



Create VPE Forms

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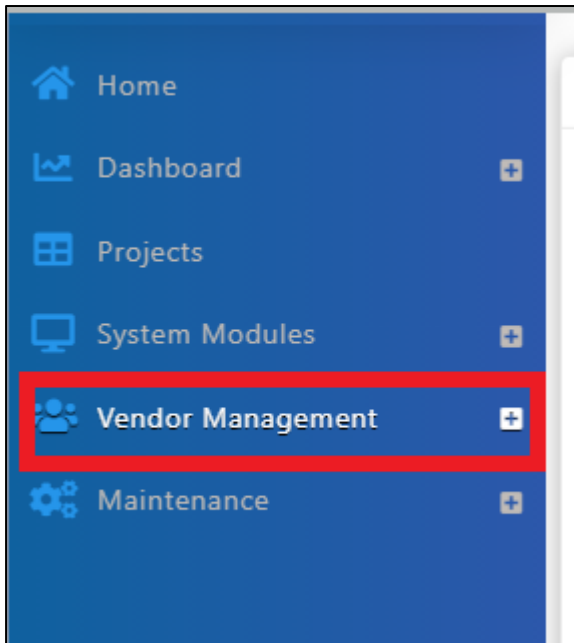
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

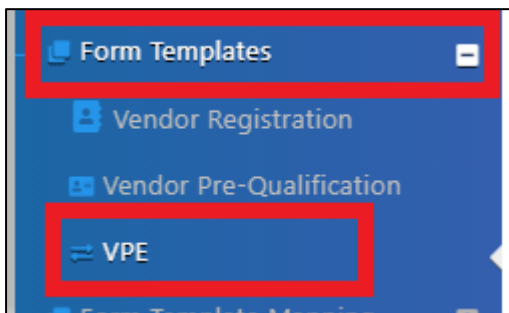
Last updated: 21/06/2021

Create VPE Forms

1. Login to BuildSpace
2. Click "Vendor Management"




3. Click "Form Templates" and Click "VPE"



4. Click "Add" to add new forms



5. Input details for the form by Inserting the form Name and selecting Vendor Group & Project Stage.



The screenshot shows a 'Create' form with the following fields and buttons:

- Name *:** A text input field.
- Vendor Group *:** A dropdown menu with the selected value 'CONSULTANT (CONSTRUCTION)'.
- Project Stage *:** A dropdown menu with the selected value 'Design'.
- Buttons:** A blue 'Save' button and a grey 'Back' button.

A red rectangular box highlights the Name, Vendor Group, and Project Stage fields.

6. Click "Save"

