



Upload Tender Document

For Admin & Normal User

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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Email: info@pck.com.my

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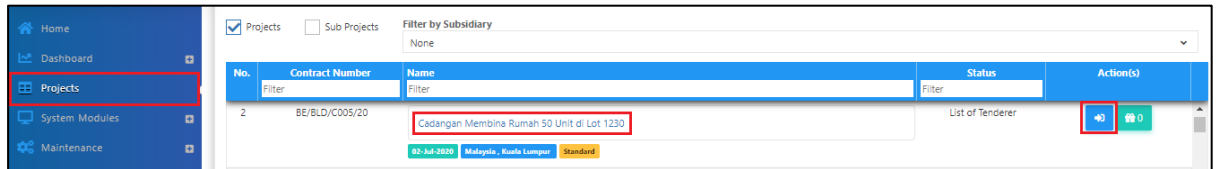
(BuildSpace Version 2.3)

Last updated: 13/10/2020

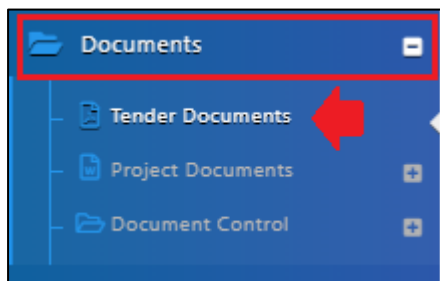
Upload Tender Documents

Note: Party that assigned as Group Access to Tender Documents (by Client) can edit in Tender Document module.

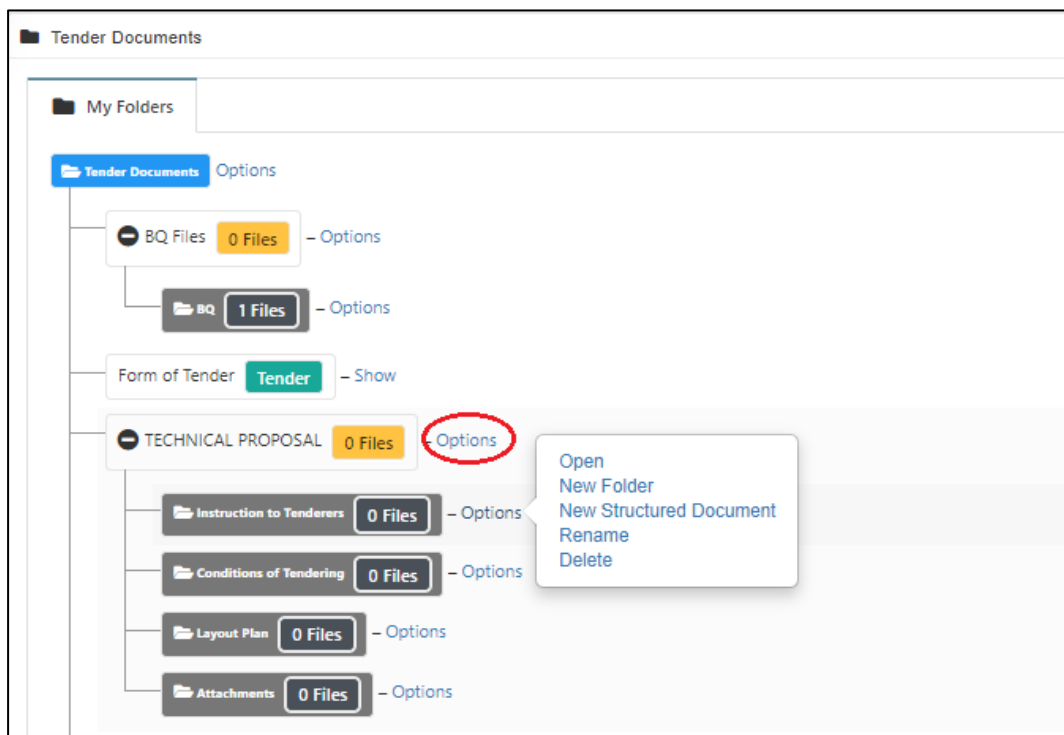
1. Login to **BuildSpace eProject** system. Click **“Project”** and then click **“Project Title”** or **“Open Project”**



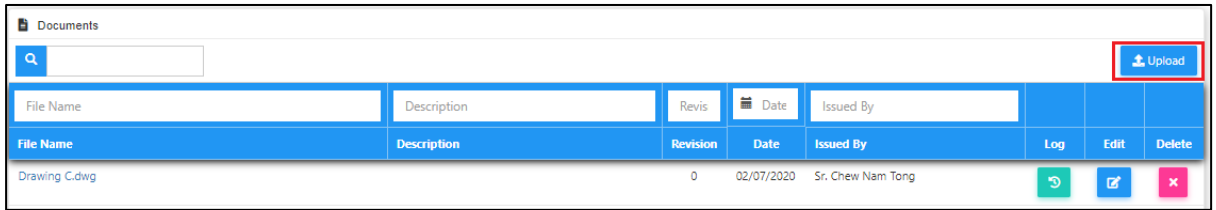
2. Click **“Documents”** and then click **“Tender Documents”** menu.



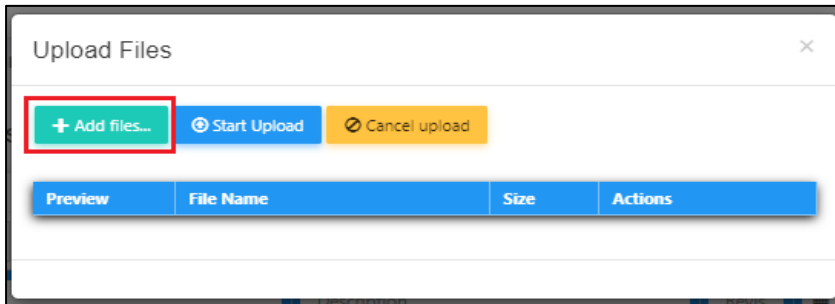
3. You can see default folders **“BQ Files”** & **“Form of Tender”**. It is **auto generated**. Click at **“Options”** to **“Open”** or create a new folder or sub folder.



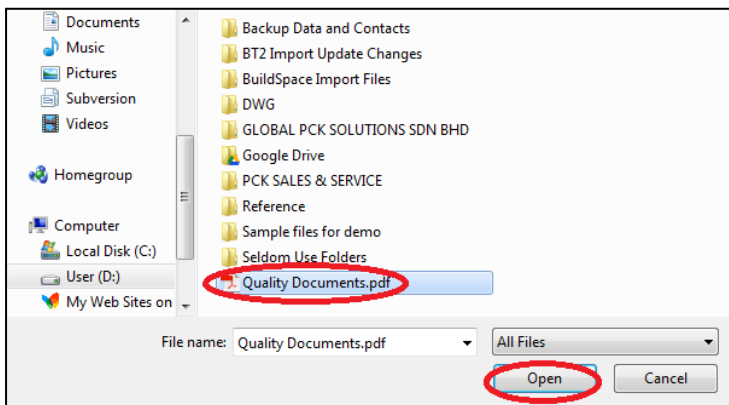
4. click at **“Upload”** button to upload a new file.



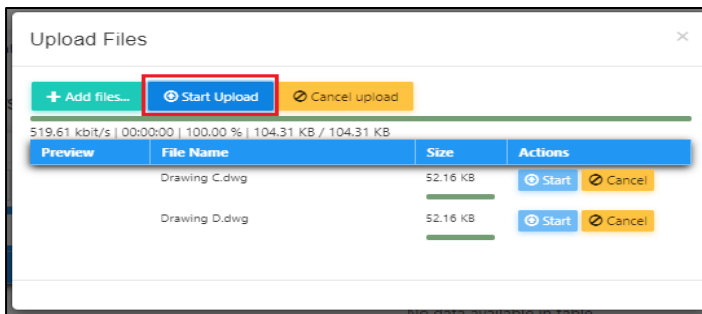
5. You will see the following pop up and click **“Add Files.”**



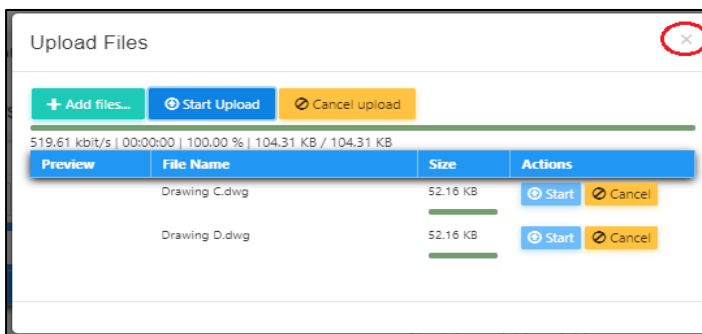
6. Then browse to select the file and click **“Open”**. You can select multiple files to upload at one time.



7. Click **“Start Upload”** button.



8. Once uploaded, click **“X”** to close this page.



9. You can **“Delete”** uploaded file, click **“Edit”** to revise the file and click **“Log”** to see which user download the document

| File Name | Description | Revis | Date | Issued By | Log | Edit | Delete |
|---------------|-------------|-------|------------|-------------------|------------------------------------|-------------------------------------|---------------------------------------|
| Drawing C.dwg | | 0 | 02/07/2020 | Sr. Chew Nam Tong | <input type="button" value="Log"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| Drawing D.dwg | | 0 | 02/07/2020 | Sr. Chew Nam Tong | <input type="button" value="Log"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

Showing 1 to 2 of 2 entries

Note: You are advisable to upload attachment in PDF format