



Vendor Performance
Evaluation User Guide
(For Planner)

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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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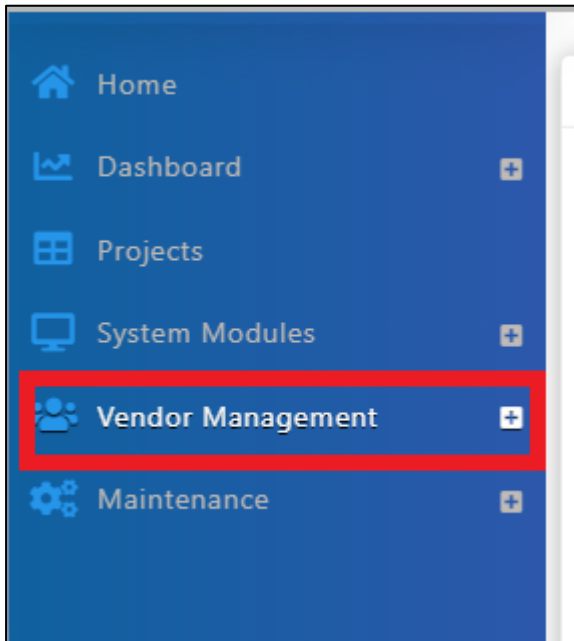
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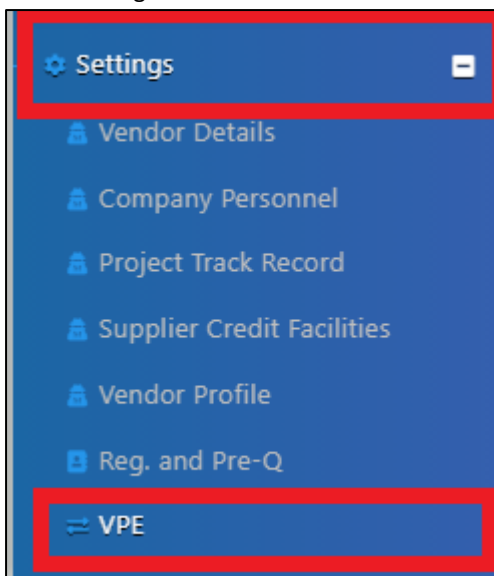
Vendor Performance Evaluation (VPE) Set Up

Set Vendor Performance Evaluation Module Parameters

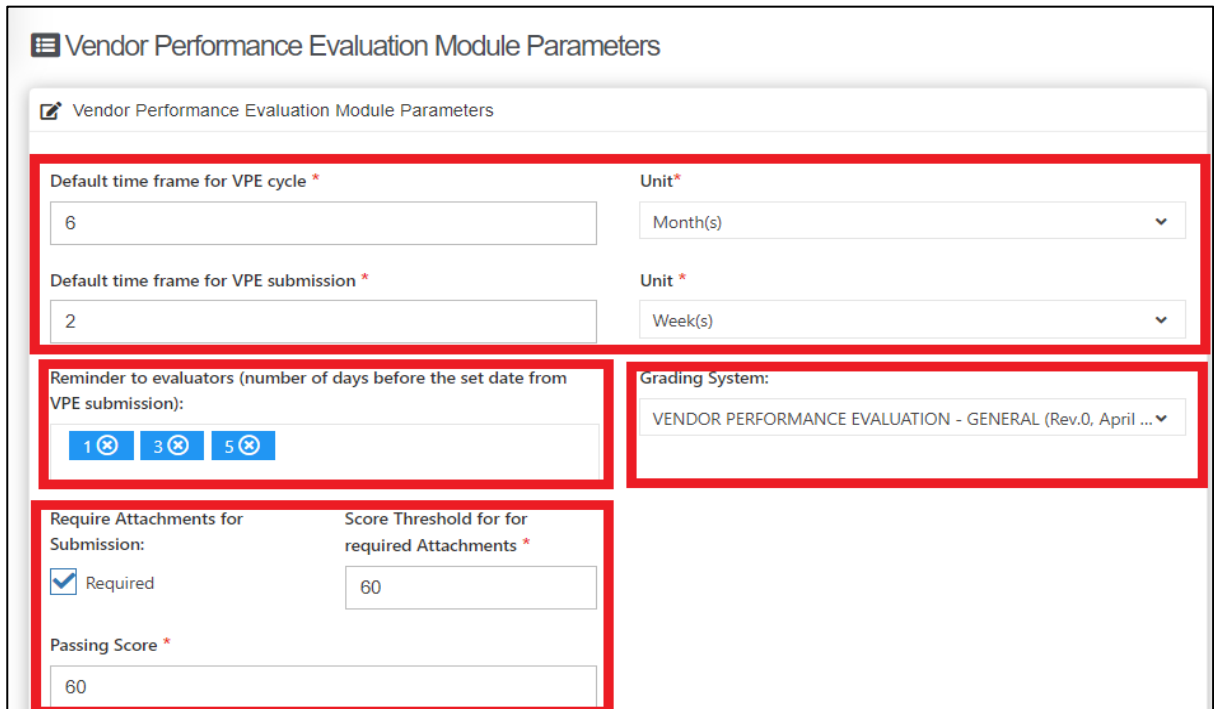
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "Settings". Click "VPE"



4. Insert Vendor Performance Evaluation Module Parameters.
 - a. Set Default time frame for VPE cycle and VPE submission
 - b. Set Reminder
 - c. Select Grading System
 - d. Set Score Threshold for required Attachments (Tick "Required" if attachments are required for submission")
 - e. Insert Passing Score

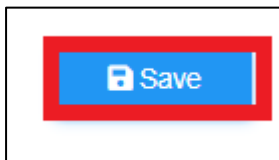


Vendor Performance Evaluation Module Parameters

Vendor Performance Evaluation Module Parameters

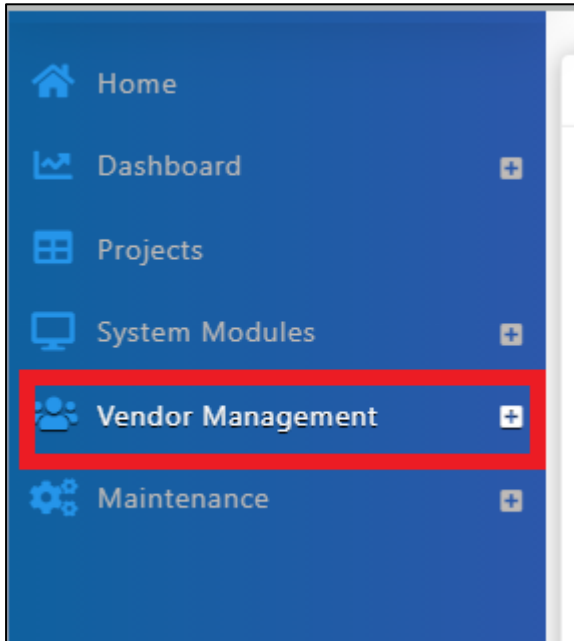
Default time frame for VPE cycle *	Unit*
6	Month(s)
Default time frame for VPE submission *	Unit *
2	Week(s)
Reminder to evaluators (number of days before the set date from VPE submission):	Grading System:
1 3 5	VENDOR PERFORMANCE EVALUATION - GENERAL (Rev.0, April ...)
Require Attachments for Submission:	Score Threshold for for required Attachments *
<input checked="" type="checkbox"/> Required	60
Passing Score *	
60	

5. Click "Save"

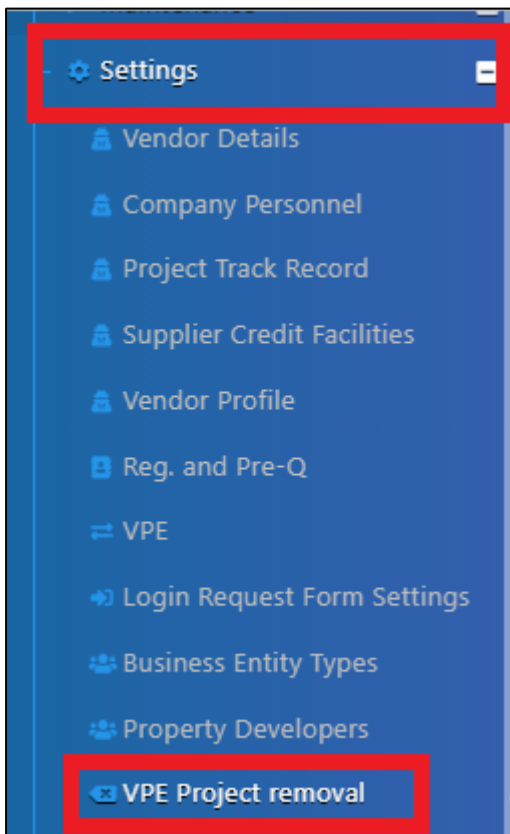


Set Reasons for Project removal from VPE

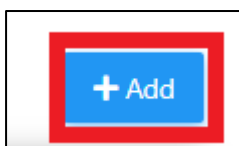
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "Settings". Click "VPE Project Removal"



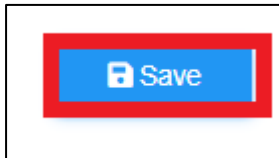
4. Click "Add" to add reasons for Project Removal from VPE



5. Tick at "Hidden" to hide the reasons

Reasons for Project removal from VPE		
No	Name	Hidden
1	Project Abandoned	<input type="checkbox"/>
2	Special Instruction	<input type="checkbox"/>
3	Others, please specify	<input type="checkbox"/>

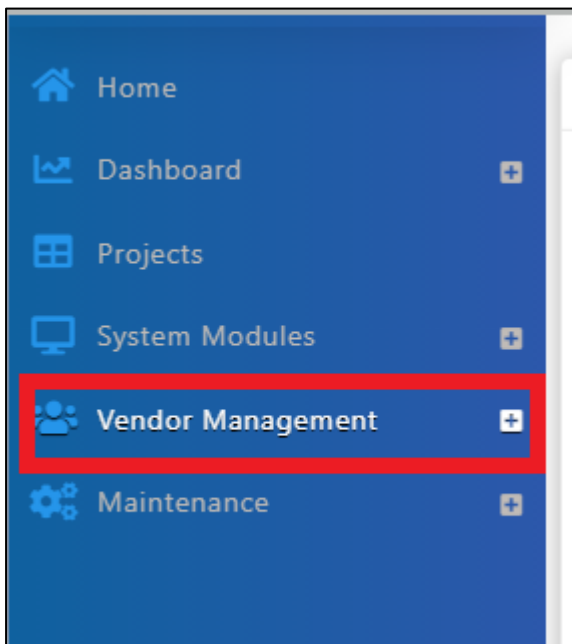
6. Click "Save"



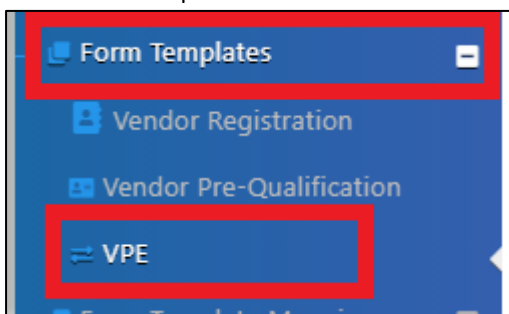
Forms for Vendor Performance Evaluation

Create VPE Forms

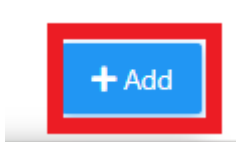
1. Login to BuildSpace
2. Click "Vendor Management"



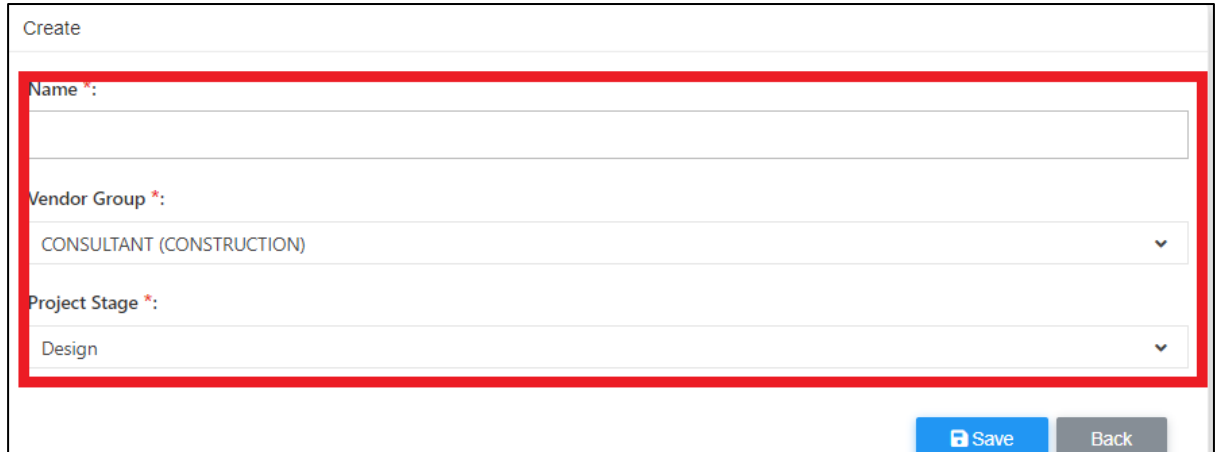
3. Click "Form Templates" and Click "VPE"



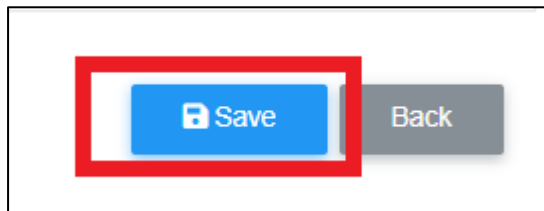
4. Click "Add" to add new forms



5. Input details for the form by Inserting the form Name and selecting Vendor Group & Project Stage.

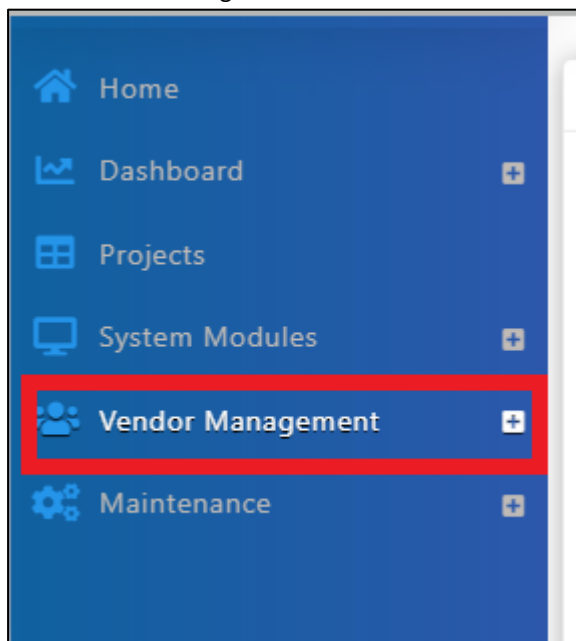


6. Click "Save"

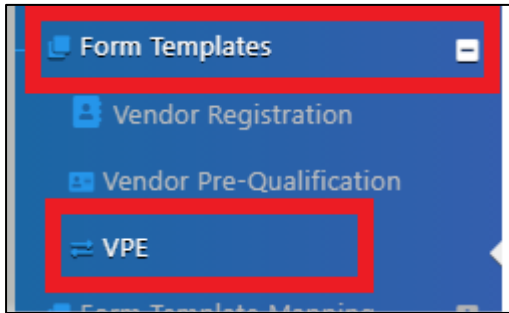



Edit the VPE Form

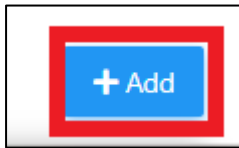
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "Forms Template" and Click "VPE"




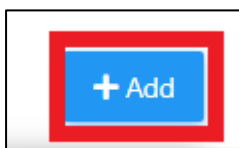
4. Click at  to view form
5. Click "Add" to add item



6. Input details of item

A screenshot of a web form titled 'Add Item'. The form has a header with a user icon and the text 'Add Item'. Below the header, there is a section titled 'VPE Form for Consultants' with a sub-header 'VPE Form for Consultants'. There are two input fields: 'Name *:' and 'Weight *:'. The 'Name *:' field is highlighted with a red rectangular border. At the bottom right of the form, there are two buttons: 'Save' (highlighted with a red rectangular border) and 'Back'.

7. Click  to view item breakdown
8. Click 'Add' to add item breakdown

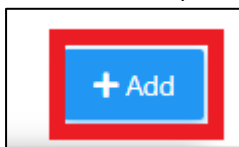


9. Input details of item breakdown

The screenshot shows the 'Add Item' form with the title 'Cost Estimate'. Below the title is a breadcrumb trail: 'VPE Form for Consultants > Cost Estimate'. The form contains two input fields: 'Name *:' and 'Weight *:'. Both fields are currently empty. At the bottom right, there are two buttons: a blue 'Save' button and a grey 'Back' button. A red rectangular box highlights the 'Name *:' and 'Weight *:' input fields.

10. Click  to input scoring

11. Click "Add" to input scoring

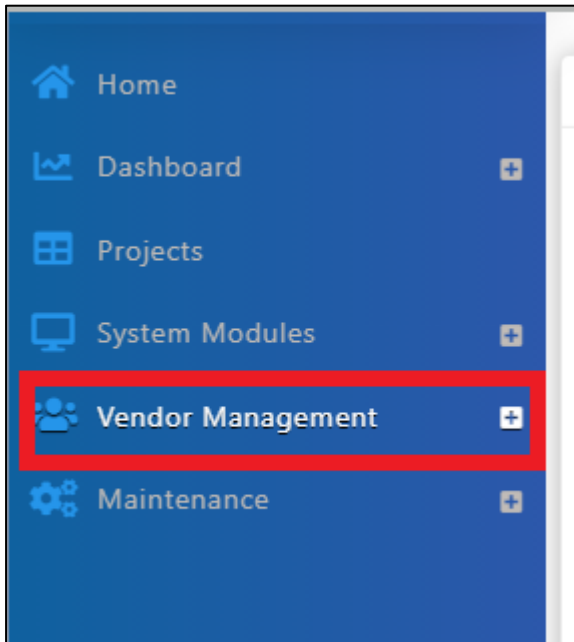


12. Input scoring details

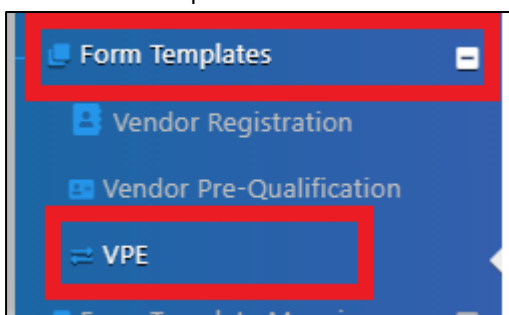
The screenshot shows the 'Add Item' form with the title 'Consultant's estimate amount within contractor's quotation'. Below the title is a breadcrumb trail: 'VPE Form for Consultants > Cost Estimate > Consultant's estimate amount within contractor's quotation > Scores'. The form contains two input fields: 'Name *:' and 'Score *:'. Both fields are currently empty. At the bottom right, there are two buttons: a blue 'Save' button and a grey 'Back' button. A red rectangular box highlights the 'Name *:' and 'Score *:' input fields.


Approve VPE Form

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



3. Click "Forms Template" and Click "VPE"

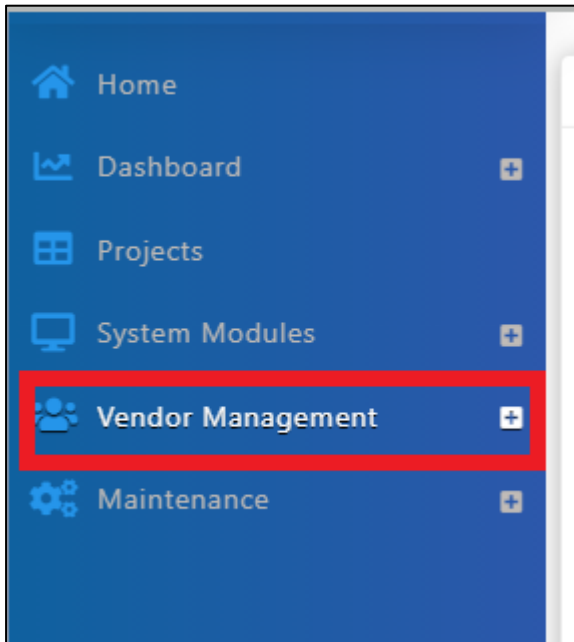


4. Click at  under action, to approve form
5. Click "Finalize"

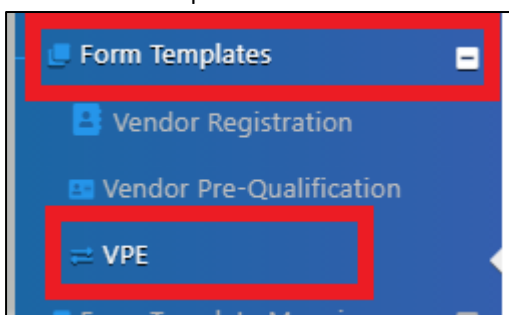



Update Grading Definition

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



3. Click "Forms Template" and Click "VPE"



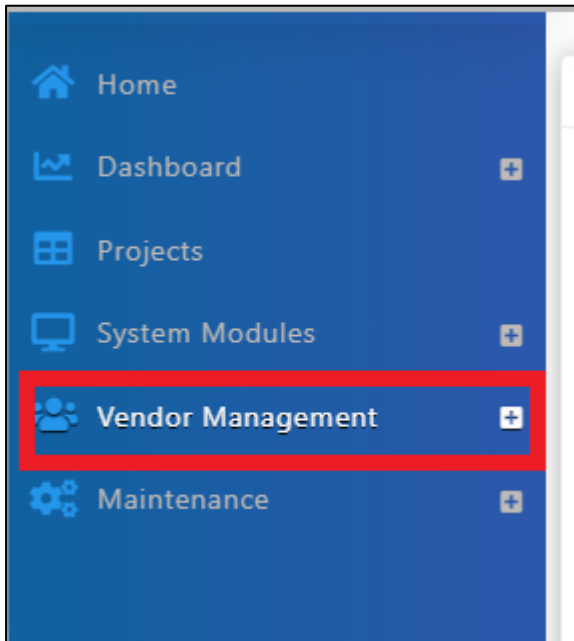
4. Click at  to upgrade grading definitions
5. Select vendor Management Grades
6. Click "Save"

A screenshot of the 'Grade Definitions' form. The form has a white background and a blue header. The header contains the text 'Grade Definitions'. Below the header, there is a section titled 'Vendor Management Grades'. In this section, there is a dropdown menu with the text 'Select an option' and a blue 'Save' button. The dropdown menu and the 'Save' button are highlighted with red rectangular boxes.

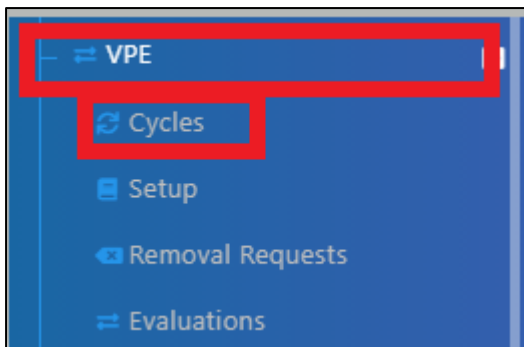
VPE Evaluation

Start Vendor Performance Evaluation Cycles

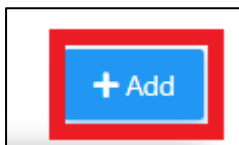
1. Login to BuildSpace
2. Click "Vendor Management"



3. Click "VPE" and Click "Cycles"



4. Click "Add"



5. Input details for VPE cycle

Create a new Vendor Performance Evaluation Cycle

Start Date*:

End Date*:

Remarks:

6. Select Projects to be evaluated during the cycle

Projects*:

Filter project to be selected

<input type="checkbox"/>	No	Contract Number	Title	Business Unit
<input type="checkbox"/>	9	ESSB/BLD/C006/21	Proposed Construction of 8 Units Bungalow and 28 ...	WONG SHI YIN
<input type="checkbox"/>	10	ESSB/BLD/C005/21	Proposed Construction of 7 Units Bungalow and 31 ...	WONG SHI YIN
<input type="checkbox"/>	11	ESDP1/BLD/C013/21	Proposed Construction of 6 Units Bungalow and 26 ...	Business Unit HQ
<input type="checkbox"/>	12	ESDP1/BLD/C012/21	Proposed Construction of 5 Units Bungalow and 25 ...	Business Unit HQ
<input type="checkbox"/>	13	ESDP1/BLD/C011/21	Proposed Construction of 4 Units Bungalow and 24 ...	Business Unit HQ
<input type="checkbox"/>	14	PTC/BLD/C013/21	Testing prelim rationalization	Business Unit HQ
<input type="checkbox"/>	15	ESDP1/BLD/C010/21	Lift	Business Unit HQ
<input type="checkbox"/>	16	PDSB/BLD/C001/21	Testing for technical evaluation resubmission	Eco Sanctuary Sdn Bhd
<input type="checkbox"/>	17	PTC/BLD/C012/21	CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH ...	Business Unit HQ
<input type="checkbox"/>	18	ESDP1/BLD/C009/21	Proposed Construction of 5 Units Bungalow and 24 ...	Business Unit HQ
<input type="checkbox"/>	19	ESDP1/BLD/C008/21	Proposed Construction of 3 Units Bungalow and 23 ...	Business Unit HQ
<input type="checkbox"/>	20	ESDP1/BLD/C007/21	Proposed Construction of 5 Units Bungalow and 25 ...	Business Unit HQ
<input type="checkbox"/>	21	PTC/BLD/C011/21	Testing LOT	Business Unit HQ

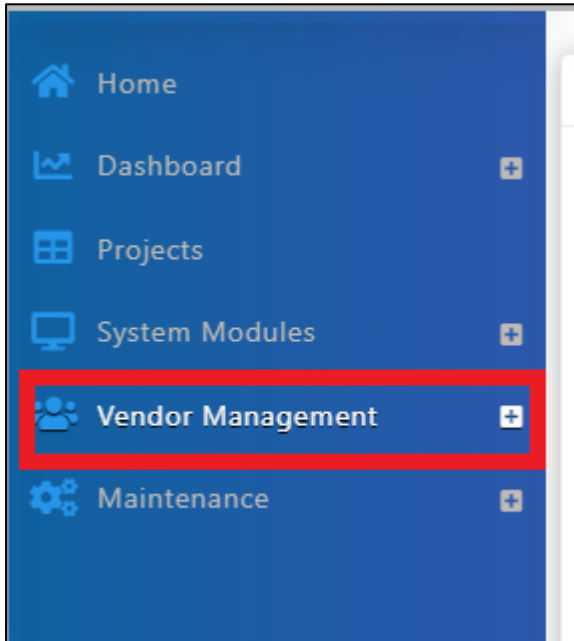
7. Tick "180 Evaluation (Only Business Unit Evaluates)" if applicable

180 Evaluation (Only Business Unit Evaluates)

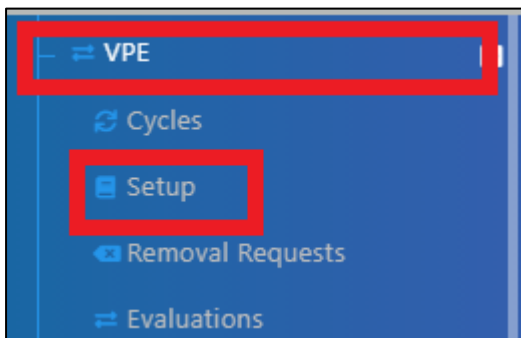
8. Click "Save"

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

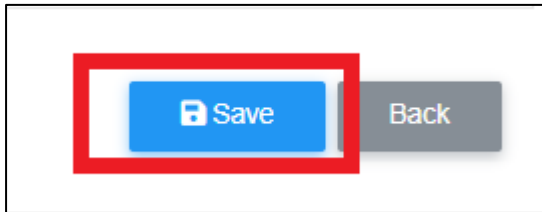
Email notification sent to BU's project "Editor"

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

Evaluators*:

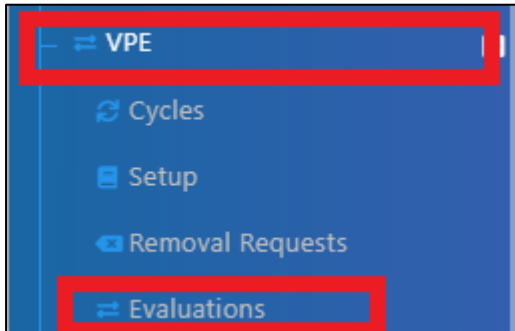
<input type="checkbox"/>	No	Name	Email
<input type="checkbox"/>	1	Buildspace Contractor 7	buildspacecontractor7@gmail.com


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"




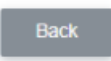
10. Click  to assign evaluator from Business Unit

11. Tick the evaluator and click "Save"

Proposed Construction of Double Story House at Lot 101

Evaluators*:

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

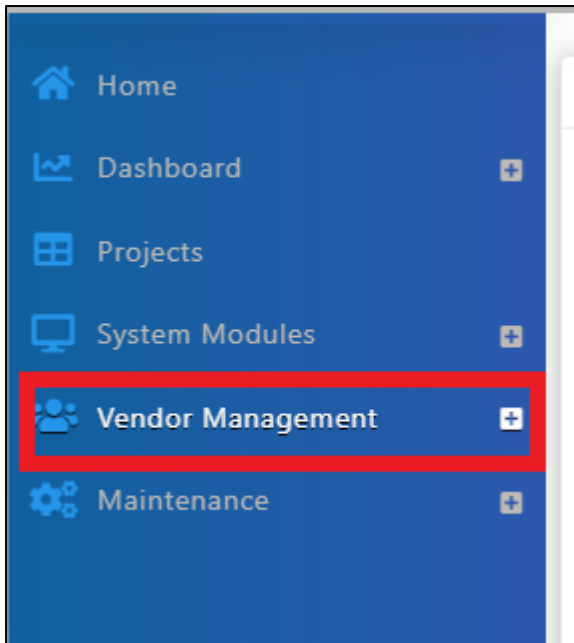
The assigned user will receive Email Notification (Will proceed to "Evaluator" to proceed with evaluation)

Notes (Once VPE cycle has been closed):

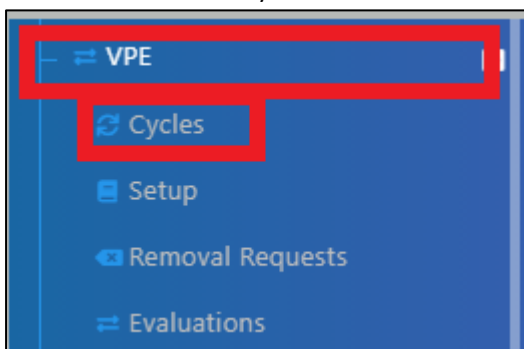
- The VPE score will auto average their scoring if multiple projects is being evaluated at the same cycle for the same vendor category.
- If the Vendor Work Category score is below certain grade, it will move to Nominees for Watch List (NWL) and will eventually move to Watch List (WL).
- If Vendor in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


Change VPE cycle date

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



3. Click "VPE" and Click "Cycles"



4. Click 
5. Change date of Cycle
6. Click "Save"



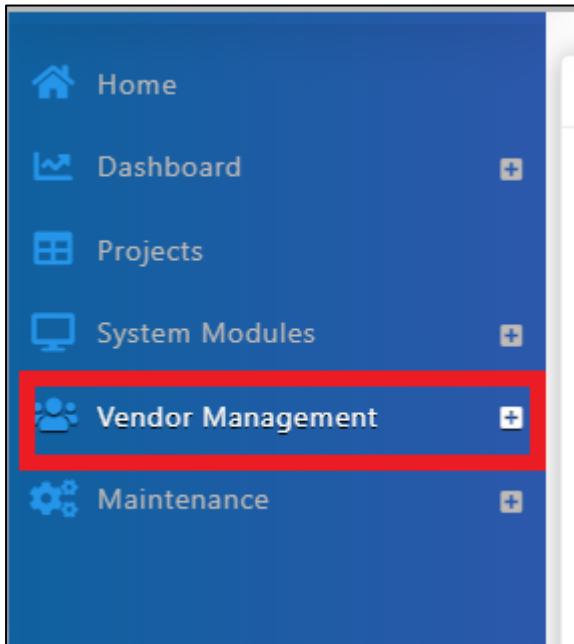
Note:

- If there are multiple projects within 1 cycle, then all the projects' cycle date will be changed accordingly.
- If during the evaluation cycle, i.e., there are 10 projects and 5 projects have been approved by the verifier, then the 5 projects will not be able to be amended.

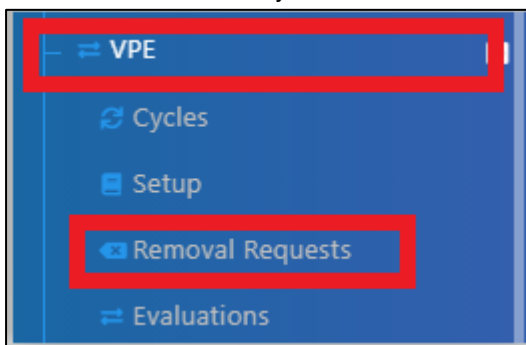
Project Removal Request




Approve/Reject request for project removal

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



3. Click "VPE" and click "Project Removal"



4. Click  to view VPE detail of the project
5. Click  to remove the project
6. Click  to dismiss the request