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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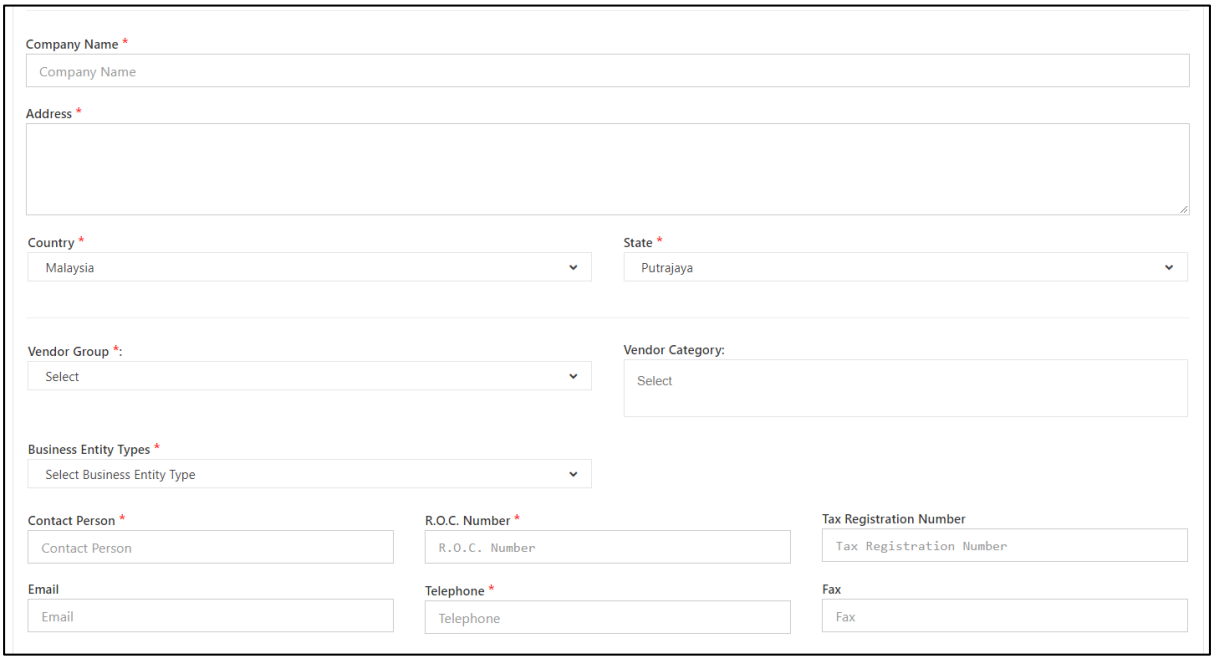
Temporary Login Account Request

1. Click “Sign Up”

2. Insert details



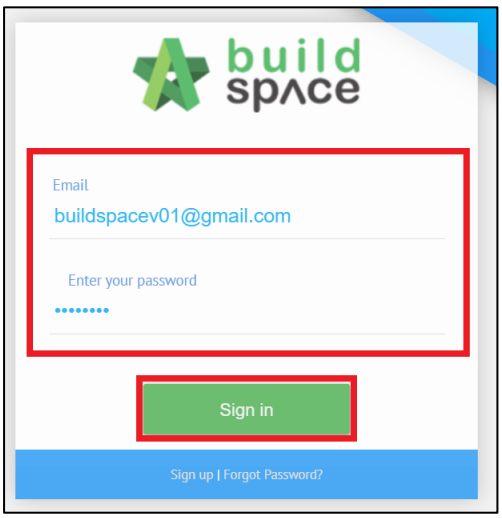
3. Tick Checkbox and Click “Submit”

User will receive 2 emails after submission.

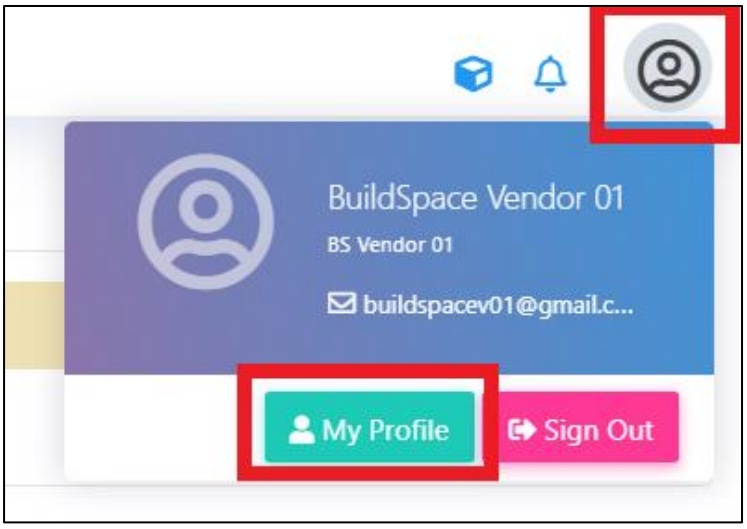
1. *eTender Account Confirmation (Click the link inside to receive the second email)*
2. *eTender Login Password*

Change Login Password

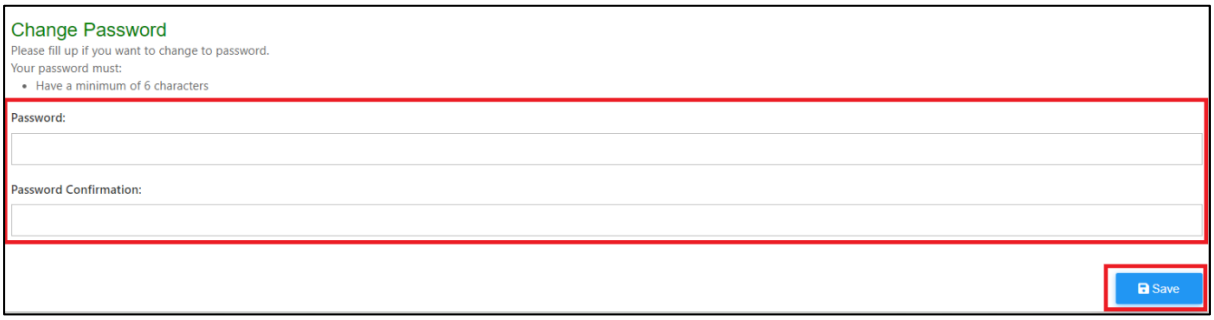
1. Login to BuildSpace using the registered email and temporary password received.



2. Click face icon and click “My Profile”



3. Change Password
4. Click “Save”

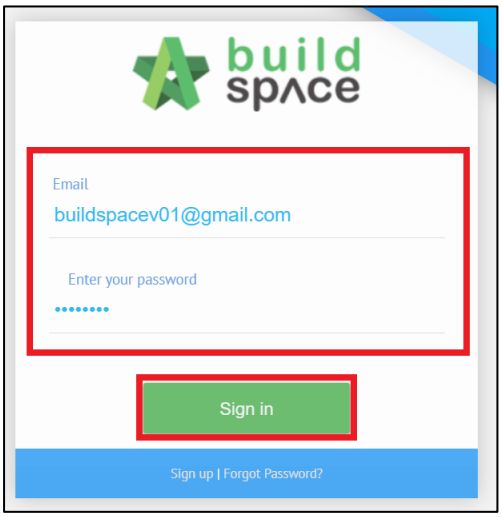


Vendor Registration

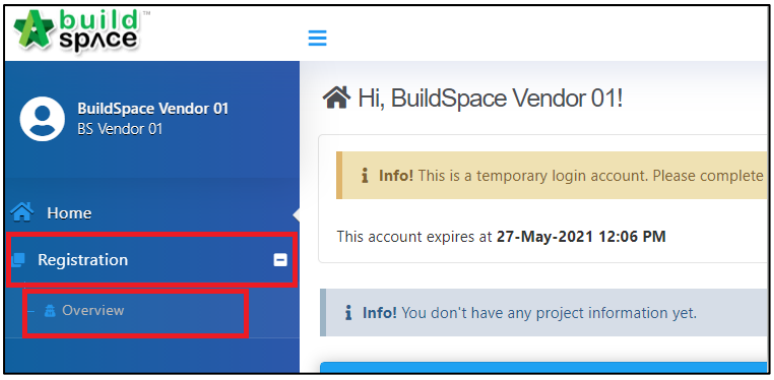
If a Vendor have multiple Vendor Group, the vendor will need to register under a different company. The details registered can be the same except the email of the user registered for that company will have to be different.

Submit Company Profile

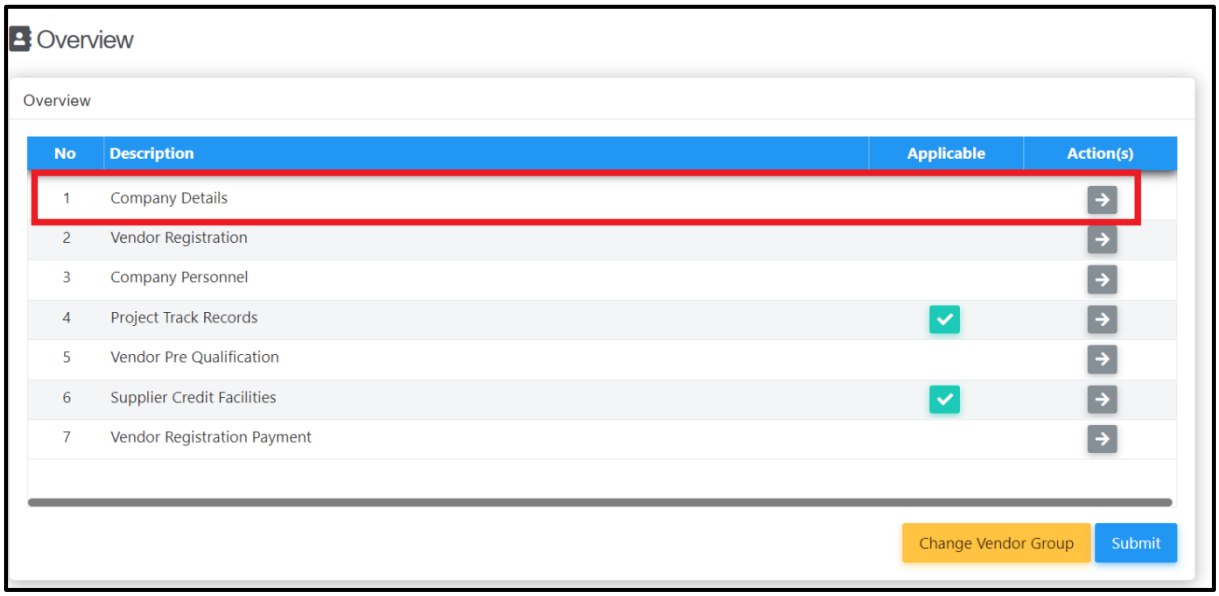
1. Login to BuildSpace



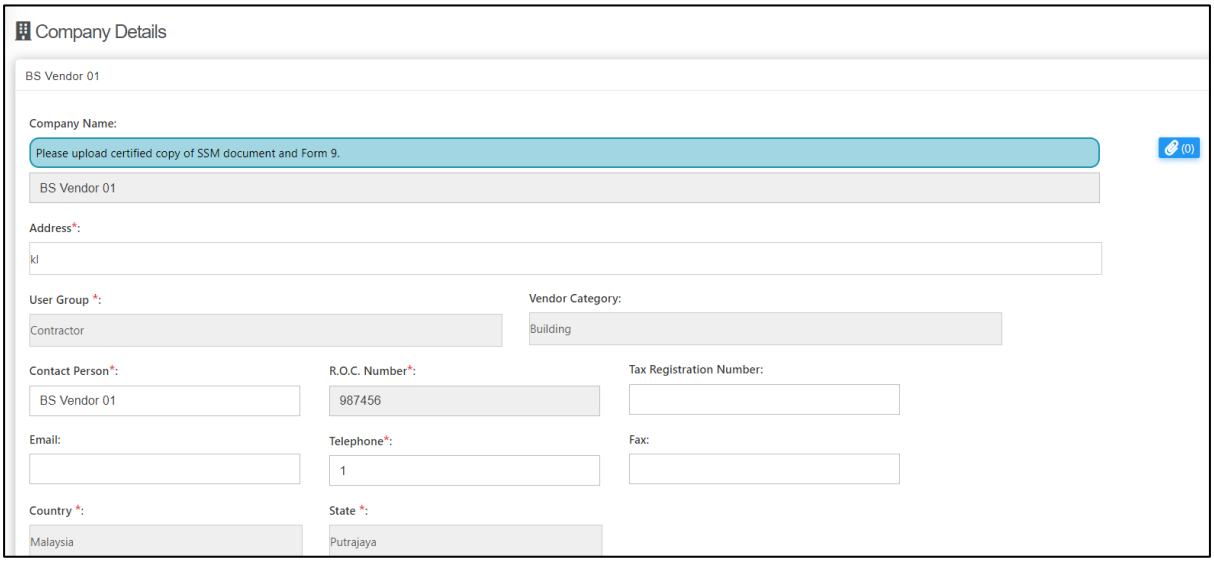
2. Click “Registration” and Click “Overview”



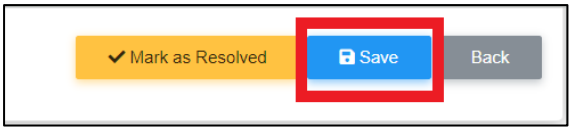
3. Click at “Company Details”



4. Fill Company Details

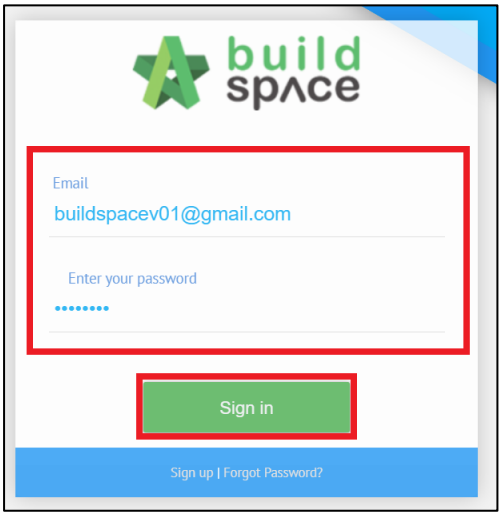


5. Click “Save”

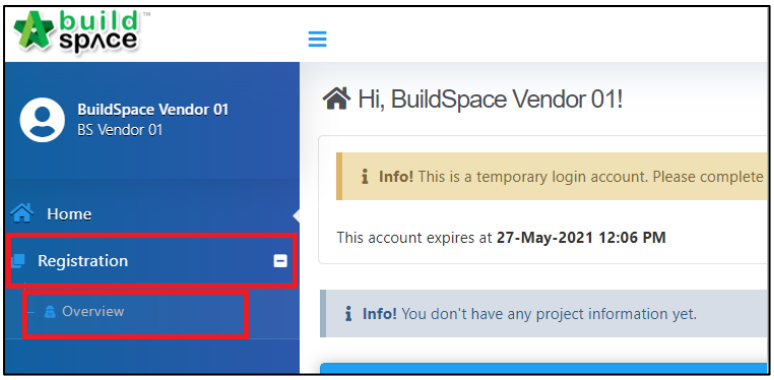


Submit Vendor Registration

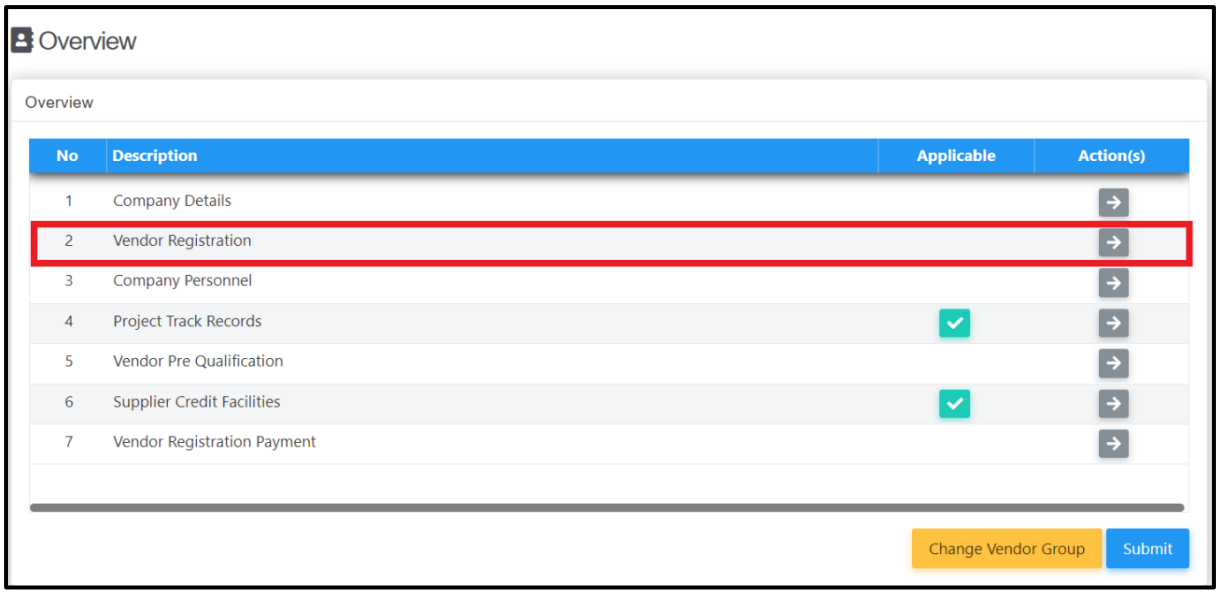
1. Login to BuildSpace



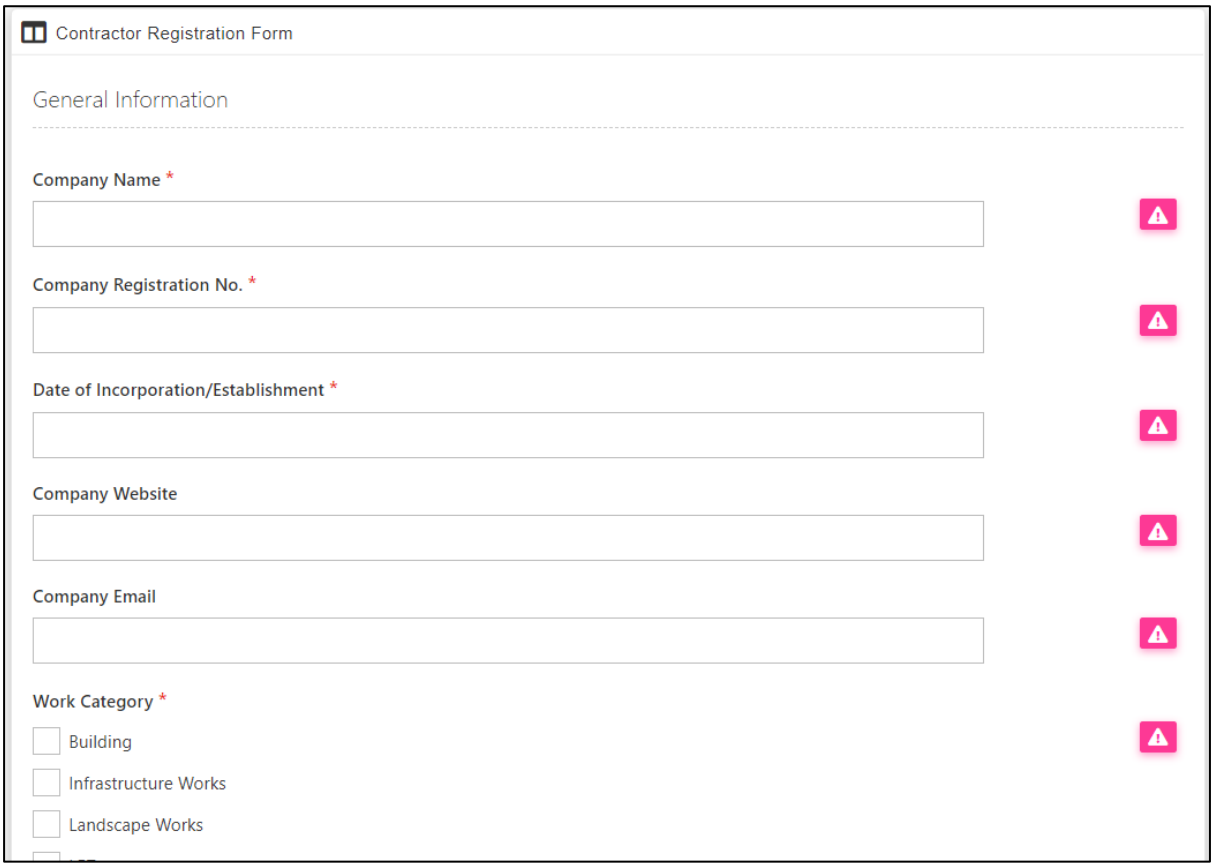
2. Click “Registration” and Click “Overview”



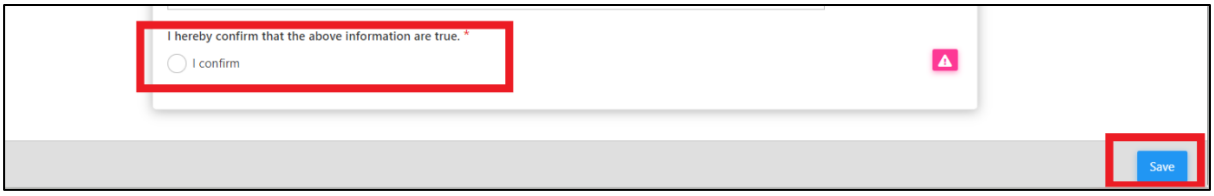
3. Click at “Vendor Registration”



4. Fill-in details

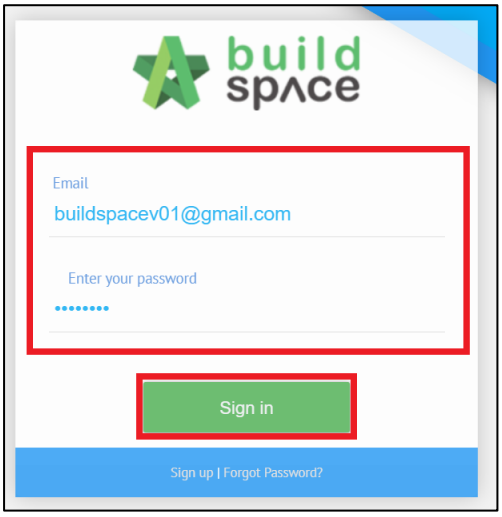


5. Tick “I Confirm” and Click “Save”

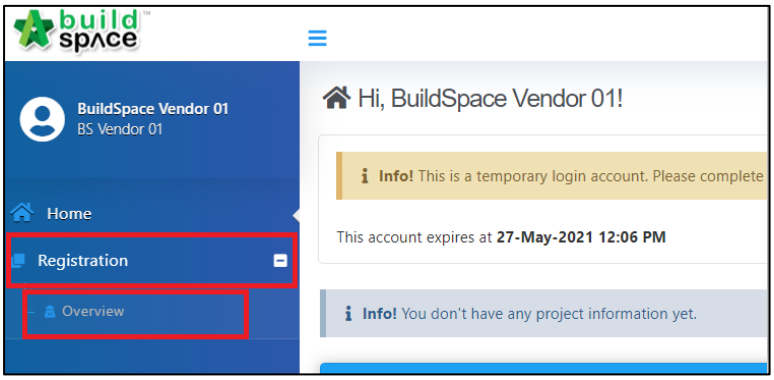


Submit Company Personnel & Supplier Credit Facilities

1. Login to BuildSpace



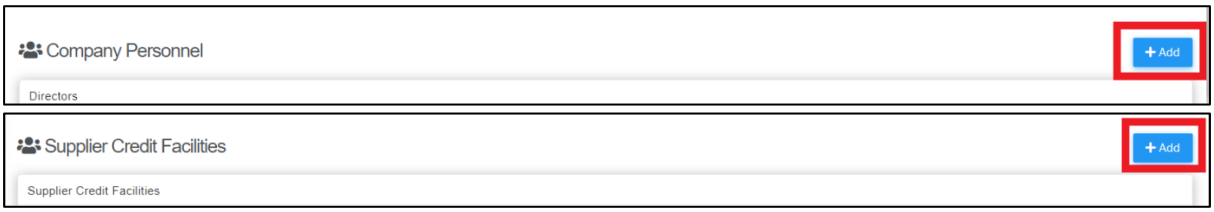
2. Click “Registration” and Click “Overview”



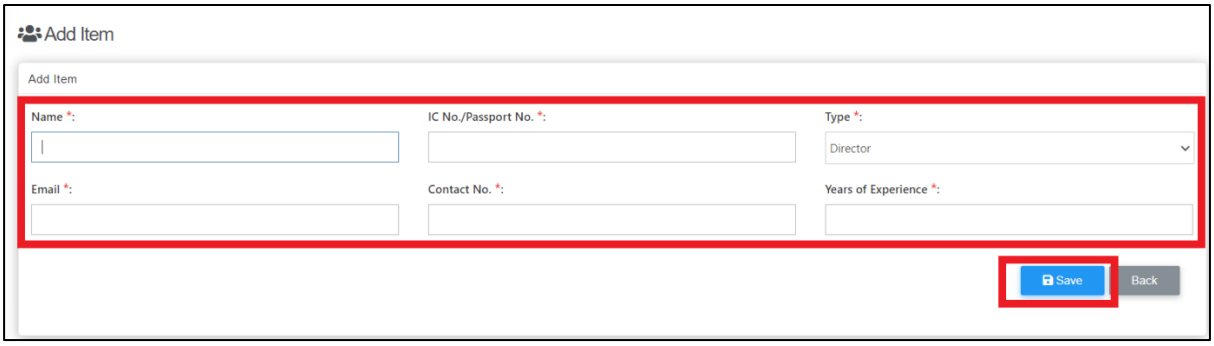
3. Click at “Company Personnel” or “Supplier Credit Facilities”

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

4. Click “Add”



5. Fill-in details and Click “Save”

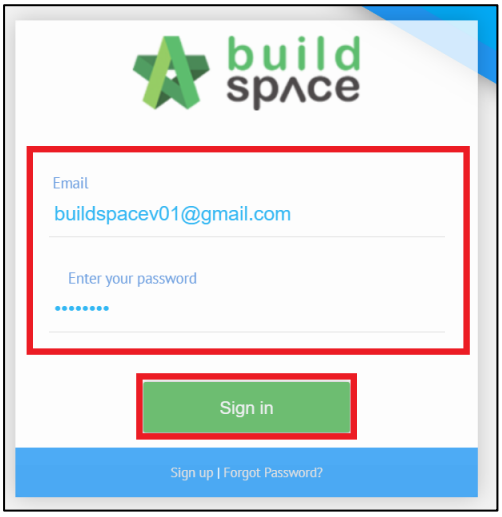


Company Personnel *(change Type to insert details of different role)*

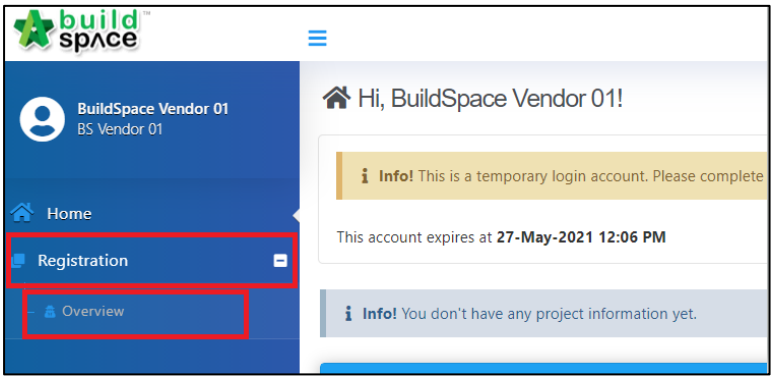
Supplier Credit Facilities

Submit Project Track Record

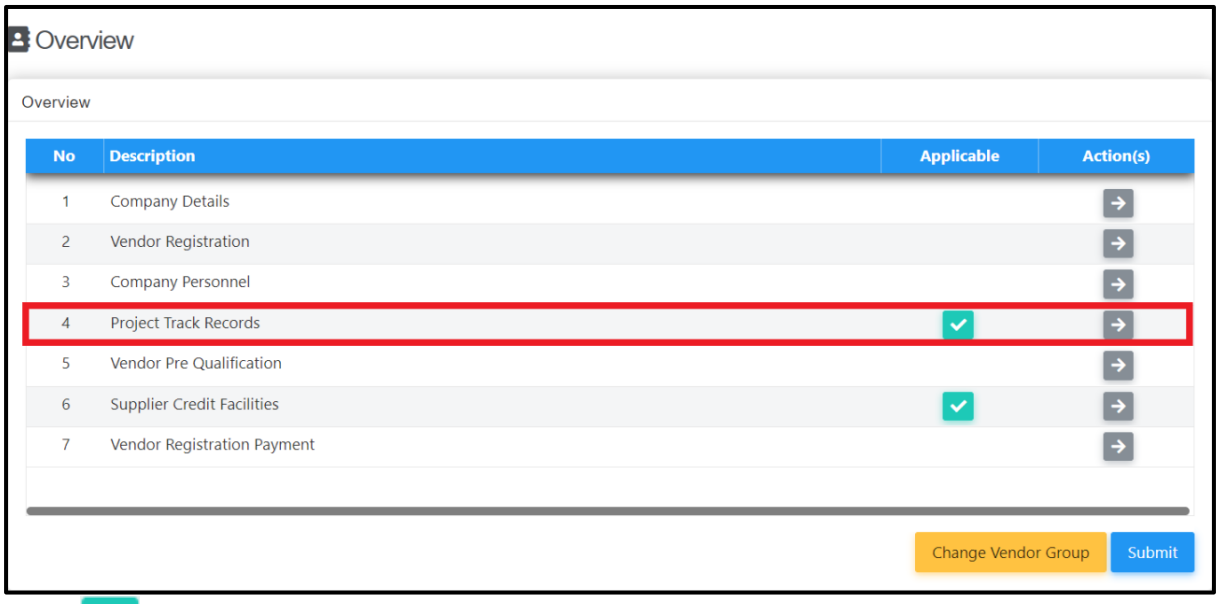
1. Login to BuildSpace



2. Click “Registration” and Click “Overview”

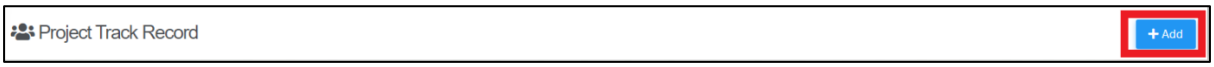


3. Click at “Project Track Record”

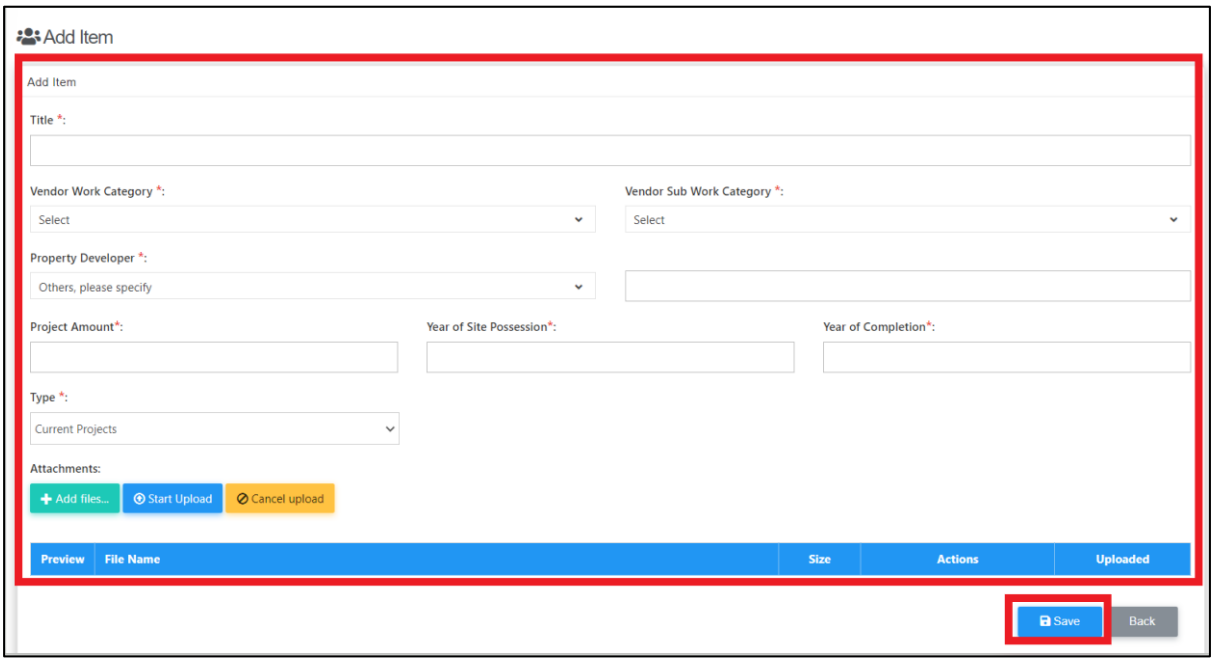


(Click *if you are a new company without any Project Track Record)*

4. Click “Add”



5. Fill-in details and Click “Save”

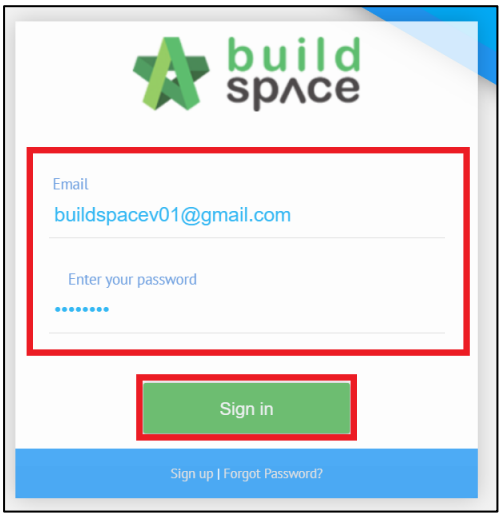


(change type to suit current project status)

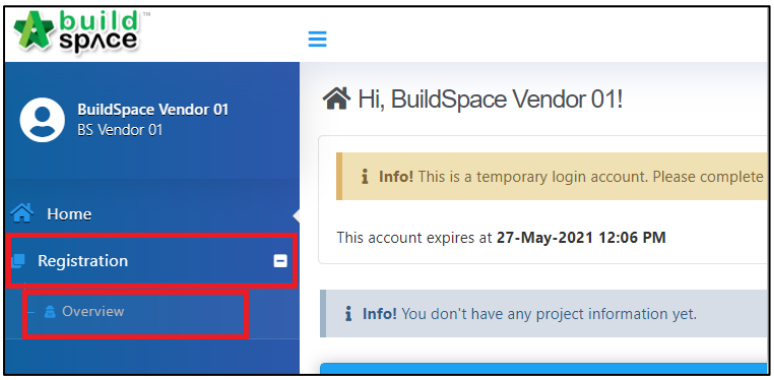
Submit Vendor Pre-Qualification

Can only be done after Project Track Record has been completed

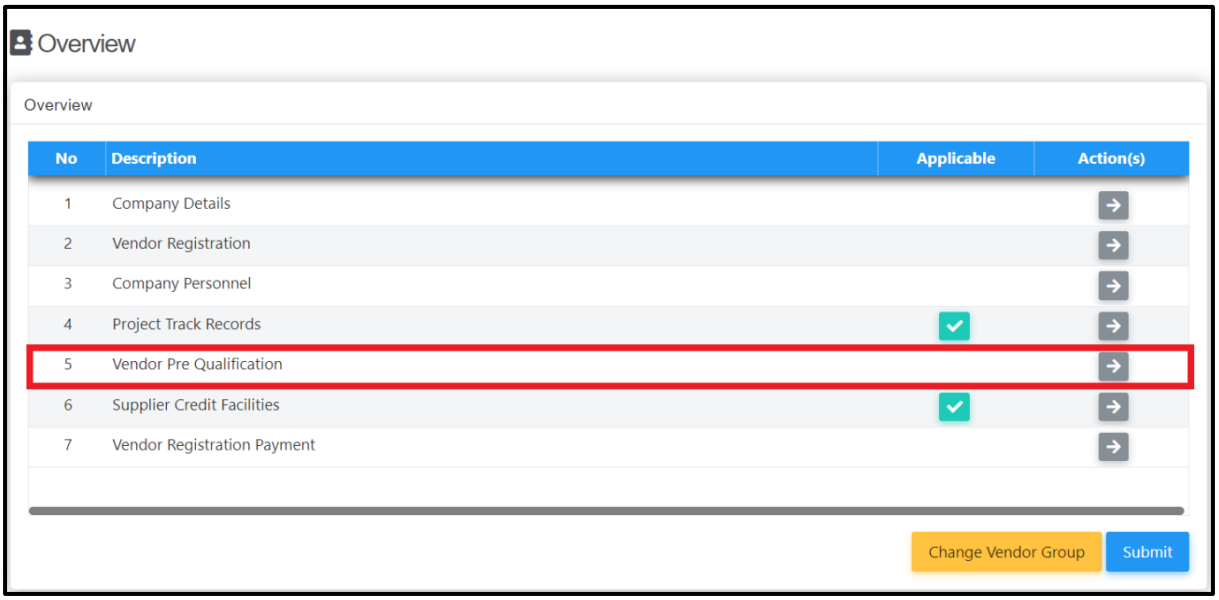
1. Login to BuildSpace



2. Click “Registration” and Click “Overview”

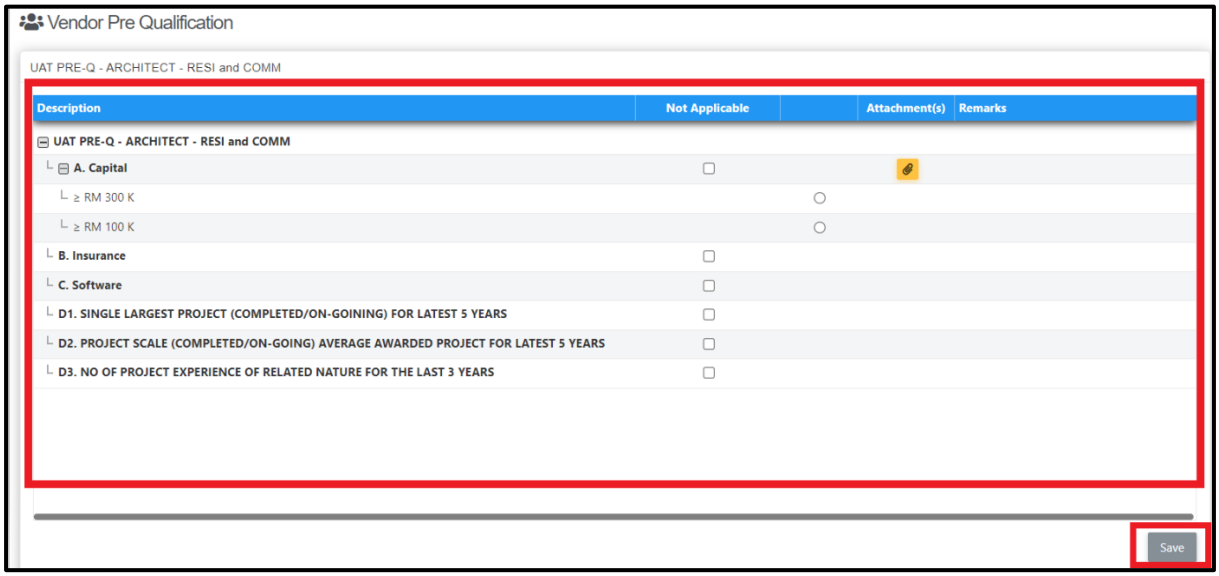


3. Click at “Vendor Pre-Qualification”



4. Click at the respective forms

5. Complete the Pre-Qualification Form and Click “Save”

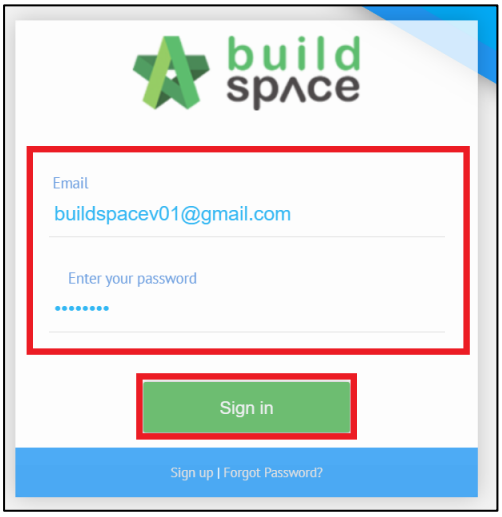


Remarks column can only be filled by the Processor.

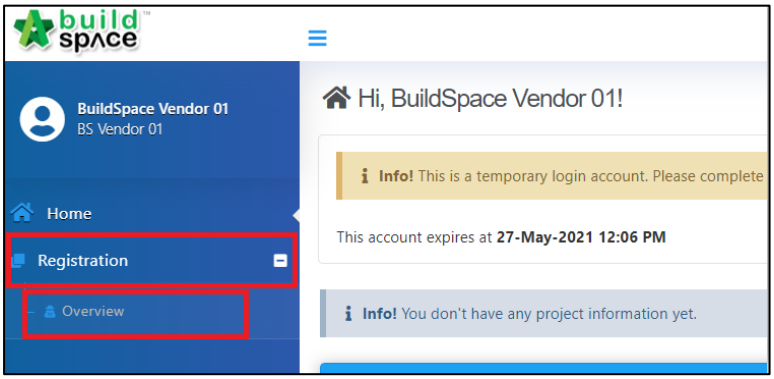
Submit Vendor Payment for Registration

(Only for newly registered Vendors)

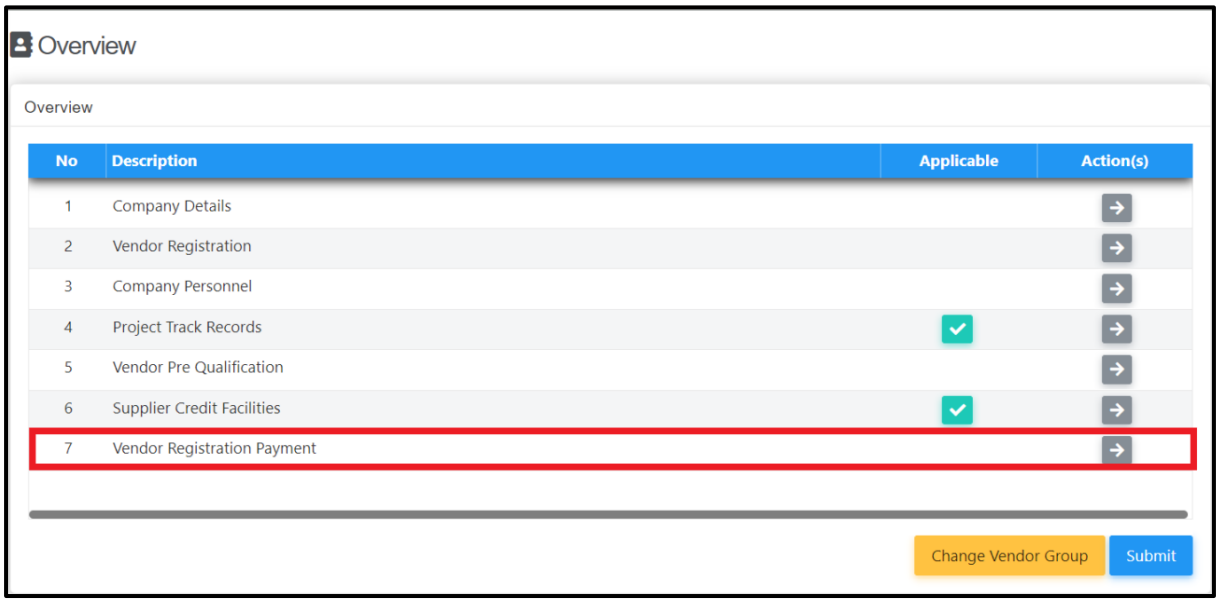
1. Login to BuildSpace



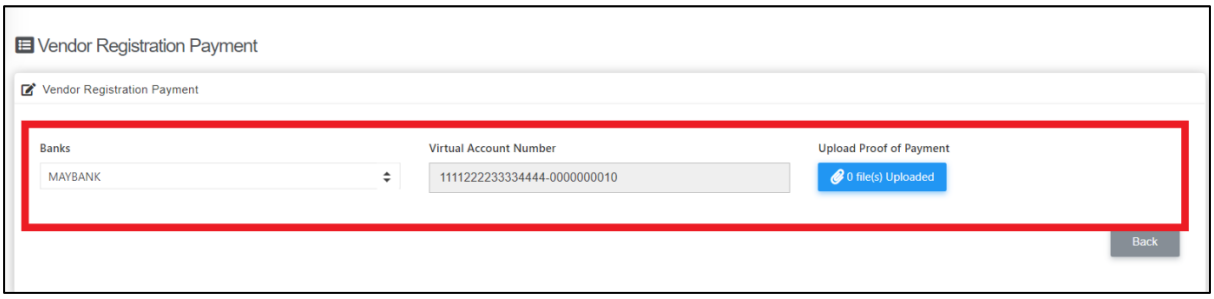
2. Click “Registration” and Click “Overview”



3. Click at “Vendor Registration Payment”

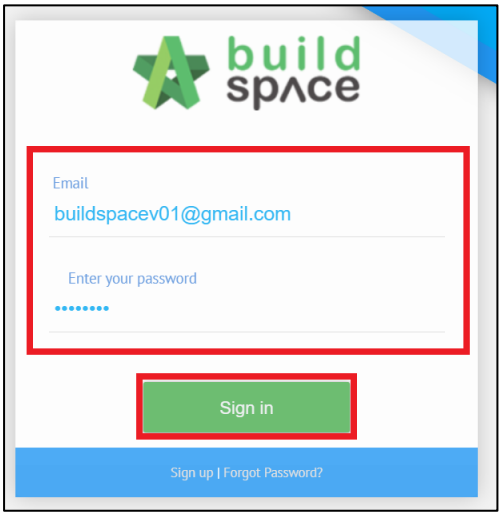


4. Select Bank & Upload Payment Proof

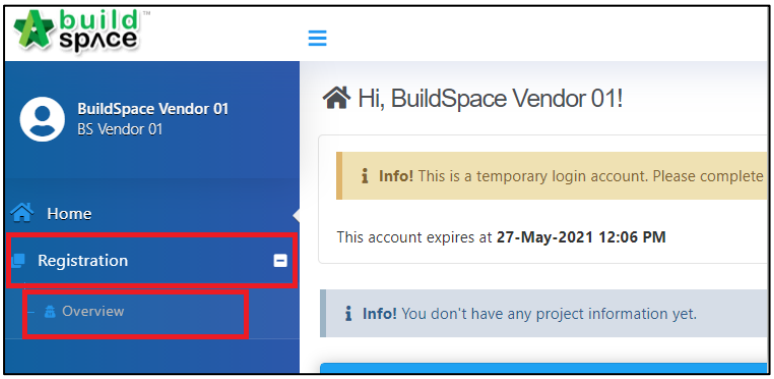


Vendor Confirmation, Declaration and Submission

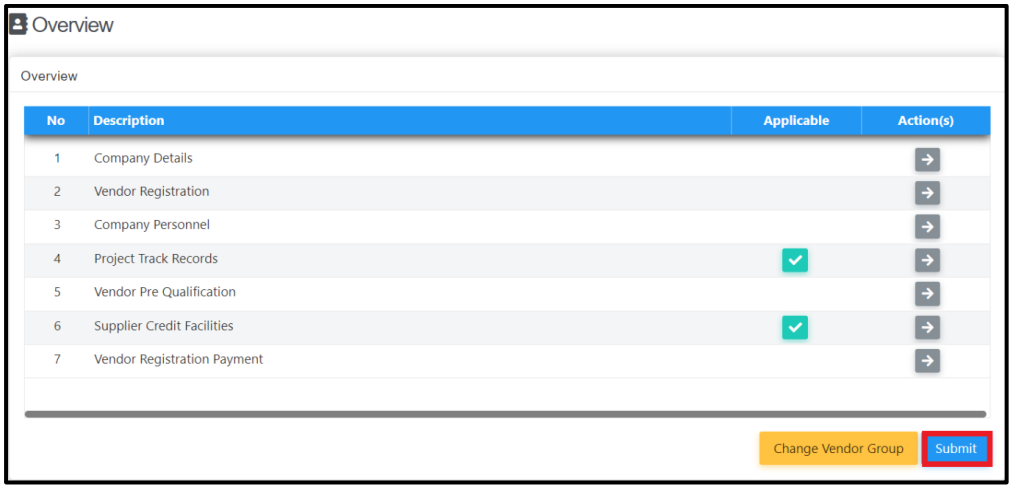
1. Login to BuildSpace



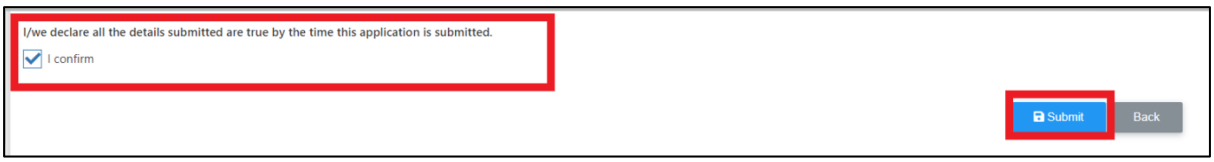
2. Click “Registration” and Click “Overview”



3. Click “Submit”



4. Tick “I Confirm” and Click “Submit”



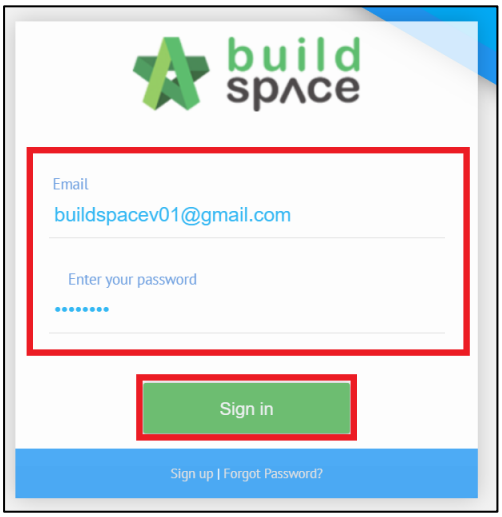
Vendor will receive submission email notification once submitted.

Rectification of submission

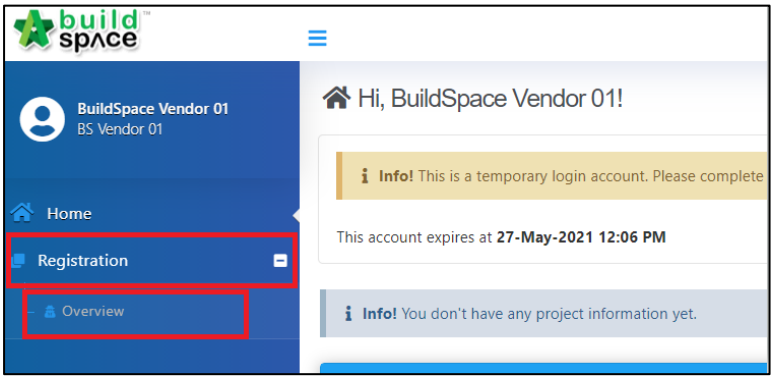
User will receive email notification if there are any rejection by client.

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

1. Login to BuildSpace

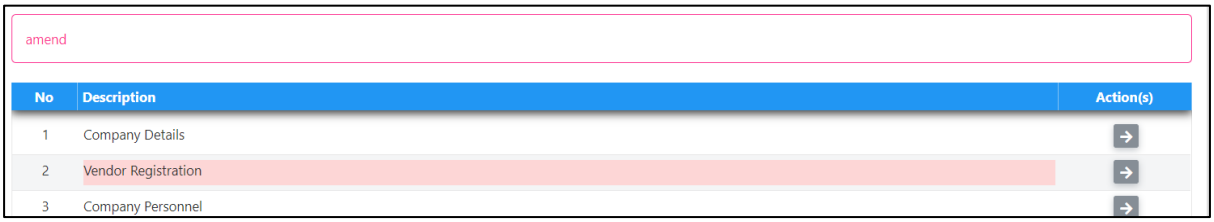


2. Click “Registration” and Click “Overview”

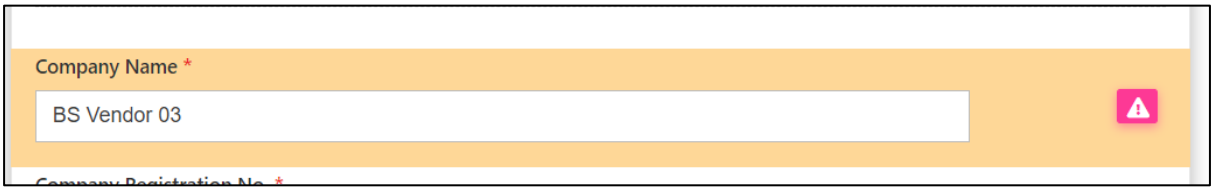


3. Click into the respective sections which are rejected

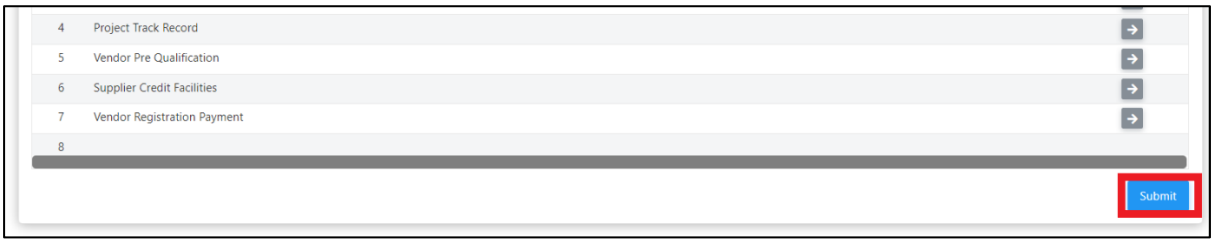
The rejected field will be highlighted in red colour



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



5. Click “Submit”



6. Tick “I Confirm” and Click “Submit”

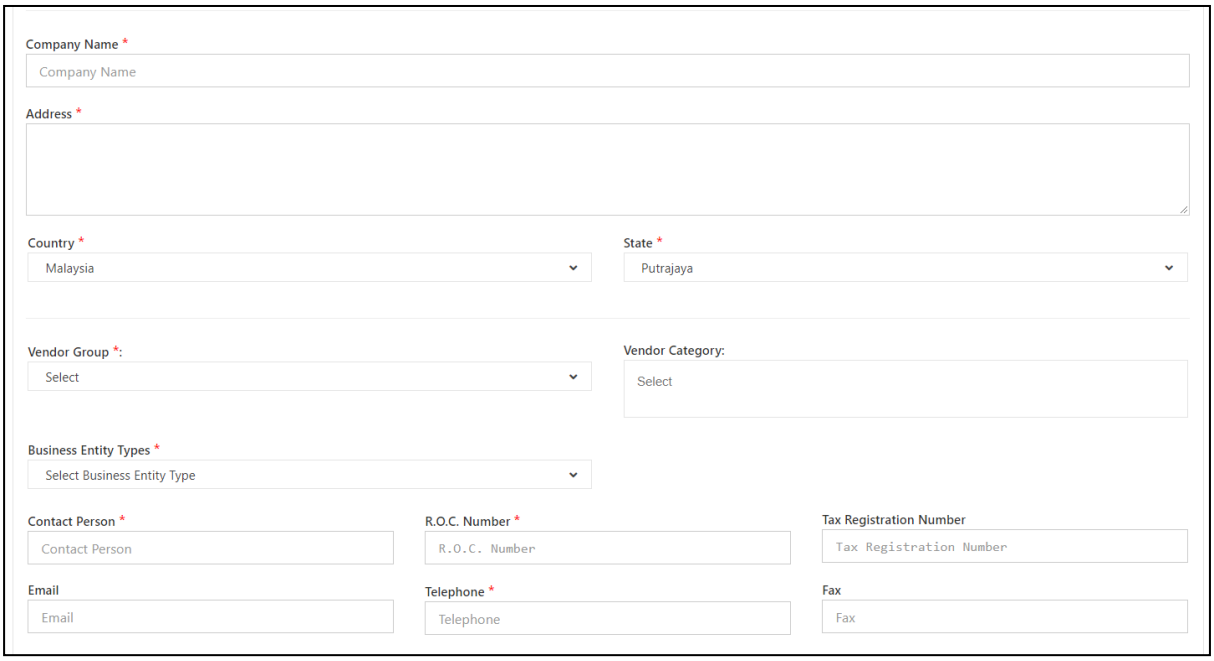
Vendor will receive submission email confirmation once submitted.

Register New Vendor Group

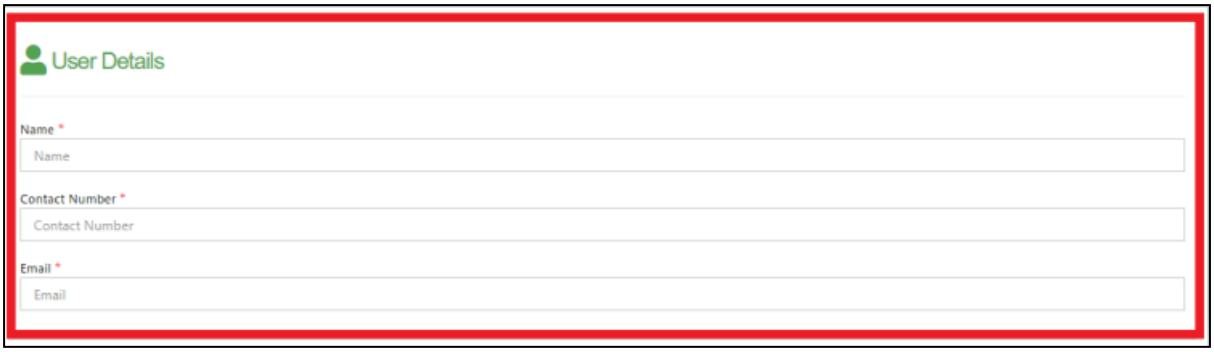
Vendor will be required to Sign Up as new company in order to add a new vendor group

1. Click “Sign Up”

2. Insert details (Select the new vendor group)



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

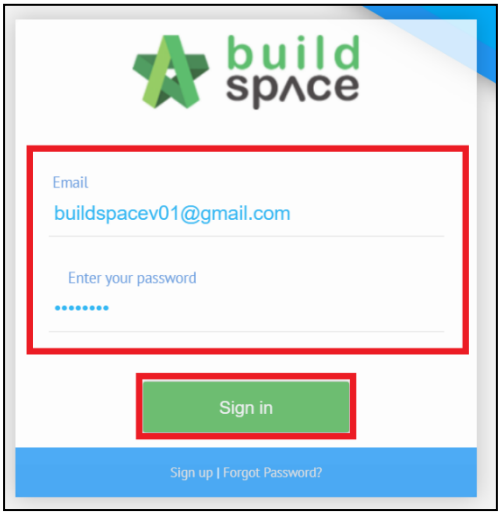
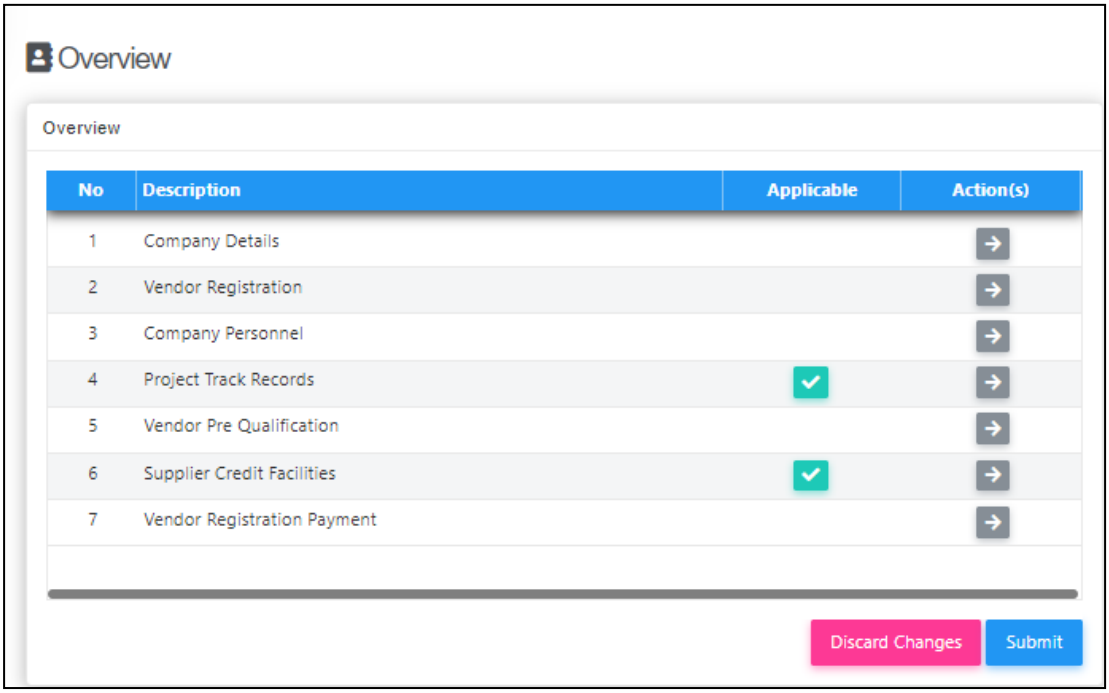


4. Tick Checkbox and Click “Submit”

User will receive 2 emails after submission.

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

5. Vendor Login using the Username and Temporary Password



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