



Evaluate Vendors

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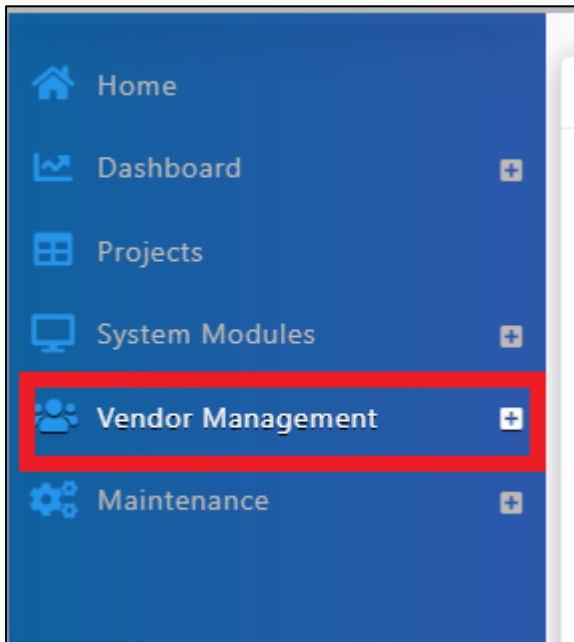
Website: www.BuildSpace.my

(BuildSpace Version 3.4)

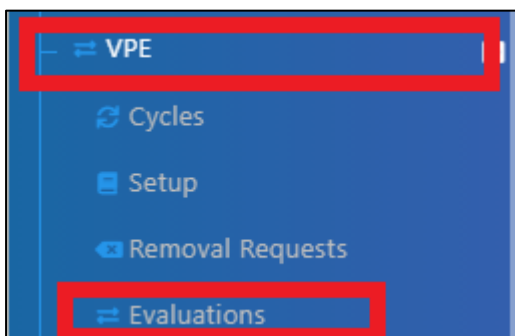
Last updated: 20/10/2021

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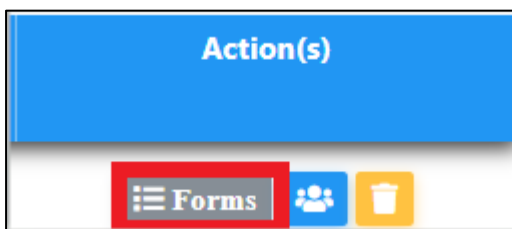
1. Login to BuildSpace
2. Click "Vendor Management"





3. Click "VPE" and click "Evaluations"



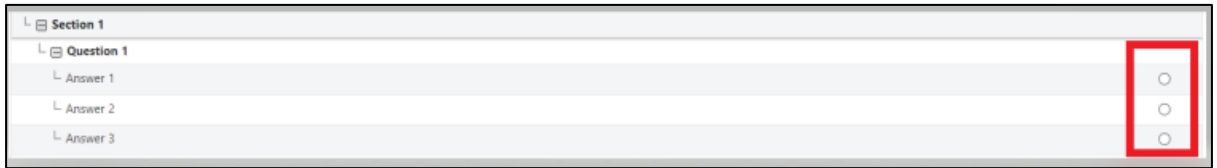
4. Click "Forms" to view forms to be evaluated



5. Click the  to evaluate each form

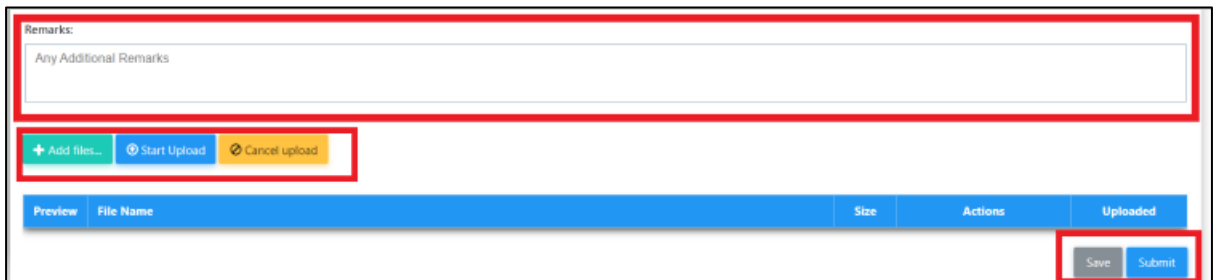
| No | Name | Form | Status | Action(s) |
|----|-------------------------|----------------------------|--------|---|
| 1 | Buildspace Contractor 6 | Contractor - Design | Draft |  |
| 2 | QS Consultant 1 Sdn Bhd | Consultant - Closed Tender | Draft |  |

6. Tick at the respective answers



A screenshot of a user interface showing a list of items under 'Section 1'. The items are 'Question 1', 'Answer 1', 'Answer 2', and 'Answer 3'. To the right of each item is a small circle, likely a checkbox or radio button. A red box highlights these circles.

7. Insert any remarks
8. Attach attachments (for evaluations with scoring below the set threshold, then evaluator will be required to upload attachments)
9. Click Submit



A screenshot of a user interface showing a 'Remarks' section with a text input field containing 'Any Additional Remarks'. Below the input field are three buttons: '+ Add files...', 'Start Upload', and 'Cancel upload'. Below these buttons is a table with columns: 'Preview', 'File Name', 'Size', 'Actions', and 'Uploaded'. At the bottom right of the table are 'Save' and 'Submit' buttons. Red boxes highlight the 'Remarks' input field, the file upload buttons, and the 'Save' and 'Submit' buttons.

The "Admin" user of the project will receive email notification