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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

Respond to Letter of

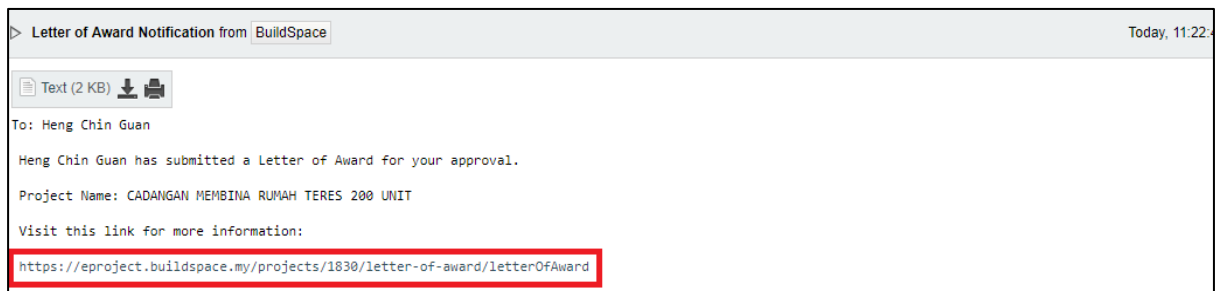Award Approval

(BuildSpace Version 2.3)

Last updated: 13/10/2020

For Admin / Normal User

Respond to Approval Request for Letter of Award
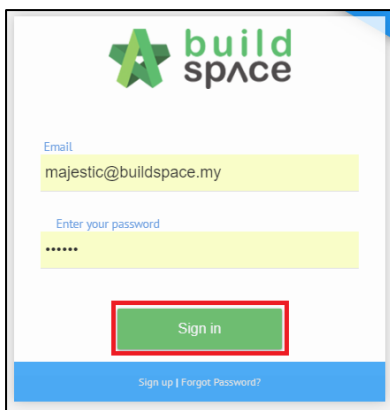
Note: Verifier will receive an email notification when Letter of Award is submitted for approval.
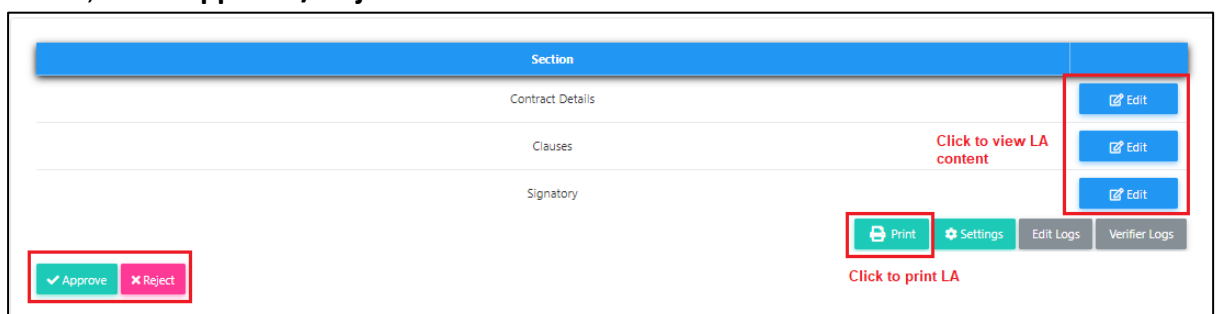
Login through email

1. Verifier will receive an email notification when Letter of Award is submitted for approval. To view details of Letter of Award, click at the link from email.

2. Then user will be diverted into **BuildSpace eProject** login page.

3. Once login, user will be diverted to Letter of Award module. Click **"Edit"** to view the clauses or click **"Print"** to view the Letter of Award *(printing format).* After reviewed the LA, click **"Approve / Reject".**

4. User can insert **"Remark"** after they **"Approved/Rejected"** the Letter of Award.

Login through system (without email)

1. Login to **BuildSpace eProject** system. User can view the pending approval tasks from To Do List, click **"View"** to view for more details.

2. User will be diverted to Letter of Award module. Click **"Edit"** to view the clauses or click **"Print"** to view the Letter of Award *(printing format).* After reviewed the LA, click **"Approve / Reject".**

3. User can insert **"Remark"** after they **"Approved/Rejected"** the Letter of Award.