



# BUILDSPACE EPROJECT

Approve form

Procurement Admin

Powered by:



**GLOBAL PCK SOLUTIONS SDN BHD** (973124-T)

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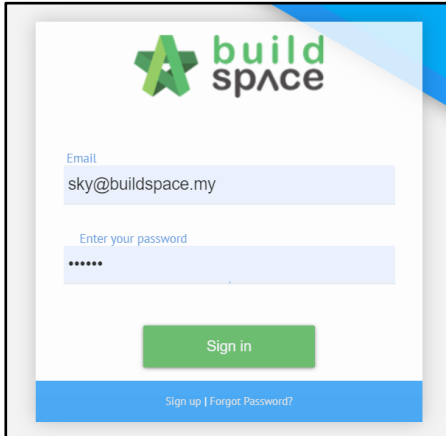
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

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

## Approve form

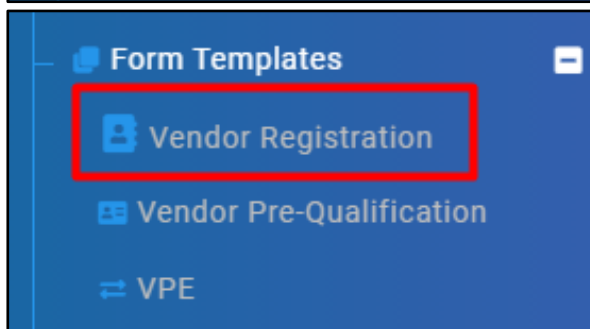
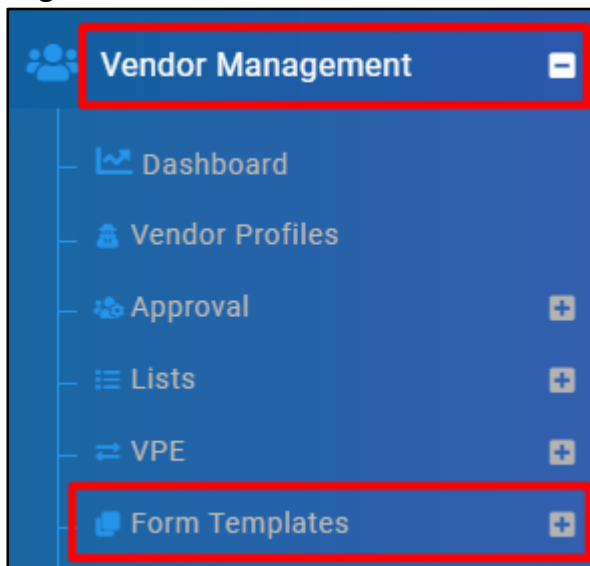
**Note:** Selected verifier shall receive email notification to verify the submitted form.

1. Login in as **Procurement 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 are two input fields: the first is labeled 'Email' and contains the text 'sky@buildspace.my'; the second is labeled 'Enter your password' and contains six dots. A green 'Sign in' button is positioned below the password field. At the bottom of the page, there is a blue bar with the text 'Sign up | Forgot Password?'.

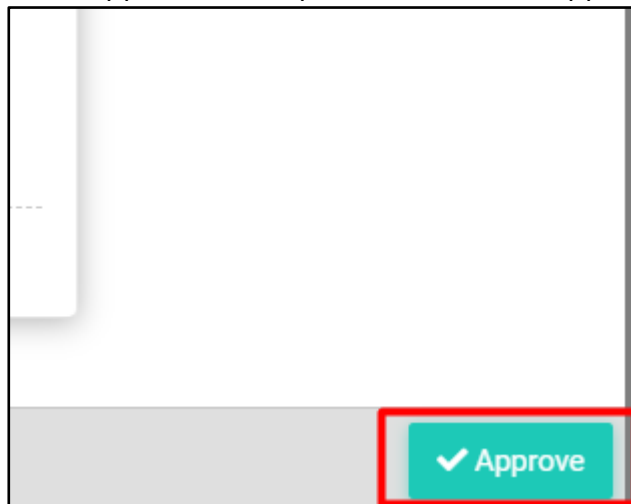
2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Registration”**.



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

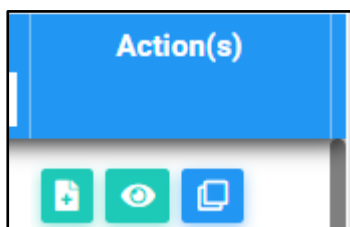
Revision	Status	Action(s)
1	Approved	  
Original	Approved	 
Original	Approved	 
1	Approved	  
Original	Pending for Approval	
Original	Pending for Approval	

4. Click **“Approve”** and input with remarks if applicable



**\*\* Approved form cannot be amended or changed unless new version is created.**

**\*\* For Approved Form, under “Action(s)”, New Revision can be added by using ①; Users can preview previous version form by clicking ②.**



① New Revision

② Previous Revision Forms

① ②