



BUILDSPACE EPROJECT

Instruction and Attachment
in Registration and Pre-Q

Procurement User / Admin

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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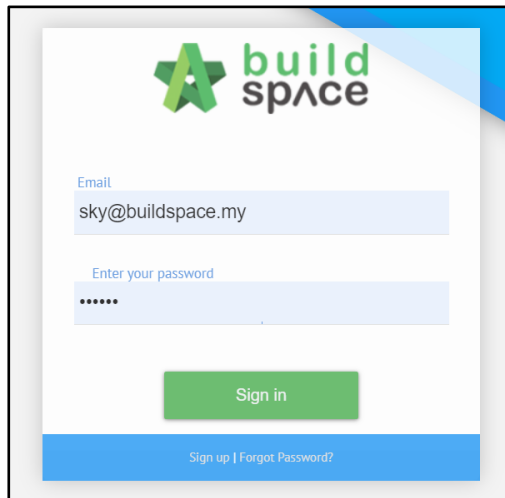
Email: info@pck.com.my

Website: www.BuildSpace.my

Last updated: 23/5/2021

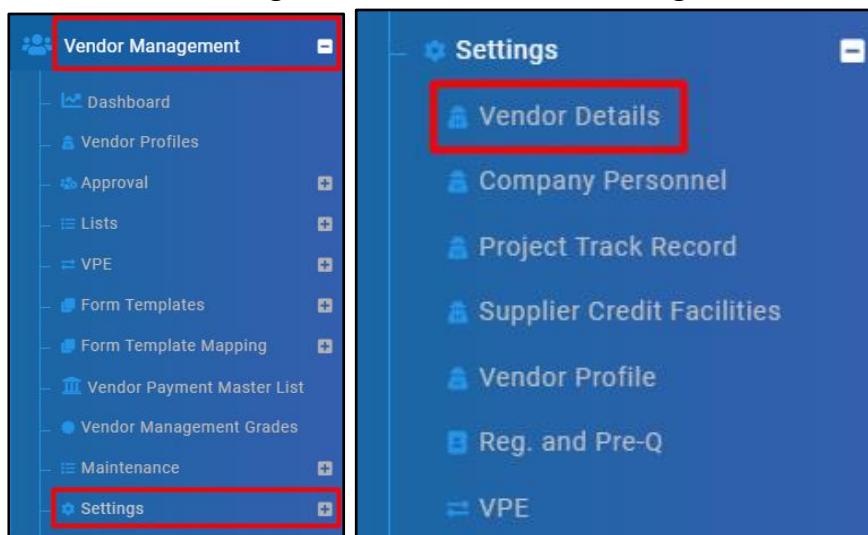
Allow for instruction and attachment in Registration and Pre-Qualification

1. Login in 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 containing 'sky@buildspace.my'. Underneath that 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 is a blue bar with the text 'Sign up | Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Settings”**. Click **“Vendor Details”**.



3. Input Instructions to Vendor Details Settings and click "Save".

Vendor Details Settings

Instructions

Company Name: Address:

User Group: Vendor Category:

Contact Person: R.O.C. Number:

Tax Registration Number: Email:

Telephone: Fax:

Country: State:

4. Tick Attachments to Vendor Details Settings and click "Save".

Vendor Details Settings

Attachment(s)

<input checked="" type="checkbox"/> Company Name	<input type="checkbox"/> Address	<input type="checkbox"/> User Group	<input type="checkbox"/> Vendor Category
<input type="checkbox"/> Contact Person	<input type="checkbox"/> R.O.C. Number	<input type="checkbox"/> Tax Registration Number	<input type="checkbox"/> Email
<input type="checkbox"/> Telephone	<input type="checkbox"/> Fax	<input type="checkbox"/> Country	<input type="checkbox"/> State
<input type="checkbox"/> Bumiputera	<input type="checkbox"/> Bumiputera Equity	<input type="checkbox"/> Non-Bumiputera Equity	<input type="checkbox"/> Foreigner Equity

5. Input Instructions to Instruction for Section and click "Save".

Instruction for Sections

Instructions

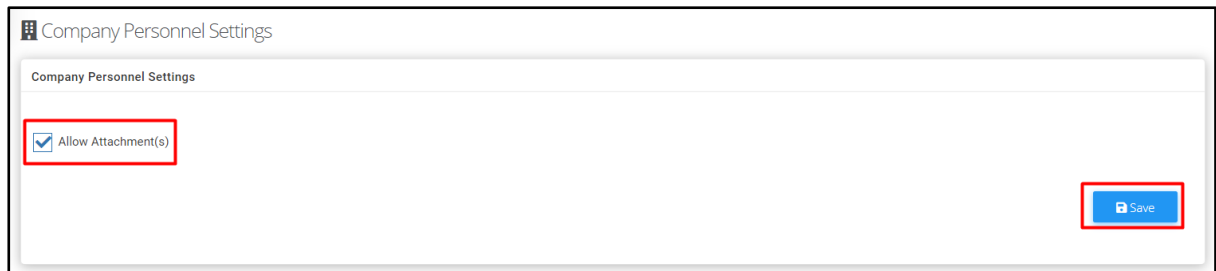
Company Personnel:

Project Track Record:

Supplier Credit Facilities:

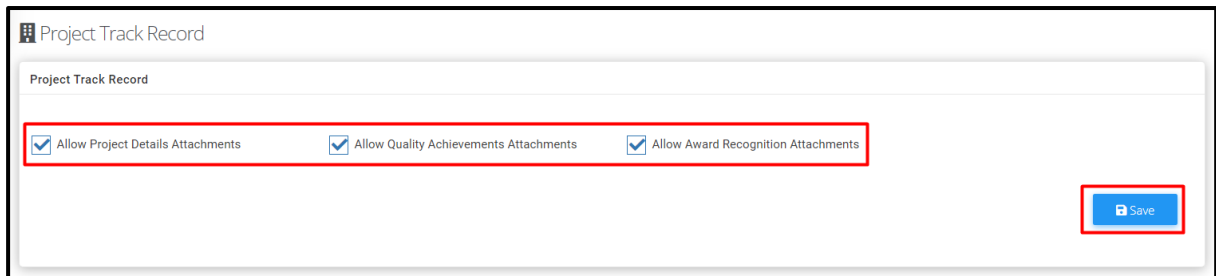
Vendor Registration Payment:

6. Click **“Company Personnel”** and tick **Allow Attachments**.



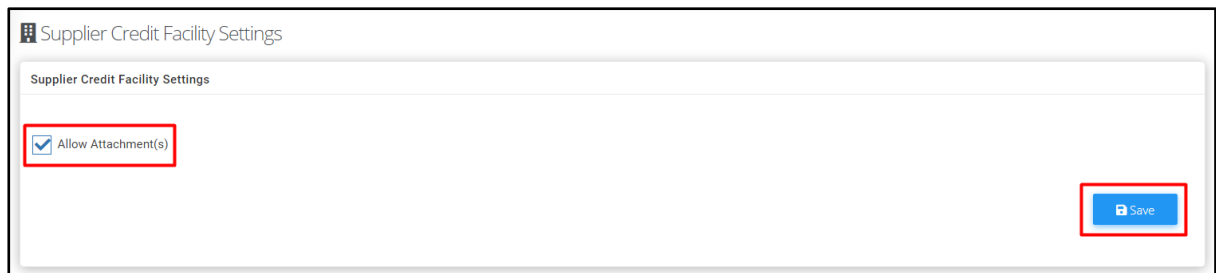
The screenshot shows the 'Company Personnel Settings' form. At the top, there is a header 'Company Personnel Settings' with a list icon. Below the header, the form title 'Company Personnel Settings' is displayed. A checkbox labeled 'Allow Attachment(s)' is checked and highlighted with a red box. In the bottom right corner, there is a blue 'Save' button with a floppy disk icon, also highlighted with a red box.

7. Click **“Project Track Record”** and tick **Allow Attachments**.



The screenshot shows the 'Project Track Record' form. At the top, there is a header 'Project Track Record' with a list icon. Below the header, the form title 'Project Track Record' is displayed. Three checkboxes are visible: 'Allow Project Details Attachments', 'Allow Quality Achievements Attachments', and 'Allow Award Recognition Attachments'. All three checkboxes are checked and highlighted with a red box. In the bottom right corner, there is a blue 'Save' button with a floppy disk icon, also highlighted with a red box.

8. Click **“Supplier Credit Facilities”** and tick **Allow Attachments**.



The screenshot shows the 'Supplier Credit Facility Settings' form. At the top, there is a header 'Supplier Credit Facility Settings' with a list icon. Below the header, the form title 'Supplier Credit Facility Settings' is displayed. A checkbox labeled 'Allow Attachment(s)' is checked and highlighted with a red box. In the bottom right corner, there is a blue 'Save' button with a floppy disk icon, also highlighted with a red box.