



Vendor Management User
Guide
*(Maintenance & Renewal for
Vendors)*

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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 3.4)

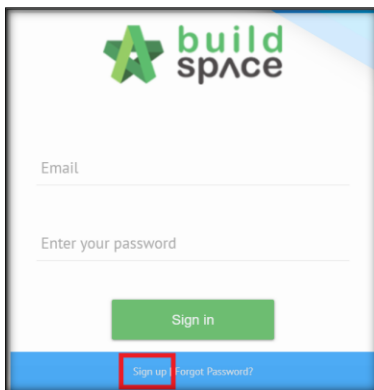
Last updated: 20/05/2021

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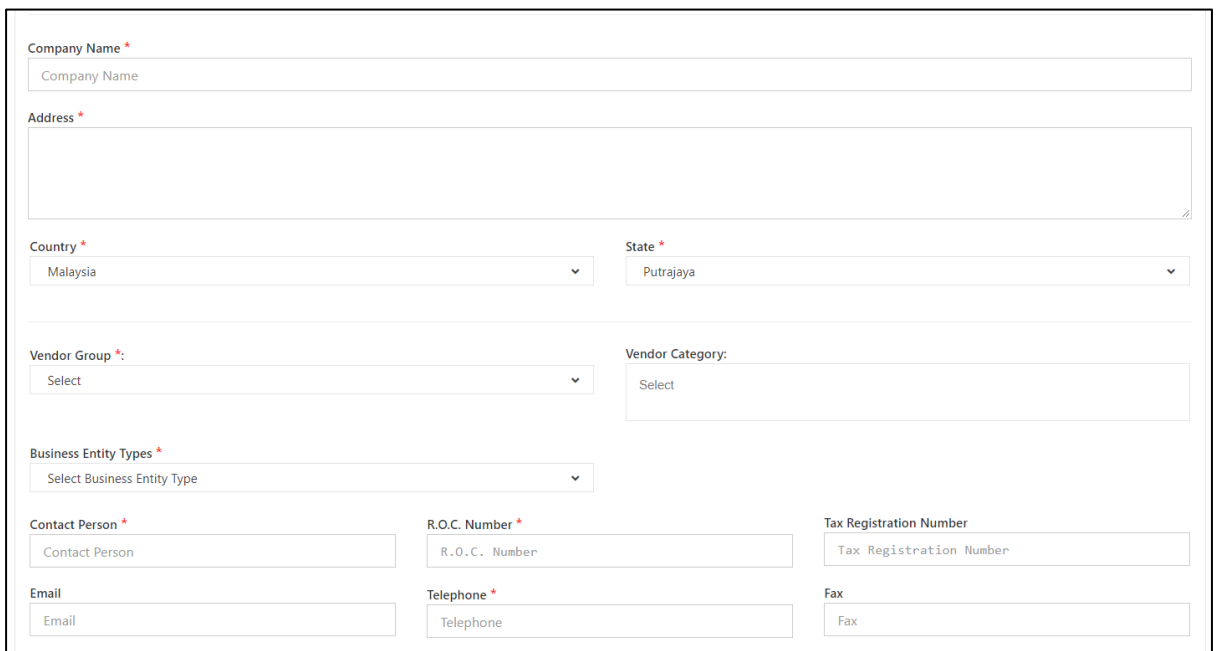
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Temporary Login Account Request

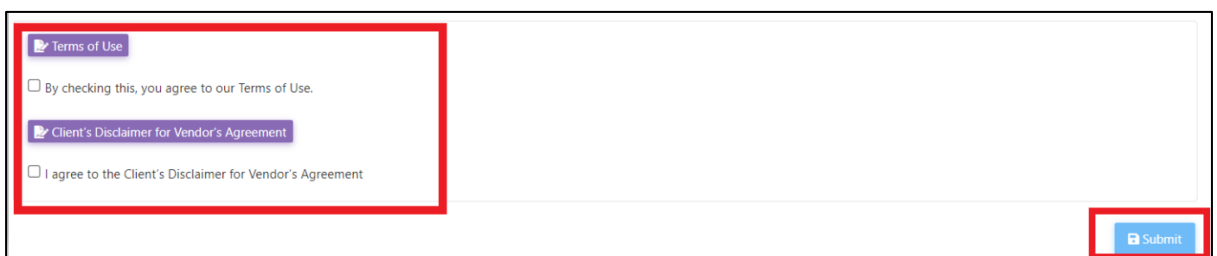
1. Click "Sign Up"



2. Insert details



3. Tick Checkbox and Click "Submit"

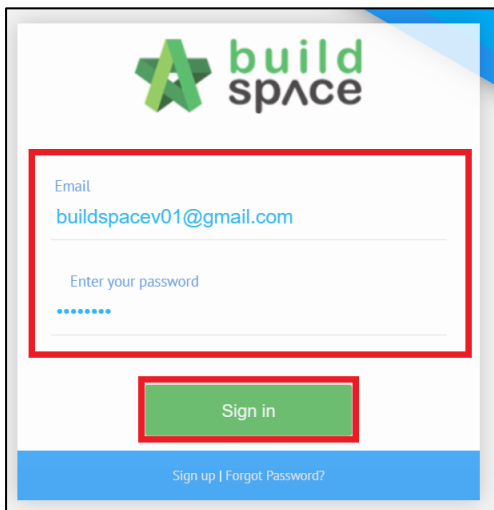


User will receive 2 emails after submission.

1. *eTender Account Confirmation (Click the link inside to receive the second email)*
2. *eTender Login Password*

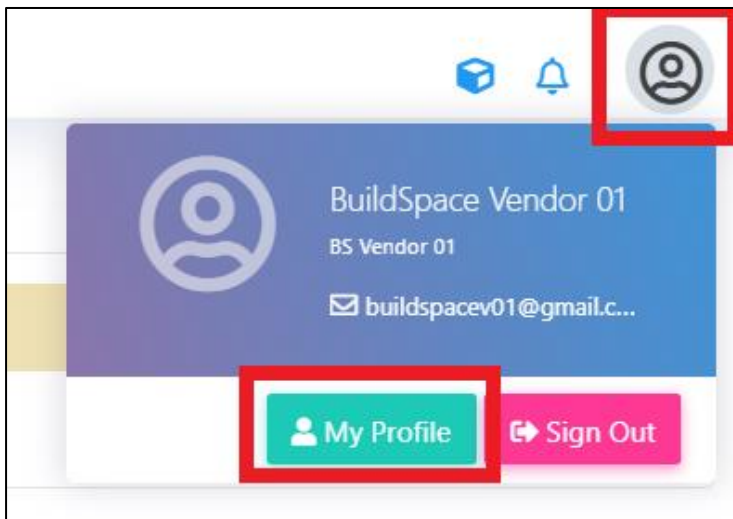
Change Login Password

1. Login to BuildSpace using the registered email and temporary password received.




The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it is a red-bordered box containing an email input field with the text "Email" and "buildspacev01@gmail.com", and a password input field with the text "Enter your password" and a series of dots. Below the input fields is a green "Sign in" button. At the bottom of the page, there is a blue bar with the text "Sign up | Forgot Password?".

2. Click face icon and click "My Profile"



The image shows the user profile menu. At the top right, there are three icons: a cube, a bell, and a face icon. The face icon is highlighted with a red box. Below the icons is a blue profile card with a white face icon, the text "BuildSpace Vendor 01", "BS Vendor 01", and "buildspacev01@gmail.c...". Below the card are two buttons: a green "My Profile" button and a pink "Sign Out" button. Both buttons are highlighted with red boxes.

3. Change Password
4. Click "Save"

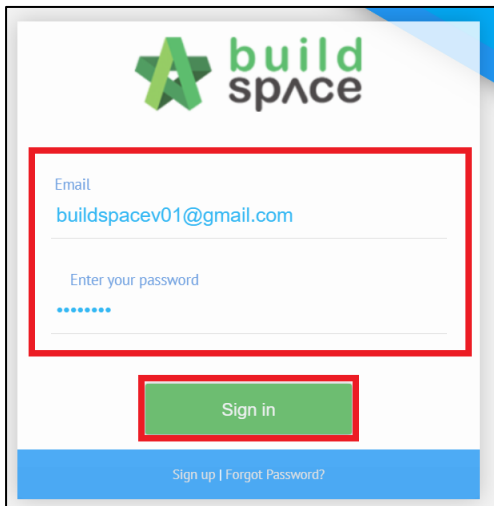


The image shows the "Change Password" form. At the top left is the title "Change Password" in green. Below it is the text "Please fill up if you want to change to password." and "Your password must:" followed by a bullet point "Have a minimum of 6 characters". Below this is a red-bordered box containing two input fields: "Password:" and "Password Confirmation:". At the bottom right of the form is a blue "Save" button with a lock icon.

Vendor Maintenance & Renewal

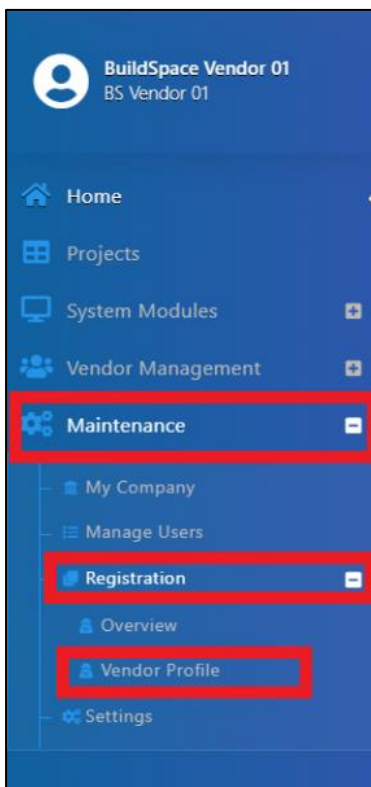
Vendor Access to Vendor Profile

1. Login to BuildSpace



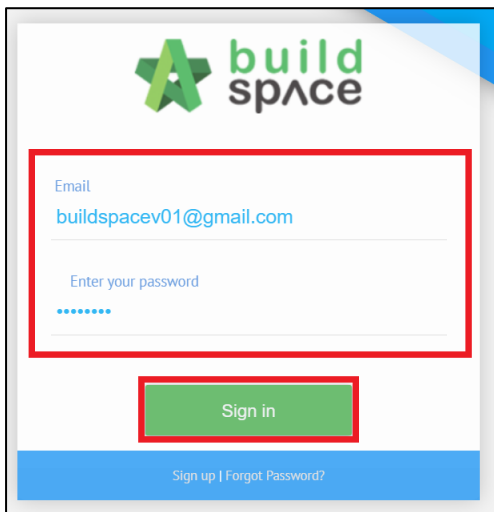
The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green stylized 'A' icon followed by the text 'build space' in a sans-serif font. Below the logo is a white login form with a red border. The form contains two input fields: the first is labeled 'Email' and contains the text 'buildspacev01@gmail.com'; the second is labeled 'Enter your password' and contains a series of dots representing a masked password. Below the password field is a green 'Sign in' button with a red border. At the bottom of the form, there is a blue bar with the text 'Sign up | Forgot Password?' in white.

2. Click "Maintenance"
3. Click "Registration"
4. Click "Vendor Profile"



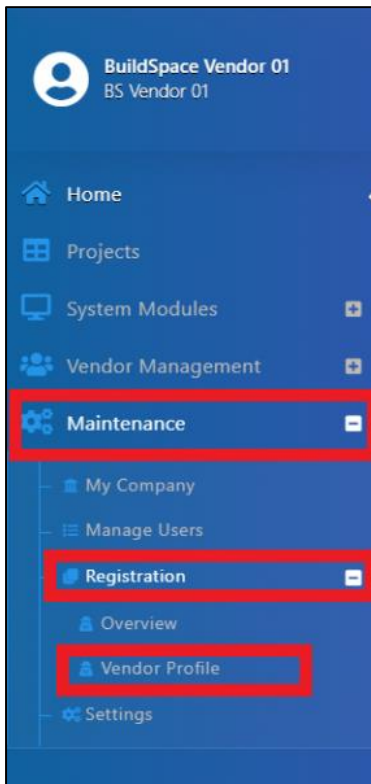
Vendor Download Registration Certificate

1. Login to BuildSpace



The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is centered below the fields. At the bottom, there are links for "Sign up" and "Forgot Password?".

2. Click "Maintenance"
3. Click "Registration"
4. Click "Vendor Profile"

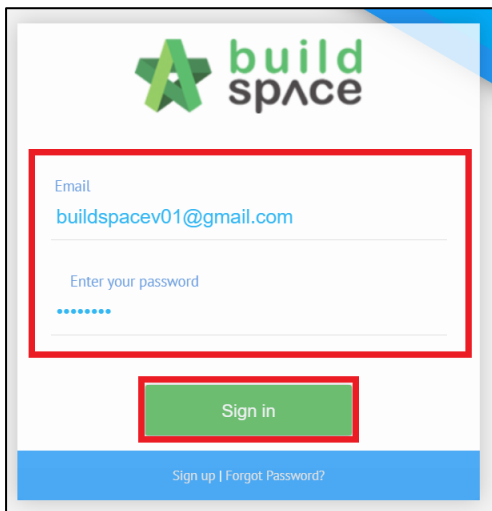


5. Click "Registration Certificate"



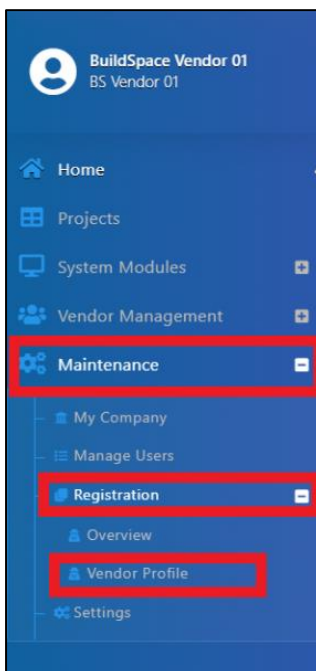
Vendor Upload Attachments

1. Login to BuildSpace

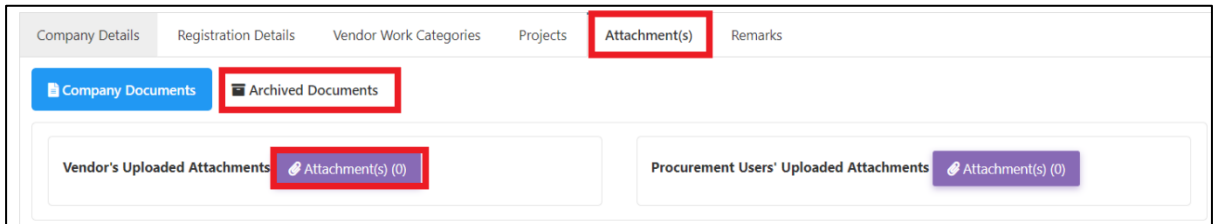


The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green stylized 'A' icon followed by the text 'build space' in a sans-serif font. Below the logo is a white login form with a red border. The form contains two input fields: the first is labeled 'Email' and contains the text 'buildspacev01@gmail.com'; the second is labeled 'Enter your password' and contains a series of dots representing a masked password. Below the input fields is a green 'Sign in' button with a red border. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

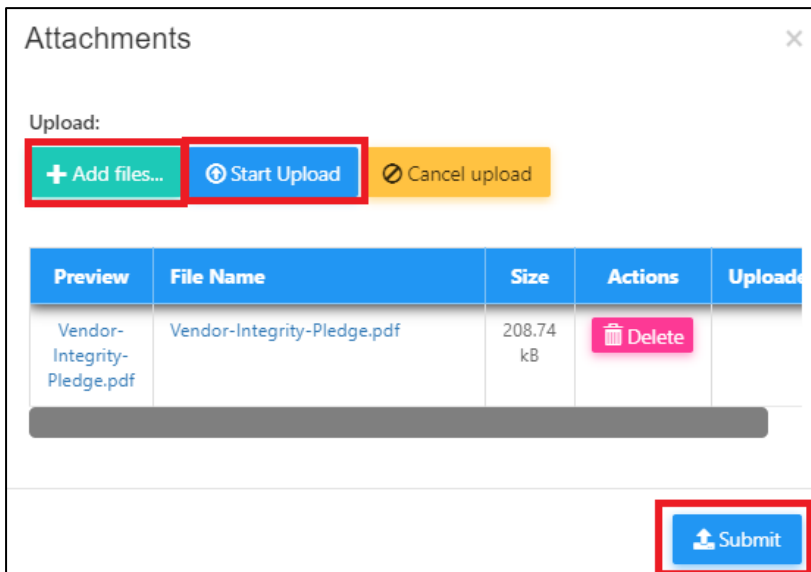
2. Click "Maintenance"
3. Click "Registration"
4. Click "Vendor Profile"



5. Click "Attachment(s)" and click "Archived Documents" to view documents submitted to MyBiz
6. Click "Attachment(s)" beside "Vendor's Uploaded Attachments to upload new documents

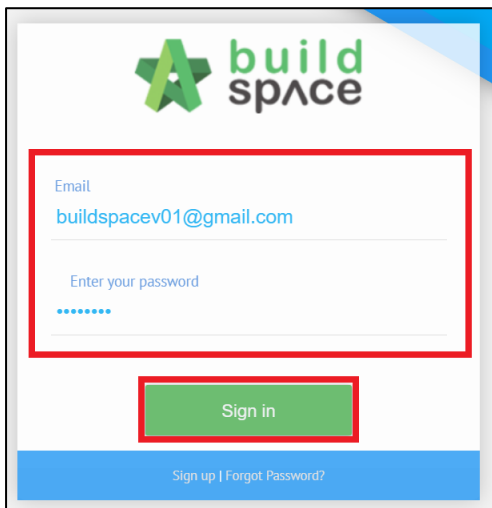


7. Click "Add Files", Select File, Click "Start Upload" and Click "Submit"



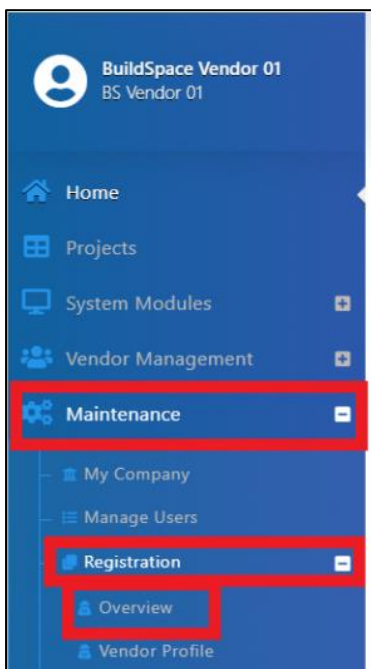
Vendor Update Registration Details

1. Login to BuildSpace

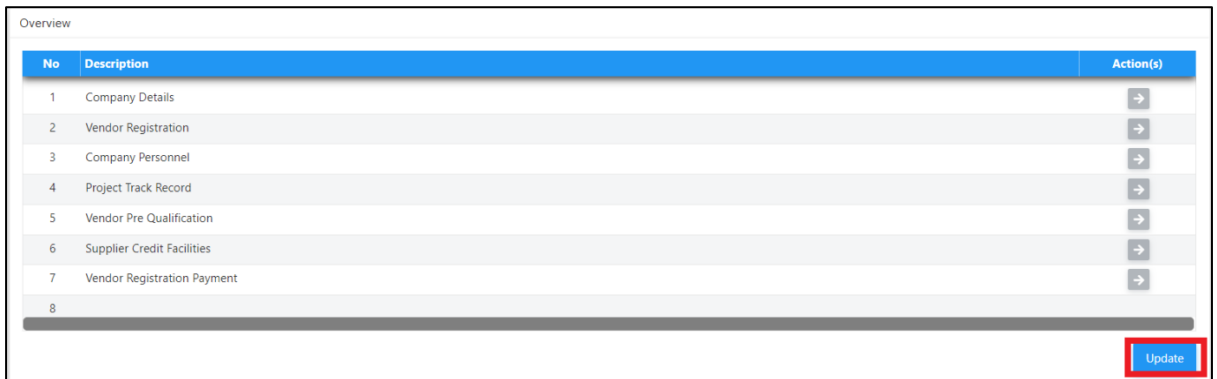


The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green stylized 'A' icon followed by the text 'build space' in a lowercase, sans-serif font. Below the logo is a white login form with a red border. The form contains two input fields: the first is labeled 'Email' and contains the text 'buildspacev01@gmail.com'; the second is labeled 'Enter your password' and contains a series of dots representing a masked password. Below the password field is a green 'Sign in' button with a red border. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

2. Click "Maintenance"
3. Click "Registration"
4. Click "Overview"



5. Click "Update"



6. Click → into respective description to update information

7. Click "Submit" to proceed with submission; Click "Discard Changes" to undo changes done to the overview



8. Tick "I Confirm" and Click "Submit"

