



## Vendor Profile Tagging

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**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

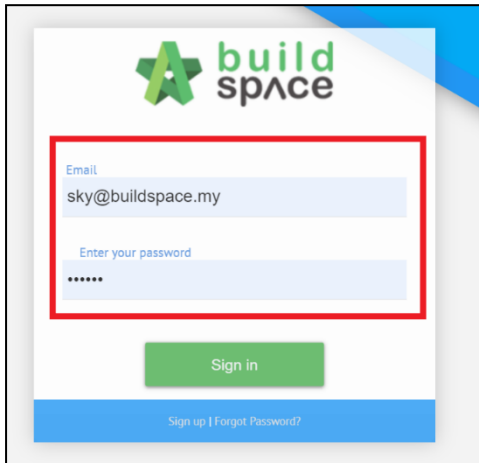
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

Last updated: 20/05/2021

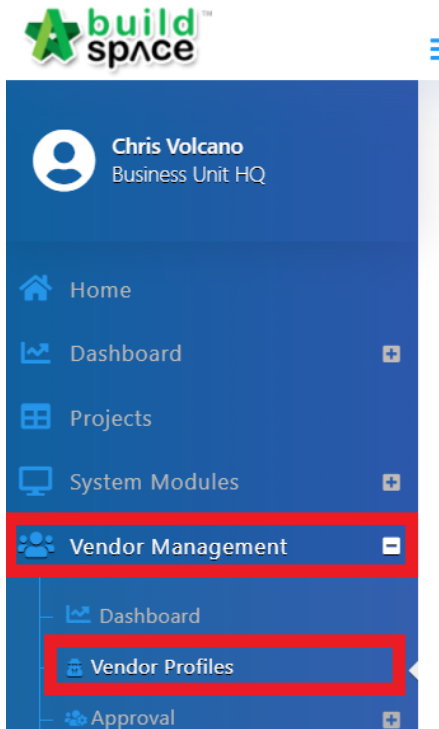
## Vendor Profile Tagging

### 1. Login to BuildSpace

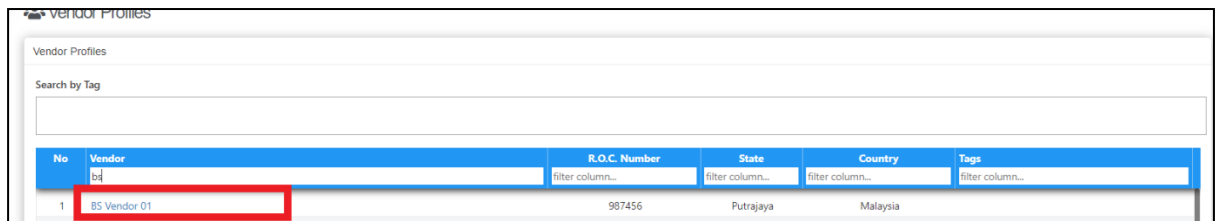


The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a login form with two input fields: "Email" containing "sky@buildspace.my" and "Enter your password" with masked characters. A green "Sign in" button is below the form. At the bottom, there are links for "Sign up" and "Forgot Password?". A red box highlights the email and password fields.

### 2. Click "Vendor Management" and Click "Vendor Profile"



### 3. Click into the Vendor Profile



The image shows a table titled "Vendor Profiles". It has a search bar and a table with columns: No, Vendor, R.O.C. Number, State, Country, and Tags. The first row is highlighted with a red box.

No	Vendor	R.O.C. Number	State	Country	Tags
1	BS Vendor 01	987456	Putrajaya	Malaysia	

4. Enter Tags and Press "Enter"
5. Click "Save"

The screenshot displays a web interface for a 'Vendor Profile'. At the top left, it says 'Vendor Profile' with a user icon. At the top right, there is a 'Registration Certificate' button. Below this, the vendor is identified as 'BS Vendor 01'. A navigation bar contains several tabs: 'Company Details', 'Vendor Work Categories', 'Vendor Performance Evaluation', 'Awarded Projects', 'Completed Projects', and 'Remarks'. The 'Company Details' tab is active. Underneath, there is a 'Tags' section with a text input field. The text 'PREFERRED CONTRACTOR' is entered and highlighted with a red box. To the right of the input field is a 'Save' button, also highlighted with a red box.