# BUILDSPACE EPROJECT

Create scoring matrix for Vendor Pre-Q Form

Procurement User / Admin

Powered by:

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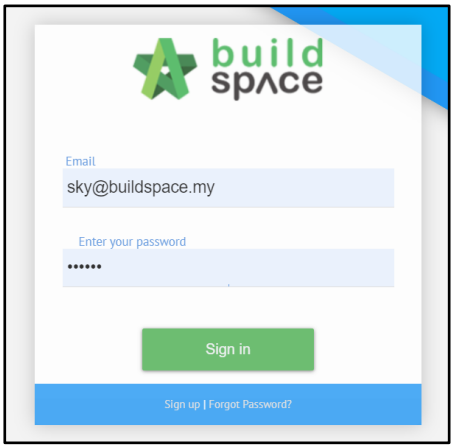
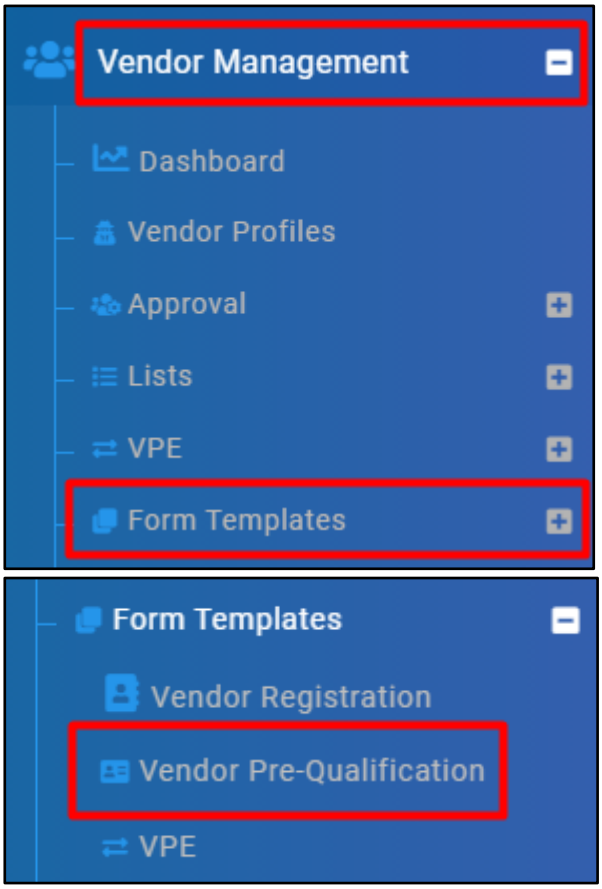
## Create scoring matrix for Vendor Pre-Qualification Form

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

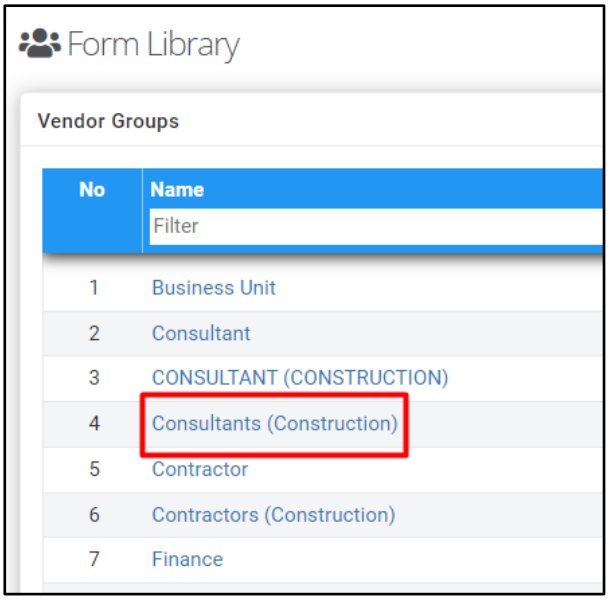


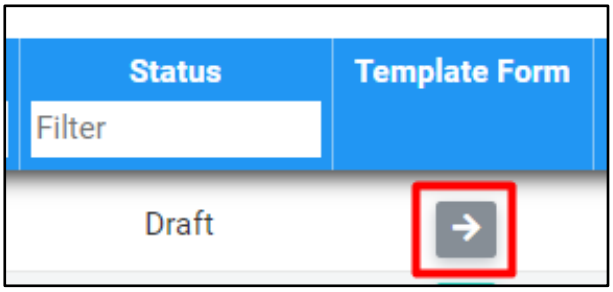

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.



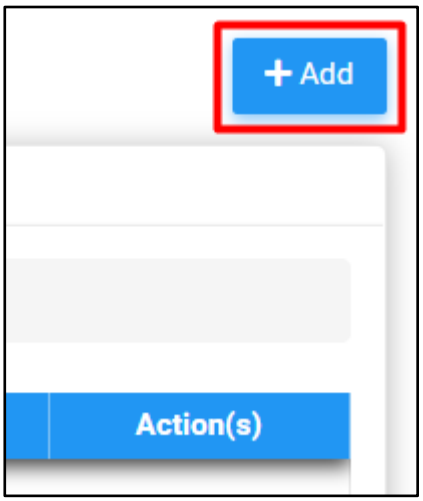
**Create Section and Define Weightage**

3a. Select **Vendor Group**. Under **Template Form**, click **"View"**. The "View" button will appear only when there is **Vendor Name** and status showing **Draft**.




4a. Click **"Add"**.

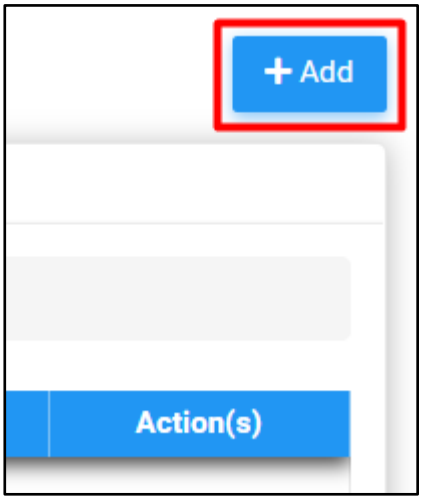


5a. Input **Section Name** and **Weightage**. Click **“Save”**.

## Create Question and Define Weightage

3b. Click **“Item”** under **Action(s)**.

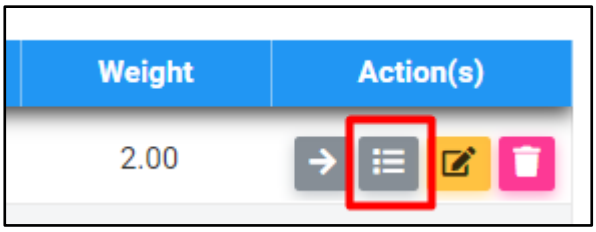
4b. Click **“Add”**.



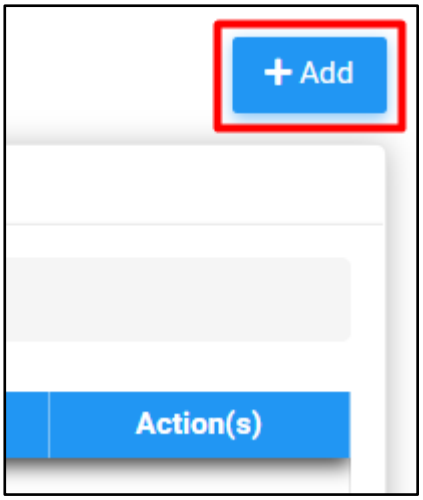

5b. Input **Questions** and **Weightage**. Click **“Save”**.

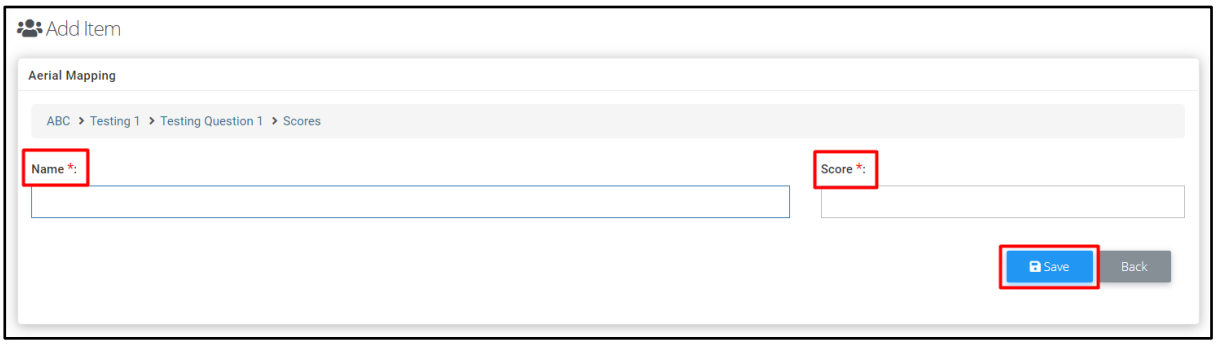
**Create Option for each question**

3c. Under **Action(s)**, click **"Score"**.




4c. Click **"Add"**.




5c. Define **Option** and **Score Allocated** for each option/criteria. Click **"Save"**.