



BUILDSPACE EPROJECT

Approve / Reject form

Procurement Admin

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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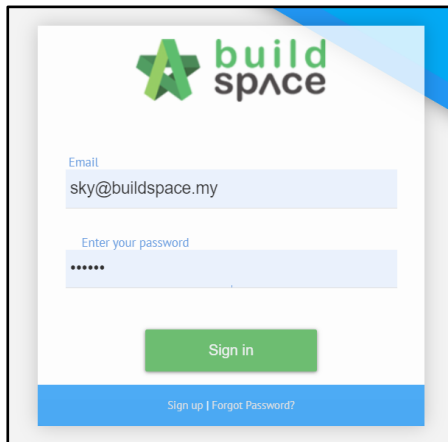
Email: info@pck.com.my

Website: www.BuildSpace.my

Last updated: 23/5/2021

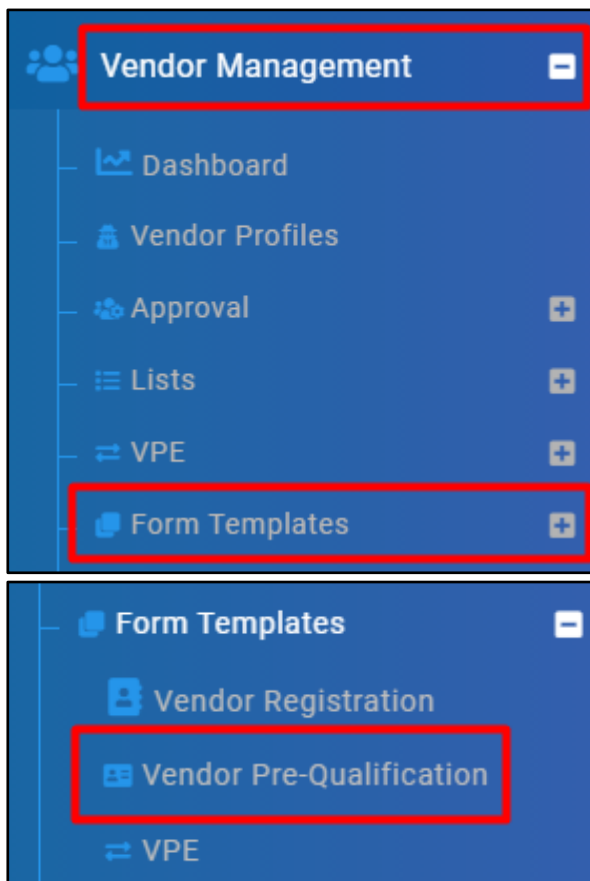
Approve / Reject form

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 is an email input field containing "sky@buildspace.my". Underneath is a password input field with the placeholder text "Enter your password" and a masked password "*****". A green "Sign in" button is centered 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. Select the form with status showing **Pending for Approval**. Under **Action(s)**, click **Approval**. Then, click **Save** / **Reject** / **Approve**.

Status	Template Form	Action(s)
Filter		
Pending for Approval	→	✓

Save Reject Approve

5. Verifier can choose to input **reject remarks** if applicable.

Remarks
Please revise.
Missing of 2 Section.
Change Q1 to Q5.

6. Verifier can **clear remarks** by clicking **“Resolved”** under **Action(s)** once the form has been amended.

Remarks	Action(s)
<input data-bbox="268 360 600 443" type="text"/>	<input data-bbox="986 371 1094 461" type="checkbox"/>
Missing of 2 Section.	<input data-bbox="1010 461 1070 517" type="checkbox"/>
Change Q1 to Q5.	<input data-bbox="1010 528 1070 584" type="checkbox"/>