



Vendor Performance
Evaluation User Guide
(For 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

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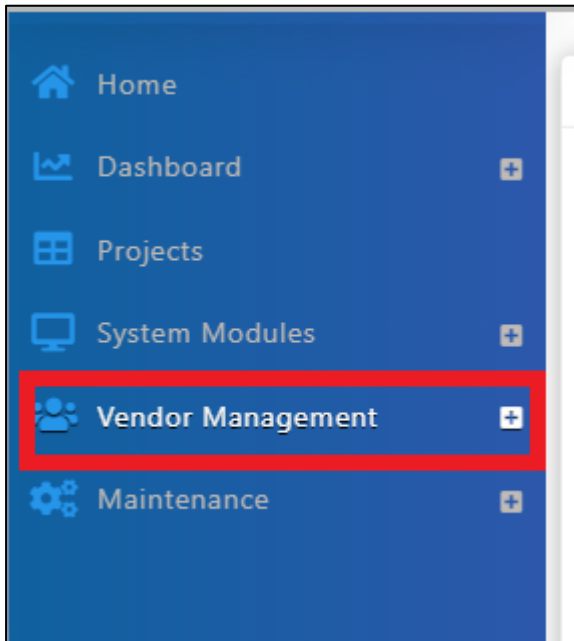
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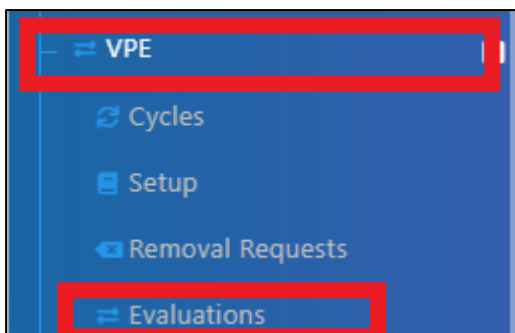
VPE Evaluations

Evaluate Vendors

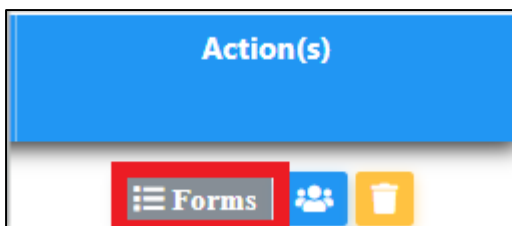
1. Login to BuildSpace
2. Click "Vendor Management"





3. Click "VPE" and click "Evaluations"



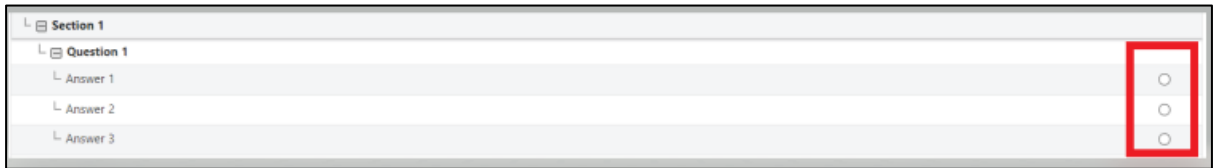
4. Click "Forms" to view forms to be evaluated



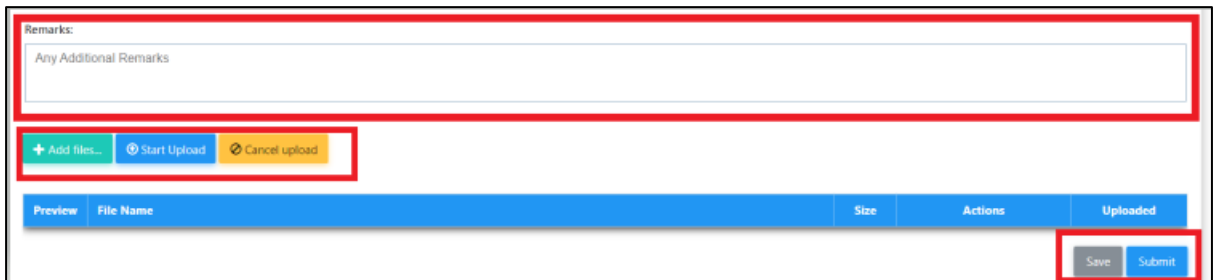
5. Click the  to evaluate each form

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



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

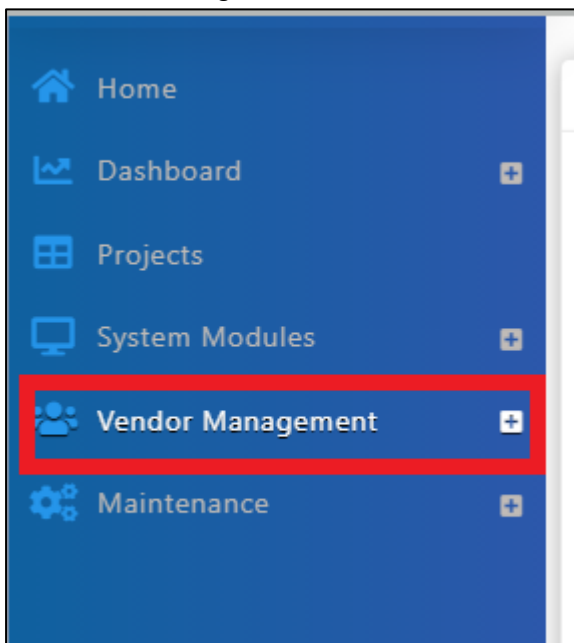


The "Admin" user of the project will receive email notification

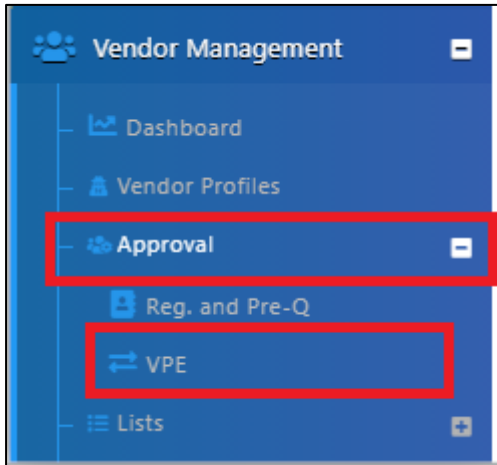
Submit for Verification


Done by the Admin User of the project

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



3. Click "Approval" & "VPE"



4. Click 
5. Click "Edit" if you wish to amend the evaluated form



6. Input Remarks
7. Select Verifier
8. Click "Reject" to reject the form **OR** click "Submit" to submit for verification

A form with a "Select Verifiers:" label and a dropdown menu showing "None". A green "+" button is to the right of the dropdown. Below the dropdown are two buttons: "Verifier Logs" and "Edit Logs". At the bottom right are two buttons: "Reject" (pink) and "Submit" (teal).

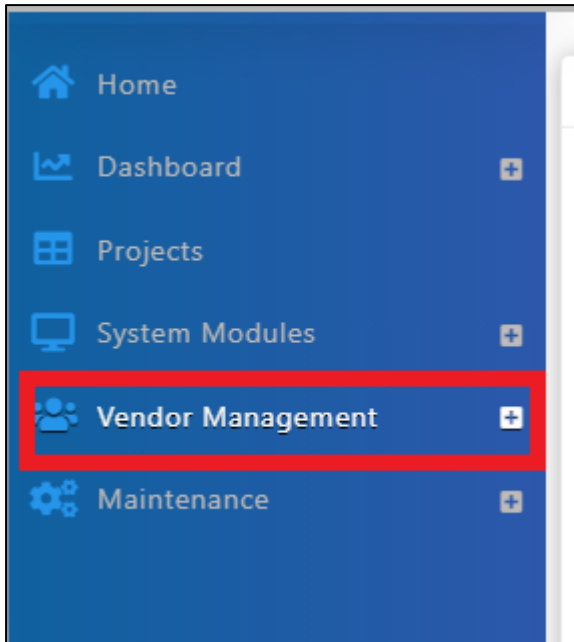
9. (If submit) Click "Yes" to proceed with verification.

A confirmation dialog box with a red header and a close button. The text inside says "Are you sure you want to do this?". At the bottom are two buttons: "No" (grey) and "Yes" (yellow, highlighted with a red box).

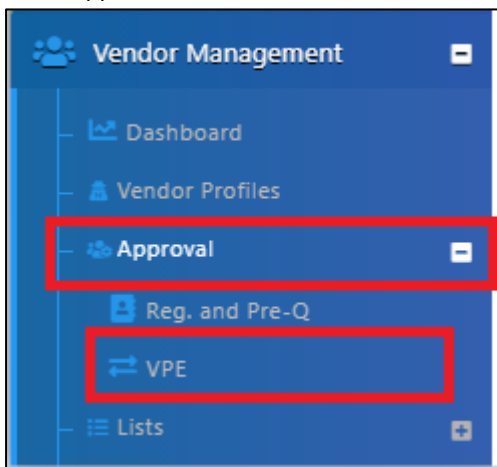
Verifier approval/reject


Verifier will receive email notification once they are assigned as the verifier

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



3. Click "Approval" and Click "VPE"



4. Click 
5. Click "Approve" or "Reject"

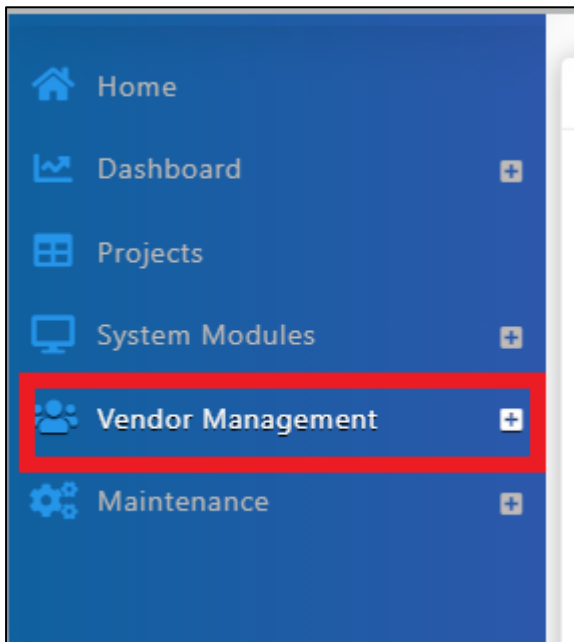


Notes (Once VPE cycle has been closed):

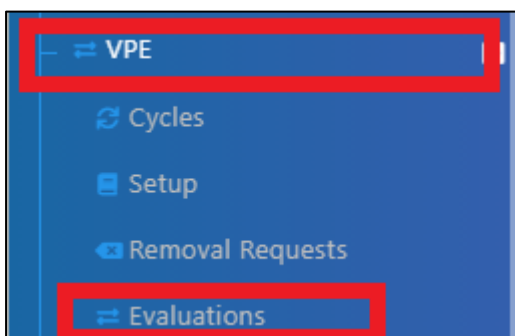
- The VPE score will auto average Vendor's VPE scoring if multiple projects are being evaluated at the same cycle for the same vendor category.
- If the Vendor Work Category score is below certain grade, it will move to Nominees for Watch List (NWL) and will eventually move to Watch List (WL).
- If Vendor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

Send Request for Project Removal

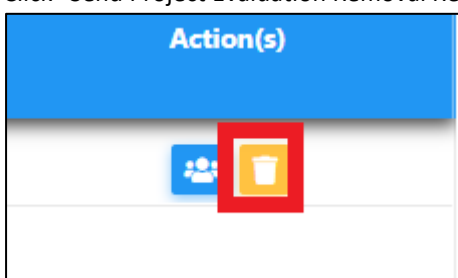
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "VPE" and click "Evaluations"



4. Click "Send Project Evaluation Removal Request"



5. Select reason for evaluation removal request and Click "Save"

The screenshot shows a web form titled "Evaluation Removal Request". At the top left, there is a close button (an 'x' in a square) and the title "Evaluation Removal Request". Below the title, the text "Evaluation Removal Request" is repeated. A red rectangular box highlights a dropdown menu labeled "Reason *:" which currently displays "Project Abandoned". To the right of the dropdown is a small downward-pointing arrow. Below the dropdown, there are two buttons: a blue "Save" button with a white floppy disk icon, and a grey "Back" button. The "Save" button is also highlighted with a red rectangular box.