



Edit VPE Forms

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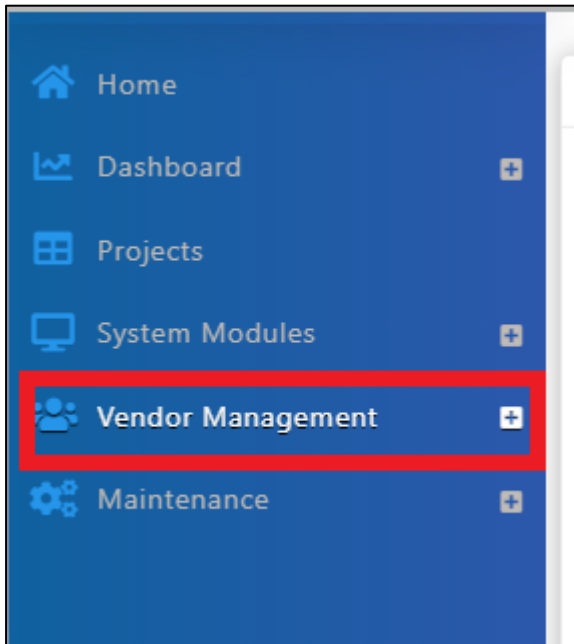
Website: www.BuildSpace.my

**(BuildSpace Version 3.4)**

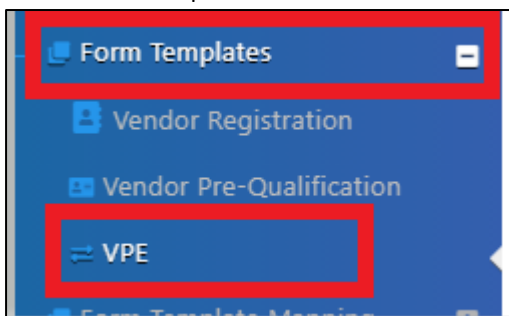
**Last updated: 21/06/2021**


## Edit the VPE Form

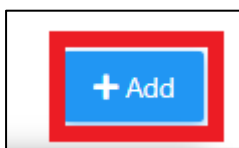
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "Forms Template" and Click "VPE"




4. Click at  to view form
5. Click "Add" to add item

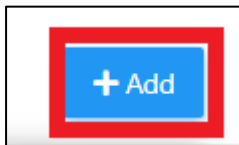


6. Input details of item

The screenshot shows a web form titled 'Add Item' with a sub-header 'VPE Form for Consultants'. Below the sub-header is a breadcrumb trail 'VPE Form for Consultants'. The main form area contains two input fields: 'Name \*:' and 'Weight \*:'. Both fields are currently empty. At the bottom right of the form, there are two buttons: a blue 'Save' button with a lock icon and a grey 'Back' button. A red rectangular box highlights the 'Name \*:' and 'Weight \*:' input fields.

7. Click  to view item breakdown

8. Click 'Add' to add item breakdown

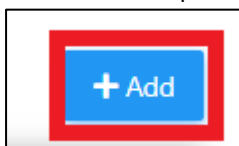


9. Input details of item breakdown


The screenshot shows a web form titled 'Add Item' with a sub-header 'Cost Estimate'. Below the sub-header is a breadcrumb trail 'VPE Form for Consultants > Cost Estimate'. The main form area contains two input fields: 'Name \*:' and 'Weight \*:'. Both fields are currently empty. At the bottom right of the form, there are two buttons: a blue 'Save' button with a lock icon and a grey 'Back' button. A red rectangular box highlights the 'Name \*:' and 'Weight \*:' input fields.

10. Click  to input scoring

11. Click "Add" to input scoring



12. Input scoring details

 Add Item

Consultant's estimate amount within contractor's quotation

VPE Form for Consultants > Cost Estimate > Consultant's estimate amount within contractor's quotation > Scores

Name \*:

Score \*: