

Respond to Letter of Award Approval

For Admin / Normal User

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ЮРск

GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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

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"**.

	Section		
	Contract Details		ピ Edit
	Clauses	Click to view LA content	ピ Edit
	Signatory		🕑 Edit
		🖨 Print 🗢 Settings 🛛 Edit Log	s Verifier Logs
✓ Approve X Reject		Click to print LA	

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.

To-Do	List () dering ()			
No.	Project	Module	Days Pending	View
1	Cadangan Membina Rumah 50 Unit di Lot 1230	Letter of Award	0	View

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"**.

Section		
Contract Details		🕼 Edit
Clauses	Click to view LA content	🕼 Edit
Signatory		🕼 Edit
	🖨 Print 🗢 Settings Edit Lo	gs Verifier Logs
✓ Approve × Reject	Click to print LA	

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

Verifier Remarks :			
Add Remarks (Option	onal)	Click to insert remark	