



BUILDSPACE EPROJECT

Create Work
Sub-Categories

Procurement User / Admin

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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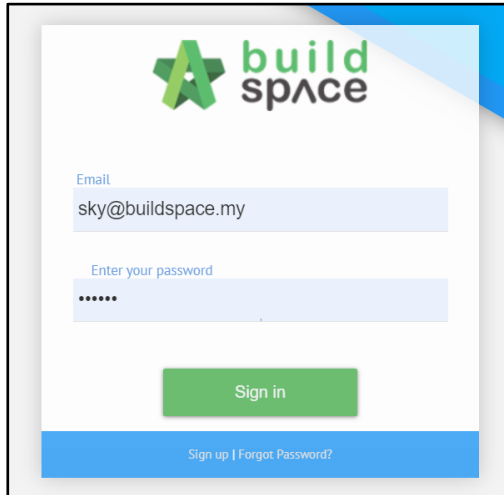
Website: www.BuildSpace.my

Last updated: 23/5/2021

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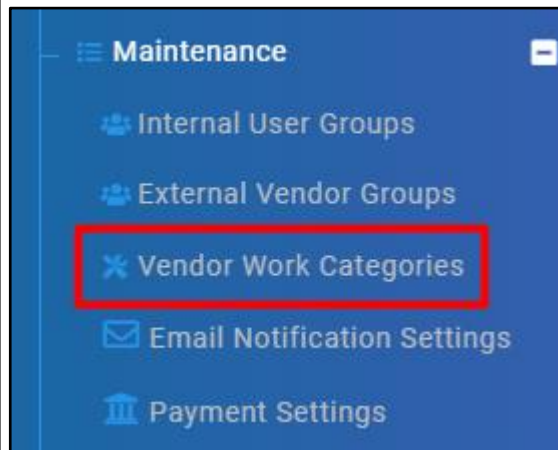
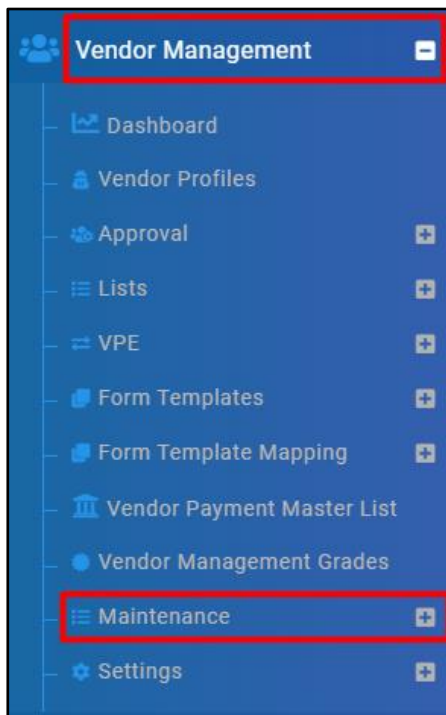
Note: Work Categories have to be created before create work sub-categories

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



The image shows the Build Space login page. At the top left is the Build Space logo, which consists of a green star-like icon and the text "build space". Below the logo is a form with two input fields: "Email" containing "sky@buildspace.my" and "Enter your password" with masked characters "*****". A green "Sign in" button is positioned below the password field. At the bottom of the page, there are links for "Sign up" and "Forgot Password?".

2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Vendor Work Categories”**.



3. Under **Action(s)**, click **“Vendor Work Sub-Categories”**. Click **“Add”**.



4. Input **Code** and **Work Sub-Categories Name**. Click **“Save”**.

