



Submit Vendor's Registration  
for Verification

Powered by:



**GLOBAL PCK SOLUTIONS SDN BHD** (973124-T)

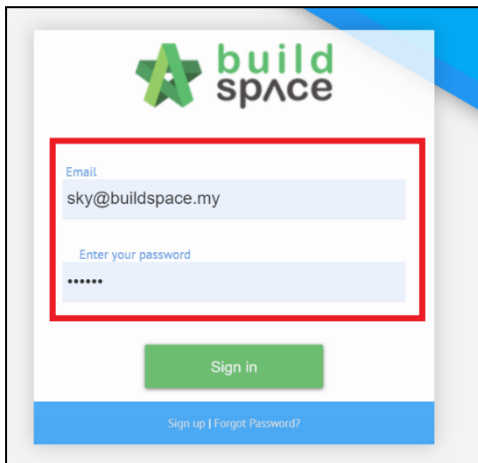
3-2 Jalan SU 1E, Persiaran Sering Ukay 1  
Sering Ukay, 68000 Ampang, Selangor, Malaysia  
Tel :+603-41623698 Fax :+603-41622698  
Email: info@pck.com.my  
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

Last updated: 20/05/2021

## Processor submit for verification

### 1. Login to BuildSpace

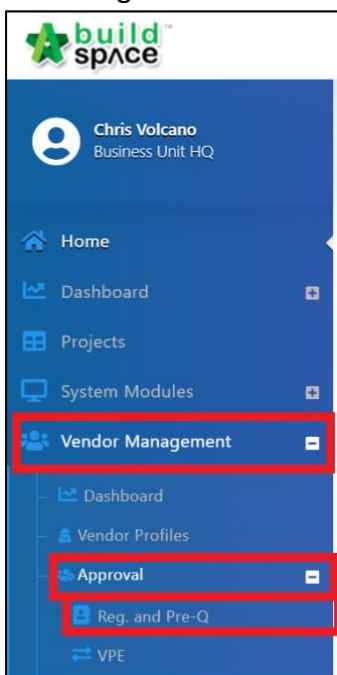


The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a red-bordered box containing an email input field with the text 'sky@buildspace.my' and a password input field with the text 'Enter your password' and six dots. Below the password field is a green 'Sign in' button. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'.

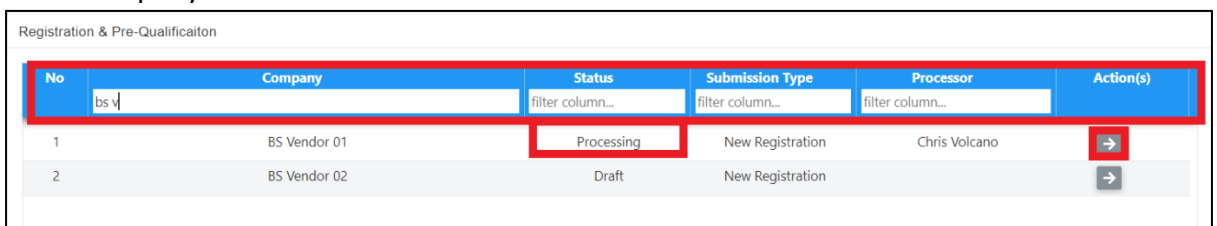
### 2. Click "Vendor Management"

### 3. Click "Approval"

### 4. Click "Reg. and Pre-Q"



### 5. Filter Company and click



The image shows a table titled 'Registration & Pre-Qualification'. The table has columns for No, Company, Status, Submission Type, Processor, and Action(s). The 'Company' column is filtered with 'bs v'. The 'Status' column is filtered with 'Processing'. The 'Action(s)' column has a right arrow icon next to each row.

No	Company	Status	Submission Type	Processor	Action(s)
1	BS Vendor 01	Processing	New Registration	Chris Volcano	→
2	BS Vendor 02	Draft	New Registration		→

### 6. Select Verifiers (User can assign more than one verifier by clicking )

Registration & Pre-Qualification

BS Vendor 01

No	Description	Action(s)
1	Company Details	→
2	Vendor Registration	→
3	Company Personnel	→
4	Project Track Record	→
5	Vendor Pre Qualification	→
6	Supplier Credit Facilities	→
7	Vendor Registration Payment	→
8		

Select Verifiers:

None +

Verifiers Reject Approve

7. Click “Approve”, input comments if required and click “Yes”

Confirmation

Remarks

Remarks

No Yes

Verifiers Reject Approve

- Processor will receive email notification once there are any rejection or approval.
- If verifier reject the verification, the registration form will revert back to Processor to further reject the submission for rectification by vendor.