



BUILDSPACE EPROJECT

Set Payment Details

Procurement User / Admin

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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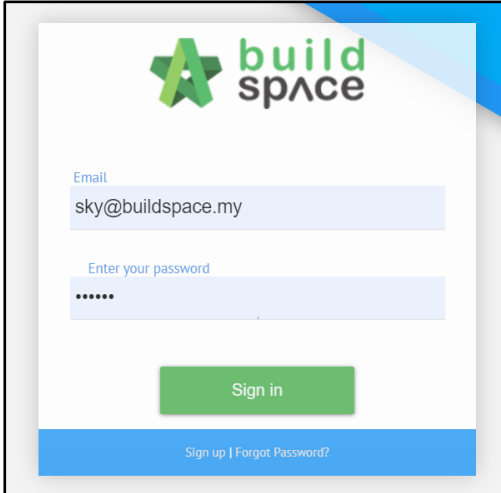
Email: info@pck.com.my

Website: www.BuildSpace.my

Last updated: 23/5/2021

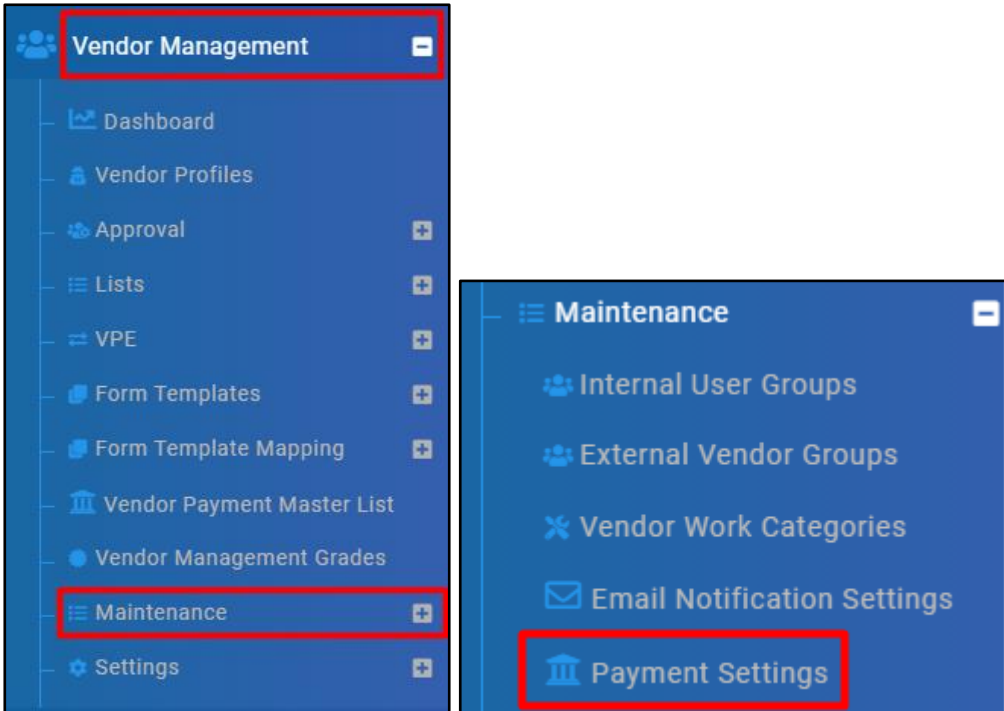
Set Payment Details

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



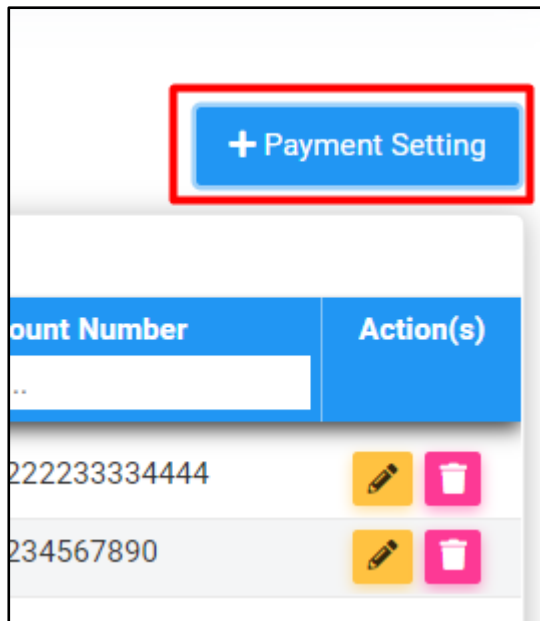
The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green stylized 'A' icon followed by the text 'build space' in a sans-serif font. Below the logo is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the 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 are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Payment Setting”**.



The image contains two screenshots of a navigation menu. The left screenshot shows a vertical list of menu items. The 'Vendor Management' item at the top is highlighted with a red box. Further down, the 'Maintenance' item is also highlighted with a red box. The right screenshot shows the 'Maintenance' sub-menu expanded. The 'Payment Settings' item at the bottom of this sub-menu is highlighted with a red box.

3. Click **"Payment Setting"**.



4. Input **Payment Name** and **Account Number**. Click **"Save"**.

The screenshot shows a dialog box titled 'New Payment Setting' with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first field is labeled 'Name:' and is highlighted with a red rectangular border. The second field is labeled 'Account Number:' and is also highlighted with a red rectangular border. At the bottom right of the dialog, there is a blue button with a white lock icon and the text 'Save', which is highlighted with a red rectangular border.