Powered by:

ⓌPCK

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

Vendor Performance
Evaluation User Guide

(For Planner)

(BuildSpace Version 3.4)

Last updated: 20/10/2021

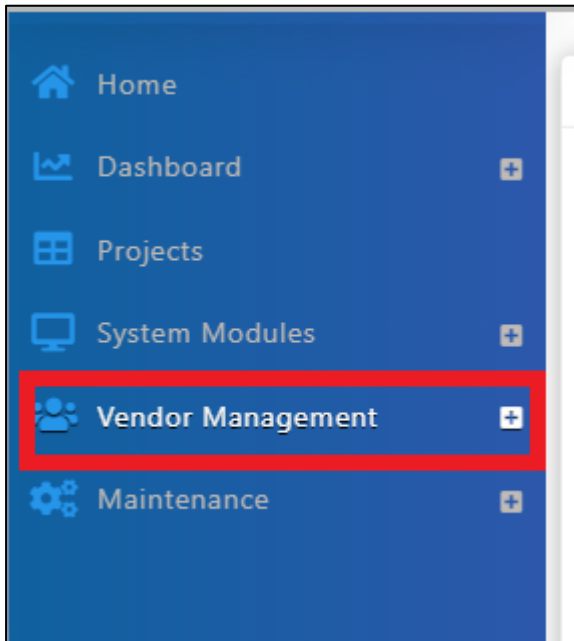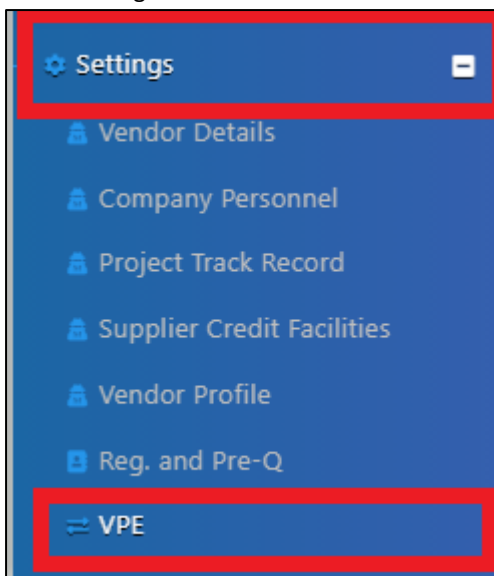# Table of Contents

Vendor Performance Evaluation (VPE) Set Up

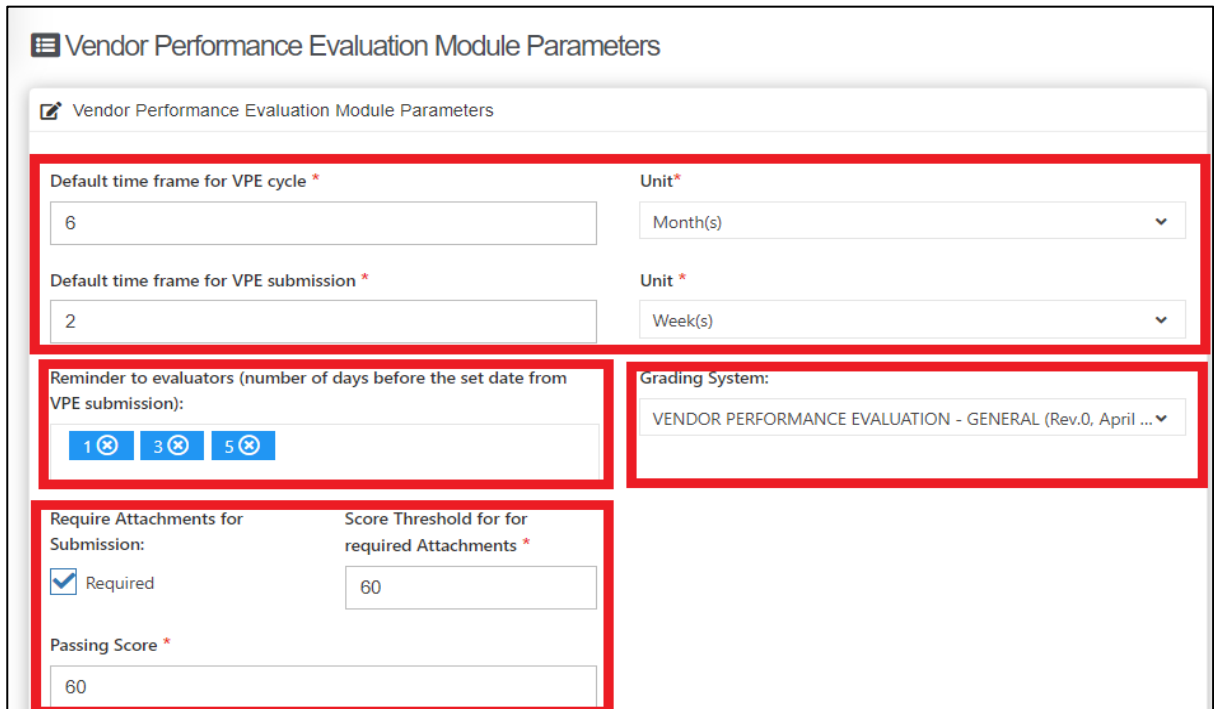## Set Vendor Performance Evaluation Module Parameters

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"
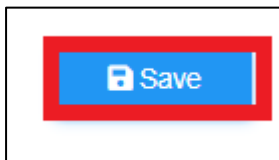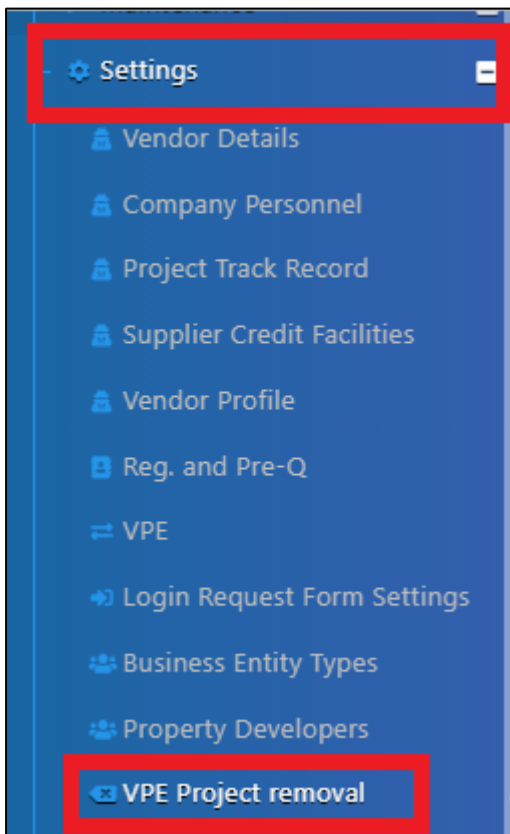   e. Insert Passing Score

5. Click "Save"

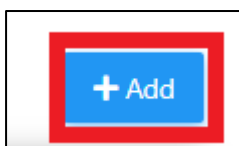## Set Reasons for Project removal from VPE

1. Login to BuildSpace
2. Click "Vendor Management"
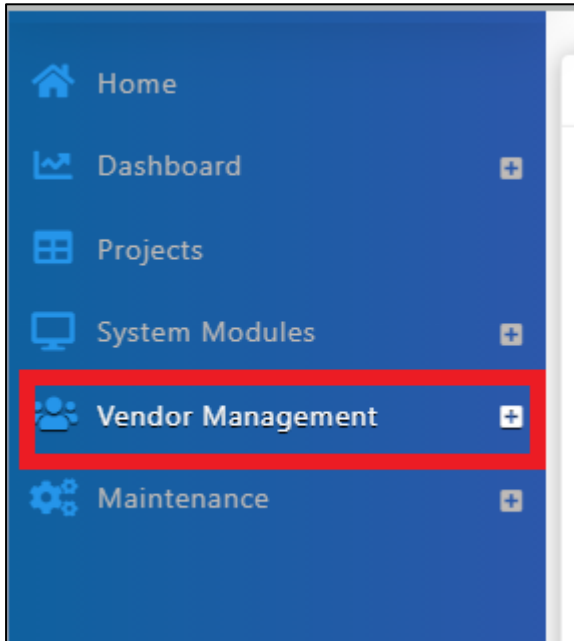
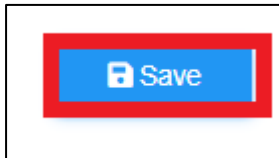3. Click "Settings". Click "VPE Project Removal"

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

5. Tick at "Hidden" to hide the reasons

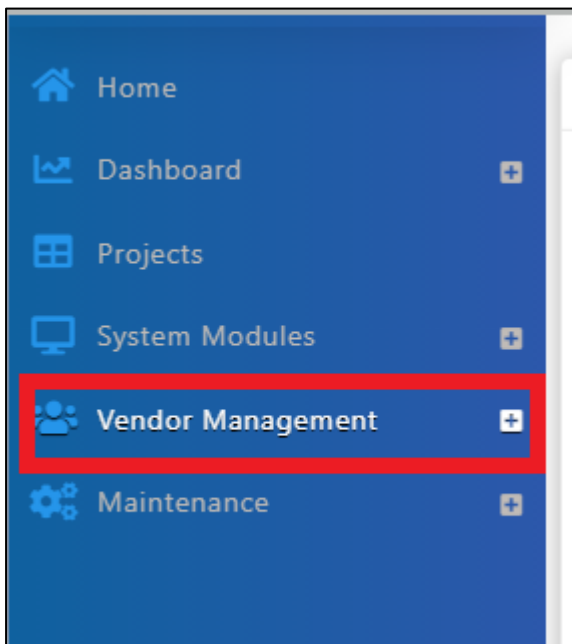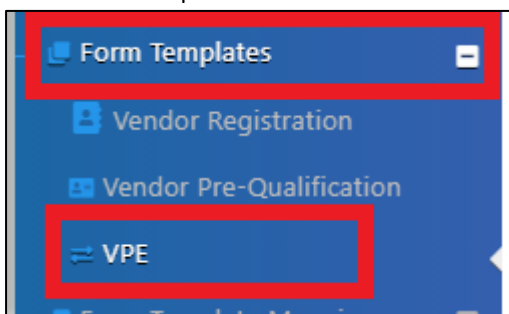| No	Name	Hidden
	Reasons for Project removal from VPE	
1	Project Abandoned	☐
2	Special Instruction	☐
3	Others, please specify	☐

6. Click "Save"

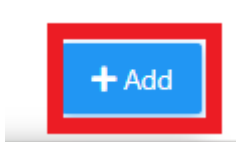## Forms for Vendor Performance Evaluation

Create VPE Forms

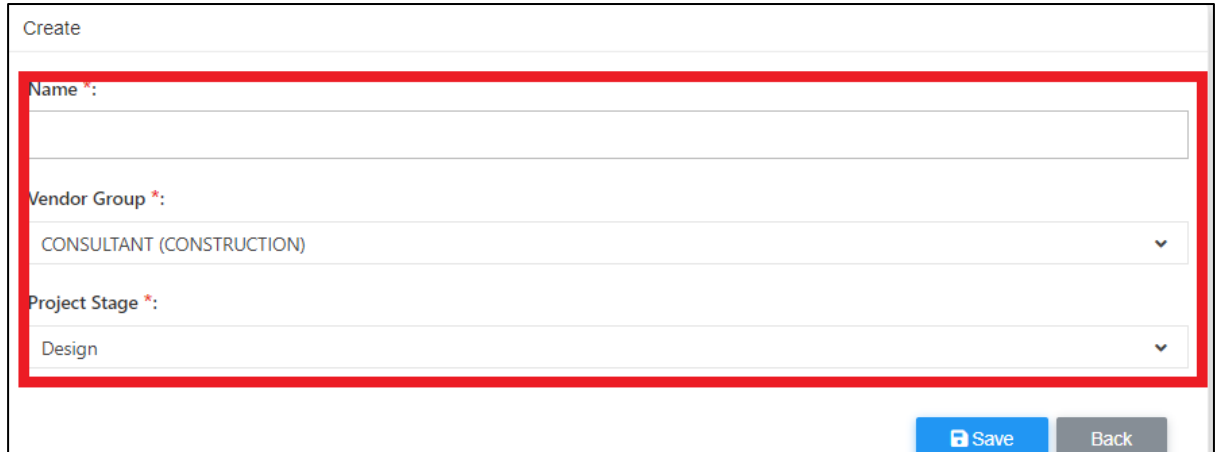1. Login to BuildSpace
2. Click "Vendor Management"

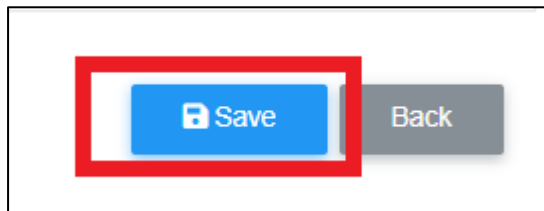3. Click "Form Templates" and Click "VPE"

4. Click "Add" to add new forms

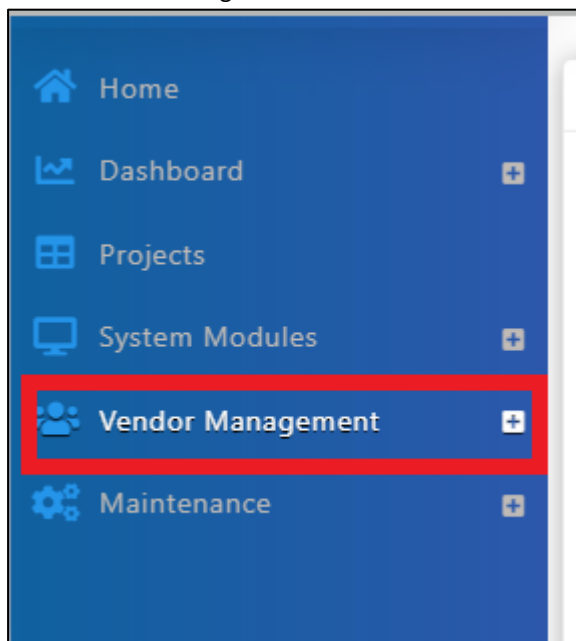5. Input details for the form by Inserting the form Name and selecting Vendor Group & Project Stage.
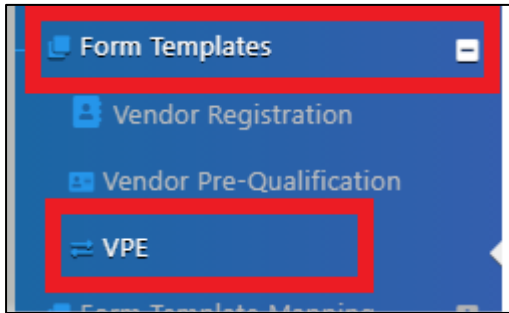

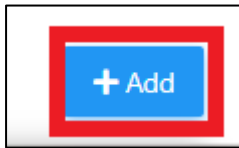6. Click "Save"

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
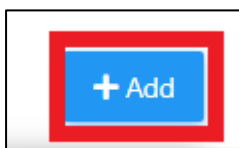5. Click "Add" to add item

6. Input details of item

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

9. Input details of item breakdown

10. Click [icon] to input scoring
11. Click "Add" to input scoring
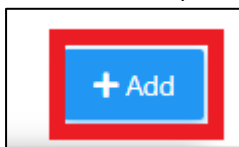
12. Input scoring details

Approve VPE Form

1. Login to BuildSpace
2. Click "Vendor Management"
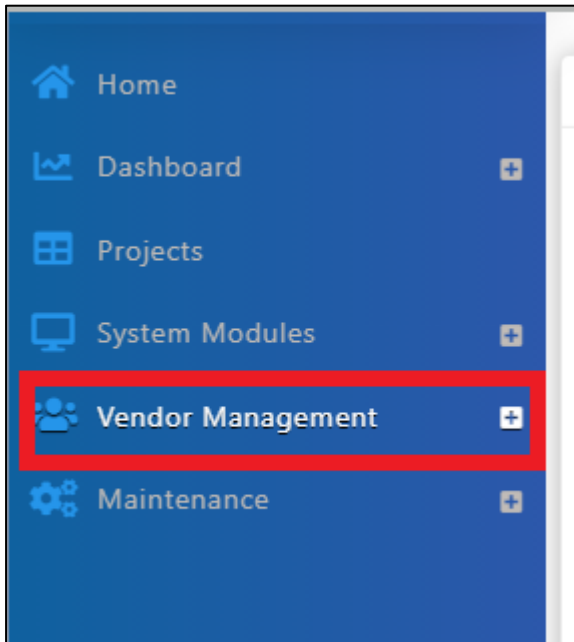
3. Click "Forms Template" and Click "VPE"
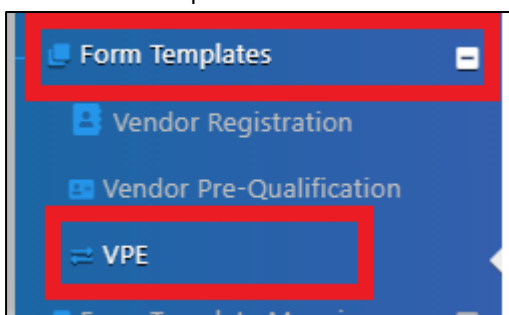
4. Click at [✓] under action, to approve form
5. Click "Finalize"

Update Grading Definition

1. Login to BuildSpace
2. Click "Vendor Management"
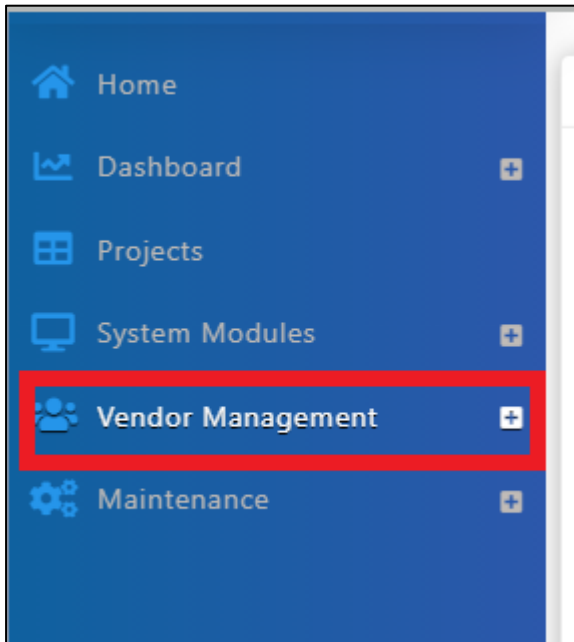
3. Click "Forms Template" and Click "VPE"

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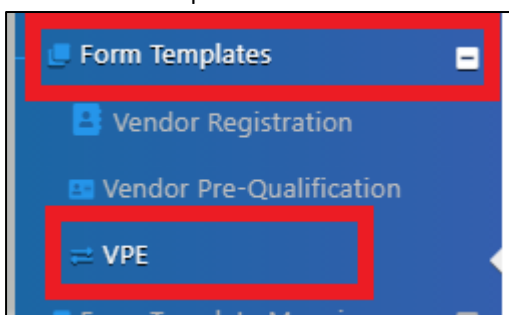5. Select vendor Management Grades
6. Click "Save"

VPE Evaluation

Start Vendor Performance Evaluation Cycles

1. Login to BuildSpace
2. Click "Vendor Management"
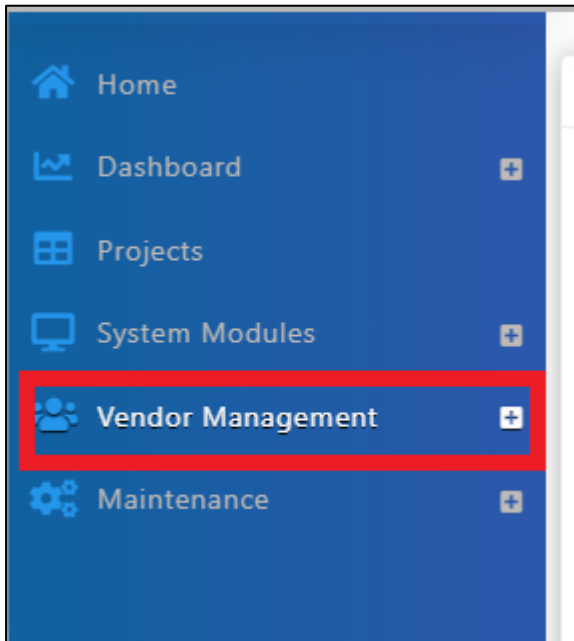
3. Click "VPE" and Click "Cycles"

4. Click "Add"

5. Input details for VPE cycle

6. Select Projects to be evaluated during the cycle

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

8. Click "Save"

Setup for Vendor Performance Evaluation

1. Login to BuildSpace
2. Click "Vendor Management"
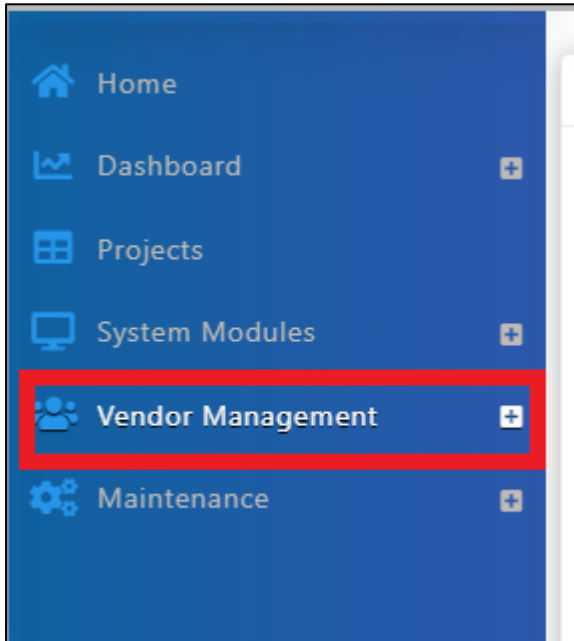
3. Click "VPE" and Click "Setup"
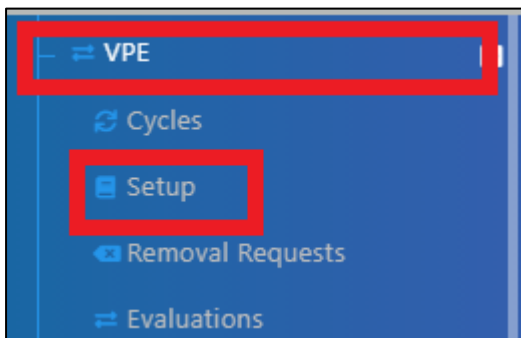
4. Click "Vendors"

5. Click

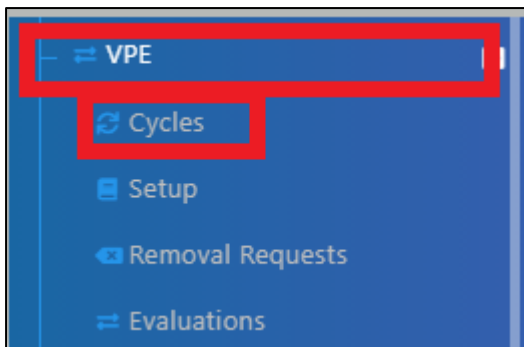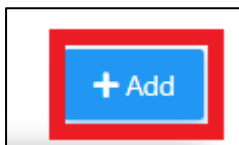6. Select form to be used to evaluate the vendor(s)

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)

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"
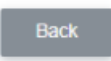
10. Click [icon] to assign evaluator from Business Unit

11. Tick the evaluator and click "Save"

Proposed Construction of Double Story House at Lot 101

Evaluators*:

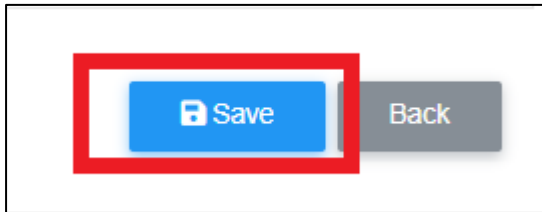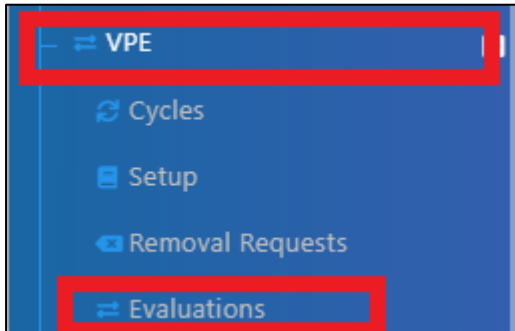| ☐	No	Name	Email
		filter column...	filter column...
☐	1	Sky User 4	skybuildspace4@gmail.com
☐	2	Sky Buildspace 3	skybuildspace3@gmail.com
☐	3	Sky Buildspace	skybuildspace@gmail.com
☐	4	General Manager - Sky3	sky3@buildspace.my
☐	5	Staff 1	sky1@buildspace.my
☑	6	**Chris Volcano**	**sky@buildspace.my**
☐	7	Mr. Sanctuary 2	sanctuary1@buildspace.my
☐	8	Mr. Sanctuary 1	sanctuary@buildspace.my
☐	9	Sky Buildspace 2	skybuildspace2@gmail.com
☐	10	Sky Buildspace 1	skybuildspace1@gmail.com
☐	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"
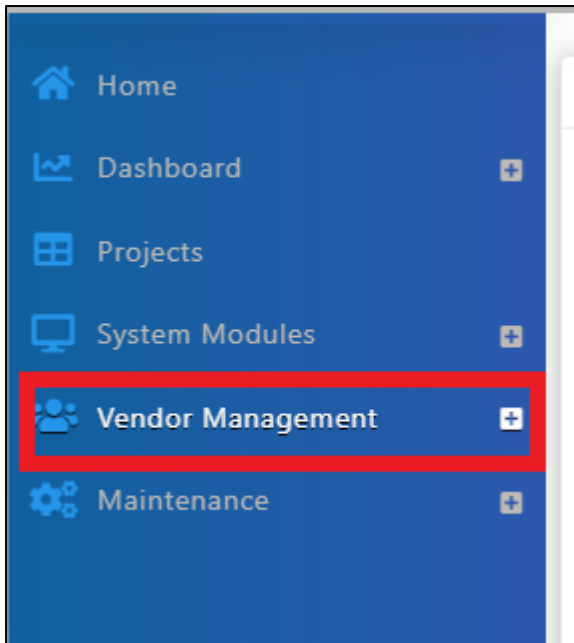
3. Click "VPE" and Click "Cycles"
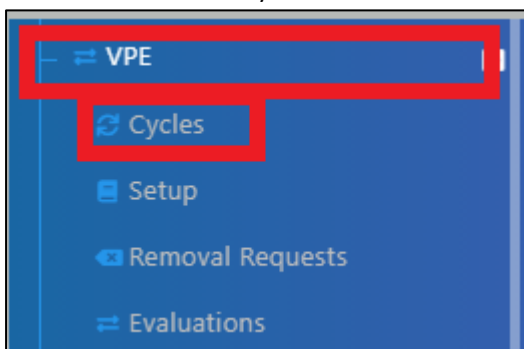
4. Click
5. Change date of Cycle
6. Click "Save"

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.
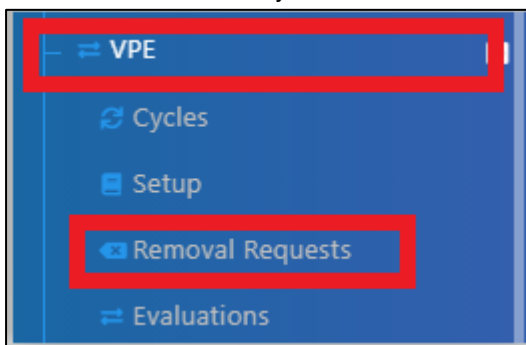
Project Removal Request

Approve/Reject request for project removal

1. Login to BuildSpace
2. Click "Vendor Management"
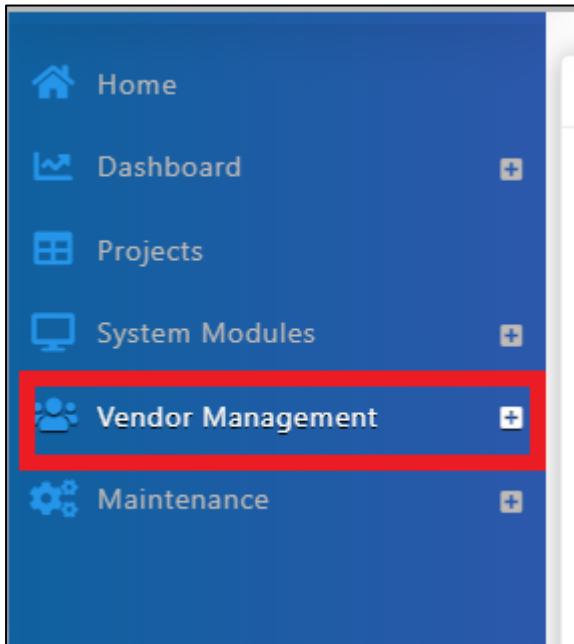
3. Click "VPE" and click "Project Removal"

4. Click [Q] to view VPE detail of the project
5. Click [edit] to remove the project
6. Click [delete] to dismiss the request