



# BUILDSPACE EPROJECT

Setting up standard  
emails to be sent

Procurement User / Admin

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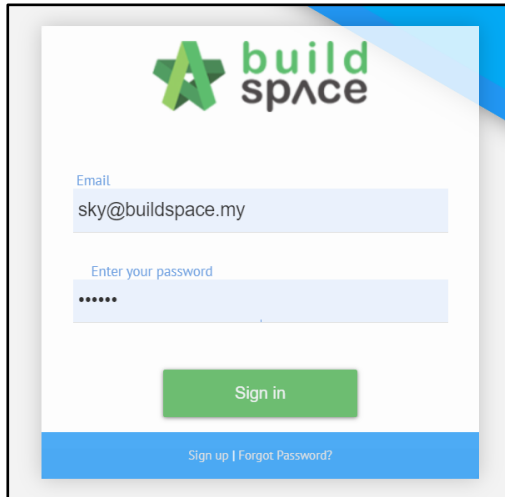
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

**Last updated: 23/5/2021**

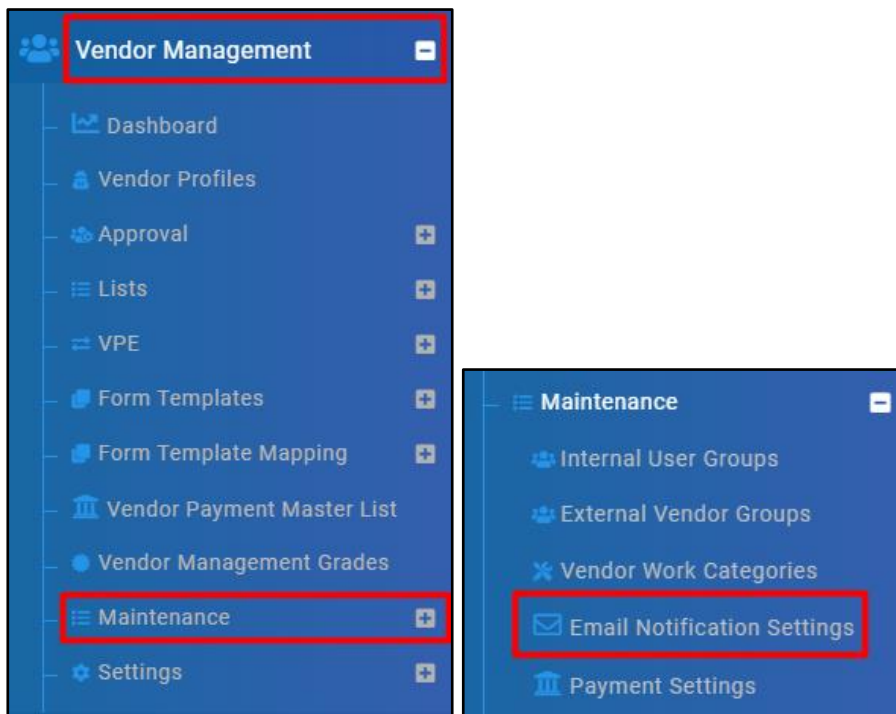
## Setting up standard emails to be sent to external and internal user

**Note: Company Name and Logo has been set up correctly.**

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



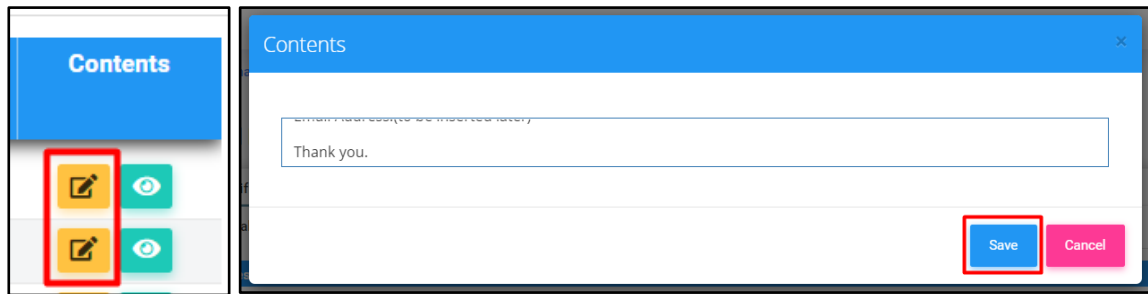
2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Email Notification Settings”**.



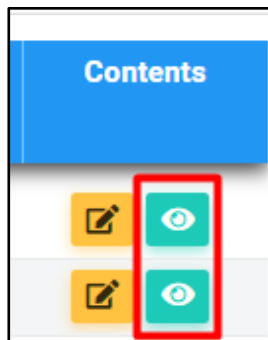
3. If status shows **“Activated”**, it means such email template is being use. Click again to make it become **“Deactivated”** if the template no longer to be used.

No	Description	Status
1	Notification to Unregistered Vendor on Successful Login Account Creation	Activated
2	Notification to Vendor on Request for Information During Registration and Renewal	Deactivated

4. Click **“Edit”** to edit Email Content. Then click **“Save”**.



5. Click **“Preview”** to preview the outlook of the email content.



**\*\* External Users refers to users outside SDP (Vendors).**

**\*\* Internal Users refers to all users inside SDP.**