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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698   Fax :+603-41622698
Email: info@pck.com.my
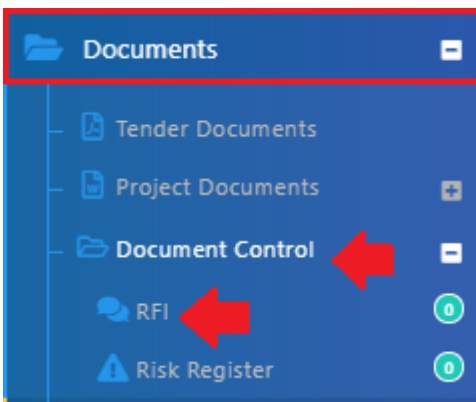Website: www.BuildSpace.my

BUILDSPACE

EPROJECT

For Project Team Member

(BuildSpace Version 2.3)
Last updated: 13/10/2020

Issue Request for Information Form

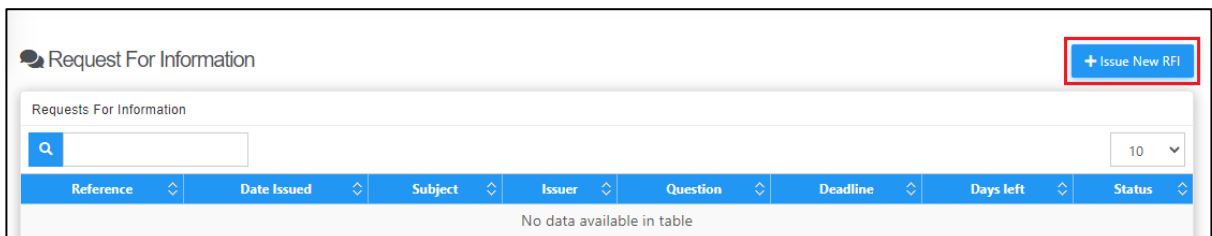# Issue Request for Information Form

1. Login **BuildSpace eProject** system, click **"Project"** and then click the **"Project Title"** or click "**Open Tender**"

2. Click **"Documents"** and click **"Document Control"** and select **"RFI"**

3. Click **"+ Issue New RFI"** to issue RFI

4. Fill in the information and **select which parties** want to send the RFI

5. Upload the file as attachment and can select one or multi verifier for every RFI.

6. Once clicked **Send**, the RFI will automatically recorded in Buildspace system.