



BUILDSPACE EPROJECT

(for Developer)

Vendor Management
User Guide

Part. 1

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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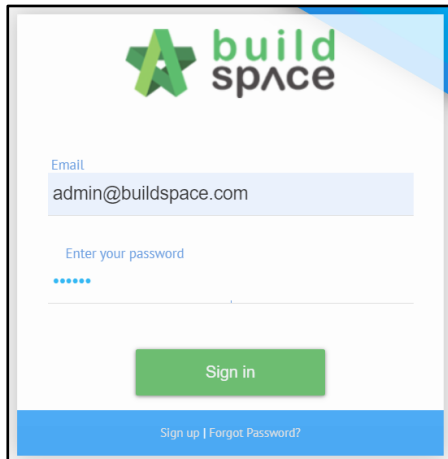
User Access Management

Assign user access and set user as Admin user

Note: Users (to be assigned) have login account in Server.

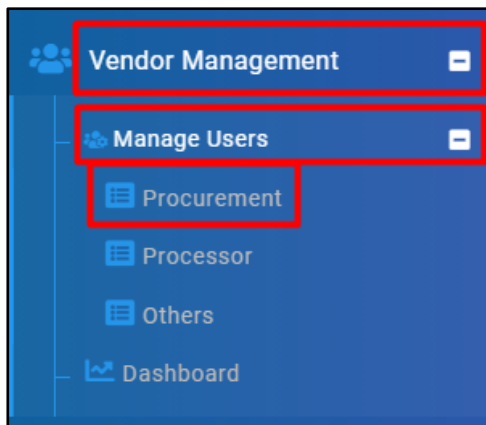
Procurement

1. User Login as **Super Admin**.

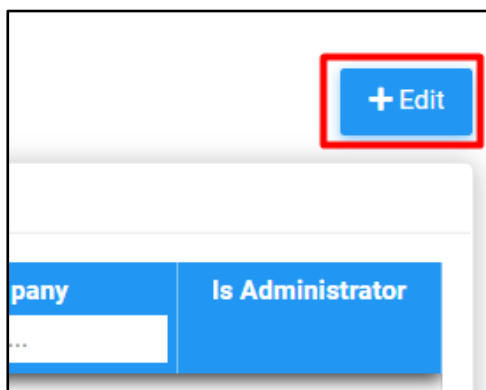


The image shows the Buildspace login page. At the top left is the Buildspace logo. Below it, there is a form with an "Email" field containing "admin@buildspace.com" and a password field with "Enter your password" and six dots. A green "Sign in" button is centered below the fields. At the bottom, there are links for "Sign up" and "Forgot Password?".

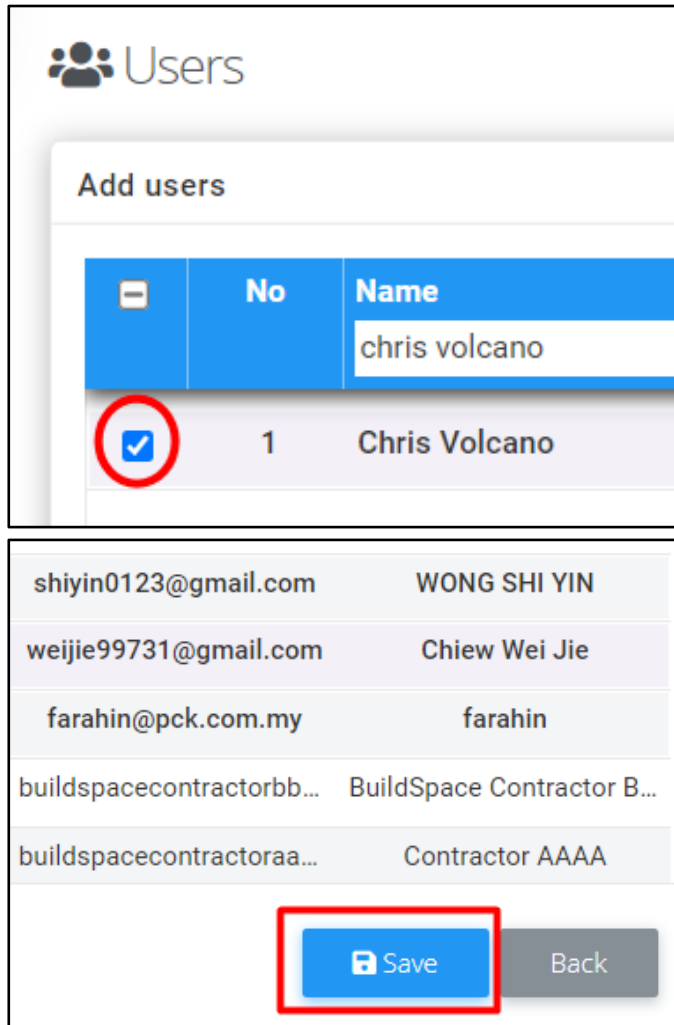
2. Click "**Vendor Management**" and then click "**Manage Users**". Click "**Procurement**".



3. Click "**Edit**".



4. Tick **Users**, click **“Save”**.



Users

Add users

No	Name
1	Chris Volcano

shiyin0123@gmail.com WONG SHI YIN

weijie99731@gmail.com Chiew Wei Jie

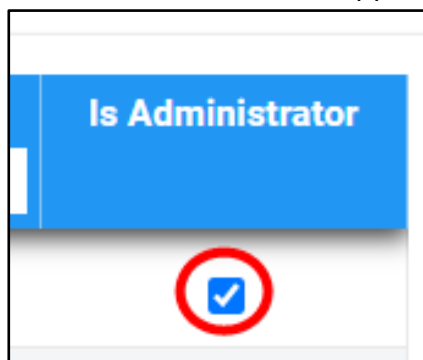
farahin@pck.com.my farahin

buildspacecontractorbb... BuildSpace Contractor B...

buildspacecontractoraa... Contractor AAAA

Save Back

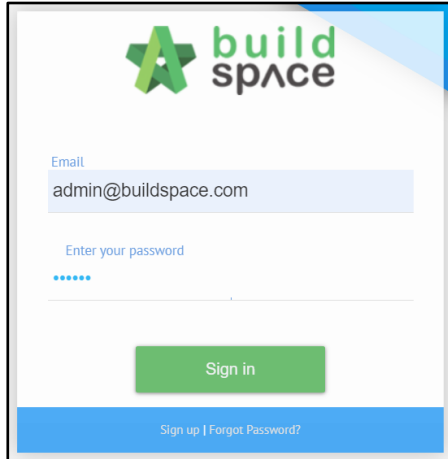
5. Tick **“Is Administrator”** if applicable.



Is Administrator

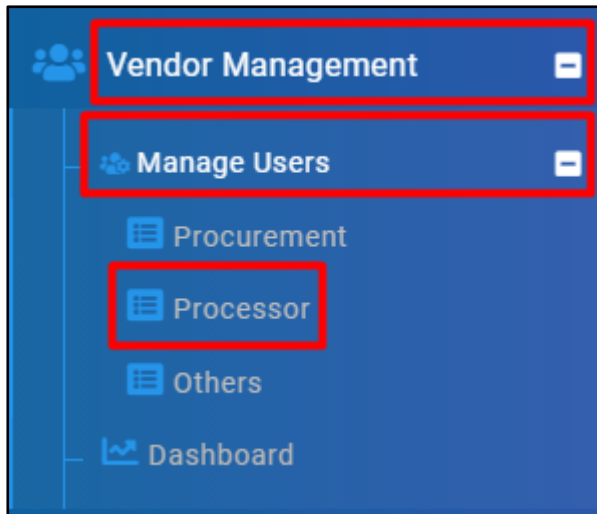
Processor

1. User Login as **Super Admin**.

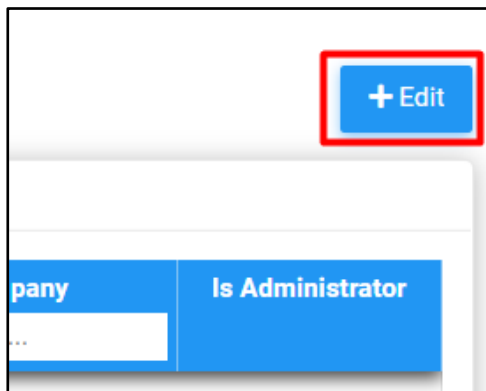


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it is an email input field containing 'admin@buildspace.com'. Underneath is a password input field with the placeholder text 'Enter your password' and six dots representing the password. A green 'Sign in' button is centered below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

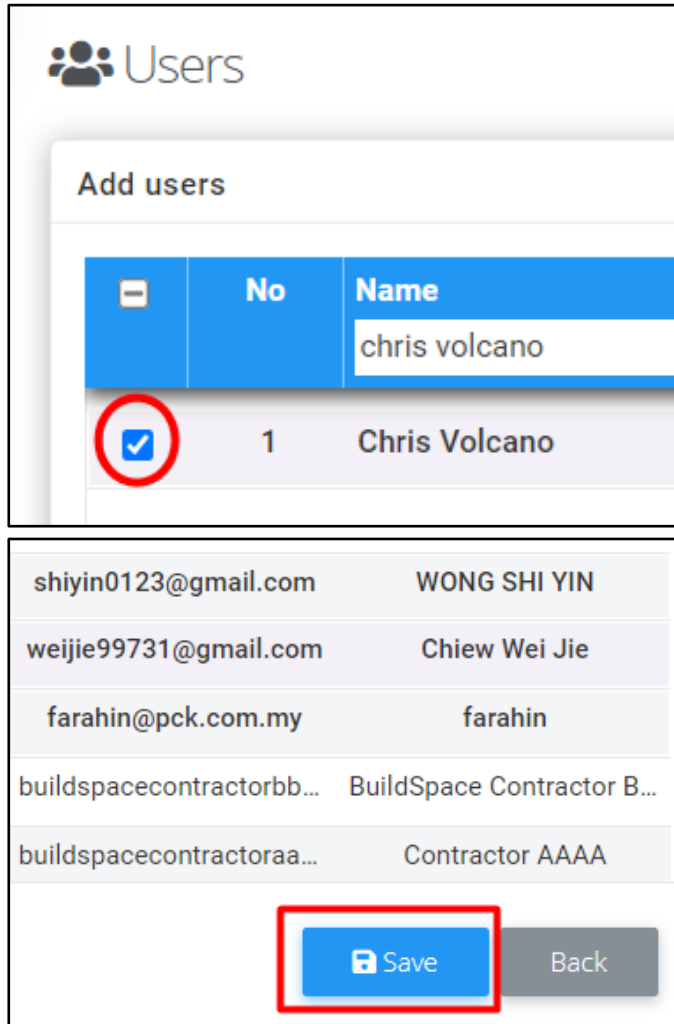
2. Click **“Vendor Management”** and then click **“Manage Users”**. Click **“Processor”**.



3. Click **“Edit”**.



4. Tick **Users**, click **“Save”**.



Users

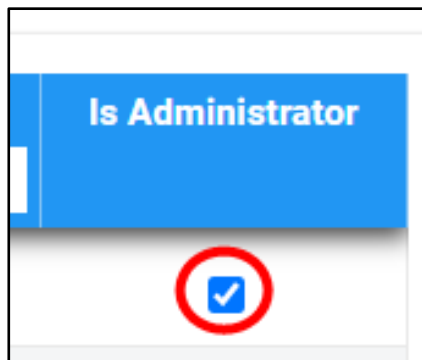
Add users

	No	Name
<input checked="" type="checkbox"/>	1	Chris Volcano

shiyin0123@gmail.com	WONG SHI YIN
weijie99731@gmail.com	Chiew Wei Jie
farahin@pck.com.my	farahin
buildspacecontractorb...	BuildSpace Contractor B...
buildspacecontractoraa...	Contractor AAAA

Save Back

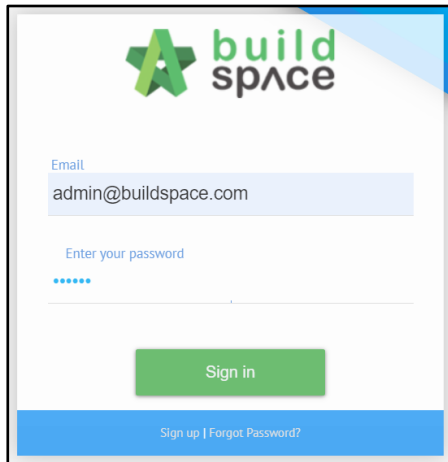
5. Tick **“Is Administrator”** if applicable.



Is Administrator

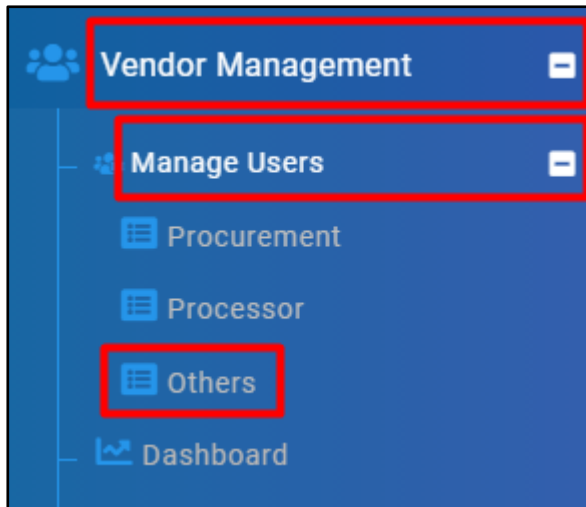
Others

1. User Login as **Super Admin**.

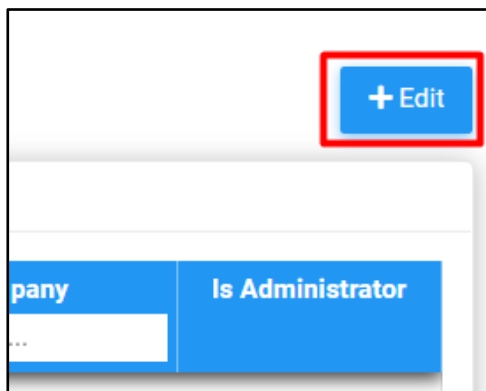


The image shows the Buildspace login page. At the top left is the Buildspace logo. Below it is an email input field containing 'admin@buildspace.com'. Underneath is a password input field with the placeholder text 'Enter your password' and six dots representing the password. A green 'Sign in' button is centered below the password field. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'.

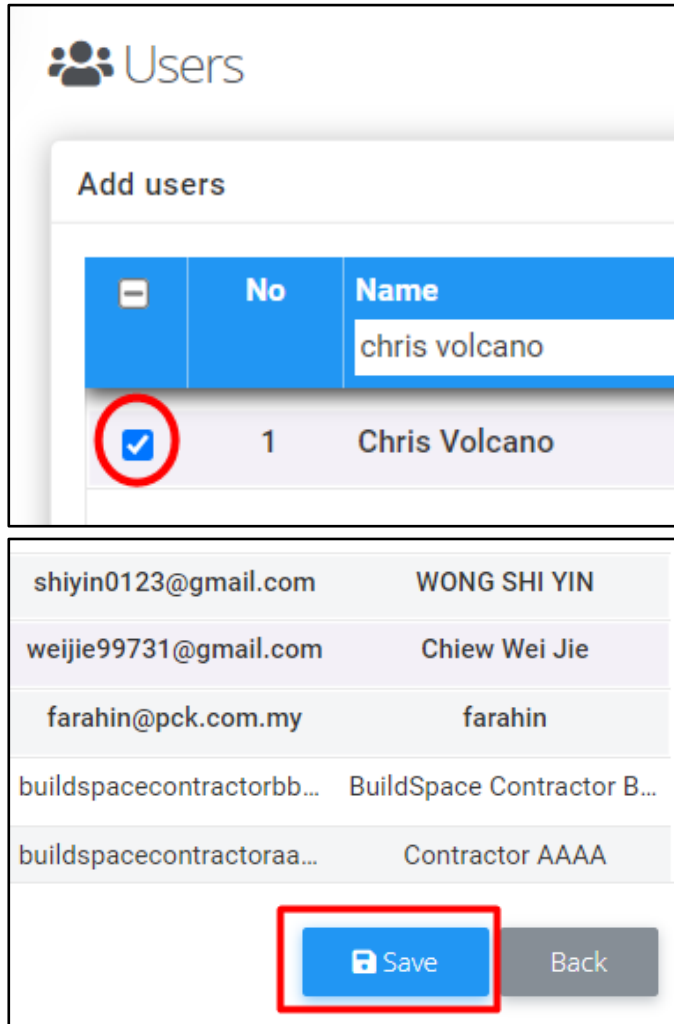
2. Click **“Vendor Management”** and then click **“Manage Users”**. Click **“Others”**.



3. Click **“Edit”**.



4. Tick **Users**, click **“Save”**.



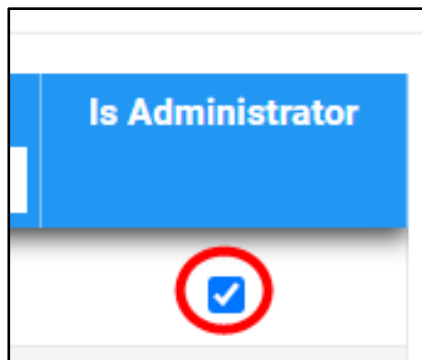
Users

Add users

	No	Name
<input checked="" type="checkbox"/>	1	Chris Volcano

shiyin0123@gmail.com	WONG SHI YIN
weijie99731@gmail.com	Chiew Wei Jie
farahin@pck.com.my	farahin
buildspacecontractorb...	BuildSpace Contractor B...
buildspacecontractoraa...	Contractor AAAA

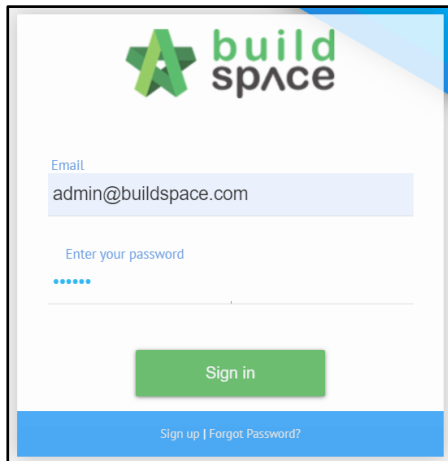
5. Tick **“Is Administrator”** if applicable.



Is Administrator

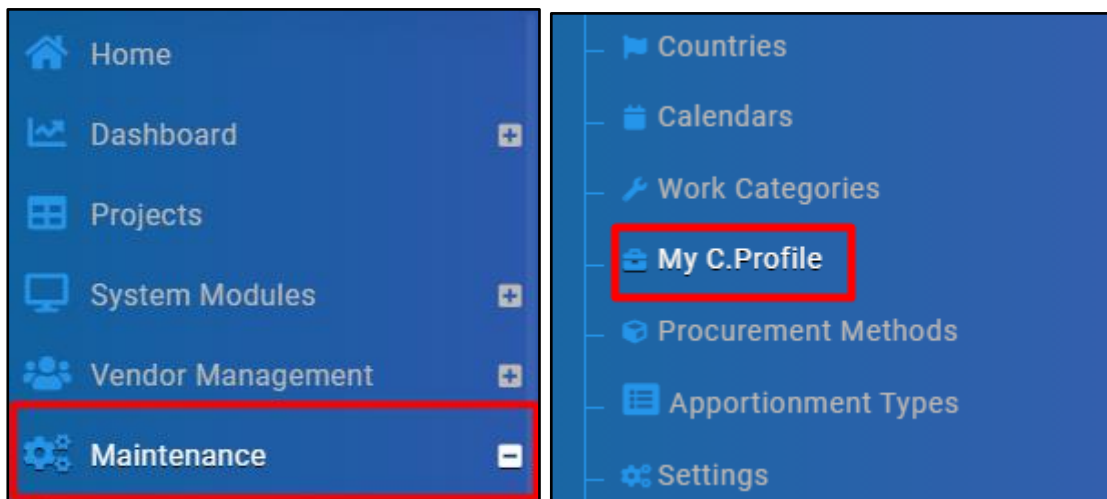
Set company name and upload Logo

1. User Login as **Super Admin**.

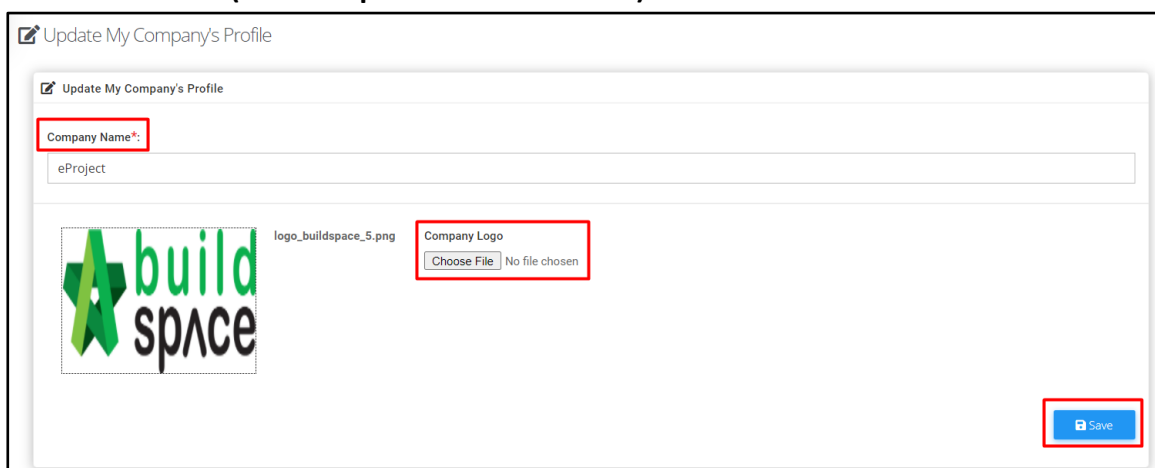


The login page features the Build Space logo at the top. Below it, there is an email input field containing 'admin@buildspace.com' and a password input field with masked characters. A green 'Sign in' button is positioned below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Maintenance”** and then click **“My C. Profile”**.



3. Change **Company Name** and upload **Company’s Logo**. Click **“Save”** once all the details have been done. **(100x100 pixels recommended)**



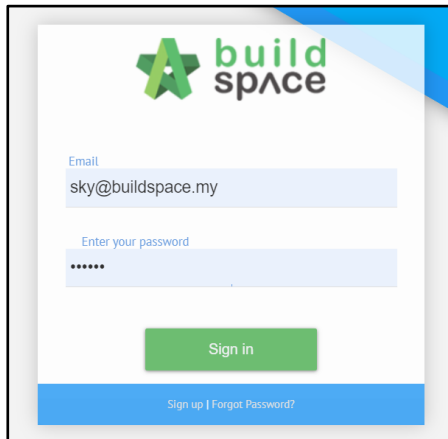
The 'Update My Company's Profile' form contains a 'Company Name*' field with the value 'eProject'. Below this is a 'Company Logo' section with a 'Choose File' button and the text 'No file chosen'. A preview of the Build Space logo is shown to the left. A 'Save' button is located at the bottom right of the form.

Setting Up Module Parameters

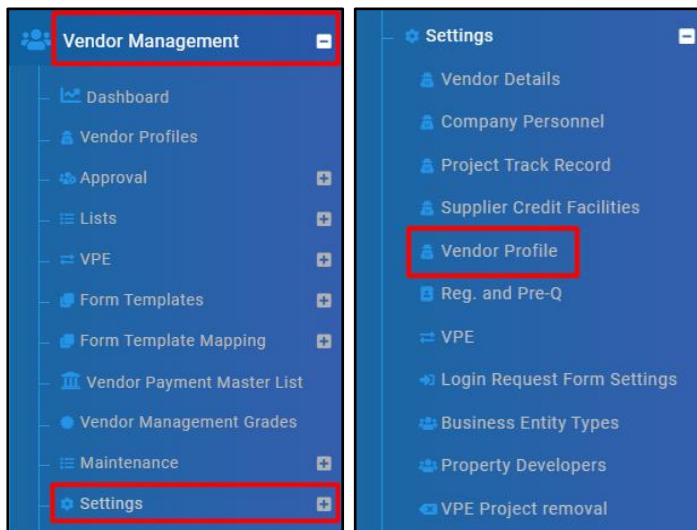
Input all the parameters

Vendor Profile

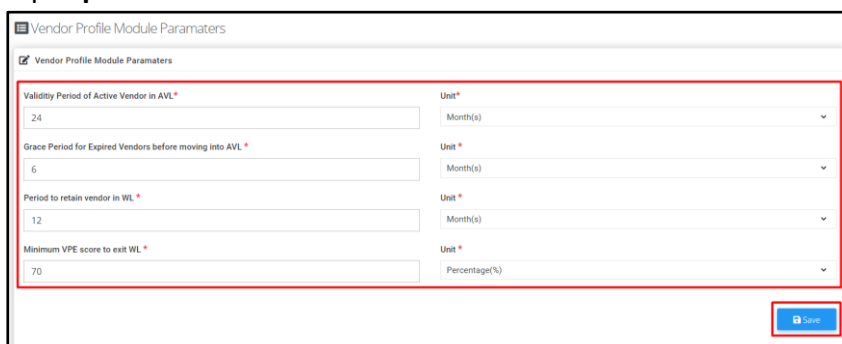
1. User Login as **Procurement User/Admin**.



2. Click **“Vendor Management”** and then click **“Settings”**. Select **“Vendor Profile”**.



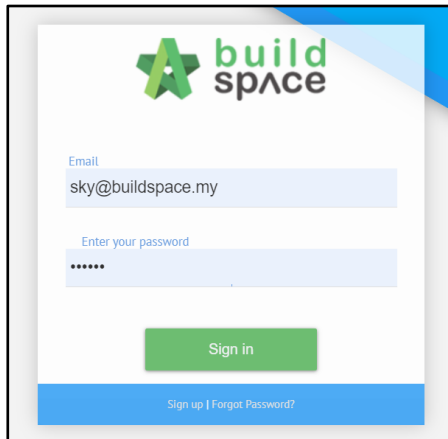
3. Input **parameters** and click **“Save”**.



For any enquiries, please notify our support team at support.buildspace.my

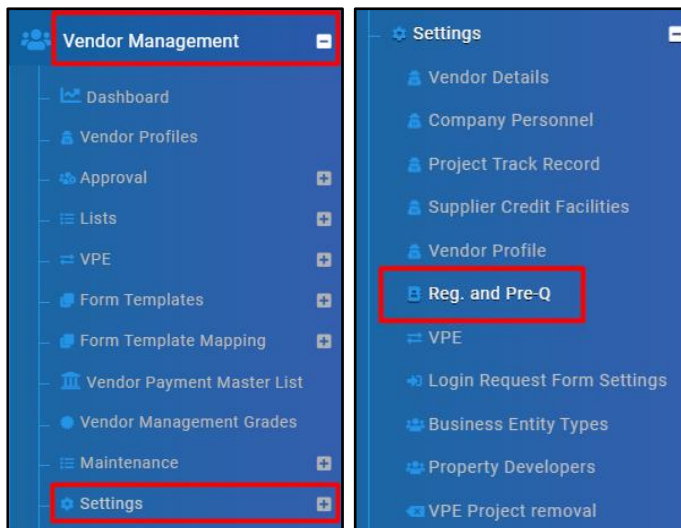
Reg. and Pre-Q

1. User Login as Procurement User/Admin.



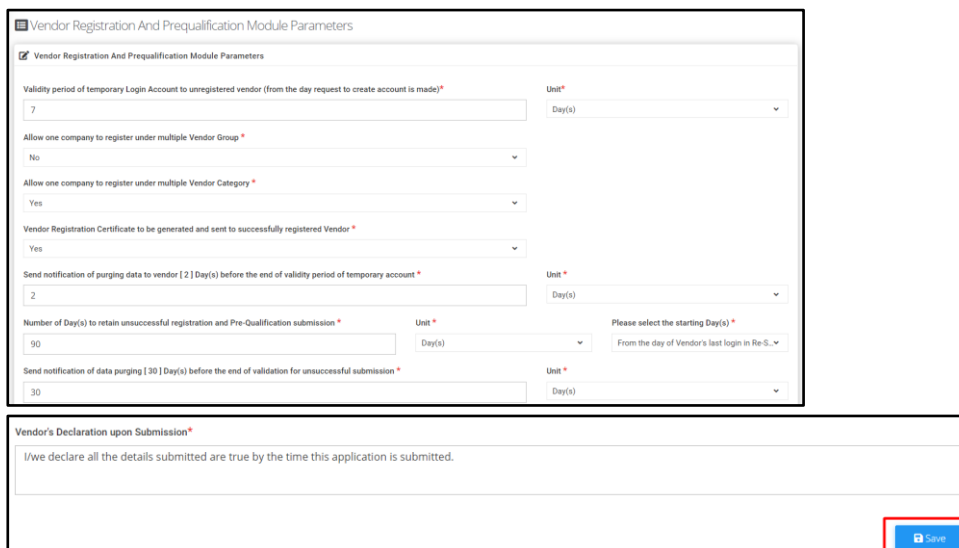
The login page features the Buildspace logo at the top left. Below it, there is an 'Email' field containing 'sky@buildspace.my' and a password field with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click “Vendor Management” and then click “Settings”. Select “Reg. and Pre-Q”.



The image shows two side-by-side screenshots of the application's navigation menu. The left screenshot shows the 'Vendor Management' menu with 'Settings' highlighted at the bottom. The right screenshot shows the 'Settings' menu with 'Reg. and Pre-Q' highlighted.

3. Input parameters and click “Save”.



The form is titled 'Vendor Registration And Prequalification Module Parameters'. It contains several configuration fields:

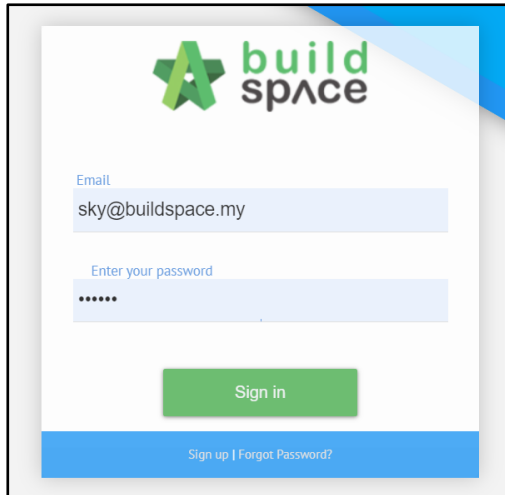
- Validity period of temporary Login Account to unregistered vendor (from the day request to create account is made)*: 7, Unit: Day(s)
- Allow one company to register under multiple Vendor Group*: No
- Allow one company to register under multiple Vendor Category*: Yes
- Vendor Registration Certificate to be generated and sent to successfully registered Vendor*: Yes
- Send notification of purging data to vendor [2] Day(s) before the end of validity period of temporary account*: 2, Unit: Day(s)
- Number of Day(s) to retain unsuccessful registration and Pre-Qualification submission*: 90, Unit: Day(s), Please select the starting Day(s)*: From the day of Vendor's last login in Re-S.
- Send notification of data purging [30] Day(s) before the end of validation for unsuccessful submission*: 30, Unit: Day(s)

At the bottom, there is a 'Vendor's Declaration upon Submission*' section with a text area containing the declaration: 'I/we declare all the details submitted are true by the time this application is submitted.' A blue 'Save' button is located at the bottom right.

Setting up standard emails to be sent to external and internal user

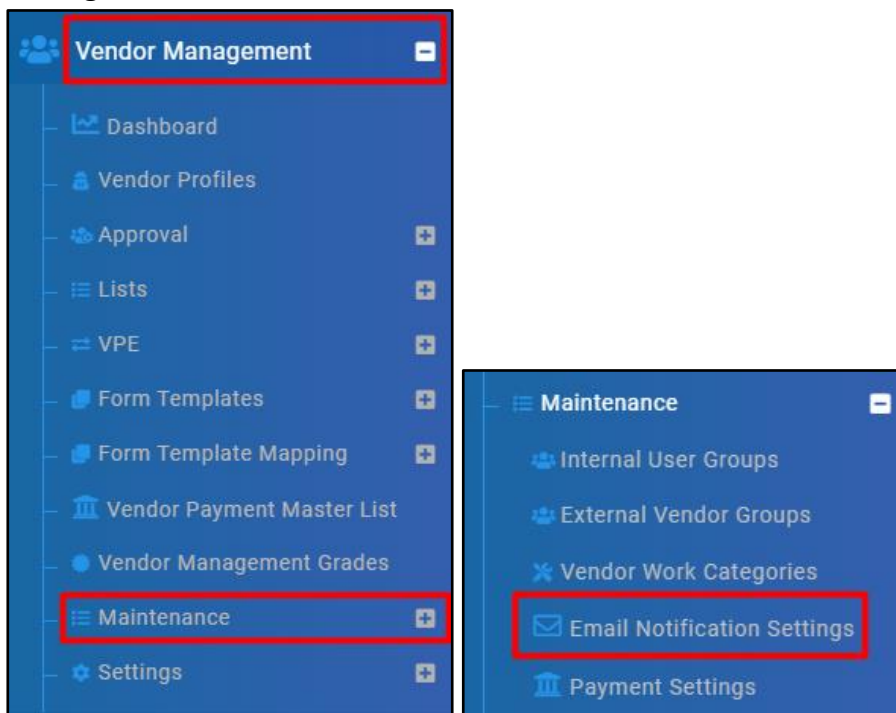
Note: Company Name and Logo has been set up correctly.

1. User Login as **Procurement User/Admin.**



The image shows the Buildspace login page. At the top left is the Buildspace logo. Below it is a form with two input fields: 'Email' containing 'sky@buildspace.my' and 'Enter your password' with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

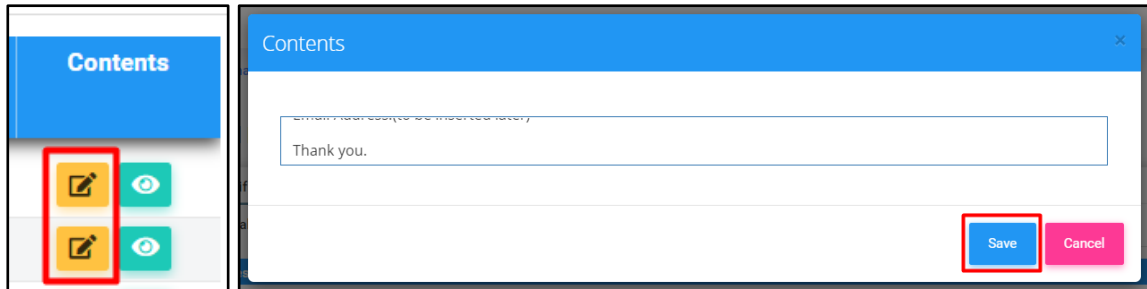
2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Email Notification Settings”**.



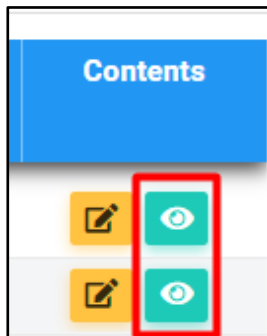
- If status shows **“Activated”**, it means such email template is being use. Click again to make it become **“Deactivated”** if the template no longer to be used.

No	Description	Status
	filter column...	
1	Notification to Unregistered Vendor on Successful Login Account Creation	Activated
2	Notification to Vendor on Request for Information During Registration and Renewal	Deactivated

- Click **“Edit”** to edit Email Content. Then click **“Save”**.



- Click **“Preview”** to preview the outlook of the email content.

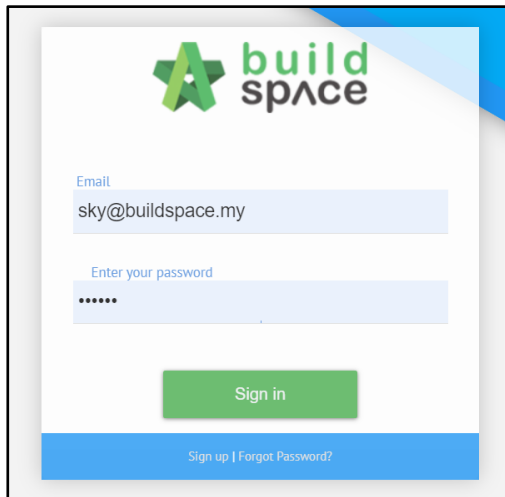


**** External Users refers to users outside SDP (Vendors).**

**** Internal Users refers to all users inside SDP.**

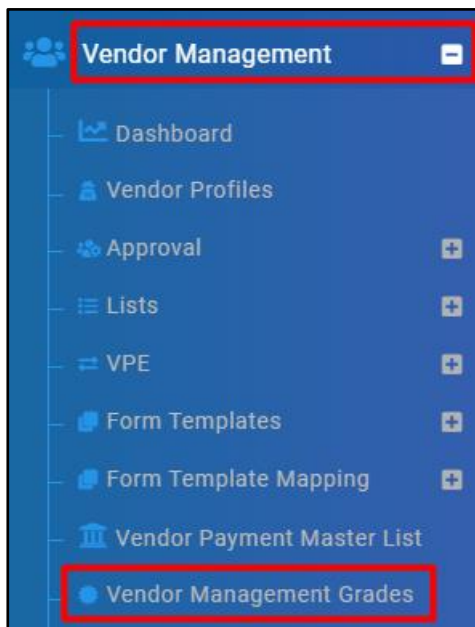
Setting up Grading System for Vendor Management

1. User Login as **Procurement User/Admin**.

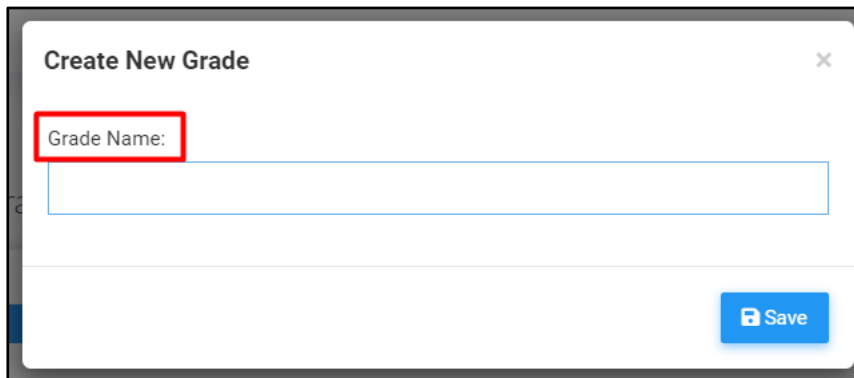
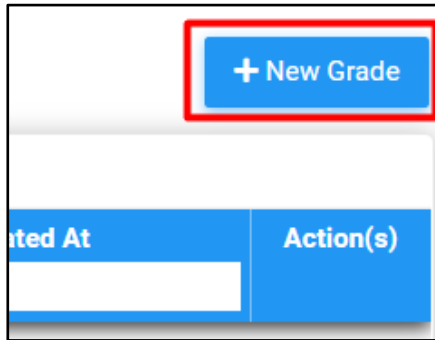


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is a form with two input fields: 'Email' containing 'sky@buildspace.my' and 'Enter your password' with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Vendor Management Grades”**.


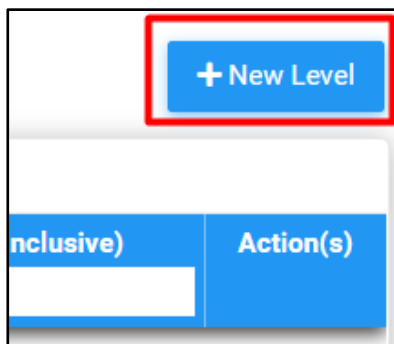


3. Click **“New Grade”** and input **Grade Name**. Click **“Save”**.



A screenshot of a modal window titled 'Create New Grade' with a close button (X) in the top right corner. The modal contains a form with a label 'Grade Name:' followed by a text input field. The 'Grade Name:' label and the input field are both highlighted with a red rectangular box. At the bottom right of the modal is a blue button with a white floppy disk icon and the text 'Save'.

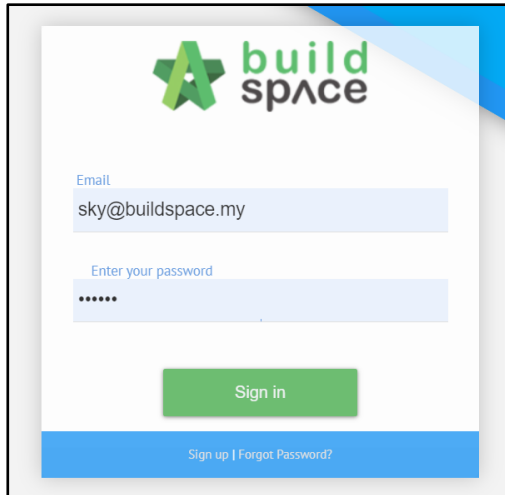
4. Click into Grade, click **“New Level”**. Input **Level Name** and **Upper Limit of Scores**. Click **“Save”**.



A screenshot of a modal window titled 'New Level' with a close button (X) in the top right corner. The modal contains a form with two text input fields. The first field is labeled 'Description:' and the second is labeled 'Upper Limit (inclusive):'. Both the labels and the input fields are highlighted with a red rectangular box. At the bottom right of the modal is a blue button with a white floppy disk icon and the text 'Save'.

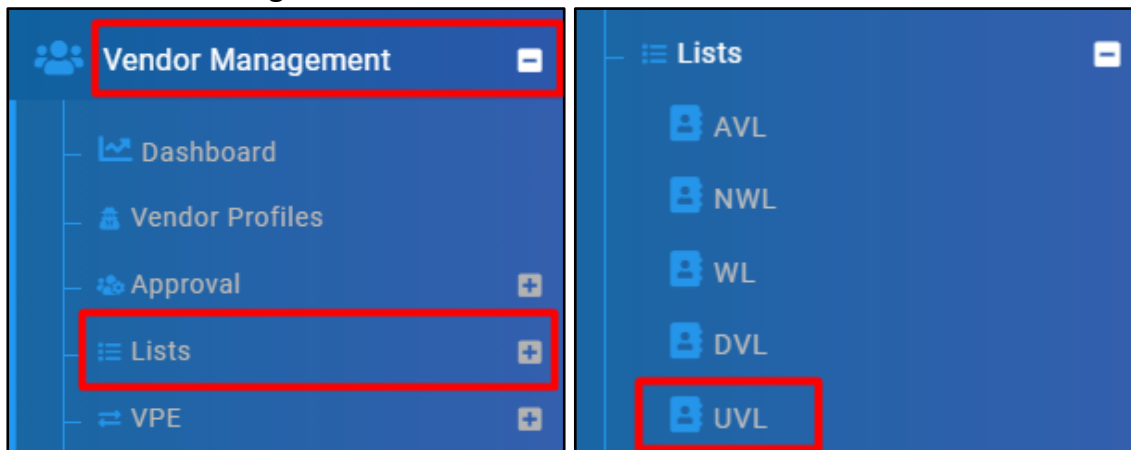
List of Unsuccessful Registered Vendor

1. Login in as **Processor User/Admin**.

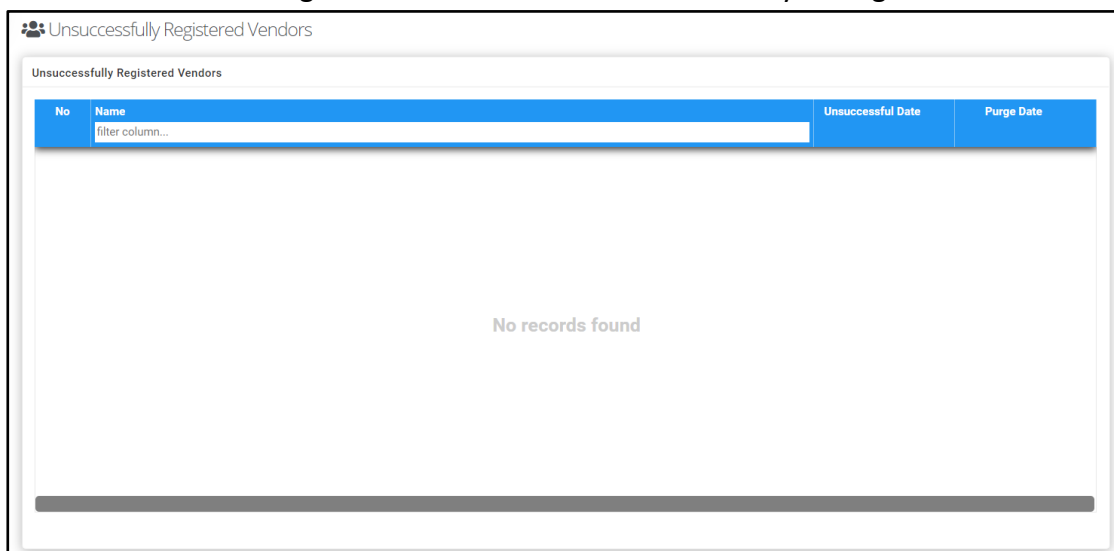


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is a form with two input fields: "Email" containing "sky@buildspace.my" and "Enter your password" with masked characters. A green "Sign in" button is centered below the fields. At the bottom, there are links for "Sign up" and "Forgot Password?".

2. Click **“Vendor Management”** and then click **“Lists”**. Click **“UVL”**.



3. List of Unsuccessful Registration will be shown here with days being idle.

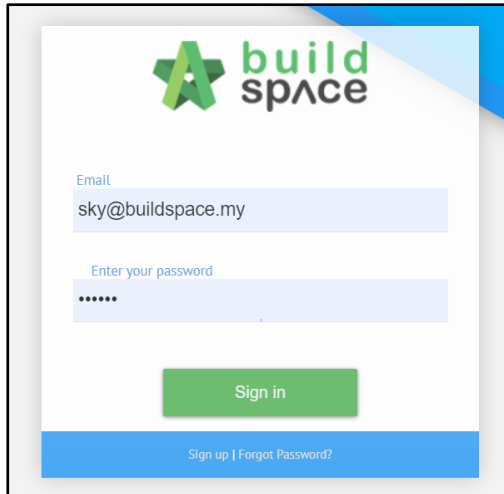


The image shows a table titled "Unsuccessfully Registered Vendors". The table has four columns: "No", "Name", "Unsuccessful Date", and "Purge Date". The "Name" column has a filter input field. The table is currently empty, and the text "No records found" is displayed in the center.

No	Name	Unsuccessful Date	Purge Date
No records found			

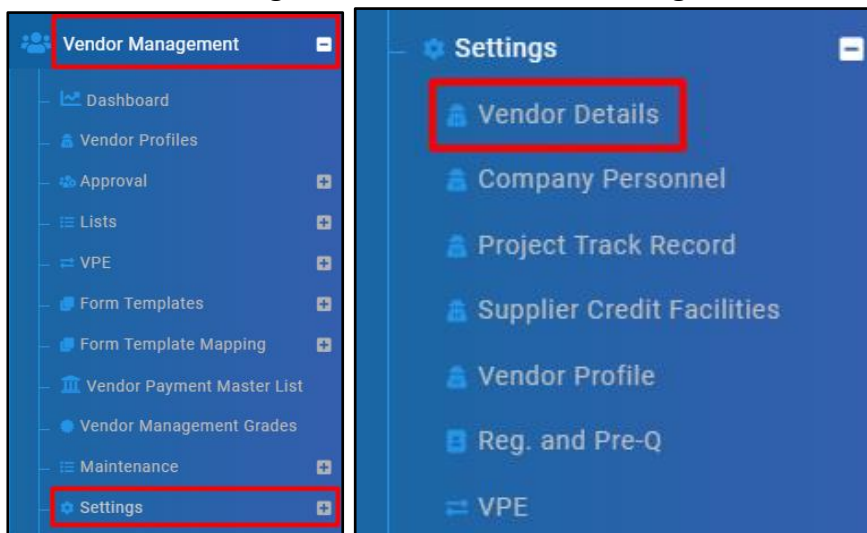
Allow for instruction and attachment in Registration and Pre-Qualification

1. Login in as **Procurement User/Admin.**



The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is a form with two input fields: 'Email' containing 'sky@buildspace.my' and 'Enter your password' with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Settings”**. Click **“Vendor Details”**.



3. Input Instructions to Vendor Details Settings and click “Save”.

Vendor Details Settings

Instructions

<p>Company Name:</p> <p>Please upload certified copy of SSM document and Form 9.</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Address:</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>User Group:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Vendor Category:</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Contact Person:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>R.O.C. Number:</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Tax Registration Number:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Email:</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Telephone:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Fax:</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Country:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>State:</p> <input style="width: 95%; height: 20px;" type="text"/>

4. Tick Attachments to Vendor Details Settings and click “Save”.

Vendor Details Settings

Attachment(s)

<input checked="" type="checkbox"/> Company Name <input type="checkbox"/> Contact Person <input type="checkbox"/> Telephone <input type="checkbox"/> Bumiputera	<input type="checkbox"/> Address <input type="checkbox"/> R.O.C. Number <input type="checkbox"/> Fax <input type="checkbox"/> Bumiputera Equity	<input type="checkbox"/> User Group <input type="checkbox"/> Tax Registration Number <input type="checkbox"/> Country <input type="checkbox"/> Non-Bumiputera Equity	<input type="checkbox"/> Vendor Category <input type="checkbox"/> Email <input type="checkbox"/> State <input type="checkbox"/> Foreigner Equity
--	--	---	---

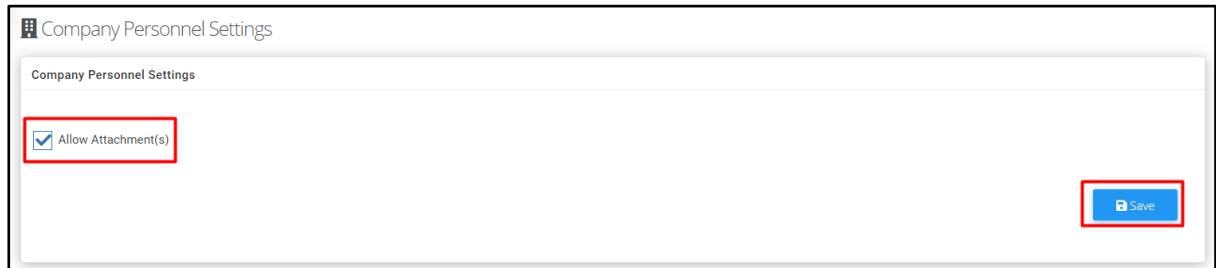
5. Input Instructions to Instruction for Section and click “Save”.

Instruction for Sections

Instructions

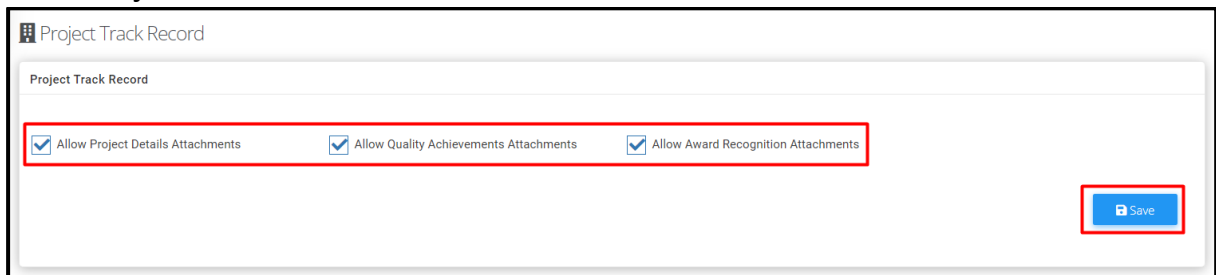
<p>Company Personnel:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Project Track Record:</p> <p>Upload Qlasic Certificate and Letter of Award</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Supplier Credit Facilities:</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Vendor Registration Payment:</p> <input style="width: 95%; height: 20px;" type="text"/>

6. Click **“Company Personnel”** and tick **Allow Attachments**.



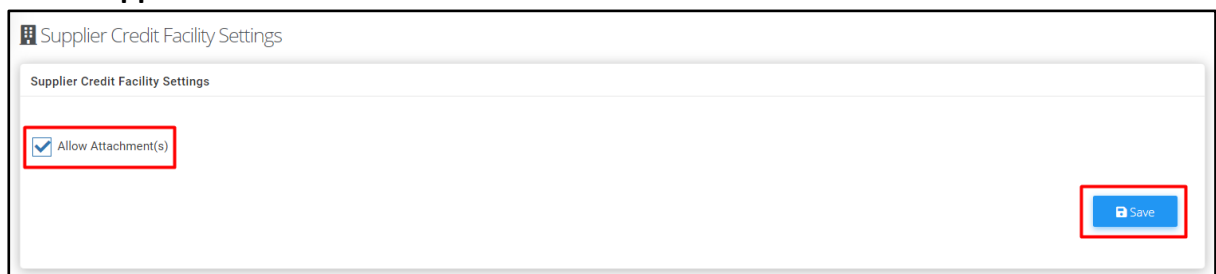
The screenshot shows the 'Company Personnel Settings' page. The title 'Company Personnel Settings' is at the top. Below it, there is a section titled 'Company Personnel Settings'. A checkbox labeled 'Allow Attachment(s)' is checked and highlighted with a red box. In the bottom right corner, there is a blue 'Save' button with a lock icon, also highlighted with a red box.

7. Click **“Project Track Record”** and tick **Allow Attachments**.



The screenshot shows the 'Project Track Record' page. The title 'Project Track Record' is at the top. Below it, there is a section titled 'Project Track Record'. Three checkboxes are visible: 'Allow Project Details Attachments', 'Allow Quality Achievements Attachments', and 'Allow Award Recognition Attachments'. All three are checked and highlighted with a red box. In the bottom right corner, there is a blue 'Save' button with a lock icon, also highlighted with a red box.

8. Click **“Supplier Credit Facilities”** and tick **Allow Attachments**.



The screenshot shows the 'Supplier Credit Facility Settings' page. The title 'Supplier Credit Facility Settings' is at the top. Below it, there is a section titled 'Supplier Credit Facility Settings'. A checkbox labeled 'Allow Attachment(s)' is checked and highlighted with a red box. In the bottom right corner, there is a blue 'Save' button with a lock icon, also highlighted with a red box.

Setting Up Master Menu for Standard Options & Master List

Prepare Company Type to govern the type of Registration Form to be used

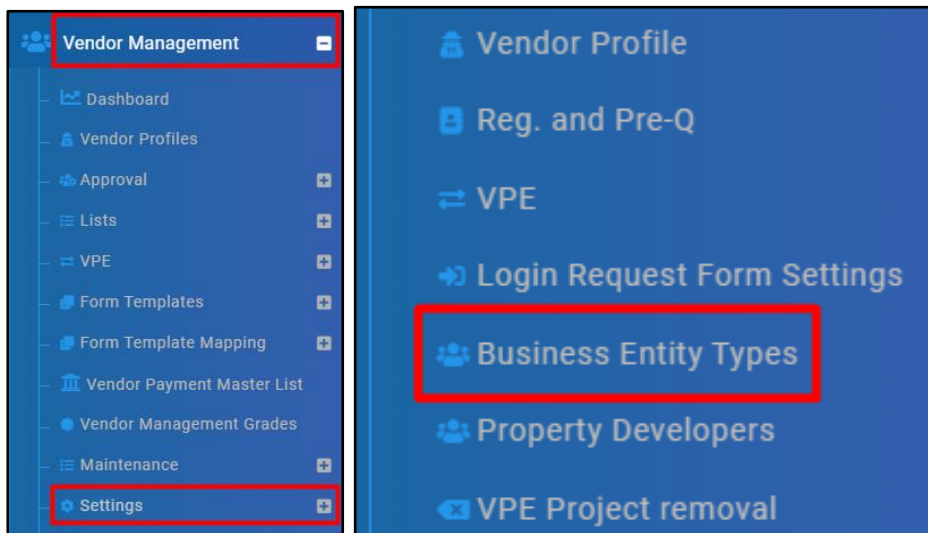
Note: Please make sure the spelling and name are PROPERLY as it cannot be amended after save.

1. Login in as **Procurement User/Admin**.

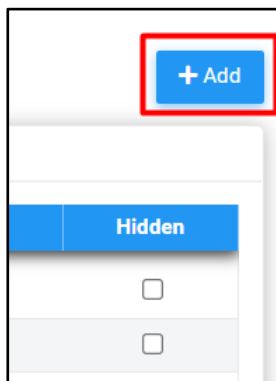


The image shows the Buildspace login page. At the top left is the Buildspace logo. Below it, there is an 'Email' field containing 'sky@buildspace.my' and a password field with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'. The entire form is enclosed in a light blue border.

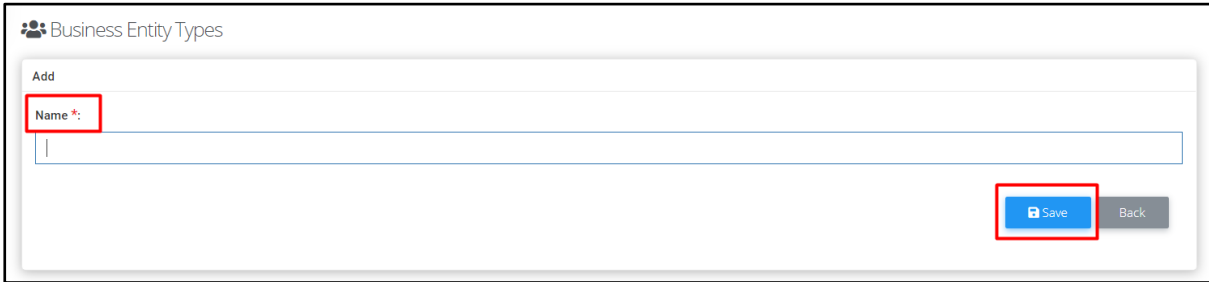
2. Click **“Vendor Management”** and then click **“Settings”**. Click **“Business Entity Type”**.



3. Click **“Add”**.

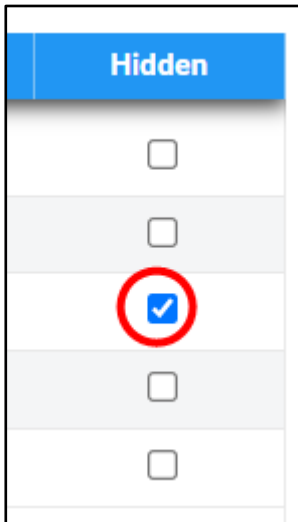


4. Input **Name** and click “**Save**”.



The screenshot shows a web form titled "Business Entity Types". At the top left, there is a plus icon and the text "Business Entity Types". Below this is a section labeled "Add" containing a text input field with the label "Name *:". A red box highlights the "Name *:" label. To the right of the input field, there are two buttons: a blue "Save" button with a save icon and a grey "Back" button. A red box highlights the "Save" button.

5. Tick **Hidden** if such Business Entity shall not display out.

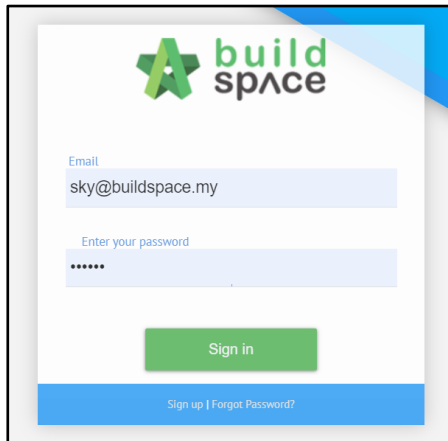


The screenshot shows a vertical list of checkboxes under a blue header labeled "Hidden". There are five checkboxes in total. The third checkbox from the top is checked and is circled in red. The other four checkboxes are unchecked.

Prepare list of Reputable Developers for the vendor to select (in Project Track Record)

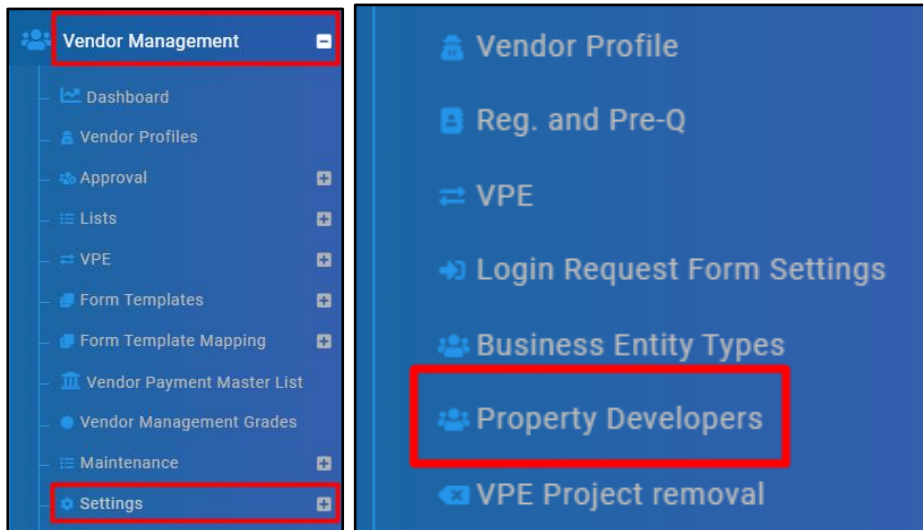
Note: Please make sure the spelling and name are PROPERLY as it cannot be amended after save.

1. Login in as **Procurement User/Admin**.

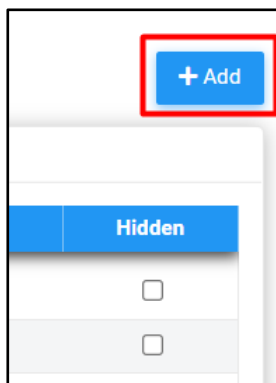


The image shows the Buildspace login page. At the top left is the Buildspace logo. Below it, there is an email input field containing 'sky@buildspace.my' and a password input field with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Settings”**. Click **“Property Developers”**.



3. Click **“Add”**.



The image shows a table with a blue '+ Add' button at the top right, highlighted with a red box. Below the button is a table with a blue header 'Hidden' and two rows, each with a checkbox.

4. Input **Name** and click **“Save”**.



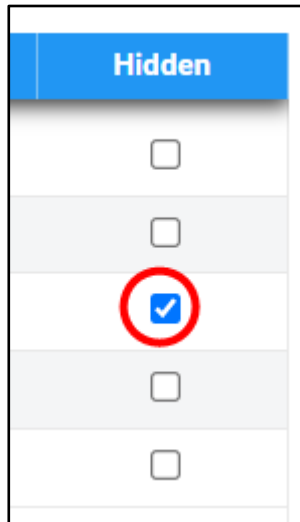
Property Developers

Add

Name *

Save Back

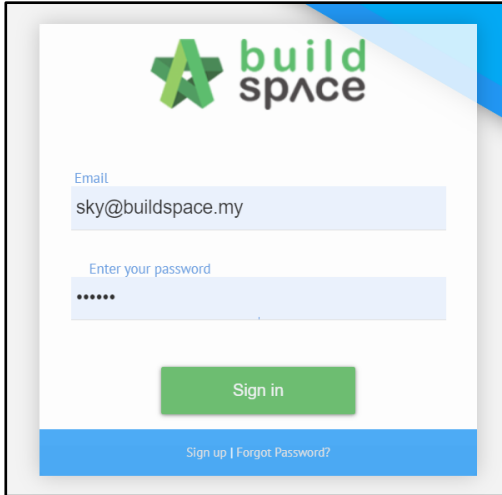
5. Tick **Hidden** if such Business Entity shall not display out.



Hidden

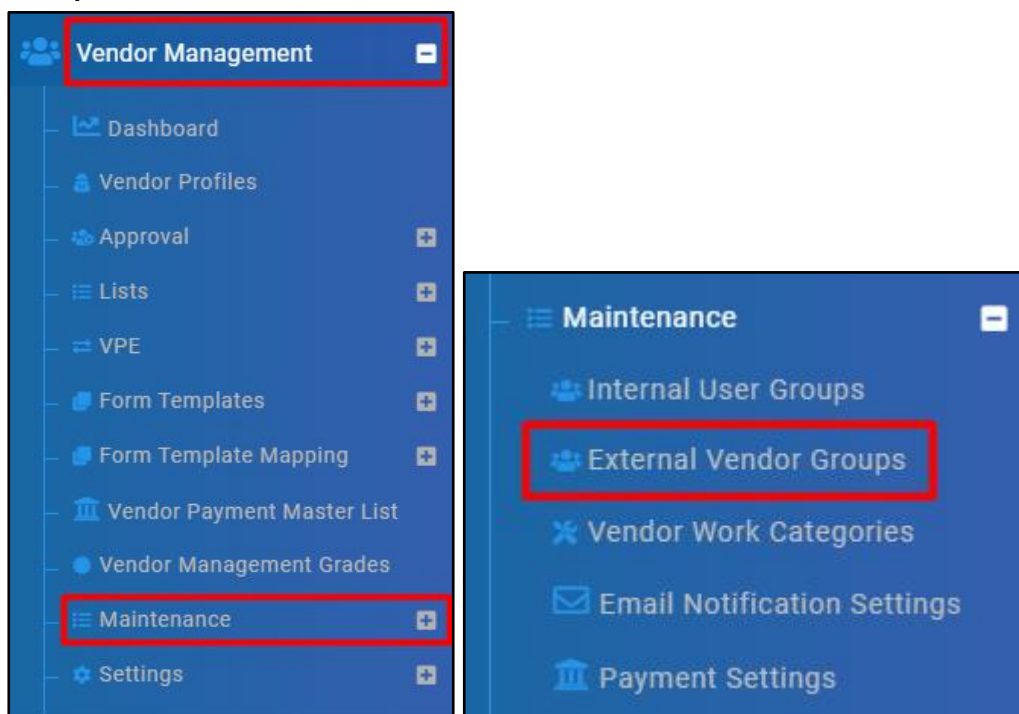
Create Vendor Group

1. Login in as **Procurement User/Admin.**

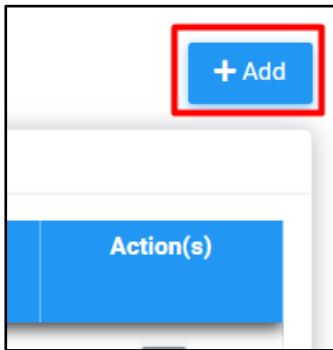


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is an "Email" field containing "sky@buildspace.my" and a password field with "Enter your password" and six dots. A green "Sign in" button is centered below the fields. At the bottom, there is a link for "Sign up | Forgot Password?".

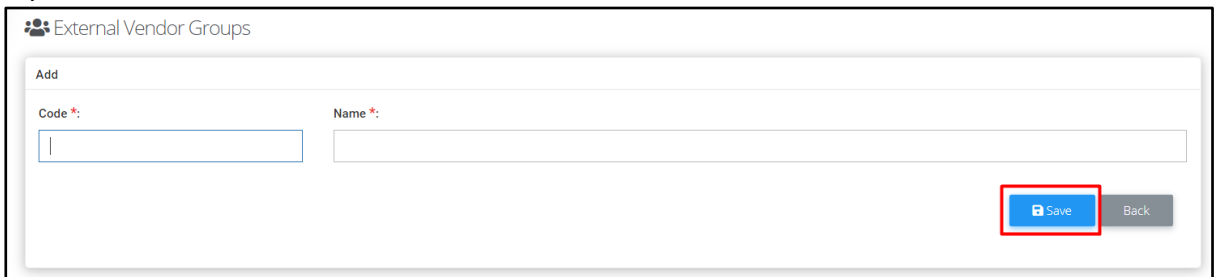
2. Click **"Vendor Management"** and then click **"Maintenance"**. Click **"External Vendor Group"**.



3. Click **“Add”**, input **Code** and **Vendor Group Name**.



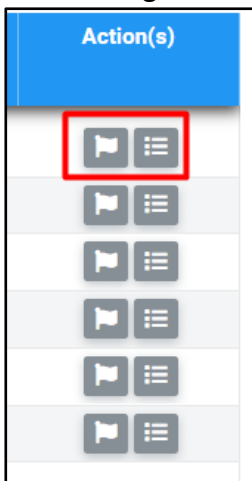
4. Input **Code** and **Name**. Click **“Save”**.



5. Click **“Action”** to access into Vendor Group.

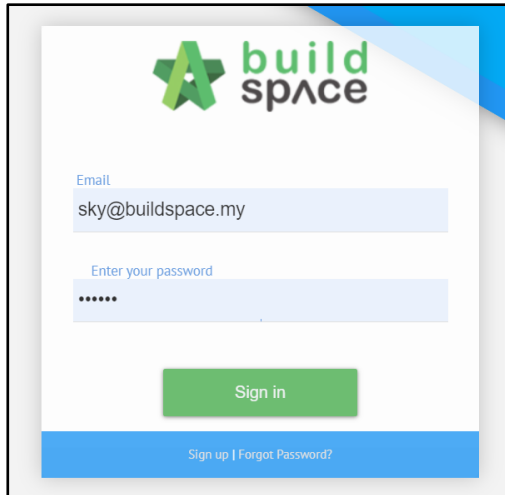


6. Click **“Update Target”** to input target and click **“Vendor Work Categories”** to link Vendor Work Categories.



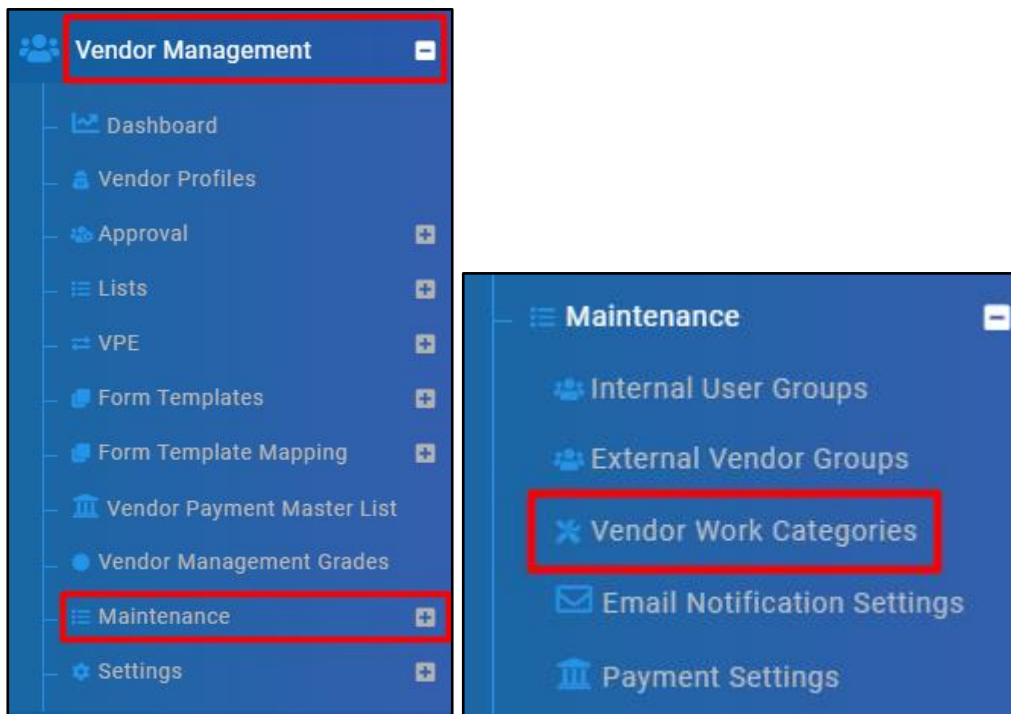
Create Work Category Masterlist

1. Login in as **Procurement User/Admin.**

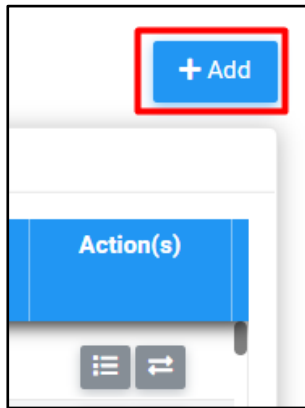


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is a form with two input fields: "Email" containing "sky@buildspace.my" and "Enter your password" with masked characters. A green "Sign in" button is centered below the fields. At the bottom, there is a link for "Sign up | Forgot Password?".

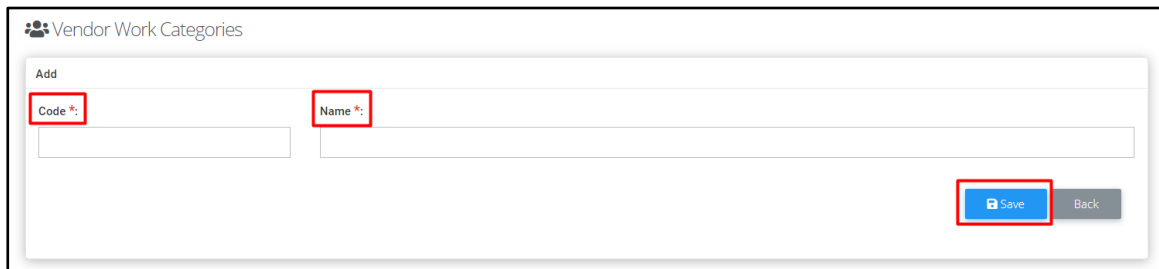
2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Vendor Work Categories”**.



3. Click **“Add”**.



4. Input **Code** and **Work Categories Name**. Click **“Save”**.

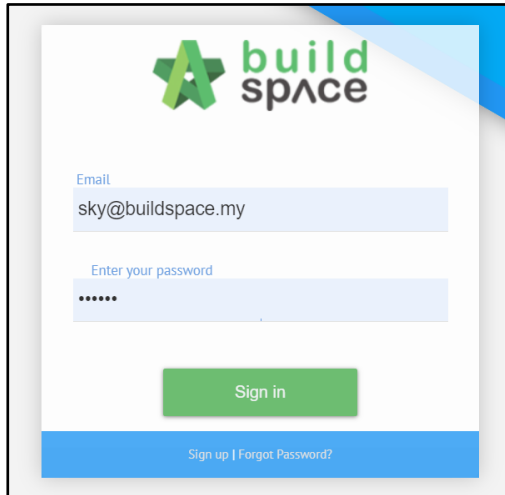


A screenshot of a mobile application form titled 'Vendor Work Categories'. The form has a white background and a grey border. At the top left, there is a small icon of a person and the text 'Vendor Work Categories'. Below this, the word 'Add' is displayed. There are two input fields: the first is labeled 'Code *:' and the second is labeled 'Name *:'. Both labels are highlighted with red rectangular boxes. At the bottom right of the form, there is a blue button with a white floppy disk icon and the text 'Save', which is also highlighted with a red rectangular box. To the right of the 'Save' button is a grey button with the text 'Back'.

Create Work Sub-Categories

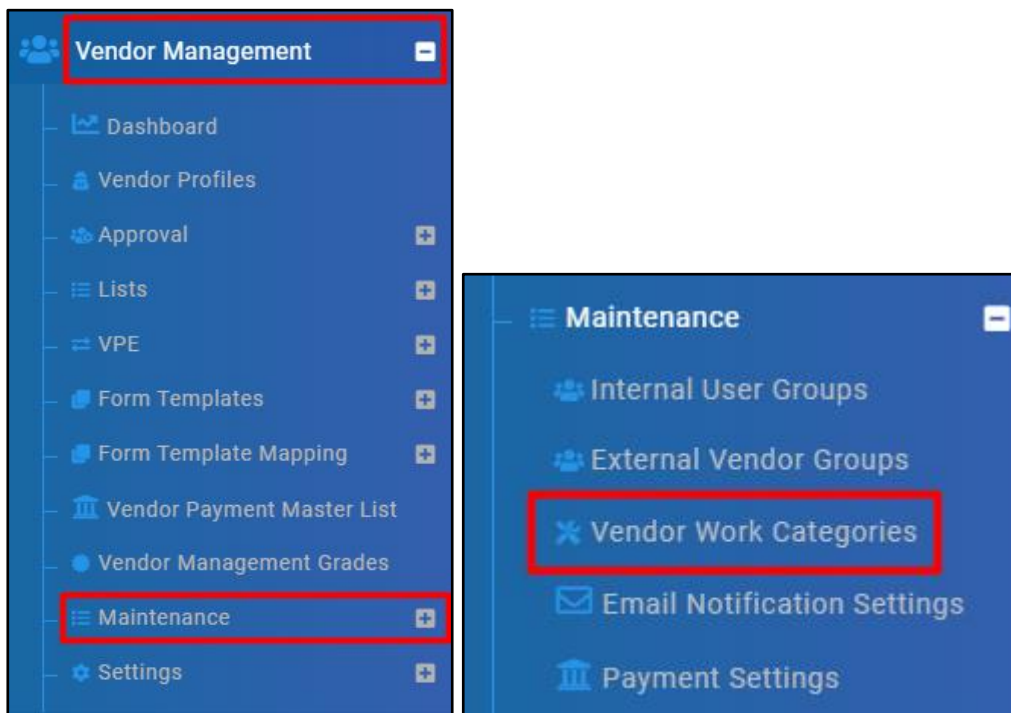
Note: Work Categories have to be created before create work sub-categories

1. Login in as **Procurement User/Admin.**



The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is a form with two input fields: "Email" containing "sky@buildspace.my" and "Enter your password" with masked characters. A green "Sign in" button is centered below the fields. At the bottom, there are links for "Sign up" and "Forgot Password?".

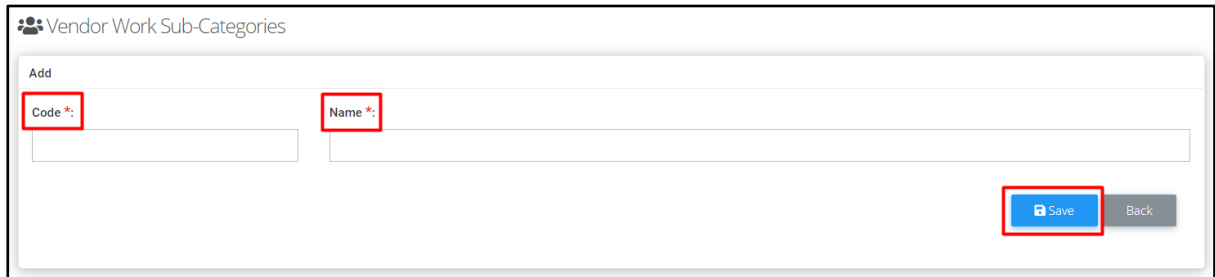
2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Vendor Work Categories”**.



3. Under **Action(s)**, click **“Vendor Work Sub-Categories”**. Click **“Add”**.



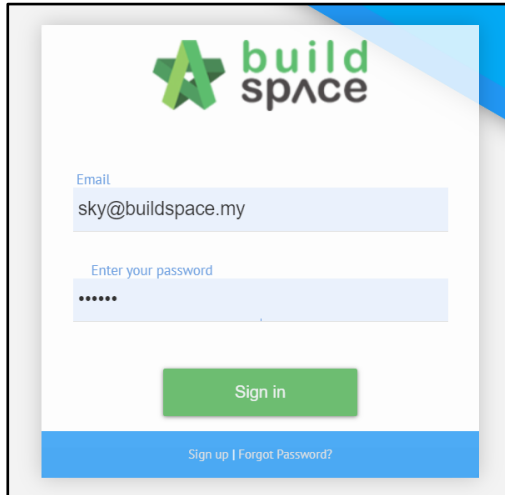
4. Input **Code** and **Work Sub-Categories Name**. Click **“Save”**.



Link Work Category to Vendor Group

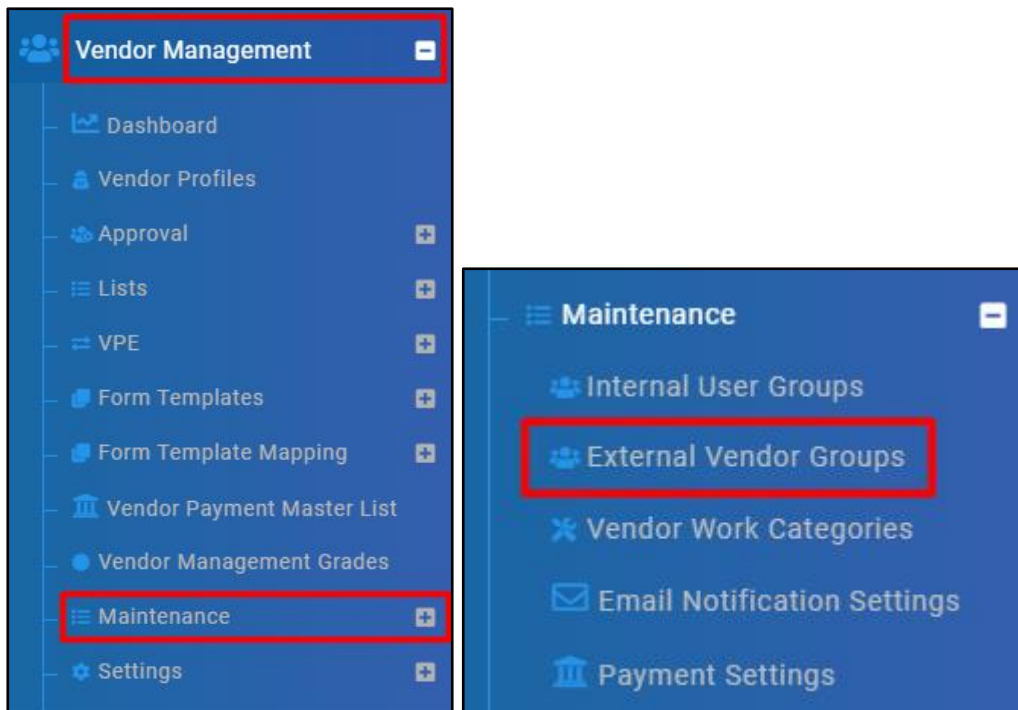
Note: Work Categories have to be created before link to Vendor Group

1. Login in as **Procurement User/Admin**.

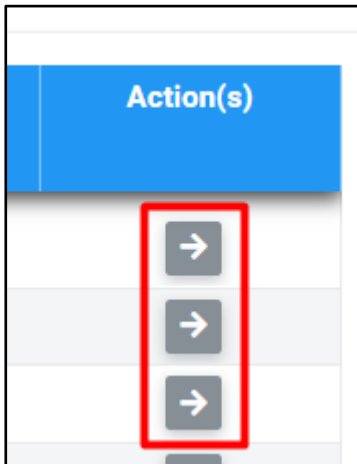


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with masked characters '.....'. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“External Vendor Group”**.



3. Under **Action(s)**, click “Vendor Categories”.



4. Under **Action(s)**, click “Vendor Work Categories”.



5. Check **Work Category** and click “Save”.

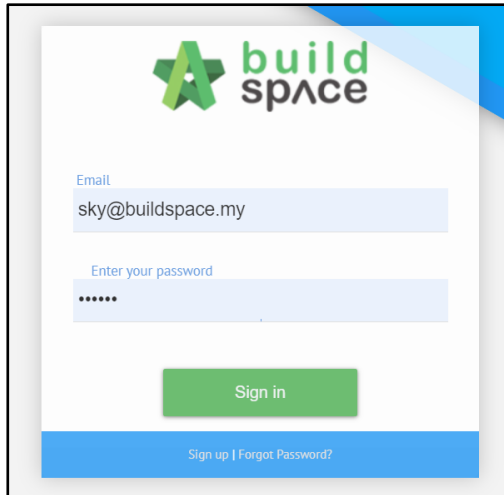
Vendor Work Categories

Architecture Works

No	Code	Name	Included
1	VCC04020100	Accounting & Bookkeeping Services	<input type="checkbox"/>
2	VCC04230100	Acoustical & Insulation Works	<input type="checkbox"/>
3	VCC04030100	Additives	<input type="checkbox"/>
4	VCC04200100	Advertising & Media	<input type="checkbox"/>
5	VCC01030100	Aerial Mapping	<input type="checkbox"/>
6	VCC04290100	Agricultural Materials	<input type="checkbox"/>
7	VCC04230200	Air-Conditioning and Mechanical Ventilation (ACMV)	<input type="checkbox"/>
8	VCC04320100	Aircraft	<input type="checkbox"/>
9	VCC02050100	Aluminium and glazing works, facade	<input type="checkbox"/>
10	VCC04230300	Animal Habitat & Enclosure Construction Works	<input type="checkbox"/>
11	VCC04290200	Animal Materials	<input type="checkbox"/>
12	VCC04250100	Animal Supplies & Accessories	<input type="checkbox"/>
13	VCC04120100	Apparel & Luggage & Personal Care Products	<input type="checkbox"/>

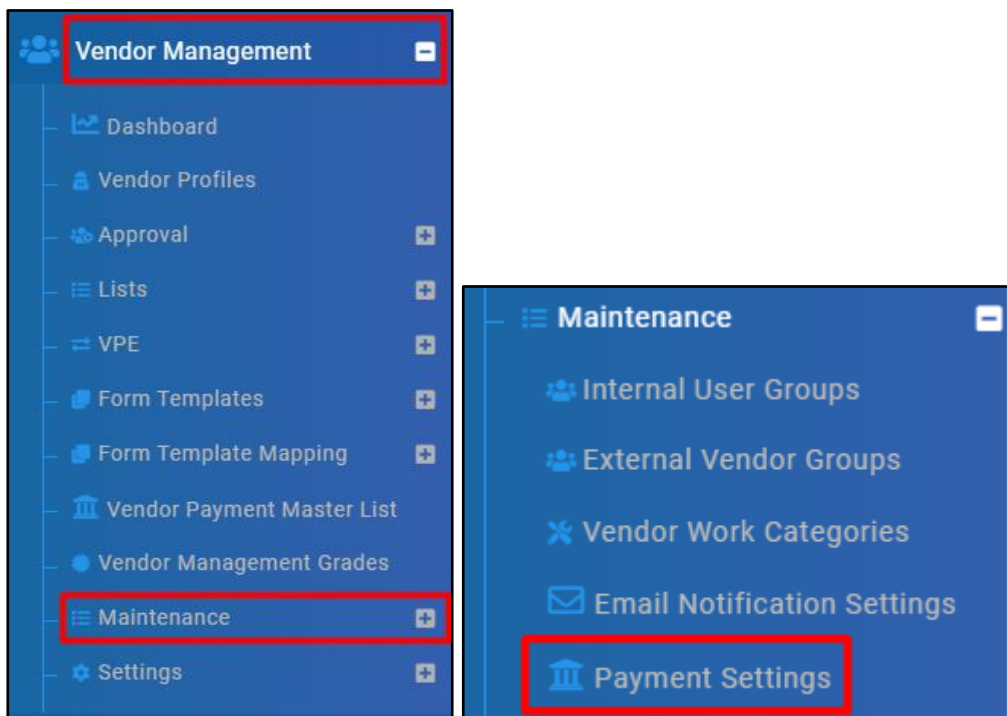
Set Payment Details

1. Login in as **Procurement User/Admin**.

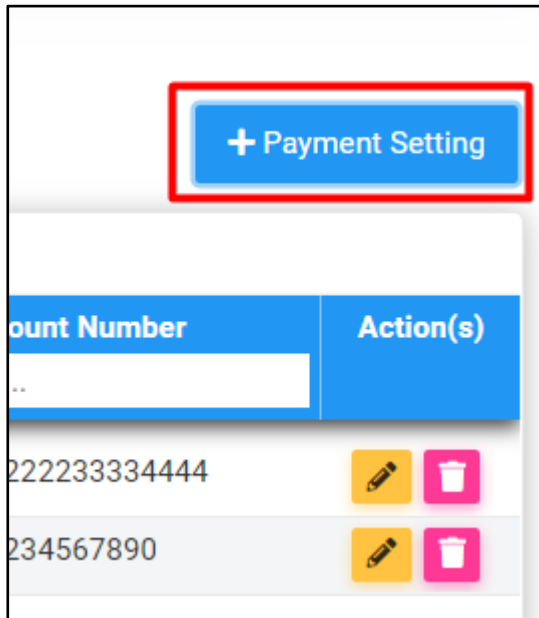


The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is a form with two input fields: 'Email' containing 'sky@buildspace.my' and 'Enter your password' with masked characters. A green 'Sign in' button is centered below the fields. At the bottom, there is a link for 'Sign up | Forgot Password?'.

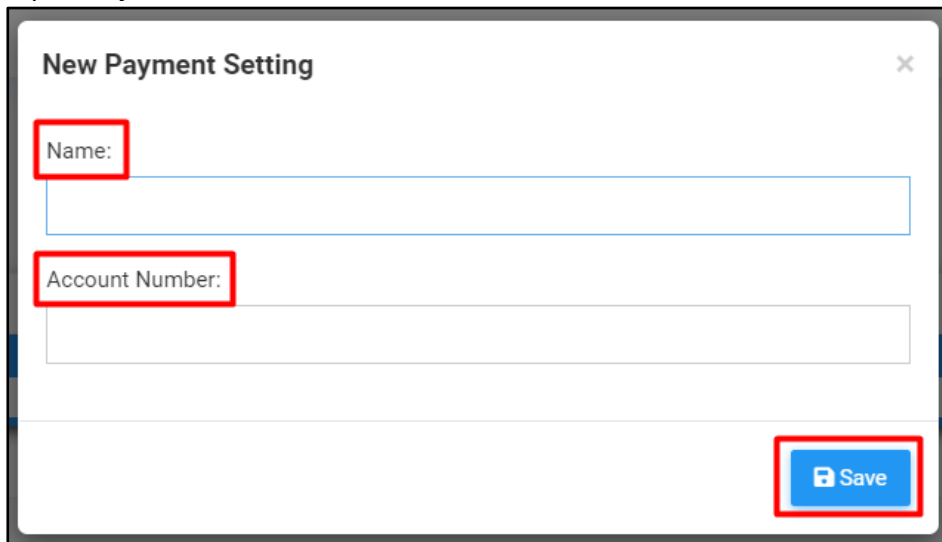
2. Click **“Vendor Management”** and then click **“Maintenance”**. Click **“Payment Setting”**.



3. Click **“Payment Setting”**.



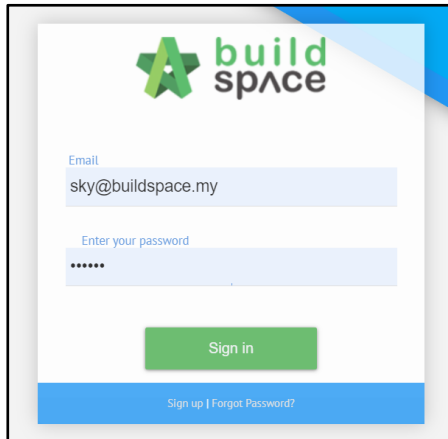
4. Input **Payment Name** and **Account Number**. Click **“Save”**.



The screenshot shows a form titled 'New Payment Setting' with a close button (X) in the top right corner. The form has two input fields: 'Name:' and 'Account Number:'. Both labels are highlighted with red boxes. A blue button with a white lock icon and the text 'Save' is located at the bottom right of the form and is also highlighted with a red box.

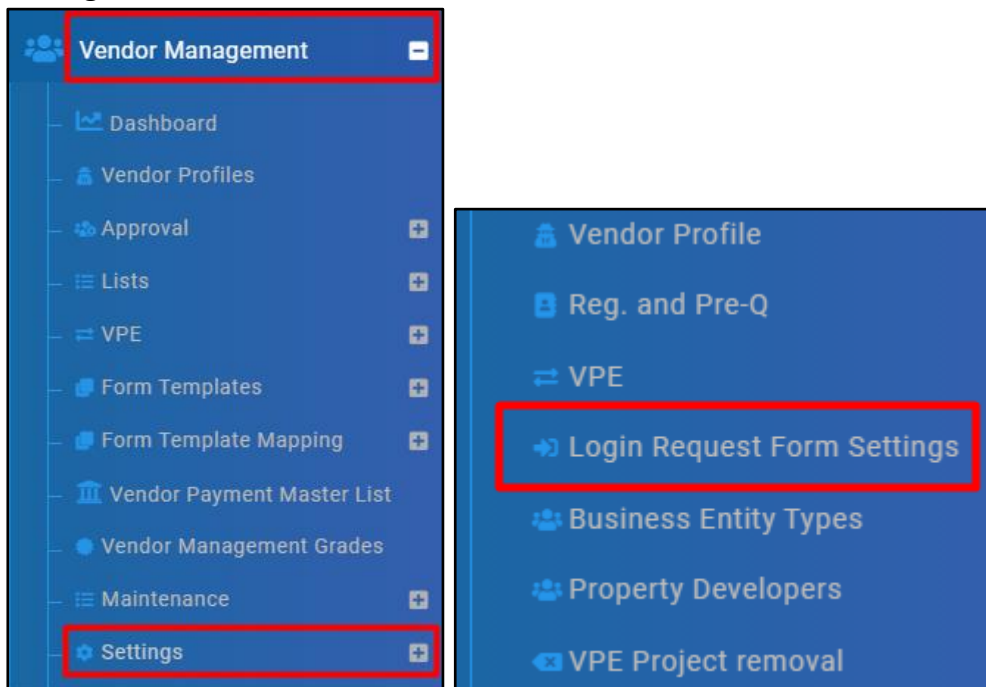
Setting Up SDPB's COBC and PDPA declaration in Temporary Login Account Form

1. Login in as **Procurement User/Admin**.



The image shows the BuildSpace login interface. At the top is the BuildSpace logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Settings”**. Click **“Login Request Form Settings”**.



3. Tick and Click “Save”.

Include Instructions To Vendors

Include Client's Disclaimer for Vendor's Agreement:

Section A - Vendor Code of Business (COBC)
Please ensure that you have read through and have understood the terms of the vendor Code of Business (COBC) prior to completing your registration.
Download link for Sime Darby Property's Vendor COBC Document:-
<https://staging.simedarbyproperty.com/sites/default/files/2021-01/Vendor-COBC.pdf>

Section B - Personal Data Protection Act (PDPA)
Before submitting your application, you must accept the Personal Data Protection Act
Download link for Sime Darby Property's PDPA Document :-
https://www.simedarbyproperty.com/SDPB_PDPA_Notice.pdf

Notes: Please be informed that if you disagree to the content of the Personal Data Protection Act 2010 Notice and COBC, we will not be able to proceed with your application as the personal data we are to collect from you is vital to fulfil the purpose of this registration.

Section C - Vendor Integrity Pledge
Download link for Sime Darby Property's IP Document :-
<https://staging.simedarbyproperty.com/sites/default/files/2021-01/Vendor-Integrity-Pledge.pdf>

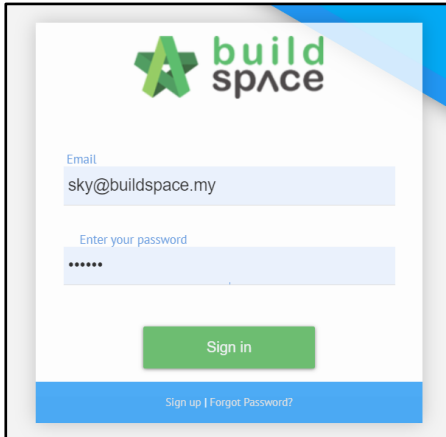
I/We declare and confirm that information given and copies of documents submitted as requested are authentic true and correct. I am/ We are aware and understand that any information and documents found to be false shall cause my/our application to be rejected

Include Client's Disclaimer for Vendor's Agreement

Setting Up for Vendor Registration Form & Approval

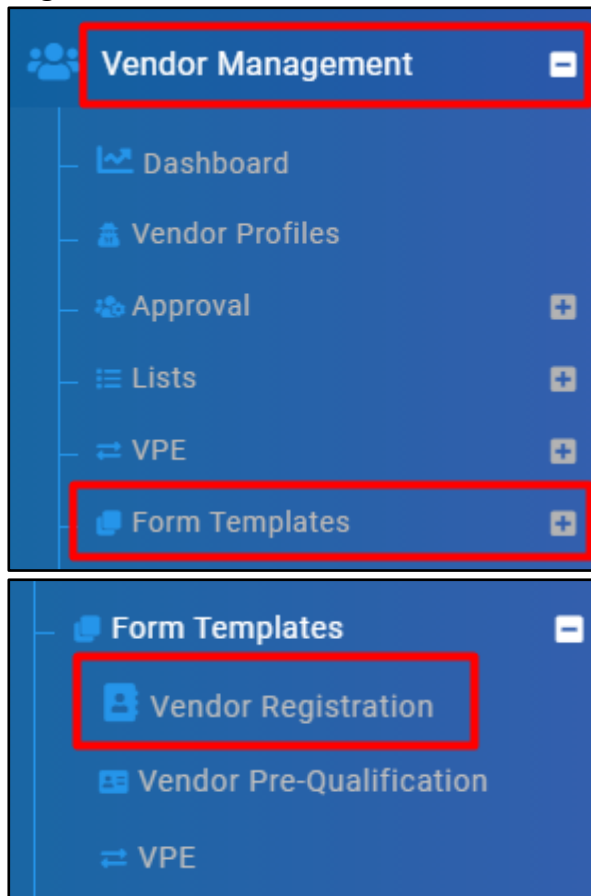
Create Vendor Registration Form

1. Login in as **Procurement User/Admin**.

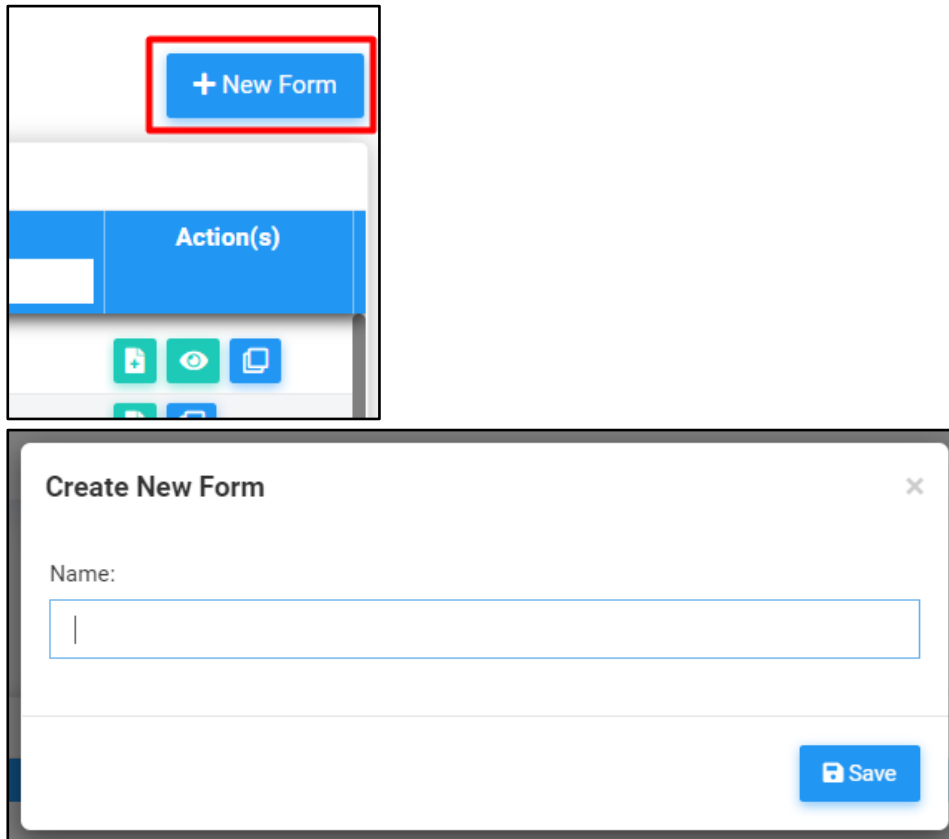


The screenshot shows the Build Space login interface. At the top left is the Build Space logo. Below it, there is a login form with two input fields: 'Email' containing 'sky@buildspace.my' and 'Enter your password' with masked characters. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.
















2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Registration”**.



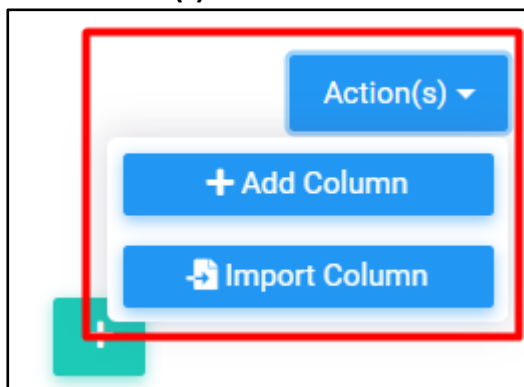
3. Click **“New Form”** and input **Name**.



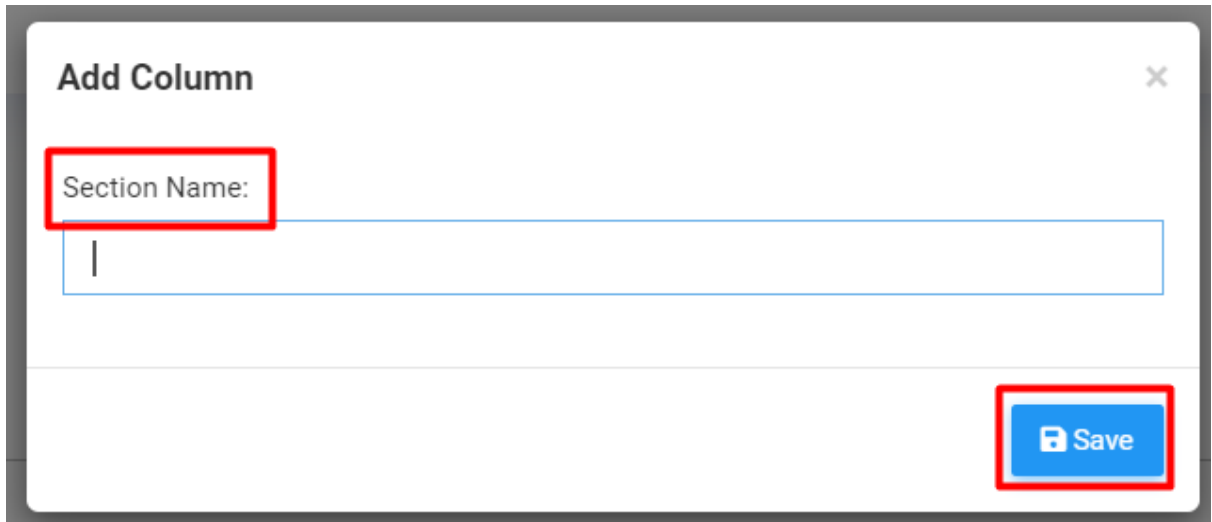
4. Select **New Form** with status **Open**.

7	SDP Sample Form	Original	Approved	 
8	UAT - VR - Contractor	Original	Pending for Approval	
9	VRF - CONTRACTOR (April 2021)	Original	Approved	 
10	VRF - CONSULTANT (Ver 2021)	1	Approved	  
11	Test form 210515 des	Original	Approved	 
12	Sample AAA 210519 Far	Original	Pending for Approval	
13	Test 01 210519 Far	Original	Pending for Approval	
14	Sample 123	Original	Open	  

5. Click **“Action(s)”** and then select **“Add Column”** or **“Import Column”**.



6. Input **Section Name** and click **“Save”**.



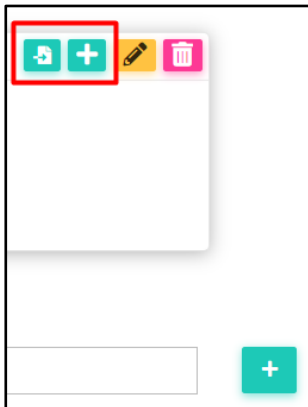
Add Column ×

Section Name:

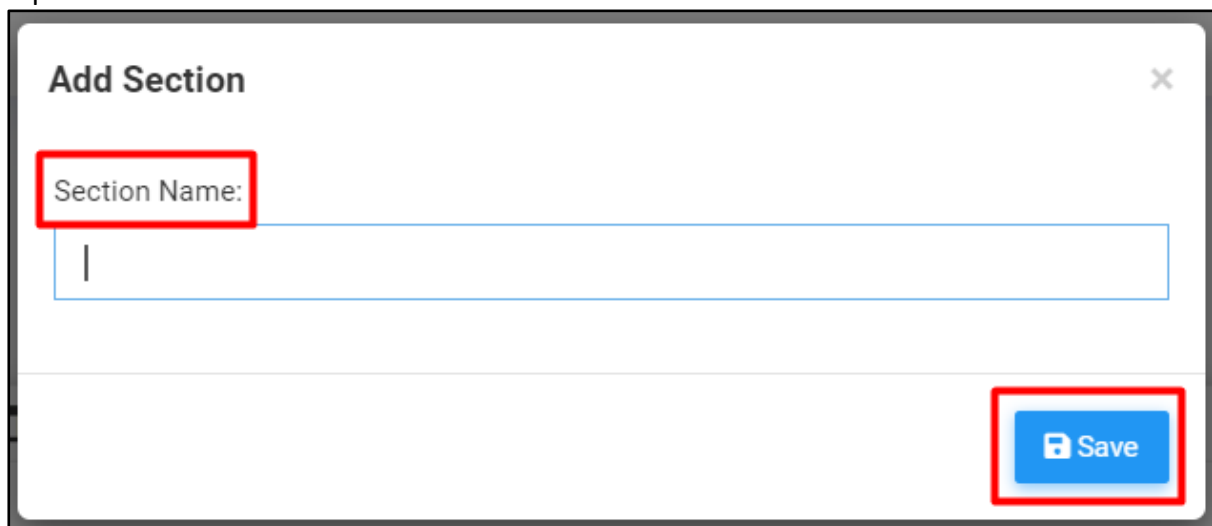
|

Save

7. Select **“Import Section”** or **“Add Section”**.



8. Input **Section Name** and click **“Save”**.



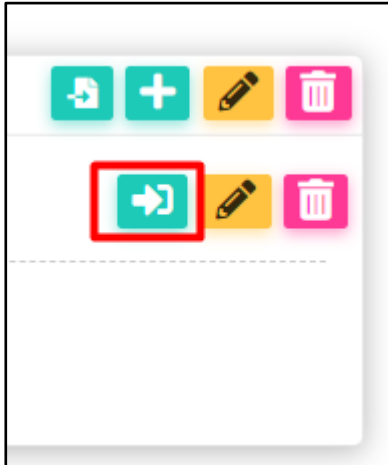
Add Section ×

Section Name:

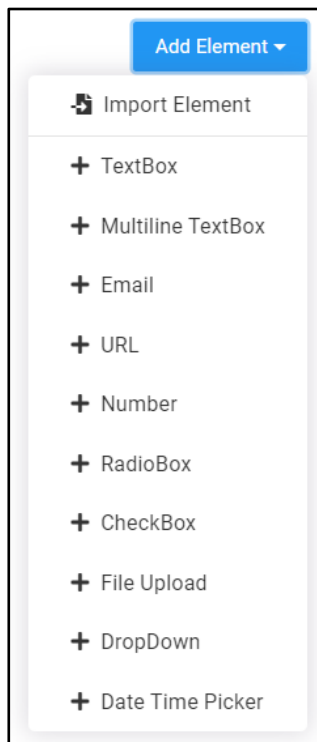
|

Save

9. Click **“Open in Designer”**.



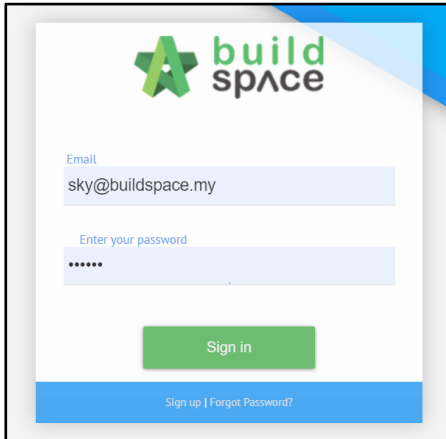
10. Click **“Add Element”** to allow Vendors fill in sufficient details.



Submit created Vendor Registration Form for approval

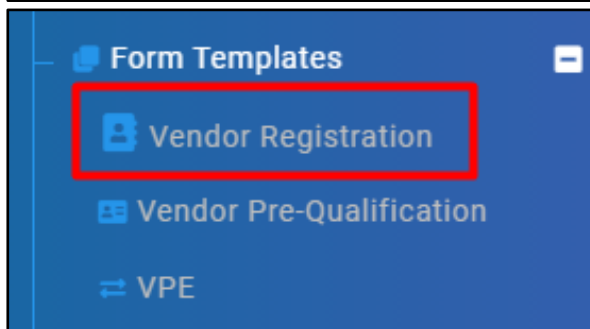
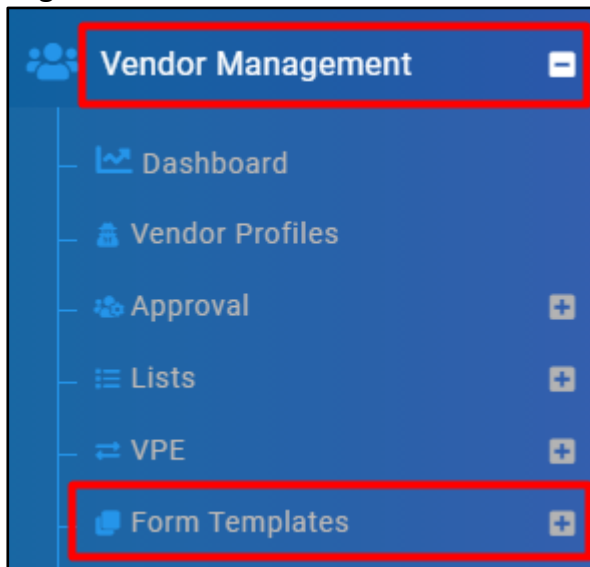
Note: Users are not allowed to submit without Verifier.

1. Login in as **Procurement User/Admin**.


















The image shows the Build Space login interface. At the top left is the Build Space logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Registration”**.



3. Select **New Form** with status **Open**.

7	SDP Sample Form	Original	Approved	 
8	UAT - VR - Contractor	Original	Pending for Approval	
9	VRF - CONTRACTOR (April 2021)	Original	Approved	 
10	VRF - CONSULTANT (Ver 2021)	1	Approved	  
11	Test form 210515 des	Original	Approved	 
12	Sample AAA 210519 Far	Original	Pending for Approval	
13	Test 01 210519 Far	Original	Pending for Approval	
14	Sample 123	Original	Open	  

4. Select **Verifier**. If there is **more than One (1)** Verifier, click **“Add Verifier”**.

Select Verifiers:

None

None

Wong Shi Yin

Chiew Wei Jie

farahinn

Desmond Loi

Chris Volcano

+

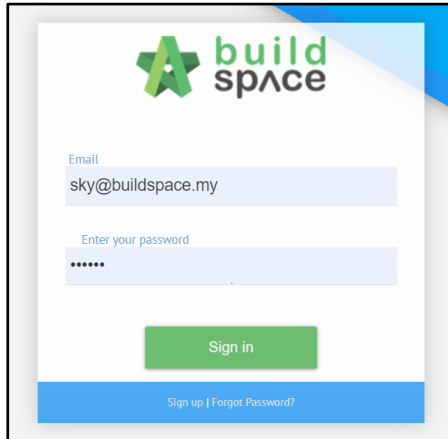
5. Then, click **“Submit Form Design for Approval”**.

Submit Form Design for Approval

Reject form with comments

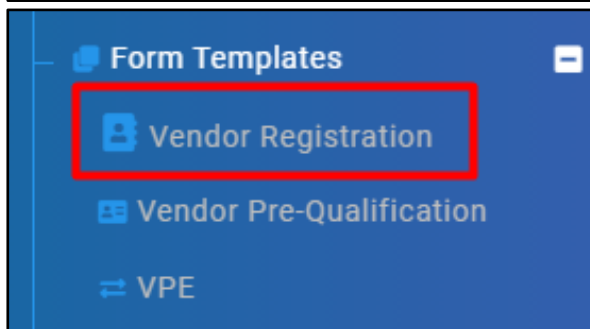
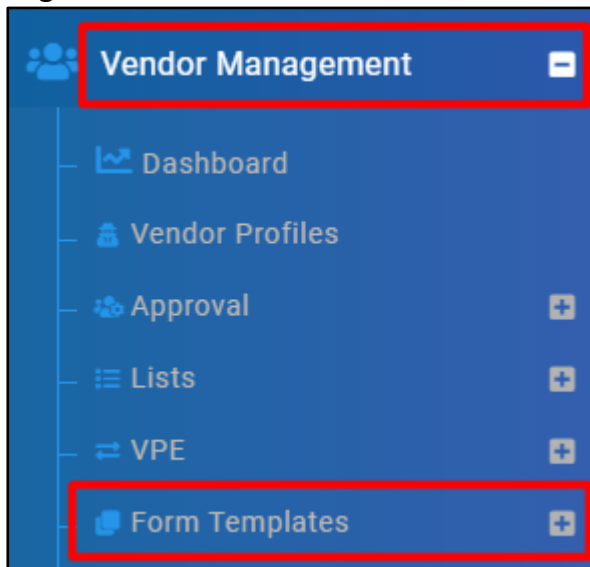
Note: Selected verifier shall receive email notification to verify the submitted form.

1. Login in as **Procurement User/Admin**.















The image shows the Build Space login page. At the top left is the Build Space logo. Below it is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is centered below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Registration”**.




3. Select the forms with Status showing **“Pending for Approval”**.


	Revision	Status	Action(s)
	filter column...	filter column...	
	1	Approved	  
	Original	Approved	 
	Original	Approved	 
	1	Approved	  
	Original	Pending for Approval	
	Original	Pending for Approval	

4. Click into the **Form** and then click **“Reject Element”**. Input **reject remarks**. Section with **Red** means there is **reject remarks filled by Verifier**.

Registration No. *





Correspondences Address *



Reject element ×

Remarks

 Save

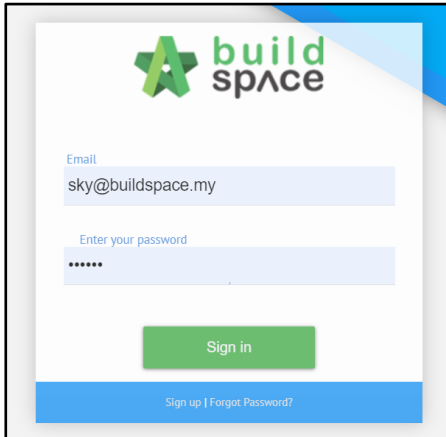
 Resolve

- ** Form creator can easily find the rejected question(s) with highlight and remarks.
- ** Form creator shall able to view the final remarks made by the verifier.

Approve form

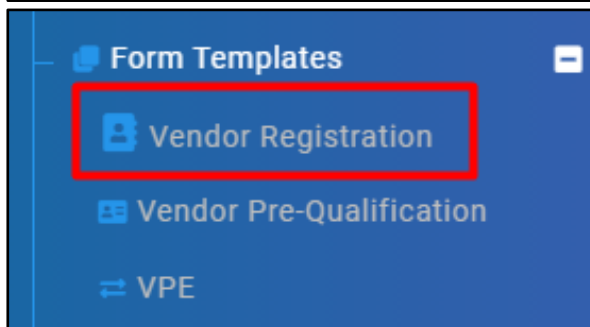
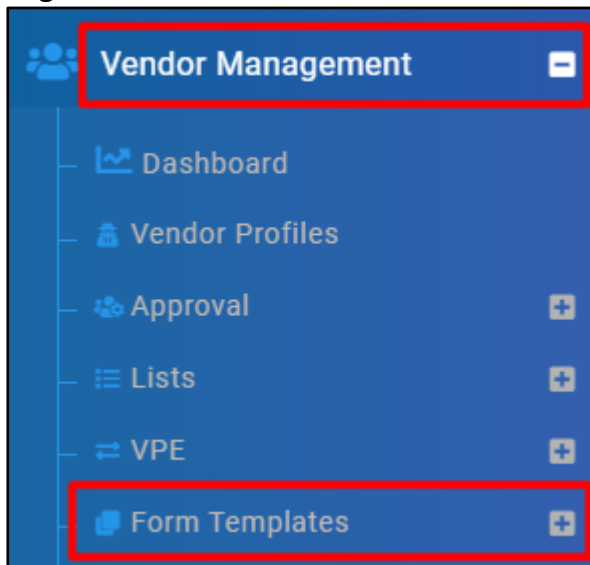
Note: Selected verifier shall receive email notification to verify the submitted form.

1. Login in as **Procurement User/Admin**.















The image shows the Build Space login page. At the top left is the Build Space logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is centered below the password field. At the bottom of the page, there are links for 'Sign up' and 'Forgot Password?'.

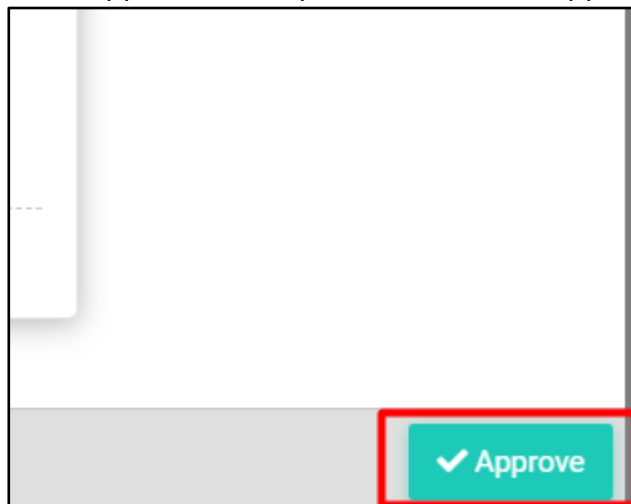
2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Registration”**.



3. Select the forms with Status showing “Pending for Approval”.

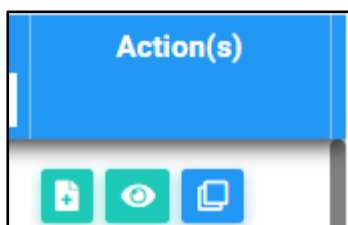
Revision	Status	Action(s)
1	Approved	  
Original	Approved	 
Original	Approved	 
1	Approved	  
Original	Pending for Approval	
Original	Pending for Approval	

4. Click “Approve” and input with remarks if applicable



** Approved form cannot be amended or changed unless new version is created.

** For Approved Form, under “Action(s)”, New Revision can be added by using ①; Users can preview previous version form by clicking ②.



① ②

① New Revision

② Previous Revision Forms

Setting Up for Vendor Pre-Qualification Form & Approval

Create Vendor Pre-Qualification Form

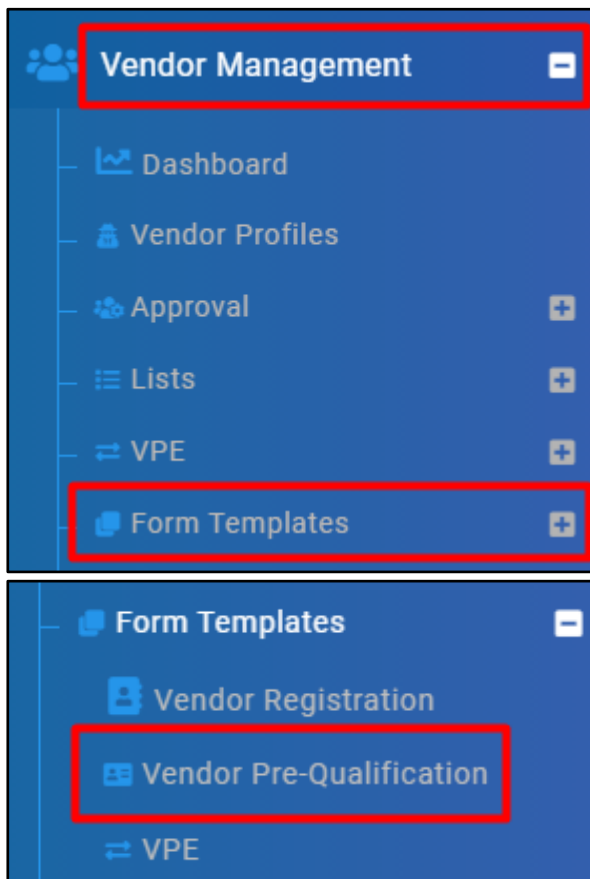
Note: Vendor Group is pre-created in User Types.

1. Login in as **Procurement User/Admin**.



The image shows the BuildSpace login interface. At the top left is the BuildSpace logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is centered below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.



3. Select **Vendor Group**.

Form Library

Vendor Groups

No	Name
	Filter
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

4. Under **Template Form**, click “Create”.

Vendor Work Category	Status	Template Form
Filter	Filter	
Aerial Mapping		+
Building Surveyor		+
Commercial		+
Conquas & Classic Training		+

5. Input **Form Name** and click “Save”.

Create

Aerial Mapping

Name *:

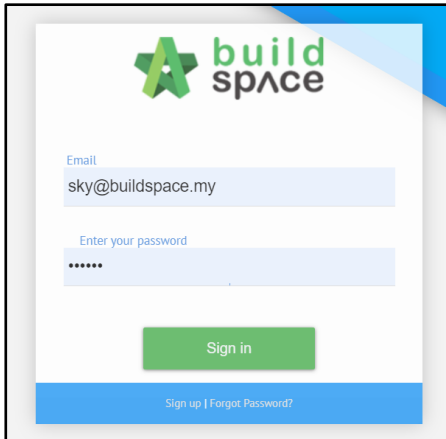
Save Back

** Vendor Category is pre-defined.

** Vendor Category and Vendor Work Category been created and mapped.

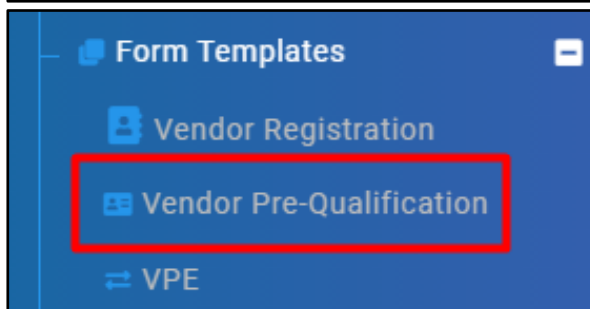
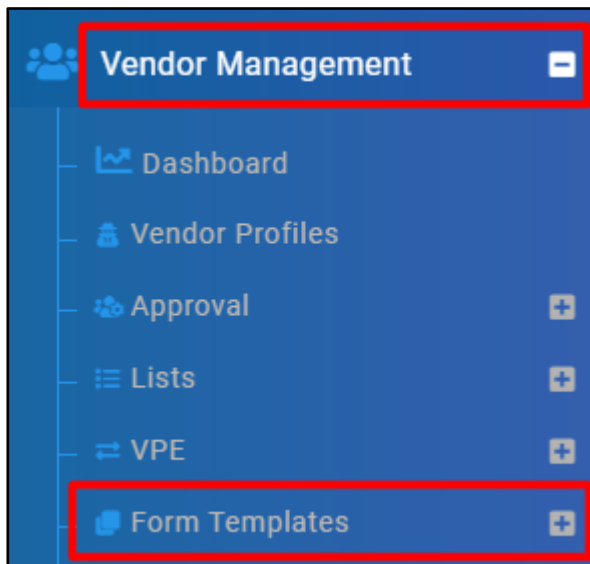
Create scoring matrix for Vendor Pre-Qualification Form

1. Login in as **Procurement User/Admin**.



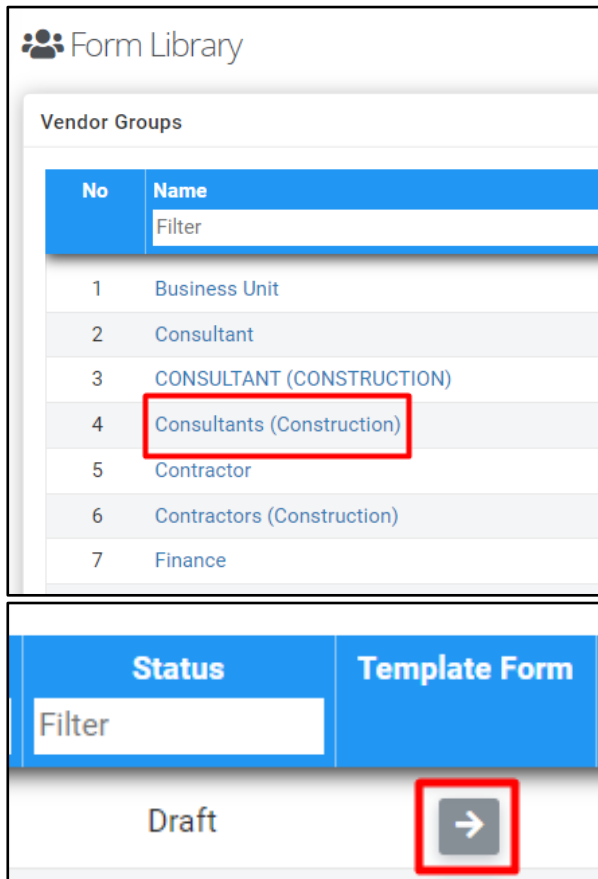
The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it, there is an email input field containing 'sky@buildspace.my' and a password input field with six dots. A green 'Sign in' button is centered below the fields. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.



Create Section and Define Weightage

3a. Select **Vendor Group**. Under **Template Form**, click **“View”**. The **“View”** button will appear only when there is **Vendor Name** and status showing **Draft**.

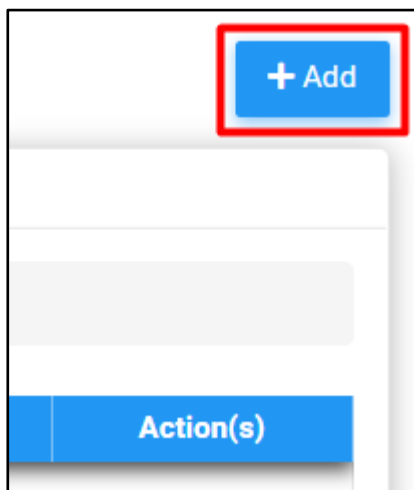


The screenshot shows the 'Form Library' interface. The 'Vendor Groups' section contains a table with the following data:

No	Name
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

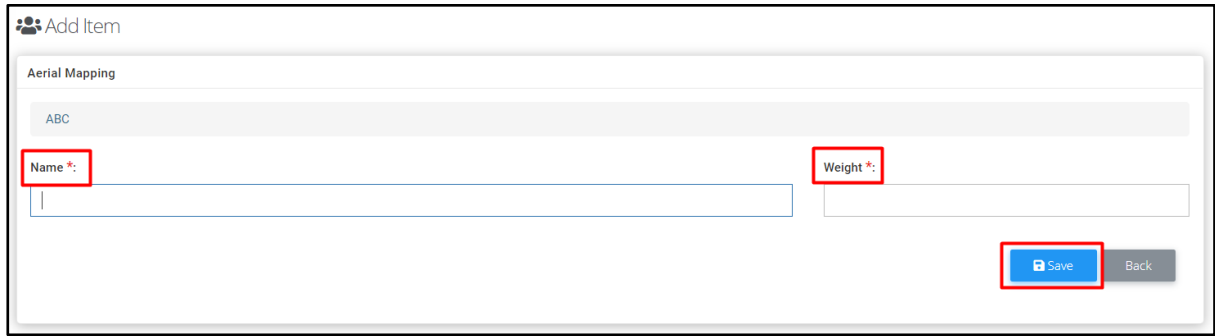
The 'Template Form' section shows a 'Status' dropdown set to 'Draft' and a 'View' button (represented by a right-pointing arrow) which is highlighted with a red box.

4a. Click **“Add”**.







The screenshot shows the 'Form Library' interface with a blue button labeled '+ Add' highlighted with a red box. Below the button is a blue bar labeled 'Action(s)'.

5a. Input **Section Name** and **Weightage**. Click **“Save”**.

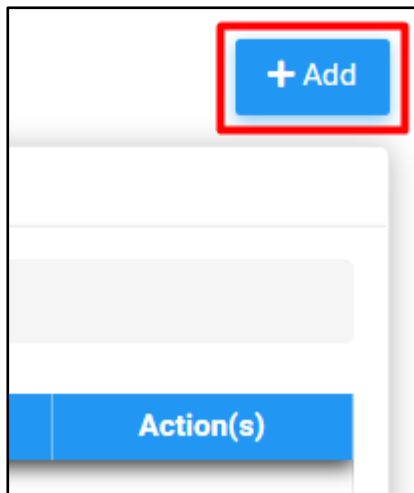


Create Question and Define Weightage

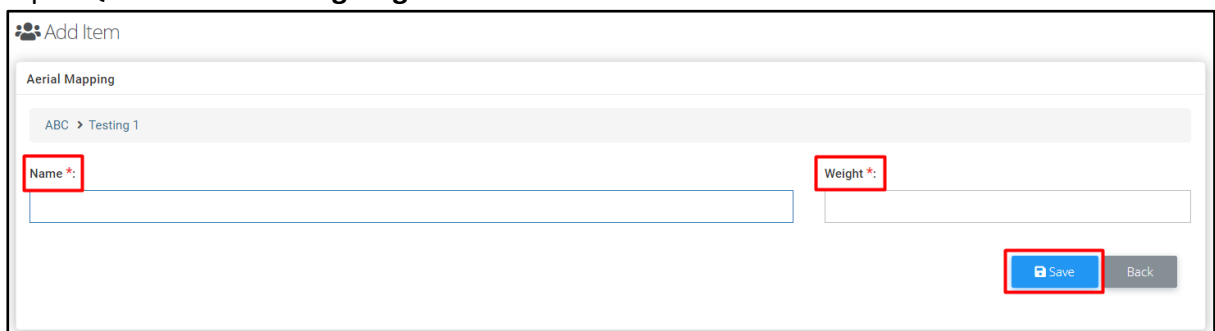
3b. Click **“Item”** under **Action(s)**.

Weight	Action(s)
5.00	   

4b. Click **“Add”**.

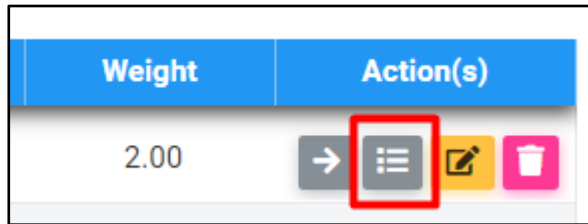


5b. Input **Questions** and **Weightage**. Click **“Save”**.

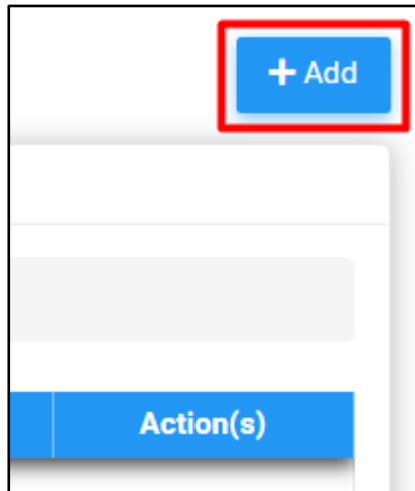


Create Option for each question

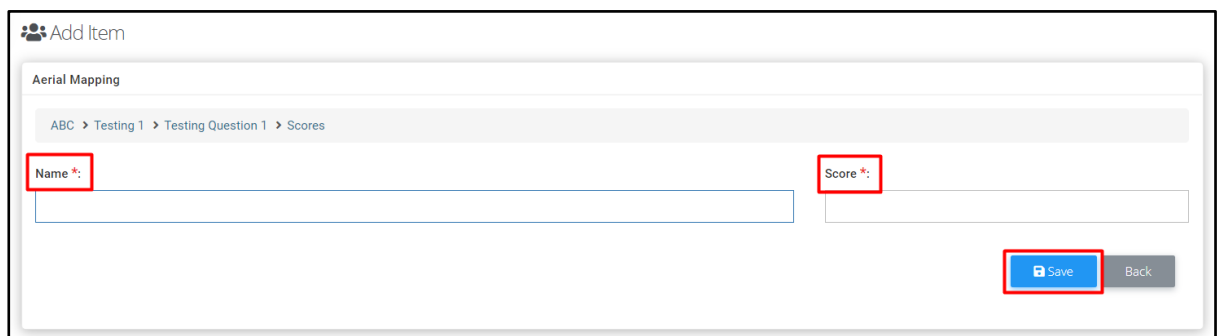
3c. Under **Action(s)**, click “Score”.



4c. Click “Add”.



5c. Define **Option** and **Score Allocated** for each option/criteria. Click “Save”.





Add Item

Aerial Mapping

ABC > Testing 1 > Testing Question 1 > Scores

Name *:

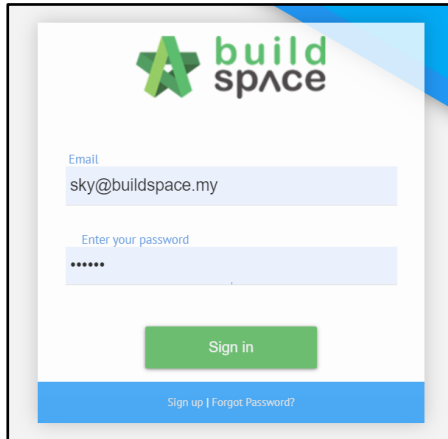
Score *:

Submit created Vendor Pre-Qualification Form for approval.

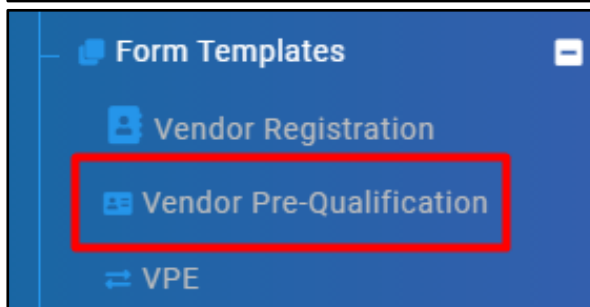
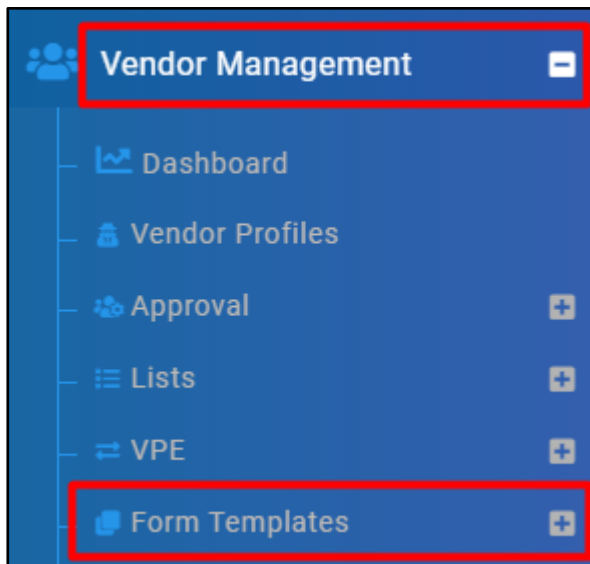
Note: Verifier assigned will get notified to approve the form.

1. Login in as **Procurement User/Admin.**



The image shows the Build Space login interface. At the top left is the Build Space logo. Below it, there are two input fields: one for 'Email' containing 'sky@buildspace.my' and one for 'Enter your password' with masked characters. A green 'Sign in' button is positioned below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.






3. Select **Vendor Group**. Under **Action(s)**, click **“Approval”**.

Form Library

Vendor Groups

No	Name
	Filter
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

Template Form	Action(s)
	  

4. Select **Verifier**. If there is **more than One (1) Verifier**, click **“Add Verifier”**. Then, click **“Submit for Approval”**.

Select Verifiers:

None

None


Wong Shi Yin

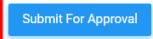
Chiew Wei Jie

farahinn

Desmond Loi

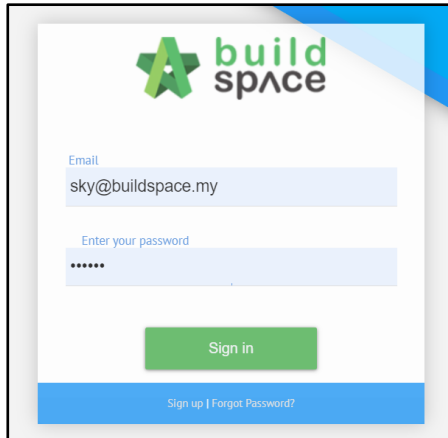
Chris Volcano





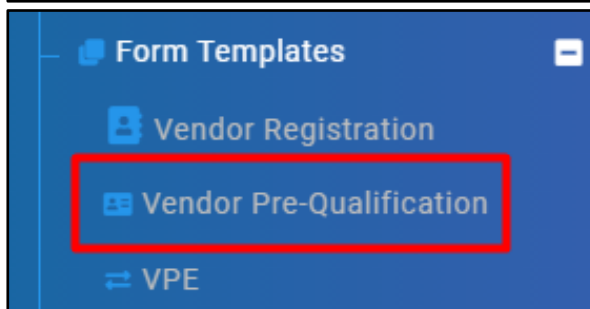
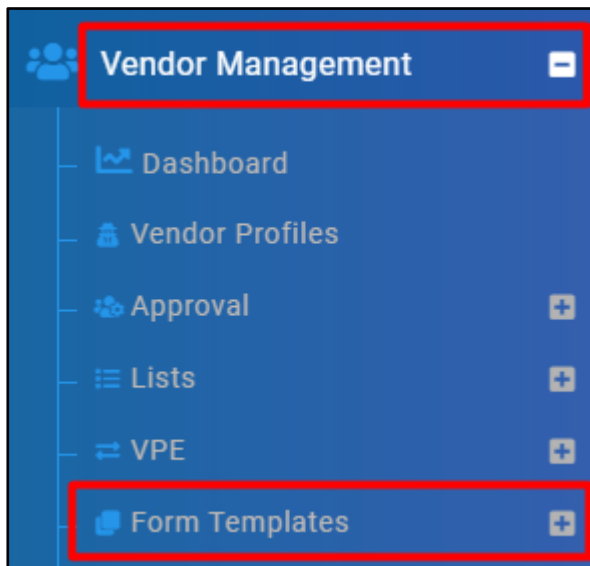
Approve / Reject form

1. Login in as **Procurement Admin**.



The image shows the Build Space login page. At the top left is the Build Space logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is centered below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.



3. Select **Vendor Group**.

Form Library

Vendor Groups

No	Name
	Filter
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

4. Select the form with status showing **Pending for Approval**. Under **Action(s)**, click **Approval**. Then, click **Save** / **Reject** / **Approve**.

Status	Template Form	Action(s)
Filter		
Pending for Approval	→	✓

Save Reject Approve

5. Verifier can choose to input **reject remarks** if applicable.

Remarks	
Please revise.	
Missing of 2 Section.	
Change Q1 to Q5.	

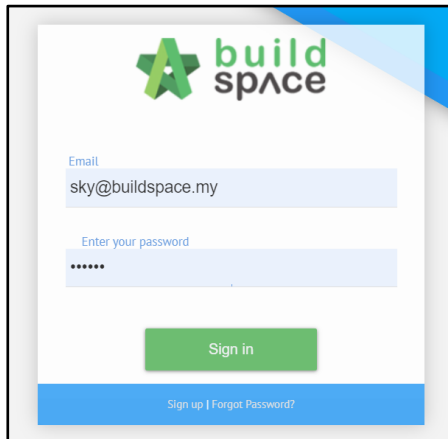
6. Verifier can **clear remarks** by clicking "**Resolved**" under **Action(s)** once the form has been amended.

Remarks	Action(s)
	<input checked="" type="checkbox"/>
Missing of 2 Section.	<input checked="" type="checkbox"/>
Change Q1 to Q5.	<input checked="" type="checkbox"/>

Pre-Qualification Form to be mapped to a Grading System

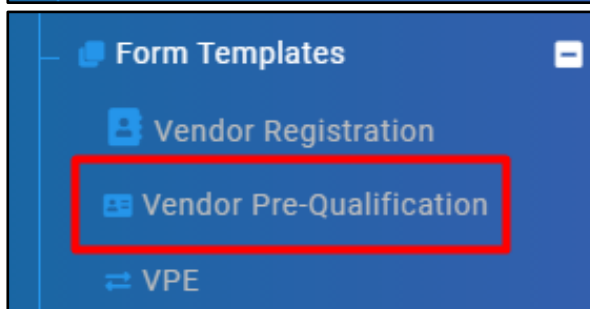
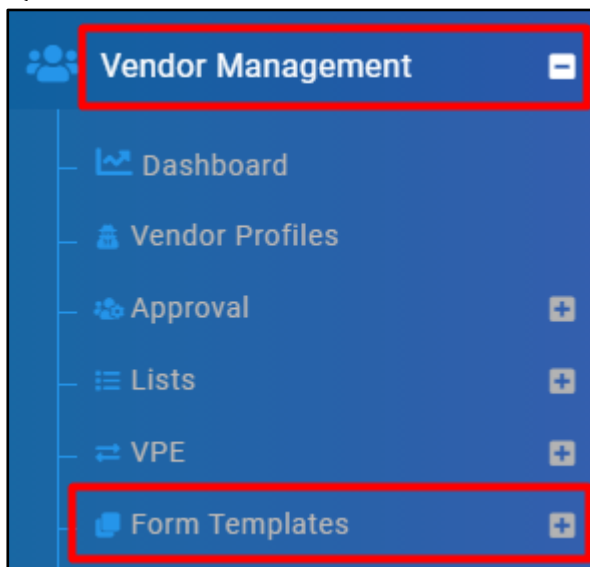
Note: Grading system has to be defined before come into mapping.

1. Login in as **Procurement Admin**.

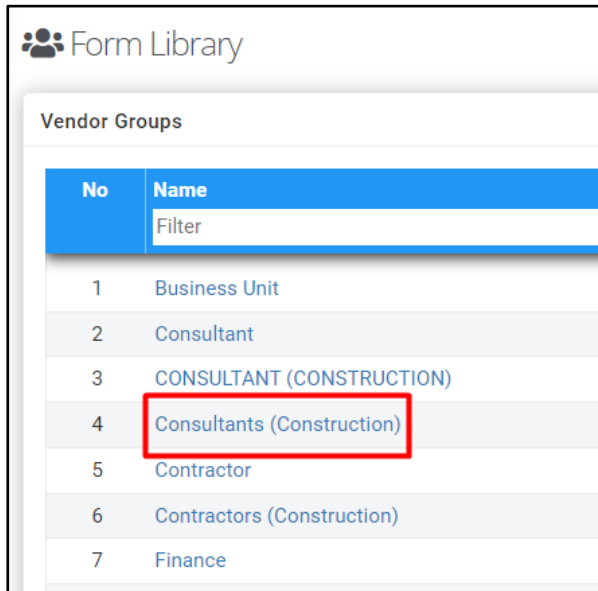


The image shows the Buildspace login interface. At the top left is the Buildspace logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.



3. Select **Vendor Group**.

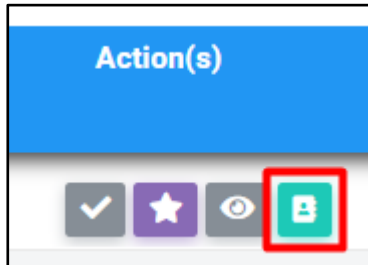


Form Library

Vendor Groups

No	Name
	Filter
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

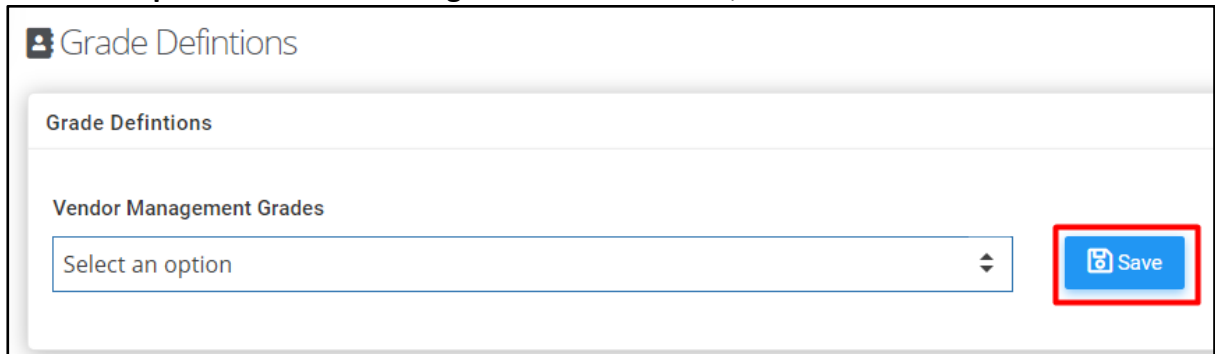
4. Under **Action(s)**, select **“Update Grading Definition”**.



Action(s)

✓ ☆ 👁️ 🗑️

5. Select an **Option of Vendor Management Grades**. Then, click **“Save”**.



Grade Definitions

Grade Definitions

Vendor Management Grades

Select an option

Save

Definition to Grading System

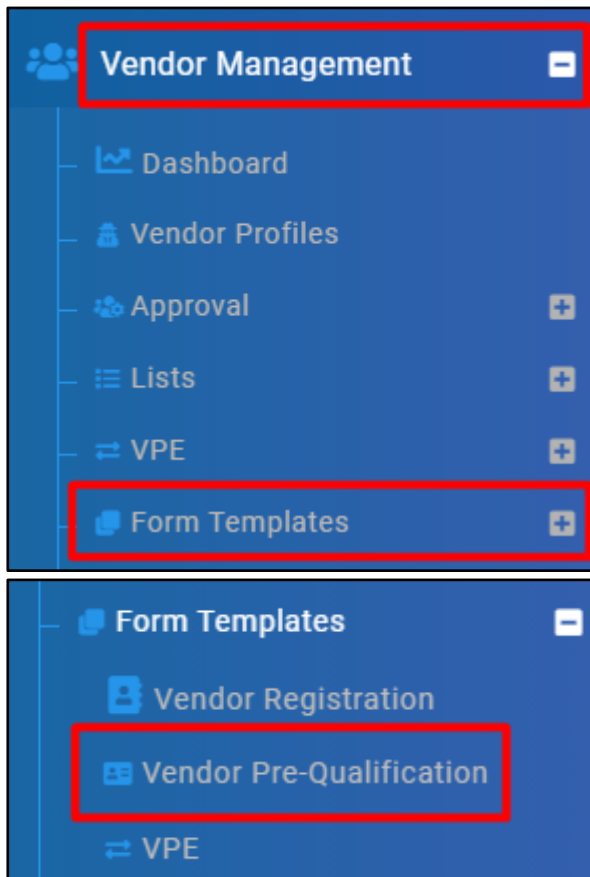
Note: Pre-Q form been tied to the Grading System.

1. Login in as **Procurement Admin**.

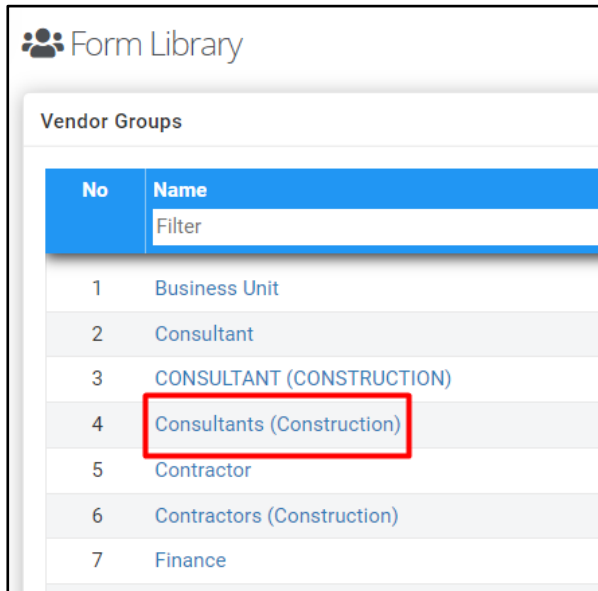


The image shows the Build Space login interface. At the top left is the Build Space logo. Below it, there is an email input field containing 'sky@buildspace.my'. Underneath is a password input field with the placeholder text 'Enter your password' and a masked password '*****'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click **“Vendor Management”** and then click **“Form Templates”**. Click **“Vendor Pre-Qualification”**.

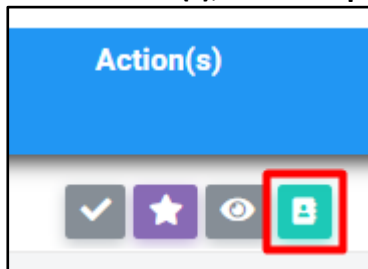


3. Select **Vendor Group**.

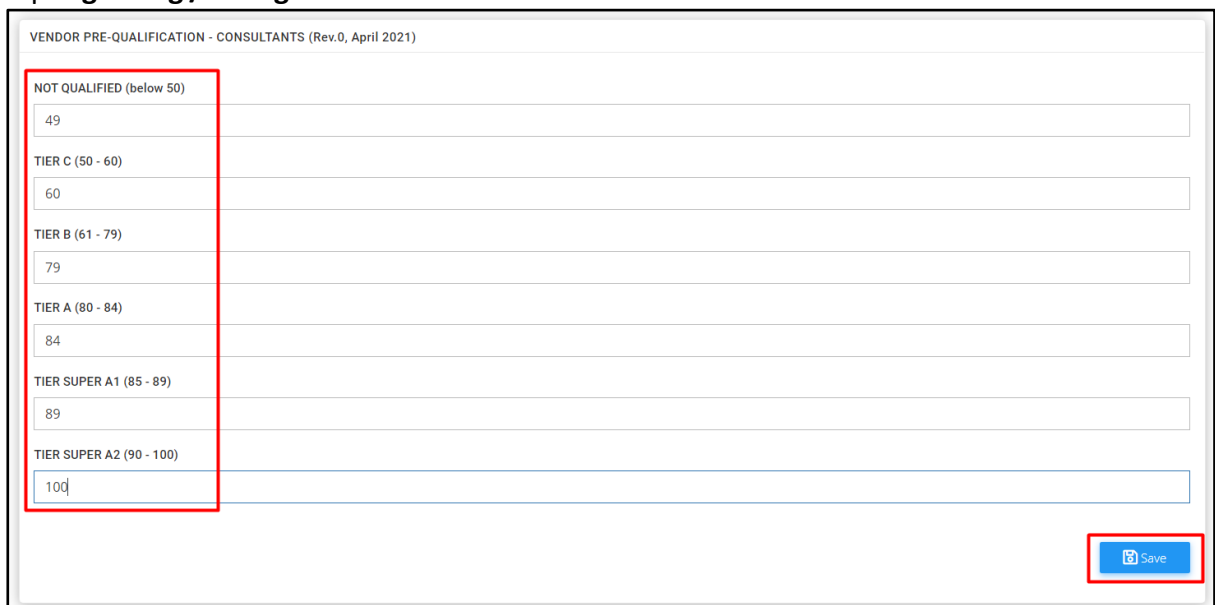


No	Name
	Filter
1	Business Unit
2	Consultant
3	CONSULTANT (CONSTRUCTION)
4	Consultants (Construction)
5	Contractor
6	Contractors (Construction)
7	Finance

4. Under **Action(s)**, select **“Update Grading Definition”**.



5. Input **grading / rating definition** and click **“Save”**.



VENDOR PRE-QUALIFICATION - CONSULTANTS (Rev.0, April 2021)

NOT QUALIFIED (below 50)	49
TIER C (50 - 60)	60
TIER B (61 - 79)	79
TIER A (80 - 84)	84
TIER SUPER A1 (85 - 89)	89
TIER SUPER A2 (90 - 100)	100

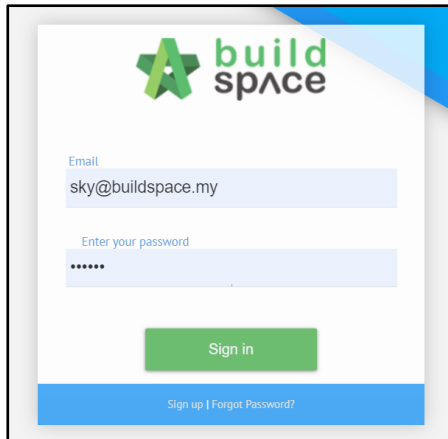
Save

Form Mapping for Registration Form

Registration Form to be mapped to Vendor Group x Business Entity Type

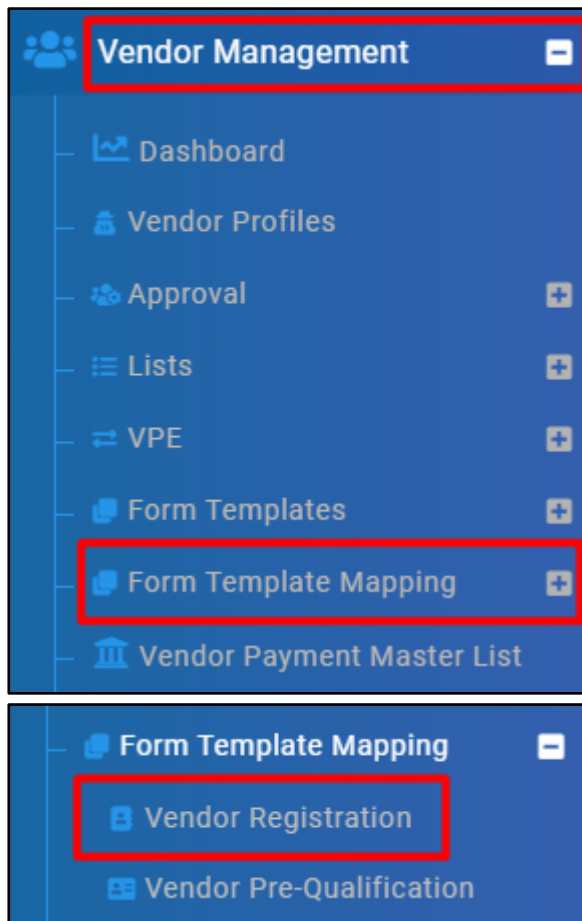
Note: User Type and Business Entity Type been created. The Registration Form shall also be approved.

1. Login in as **Procurement User/Admin.**

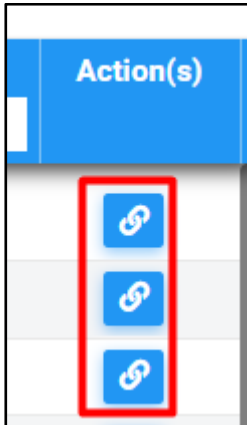


The screenshot shows the Build Space login interface. At the top left is the Build Space logo. Below it, there is an email input field containing 'sky@buildspace.my' and a password input field with masked characters. A green 'Sign in' button is positioned below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

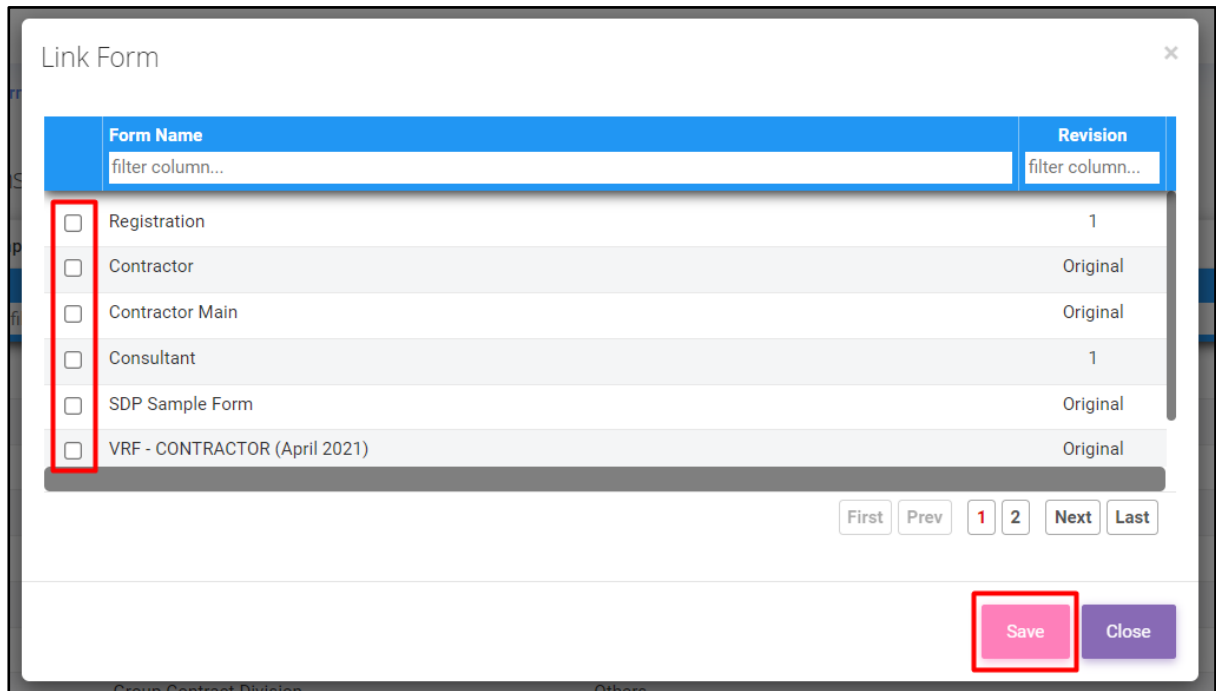
2. Click **“Vendor Management”** and then click **“Form Template Mapping”**. Click **“Vendor Registration”**.



3. Under **Action(s)**, click **“Link Form”**.



4. **Tick** the form and click **“Save”**.



A screenshot of a "Link Form" dialog box. The dialog has a title bar with "Link Form" and a close button. It contains a table with two columns: "Form Name" and "Revision". The table has a filter input field above it. Below the table is a list of checkboxes next to form names. A red box highlights the checkboxes. At the bottom right, there are "Save" and "Close" buttons, with "Save" highlighted by a red box. Navigation buttons "First", "Prev", "1", "2", "Next", and "Last" are also visible.

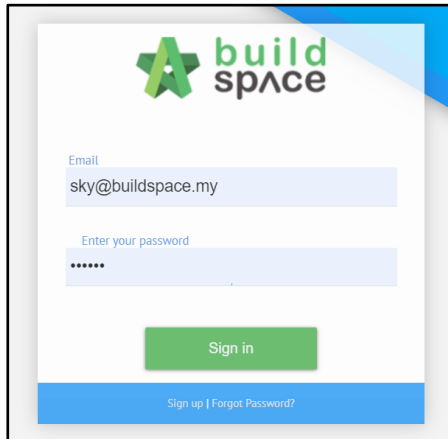
Form Name	Revision
Registration	1
Contractor	Original
Contractor Main	Original
Consultant	1
SDP Sample Form	Original
VRF - CONTRACTOR (April 2021)	Original

Form Mapping for Pre-Qualification Form

Pre-Qualification Form to be mapped to Vendor Category x Work Category.

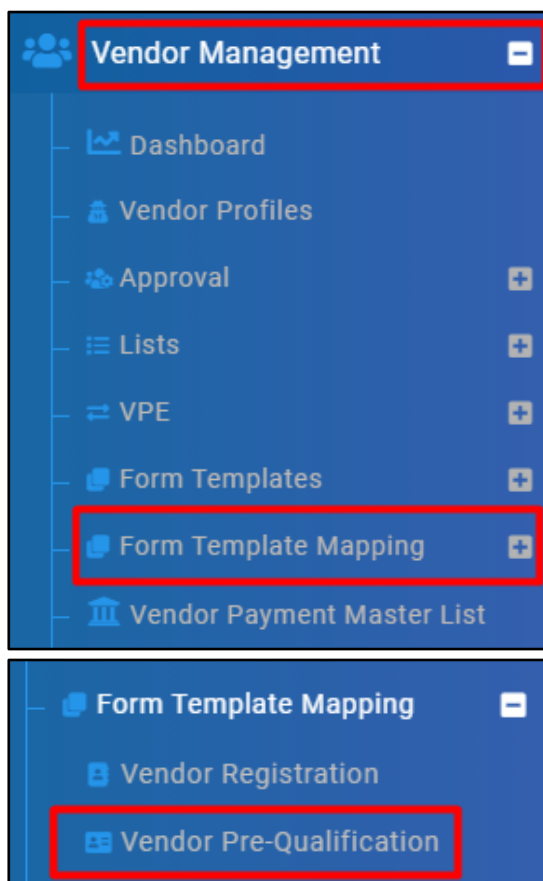
Note: Vendor Category and Vendor Work Category been created and mapped. Pre-Q Form has also been approved.

1. Login in as **Procurement User/Admin.**

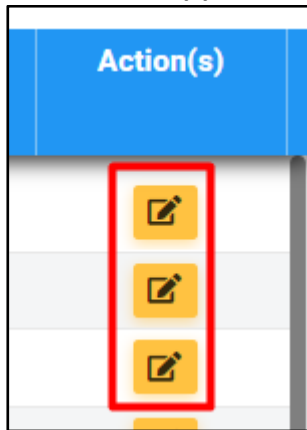


The image shows the Buildspace login page. At the top left is the Buildspace logo. Below it, there is an 'Email' field containing 'sky@buildspace.my' and a password field with 'Enter your password' and six dots. A green 'Sign in' button is centered below the fields. At the bottom, there is a link for 'Sign up | Forgot Password?'.


2. Click **“Vendor Management”** and then click **“Form Template Mapping”**. Click **“Vendor Pre-Qualification”**.



3. Under **Action(s)**, click “Update Item”.



4. Check **Vendor Pre-Qualification Required** and click “Save”.

A screenshot of a form interface. On the left side, there is a checkbox that is checked, with the text "Vendor Pre-Qualification Required" next to it. A red rectangular box highlights this checkbox and its text. On the right side of the form, there are two buttons: a blue button labeled "Save" and a grey button labeled "Back". A red rectangular box highlights the "Save" button.