



BUILDSPACE EPROJECT

Pre-Q Form to be mapped
to a Grading System

Procurement Admin

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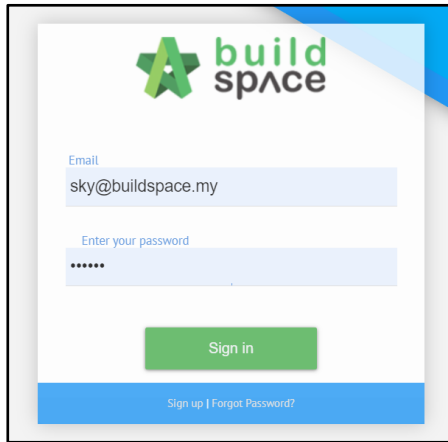
Website: www.BuildSpace.my

Last updated: 23/5/2021

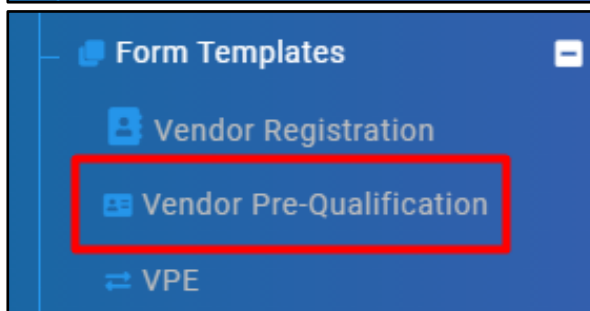
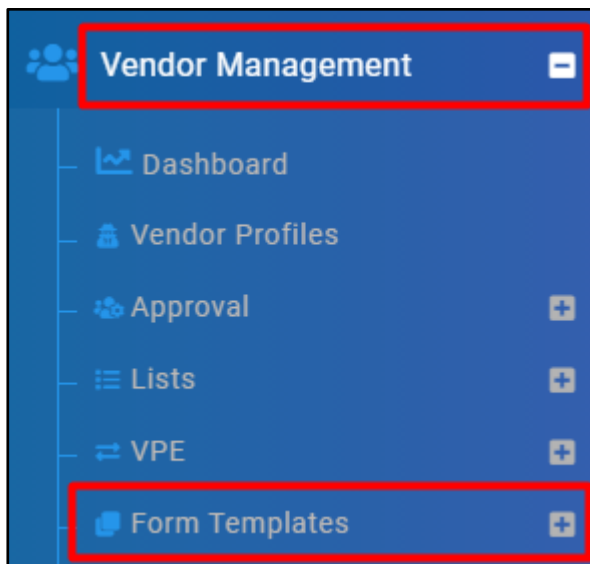
Pre-Qualification Form to be mapped to a Grading System

Note: Grading system has to be defined before come into mapping.

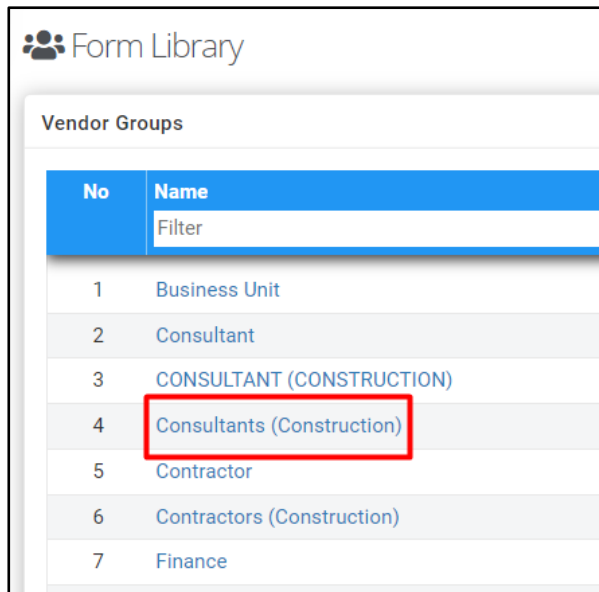
1. Login in as **Procurement Admin**.



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



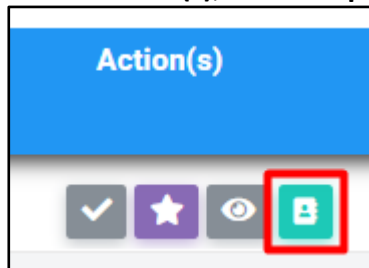
3. Select **Vendor Group**.



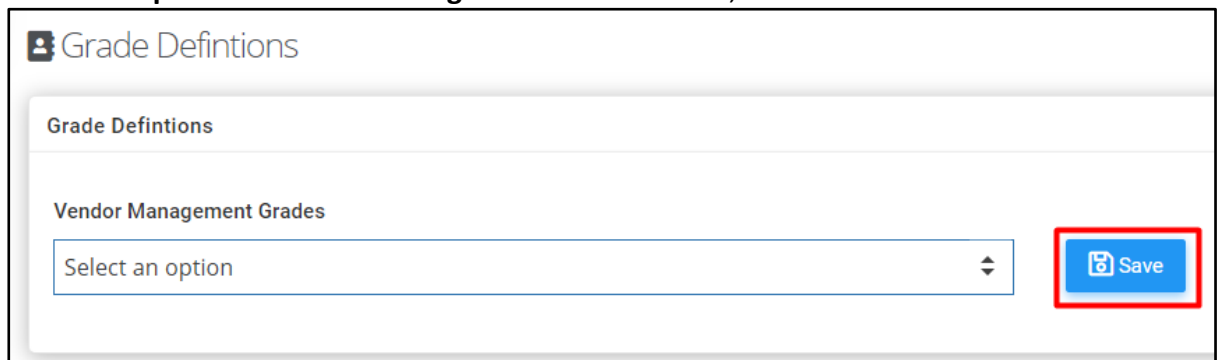
The screenshot shows a 'Form Library' interface with a 'Vendor Groups' section. It contains a table with columns 'No' and 'Name'. A search filter is present in the 'Name' column. The table lists seven vendor groups, with 'Consultants (Construction)' highlighted by a red box.

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

4. Under **Action(s)**, select **“Update Grading Definition”**.



5. Select an **Option of Vendor Management Grades**. Then, click **“Save”**.



The screenshot shows a 'Grade Definitions' form. It has a 'Vendor Management Grades' section with a dropdown menu showing 'Select an option'. A 'Save' button is highlighted with a red box.