



Vendor Management User
Guide
*(Vendor Registration for
Vendors)*

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.4)

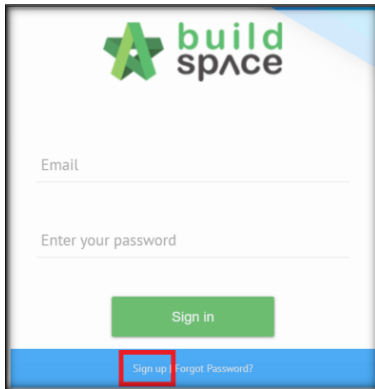
Last updated: 20/05/2021

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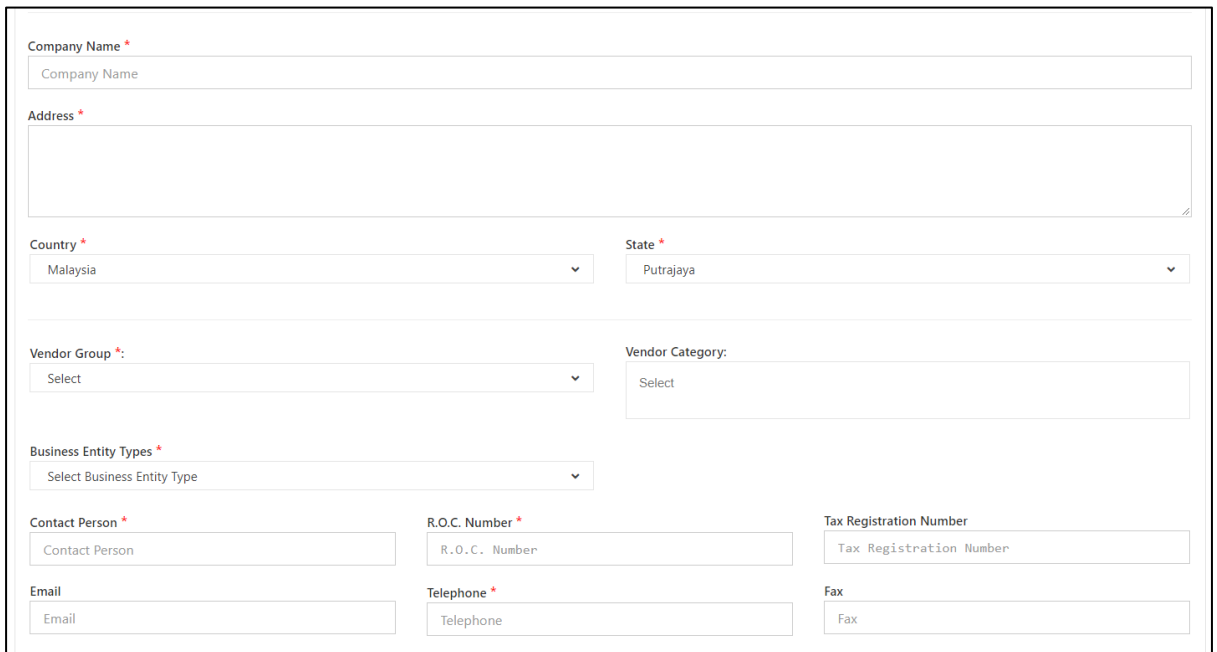
Temporary Login Account Request

1. Click "Sign Up"



The screenshot shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is centered below the fields. At the bottom, there are two links: "Sign up" (highlighted with a red box) and "Forgot Password?".

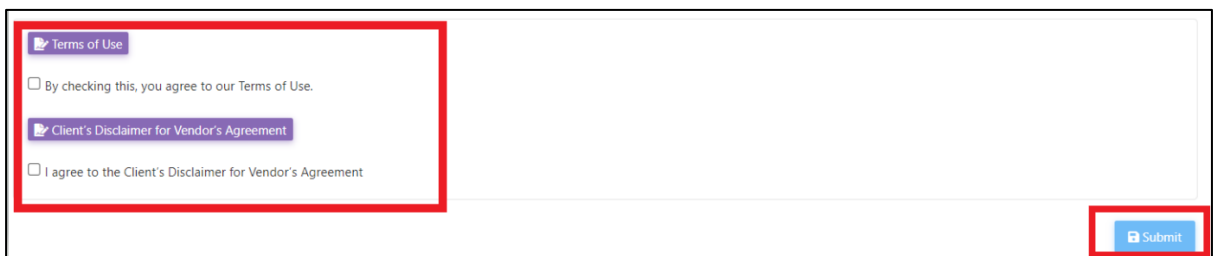
2. Insert details



The screenshot shows a registration form with the following fields:

- Company Name * (text input)
- Address * (text area)
- Country * (dropdown menu, selected: Malaysia)
- State * (dropdown menu, selected: Putrajaya)
- Vendor Group * (dropdown menu, selected: Select)
- Vendor Category (text input, selected: Select)
- Business Entity Types * (dropdown menu, selected: Select Business Entity Type)
- Contact Person * (text input)
- R.O.C. Number * (text input)
- Tax Registration Number (text input)
- Email (text input)
- Telephone * (text input)
- Fax (text input)

3. Tick Checkbox and Click "Submit"



The screenshot shows the bottom part of the registration form. It contains two sections for terms and conditions, each with a checkbox:

- Terms of Use**: By checking this, you agree to our Terms of Use.
- Client's Disclaimer for Vendor's Agreement**: I agree to the Client's Disclaimer for Vendor's Agreement

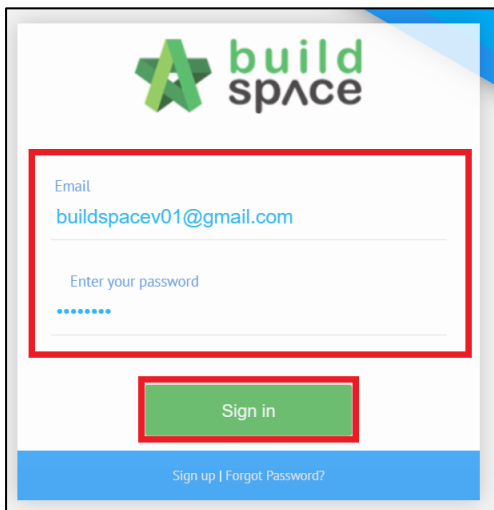
The "Submit" button is located at the bottom right and is highlighted with a red box.

User will receive 2 emails after submission.

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

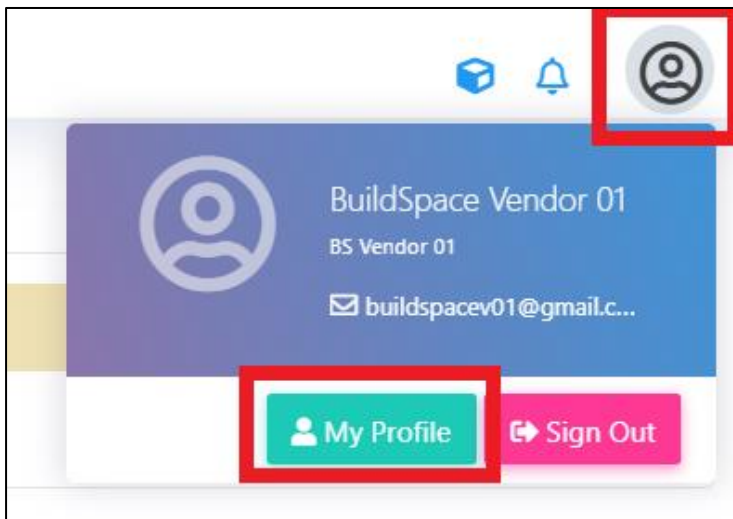
Change Login Password

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, which consists of a green star-like icon and the text 'build space'. Below the logo is a red-bordered box containing two input fields: 'Email' with the value 'buildspacev01@gmail.com' and 'Enter your password' with a masked password '.....'. Below these 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 in BuildSpace. At the top right, there are three icons: a blue cube, a blue bell, and a grey face icon. The face icon is highlighted with a red box. Below the icons is a blue profile card for 'BuildSpace Vendor 01' with the email 'buildspacev01@gmail.c...'. At the bottom of the card are two buttons: a green 'My Profile' button and a pink 'Sign Out' button. The 'My Profile' button is highlighted with a red box.

3. Change Password
4. Click "Save"



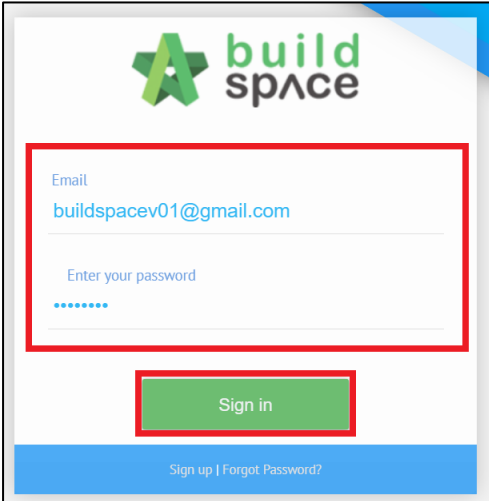
The image shows the 'Change Password' form in BuildSpace. The title is 'Change Password' in green. Below the title is the instruction 'Please fill up if you want to change to password.' and 'Your password must:' followed by a bullet point: '• Have a minimum of 6 characters'. There are two input fields: 'Password:' and 'Password Confirmation:'. A blue 'Save' button is located at the bottom right of the form, highlighted with a red box.

Vendor Registration

If a Vendor have multiple Vendor Group, the vendor will need to register under a different company. The details registered can be the same except the email of the user registered for that company will have to be different.

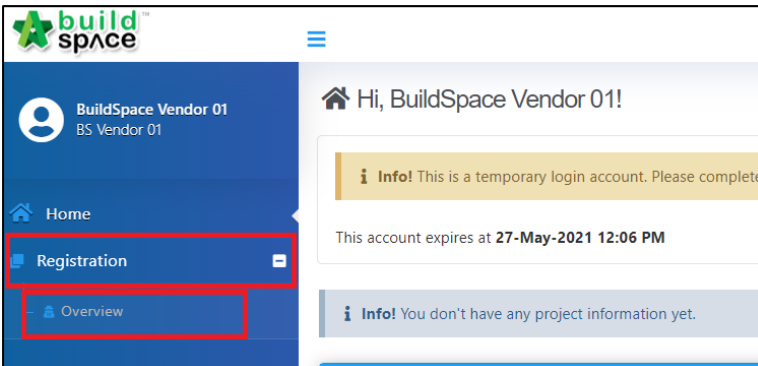
Submit Company Profile

1. Login to BuildSpace




The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green star icon and the text "build space". Below the logo is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is located below the password field. At the bottom of the form, there are links for "Sign up" and "Forgot Password?".

2. Click "Registration" and Click "Overview"














The image shows the BuildSpace dashboard for a vendor. The top left corner features the BuildSpace logo and a user profile for "BuildSpace Vendor 01" (BS Vendor 01). A navigation menu on the left includes "Home", "Registration" (highlighted with a red box), and "Overview" (also highlighted with a red box). The main content area displays a greeting "Hi, BuildSpace Vendor 01!" and two information messages: "Info! This is a temporary login account. Please complete" and "This account expires at 27-May-2021 12:06 PM", followed by another "Info! You don't have any project information yet." message.

3. Click  at "Company Details"

Overview

Overview


No	Description	Applicable	Action(s)
1	Company Details		
2	Vendor Registration		
3	Company Personnel		
4	Project Track Records		
5	Vendor Pre Qualification		
6	Supplier Credit Facilities		
7	Vendor Registration Payment		

4. Fill Company Details

Company Details

BS Vendor 01

Company Name:
Please upload certified copy of SSM document and Form 9. 

BS Vendor 01

Address*:
kl

User Group*:
Contractor

Vendor Category:
Building

Contact Person*:
BS Vendor 01

R.O.C. Number*:
987456

Tax Registration Number:

Email:

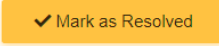
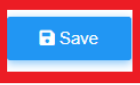

Telephone*:
1

Fax:

Country*:
Malaysia

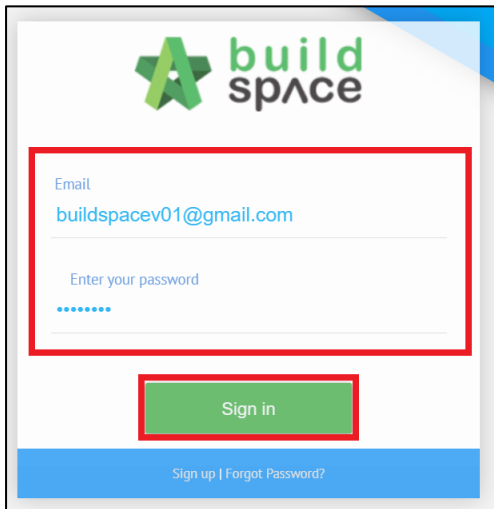
State*:
Putrajaya

5. Click "Save"

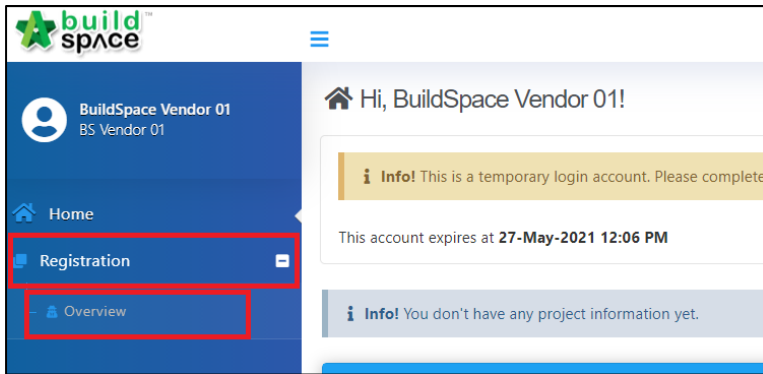
Submit Vendor Registration

1. Login to BuildSpace



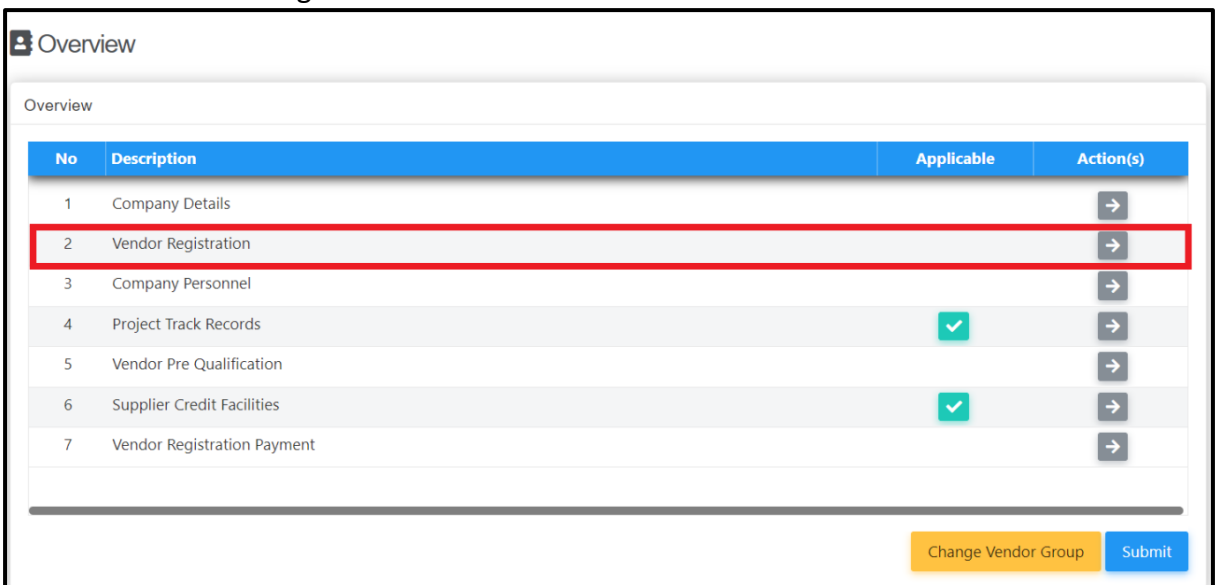
The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is positioned below the password field. At the bottom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

2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard for a vendor. The left sidebar contains navigation links: "Home", "Registration", and "Overview". The "Registration" and "Overview" links are highlighted with red boxes. The main content area displays a greeting "Hi, BuildSpace Vendor 01!", an information message stating "This is a temporary login account. Please complete" and "This account expires at 27-May-2021 12:06 PM", and another information message stating "You don't have any project information yet."

3. Click → at "Vendor Registration"



The image shows the "Overview" page for a vendor. It features a table with the following data:

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→


At the bottom right of the table, there are two buttons: "Change Vendor Group" (orange) and "Submit" (blue).

4. Fill-in details


Contractor Registration Form

General Information


Company Name *




Company Registration No. *




Date of Incorporation/Establishment *




Company Website



Company Email



Work Category *


Building 

Infrastructure Works

Landscape Works

5. Tick "I Confirm" and Click "Save"

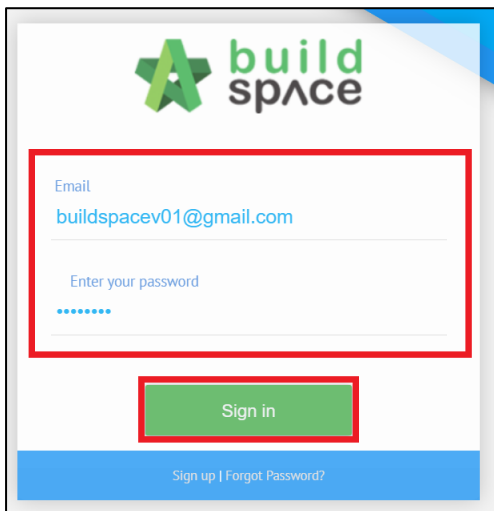
I hereby confirm that the above information are true. *

I confirm 

Save

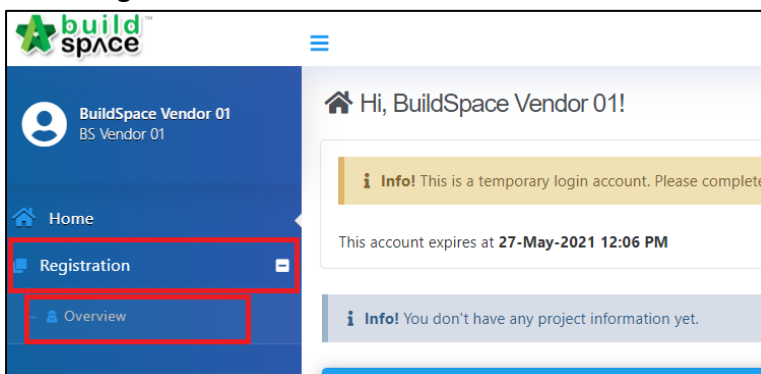
Submit Company Personnel & Supplier Credit Facilities

1. Login to BuildSpace



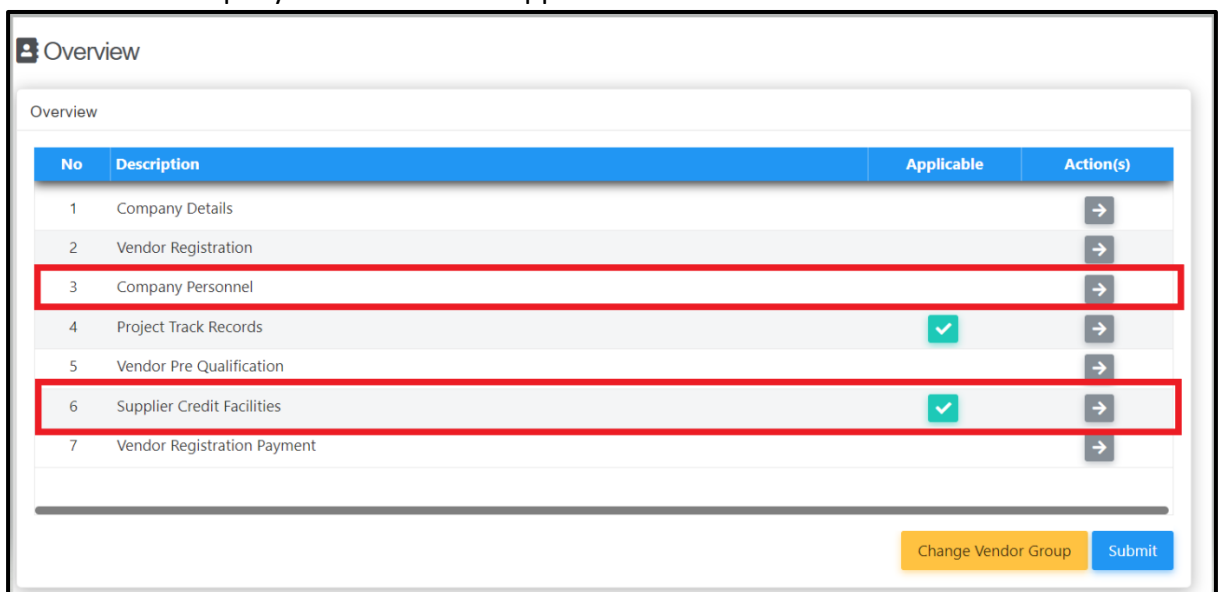
The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is positioned below the password field. At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

2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard for a vendor. On the left is a navigation menu with "Home", "Registration", and "Overview" options. "Registration" and "Overview" are highlighted with red boxes. The main content area shows a greeting "Hi, BuildSpace Vendor 01!", an info message about a temporary login account, and another info message stating "You don't have any project information yet."


3. Click at "Company Personnel" or "Supplier Credit Facilities"



The image shows the "Overview" page with a table listing various tasks. The table has columns for "No", "Description", "Applicable", and "Action(s)".

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→

At the bottom right of the table, there are two buttons: "Change Vendor Group" and "Submit".

(Click  if it is not applicable for Supplier Credit Facilities)

4. Click "Add"

The first screenshot shows the 'Company Personnel' section with a '+ Add' button highlighted by a red box. The second screenshot shows the 'Supplier Credit Facilities' section with a '+ Add' button highlighted by a red box.

5. Fill-in details and Click "Save"

The 'Add Item' form for Company Personnel is shown. The form fields are: Name *, IC No./Passport No. *, Type *, Email *, Contact No. *, and Years of Experience *. The 'Type' dropdown is set to 'Director'. The 'Save' button is highlighted with a red box.

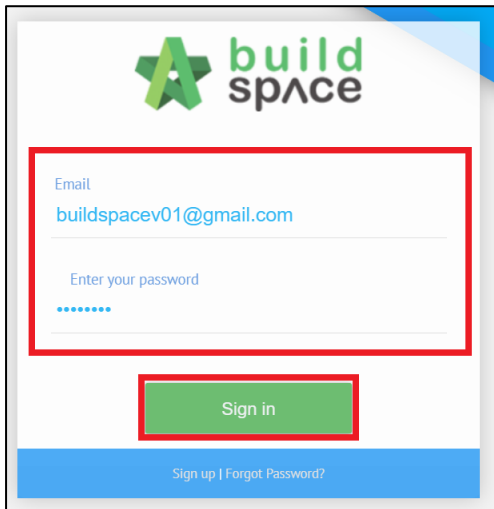
Company Personnel (change Type to insert details of different role)

The 'Add Item' form for Supplier Credit Facilities is shown. The form fields are: Supplier Name *, Credit Facilities (RM) *, Attachments (with buttons for '+ Add files...', 'Start Upload', and 'Cancel upload'), and a table with columns: Preview, File Name, Shipping Tool, Size, Actions, and Uploaded. The 'Save' button is highlighted with a red box.

Supplier Credit Facilities

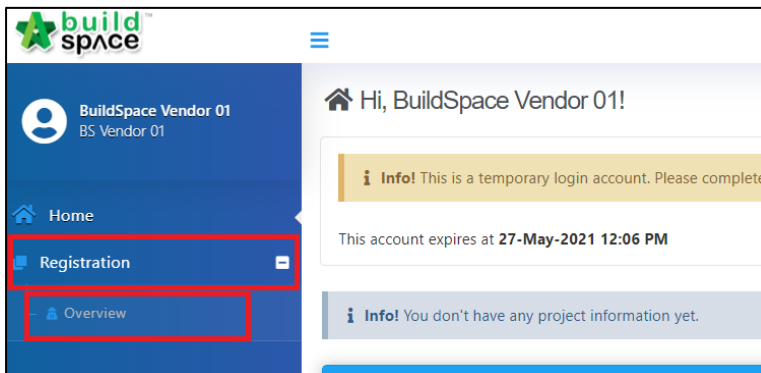
Submit Project Track Record

1. Login to BuildSpace



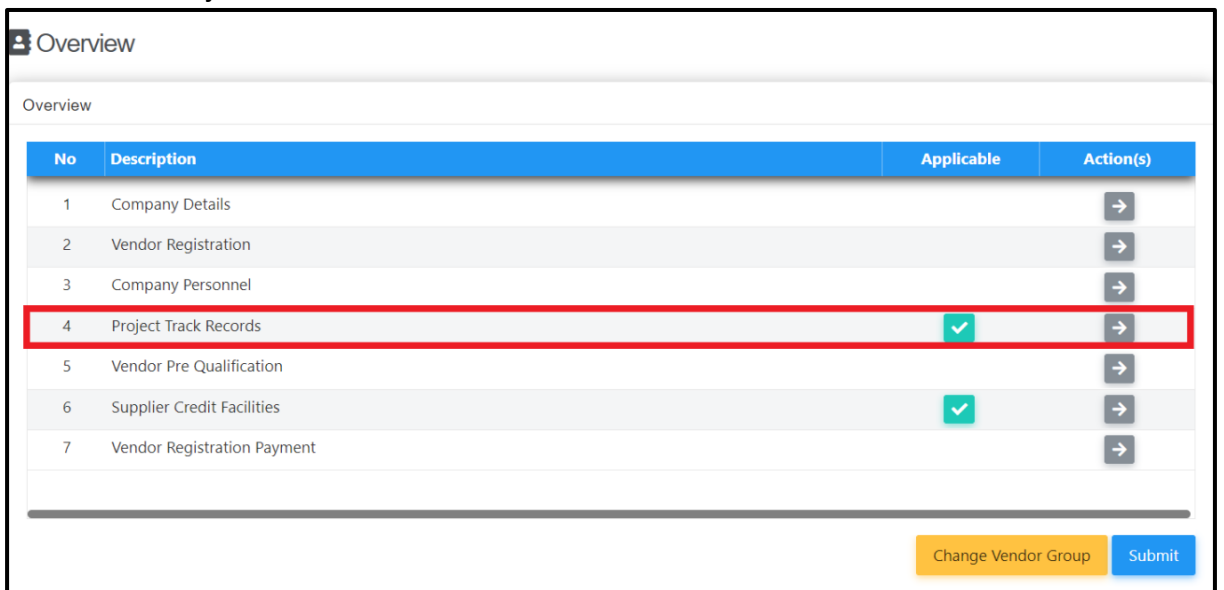
The image shows the BuildSpace login page. At the top left is the BuildSpace logo. Below it is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is positioned below the password field. At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

2. Click "Registration" and Click "Overview"












The image shows the BuildSpace dashboard for a vendor. The left sidebar contains a navigation menu with "Home", "Registration", and "Overview". The "Registration" and "Overview" items are highlighted with red boxes. The main content area shows a greeting "Hi, BuildSpace Vendor 01!", an information message about a temporary login account, and another message stating that the user does not have any project information yet.


3. Click at "Project Track Record"



The image shows the "Overview" page. At the top, there is a header "Overview" with a user icon. Below the header is a table with the following data:

No	Description	Applicable	Action(s)
1	Company Details		
2	Vendor Registration		
3	Company Personnel		
4	Project Track Records		
5	Vendor Pre Qualification		
6	Supplier Credit Facilities		
7	Vendor Registration Payment		

At the bottom right of the table, there are two buttons: "Change Vendor Group" (yellow) and "Submit" (blue).

(Click  if you are a new company without any Project Track Record)

4. Click "Add"

Project Track Record [+ Add](#)

5. Fill-in details and Click "Save"

Add Item

Add Item

Title *:

Vendor Work Category *:

Vendor Sub Work Category *:

Property Developer *:

Project Amount*:

Year of Site Possession*:

Year of Completion*:

Type *:

Attachments:

[+ Add files...](#) [Start Upload](#) [Cancel upload](#)

Preview	File Name	Size	Actions	Uploaded
---------	-----------	------	---------	----------

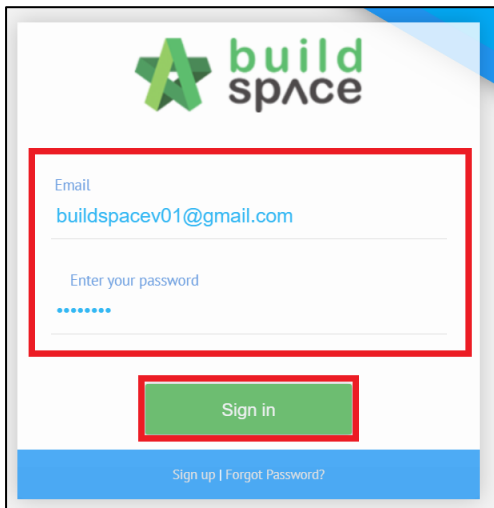
[Save](#) [Back](#)

(change type to suit current project status)

Submit Vendor Pre-Qualification

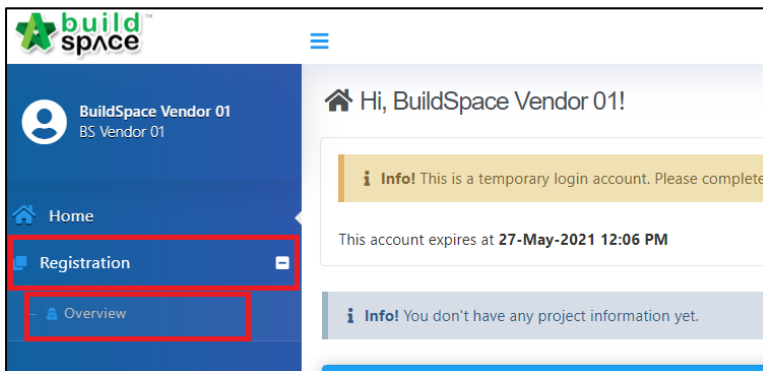
Can only be done after Project Track Record has been completed

1. Login to BuildSpace



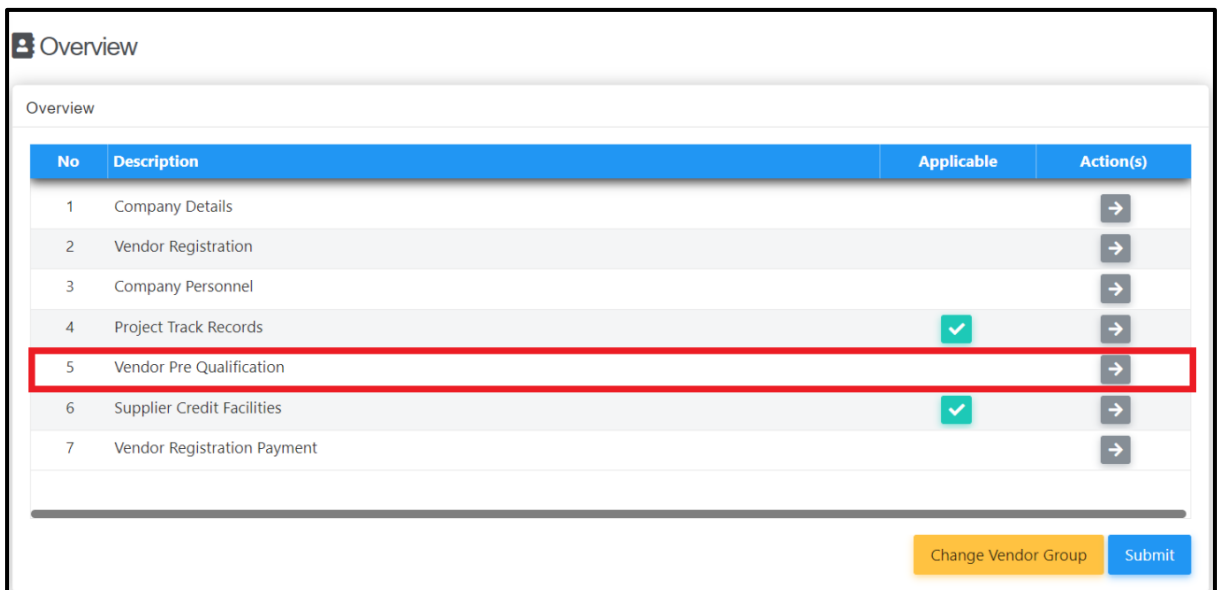
The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is positioned below the password field. At the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

2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard. On the left is a navigation menu with "Home", "Registration", and "Overview" options. "Registration" and "Overview" are highlighted with red boxes. The main content area shows a greeting "Hi, BuildSpace Vendor 01!" and two informational messages: "Info! This is a temporary login account. Please complete. This account expires at 27-May-2021 12:06 PM" and "Info! You don't have any project information yet."


3. Click → at "Vendor Pre-Qualification"

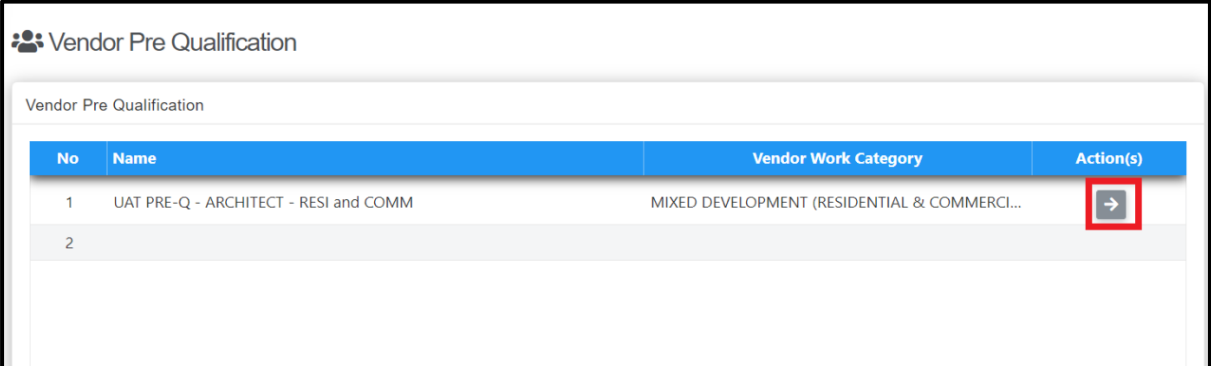


The image shows the "Overview" page for a vendor. It contains a table with the following data:

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→


At the bottom right of the table, there are two buttons: "Change Vendor Group" (yellow) and "Submit" (blue).

4. Click  at the respective forms

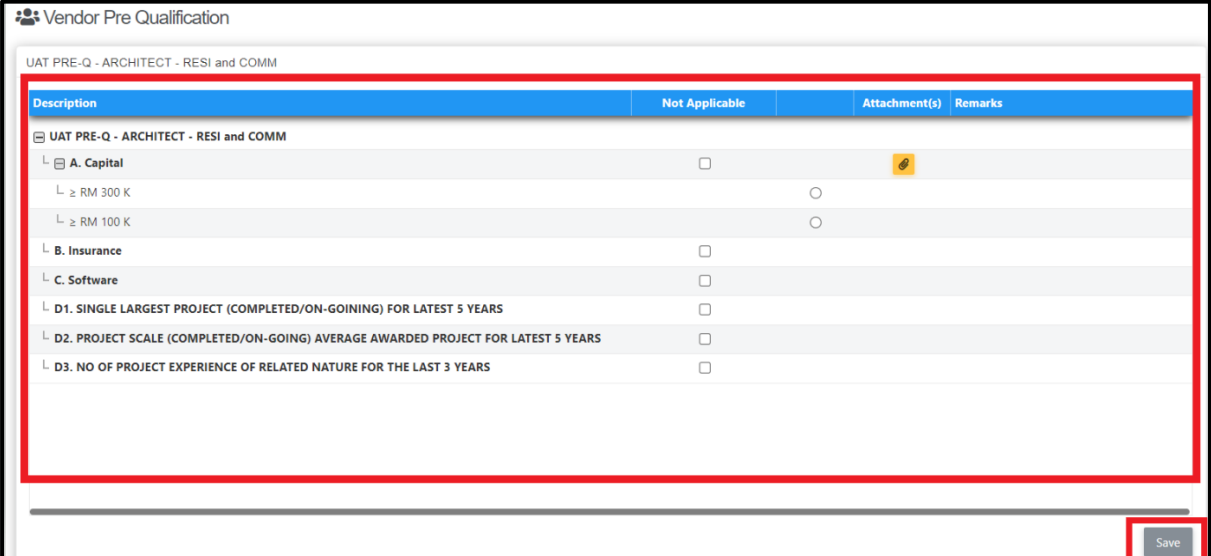


Vendor Pre Qualification

Vendor Pre Qualification


No	Name	Vendor Work Category	Action(s)
1	UAT PRE-Q - ARCHITECT - RESI and COMM	MIXED DEVELOPMENT (RESIDENTIAL & COMMERCI...	
2			


5. Complete the Pre-Qualification Form and Click "Save"



Vendor Pre Qualification

UAT PRE-Q - ARCHITECT - RESI and COMM

Description	Not Applicable	Attachment(s)	Remarks
UAT PRE-Q - ARCHITECT - RESI and COMM			
└ A. Capital	<input type="checkbox"/>		
└ ≥ RM 300 K		<input type="radio"/>	
└ ≥ RM 100 K		<input type="radio"/>	
└ B. Insurance	<input type="checkbox"/>		
└ C. Software	<input type="checkbox"/>		
└ D1. SINGLE LARGEST PROJECT (COMPLETED/ON-GOING) FOR LATEST 5 YEARS	<input type="checkbox"/>		
└ D2. PROJECT SCALE (COMPLETED/ON-GOING) AVERAGE AWARDED PROJECT FOR LATEST 5 YEARS	<input type="checkbox"/>		
└ D3. NO OF PROJECT EXPERIENCE OF RELATED NATURE FOR THE LAST 3 YEARS	<input type="checkbox"/>		

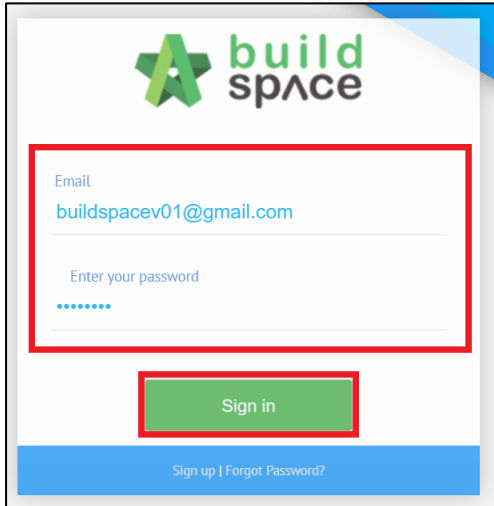


Remarks column can only be filled by the Processor.

Submit Vendor Payment for Registration

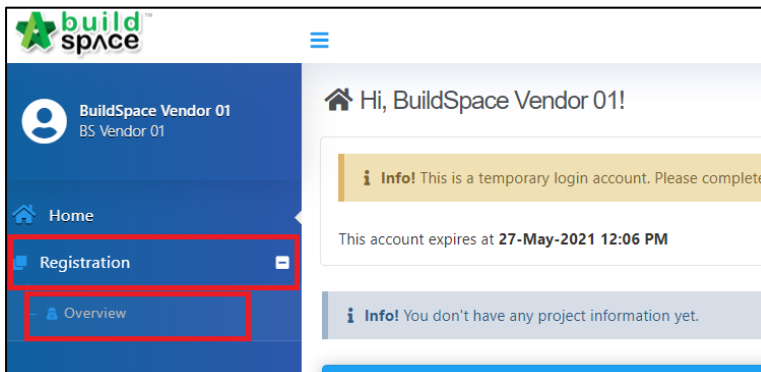
(Only for newly registered Vendors)

1. Login to BuildSpace



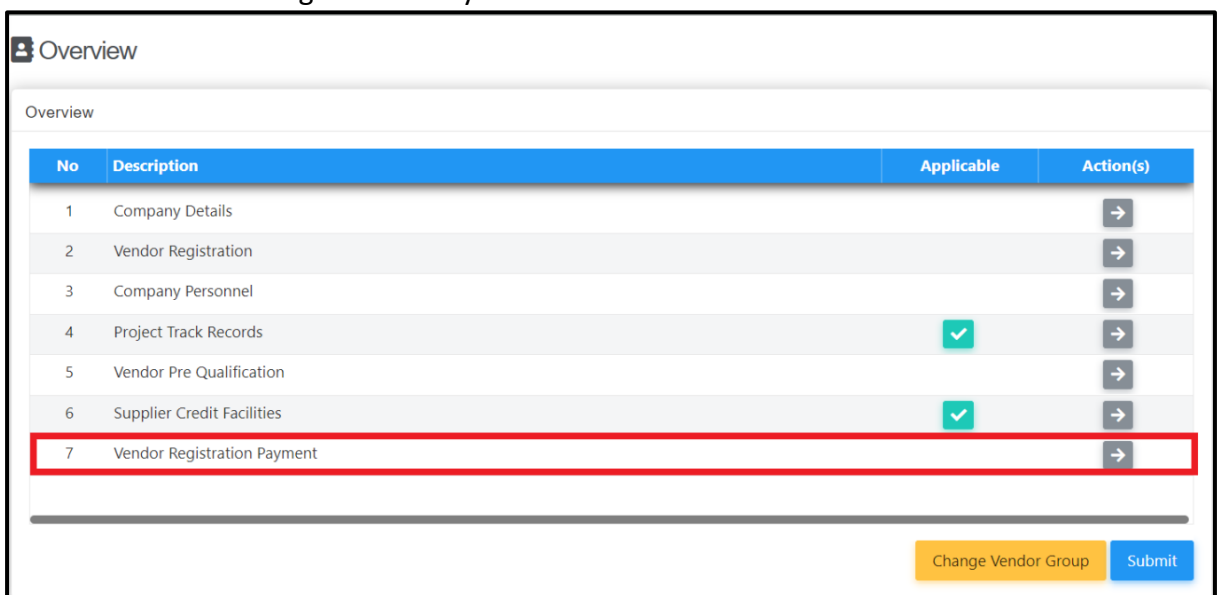
The image shows the BuildSpace login page. At the top is the BuildSpace logo. Below it is a login form with two input fields: "Email" containing "buildspacev01@gmail.com" and "Enter your password" with a masked password ".....". A green "Sign in" button is positioned below the password field. At the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

2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard. On the left is a navigation menu with "Home", "Registration", and "Overview" options. "Registration" and "Overview" are highlighted with red boxes. The main content area shows a greeting "Hi, BuildSpace Vendor 01!" and two information boxes: one stating "This is a temporary login account. Please complete" and another stating "This account expires at 27-May-2021 12:06 PM".

3. Click at "Vendor Registration Payment"



The image shows the "Overview" page in BuildSpace. It features a table with 7 rows and 4 columns: "No", "Description", "Applicable", and "Action(s)". The "Vendor Registration Payment" row (row 7) is highlighted with a red box. At the bottom right, there are two buttons: "Change Vendor Group" and "Submit".

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→

4. Select Bank & Upload Payment Proof

Vendor Registration Payment

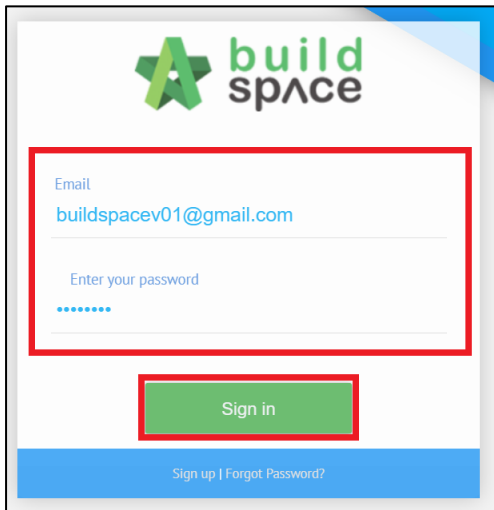
Vendor Registration Payment

Banks	Virtual Account Number	Upload Proof of Payment
MAYBANK	1111222233334444.0000000010	0 file(s) Uploaded

Back

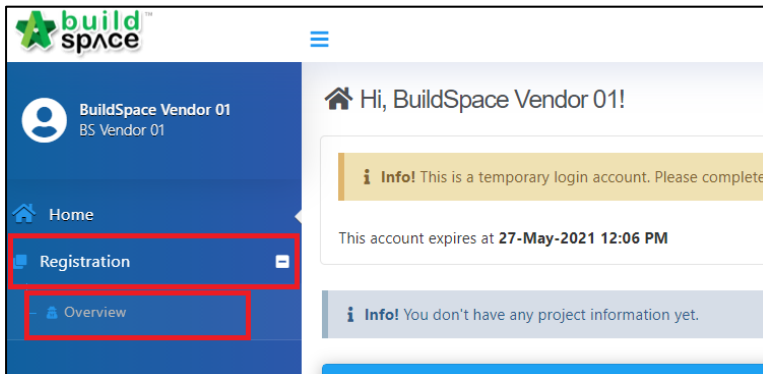
Vendor Confirmation, Declaration and Submission

1. Login to BuildSpace



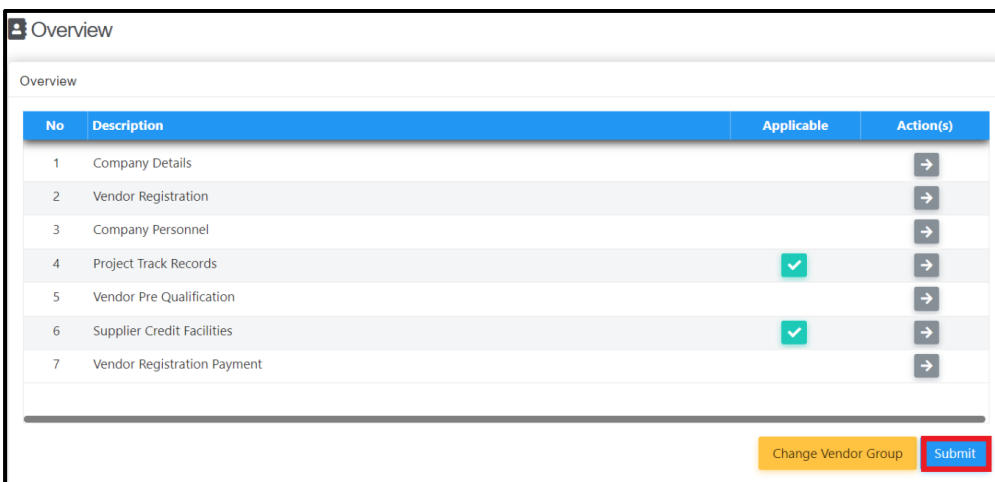
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2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard for a vendor. The left sidebar has a menu with "Home", "Registration", and "Overview". "Registration" and "Overview" are highlighted with red boxes. The main content area shows a greeting "Hi, BuildSpace Vendor 01!", an info message "This is a temporary login account. Please complete", and an expiration date "This account expires at 27-May-2021 12:06 PM".

3. Click "Submit"



The image shows the "Overview" page. It features a table with the following data:

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→

At the bottom right, there are two buttons: "Change Vendor Group" and "Submit". The "Submit" button is highlighted with a red box.

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



The image shows a confirmation form. It contains a text box with the text "I/we declare all the details submitted are true by the time this application is submitted." Below this is a checked checkbox labeled "I confirm". At the bottom right, there are two buttons: "Submit" and "Back". The "Submit" button is highlighted with a red box.

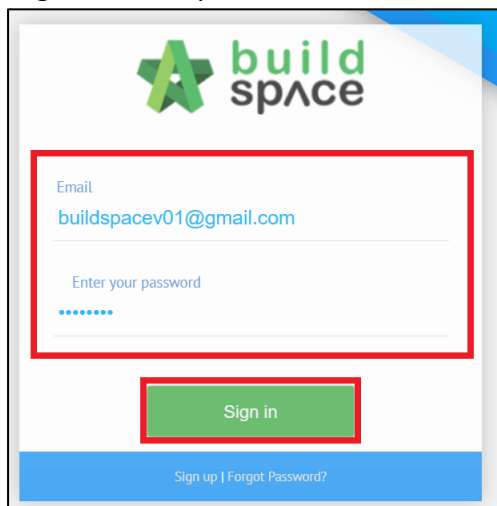
Vendor will receive submission email notification once submitted.

Rectification of submission

User will receive email notification if there are any rejection by client.

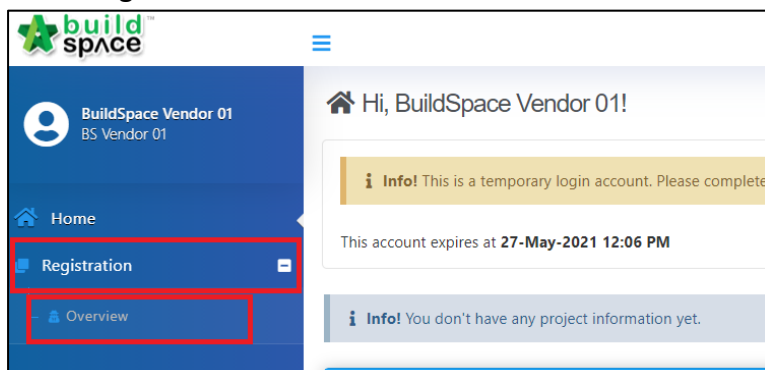
If the processor rejected your submission with comments, you will need to rectify all the items which have been rejected.

1. Login to BuildSpace



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

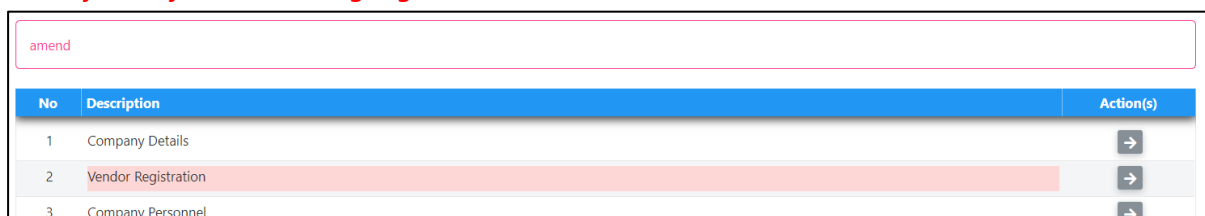
2. Click "Registration" and Click "Overview"



The image shows the BuildSpace dashboard. On the left is a navigation menu with "Home", "Registration", and "Overview". The "Registration" and "Overview" items are highlighted with red boxes. The main content area shows a greeting "Hi, BuildSpace Vendor 01!", an info message "This is a temporary login account. Please complete", and an expiration date "This account expires at 27-May-2021 12:06 PM".

3. Click into the respective sections which are rejected

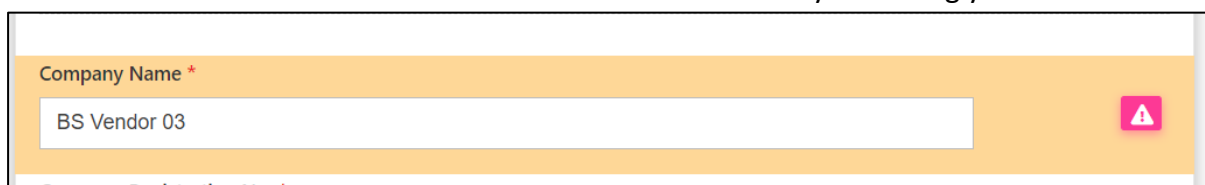
The rejected field will be highlighted in red colour



The image shows a table with a search bar containing "amend". The table has three columns: "No", "Description", and "Action(s)". The second row, "Vendor Registration", is highlighted in red.

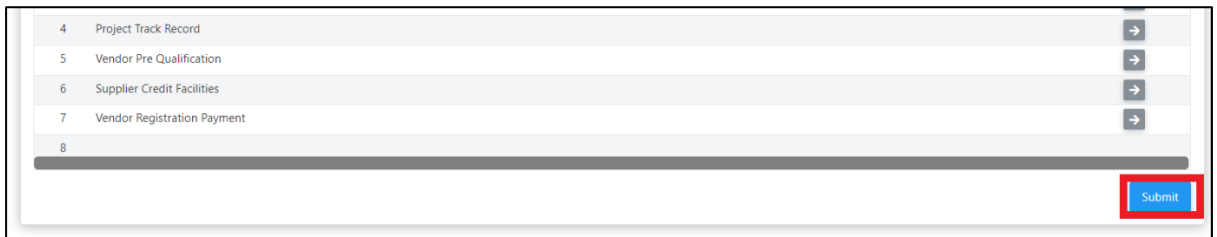
No	Description	Action(s)
1	Company Details	→
2	Vendor Registration	→
3	Company Personnel	→

4. Click at the exclamation mark "!" to view comments and rectify accordingly



The image shows a form with a yellow background. The "Company Name" field is highlighted in red and contains "BS Vendor 03". A red exclamation mark icon is visible in the top right corner of the form.

5. Click "Submit"



A screenshot of a web form. It features a list of items with checkboxes and right-pointing arrows. The items are: 4 Project Track Record, 5 Vendor Pre Qualification, 6 Supplier Credit Facilities, 7 Vendor Registration Payment, and 8. A blue 'Submit' button is located at the bottom right of the form area.

4	Project Track Record	→
5	Vendor Pre Qualification	→
6	Supplier Credit Facilities	→
7	Vendor Registration Payment	→
8		

Submit

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



A screenshot of a web form. It contains a declaration statement: "I/we declare all the details submitted are true by the time this application is submitted." Below this is a checked checkbox labeled "I confirm". At the bottom right, there are two buttons: a blue "Submit" button and a grey "Back" button.

I/we declare all the details submitted are true by the time this application is submitted.

I confirm

Submit Back

Vendor will receive submission email confirmation once submitted.

Register New Vendor Group

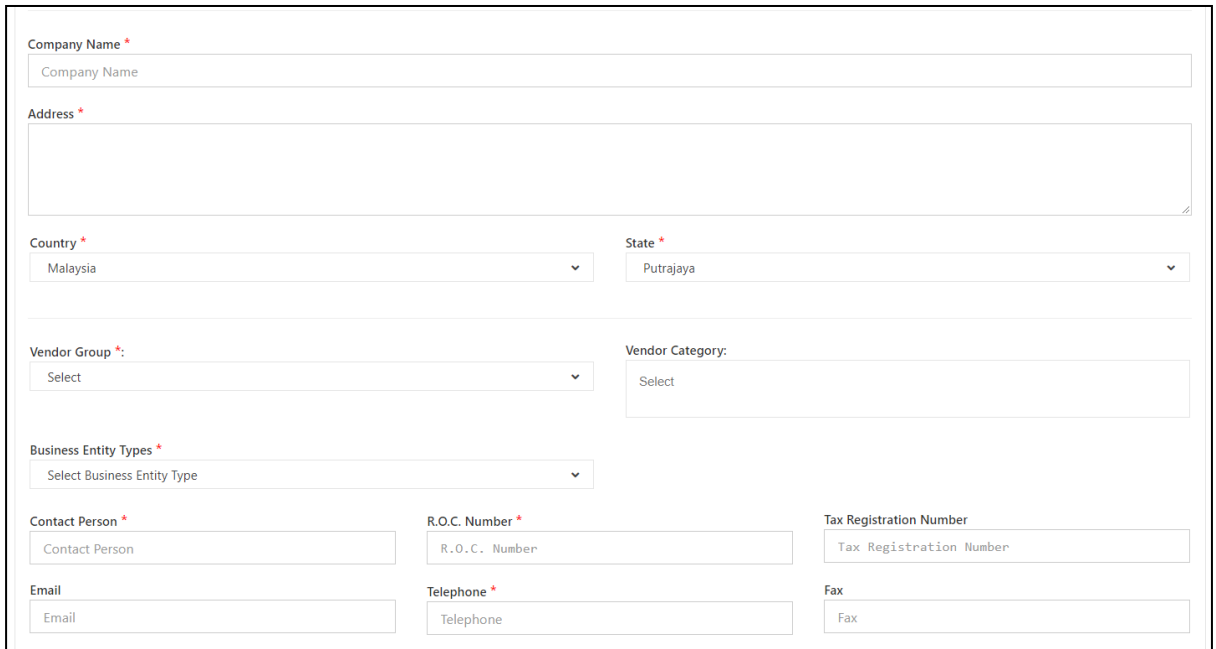
Vendor will be required to Sign Up as new company in order to add a new vendor group

1. Click "Sign Up"



The screenshot shows the BuildSpace login page. At the top is the BuildSpace logo. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is centered below the password field. At the bottom, there are two links: "Sign up" (highlighted with a red box) and "Forgot Password?".

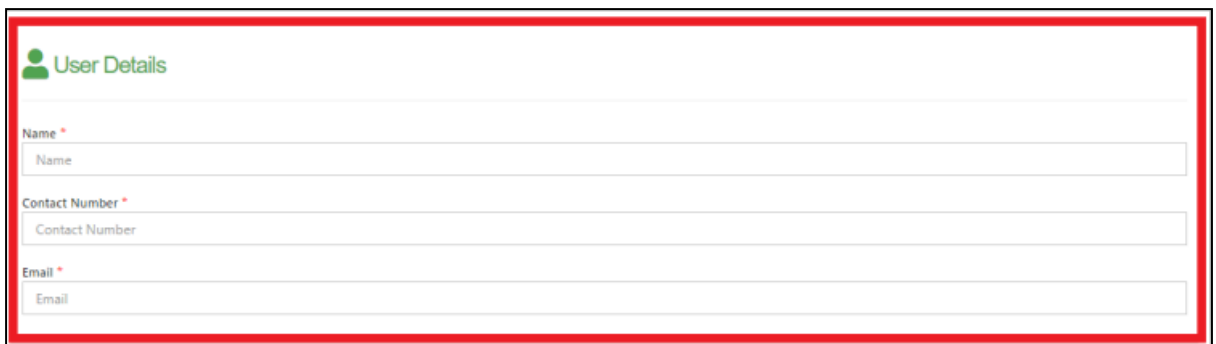
2. Insert details (Select the new vendor group)



The screenshot shows a registration form with the following fields:

- Company Name * (text input)
- Address * (text area)
- Country * (dropdown menu, currently showing Malaysia)
- State * (dropdown menu, currently showing Putrajaya)
- Vendor Group * (dropdown menu, currently showing Select)
- Vendor Category (text input, currently showing Select)
- Business Entity Types * (dropdown menu, currently showing Select Business Entity Type)
- Contact Person * (text input)
- R.O.C. Number * (text input)
- Tax Registration Number (text input)
- Email (text input)
- Telephone * (text input)
- Fax (text input)

3. Insert User Details (User will be required to insert an email different to the one used in the existing account)



The screenshot shows the "User Details" form, which is highlighted with a red border. It contains the following fields:

- Name * (text input)
- Contact Number * (text input)
- Email * (text input)

4. Tick Checkbox and Click “Submit”

The screenshot shows a registration form with two sections highlighted by red boxes. The first section, titled "Terms of Use", contains a checkbox and the text "By checking this, you agree to our Terms of Use." The second section, titled "Client's Disclaimer for Vendor's Agreement", contains a checkbox and the text "I agree to the Client's Disclaimer for Vendor's Agreement". A blue "Submit" button is located in the bottom right corner of the form.

User will receive 2 emails after submission.

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

5. Vendor Login using the Username and Temporary Password

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

6. Vendor to complete the registration details and submit for processing.

The screenshot shows the "Overview" page of the BuildSpace vendor registration process. It features a table with the following data:

No	Description	Applicable	Action(s)
1	Company Details		→
2	Vendor Registration		→
3	Company Personnel		→
4	Project Track Records	✓	→
5	Vendor Pre Qualification		→
6	Supplier Credit Facilities	✓	→
7	Vendor Registration Payment		→

At the bottom right of the page, there are two buttons: "Discard Changes" (pink) and "Submit" (blue).