



## Rectification of Submission

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(BuildSpace Version 3.4)

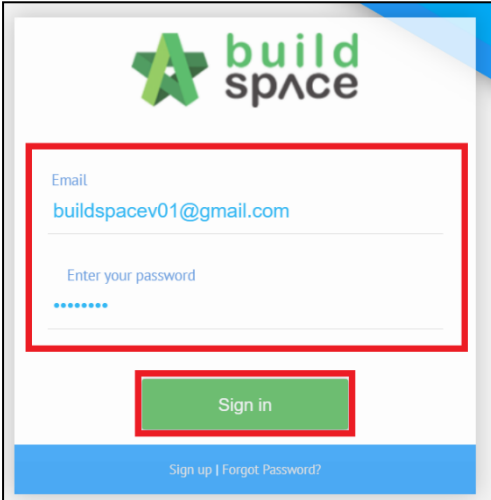
Last updated: 20/10/2021

## Rectification of submission

User will receive email notification if there are any rejection by client.

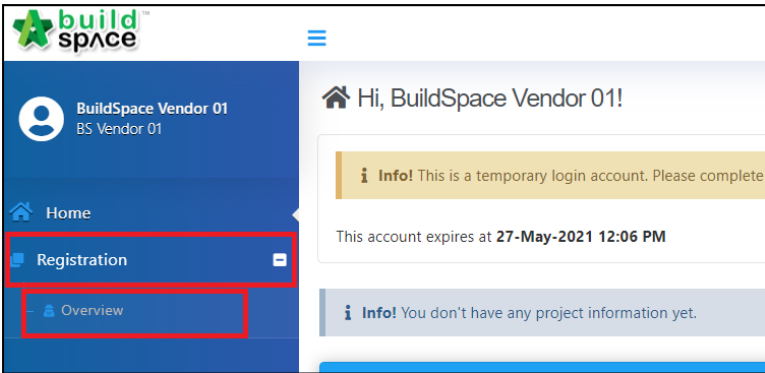
If the processor rejected your submission with comments, you will need to rectify all the items which have been rejected.

### 1. Login to BuildSpace



The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" 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?".

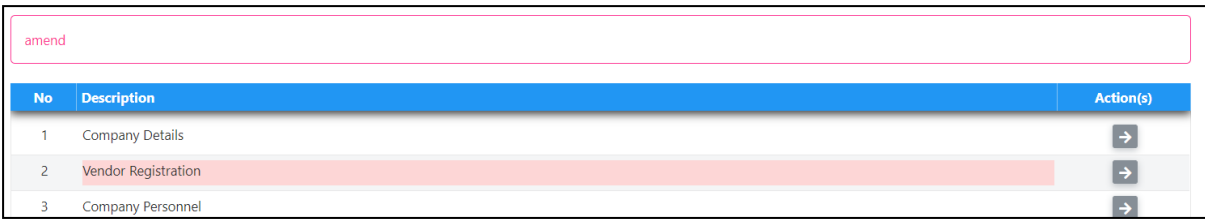
### 2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard for a vendor. The left sidebar contains navigation options: "Home", "Registration" (highlighted with a red box), and "Overview" (also highlighted with a red box). The main content area displays a greeting "Hi, BuildSpace Vendor 01!", an information message stating "This is a temporary login account. Please complete" and "This account expires at 27-May-2021 12:06 PM", and another information message stating "You don't have any project information yet."

### 3. Click into the respective sections which are rejected

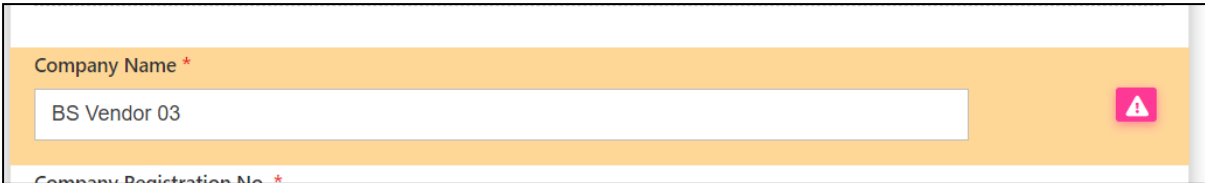
*The rejected field will be highlighted in red colour*



The image shows a table with a search bar at the top containing the word "amend". The table has three columns: "No", "Description", and "Action(s)". The second row, "Vendor Registration", is highlighted in red, indicating it is a rejected section.

No	Description	Action(s)
1	Company Details	→
2	Vendor Registration	→
3	Company Personnel	→

### 4. Click at the exclamation mark "!" to view comments and rectify accordingly



The image shows a form field for "Company Name" with a red exclamation mark warning icon. The text "BS Vendor 03" is entered in the field. Below the field, the text "Company Registration No" is partially visible.

1. Click "Submit"

4	Project Track Record	→
5	Vendor Pre Qualification	→
6	Supplier Credit Facilities	→
7	Vendor Registration Payment	→
8		

2. Tick "I Confirm" and Click "Submit"

I/we declare all the details submitted are true by the time this application is submitted.

I confirm

Vendor will receive submission email confirmation once submitted.