BUILDSPACE

EPROJECT

Setting up Grading
System for Vendor

Procurement User / Admin
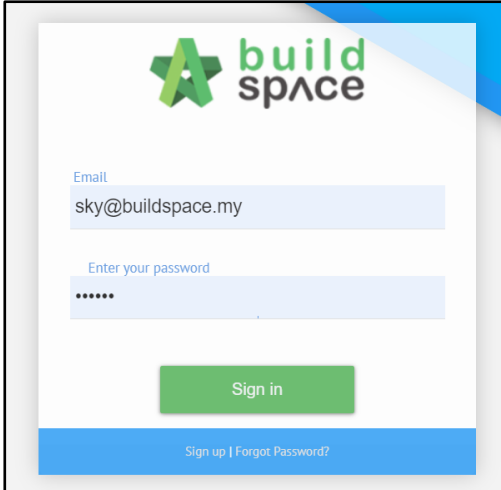
Last updated: 23/5/2021

Setting up Grading System for Vendor Management

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

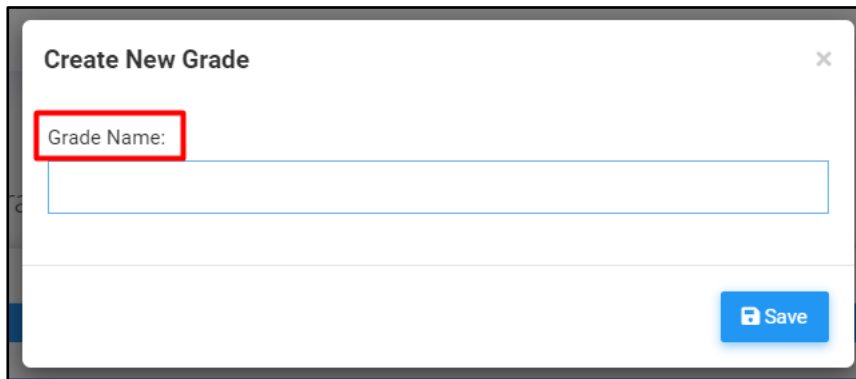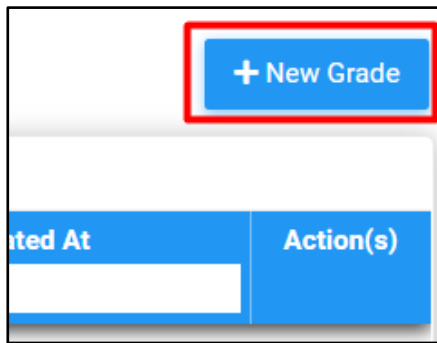2. Click **"Vendor Management"** and then click **"Vendor Management Grades"**.
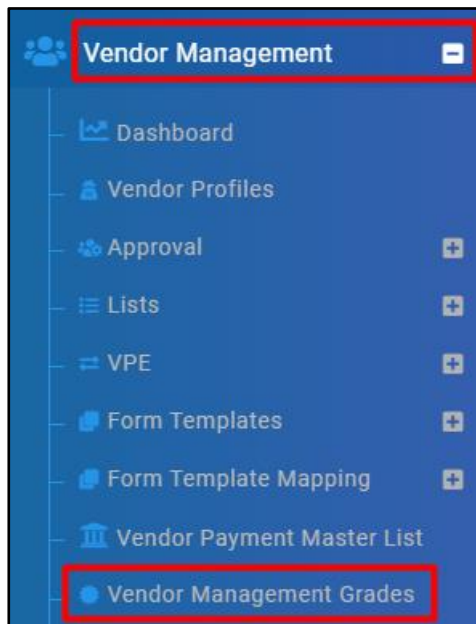
3. Click **"New Grade"** and input **Grade Name**. Click **"Save"**.

4. Click into Grade, click **"New Level"**. Input **Level Name** and **Upper Limit of Scores**. Click **"Save"**.