



Register New Vendor Group

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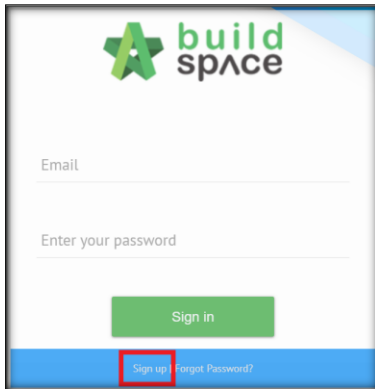
(BuildSpace Version 3.4)

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Register New Vendor Group

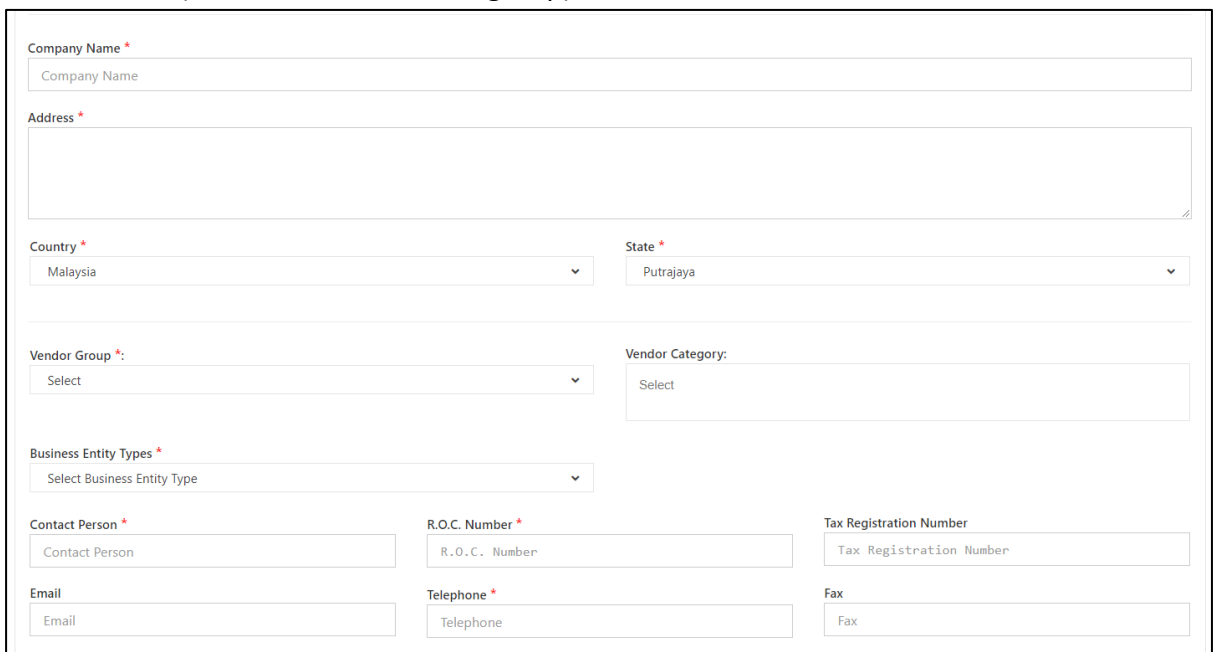
Vendor will be required to Sign Up as new company in order to add a new vendor group

1. Click "Sign Up"



The screenshot shows the BuildSpace login interface. At the top is the 'build space' logo. Below it are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom of the page, there are two links: 'Sign up' and 'Forgot Password?'. The 'Sign up' link is highlighted with a red rectangular box.

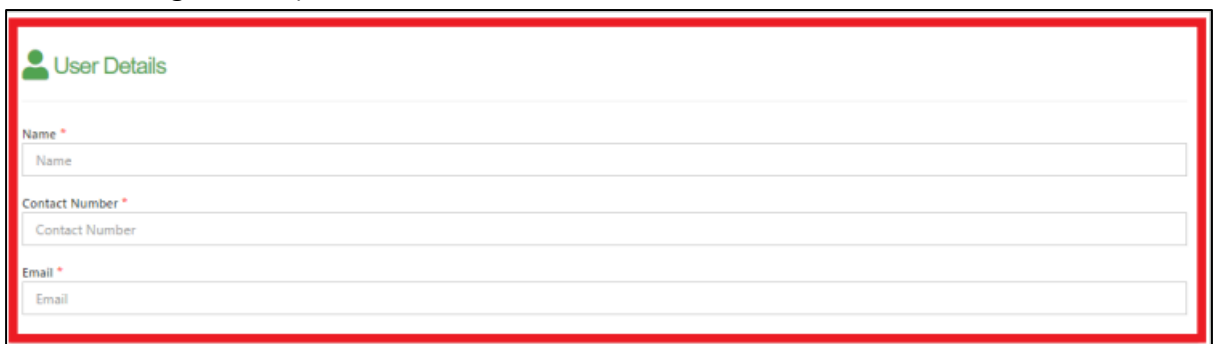
2. Insert details (Select the new vendor group)



The screenshot displays a registration form with the following fields and sections:

- Company Name ***: A text input field with the placeholder 'Company Name'.
- Address ***: A large text area for entering the address.
- Country ***: A dropdown menu with 'Malaysia' selected.
- State ***: A dropdown menu with 'Putrajaya' selected.
- Vendor Group ***: A dropdown menu with 'Select' as the current selection.
- Vendor Category:**: A text input field with 'Select' as the current selection.
- Business Entity Types ***: A dropdown menu with 'Select Business Entity Type' as the current selection.
- Contact Person ***: A text input field with the placeholder 'Contact Person'.
- R.O.C. Number ***: A text input field with the placeholder 'R.O.C. Number'.
- Tax Registration Number**: A text input field with the placeholder 'Tax Registration Number'.
- Email**: A text input field with the placeholder 'Email'.
- Telephone ***: A text input field with the placeholder 'Telephone'.
- Fax**: A text input field with the placeholder 'Fax'.

3. Insert User Details (User will be required to insert an email different to the one used in the existing account)



The screenshot shows the 'User Details' registration form, which includes the following fields:

- Name ***: A text input field with the placeholder 'Name'.
- Contact Number ***: A text input field with the placeholder 'Contact Number'.
- Email ***: A text input field with the placeholder 'Email'.

4. Tick Checkbox and Click “Submit”

The screenshot shows a registration form with two checkboxes. The first checkbox is labeled "Terms of Use" and has the text "By checking this, you agree to our Terms of Use." below it. The second checkbox is labeled "Client's Disclaimer for Vendor's Agreement" and has the text "I agree to the Client's Disclaimer for Vendor's Agreement" below it. A "Submit" button is located at the bottom right of the form.

User will receive 2 emails after submission.

1. Account Confirmation (Click the link inside to receive the second email)
2. Login Password

5. Vendor Login using the Username and Temporary Password

The screenshot shows the BuildSpace vendor login page. The BuildSpace logo is at the top. Below it, there are two input fields: "Email" with the value "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is below the password field. At the bottom, there are links for "Sign up" and "Forgot Password?".

6. Vendor to complete the registration details and submit for processing.

The screenshot shows the "Overview" page of the BuildSpace vendor registration process. It features a table with the following data:

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→

At the bottom right of the page, there are two buttons: "Discard Changes" and "Submit".