



Prepare Letter of Award &
Submit for Approval

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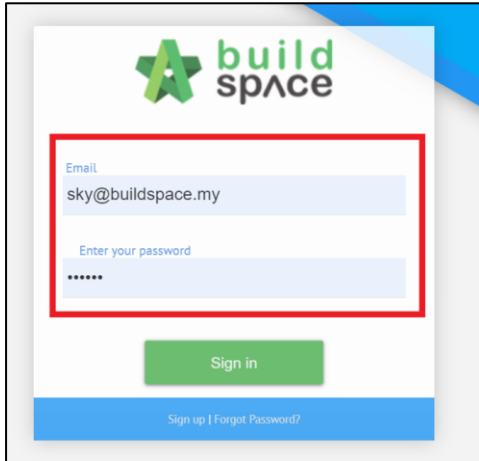
(BuildSpace Version 3.5)

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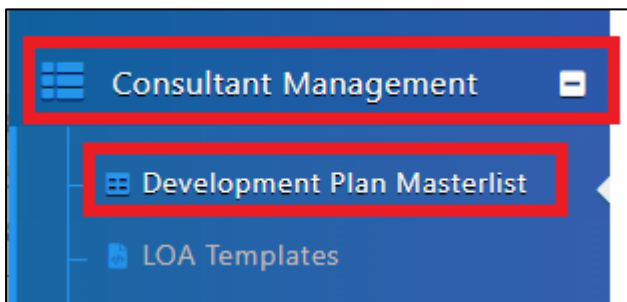
LOA Section will only appear once the Approval Document has been approved.

1. Login to BuildSpace



The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a red-bordered box containing an email input field with the text 'sky@buildspace.my' and a password input field with the placeholder 'Enter your password' and six dots. Below the password field is a green 'Sign in' button. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'. The entire page is set against a light blue background.

2. Click "Consultant Management" and click "Development Plan Masterlist"

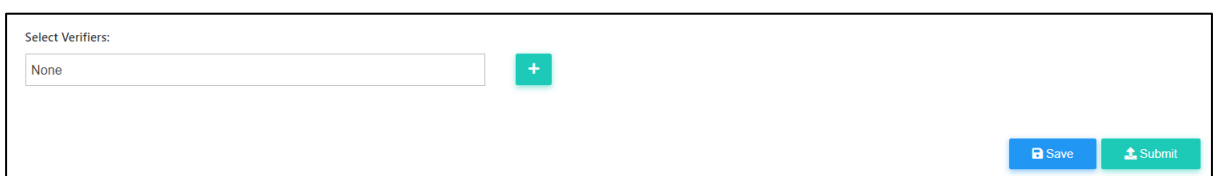


3. Click at the Development title
4. Click at the RFP Category
5. Click "LOA"
6. Select LOA Template
7. Select Section and click "Edit"
8. Click "Preview" to print



The image shows the LOA Template editor. At the top, there is a 'Template' dropdown menu with 'Please Select' and a red box around it. Below it is the 'Reference No' field with the value 'CMSB/DEMO001a/2021/00013'. There are three tabs: 'Header', 'Clauses', and 'Signatory', with 'Header' selected and a red box around it. Below the tabs is a text area containing 'Our Ref: CMCC/BU3/ADSL/DA/' and 'Date: 22FEB'. To the right of the text area is a blue 'Edit' button with a red box around it. At the bottom right is a red 'Preview' button.

9. Select Verifiers and Click 'Submit'



The image shows the 'Select Verifiers' form. It has a text input field with 'None' and a green '+' button. At the bottom right are two buttons: a blue 'Save' button and a green 'Submit' button.

