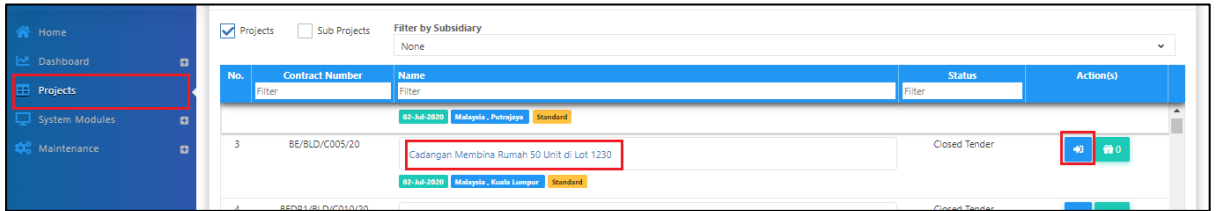Website: www.BuildSpace.my

Prepare / Edit

Letter of Award

For Editor User

(BuildSpace Version 2.3)

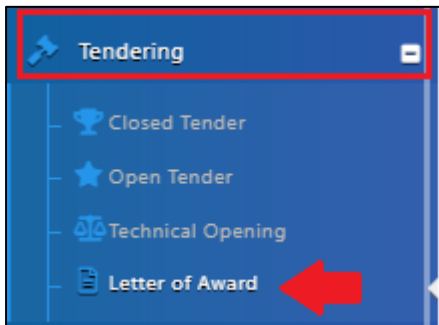**Last updated: 13/10/2020**

Prepare / Edit Letter of Award

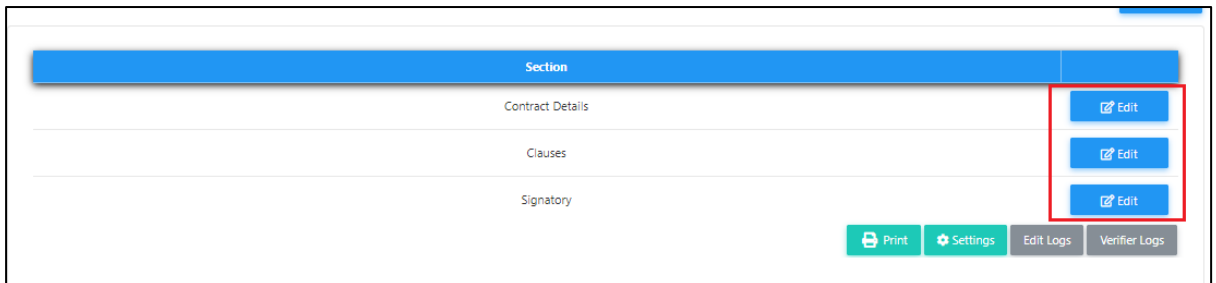**Note: Following steps are for user who assigned as Editor role only.**

1. Login **BuildSpace eProject** system, click **"Tendering"** and click **"Project Title"** or click to open a project.

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


3. There are 3 categories under Letter of Award module, click **"Edit"** beside each category to start edit.


Note: You can copy the content from existing format (Microsoft Word). However, you need to paste the content from Microsoft Word into NOTEPAD first, then copy the content from NOTEPAD and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and allow user to spend lesser time on adjusting spacing, margin & layout when printing out the Letter of Award)
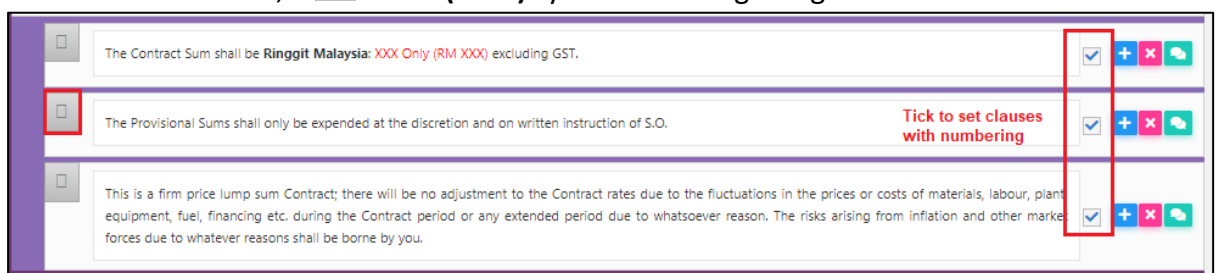
4. For **Contract Details**, user need to input the header content like below *(which will display at the top of every page when printed out)*. After that, click "**Save**".
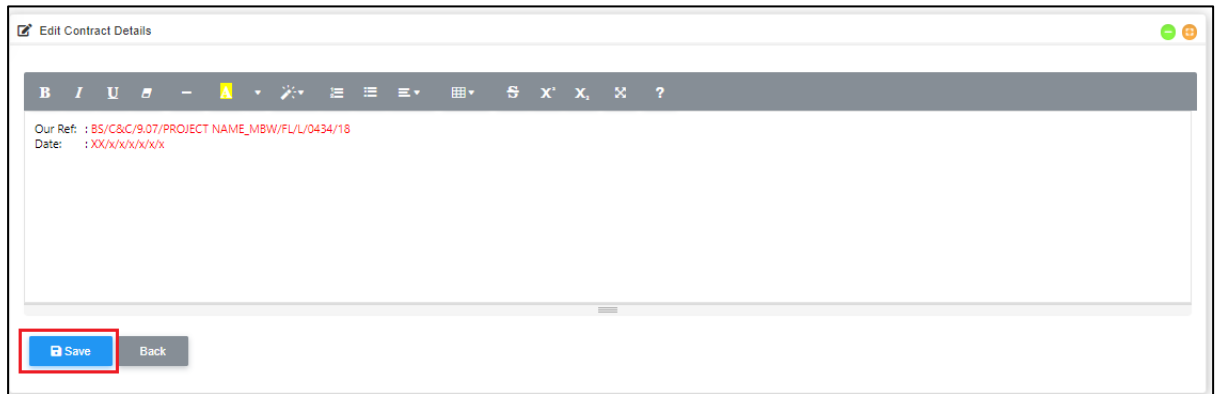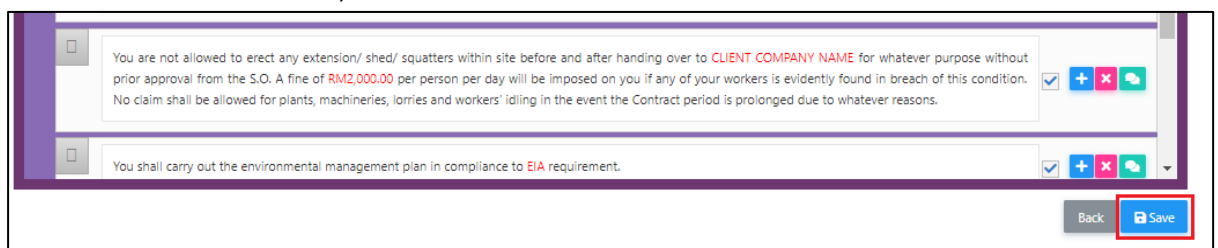

5. For **Clauses**, user need to "**Add New Clause**" and key in the content.
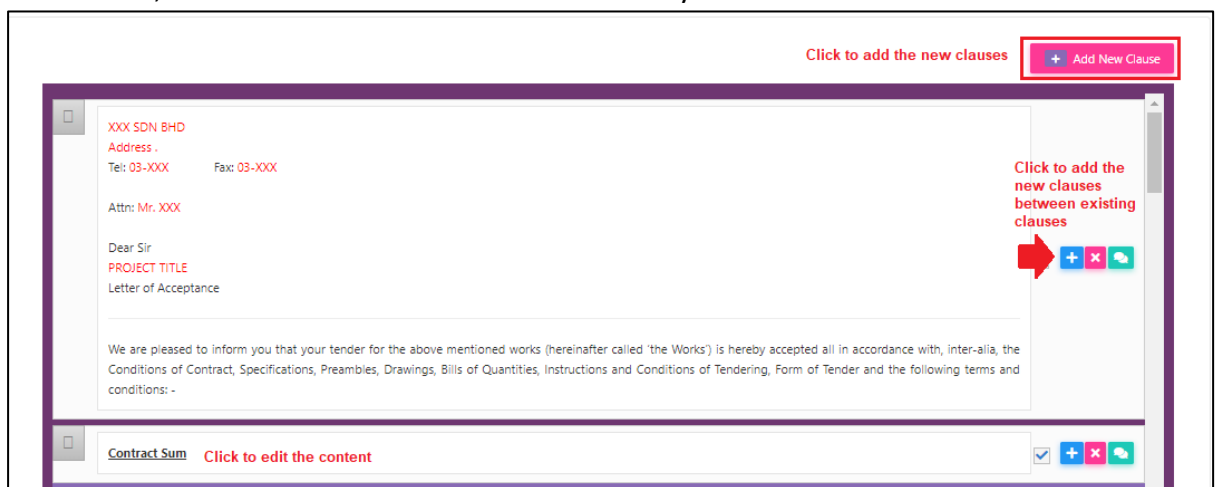
6. Tick to set numbering for certain clauses *(e.g. 1.0, 1.1 …).* Further, to set certain clause as sub clauses, ☰ **click (Hold)** symbol and drag to right side.
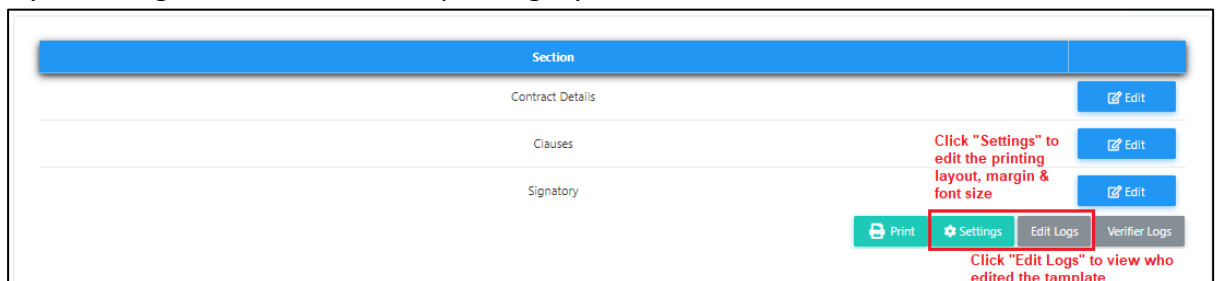

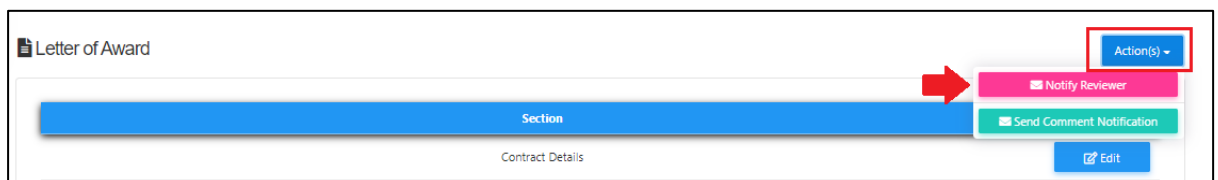7. After finalised the clauses, click "**Save**".

8. For Signatory, you need to insert the content on contractor's signature page only (As shown below).

9. After finalised the Letter of Award template, click **"Settings"** to edit the printing layout, margin & font size before printing layout.

10. Click **Action(s)**, then click **"Notify Reviewer"** to allow reviewer to review the letter of award.

11. After clicking **"Notify Reviewer"**, the system will pop out a message shown that notification has been sent successfully.