



Submit Company Personnel
and Supplier Credit Facilities

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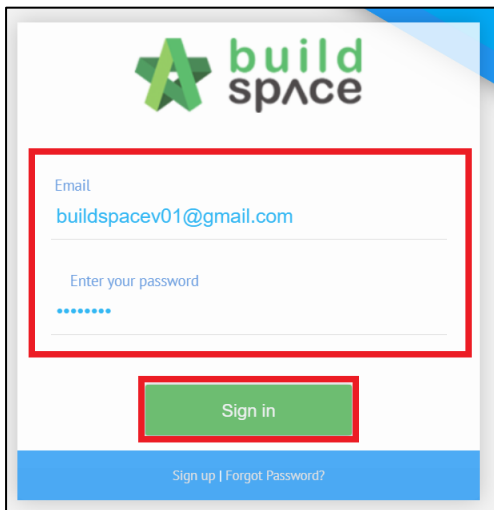
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Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

Last updated: 20/05/2021

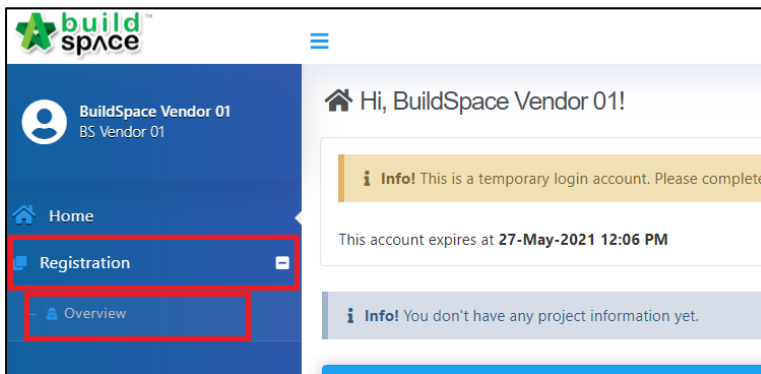
Submit Company Personnel & Supplier Credit Facilities

1. Login to BuildSpace



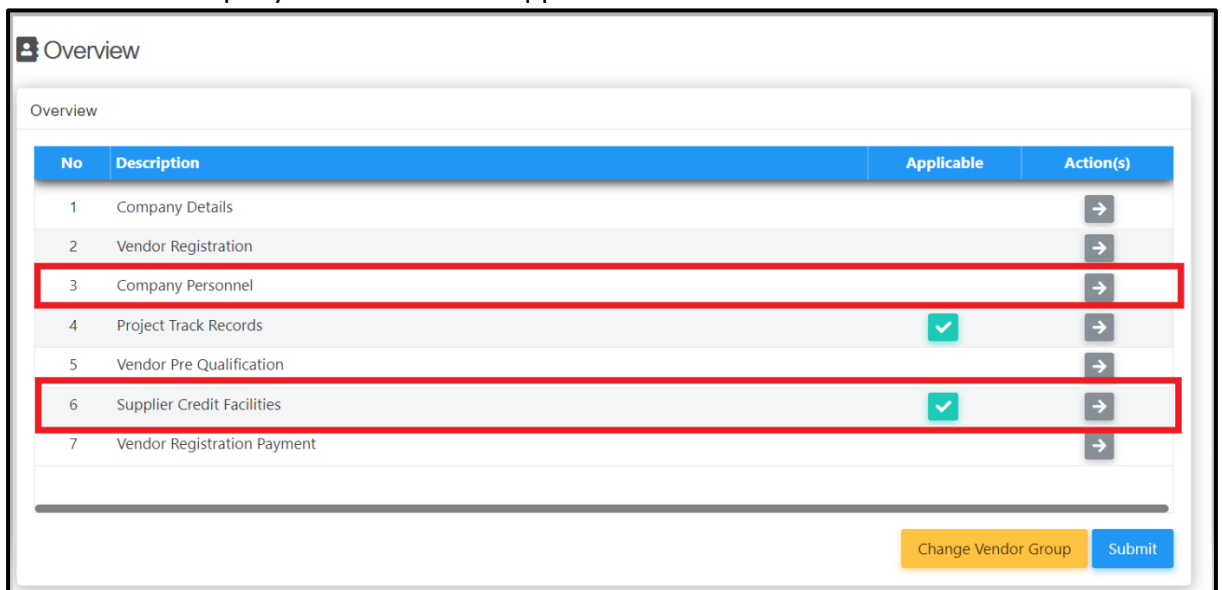
The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is positioned below the password field. At the bottom of the form, there are links for "Sign up" and "Forgot Password?".

2. Click "Registration" and Click "Overview"












The image shows the BuildSpace dashboard for a user named "BuildSpace Vendor 01". The left sidebar contains navigation options: "Home", "Registration", and "Overview". The "Registration" and "Overview" options are highlighted with red boxes. The main content area displays a greeting "Hi, BuildSpace Vendor 01!" and two informational messages: "Info! This is a temporary login account. Please complete" and "This account expires at 27-May-2021 12:06 PM", followed by "Info! You don't have any project information yet."


3. Click at "Company Personnel" or "Supplier Credit Facilities"



The image shows the "Overview" page with a table listing various tasks. The table has four columns: "No", "Description", "Applicable", and "Action(s)".

| No | Description | Applicable | Action(s) |
|----|-----------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1 | Company Details | |  |
| 2 | Vendor Registration | |  |
| 3 | Company Personnel | |  |
| 4 | Project Track Records |  |  |
| 5 | Vendor Pre Qualification | |  |
| 6 | Supplier Credit Facilities |  |  |
| 7 | Vendor Registration Payment | |  |

At the bottom right of the table, there are two buttons: "Change Vendor Group" and "Submit".

(Click  if it is not applicable for Supplier Credit Facilities)

4. Click "Add"

The first screenshot shows the 'Company Personnel' section with a '+ Add' button highlighted by a red box. The second screenshot shows the 'Supplier Credit Facilities' section with a '+ Add' button highlighted by a red box.

5. Fill-in details and Click "Save"

The 'Add Item' form for Company Personnel is shown. The form fields are: Name *, IC No./Passport No. *, Type *, Email *, Contact No. *, and Years of Experience *. The 'Type' dropdown is set to 'Director'. The 'Save' button is highlighted with a red box.

Company Personnel (change Type to insert details of different role)

The 'Add Item' form for Supplier Credit Facilities is shown. The form fields are: Supplier Name *, Credit Facilities (RM) *, Attachments (with buttons for '+ Add files...', 'Start Upload', and 'Cancel upload'), and a table with columns: Preview, File Name, Shipping Tool, Size, Actions, and Uploaded. The 'Save' button is highlighted with a red box.

Supplier Credit Facilities