



Acknowledgement Letter

For Admin & Normal User

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

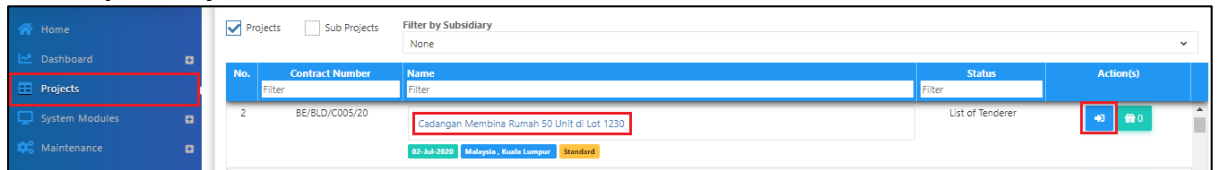
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 2.3)

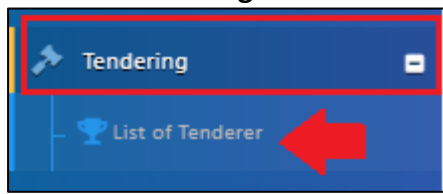
Last updated: 13/10/2020

Prepare Acknowledgement Letter

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



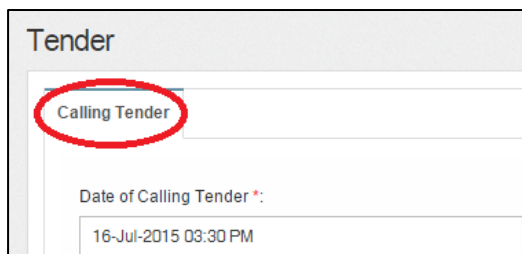
2. Click at **“Tendering”** menu and then click at **“List of Tenderer”**.



3. Click **“Tender”**.



4. Click at **“Calling Tender”** tab. If you are BU or GCD group, you can see other tabs (Rec of Tenderer & List of Tenderer).



- You can activate the “**Acknowledgement Letter**” for the tenderer to print out as hardcopy after they had submitted their tender. To activate, click at “Acknowledgement Letter” button.

Note: Acknowledgement letter still can be amended after submitted calling tender form.

- You can view the template for acknowledgement letter. However, you still can amend the content. Furthermore, “**Tick**” to Enable Acknowledgement Letter, then click “**Save**”.