



BUILDSPACE EPROJECT

Create scoring matrix for
Vendor Pre-Q Form

Procurement User / Admin

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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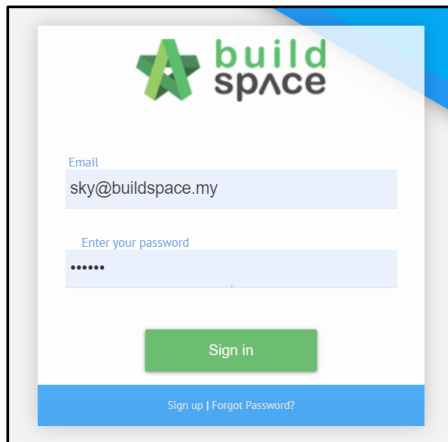
Email: info@pck.com.my

Website: www.BuildSpace.my

Last updated: 23/5/2021

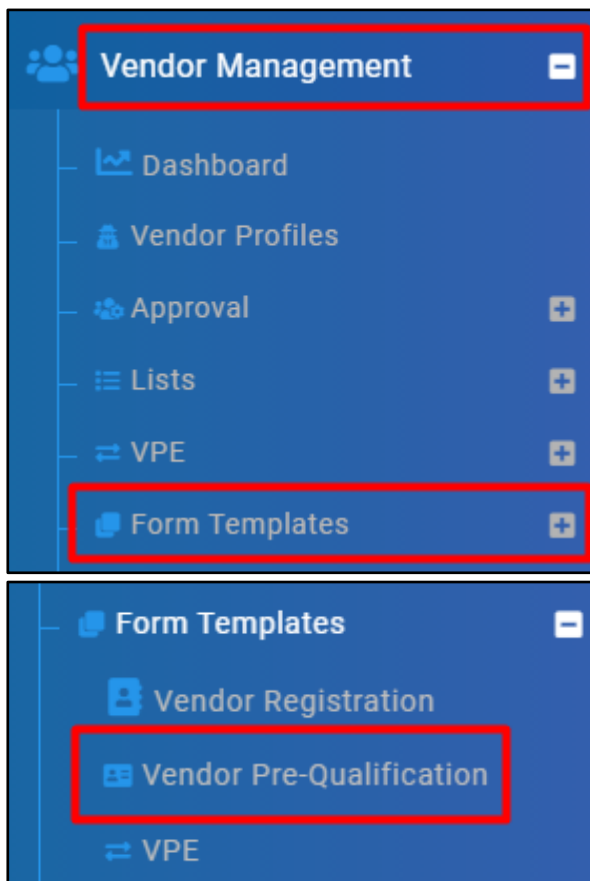
Create scoring matrix for Vendor Pre-Qualification Form

1. Login in as **Procurement User/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, there is an "Email" field containing the text "sky@buildspace.my". Underneath the email field is a password field with the placeholder text "Enter your password" and a series of dots representing the 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"**.



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**.

The screenshot shows the 'Form Library' interface. At the top, there is a 'Vendor Groups' section with a table. The table has two columns: 'No' and 'Name'. The rows are as follows:

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

Below the table, there is a 'Status' section with a 'Filter' input field and a 'Draft' status. To the right of the 'Draft' status is a 'View' button (represented by a right-pointing arrow) which is highlighted with a red box.

4a. Click **“Add”**.

The screenshot shows a close-up of the 'Form Library' interface. At the top right, there is a blue button with a white plus sign and the text '+ Add', which is highlighted with a red box. Below this, there is a grey rectangular area. At the bottom, there is a blue button with the text 'Action(s)'.

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

Add Item

Aerial Mapping

ABC





Name *:

Weight *:

Save Back

Create Question and Define Weightage

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

Weight	Action(s)
5.00	   

4b. Click **“Add”**.

+ Add

Action(s)

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

Add Item

Aerial Mapping

ABC > Testing 1

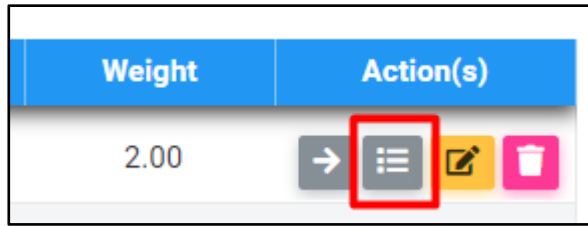
Name *:

Weight *:

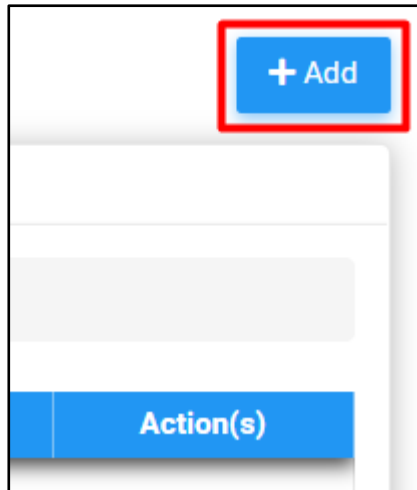
Save Back

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”.

Add Item

Aerial Mapping

ABC > Testing 1 > Testing Question 1 > Scores

Name *:

Score *:

