



BUILDSPACE

EPROJECT

For Project Team Member

Powered by:

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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

Should you require any further assistance, kindly submit your enquiry at <u>support.buildspace.my</u> 1 | P a g e



Issue Request for Information Form

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

| 🕋 Home | P | Projects Sub Projects Filter by Subsidiary | | | | | | | | | |
|----------------------|-----|--|--|--------|----------------|--|--|--|--|--|--|
| E Projects | Nor | None 🗸 | | | | | | | | | |
| 📮 System Modules 🛛 😖 | No. | Contract Number | Name | Status | Action(s) | | | | | | |
| | | Filter | Filter | Filter | | | | | | | |
| 😂 Maintenance 🛛 🗗 | 1 | BE/BLD/C005/20 | Cadangan Membina Rumah 50 Unit di Lot 1230 | Design | → 0 😭 0 | | | | | | |
| | | | 02-Jul-2020 Malaysia , Kuala Lumpur Standard | | | | | | | | |

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



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

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| Request For Information | | | | | | | | | | | + Issue New RFI | | |
|-------------------------|---------|-------------|----|---------|----|-----------|---------|------------|----|----------|-----------------|--------------|----|
| Requests For Info | rmation | | | | | | | | | | | 10 | ~ |
| Reference | \$ | Date Issued | \$ | Subject | \$ | Issuer | \$ | Question | \$ | Deadline | \$ Days left | \$ Status | \$ |
| | | | | | | No data a | vailabl | e in table | | | | | |



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

| eference : | Subject *: | |
|---|--|----------------------------------|
| 1 | Type any subject | |
| | | |
| estion *: | | |
| | | |
| Type any question | an a | |
| Type any question | on | |
| Type any question | n | Reply Deadline *: |
| Type any question | n | Reply Deadline *: 09-Jul-2020 |
| Type any question ected To *: Group Architect 1 Sdn B | n hd | Reply Deadline *: 09-Jul-2020 |
| Type any question rected To *: Group Architect 1 Sdn B BUILDSPACE ECO | hd TOWN | Reply Deadline *: 09-Jul-2020 |

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

| Attachment(s): | | | |
|--|------------------------------------|---------|-----------|
| + Add files ③ Start Upload Ø Cancel upload | | | |
| To upload the file | | | |
| Preview File Name | Size | Actions | Uploaded |
| Select Verifiers: QS Staff 1 QS Staff 2 None Sr. Kang Hock Beng QS Staff 1 Click "-" to rem + Click "+" to ad Solution Click "+" to ad Click "+" to a | ove the verifier d the verifier | | Send Back |

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

| 🗣 Request For | r Information | | | | | | + Issue New RFI |
|-----------------------|---------------|-----------|-------------------|--------------------|------------|--------------|-----------------|
| Requests For Inform | nation | | | | | | |
| Q | | | | | | | 10 🛩 |
| Reference 🗘 | Date Issued 🗘 | Subject 🗘 | lssuer 🗘 | Question 🗘 | Deadline 🗘 | Days left 🗘 | Status 🗘 |
| 0001 | 02/07/2020 | Drawing | Sr. Chew Nam Tong | Size of foundation | 09/07/2020 | 6 | Requesting |
| Showing 1 to 1 of 1 e | entries | | | | | Pr | evious 1 Next |