



BUILDSPACE EPROJECT

Reject form with
comments

Procurement Admin

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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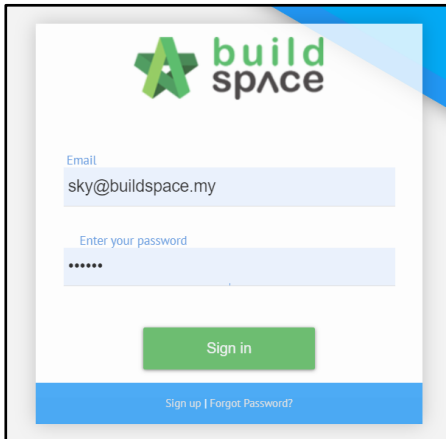
Website: www.BuildSpace.my

Last updated: 23/5/2021

Reject form with comments

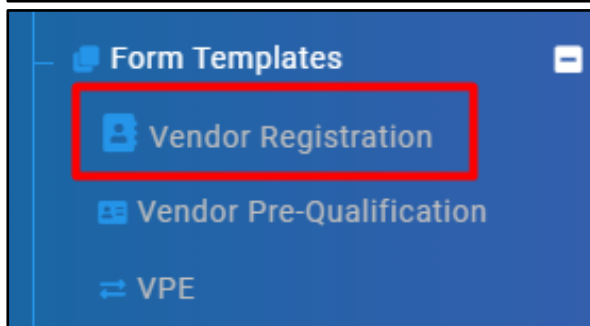
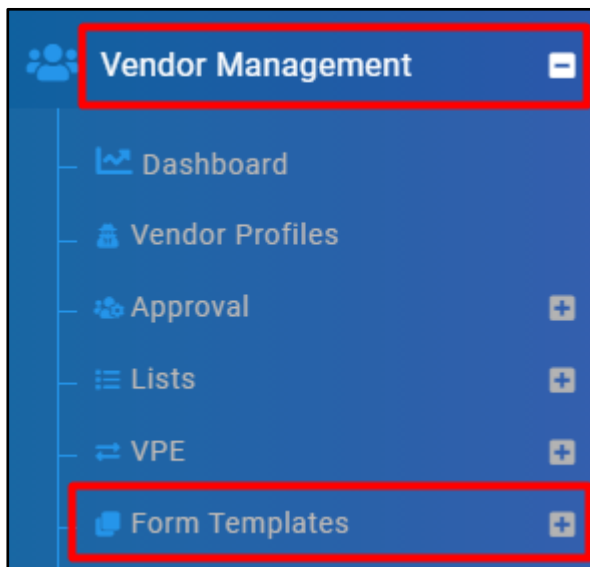
Note: Selected verifier shall receive email notification to verify the submitted form.

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















The image shows the login page for Build Space. 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 are two input fields: one for "Email" containing "sky@buildspace.my" and another for "Enter your password" with six dots representing a masked password. 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?".

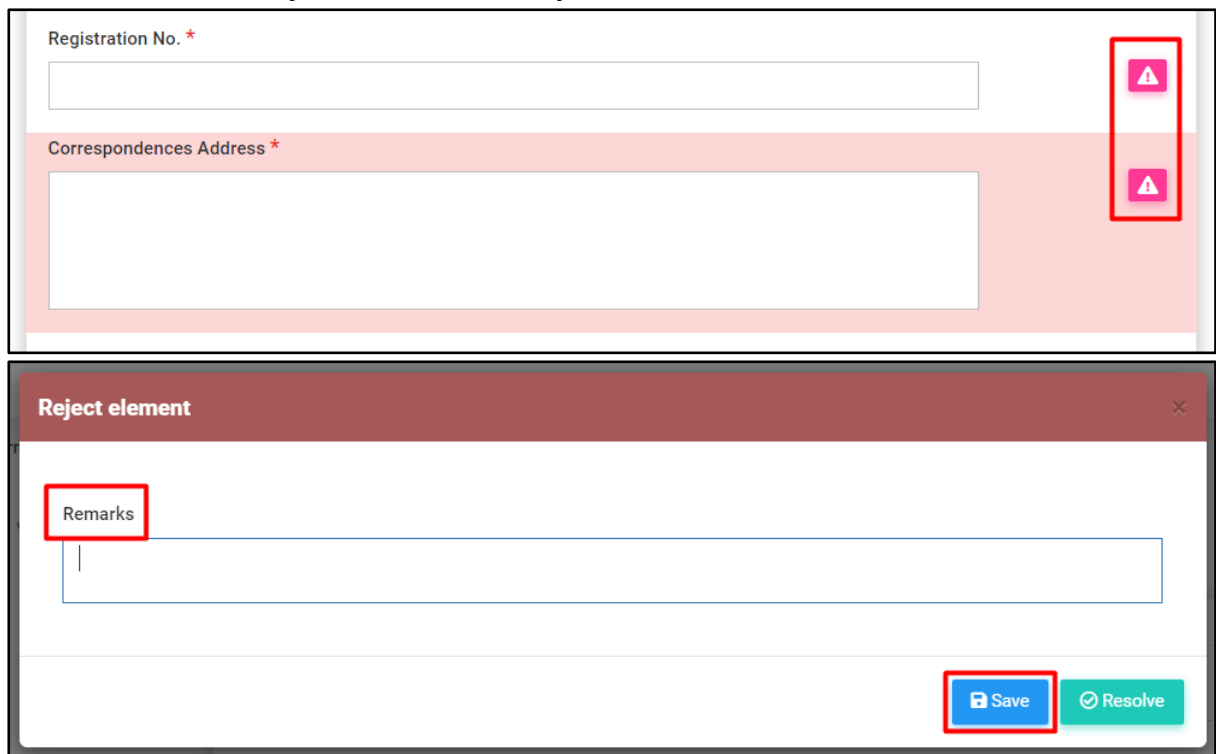
2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Registration”**.



3. Select the forms with Status showing **“Pending for Approval”**.

	Revision	Status	Action(s)
	filter column...	filter column...	
	1	Approved	  
	Original	Approved	 
	Original	Approved	 
	1	Approved	  
	Original	Pending for Approval	
	Original	Pending for Approval	

4. Click into the **Form** and then click **“Reject Element”**. Input **reject remarks**. Section with **Red** means there is **reject remarks filled by Verifier**.



The image shows a form with two input fields: "Registration No. *" and "Correspondences Address *". The "Correspondences Address *" field is highlighted in red, indicating an error. To the right of the form, two red warning icons (triangles with exclamation marks) are visible, one for each field. Below the form is a "Reject element" dialog box. The dialog has a title bar with a close button (X). Inside, there is a "Remarks" label and a text input field. At the bottom right of the dialog, there are two buttons: "Save" (blue) and "Resolve" (green).

** Form creator can easily find the rejected question(s) with highlight and remarks.

** Form creator shall able to view the final remarks made by the verifier.