



# BUILDSPACE EPROJECT

Prepare Company Type

Procurement User / Admin

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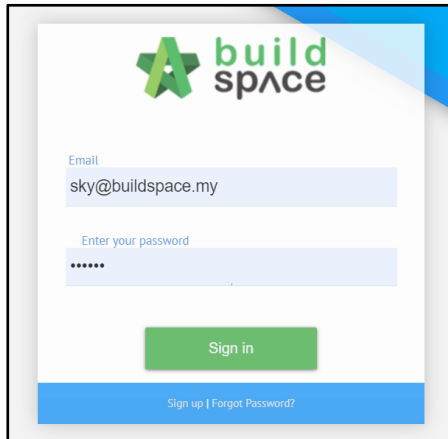
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

**Last updated: 23/5/2021**

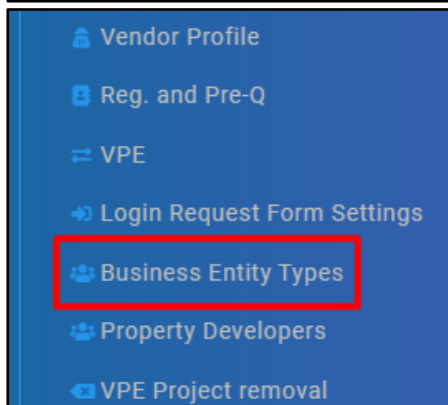
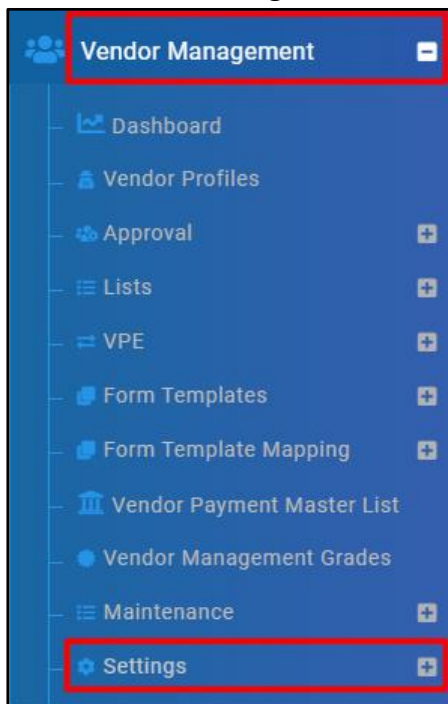
## Prepare Company Type to govern the type of Registration Form to be used

**Note: Please make sure the spelling and name are PROPERLY as it cannot be amended after save.**

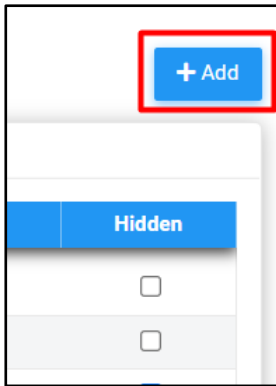
1. Login in as **Procurement User/Admin**.



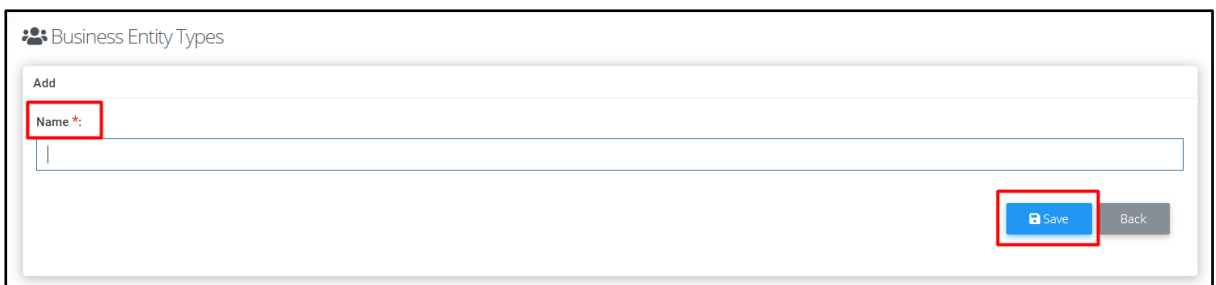
2. Click **“Vendor Management”** and then click **“Settings”**. Click **“Business Entity Type”**.



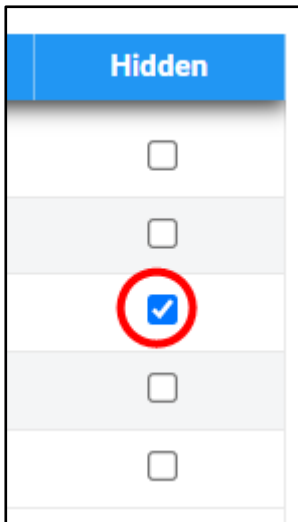
3. Click **"Add"**.



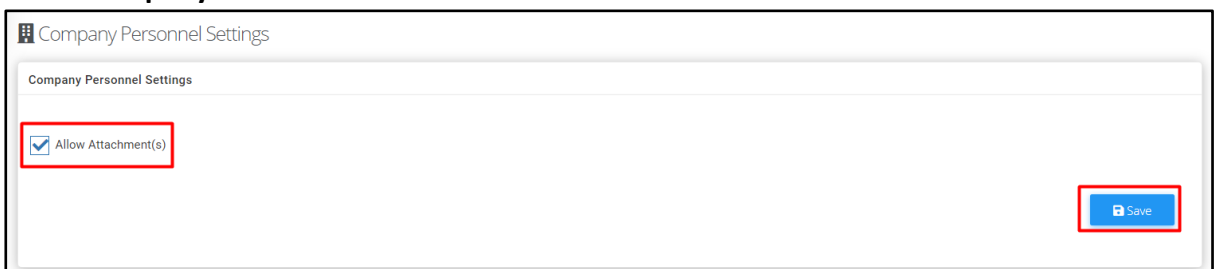
4. Input **Name** and click **"Save"**.



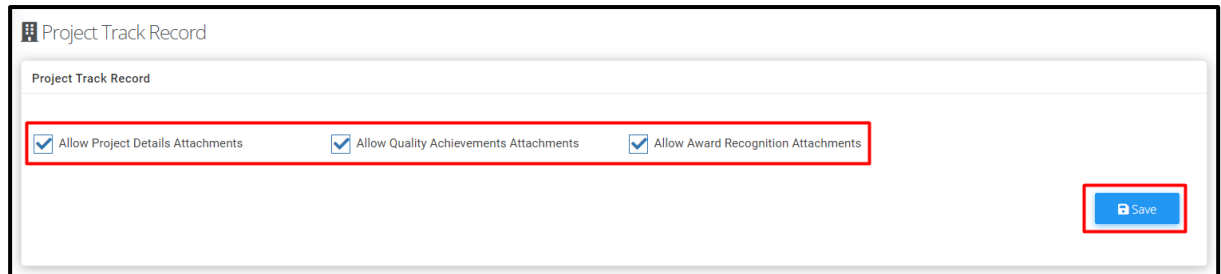
5. Tick **Hidden** if such Business Entity shall not display out.



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

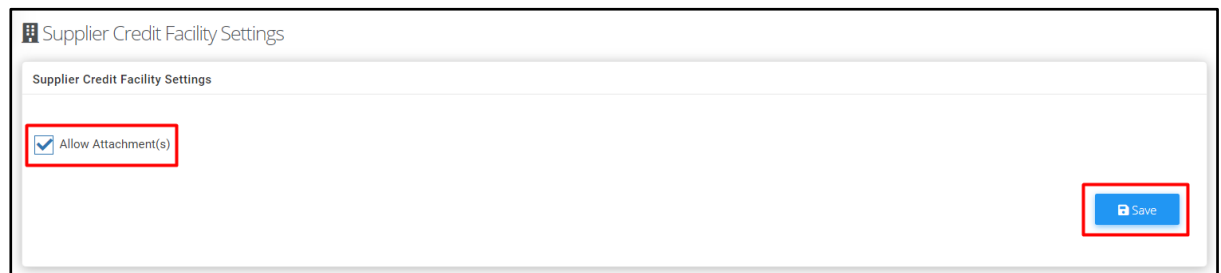


7. Click **“Project Track Record”** and tick **Allow Attachments**.



The screenshot shows the 'Project Track Record' settings page. At the top, there is a header with a grid icon and the text 'Project Track Record'. Below the header, the page title 'Project Track Record' is displayed. The main content area contains three checked checkboxes: 'Allow Project Details Attachments', 'Allow Quality Achievements Attachments', and 'Allow Award Recognition Attachments'. A blue 'Save' button is located in the bottom right corner. Red boxes highlight the three checkboxes and the 'Save' button.

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



The screenshot shows the 'Supplier Credit Facility Settings' page. At the top, there is a header with a grid icon and the text 'Supplier Credit Facility Settings'. Below the header, the page title 'Supplier Credit Facility Settings' is displayed. The main content area contains one checked checkbox: 'Allow Attachment(s)'. A blue 'Save' button is located in the bottom right corner. Red boxes highlight the checkbox and the 'Save' button.