



BUILDSPACE EPROJECT

Setting up Grading
System for Vendor

Procurement User / Admin

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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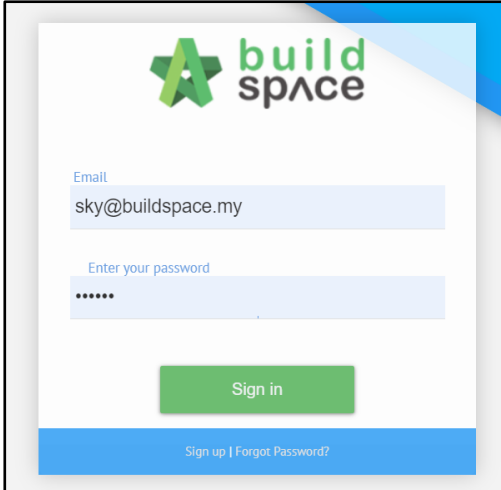
Email: info@pck.com.my

Website: www.BuildSpace.my

Last updated: 23/5/2021

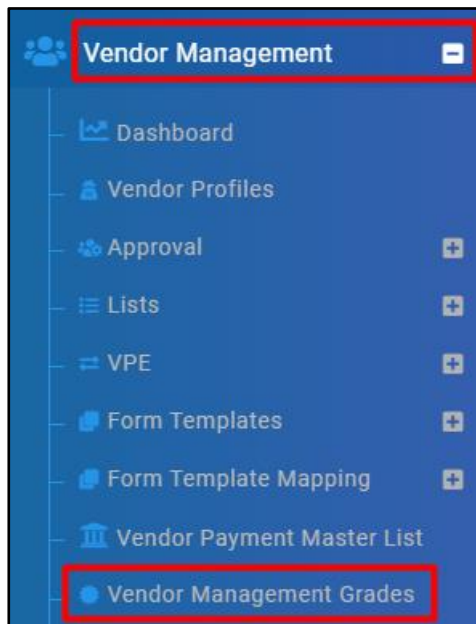
Setting up Grading System for Vendor Management

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

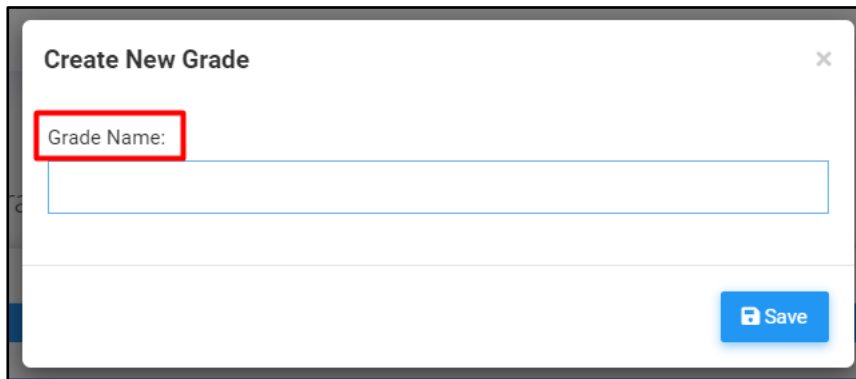
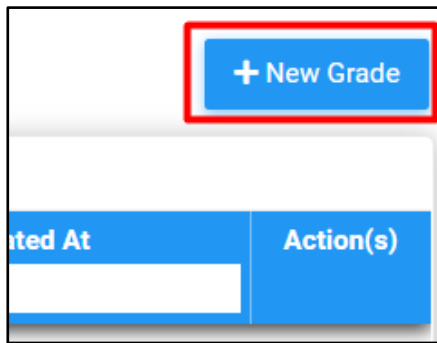


The image shows the login page for Build Space. At the top left is the Build Space logo, which consists of a green stylized 'A' icon followed by the text 'build space' in a sans-serif font. Below the logo is an email input field with the placeholder text 'Email' and the value 'sky@buildspace.my'. Underneath 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 **“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"**.

