



Setup for Vendor Performance  
Evaluation (*select form &  
assign evaluator*)

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

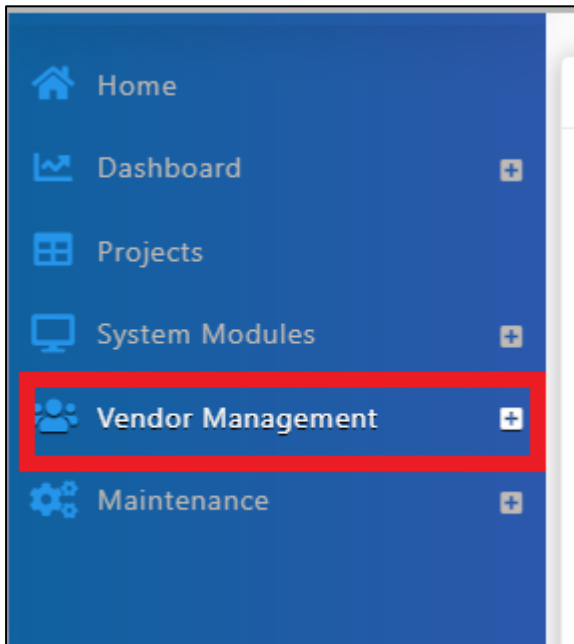
3-2 Jalan SU 1E, Persiaran Sering Ukay 1  
Sering Ukay, 68000 Ampang, Selangor, Malaysia  
Tel :+603-41623698 Fax :+603-41622698  
Email: info@pck.com.my  
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

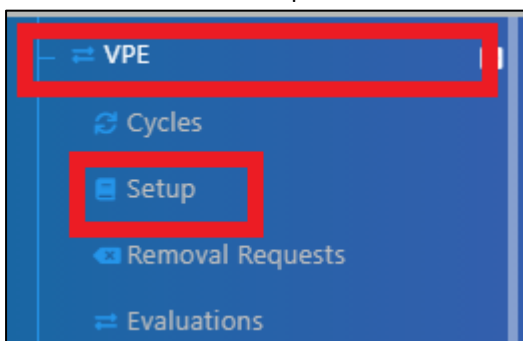
Last updated: 20/06/2021

## Setup for Vendor Performance Evaluation

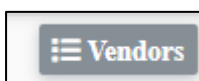
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "VPE" and Click "Setup"



4. Click "Vendors"



5. Click
6. Select form to be used to evaluate the vendor(s)

Form\*:

Contractor - Design

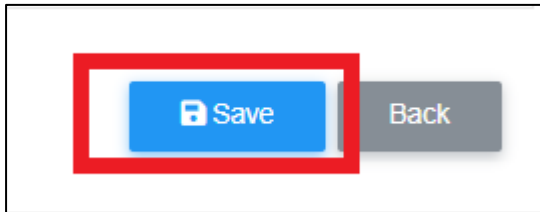
*Email notification sent to BU's project "Editor"*

7. Tick the evaluator from the vendor's firm (if the 180 evaluation is ticked, please skip this step)

Evaluators\*:

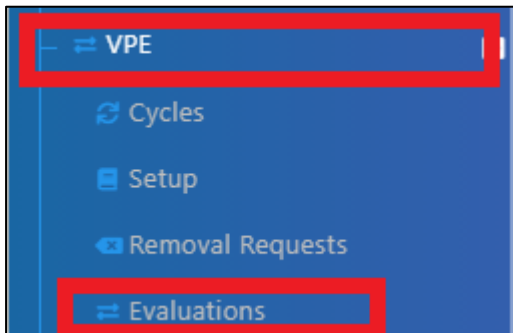
<input type="checkbox"/>	No	Name	Email
<input type="checkbox"/>	1	Buildspace Contractor 7	buildspacecontractor7@gmail.com


8. Click "Save"



*If a Business Unit will not be required to be evaluated, then to assign evaluator for business unit, proceed with following steps.*

9. Click at "VPE" and click "Evaluations"




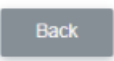
10. Click  to assign evaluator from Business Unit

11. Tick the evaluator and click "Save"

Proposed Construction of Double Story House at Lot 101

Evaluators\*:

<input type="checkbox"/>	No	Name	Email
<input type="checkbox"/>	1	Sky User 4	skybuildspace4@gmail.com
<input type="checkbox"/>	2	Sky Buildspace 3	skybuildspace3@gmail.com
<input type="checkbox"/>	3	Sky Buildspace	skybuildspace@gmail.com
<input type="checkbox"/>	4	General Manager - Sky3	sky3@buildspace.my
<input type="checkbox"/>	5	Staff 1	sky1@buildspace.my
<input checked="" type="checkbox"/>	6	Chris Volcano	sky@buildspace.my
<input type="checkbox"/>	7	Mr. Sanctuary 2	sanctuary1@buildspace.my
<input type="checkbox"/>	8	Mr. Sanctuary 1	sanctuary@buildspace.my
<input type="checkbox"/>	9	Sky Buildspace 2	skybuildspace2@gmail.com
<input type="checkbox"/>	10	Sky Buildspace 1	skybuildspace1@gmail.com
<input type="checkbox"/>	11	Wong Shi Yin	shiyin0123@gmail.com

*The assigned user will receive Email Notification (Will proceed to "Evaluator" to proceed with evaluation*

Notes (Once VPE cycle has been closed):

- The VPE score will auto average their scoring if multiple projects is being evaluated at the same cycle for the same vendor category.
- If the Vendor Work Category score is below certain grade, it will move to Nominees for Watch List (NWL) and will eventually move to Watch List (WL).
- If Vendor in NWL scored a higher VPE scoring at the next VPE cycle, the vendor will move back to AVL.