



Prepare Approval Document &  
Submit for Approval

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

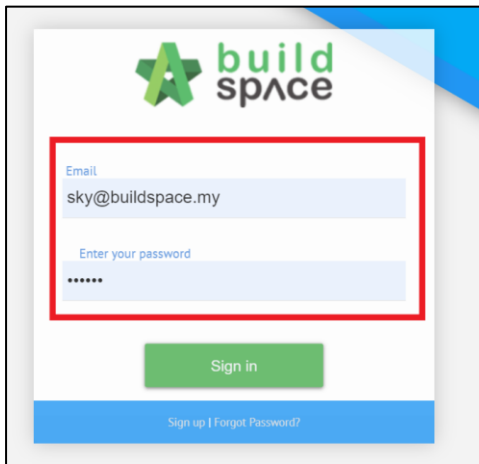
3-2 Jalan SU 1E, Persiaran Sering Ukay 1  
Sering Ukay, 68000 Ampang, Selangor, Malaysia  
Tel :+603-41623698 Fax :+603-41622698  
Email: info@pck.com.my  
Website: www.BuildSpace.my

**(BuildSpace Version 3.5)**

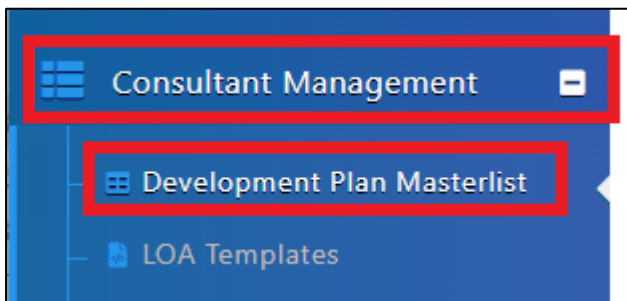
**Last updated: 15/11/2021**

## Prepare Approval Document & Submit for Approval

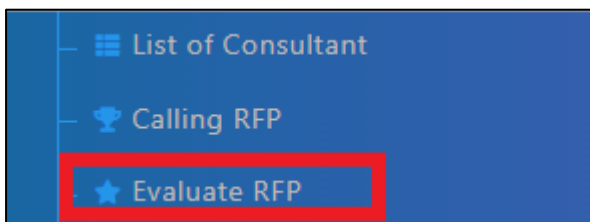
1. Login to BuildSpace



2. Click "Consultant Management" and click "Development Plan Masterlist"



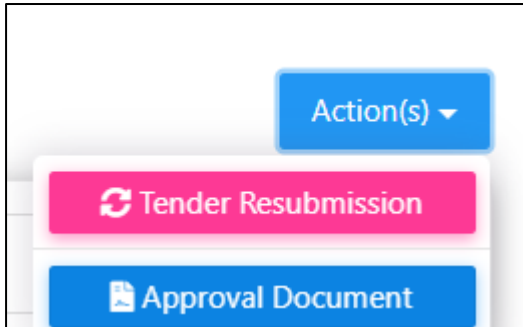
3. Click at the Development title
4. Click at the RFP Category
5. Click "Evaluate RFP"



6. Click into RFP
7. Select Awarded Consultant

	No	Consultant(s) List
		filter column...
<input checked="" type="radio"/>	1	DEMO QS 01 SDN BHD 🏆

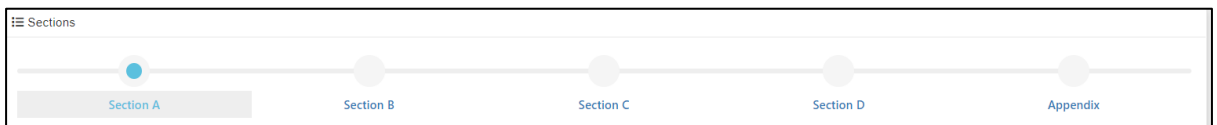
8. Click "Action(s)"
9. Click "Approval Document"



10. Input "Document Ref No"
11. Click "Save"

A screenshot of a web form titled "Approval Document". It features a text input field labeled "Document Ref No" with a red asterisk, which is highlighted with a red border. To the right of the input field are two buttons: a blue "Save" button with a document icon and a grey "Back" button.

12. Check and Insert Details in each Sections



13. Click "Save" at each section.



14. Select Verifiers and Click "Submit"

A screenshot of a web form titled "Select Verifiers:". It contains a text input field with the word "None" inside, followed by a green plus sign button. At the bottom right, there are two buttons: a blue "Save" button and a green "Submit" button with a document icon.

1.