



BUILDSPACE EPROJECT

Create Vendor Pre-Q Form

Procurement User / Admin

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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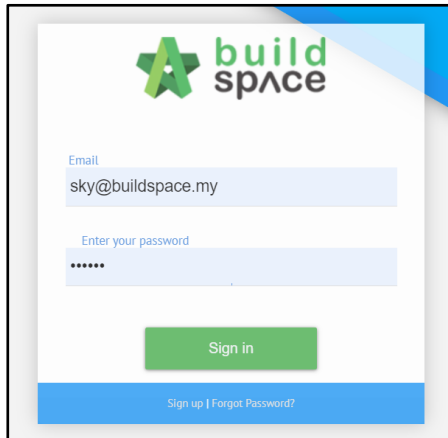
Website: www.BuildSpace.my

Last updated: 23/5/2021

Create Vendor Pre-Qualification Form

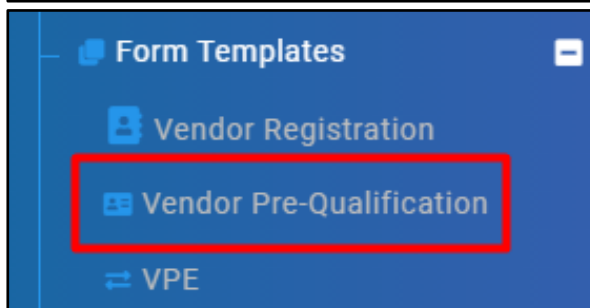
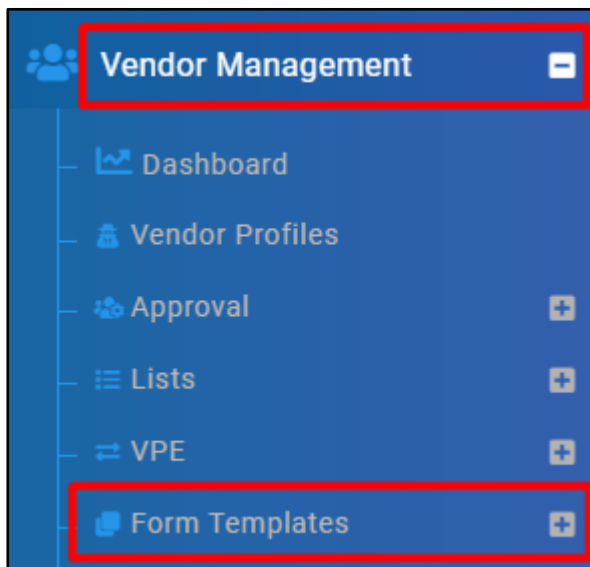
Note: Vendor Group is pre-created in User Types.

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 icon followed by the text "build space". Below the logo are two input fields: "Email" with the value "sky@buildspace.my" and "Enter your password" with 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 Pre-Qualification"**.



3. Select **Vendor Group**.

No	Name
	Filter
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

4. Under **Template Form**, click **“Create”**.

Vendor Work Category	Status	Template Form
Filter	Filter	
Aerial Mapping		+
Building Surveyor		+
Commercial		+
Conquas & Classic Training		+

5. Input **Form Name** and click **“Save”**.

Create

Aerial Mapping

Name *

Save Back

** Vendor Category is pre-defined.

** Vendor Category and Vendor Work Category been created and mapped.