



## Respond to Publish to Post Contract Approval

For Admin / Normal User

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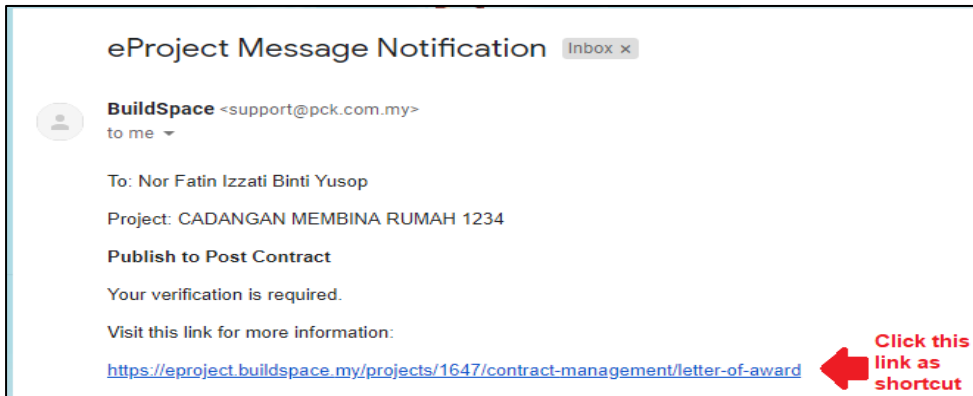
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

(BuildSpace Version 2.3)

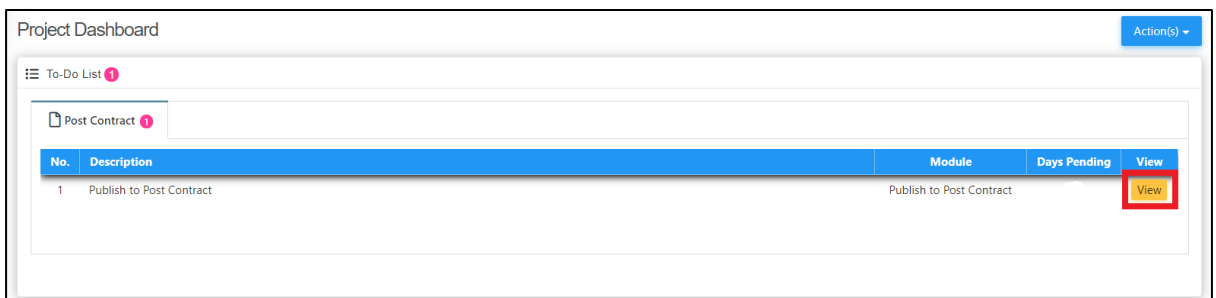
Last updated: 13/10/2020

## Respond to approval request for publish to Post Contract

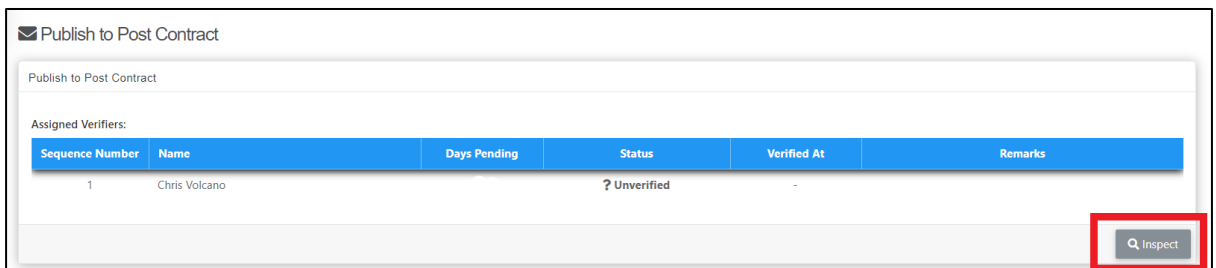
1. Verifier will receive an email notification for approval request. Click at the link from email to view for more details. OR verifier can login to **BuildSpace eProject** system without referring link from email.



2. Once logged in to **BuildSpace eProject** system, click **View** on the task that pending for your approval.



3. Click "Inspect"



4. You can check the details first before click **“Approve/Reject”**

The screenshot shows the 'Approval: Project > CADANGAN MEMBINA RUMAH 1234 (Letter Of Award)' page. At the top, there are 'Approve' and 'Reject' buttons. Below this, the 'Main Information' section is expanded to show 'Project Information', 'Contract Information', 'Retention', and 'Labour Rates'.

**Project Information**  
Project Owner : ECO MAJESTIC 2 SDN BHD  
Project : CADANGAN MEMBINA RUMAH 1234  
Contractor : Buildspace Contractor 1

**Contract Information**  
Type : Letter of Award  
Contract Period From : 02-03-2019  
Trade : Main Contractor  
Works : Lab  
Remarks : -  
Submitted By : Heng Chin Guan  
LA No. : EMSB/BLD/C045/18/LA001  
Contract Period To : 14-03-2020  
Creditor Code : -  
Works 2 : BLDG  
Submitted At : 01/03/2019 11:09 am

**Retention**  
Retention : 10.00 %  
Include VO :   
Maximum Retention Sum : 5.00 %  
Include Material On Site :

**Labour Rates**  
Normal Working Hours : 8

	Normal Rates	OT Rates
Skilled	8.00	10.00
Semi Skilled	10.00	15.00
Labour	20.00	25.00

5. You can type any **comments** for **“Approve/Reject”** the request

The screenshot shows a 'Confirm' dialog box with the text 'Are you sure you want to approve this?'. Below the text is a text input field labeled 'Add Remarks' containing the text 'Can type any remarks'. At the bottom right, there are 'Yes' and 'No' buttons, both of which are highlighted with a red border.

6. The approval response will be recorded under verifier log.

The screenshot shows the 'Assigned Verifiers' section of the interface. It contains a table with the following data:

Sequence Number	Name	Days Pending	Status	Verified At	Remarks
1	Chris Volcano	201	Approved	04-Aug-2020 4:13 PM	

The 'Approved' status in the table is circled in red.