



Set Vendor Performance  
Evaluation Module  
Parameters

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**GLOBAL PCK SOLUTIONS SDN BHD** (973124-T)

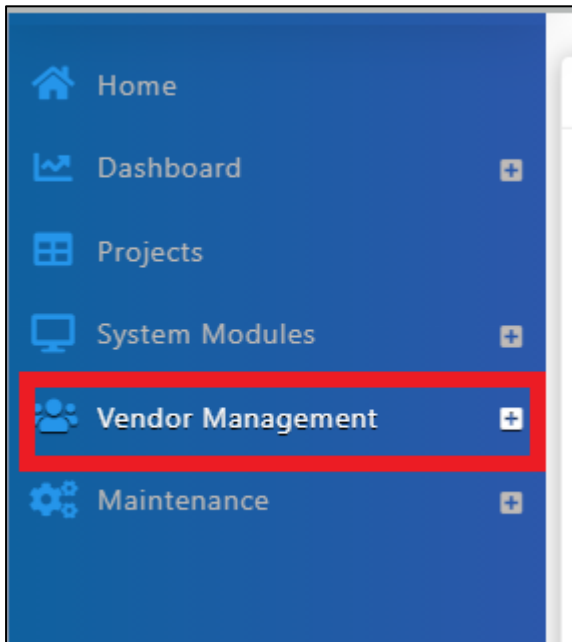
3-2 Jalan SU 1E, Persiaran Sering Ukay 1  
Sering Ukay, 68000 Ampang, Selangor, Malaysia  
Tel :+603-41623698 Fax :+603-41622698  
Email: info@pck.com.my  
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

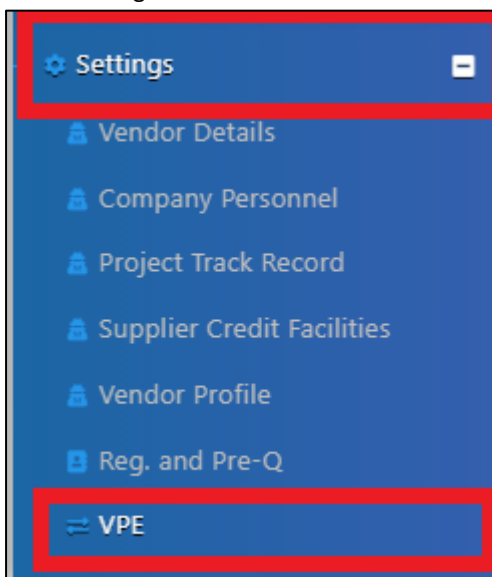
Last updated: 21/06/2021

## Set Vendor Performance Evaluation Module Parameters

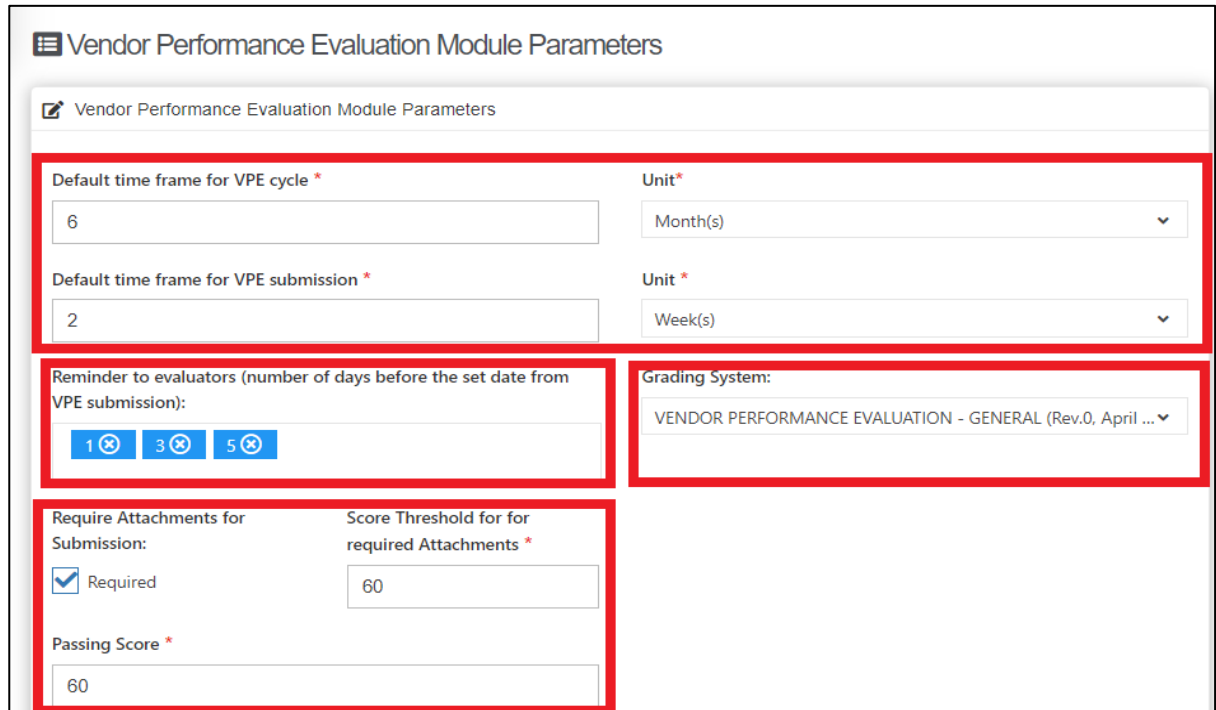
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "Settings". Click "VPE"



4. Insert Vendor Performance Evaluation Module Parameters.
  - a. Set Default time frame for VPE cycle and VPE submission
  - b. Set Reminder
  - c. Select Grading System
  - d. Set Score Threshold for required Attachments (Tick "Required" if attachments are required for submission")
  - e. Insert Passing Score



**Vendor Performance Evaluation Module Parameters**

Vendor Performance Evaluation Module Parameters

Default time frame for VPE cycle \*      Unit\*

6      Month(s)

Default time frame for VPE submission \*      Unit \*

2      Week(s)

Reminder to evaluators (number of days before the set date from VPE submission):

1 3 5

Grading System:

VENDOR PERFORMANCE EVALUATION - GENERAL (Rev.0, April ...

Require Attachments for Submission:      Score Threshold for for required Attachments \*

Required      60

Passing Score \*

60

5. Click "Save"

