



BUILDSPACE EPROJECT

Input all parameters

Procurement User / Admin

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

3-2 Jalan SU 1E, Persiaran Sering Ukay 1

Sering Ukay, 68000 Ampang, Selangor, Malaysia

Tel :+603-41623698 Fax :+603-41622698

Email: info@pck.com.my

Website: www.BuildSpace.my

Last updated: 23/5/2021

Input all the parameters

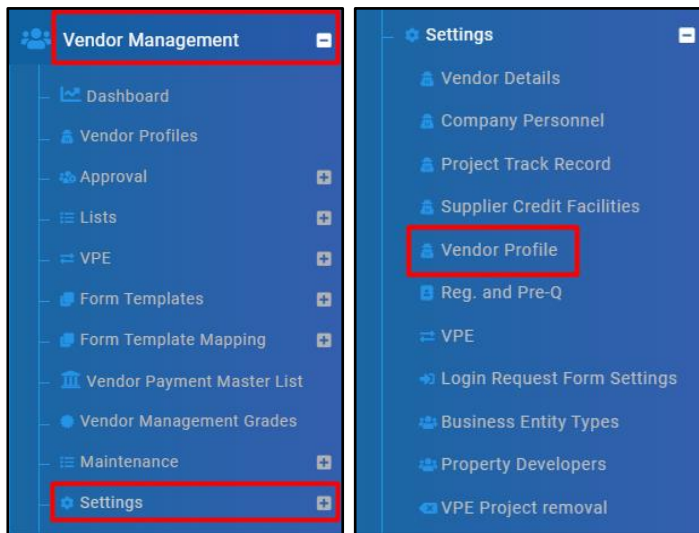
Vendor Profile

1. User Login as **Procurement User/Admin**.



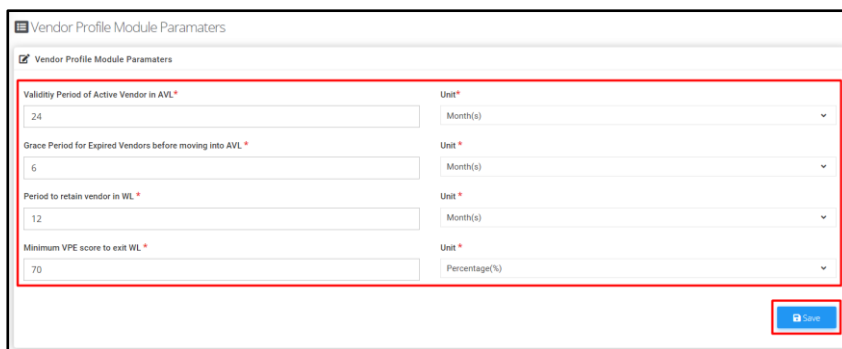
The image shows the Build Space login page. At the top left is the Build Space logo, which consists of a green star-like icon and the text "build space". Below the logo, there is a form with two input fields: "Email" with the value "sky@buildspace.my" and "Enter your password" with a masked password "*****". A green "Sign in" button is positioned below the password field. At the bottom of the form, there are links for "Sign up" and "Forgot Password?".

2. Click **"Vendor Management"** and then click **"Settings"**. Select **"Vendor Profile"**.



The image displays two side-by-side navigation menus. The left menu is titled "Vendor Management" and contains several items: Dashboard, Vendor Profiles, Approval, Lists, VPE, Form Templates, Form Template Mapping, Vendor Payment Master List, Vendor Management Grades, Maintenance, and Settings. The "Settings" item is highlighted with a red box. The right menu is titled "Settings" and contains: Vendor Details, Company Personnel, Project Track Record, Supplier Credit Facilities, Vendor Profile, Reg. and Pre-Q, VPE, Login Request Form Settings, Business Entity Types, Property Developers, and VPE Project removal. The "Vendor Profile" item in this menu is also highlighted with a red box.

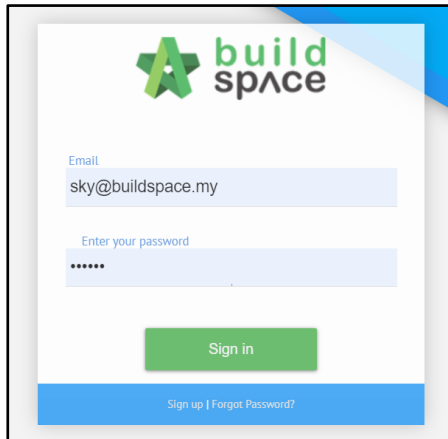
3. Input **parameters** and click **"Save"**.



The image shows the "Vendor Profile Module Parameters" form. It contains four rows of input fields, each with a "Unit" dropdown menu. The first row is "Validity Period of Active Vendor in AVL" with a value of 24 and a unit of "Month(s)". The second row is "Grace Period for Expired Vendors before moving into AVL" with a value of 6 and a unit of "Month(s)". The third row is "Period to retain vendor in WL" with a value of 12 and a unit of "Month(s)". The fourth row is "Minimum VPE score to exit WL" with a value of 70 and a unit of "Percentage(%)". A blue "Save" button is located at the bottom right of the form.

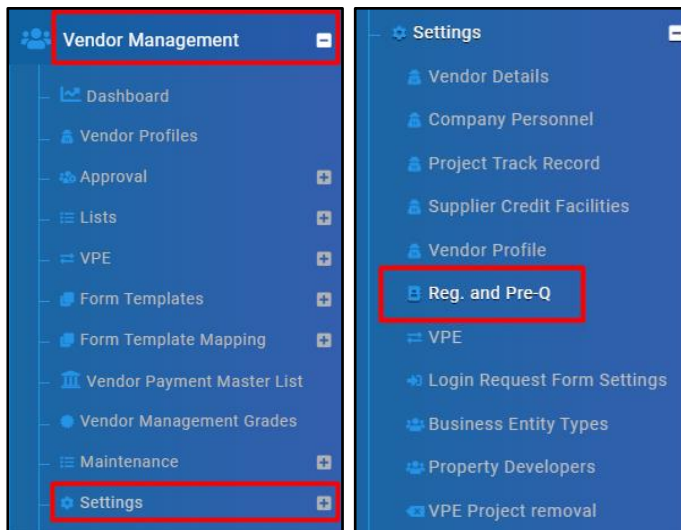
Reg. and Pre-Q

1. User Login as Procurement User/Admin.



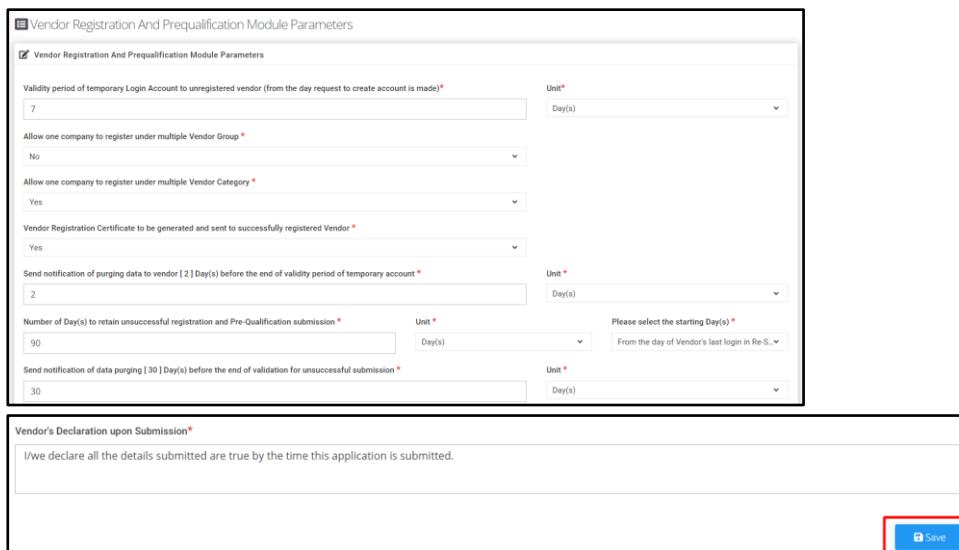
The image shows the Buildspace login page. At the top left is the Buildspace logo, which consists of a green star-like icon and the text 'buildspace'. Below the logo, there is an 'Email' input field containing 'sky@buildspace.my'. Underneath that is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is centered below the password field. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'.

2. Click “Vendor Management” and then click “Settings”. Select “Reg. and Pre-Q”.



The image displays two side-by-side navigation menus from a web application. The left menu is titled 'Vendor Management' and contains several items: Dashboard, Vendor Profiles, Approval, Lists, VPE, Form Templates, Form Template Mapping, Vendor Payment Master List, Vendor Management Grades, Maintenance, and Settings. The 'Settings' item at the bottom is highlighted with a red box. The right menu is titled 'Settings' and contains: Vendor Details, Company Personnel, Project Track Record, Supplier Credit Facilities, Vendor Profile, Reg. and Pre-Q, VPE, Login Request Form Settings, Business Entity Types, Property Developers, and VPE Project removal. The 'Reg. and Pre-Q' item is highlighted with a red box.

3. Input parameters and click “Save”.



The image shows a form titled 'Vendor Registration And Prequalification Module Parameters'. The form contains several input fields and dropdown menus. The first field is 'Validity period of temporary Login Account to unregistered vendor (from the day request to create account is made)*' with a value of '7' and a unit of 'Day(s)'. Below this are two dropdown menus for 'Allow one company to register under multiple Vendor Group' (set to 'No') and 'Allow one company to register under multiple Vendor Category' (set to 'Yes'). The next field is 'Vendor Registration Certificate to be generated and sent to successfully registered Vendor' (set to 'Yes'). Below that is 'Send notification of purging data to vendor [2] Day(s) before the end of validity period of temporary account' with a value of '2' and a unit of 'Day(s)'. The next row has 'Number of Day(s) to retain unsuccessful registration and Pre-Qualification submission' (value '90', unit 'Day(s)') and 'Please select the starting Day(s)' (dropdown 'From the day of Vendor's last login in Re-S.'). The final field is 'Send notification of data purging [30] Day(s) before the end of validation for unsuccessful submission' with a value of '30' and a unit of 'Day(s)'. At the bottom of the form is a text area for 'Vendor's Declaration upon Submission' with the text 'I/we declare all the details submitted are true by the time this application is submitted.' and a blue 'Save' button highlighted with a red box.