BUILDSPACE

EPROJECT

Instruction and Attachment
in Registration and Pre-Q

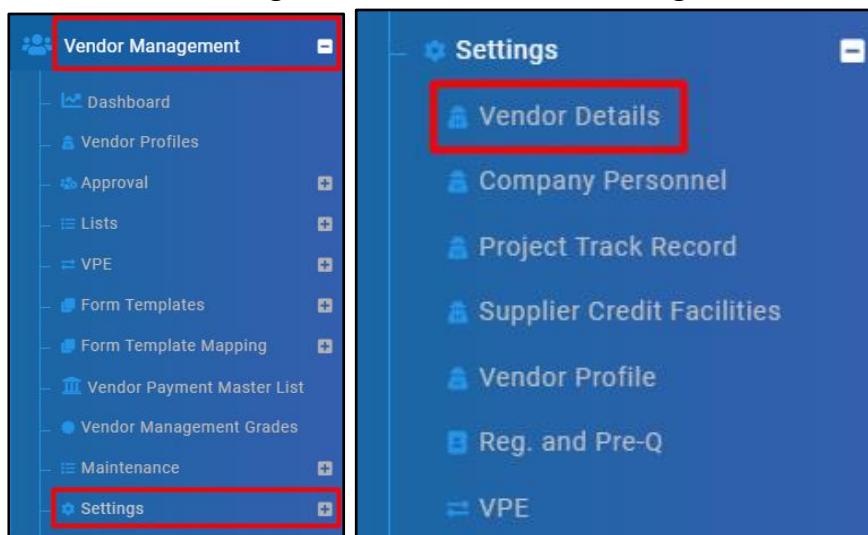Procurement User / Admin
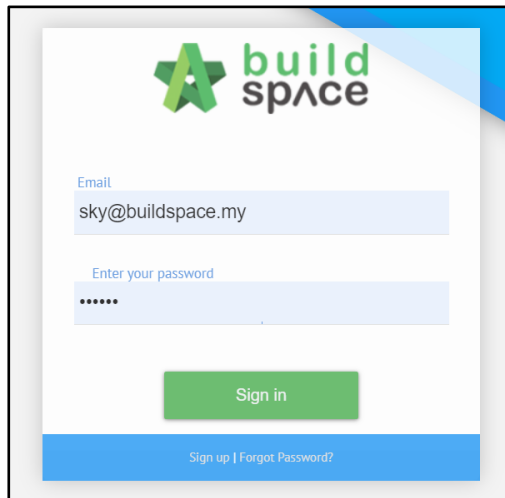
Allow for instruction and attachment in Registration and Pre-Qualification

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

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:
Please upload certified copy of SSM document and Form 9.	
User Group:	Vendor Category:
Contact Person:	R.O.C. Number:
Tax Registration Number:	Email:
Telephone:	Fax:
Country:	State:

[Save] [Back]

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

Vendor Details Settings

Attachment(s)

☑ Company Name	☐ Address	☐ User Group	☐ Vendor Category
☐ Contact Person	☐ R.O.C. Number	☐ Tax Registration Number	☐ Email
☐ Telephone	☐ Fax	☐ Country	☐ State
☐ Bumiputera	☐ Bumiputera Equity	☐ Non-Bumiputera Equity	☐ Foreigner Equity

[Save]

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

Instruction for Sections
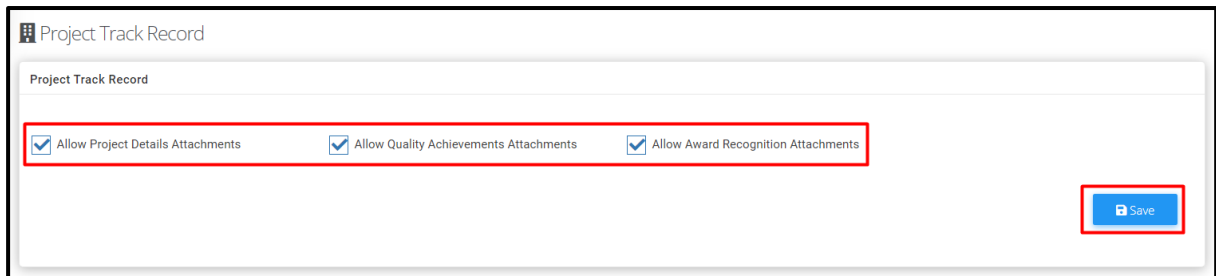Instructions
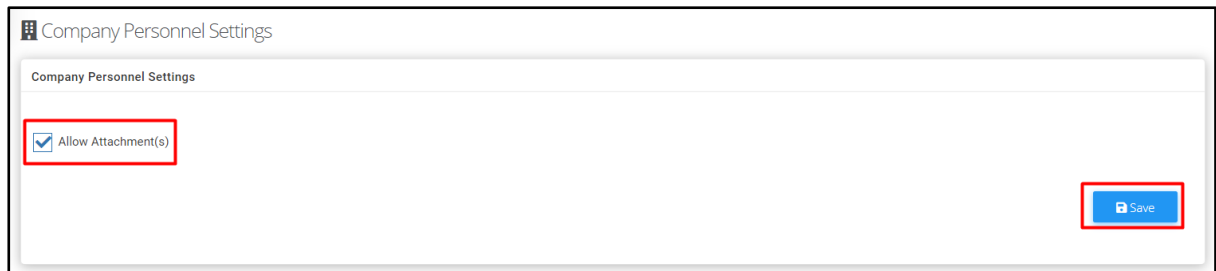
Company Personnel:	Project Track Record:
	Upload Qlassic Certificate and Letter of Award
Supplier Credit Facilities:	Vendor Registration Payment:

[Save]

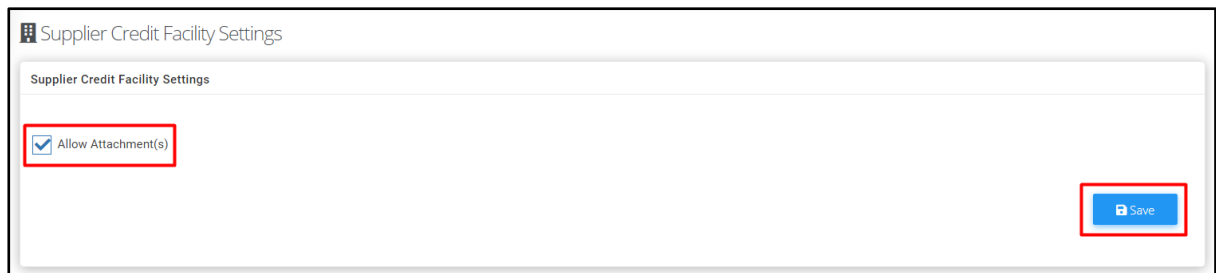6. Click **"Company Personnel"** and tick **Allow Attachments**.

7. Click **"Project Track Record"** and tick **Allow Attachments**.

8. Click **"Supplier Credit Facilities"** and tick **Allow Attachments**.