



BUILDSPACE EPROJECT

For Project Team Member

Issue Request for
Information Form

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 2.3)

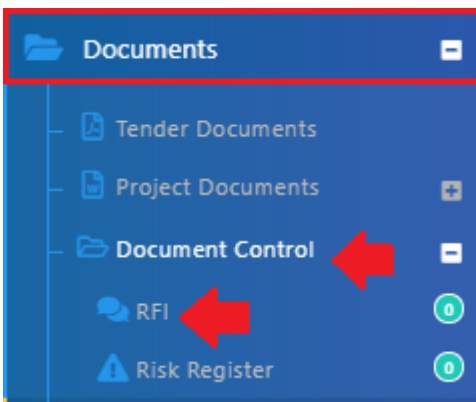
Last updated: 13/10/2020

Issue Request for Information Form

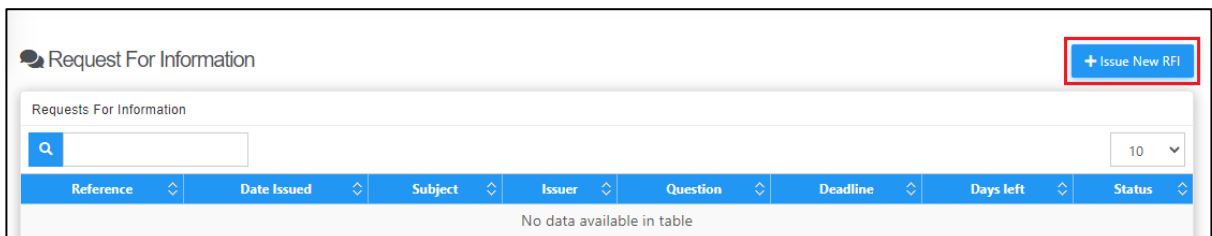
1. Login **BuildSpace eProject** system, click **“Project”** and then click the **“Project Title”** or click **“Open Tender”**



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

Issue New RFI

Reference : Subject *:

Question *:

Directed To *: Group Architect 1 Sdn Bhd BUILDSPACE ECOTOWN Project Management Office 1

Reply Deadline *:

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

Attachment(s):

To upload the file

Preview	File Name	Size	Actions	Uploaded

Select Verifiers:

Click "-" to remove the verifier

Click "+" to add the verifier

None
Sr. Kang Hock Beng
QS Staff 2
QS Staff 1

Choose which person as a verifier

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

Request For Information

Requests For Information

10

Reference	Date Issued	Subject	Issuer	Question	Deadline	Days left	Status
0001	02/07/2020	Drawing	Sr. Chew Nam Tong	Size of foundation	09/07/2020	6	Requesting

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