



Send Out Tender Invitation

For Admin & Normal User

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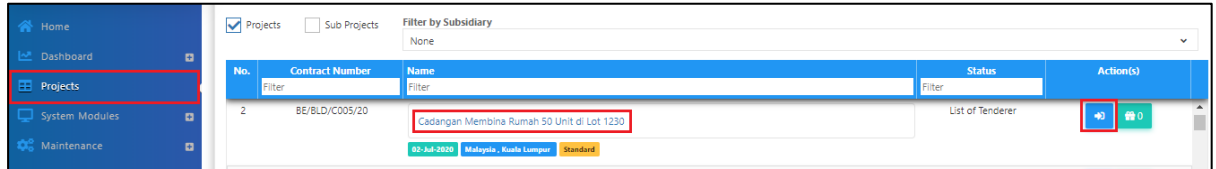
(BuildSpace Version 2.3)

Last updated: 13/10/2020

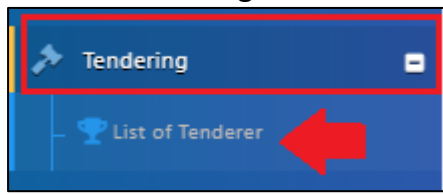
Send Out Tender Invitation

Note: User must prepare & submit Tender Invitation before submitting Calling Tender Form.

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



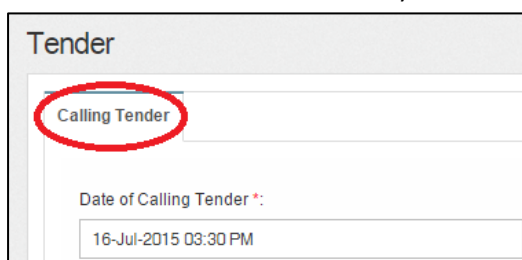
2. Click at **“Tendering”** menu and then click at **“List of Tenderer”**.



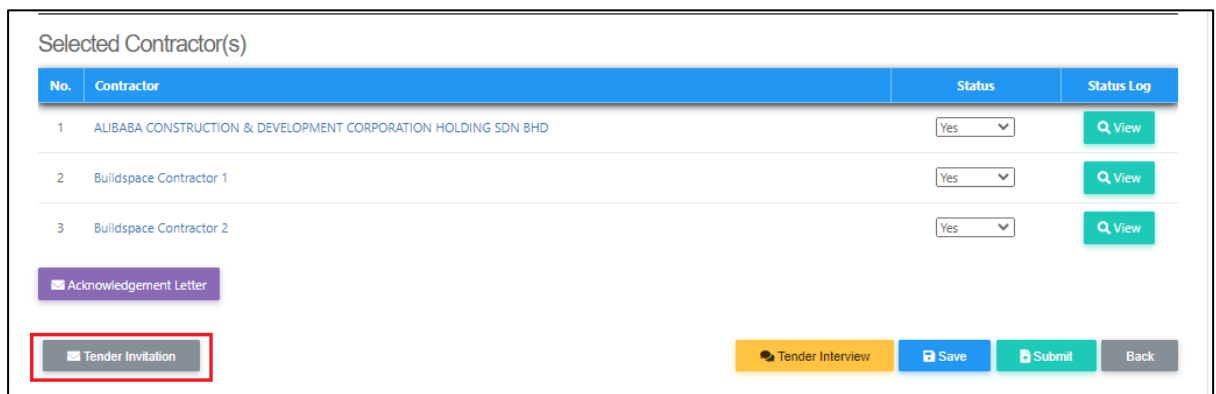
3. Click **“Tender”**.



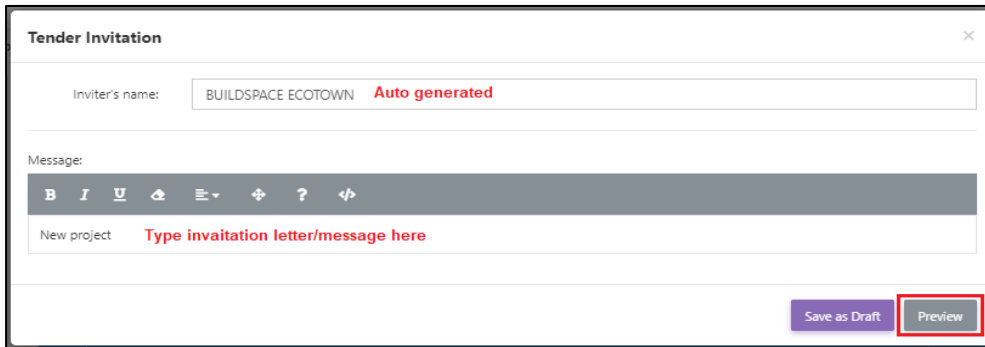
4. Click at **“Calling Tender”** tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).



5. Click **“Tender Invitation”** to send out tender invitation to the tenderers.



6. You can see the following pop up appear, type to draft content for tender invitation, then click “**Preview**” button.



7. You can preview the message before send out. To send out, click “**Send**” to send to all individual tenderer.

