



Activate Claim Certificate

For Admin / Normal User

Powered by:



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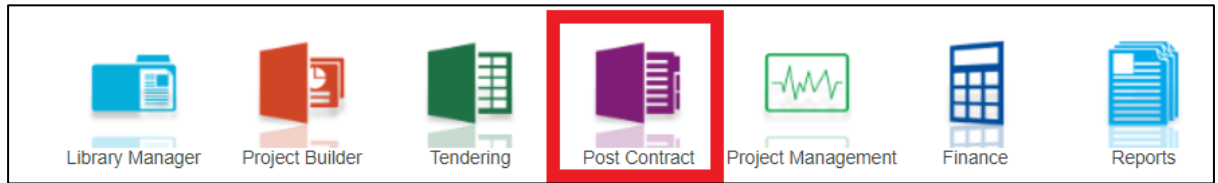
(BuildSpace Version 2.3)

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Activate Claim Certificate (CPR)

Note: You need to activate a claim certificate in system before update BQ workdone.

1. Click at **BuildSpace** logo and click **"Post Contract Module"**.



2. To activate Claim Certificate, click **Claim Certificate**.

The screenshot shows the 'Claim Certificates' page with a table of claim certificates. The 'Claim Certificates' tab is highlighted.

No.	Description	Overall Total	%	Amount
CADANGAN MEMBINA KONDUMINIUM 25 TINGKAT				
1	BILL NO. 1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO. 2 - PILING WORKS	1,179,754.88		
3	BILL NO. 3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.67
4	BILL NO. 4 - SINGLE TYPE	1,216,033.29	0.74%	8,978.13
5	BILL NO. 5 - PROVISIONAL SUM	16,626,000.00		

3. Click **"Active Claim Certificate"**.

The screenshot shows the 'Active Claim Certificate' page with a table of claim certificates. The 'Activate Claim Certificate' button is highlighted.

Claim No.	Amount Certified	Status	Paid Amount
1		IN PROGRESS	0.00

4. Fill up all information especially those with **"*"** and then click **"Save"**.

Note: You still can edit the information before submitting this certificate for approval.

The screenshot shows the 'Save' page with various fields for entering claim certificate information. The 'Save' button is highlighted.

Initial Information

*Contractor Submitted Date : 21/03/2018 *Site Verified Date : 21/03/2018 *QS Received Date : 21/03/2018

Claim Certificate Information

Company : ECO MAJESTIC 2 SDN BHD Contractor : ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
Letter of Award No. : 1 Claim No. : 1
Works : Lab Works 2 : BLDG
Contract Sum : MYR 30,022,380.57 Retention Sum : MYR 56299.39 (GST : 6.00) %
Work Done Amount : MYR 1,125,987.80 % Completion : 3.75 %
Retention Tax Percentage : 6.00 % Release Retention Amount : 0.00
Release Retention : 0.00 %
*Person In Charge : Mr Chong *Budget Due Date : 21/03/2018
*Due Date : 21/03/2018 *Tax : 6.00 %
*Budget Amount : 10000.00
Acc Remarks : QS Remarks :

5. Once activated claim certificate, you can see the **current claim number** where the status will be shown as **“IN PROGRESS”**.

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Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status-POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate

Claim Certificate List

Claim Certificate -- 1 (IN PROGRESS)

Submit | Edit | Print

Initial Information

Contractor Submitted Date : 21/03/2018 Site Verified Date : 21/03/2018 QS Received Date : 21/03/2018

Claim Certificate Information

Company : ECO MAJESTIC 2 SDN BHD	Contractor : ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
Letter of Award No. : 1	Claim No. : 1
Works : Lab	Works 2 : BLDG
Contract Sum : MYR 30,022,380.57	Retention Sum : MYR 56299.39 (GST : 6.00)%
Work Done Amount : MYR 1,125,907.80	% Completion : 3.75%
Release Retention : 0.00 %	Release Retention Amount : MYR 0.00
Person In Charge : Mr Chong	
Due Date : 21/03/2018	Budget Due Date : 21/03/2018
Budget Amount : 100000.00	Tax : 6.00 %
Acc Remarks :	QS Remarks :

Note: You still can edit the claim certificate information by clicking “EDIT” button.