BUILDSPACE PRO TUTORIAL

Contents

Administrator Guide	1
How to add new user	1
How to restrict other users from access to the modules	2
Library Manager	4
Resource Library	4
Schedule of Rates (Build-up Rate)	7
Project Builder	11
Create Project and add bills	11
Open a bill, key in elements & items	14
How to import BQ from Excel	16
Import Rate	22
Apply Mark Up Function	24
Project Analyser	25
Backup	27
Export Bills (Excel Format)	27
How to print out BQ	28
How to print out BQ How to print project/tender summary	
	29
How to print project/tender summary	29 30
How to print project/tender summary How to assign users to an existing project	29 30 32
How to print project/tender summary How to assign users to an existing project Tendering Module	29
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate	
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum	29
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum Tender Comparison & Rates Rationalization	29
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum Tender Comparison & Rates Rationalization Import/export contractor's rate	
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum Tender Comparison & Rates Rationalization Import/export contractor's rate Post Contract Module	
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum Tender Comparison & Rates Rationalization Import/export contractor's rate Post Contract Module Publish to post contract	
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum Tender Comparison & Rates Rationalization Import/export contractor's rate Post Contract Module Publish to post contract Progress Claim.	
How to print project/tender summary How to assign users to an existing project Tendering Module Search historical rate Create Addendum Tender Comparison & Rates Rationalization Import/export contractor's rate Post Contract Module Publish to post contract Progress Claim Add New Claim Version	29

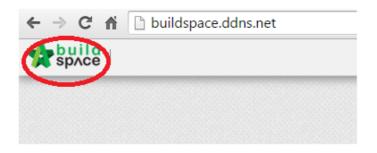
Administrator Guide

How to add new user

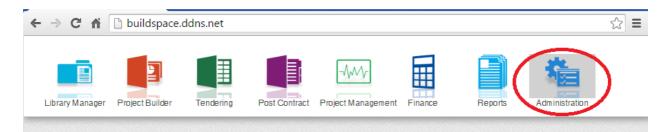
1. Login to BuildSpace.



2. Click at "BuildSpace" logo.



3. Click at "Administration" module.



4. Click at "System Administration" menu.

	← ⇒ C ⋒	buildspace.ddns.net
	space	BQ Global Layout Setting System Maintenance System Administration
5.	Click at "User Ma	aintenance" and then follow by "Add New User" to add more users.

1 | Page

	al Layout Setting 👩 System Maintenance 🚺 System Admini	istration					
System Administration	User Maintenance 🛞						
🖃 🚰 User Management							
✓ III User Maintenance No filter applied Find by: Name ✓ III Group wramenance ✓ Add New User O Delete Current Total User: 34 Maximum User: 50							
	No Name	E-Mail					
	1 Super Admin	admin@buildspace.com					
	2 Demo	demo@buildspace.my					

6. Fill up the compulsory fields and click "Save". Then click at "User List" to repeat to add more users.

System Administration	
System Administration	User Maintenance 🛞
 Company Profile Company Profile User Management 	User List Add New User >
- 📔 User Maintenance 🕻	Save Reset to Default Password
Group Maintenance	
	*Name: Global PCK
	"E-Mail: global@gmail.com
	*Position: Manager
	*Contact 012-2022222
	"Gender: Male Female
	Assigned - Groups:

How to restrict other users from access to the modules

Note: The permission is set according to group basis. One group can be one user or more users.

1. Double click at "Group Maintenance" and then click at "Add New Group".

space To BQ Globa	l Layo	out Setting 🚺 Syst	em Maintenance 🚺 Sy	stem Administration	
System Administration					
- Cystem Administration	Use	r Maintenance 🛞	Group Maintenance	×	
📄 Company Profile – 🦰 User Management	Gro	up List >			
User Maintenance	No	filter applied			\odot
Group Maintenance					Find t
	⊕A	Add New Group D 🖯	Delete		T ING L
	No	Name		User Cou	int Viev
	1	Super Admin		1	V
	2	Demo		3	۷

2. **Type new group name** (can be any name such as department or individual name if the group is assigning to one user) and assign access permission rights on the menus/modules.

System Administration				
System Administration	User	Maint	tenance 🛞 Group Maintenance 🛞	
— 📄 Company Profile	Crow	a Liat	> Editing Existing Group >	
🔄 🕋 User Management			,,	
— 🗎 User Maintenance	💾 Sa	ive	Add User to Group	
— 📄 Group Maintenance	Gm	un Ma	anagement	
		ame: wed N	Group / Project / Department / Individual Name	
		No		Is Application
Tick the check		1	Library Manager	No
box beside the		2	Resources Library	Yes
menu/module		З	Schedule of Rates	Yes
name to allow	~	4	BQ Library	Yes
permission to access	~	5	Project Builder	Yes
access	✓	6	Tendering	Yes
	~	7	Post Contract	Yes
		8	Project Management	Yes
		9	Finance	No
		10	Company Directory	Yes
			Request For Quotation	Yes

3. Click on "Add User to Group" to assign user to this group.

system Administration				
📄 System Administration	User	Maint	enance 🛞 Group Maintenance 🛞	
— 📋 Company Profile	0	p List	> Editing Existing Group >	
占 🔓 User Management				
— 📄 User Maintenance	l Sa	ave 🤇	Add User to Group	
Group Maintenance	Gro	ир Ма	nagement	
	"N	ame:	Group 1	
	Allo	wedM	enu Permission(s)	
		No	Name	Is Application
			Library Manager	
	~		Resources Library	
			Schedule of Rates	

4. Can assign the user by tick at check box. After that click "Save" and then click "Close".

No	Name	Last Updated
11	ZAMNAH BT. KAMSANI	06/05/2015 16:47
12	MOHD AZRIN B. MOHD NIZAM	06/05/2015 16:48
13	NORMAH BT. ABU HASSIM	06/05/2015 16:48
14	MUHAMMAD HAMMAWI B. ABD. HAMID	06/05/2015 16:48
15	AZAHANA @ AZAHAN BT. MOHD NOR	06/05/2015 16:49
16	RAZALI B. HABIB	06/05/2015 16:4
17	FARIZA SHUHAILA BT. ABD. LATIF	06/05/2015 16:50
10		DE/DE/001E 16-EF

Library Manager

Resource Library

1. Click the Buildspace logo .		
sprce sprce	1	2
Click the buildsapce logo		

2. Select Library Manager to edit/record all costing for BQ preparation.

				$\neg \downarrow \downarrow \lor \lor \downarrow$			樯
Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration

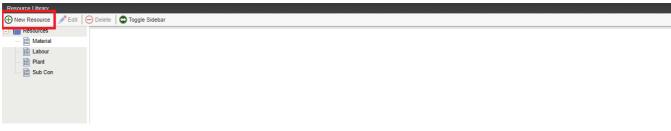
3. Click the resources library to key in the rate for material, labour, plant and total sub.

space	Resources Library	Schedule of Rates 👩 BQ Library	📌 💄

4. Double click the **resources (material, labour, plant & total sub)** and can view the **different type** of resources.



5. You can click the **new resources** to add the new resources



6. After added new resources, click the **edit to rename** the resources and **click delete to delete** the resources. Or **right click to edit and delete** the resources.



7. Double click material, labour, plant and total sub to view the different of trade. (You can group your material type at this level. For example, Ready Mix Concrete, Sand, Rebar, etc)

Material 🛞			
erial Trade >			
t No filter applied		Find by: Description 🔻	🔗 😔 🔍 Search 🔞 Refresh
Con 🕀 Add Row 🕞 Delete Row 😃	Import From Files 💌		
Resource 1 No. Description			Last Updated
1 Bakau Pile			12/04/2017 17:26
2 Sand			05/05/2015 17:11
3 Ready-mix concrete			23/10/2017 16:12
4 Plywood & mixwood			20/07/2017 10:30
5 Rebar	Evenele		20/07/2017 10:30
6 BRC	Example		20/07/2017 10:30
7 Cement	materials/trade		20/07/2017 10:30
8 Aggregate			20/07/2017 10:30
9 Brick			20/07/2017 10:30
10 Metal Door and Window Fram	18		20/07/2017 10:30
11 Door Leaves			20/07/2017 10:30
12 Aluminium Works			20/07/2017 10:30
13 Ironmongeries			20/07/2017 10:30
14 Ceiling Board			20/07/2017 10:30
15 Wall Tiles			20/07/2017 10:30
16 Floor Tiles			20/07/2017 10:30 06/12/2017 16:42

8. Click the add row to add the new row and press enter to key in the new trade and press enter to save.

	lit O Delete O Toggle Sidebar		
Resources	Material 🛞		
Material	Trade >		
Labour	No filter applied	Find by: Description	🔿 😔 🔍 Search 🔞 Refresh
Plant		This by. Description	
Bub Con	Add Row Oblete Row		
New Resource 1	No. Description		Last Updated
	1 Bakau Pile		12/04/2017 17:26
	2 Sand		05/05/2015 17:11
	3 Ready-mix concrete		23/10/2017 16:12
	4 Plywood & mixwood		20/07/2017 10:30
	5 Rebar		20/07/2017 10:30
	6 BRC		20/07/2017 10:30
	7 Cement		20/07/2017 10:30
	8 Aggregate		20/07/2017 10:30
	9 Brick		20/07/2017 10:30
	10 Metal Door and Window Frame		20/07/2017 10:30
	11 Door Leaves		20/07/2017 10:30
	12 Aluminium Works		20/07/2017 10:30
	13 Ironmongeries		20/07/2017 10:30
	14 Ceiling Board		20/07/2017 10:30
	15 Wall Tiles		20/07/2017 10:30
	16 Eloor Tiles		20/07/2017 10:30
	17		06/12/2017 16:42
	18		

9. Examples, double click the trade and can see the different type of ready mix concrete. Click **add row** to add the new type, just **press enter to key in** and **press enter to save.**

🔭 ѕрлсе	Resources Library Schedule of Rates 6 BQ Library				🕀 🔔
Resource Library					
🕀 New Resource 🛛 🥕 Ed	lit 😑 Delete 🖸 Toggle Sidebar				
Resources	Material 🛞				
— 📑 Material	Trade > Ready-mix concrete >				
- 🗎 Labour					
- 📄 Plant	No filter applied	Find by: Desc	iption 🔻	\odot	🕗 🔍 Search 🛛 🙆 Refre
- 📄 Sub Con	🕀 Add Row 🔿 Indent 🕞 Outdent 🕞 Delete Row 🕔 Import Library				
=	Add Row Indent Outdent Delete Row Import Library	₩			
New Resource 1	No. Description	Туре	Constant Unit	Rate Wasta	ge (%) Last Updated
			Constant Unit	Rate Wasta	ge (%) Last Updated 02/09/2016 15:00
	No. Description	Туре	Constant Unit m3	Rate Wasta	
	No. Description 1 Ready Mixed	Type HEAD 1			02/09/2016 15:00
	No. Description 1 Ready Mixed 2 Ready Mix Concrete G15 (Normal)	Type HEAD 1 ITEM	m3	240.00	02/09/2016 15:00 5.00 23/10/2017 16:12
	No. Description 1 Ready Mix concrete G15 (Normal) 2 Ready Mix Concrete G15 (Normal) 3 Ready Mix Concrete G20 (Normal)	Type HEAD 1 ITEM ITEM	m3 m3	240.00 310.00	02/09/2016 15:00 5:00 23/10/2017 16:12 5:00 29/04/2017 15:09
	No. Description 1 Ready Mixed 2 Ready Mix Concrete G15 (Normal) 3 Ready Mix Concrete G20 (Normal) 4 Ready Mix Concrete G25 (Normal)	Type HEAD 1 ITEM ITEM ITEM	m3 m3 m3	240.00 310.00 208.00	02/09/2016 15:00 5.00 23/10/2017 16:12 5.00 29/04/2017 15:09 5.00 12/08/2016 14:50
	No. Description 1 Ready Mixed 2 Ready Mix Concrete G15 (Normal) 3 Ready Mix Concrete G20 (Normal) 4 Ready Mix Concrete G30 (Normal) 5 Ready Mix Concrete G30 (Normal)	Type HEAD 1 ITEM ITEM ITEM ITEM	m3 m3 m3 m3 m3	240.00 310.00 208.00 217.00	02/09/2016 15:00 5:00 23/10/2017 16:12 5:00 29/04/2017 15:09 5:00 12/08/2016 14:50 5:00 02/09/2016 15:00

10. Press enter to insert or edit the description, and then press enter again to save.

space 6	Resources Library 💽 Schedule of Rates 🚺 BQ Library					À
Resource Library						
🕀 New Resource 🥒 Edit	O Delete O Toggle Sidebar					
- 🕋 Resources	Material 🛞					
— 🧾 Material	Trade > Ready-mix concrete >					
— 🗎 Labour						
- 📄 Plant	No filter applied	Find by	y: Description 💌		\odot	Q Search O Refresh 3. Press enter
— 🧾 Sub Con	🕀 Add Row 📀 Indent 🔄 Outdent 😑 Delete Row 🚯 Import Library 🔻					to key in the %
New Resource 1	No. Description	Туре	Constant	Unit	Rate Wastage	
	1 Ready Mixed	HEAD 1				02/09/2016 15:00
	2 Ready Mix Concrete G15 (Normal)	ITEM				07/12/2017 09:52
	3 Ready Mix Concrete G20 (Normal)	ITEM	1. Press enter to	m3	310.00	29/04/2017 15:09
	4 Ready Mix Concrete G25 (Normal)	ITEM	choose the unit	m3	208.00	12/08/2016 14:58
	5 Ready Mix Concrete G30 (Normal)	ITEM		m3	217.00	02/09/2016 15:00
	6 Ready Mix Concrete G35 (Normal)	ITEM		m3	227.00	02/09/2016 15:00
	7 Ready Mix Concrete G40	ITEM		m3	238.00	02/10/2017 10:57
		ITEM			2. Press ente key in the rat	

*The step used for material is similar step for labour, plant and total sub.

- 1. Click the schedule of rate to prepare the build-up rate (BUR).
- 2. Click the new schedule of rate to add the new schedule of rate.

Schedule of Rates	
Schedule of Rates	
🔂 New Schedule of Rate 📝 Edit 🕞 Delete 🗠 Toggle Sidebar	
Euliding Works	
I Schedule of Rates	
- AND R	

3. Click edit to rename the schedule of rate and can click the delete to delete the schedule of rate.



4. **Double click the schedule of rate** and can view the **different type** of trade.

space 6	Resources Library Sched	dule of Rates 👩 BQ Library		🕀 👤
Schedule of Rates				
New Schedule of Rate	🎤 Edit 🛛 🕞 Delete 🛛 🔂 Togg	gle Sidebar		
- Part Schedule of Rates	Building Works 🛞			
- 📄 Building Works				
 E Schedule of Rates 				
— 📄 JKR	No filter applied		Find by: Description	🔗 😔 🔍 Search 🔞 Refre
New SOR 1	Add Row 🕞 Delete	Row 🕘 Import From Files 🔻 👔 Export To 🔻		
	No Description			Last Updated Recalculate
	1 Excavation			07/11/2017 11:01
	2 Concrete			07/11/2017 10:59
	3 Formwork			31/07/2017 16:39
	4 Barbending Work	Examples of trade		12/08/2016 16:38
	5 Laying BRC	Examples of trade		12/08/2016 16:38
	6 Brickworks			12/08/2016 16:38
	7 Plastering Works			12/08/2016 16:38
	8 Tiling Works			12/08/2016 16:38
	9 Aluminium Work			12/08/2016 16:38
	10			
				Date and time
				update the

schedule of rate

- 5. Double click the trade and can view the different types of trades.
- 6. Examples: Concrete, **double click** the **concrete** and can view the different type of concrete.
- 7. Click add row to add the new types
- 8. Double click the at the unit column to choose the unit
- 9. Double click at the rate column to prepare the Build Up Rate.

space 🚺	Resources	Library 🚺 Schedule of Rates 🚺 BQ Library					À 💄
dule of Rates							
ew Schedule of Rate 🛛 🥒	P Edit 🧧	Delete Sidebar					
Schedule of Rates	Buildi	ng Works 🛞					
Building Works	Trade	> Concrete >					
JKR	No fil	er annlied Find	by: Description	*		🔿 😔 🔍 Se	arch 🛛 🙆 Re
New SOR 1							-
New SOR 1	🕀 🕀	d Row 💽 Indent 🛛 🕤 Outdent 🛛 😑 Delete Row 🛛 🕓 Import Library 🔻					
New SOR 1	<u> </u>	d Row ⊕ Indent ⊕ Outdent ⊖ Delete Row ④ Import Library ▼	Туре	Unit	Rate	Last Updated	Recalcula
🗎 New SOR 1			Type HEAD 1	Unit	Rate	Last Updated 02/10/2017 10:55	Recalcula
New SOR 1		Becomption		Unit m3	Rate 292.20		Recalcula
New SOR 1	1	Ready-mix concrete (normal mix)	HEAD 1			02/10/2017 10:55	Recalcula
New SOR 1	1 2	Ready-mix concrete (normal mix) Vibrated reinforced concrete (Grade 15)	HEAD 1 ITEM	m3	292.20	02/10/2017 10:55 07/11/2017 10:59	Recalcula
New SOR 1	1 2 3	Ready-mix concrete (normal mix) Vibrated reinforced concrete (Grade 15) Vibrated reinforced concrete (Grade 20)	HEAD 1 ITEM ITEM	m3 m3	292.20 355.00	02/10/2017 10:55 07/11/2017 10:59 29/04/2017 15:10	Recalcula
New SOR 1	1 2 3 4	Ready mix concrete (normal mix) Vibrated reinforced concrete (Grade 15) Vibrated reinforced concrete (Grade 20) Vibrated reinforced concrete (Grade 25)	HEAD 1 ITEM ITEM ITEM	m3 m3 m3	292.20 355.00 253.00	02/10/2017 10:55 07/11/2017 10:59 29/04/2017 15:10 20/07/2017 10:36	Recalcula
New SOR 1	1 2 3 4 5	Ready-mix concrete (normal mix) Vibrated reinforced concrete (Grade 15) Vibrated reinforced concrete (Grade 20) Vibrated reinforced concrete (Grade 25) Vibrated reinforced concrete (Grade 30)	HEAD 1 ITEM ITEM ITEM ITEM	m3 m3 m3 m3 m3	292.20 355.00 253.00 262.00	02/10/2017 10:55 07/11/2017 10:59 29/04/2017 15:10 20/07/2017 10:36 20/07/2017 10:36	Recalcul
New SOR 1	1 2 3 4 5	Ready-mix concrete (normal mix) Vibrated reinforced concrete (Grade 15) Vibrated reinforced concrete (Grade 20) Vibrated reinforced concrete (Grade 25) Vibrated reinforced concrete (Grade 30) Vibrated reinforced concrete (Grade 35)	HEAD 1 ITEM ITEM ITEM ITEM ITEM	m3 m3 m3 m3 m3 m3	292.20 355.00 253.00 262.00 272.00	02/10/2017 10:55 07/11/2017 10:59 29/04/2017 15:10 20/07/2017 10:36 20/07/2017 10:36 20/07/2017 10:36	Recalcula
i New SOR 1	1 2 3 4 5 6 7	Ready mix concrete (normal mix) Vibrated reinforced concrete (Grade 15) Vibrated reinforced concrete (Grade 20) Vibrated reinforced concrete (Grade 25) Vibrated reinforced concrete (Grade 30) Vibrated reinforced concrete (Grade 35) Vibrated reinforced concrete (Grade 35) Vibrated reinforced concrete (Grade 40)	HEAD 1 ITEM ITEM ITEM ITEM ITEM ITEM	m3 m3 m3 m3 m3 m3 m3 m3	292.20 355.00 253.00 262.00 272.00 283.00	02/10/2017 10:55 07/11/2017 10:59 29/04/2017 15:10 20/07/2017 10:36 20/07/2017 10:36 20/07/2017 10:36 20/07/2017 10:36	Recalcula

10. Click add to select the resources category.

space To Re	esources Library Schedule of Rates	BQ Library		🔶 🔔
Schedule of Rates				
① New Schedule of Rate	Edit 😑 Delete 🛛 😋 Toggle Sidebar			
 Beneficial Schedule of Rates 	Building Works 🛞			
Building Works Schedule of Rates	Trade > Concrete > Vibrated reinforce	ed concrete (Grade 15) (Build Up Rate) $ angle$		
— 📄 JKR	Empty Resource Category			1. click the
New SOR 1	2. After click the resources category, it can view the all resources depends on the library manager.	Resource Category Close No. Name Addrefal Labour Plant Sub Con New Resource 1	Action Add Add Add Add Add Add	the panel to add resource category, resources category to choose the category

11. The examples of resources category used in the BUR vibrated reinforced concrete (Grade 15).

space To Re	esources Library 🚺 Schedule of Rates 🚺 BQ Lii	brary								
Schedule of Rates										
🕀 New Schedule of Rate 🥒	Edit 🛛 🕞 Delete 🛛 🚭 Toggle Sidebar									
Schedule of Rates	Building Works 🛞									
Building Works Bischedule of Rates	Trade > Concrete > Vibrated reinforced concrete	(Grade 15) (Build Up Rate) $>$						C	Resourc	ce Category
- 📄 JKR	Material									MYR 0.00
New SOR 1	() Labour									MYR 0.00
	Plant									MYR 0.00
	Add Row 🕒 Delete Row 🕔 Import From F	Resource Library 🛛 🕘 Import F	rom Schedule Of Rate	÷						
	No. Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)		Line Total
							Build Up Summary	Appl	y Convers	sion Factor
							Total Cost			0.00
							Mark Up (%) Final Cost			0.00
							and the second se			

12. Resources will be categorized into different panels.

space To Re	sources Library Schedule of Rates 🚺 BQ Library								}	
Schedule of Rates										
🕀 New Schedule of Rate 🛛 🎤 E	Edit 🛛 😑 Delete 🛛 🚭 Toggle Sidebar									
Schedule of Rates	Building Works 🛞									
Building Works Schedule of Rates	Trade $>$ Concrete $>$ Vibrated reinforced concrete (Grade 15) (Build	Up Rate) 〉						Œ	Resour	ce Category
Schedule of Rates JKR	🕞 Material 🤇									MYR 0.00
New SOR 1	Add Row O Delete Row I B Import From Resource Library B Import From Schedule Of Rate									
	No. Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)		Line Total
	1									
	Labour									MYR 0.00
	Plant									MYR 0.00
							Build Up Summary	Apply	y Conve	rsion Factor

13. Click import from resources library

space To R	esources Library 💽 Schedule of Rates 🚺 BQ Library							4	ي	
Schedule of Rates		ade 15) (Build Up Rate) > @Resource Category MYR 0.00								
🕀 New Schedule of Rate 🧳	Edit 🛛 😑 Delete 🛛 😋 Toggle Sidebar									
End of Rates	Building Works 🛞									
Building Works Schedule of Rates	Trade $>$ Concrete $>$ Vibrated reinforced concrete (Grade 15) (Build	ced concrete (Grade 15) (Build Up Rate) >								
- 📄 JKR	Material								MYR 0.0	10
New SOR 1	Add Row October Row Unport From Resource Library	Import From Schedule Of	Rate							
	No. Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Tot	al
	1									

14. Choose type of trades which linked to resource library.

space Re	esources Libra	ry Schedule of Rates BQ Library		1	🕀 🔔
Schedule of Rates					
New Schedule of Rate	Edit 🛛 🕞 Del	ete 🖸 Toggle Sidebar			
P Schedule of Rates	Building W	lorks (x)			
Building Works		Import From Resource Library		•	Resource Category
— 📄 JKR	💿 Mater	8 Close			MYR 0.00
New SOR 1	🕀 Add R	Trade >			
	No. Des	No Description		Total Wastage (%)	Line Total
		Bakau Pile Sand Ready-mix concrete Plywood & amp; mixwood Rebar BRC Cement Aggregate Brick Door Leaves Ionorperies Ist Ceiling Board Wall Tiles For Tiles	Double click the trade and can view the different type of material		
) Labou	18			MYR 0.00
	Plant				MYR 0.00

*The list of the trade is categorized based on resources category, for examples if import material rate from resource library, all resources with material rate will only listed from resource library.

15. Select the material by tick at the small boxes.

space To R	esources Librar	у 🚺	Schedule of Rates BQ Library							🕀 🔔
Schedule of Rates										
New Schedule of Rate	Edit 🕞 Dele	ete 🛛 🖸	Toggle Sidebar							
Chedule of Rates	Building We	orks 🛞								
Building Works	🕤 Mater	Close							•	Resource Categor
New SOR 1			Ready-mix concrete >						Total Wastage (%)	Line Tot
			t To Build-up Description	Туре	Constant	Unit	Rate	Wastage (%)		Line for
		1	Ready Mixed	HEAD 1					1	
	0	2	Ready Mix Concrete G15 (Normal)	ITEM						
		3	Ready Mix Concrete G20 (Normal)	ITEM		m3	310.00			
		4	Ready Mix Concrete G25 (Normal)	ITEM		m3	208.00			
		5	Ready Mix Concrete G30 (Normal)	ITEM		m3	217.00			
		6	Ready Mix Concrete G35 (Normal)	ITEM		m3	227.00			
	1	7	Ready Mix Concrete G40	ITEM		m3	238.00			
	1	8		ITEM						

16. Insert quantity based on each item. Total cost of the item will be calculated automatically once quantity and rate are inserted.

space To F	Resources Library 🚺 Schedule of Rates 🚺 BQ Library					A
Schedule of Rates						
New Schedule of Rate	Edit 😑 Delete 🚭 Toggle Sidebar					
- f Schedule of Rates	Building Works 🛞					
Building Works	Trade > Concrete > Vibrated reinforced concrete (Grade 20) (Build Up Rate) >				(+) Resource
E IKP	Material					
Schedule of Rates	Add Row ODelete Row I Import From Resource Libr	ary Dimport From Schedule Of	Rate			
_	No. Description	Number	Constant	Qty Unit	Rate Total	Wastage (%)
	1 Ready Mix Concrete G20 (Normal)		Contraint	1.00 m3	310.00 310.00	indotago (19)
	2					
	Labour					
	Plant					
					Build Up Summary	Apply Convers
					Total Cost	
					Mark Up (%)	
					Final Cost	

*The step is similar for labour, plant and total sub.

Project Builder

Create Project and add bills

1. Click the Buildspace logo and select **project builder**.



2. Click the create project and choose the **project information form** and insert project details. After that, click **Save**.

Project Builder				
Project Builder > Project Listing				
No filter applied	Find by: Title	*	\bigcirc	Q Search O Refresh
No filter applied	Find by: Title Image: Save Save Project Homation "Title : Description : "Client : "Work Category : BUILDING "Site i: "Site Address : "Currency : "Start Date : 18/12/2017	State Akarta Raya Selangor Putrajaya	Created By Fatin Fatin Super Admin	Q Search @ Refresh Created At 22/11/2017 01:51 12/11/2017 20:23 08/03/2017 03:43

Project Builder					
Project Builder > Project Listing					
No filter applied		Find by: Title 👻		\odot	Q Search 🙆 Refresh
🕀 Create Project 🔻 🕒 Delete	Create Project				
Title	Save Solose		State	Created By	Created At
1 Testing Project	Project Information		Jala Lumpur	Fatin	18/12/2017 04:02
2 Project Indonesia			akarta Raya	Fatin	22/11/2017 01:51
3 CADANGAN MEMBINA RUMAH BANGLO	*Title: Project Testing		Selangor	Fatin	12/11/2017 20:23
4					
	Description :				
	*Client : Azman				
	*Work Category : BUILDING				
	*Country : Malaysia				
	*State: Kuala Lumpur 💌				
	*Site Address : Chenas				
	Current and				
	*Currency : RM				
	*Start Date : 18/12/2017 💌				

3. The new project shown at the top level automatically.

space Project Builder					
Project Builder > Project Listing					
No filter applied	Find by:	Title 💌		\odot	Q Search 🙆 Refresh
🕀 Create Project 💌 😑 Delete					
Title		Country	State	Created By	Created At
1 Project Testing		Malaysia	Kuala Lumpur	Fatin	18/12/2017 04:11
2 lesting Project		Malaysia	Kuala Lumpur	Fatin	18/12/2017 04:02
3 Project Indonesia		Indonesia	Jakarta Raya	Fatin	22/11/2017 01:51
4 CADANGAN MEMBINA RUMAH BANGLO		Malaysia	Selangor	Fatin	12/11/2017 20:23

4. Double click the project and can view same with the picture.

sphere Project Builder						
Project Builder > Project Testing (Status::PRE TENDER)						
🕘 Import Rates 🤮 Project Analyzer 🔻 📄 Project Summary 🥋 Sub-Packages 🛓 Schedule Of Quantities 🔐 Locati	ion Management 🛛 🛞 Publish T	To Tender				
Project Breakdown Project Properties						
🕀 Add Bill 🔻 🕒 Add Level 🛛 📀 Indent 🛛 💿 Outdent 😓 Delete 📳 Import From Files 💌 🎧 Export Bill 🗔 Backup	🔻 🍳 Define Locations 🧕 🥝	Reload				
No. Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project	Recalculate
Project Testing						

5. Click at project name or blank row below it, and then click at "Add Bill".

Project Builder > Project ABCDE	Status::PRE TENDER)					
🐌 Import Rates 🛛 🥌 Project Ana	ilyzer 🔻 📔 Project Summar	ry 🛛 🚰 Sub-Packa	jes 🛛 📥 Schedule Of Quanti	ties 🛛 📀 Publish To Te	nder	
Project Breakdown Project Pro	perties					
🕀 Add Bill 🕥 🕀 Add Level 🛛 🤅	🖲 Indent 📀 Outdent ⊝	Delete 🕘 Impor	t From Files 🔻 🕥 Export Bi	II 🕕 Backup 🔻 🎯	Reload	
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Project ABCDE						

6. There's three type of bills for you to select, select "Normal Bill";

space Pro	ject Builder	
Project Builder > Project A	BCDE (Status::PRE TENDER)	
🕘 Import Rates 🛛 🔮 Proj	ject Analyzer 🔻 l 🗎 Project Summary 🛛 📔 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 📀 Publish To Tenc	der
Project Breakdown Pro	ject Properties	
🕀 Add Bill 🔻 🕀 Add Le	evel 💿 Indent 💿 Outdent 😑 Delete 😃 Import From Files 🔻 🎧 Export Bill 🔢 Backup 💌 🙆 Ri	eload
Normal Bill	Original Amount Total Markup (%) Total Markup (MYR) Overall Total	% Proj
Supply Of Material Bill		
Schedule Of Rate Bill		

7. Key in **bill name** and click "Save".

Add Bill	
Save Save	
Bill Information *Name :	Bill No. 1 Preliminaries
Name .	Bill NO. T Preliminaries
Description :	
Bill Type :	Standard
	Bill with quantities and some items may set as provisional item
Unit Type :	Metric 🔹
Build Up Qty Rounding :	Round To The Nearest Whole Number 🔻
Build Up Rate Rounding :	Return Exact Amount (2 decimal) 👻

8. Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click "Add Level".

X	sp/ce	Project Builder						
Projec	t Builder > Proj	ect ABCDE (Status::P	RE TENDER)					
) Im	oort Rates 🛛 🍯	Project Analyzer 💌	🗎 Project Summai	ry 🛛 🚰 Sub-Packa	ges 🛛 📥 Schedule Of	Quantities 🛛 📀 Publish To Te	ender	
Proje	ctBreakdown	Project Properties						
Ð Ad	d Bill 🔻 🕀 A	dd Level 🕩 🕤 Indent	Outdent 🕞	Delete 🕕 Impor	t From Files 💌 🕥 Ex	port Bill 🛛 🔃 Backup 🔻 🛛 🙆	Reload	
No.	Description		Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
ŗ	Project ABCDE							
1	Bill No-1							

9. Can **indent/outdent** bill under the "Level" description.

	space Project Build	ler					
Proje	ect Builder > Project ABCDE (Sta	atus::PRE TENDER)					
🕒 In	n port Rates 🛛 🍧 Project Analyz	ær 🔻 🛛 🛗 Project Sum mar	y 🛛 🚰 Sub-Packag	jes 🛛 📥 Schedule Of (Quantities 🛛 📀 Publish To Te	ender	
Proj	ect Breakdown Project Prope	rties					
⊕ A	dd Bill 🔻 🕀 Add Level 🛛 🕤	Indent 💽 Outdent) ⊝	Delete Umport	From Files 🔻 👔 Exp	oort Bill 🛛 🔟 Backup 🔻 🛛 🥝	Reload	
No.	D 1.0						
	Description	Ongina Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE	Onginal Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1		Ung mar r imount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1	Project ABCDE	Ofr ginar A mount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1	Project ABCDE Bill No-1	On gina A mount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
1	Project ABCDE Bill No-1 Building Works	Ongina Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate

10. Can **cut & paste** bill. Right click at a bill and select "**Cut**". Then right click at the row that you want to paste and select "**Paste**" (it will paste above the selected row).

space Proje	ect Builder					
Project Builder > Project ABC	ct Analyzer 🔻 📄 Project S		ages \mid 🛕 Schedule Of (Quantities │	ender	
🕀 Add Bill 🔻 🗎 🕀 Add Leve	el 🛛 🕥 Indent 🛛 🚱 Outder	it 🛛 🖯 Delete 🛛 🕒 Impo	ort From Files 💌 👔 Ex	port Bill 🔟 Backup 🔻 🛛 🥝	Reload	
No. Description	Original A	mount Total Markup (%)) Total Markup (MYR)	Overall Total	% Project	Recalculate
Project ABCDE						
Bill No-1 Building Works 2 Bill No-2 3 Bill No-3 4 Bill No-4	 Add Bill Add Level Edit Bill Indent Outdent Cut Paste Delete 					

7. Double click at a bill.

	space	Project E	Builder					
Proje	ect Builder > Proje	ect ABCDE	E (Status::PF	re Tender)				
🕒 In	n port Rates 🛛 🍧	Project A	nalyzer 🔻 🛛	🗎 Project Summai	y 🛛 🛗 Sub-Packa	jes 🛛 📥 Schedule Of (Quantities 🛛 📀 Publish To T	ender
Proj	ect Breakdown	Project P	roperties					
⊕ A	dd Bill 🔻 🕀 Ad	ld Level	 Indent 	Outdent 🖂	Delete Um por	From Files 💌 👔 Ex	port Bill 🛛 🔟 Backup 🔻 🤇	Reload
No.	Description			Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
	Project ABCDE							
1	Bill No-1							
	Building Wor	rks						
2	Bill No-2							
з	Biii No-3	Do	uble clic	k to open bill				
4	Bill No-4							

8. Press "Enter" to key in element name and press "Enter" to save. Click at "Project Breakdown" to open other bills. Double click at element name to go to item level.

Note: You can use your keyboard's arrow key to move to other cell like Excel.

	space Project Builder				
Proje	ect Builder > Project ABCDE (Status::F	PRE TENDER)			10000000000000
🕒 In	mport Rates 🛛 🔮 Project Analyzer 🔻	📔 Project Summary 🛛 🚰 Sub-Packages 🔰 📥 Schedule Of Quantities	s 🛛 🔿 Publish To	Tender	
Proje	ect Breakdown Project Properties	Bill No-2 :: Standard 💿 Click here to close the bill			
	nent/Trade List Bill Properties BQ F				
Elen	nent $>$				
ΦA	Add Row 🛛 😑 Delete Row 🛛 🕓 Impo	rt Elements From Library 🛛 📥 Print BQ			
			% Job	Cost/m2	Total/Uni
No	Description		Default Total Unit:1		
1	Frame				
2	Upper Floor	Press "Enter" to edit and press "Enter" to save			

9. At item level, press "Enter" at all cells to edit and press "Enter" again to save. Note: You can use your keyboard's arrow key to move to other cell like Excel.

roject Builder > Project ABCDE (Status::PRE TENDER)									
) Import Rates 🛛 🔮 Project Analyzer 🔻 🛛 🧮 Project Summary 🛛 🔓 Su	ıb-Packages 🛛 📥	Schedule O	f Quantities (Publish To Te	nder				
Project Breakdown Project Properties Bill No-2 :: Standard 🛞									
ement/Trade List Click at "Element" to go back to eleme	ent level								
lement > Frame >									
Add Row 💽 Indent) 💽 Outdent) 🕞 Delete Row 🛛 🕔 Import Ite	ems From Library	🕘 Import	Items From Pro	ject					
Click boro to "Indent/Outdent" item			Items From Pro Include	iject Qty/Unit	Total/Unit				
Add Row (Indent) Outdent) Delete Row (Import lite Description Click here to "Indent/Outdent" item below "HEAD" type	ems From Library Type	Unit			Total/Unit	Ra			
Description Click here to "Indent/Outdent" item				Qty/Unit Default	Total/Unit	Ra			
Description Click here to "Indent/Outdent" item below "HEAD" type	Туре			Qty/Unit Default	Total/Unit	Ra 35.			
Description Click here to "Indent/Outdent" item below "HEAD" type	Type HEAD 1	Unit	Include	Qty/Unit Default Total Unit:1					
Description Click here to "Indent/Outdent" item below "HEAD" type 1 head 1 2 item 1	Type HEAD 1 ITEM	Unit M3	YES	Qty/Unit Default Total Unit:1	17,500.00	35.			
Description Click here to "Indent/Outdent" item below "HEAD" type 1 head 1 2 item 1 3 item 2	Type HEAD 1 ITEM ITEM	Unit M3	YES	Qty/Unit Default Total Unit:1	17,500.00	35			
Description Click here to "Indent/Outdent" item below "HEAD" type 1 head 1 2 item 1 3 item 2 4 head 2	Type HEAD 1 ITEM ITEM HEAD 2	Unit M3 M3	Include YES YES	Qty/Unit Default Total Unit:1	17,500.00 17,500.00	35.			

10. Click at "Element" to go back to element level to print BQ.

	space Project Builder					
Proje	ct Builder > Project ABCDE (Status::PRE TENDER)					
🕒 In	port Rates 🛛 🔮 Project Analyzer 🔻 🛛 🧾 Project Summary 🛛 🔓 Sub-P	ackages 🛛 📥	Schedule Of	f Quantities	📀 Publish To Te	nder
Proje	ect Breakdown Project Properties Bill No-2 :: Standard 🛞					
Elem	ent/Trade List Bill Properties BQ Print Out Setting					
Elem	ent Frame >					
⊕A	dd Row 📀 Indent 💽 Outdent 😑 Delete Row 😃 Import Items	From Library	🕘 Import I	Items From Pr	oject	
				Include	Qty/Unit	Total/Unit
No	Description	Туре	Unit		Default Total Unit:1	
1	head 1	HEAD 1				
2	item 1	ITEM	M3	YES	500.00	17,500.00
0	itom 0	ITEM	MO	VEQ	500.00	17 500 00

11. Click at "Print BQ".

space Project Builder		
Project Builder > Project ABCDE (Status::PRE TENDER)		
😃 Import Rates 🥗 Project Analyzer 🔻 📄 Project Summary 🕋 Sub-Packages 🛓 Sch	edule Of Quantities 📀 Publish To Tende	er
Project Breakdown Project Properties Bill No-2 :: Standard 🛞		
Element/Trade List Bill Properties BQ Print Out Setting		
Element		
⊕ Add Row ⊖ Delete Row U Import Elements From Library		
	% Job C	ost/m2 Total/Unit
No Description	De	ost/m2 Total/Unit efault I Unit:1

12. You have option to print by elements or print all.

Print All S Close									
ю.	Description	Number of Items	Action						
1	Summary Page	-	Print						
2	Frame	6	Print						
3	Upper Floor	0	Print						
4									

Note: Please make sure your item descriptions in proper "hierarchy" (indent/outdent). It will affect the auto printing of continuous HEADING at next page.

How to import BQ from Excel

- Note: You can import all sheets at the same time
 - Make sure you had unmerged all cells
- 1. Open Microsoft Excel BQ file. Delete headings and unnecessary descriptions.

	A1	\bullet f_x									
-	A B	С	D	E	F	G					
4 5 6	ltem	Delete these rows, no need these headings	Unit	Quantity	Rate	RM					
7 8		Bill No. 3.1									
9 10 11		WORK BELOW GROUND FLOOR LEVEL Excavate oversite, commencing from platform									
12 13		level									
14	Α.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50					

- 2. Then you will see like this and the description at **first row** will be imported as "**Element**" name in BuildSpace. Make sure the following;
 - a) Have a **blank row** between each item description
 - b) Unit, Qty & Rate are located at **same row** with item description

-	Α	В	С	D	E	F	G		
1			WORK BELOW GROUND FLOOR LEVEL	First ro	w descri	iption will be	e imported		
2		· ·			ment" n	-	· ·		
3			Excavate oversite, commencing from platform						
4			evel						
5									
6		Α.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50		
7									
8			Excavate, commencing from reduce level.						
9									
10		Β.	Maximum depth not exceeding 2.00m deep, for	m ³	188	8.50	1,598.00		
11			footings.	1					
12			Make sure have a blank row between each item d						
13		C.	Maximum depth not exceeding 2.00m but not	m³	554	10.50	5,817.00		
14			exceeding 4.00 deep, for footings.						
15				2					
16		D.	Maximum depth not exceeding 1.00m deep, for	m ³	469	8.50	3,986.50		
17			ground beams make sure Unit, Qty & Rate cells	s are loca	ted same	row with item	description		
18		_		2					
19		E.	Maximum depth not exceeding 1.00m deep, for	m ³	33	8.50	280.50		
20			trenches.						

c) Delete **page total** and description with "**Cont'd**" (because BuildSpace auto generate).

				<i>9</i>				
1		Α	В	C	D	E	F	G
2	43		L.	Excavated materials	m ³	936	3.00	2,808.00
3	44							
4	45			Hardcore, consolidated and blinded to receive				
5	46 47			<u>concrete</u>				
6	48		М.	150mm (consolidated thickness), under floor	m ³	532	9.50	5,054.00
7	40		IVI.	150mm (consolidated thickness), under floor.		002	9.50	5,054.00
8								
У	50 5					To Collec	ation	33,560.00
0				PERPUSTAKAAN		TO COllec	LION	33,300.00
-	52							
2	58			08/1409 - UiTM ARAU, PERLIS 3.1/1				
о И	51			3.1/1				
5	55			West Delaw One of Flags Lawel (One fid)				
6	56 57			Work Below Ground Floor Level (Cont'd)				
7	58			Damp proof membrane, well lapped in the joints				
8	59			and sealed with approved pressure sensitive tape,				
9	60			turned up against wall for at least the full thickness				
20	61			of floor (measured nett : allow for laps and turn				
21	62			up)				
	02	I		lup)	I			

d) Delete **collection page** and the rest of unnecessary descriptions.

	Α	В	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347			Dogo				
348			Page No. 3.1/3				#REF!
349			1 490				
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358			,,				
359						RM	#REF!
: 360			Bill No. 3.1 - WORK BELOW GROUND FLOOR L	EVEL			
361							
362			To Summary				
363							
364							
2005							

3. Repeat the above steps for other sheets and make sure each sheets have same position of Description, Unit, Qty & Rate such as if description at sheet 1 is located at column "C", make sure description at other sheets also at column "C".

0000			. C. Ju	_	_		_		
139	Α	В	C	D		Е		F	G
140		М.	Reference No. B6 (weight 3.73kg per sq. m), in	m²		314		17.68	5,551.52
141 142			floors						
143		N.	Reference No. A8 (weight 3.95kg per sq. m), in	m²		38		18.80	714.40
144 145			trench bases.						
146		Ρ.	Reference No. B7 (weight 4.53kg per sq. m), in	m²		75		21.50	1,612.50
147			trench wall						
140		N	lake sure all sheets' decription, unit, qty & ra	ite ai	e lo	ocated	at s	ame coli	umn. For
149 150		е	xample, if description at this sheet is columi	יC' ו	, th	en ma	ke s	ure othe	r sheet's
151		d	escription column also located at column "(2".					
152					- 1		1		

4. After that save or save as the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".

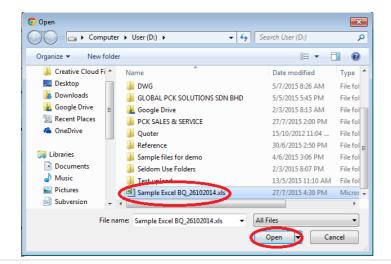
*	space	Project Builder								
Proje	ect Builder > Pro	pject ABCDE (Status: F	PRE TENDER)							
(1) In	n port Rates 🛛 📢	🎐 Project Analyzer 💌	Project Summar	y 🏙 S	ub-Packages	🛓 Schedule	Of Quantities	🕒 Publish To Te	ender	
Proj	ect Breakdowr	Project Properties								
⊕A	dd Bill 🔻 🗎 🕀 /	Add Level 📀 Indent	t 🕞 Outdent 🛛 😑	Delete 🔇	() Import Fro	m Files 🔹) Export Bill	🕕 Backup 💌 🙆	Reload	
No.	Description		Original Amount	Total Ma	Import Bill		(R)	Overall Total	% Project	Recalculate
	Project ABCD	E			Import From	Puildeoft				
1	Bill No-1									
	Building W	orks			Import From	BT2				
2	Bill No-2		63,000.00	1	Import From	Excel	Click "Imp	port From Exc	el" .00%	
3	Bill No-3									
4	Bill No-4									
	click at b	ill								

5. Click at "Select File".

CJJJ

Import From Excel	8
(S) Close	
Select File	

6. Select excel file and click at "Open".



7. Then the system will process and the following table will pop up. **Match the columns** by click at drop down arrow. Then click "**Import**".

Import File			
😢 Close 🕕 Import			
Specify Import Column			
Bill References :			
*Description :	С	•	To C 🔺
Unit :	D	•	
Default Quantity:	-		
Delaun Quantity.	Е		Click drop down
Rate :	E Fl	· •	Click drop down arrow to select
	F A	O	Click drop down arrow to select
Rate :	F A B	Õ	
Rate :	F A B C	O	
Rate :	F A B C D E	O	
Rate :	F A B C D	O	

8. Then you can tick which element you want to import or tick all and select "Rate" and/or "Quantity" if you want to import with Rate or Quantity. After that click at "Import".

Imp	port F	ile		
8	Close			
Ele	ments			
ا	Impor	Rate V Quantity Bill References		
	No.	Description	Item Count	Error
~		WORK BELOW GROUND FLOOR LEVEL		
~				
		UPPER FLOORS		
~		STAIRCASE, STEPS AND RAMP CONSTRUCTION		

Note: You can continue prepare BQ in Excel format and Import into BuildSpace

Note: If you want to import from multi columns Excel BQ, please refer to http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf

- 9. If you use to prepare BQ in Excel format, you still can do that and you **no need** to prepare the following at your Excel BQ;
 - a) Bill reference number
 - b) Page total
 - c) Collection page

) . 0	· ·	Connar .	🖉 🖉 Filte	r * Select *		
Clipt	board 🖻 🛛 Font 🕞 Alignment 🖻 N	umber		Cells	Edit	ting		
	G1 ▼ (<i>f</i> _x							≽
	A	В	С	D	E	F	G	
	ELEMENT NO.1 - WORK BELOW GROUND	First	row is e	lemet nam	e			
1	FLOOR LEVEL							
2								
	Excavate oversite, commencing from platform							
3	level							=
4	Make sure have blank row between differe	nt item	descript	ion				
5	Not exceeding 250mm, to reduce level.	m³	125					
6								
7	Excavate, commencing from reduce level.							
8	No need split description into multiple row	s, you c	an use '	Wrap Tex	t''			
9	Maximum depth not exceeding 2.00m deep, for footings.	m³	188					
10								
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m³	554					
12	Different element at different sheet							-
H 4	Element 1 Element 2 Element 3 2		14				•	I
Read	dy			=	🛄 100% (∍⊽		D .::

10. Follow the **step 4** to **8** to import. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press "Enter" at "Type" cell, then click at **drop down arrow** to select the type and press "Enter" again to save. Besides, you also need to double check the "heading" by Indent or Outdent the headings.

Note: You can use your keyboard's arrow key to move to other cell like Excel.

				Include	Qty/Unit	Total/Unit	
No	Description Indent or oudent the headings	Туре	Unit		Default Total Unit:1		Rate
20	Reinforced Concrete Step	HEAD 2					
21	Vibrated reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
22	Step	ITEM	M3	YES	6.00	1,374.00	229.00
23	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2					
	8mm Diameter, in steps.	ITEM 🔻				320.00	
25	12mm Diameter, in steps.	HEAD-N	KG	YES	869.00	3,476.00	4.00
26	Class F1 formwork finish, to,	HEAD					
27	Riser, not exceeding 250mm high.	ITEM-HE	М	YES	69.00	455.40	6.60
28	Sides of raking open edge of steps, exceeding 250mm but not exceeding 500mm high.	ITEM-P ITEM-PC	м	YES	1.00	13.20	13.20
29	Reinforced Concrete Step	ITEM-RO					
30	Vibrated reinforced concrete Grade 35/20, as specified, in,	ITEM-NL					
31	Ramps, exceeding 100mm but not exceeding 1500mm thick.	ITEM-LS	M3	YES	1.00	229.00	229.00
32	Extra for ramp, for forming groove lines.	ITEM-LS%	M2	YES	6.00	206.10	34.35
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	NOID					

- 11. The following shows the common item types that you need to change if you have;
 - a) Rate Only item change item type to "ITEM-RO"
 - b) Lump Sum item change item type to "ITEM-LS"
 - c) Provisional SUM or PC SUM item change item type to "ITEM-LSX"
 - d) **Profit & Attendance item** change item type to "**ITEM-LS%**", then **double click** at "**Rate**" cell to key in your amount and click "**Save**".

	Lump Sum Percentage
<	Save Sclose
e	Rate and Percentage
Je	*Amount: RM 1,000,000.00
	*Percentage (%): 0.00
ir	Total: RM D.DD

e) **Prime Cost Rate item** – change item type to "**ITEM-PC**", then **double click** at "**Rate**" cell to key in your supply rate and click "Save".

Prime Cost Rate
Rate Per No.
"Supply Rate : RM 200
s Wastage (%): 0.000 RM 0.00
Labour For Installation : RM 0.00
Other Cost: RM D.00
Profit (%): 0.000 RM 0.00
Total: RM 200.00

- f) Allow for any other item to be keyed in by the contractor change item type to "ITEM-NL"
- g) For other item types, please visit <u>http://forum.buildspace.my/viewtopic.php?f=17&t=32</u>
- h) Other tutorials http://forum.buildspace.my/viewforum.php?f=17

Import Rate

Note: You need to setup own costing library at Library Manager module before using Import Rate function. Please refer <u>page 1</u> on how to setup costing library at Library Manager.

1. Click the import rate to import rate from Schedule of Rates.

space	Project Builder						
Project Builder > Sa	mple Project (Status::PRE TENDER)						
🕒 Import Rates 🚺	Seroject Analyzer 🔻 🖹 Project Summary 🛛 🔓 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 🏪 Location Management 🛛 📀 Publish To Tender						
Project Breakdown	Project Properties BILL NO.3 - MULTI TYPES :: Standard BILL NO.4 - SINGLE TYPE :: Standard						
	Bill Properties BQ Print Out Setting						
Element/Trade List	Bill Properties Big Print Out Setting						
Element > Bill No.	B.4/1 - WORK BELOW GROUND FLOOR LEVEL >						
Add Bow	Indent 📀 Outdent 😑 Delete Row 🚯 Import Items From Library 🚯 Import Items From Project						
				Include	Qty/Unit	Total/Unit	
No Description		Туре	Unit	menude	Default Total Unit:1	Totalionit	Rate
1 Excavate, g	et out, remove surplus excavated materials off site	HEAD 1			Total offici		
	excavation, to reduce level, 150mm deep.	ITEM	M2	YES	567.00	2,126.25	3.75
3 Excavate, g	et out, part return, fill in and ram, remove surplus excavated materials, deposit, spread and level where directed within the site	HEAD 1					
4 Not excee	ding 1.50m deep, for pile caps.	ITEM	M3	YES	64.00	960.00	15.00
5 Not excee	eding 1.00m deep, for ground beams.	ITEM	M3	YES	61.00	915.00	15.00
6 Hardcore, c	onsolidated and blinded to receive concrete	HEAD 1					
7 150mm (0	Consolidated thickness), under floors.	ITEM	M2	YES	567.00	4,677.75	8.25
8 Damp proof thickness of	membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full f floor (measured nett allow for laps and turn up)	HEAD 1					
9 Single lay	er 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	YES	567.00	1,701.00	3.00
10 Concrete Gr	rade 15, as specified, in,	HEAD 1					
11 50mm Bli	nding, under pile caps.	ITEM	M2	YES	29.00	314.65	10.85
12 50mm Bli	nding, under ground beams.	ITEM	M2	YES	97.00	1,052.45	10.85
13 50mm Bli	nding, under floors.	ITEM	M2	YES	567.00	6,151.95	10.85
14 Vibrated rei	nforced concrete Grade 30, as specified, in,	HEAD 1					
15 Pile caps		ITEM	M3	YES	20.00	4,840.00	242.00
16 Column s	tumps (Provisional)	ITEM	M3	YES	9.00	2,178.00	242.00
17 Ground B		ITEM	M3	YES	56.00	13,552.00	242.00
18 125mm T	hick floors.	ITEM	M2	YES	89.00	2,692.25	30.25
19 150mm T	hick floors.	ITEM	M2	YES	478.00	17,351.40	36.30
20 Hot rolled et	tool rainforcement (Mild steel, minimum vield stress 250N per sq. mm)	HEAD 1					

2. Double click to choose type of Schedule of Rates (Upper panel) and type of bills (Lower panel).

🔗 🕑 🔍 Search	🙆 Refresh
0	∑ ⊘ Q Search

Sampl	e Project 〉	The project need to used import rate	
No filt	er applied	Find by: Description 💌 🔗 🛇 🕻	Search 🛛 🙆 Refresh
No.	Description		Bill Type
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES		Preliminary
2	BILL NO.2 - PILING WORKS		Standard but Provisional
	Building Works		
3	BILL NO.3 - MULTI TYPES		Standard
4	BILL NO.4 - SINGLE TYPE		Standard
5	BILL NO.5 - PROVISIONAL SUM		Prime Cost & Provisional

	space Project I				
	t Builder > Import Rates - Sar k to Project Builder	nple Project			
<u> </u>	le of Rates >				
No filte	er applied		Find by:	Title 💌	🔗 😔 🔍 Search 🔞 Refresh
No. 1 2 3	JKR Master Rates M&E SOR	Double click the which schedule of rate to used the rate			
4					

No filt	er applied		Find by:	Description	• 🔿 🛇	Q Search O Refresh
No.	Description					Bill Type
1	BILL NO.1 -GENERAL CONDITIONS &	k PRELIMINARIES				Preliminary
2	BILL NO.2 - PILING WORKS	Double click the bill and can view				Standard but Provisional
	Building Works	the element have in the bill				
3	BILL NO.3 - MULTI TYPES					Standard
4	BILL NO.4 - SINGLE TYPE					Standard
5	BILL NO.5 - PROVISIONAL SUM					Prime Cost & Provisional

3. Tick at the small boxes (at left hand side) to select items for import rate, and then click the Import.

rojec	Builder > Import Rates - Sample Project							
) Bad	k to Project Builder							
chedi	le of Rates $ ightarrow$ Master Rates $ ightarrow$ Vibrated Reinforced Concrete $ ightarrow$							
lo filt	r applied	Find by:	Description	•		6) 😔 🔍 s	earch 🛛 🙆 Re
lo.	Description				Type L	Init	Rate	Import Rate
1	Concrete grade 15 (50mm thk lean concrete)				TEM I	ИЗ	10.44	Import
2	Concrete grade 15 (75mm thk lean concrete)					VI3	13.66	Import
3	Sample Concrete Grade 15				TEM I	V13	163.75	Import
4	Concrete Grade 15					VI3	163.75	Import
5	Concrete garde 20					VI3	256.45	Import
6	Concrete garde 25					ИЗ	235.85	Import
7	Concrete grade 30					VI3	241.00	Import
3	Concrete grade 35					ИЗ	269.84	Import
)	Concrete grade 40					VI3	281.17	Import
0 1	Concrete grade 45 Sample Grade 20					ИЗ ИЗ	292.50 256.45	Import Import
	Project $ ight angle$ Bill No.3 - Multi Types $ ight angle$ Bill No. B.3/1 - Work Below Ground Floor Level. $ ight angle$							
o filt	r applied	Find by:	Description	*				earch 🛛 🥝 Re
N						Туре	Unit	R
1	5 150mm (Consolidated thickness), under ground beam.					ITEM	M2	8
	 Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned laps and turn up) 	I up against wall for at least the	e full thickness o	of floor (measured	nett allow fo	HEAD 1		
	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.					ITEM	M2	3
	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam.					ITEM	M2	3
1	0 Concrete Grade 15, as specified, in,					HEAD-N 1		
	50mm Blinding, under raft foundation.					ITEM	M2	10
1	2 50mm Blinding, under ground beam.					ITEM	M2	10
	3 Vibrated reinforced concrete Grade 30, as specified, in,					HEAD 1		
1	4 Raft foundations.					ITEM	M3	242
1								272
1	5 Ground beam					ITEM	M3	242

4. Once clicked **Import**, imported rate will be shown in green colour (linked to Schedule of Rates).

- 🌮	r s	Project Builder				
Proje	ect Bi	ilder > Import Rates - Sample Project				
🔇 Bi	ack te	Project Builder				
Sche	dule	of Rates $ angle$ Master Rates $ angle$ Vibrated Reinforced Concrete $ angle$				
No fi	ilter a	pplied Find by: Description 🔻		6	N ⊗ Q s	earch 🕜 Refresi
No.		escription	Туре	Unit	Rate	Import Rate
		oncrete grade 15 (50mm thk lean concrete)	ITEM	M3	10.44	Import
2		procete grade 15 (75mm thk lean concrete)	ITEM	M3	13.66	Import
3	S	ample Concrete Grade 15	ITEM	M3	163.75	Import
4	С	oncrete Grade 15	ITEM	M3	163.75	Import
5	С	oncrete garde 20	ITEM	M3	256.45	Import
6	С	oncrete garde 25	ITEM	M3	235.85	Import
7	С	poncrete grade 30	ITEM	M3	241.00	Import
8	С	poncrete grade 35	ITEM	M3	269.84	Import
9	С	poncrete grade 40	ITEM	M3	281.17	Import
10	С	oncrete grade 45	ITEM	M3	292.50	Import
11	S	ample Grade 20	ITEM	M3	256.45	Import
Samp	ple Pı	oject 〉 BILL NO.3 - MULTI TYPES 🖒 Bill No. B.3/1 - WORK BELOW GROUND FLOOR LEVEL. 🖒				
No fi	ilter a	oplied Find by: Description 💌		(e 🔾 🛇 ک	earch 🕜 Refres
	No.	Description		Туре	Unit	Rate
	6	150mm (Consolidated thickness), under ground beam.		ITEM	M2	8.25
	7	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measu laps and turn up)	red nett allow	for HEAD 1		
	•					3.00
	8	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under raft foundation.		ITEM	M2	5.00
	8 9	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ratt toundation. Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam.		ITEM	M2 M2	3.00
	9	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam. Concrete Grade 15, as specified, in,	port rate ir	ITEM HEAD-N 1		3.00
	9	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam. Concrete Grade 15, as specified, in, 50mm Blinding, under raft foundation.		ITEM HEAD-N 1	M2	
	9 10 11 12	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam. Concrete Grade 15, as specified, in, 50mm Blinding, under raft foundation. 50mm Blinding, under ground beam.	colour	ITEM HEAD-N 1 ITEM ITEM	M2 M2	3.00
	9 10 11 12 13	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam. Concrete Grade 15, as specified, in, 50mm Blinding, under ground beam. 50mm Blinding, under ground beam. Wibrated reinforced concrete Grade 30, as specified, in,	colour hey used	ITEM HEAD-N 1 ITEM ITEM HEAD 1	M2 M2 M2	3.00 10.44
	9 10 11 12	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under ground beam. Concrete Grade 15, as specified, in, 50mm Blinding, under raft foundation. 50mm Blinding, under ground beam. Whrated reinforced concrete Grade 30, as specified, in, when the	colour hey used	ITEM HEAD-N 1 ITEM ITEM	M2 M2	3.00

Apply Mark Up Function

1. To active Mark-Up function, click **bill properties** and click the icon at the **action column**. Then change "No" to "Yes" in **Enable** column.

sp/ce	Project Builder										
	Testing (Status::PRE TENDE	R)								_	
			ages 💧 📥 Schedule Of Quanti	ities 🛛 🔐 Location Ma	nagement 🛛 🔶 Publ	ish To Tender					
Project Breakdown Proje	ect Properties BILL NO 3 - M	Multi Type :: Standard 🛛 🛞									
Element/Trade List Bill Pi	roperties BQ Print Out Settin	ng									
Bill Information											
	*Title	BILL NO 3 - Multi Type				De	scription :				
	*Rate Rounding Options	Return Exact Amount (2 d	acimal)	•		*Oty Rounding	Options : Down	nd To The Nearest Whole	Number		•
	Unit Type		ecimai)	v			Bill Type : Stand		Number		•
Markup Settings							7				
No. Name						Enable Action	Rounding Opt Options	ions		A	ction
1 Element Markup						NO 💉		Amount (2 decimal)			₽
2 Item Markup						NO 🖋	1				i
0.1 0.W							his icon to				
						edit					
											_
space	Project Builder										
	Testing (Status::PRE TENDE	R)									
🕘 Import Rates 🛛 🌑 P	roject Analyzer 🔻 📔 Proje	ect Summary 🏻 🛗 Sub-Pac	kages 🛛 📥 Schedule Of Quant	tities 🛛 🚻 Location Ma	anagement 🛛 📀 Pub	lish To Tender					
Project Breakdown Proj	ject Properties BILL NO 3 -	Multi Type :: Standard 🛞									
Element/Trade List Bill	Properties BQ Print Out Sett	ing									
Element >											
🕀 Add Row 🕒 Delet	te Row	ts From Library 🛛 🖶 Print B	۵								
/m2 Total/Unit	% Job Co	st/ft2 Total/Unit	% Job Cost/ft2	2 Total/Unit		Markup (%)	Markup (RM)	Total (%) Markup	Total (RM) Markup	Overall Total After Markup	% Job
Lot hit:1	Intermed Total U		End Lot Total Unit:1	1	Grand Total	Element I	Markup		(Item,Elen Markup Sur	nent)	
								r element and			
						items	already activ	e			

Project Analyser

1. Click the project analyser to view the resources and schedule of rates analysis.

1	Project Builder									
Proje	ct Builder > Sample Project (Status "PRF TENDER)									
🐌 Im	nport Rates 🛛 🗳 Project Analyzer 🔻 📄 Project Summary 🛛 🕋 Sub-Packages 🛛 🛓 Schedule Of Quar	tities 🛛 🛗 Location Management 🛛 📀 Publish 1	To Tender							
Proje	ect Breakdown Project Properties									
⊕ Ai	dd Bill ▼ 🕀 Add Level 🔄 Indent 💽 Outdent 🕞 Delete 🕔 Import From Files ▼ 🕥 Expor	Bill 🕕 Backup 🔻 🍳 Define Locations 🤇	Reload							
No.	Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project	Recalculate			
	Sample Project									
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00	2.55%				
2	BILL NO.2 - PILING WORKS	1,179,754.88			1,179,754.88	3.53%				
	Building Works									
3	BILL NO.3 - MULTI TYPES	11,433,793.70			11,433,793.70	34.17%				
4	BILL NO.4 - SINGLE TYPE	3,365,002.93			3,365,002.93	10.06%				
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	49.69%				

2. The view when select schedule of rate analysis.

Project Builder	
Project Builder > Project Analyzer - Sample Project	
🔇 Back to Project Builder	
Schedule Of Rates >	
No. Name	Total Cost
1 JKR	Total Cost 2,015,672.00
1 JKR 2 Master Rates List the schedule of rate	
1 JKR	2,015,672.00
1 JKR 2 Master Rates List the schedule of rate	2,015,672.00 197,055.00

3. The view when select resources analysis.

Project Builder		
roject Builder > Project Analyzer - Sample Proj	ject	
Back to Project Builder		
esources >		
lo. Description		Total Cos
1 Materials Divided in the m	aterial,	1,808,668.8
2 Labour labour and plant		95,805.9
3 Plant 4		113,470.6
build Project Builder		
point Project Builder roject Builder - Project Analyzer - Sample Proj	sd	٤
	sd	2
roject Builder > Project Analyzer - Sample Proj	sd	2
roject Builder > Project Analyzer - Sample Proje Back to Project Builder	sd	L Total Cost

- 4. Double click into resources and schedule of rate analysis.
- 5. Item Mark Up able to insert in Schedule of Rates analysis by pressing Enter and insert manually. (Note: To apply mark up by trade, make sure you had activated the markup function for the specific bill, please refer to page 17 (Apply Mark Up Function) for more details.)

space Project Builder					
Project Builder > Project Analyzer - Sample Project					
Sack to Project Builder					
Schedule Of Rates $ ightarrow$ Master Rates $ ightarrow$ Vibrated Reinforced Concrete $ ightarrow$					
No. Description	Unit	Rate	Item Markup (%)	Total Qty	Total Cost
1 Concrete grade 15 (50mm thk lean concrete)	M3	10.44	-	18,875.00	197,055.00
2					

6. Press enter at the **total qty** to **change the quantity**, double click at the rate and can view the buildup rate and press enter at the column rate to change the rate.

sprce Project Builder					
Project Builder > Project Analyzer - Sample Project					
Back to Project Builder					
Schedule Of Rates $ ightarrow$ JKR $ ightarrow$ Concrete grade 20P (1:2:4-20mm gauge granite) as specified i $ ightarrow$					
No. Description	Unit	Total Qty	Rate	Total	Item Markup (%)
1 BILL NO.4 - SINGLE TYPE > Bill No. B.4/2 - FRAME					
2 Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)					
3 10mm Diameter, in roof beam (link).	KG	56.00	178.00	9,968.00	10.00%
4 Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 460N per sq. mm)					
5 25mm Diameter, in column.	KG	657.00	178.00	116,946.00	10.00%
6 20mm Diameter, in column.	KG	1,054.00	178.00	187,612.00	10.00%
7 16mm Diameter, in column.	KG	3,080.00	178.00	548,240.00	10.00%
8 12mm Diameter, in column.	KG	376.00	178.00	66,928.00	10.00%
9 25mm Diameter, in floor beam.	KG	804.00	178.00	143,112.00	10.00%
10 20mm Diameter, in floor beam.	KG	971.00	178.00	172,838.00	10.00%
11 16mm Diameter, in floor beam.	KG	1,429.00	178.00	254,362.00	10.00%
12 12mm Diameter, in floor beam.	KG	105.00	178.00	18,690.00	10.00%
13 20mm Diameter, in roof beam.	KG	905.00	178.00	161,090.00	10.00%
14 16mm Diameter, in roof beam.	KG	624.00	178.00	111,072.00	10.00%
15 12mm Diameter, in roof beam.	KG	331.00	178.00	58,918.00	10.00%
16 Sawn formwork, to,					
17 Sides of columns.	M2	452.00	178.00	80,456.00	10.00%
18 Sides and soffit of floor beams.	M2	292.00	178.00	51,976.00	10.00%
19 Sides and soffit of roof beams.	M2	188.00	178.00	33,464.00	10.00%
20					

Backup

Note: You can back up your BQ in ebq format (which only can be opened by Buildspace Pro)

1. For **backup** the BQ file, follow the sequence in this picture.

s and a second	uild pAce	Project Builder								
Project Bu	ilder > Projec	t Testing (Status::PR	E TENDER)							
(Import F	Rates 🛛 🍧 I	Project Analyzer 🔻	📄 Project Summary 🛛 🔓 Sub-Pac	cages 🛛 📥 Schedule Of Quantities 🛛 🔐 Location 🛙	Management 🛛 🛞 Publish 1	To Tender				
Project Br	eakdown F	Project Properties			2. Choose					
Add Bil	I 🔻 🕂 Ado	d Level 💿 Indent	Outdent 🕒 Delete 🕕 Im	port From Files 🔻 👔 Export Bill 🔃 Backup 🔻	export backup © Define Locations	Reload				
	cription				Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project	Recalculate
	ject Testing		1. Click which							
·····	BILL NO 1 - F		bill need to							
E	BUILDING W		backup							
2		2 - Single Type								
3	BILL NO 3	3 - Multi Type			1,282,162.50			1,282,162.50	48.24%	
				3. CI	lick					
				Download Backup File dow	nload and format in }					

Export Bills (Excel Format)

- 1. The purpose of **Export Bill** is similar with the Backup. Export Bill is in excel format however Backup is in the EBQ format.
- 2. You can tick to import Rate/Quantity together.

t uild Project Builder			
Project Builder > Project Testing (Status::PRE TENDER)			
word Rates Project Analyzer * Project Summary Sub-Packages Aschow Weight Strength H Breakdow Project Properties bill Bill * O Add Level (*) Indent O Uddent (*) Outdent Delete (*) Import From Files * (*) Export Bill Backup * (*) Define Locations (*) Reload Project Testing Bill NO 1 - Prelim Bill NO 1 - Prelim Export Items From Bill (*) Close 4. Before click export, thick rate or qty if needed (*) For the strength (*) Close 4. Before click export, thick rate or qty if needed (*) For the strength (*) Close (*) For the strength (*) For the strengt (*) For the strengt (*			
	port Bill 💽 Backup 💌 🎯 Define Locations 🛛 🙆 Reload		
No. Description Export Items From Bill		% Project	Recalculate
	or atv if needed		
3 BILL NO 3 - Multi Type	Excel Csv Xml	51.76% 48.24%	
1. Thick which			
bill need to 2 FRAME avort 3 UPPER FLOOR	3. Thick which		
export 3 UPPER FLOOR 4 ROOF TRUSSES	element need to		
5 STAIRS, RAMPS AND STAIRCASE FINISHE	export		
6 EXTERNAL WALLS			
7 INTERNAL WALLS AND PARTITIONS			
8 INTERNAL WALL FINISHES			
9 INTERNAL FLOOR FINISHES			
10 INTERNAL CEILING FINISHES			
11 EXTERNAL FINISHES			
□ 12			

3. Choose which element to export before download.

space Project Builder		
Project Builder > Project Testing (Status::PRE TENDER)		
🕒 Import Rates 🛛 🍄 Project Analyzer 🔻 📄 Project Summary 🛛 🔓 Sub-Packages	🛓 Schedule Of Quantities 🛛 🔐 Location Management 🛛 🛞 Publish To Tender	
Project Breakdown Project Properties		
Add Bill 🔻 🕂 Add Level 🔿 Indent 🔄 Outdent 🕒 Delete 🚯 Import From	n Files 🔻 🚯 Export Bill 🛛 🔃 Backup 💌 🍳 Define Locations 🛛 🚳 Reload	
No. Description	Original Amount Total Markup (%) Total Markup (RM)	Overall Total % Project Recalculate
Project Testing	Download Excel File Click download and the file	
1 BILL NO 1 - Prelim	S Close Download in excel format	
BUILDING WORKS	O Download	
2 BILL NO 2 - Single Type No bill	Download As : BILL NO 2 - Single Type No bill .xlsx	1.375.500.00 51.76%
3 BILL NO 3 - Widit Type		1.282.162.50 48.24%
		1,202,102.00 10.2170

How to print out BQ

Note: You can print out the BQ by bills

1. To print the BQ, double click at the bill that you want to print, then click **Print BQ.** (*Print BQ button is located at Element Level*)

- 🌮	spice Project Builder									
Proje	ect Builder > Project Testing (Status::PRE TENDER)									
(1) In	nport Rates 🛛 🌑 Project Analyzer 🔻 📄 Project Summary 🛛 🕋 Sub-Packages 🛛 📥 Sc	hedule Of Quantities 🛛 🚻	Location Management	t 🛛 📀 Publish To	Tender					
Proje	ct Breakdown Project Properties BILL NO 3 - Multi Type :: Standard (x)									
Elem	ent/Trade List Bill Properties BQ Print Out Setting									
Elem	ent >									
(A	dd Row 🕞 Delete Row 🕕 Import Elements From Library 📑 Print BQ Click 1	to print BQ								
		to print BQ % Job	Cost/m2	Total/Unit	% Job	Cost/ft2	Total/Unit	% Job	Cost/ft2	Total/Un
	dd Row 🕞 Delete Row 🕼 Import Elements From Library 🚔 Print BQ Click 1 Description	•	Cost/m2 Corner Lot Total Unit:1	Total/Unit	% Job	Cost/ft2 Intermediate Lot Total Unit:20	Total/Unit	% Job	Cost/ft2 End Lot Total Unit:1	Total/Un
No		•	Corner Lot	Total/Unit 65,500.00		Intermediate Lot	Total/Unit 57,312.50	% Job	End Lot	
No	Description	% Job	Corner Lot			Intermediate Lot			End Lot	
No 1 2	Description WORK BELOW LOWEST FLOOR FINISH	% Job	Corner Lot			Intermediate Lot			End Lot	
No 1 2 3	Description WORK BELOW LOWEST FLOOR FINISH FRAME	% Job	Corner Lot			Intermediate Lot			End Lot	Total/Un 70,412.5

You can either print all or print by specific element.

1	space Project Builder								
Proj	ect Builder > Project Testing (Status::PRE TENDER)								
D 1	mport Rates 🛛 🌑 Project Analyzer 🔻 🛛 🚞 Project Summary 🗍	Sub-Pac	kages 🛛 📥 Schedule Of Quantities 🛛 册 Location Managem	ent 🛛 🛞 Publish To Tender					
Proj	ect Breakdown Project Properties BILL NO 3 - Multi Type :: St	andard 🛞							
	nent/Trade List Bill Properties BQ Print Out Setting								
_									
			All elements						
	Add Row 😑 Delete Row 🕘 Import Elements From Library	16 A	Print All OClose						
			Description	Number of Items	Action	Total/Unit	% Job	Cost/ft2	Total/Ur
No	Description	1	Summary Page	-	Print		10 000	End Lot	Totaliai
		2	WORK BELOW LOWEST FLOOR FINISH	5	Print	.ot		Total Unit:1	
1	WORK BELOW LOWEST FLOOR FINISH	3	FRAME	0	Print	57,312.50	100.00%		70,412.5
2	FRAME	4	UPPER FLOOR	0	Print				
3	UPPER FLOOR	5	ROOF TRUSSES	0	Print				
4	ROOF TRUSSES	6	STAIRS, RAMPS AND STAIRCASE FINISHES	0	Print	Selected			
5	STAIRS, RAMPS AND STAIRCASE FINISHES	7	EXTERNAL WALLS	0	Print	elements			
6	EXTERNAL WALLS	8	INTERNAL WALLS AND PARTITIONS	0	Print				
7	INTERNAL WALLS AND PARTITIONS	9	INTERNAL WALL FINISHES	0	Print				
8	INTERNAL WALL FINISHES	10	INTERNAL FLOOR FINISHES	0	Print				
9	INTERNAL FLOOR FINISHES	11	INTERNAL CEILING FINISHES	0	Print				
10	INTERNAL CEILING FINISHES	12	EXTERNAL FINISHES	0	Print				
11	EXTERNAL FINISHES	13							
12									

1. Click at "Project Summary".

Project Bi	uilder					
Project Builder > Project ABCDE	(Status::PRE TENDER)					
🕒 Import Rates 🛛 🌑 Project Ana	alyzer 🔻 🎁 Project Summa	ry 📄 Sub-Packa	ges 🛛 📥 Schedule Of C	uantities 🛛 📀 Publish To Te	ender	
Project Breakdown Project Pro	operties					
⊕ Add Bill ▼ ⊕ Add Level (🕣 Indent 📀 Outdent ⊝	Delete 🕕 Impor	t From Files 🔻 🕥 Exp	ort Bill 🛛 🕕 Backup 🔻 🙆	Reload	
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculat
Project ABCDE						
1 Bill No-1						
Building Works						

2. Can **tick** at check box to format the font type and **press enter** at the cell at "Item" column to key in numbering or any text like "A, B, C". Then **press enter** again to finish editing.

	under>	Project Summary - Project ABCDE		
) Back to	o Proje	ct Builder 🛛 📥 Print to PDF 🔻 🛛 🏢 Export to Excel		
ummary	y View	Footer Text General Settings		
Bold	I Ita	lic Underlined		
lt	tem	Description	Page	Amount (MYR)
	Α	Bill No-1	Summary Page I	
		Building Works		
	в	Building Works Bill No-2	Summary Page I	
	B C		Summary Page I Summary Page I	

3. Click on "**Back to Project Builder**" to go back to your project. Click "**Print to PDF**" to printout your tender summary or click "**Export to Excel**" to export your tender summary to Microsoft Excel.

space	Project Builder		
Project Builder > F	Project Summary - Project ABCDE		
🔇 Back to Project	Builden Print to PDF VIIII Export to Excel		
Summary View	Footer Te With Price		
B Bold I Itali	: Ur Without Price		
ltem	Description	Page	Amount (MYR)
A	Bill No-1	Summary Page I	
	Building Works		
B	Rill Nn-2	Summary Page I	

How to assign users to an existing project

1. Double click to open a project.



2. Click at "Project Properties" tab.

-	Project Builder
Proje	ect Builder > Sample Project 4 (Status::PRE TENDER)
🕒 Im	port Rates 🗳 Project Analyzer 🔻 📄 Project Summary 🛛 旝 Sub-Packages 🛛 📥 Sche
Proje	ect Breakdown Project Properties
(A	dd Bill 🔻 🕀 Add Level 🛛 📀 Indent 🛛 📀 Outdent 🛛 🕞 Delete 🛛 🕕 Import From Files 🔻
No.	Description
	Sample Project 4
1	Bill No.1 Prelim
2	Bill No 2 - Site Preparation

3. Click at "Add Users to Project".

sp/ce	Proje	ectBuilder									
Project Builder > Sample Project (Status::PRE TENDER)											
🕒 Import Rates 🛛 🧲	Projec	ct Analyzer 💌	📔 Project Summary	🔓 Sub-Packages	🛓 Schedule Of Quantities	📀 Publish To Tender					
Project Breakdown	Projec	t Properties	Bill No-4 :: Standard	\otimes							
Save 🕀 Assign	n Users	to Project									
Main Information											
-	*Title :	Sample Pro	oject								

4. **Double click** to select a group.

	ct Group							
🚫 C	ose							
No f	ilter applied	Find by:	Name	•		\odot	Q Search	Refresh
No	Name							
1	Business Unit (Johor)							A
2	Business Unit (KL)							
	Business Unit (Penang)						
А								

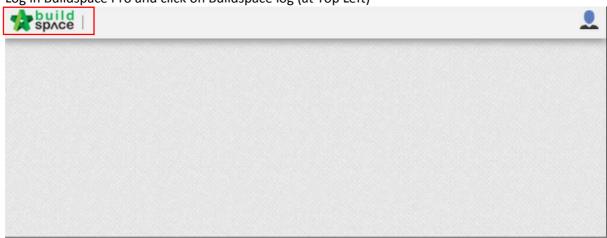
5. Then tick to select users and click "Save". You also can set the users as "Admin" for this project which they can share the project with other users as well and also can publish the project to tendering or post contract modules.

Business Unit (Joho	or) 🛞		
No filter applied	Find by: Name 💌	🔿 😔 🔍 Sean	ch 🛛 🎯 Refrest
No Name		Email	Admin
1 Alibaba		alibaba@buildspace.my	NO
2 Global PCł	<	global@gmail.com	NO
3		0	
ick to select u	eare		here to set as Admin fo

Tendering Module

Search historical rate

1. Log in Buildspace Pro and click on Buildspace log (at Top Left)



2. Click at Tendering module and double click to open the project

				-1,		1 着	
Library Manager	Project Builder	Tendering P	ost Contract Proje	[nance Repor	ts Administratio	on
space	Tendering						
space endering > Project							
endering > Project	_isting	nd by: 🗘 Title	•			⊙ ⊙ Q Sear	ch 🙆 Refre
endering > Project I	Listing Fin		•			🔊 🕑 Q Sear	ch 🙆 Refre
endering > Project I No filter applied 🔶) Import Tender Pro Title	Listing Fin oject C Delet	e Country		State	Status		Created At
endering > Project I lo filter applied) Import Tender Pro Title Project Testin	isting Fin ject C Delet	e Country Malaysia	Pula	au Pinang	Status Tenderin	g 13/	Created At 12/2017 02:0
endering > Project I No filter applied) Import Tender Pro Title	isting Fin ject C Delet	e Country	Pula		Status	g 13/	

3. Select the bill and double click into the element

1	space Tendering			
Ten	lering > View Tenderers - Project Testing 1			
() E	ack To Tendering 🛛 🤽 Tenderer Setting 🗍 💼 Print Estimation BQ			
Bills	\rangle			
No.	Description	Amount	Alibaba Construction Sdn Bhd	ABC Snd Bhd
			Sull Dilu	
	Project Testing 1	883,048.68	444,000.00	370,000.00
1	Project Testing 1 Bill No 1 - Preliminaries	883,048.68 100,000.00		370,000.00
1		······		370,000.00
1	Bill No 1 - Preliminaries	······		370,000.00

Tend	lering > View Tenderers - Project Testing 1			
-	ack To Tendering 🤽 Tenderer Setting 🚔 Print Estimation BQ			
Bills	> Bill No 2 - Block A >			
No	Description	Grand Total	Alibaba Construction Sdn Bhd	ABC Snd Bho
1	WORK BELOW LOWEST FLOOR FINISH	320,131.25	444,000.00	370,000.00
2	FRAME			
3	UPPER FLOOR			
4	ROOF TRUSSES			
5	STAIRS, RAMPS AND STAIRCASE FINISHES			
6	EXTERNAL WALLS			
7	INTERNAL WALLS AND PARTITIONS			
8	INTERNAL WALL FINISHES			
9	INTERNAL FLOOR FINISHES			
10	INTERNAL CEILING FINISHES			
11	EXTERNAL FINISHES			
12				

4. Once clicked into the element, a list of items will be shown with description. A column of historical rate also shown on the page along with unit, rate, grand total etc.

Image: Setting Image: Print Estimation BQ Image: A > WORK BELOW LOWEST FLOOR FINISH >										
Description	Туре	Unit	Grand Total Qty	Rate	Grand Total	Historical Rate				
Plain In-Situ Concrete Grade 15 as specified	HEAD 1									
in apron slab	HEAD 2									
In ground slab	HEAD 2									
in ramp	HEAD 2									
Not exceeding 100mm thick	ITEM	M3	370.00	163.75	60,587.50					
Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3	450.00							
Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal-	ITEM	M3								
Not exceeding 100mm thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3	240.00	163.75	39,300.00					
100mm - 150mm Thick	ITEM	M3	230.00	163.75	37,662.50					
100mm - 150mm Thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3	600.00	163.75	98,250.00					
100mm - 150mm Thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3	360.00	163.75	58,950.00					
150mm - 3000mm Thick	ITEM	M3	155.00	163.75	25,381.25					
	ITEM									

5. Select an item and double click onto historical rate to search historical rate based on the selected item.

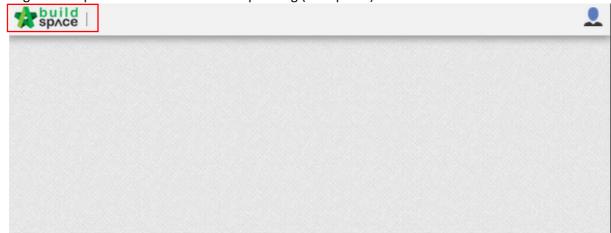
	space	Tendering						
Tender	ring > View Te	iderers - Project Testing 1						
C) Bac	k To Tenderin	🛛 🧶 Tenderer Setting 🛛 📥 Print Estimation BQ						
Bills >	Bill No 2 - Bi	00KA > WORK BELOW LOWEST FLOOR FINISH >						
No	Bill Ref	Description	Туре	Unit	Grand Total Qty	Rate	Grand Total	Historical Rate
1		Plain In-Situ Concrete Grade 15 as specified	HEAD 1					
2		In apron slab	HEAD 2					
3		In ground slab	HEAD 2					
4		In ramp	HEAD 2				-	
	1/1*A	Not exceeding 100mm thick	ITEM		370.00		60,587.50	
6	1/1* B	Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3	450.00			
7		Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal-	ITEM	M3				
8	1/1* C	Not exceeding 100mm thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3	240.00	163.75	39,300.00	
9	1/1* D	100mm - 150mm Thick	ITEM	M3	230.00	163.75	37,662.50	
10	1/1* E	100mm - 150mm Thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3	600.00	163.75	98,250.00	
11	1/1* F	100mm - 150mm Thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3	360.00	163.75	58,950.00	
12	1/1* G	150mm - 3000mm Thick	ITEM	M3	155.00	163.75	25,381.25	
13			ITEM					

6. A list of historical rates will be shown based on previous project with similar item.

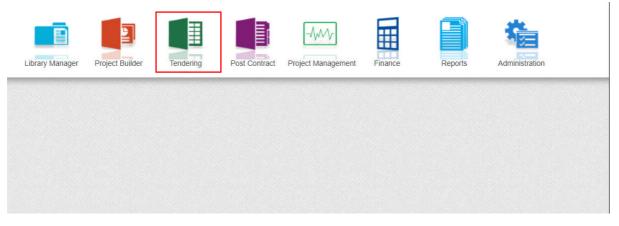
Project Tit				Search 💾 Sav	
-	ription	Туре	Unit	Rate	Published Date
	ple Project 4				
	ill No. 2 > WORK BELOW LOWEST FLOOR FINISH Not exceeding 100mm thick	ITEM	M3	200.00	06/12/2017
Sam	ple Project 3	TIEN	MO	200.00	00/12/2017
	ill 2 > WORK BELOW LOWEST FLOOR FINISH				
	Not exceeding 100mm thick	ITEM	M3	300.00	06/12/2017
Sam	ple Project 2	TIEW	mo	000.00	00/12/2011
	ill No. 3 > CONCRETE WORK				
0	Not exceeding 100mm thick	ITEM-P	M3	102.00	07/12/2017
))	Not exceeding 100mm thick	ITEM	M3		07/12/2017
) C	Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3		07/12/2017
)	Not exceeding 100mm thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3		07/12/2017
D	Not exceeding 100mm thick, laid on hardcore	ITEM	M3		07/12/2017
С	Not exceeding 100mm thick; laid on hardcore to slope not exceeding 15 degree from horizontal	ITEM	М3		07/12/2017
Э	Not exceeding 100mm thick; laid on hardcore to slope exceeding 15 degree from horizontal	ITEM	M3		07/12/2017
C	Not exceeding 100mm thick	ITEM	M3		07/12/2017
С	Not exceeding 100mm thick; laid to slope not exceeding 15 degree from horizontal	ITEM	M3		07/12/2017
С	Not exceeding 100mm thick; laid to slope exceeding 15 degree from horizontal	ITEM	M3		07/12/2017
С	Not exceeding 100mm thick	ITEM	M3		07/12/2017
🔵 Proje	ect M&E				
) Bi	ill No-3 > WORK BELOW GROUND FLOOR LEVEL				
С	Blinding, not exceeding 100mm thick, under footings.	ITEM	M3	198.00	28/11/2017
C	Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	198.00	28/11/2017
C	Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	198.00	28/11/2017
С	Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	198.00	28/11/2017
C	Blinding, under aprons not exceeding 100mm thick.	ITEM	M3	198.00	28/11/2017
С	Blinding, under porch not exceeding 100mm thick.	ITEM	M3	198.00	28/11/2017
	Plinding under rampe not exceeding 100mm thick	ITEM	MO	100 00	20/11/2017

Create Addendum

1. Log in Buildspace Pro and click on Buildspace log (at Top Left)



2. Click at Tendering module and double click to open the project



rende	ring > Project Listing				
No filt	erapplied 🗢 Find	by: 🗘 Title		\odot	Q Search O Refree
-	oort Tender Project Oelete	Country	State	Status	Created At
	Project Testing 1	Malaysia	Pulau Pinang	Tendering	13/12/2017 02:05
	Sample Tendering Proejct	Malaysia	Kedah	Tendering	16/12/2015 08:49
2 3	Sample rendening i roejet				

3. Select Project Addendum.

Tend	ring > Project Testing (Status::TENDERING)
T E	port Project 🔮 Project Analyzer 🔻 🕋 Sub-Packages 🛛 🛓 Schedule Of Quantities 🛛 💿 Push To Post Contract
Proje	t Breakdown Project Properties Project Addendum Bill No 2 :: Standard 🛞
🕘 In	port Rates 🤽 View Tenderers 🧮 Project Summary 🕶 🎧 Export Bill 🎧 Export Backup 🔞 Log 🥝 Reload
No.	Description
	Project Testing
1	Bill No 1
	Building Works
	Bill No 2

4. Click at "Add Addendum" to create new addendum version. Once created, new addendum will be shown with status "In Progress" and the status of previous addendum version will be moved to "Locked" automatically.

N S	Tendering					
nderin	g > Project Testing (Status::7	ENDERING)				
Expor	t Project 🛛 🍧 Project Analy	rzer 🔻 🛛 🚰 Sub-I	Packages 🛛 📥 Schedule Of Quanti	ities 🛛 💿 Push To Post	t Contract	
oject B	reakdown Project Propertie	s Project Adden	ıdum			
⊕ Ad	Addendum d Addendum	Export	Current Printing Revision	Status	Updated At	Action
-		Export	Current Printing Revision Print This Revision	Status Locked	Updated At 18 Dec 2017	Action

5. Click at "Project Breakdown" and access to BQ to issue addendum.

	t Project Service Analyz		Packages 🛛 📥 Schedule Of Quanti	ties 🛛 💿 Push To Pos	t Contract	
roject	Addendum Id Addendum	,				
No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill	$(\mathbf{\hat{r}})$	Print This Revision	Locked	18 Dec 2017	-
		0		I- D	40.0 0047	
2	Addendum 1		· · · · · · · · · · · · · · · · · · ·	In Progress	18 Dec 2017	
endering : Export F roject Bre	View Tendering > Project Testing (Status::TENDERING) Project [Project Analyzer *] [Sub- sakdown] Project Properties] Project Addet	-Packages ▲ Schedul ndum Bill No 2 :: Standa	le Of Quantities 🕜 Push To Post Contract rrd 🛞 Bill 🕜 Export Backup 🛛 🔽 Log 🖉 Reload	In Progress	18 Dec 2017	

6. Once selected the BQ, double click into the element and select the item to do addendum.

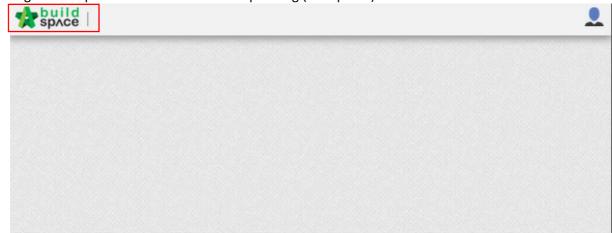
W SpACe lendering	
endering > Project Testing (Status: TENDERING)	
) Export Project 📔 Project Analyzer 💌 📔 Sub-Packages \mid 🚖 Schedule Of Quantitles 🛛 📀 Push To Post Contract	
rroject Breakdown Project Properties Project Addendum Bill No 2 :: Standard 💿	
ement/Trade List Bill Properties Standard Phrases	
sement >	
Print Addendum 💌	
No Description	% Job
1 WORK BELOW GROUND FLOOR LEVEL	24.47%
2 FRAME	13.04%
3 UPPER FLOORS	8.21%
4 STAIRCASE, STEPS AND RAMP CONSTRUCTION	1.89%
5 STRUCTURAL WALLS	2.03%
6 ROOF FINISHES AND RAINWATER GOODS	6.98%
7 EXTERNAL WALLS, DOORS AND WINDOWS	11.02%
8 PARTITIONS, DOOR AND WINDOW	6.19%
	A 4444

7. Click at the item and right click > copy > paste. A new copied item is highlighted with colour. By now the item with highlighted colour can input different quantity. On the other hand, right click at previous item and click remove the item, but the item will not be removed however a "cut through" mark will appear in the content.

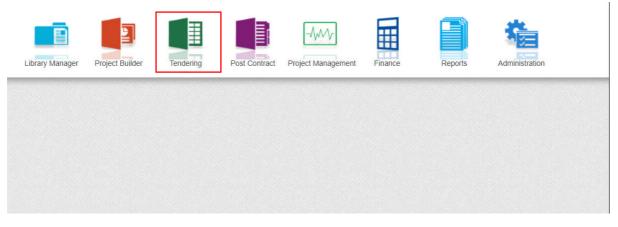
space Tendering						
Tendering > Project Testing (Status: TENDERING)						
🕥 Export Project 🚭 Project Analyzer 🔻 🍙 Sub-Packages 🛕 Schedule Of Quantities 📀 Push To Fost Contract						
Project Breakdown Project Properties Project Addendum Bill No 21: Standard						
El Bil Procerties Standard Prazes						_
Element > WORK BELOW GROUND FLOOR LEVEL >						1
🚯 Add Row 🛞 Indent 🛞 Cutdent 😑 Delete Row						
			Include	Qty/Unit	Total/Unit	
No Description	Туре	Unit		Default Total Unit:1		R
1 Excavate oversite, commencing from platform level	HEAD 1			IOLAI OTIN, I		
2 Not exceeding 250mm, to reduce level	ITEM	M3	YES	125.00	437.50	3
3 Excavate, commencing from reduce level.	HEAD 2					
4 Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	YES	188.00	1,598.00	8
5 Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	YES	554.00	5,817.00	10
6 Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	YES	200.00	1,700.00	8
7 Maximum depth not exceeding 1.00m deep. for ground beams-	ITEM	M3	YES			
8 Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	YES	33.00	290.50	8
9 Earthfilling materials from selected excavated materials, filling up.	HEAD 2					
10 Filling to excavation, deposited and consolidated.	ITEM	M3	YES	433.00	5,196.00	12
11 Concrete Grade 15/20, as specified, in,	HEAD 2					
12 Blinding, not exceeding 100mm thick, under footings.	ITEM	M3	YES	19.00	3,420.00	180
13 Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	YES	5.00	900.000	190
14 Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	YES	23.00	4,140.00	190
15 Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	YES	2.00	360.00	190
16 Disposal off site, including paying all dues	HEAD 2					
17 Excavated materials	ITEM	M3	YES	936.00	2,808.00	3
18 Hardcore, consolidated and blinded to receive concrete	HEAD 2					
19 150mm (consolidated thickness), under floor.	ITEM	M3	YES	532.00	5,054.00	9
20 Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)	HEAD 2					
21 Single layer 0.25mm thick polythene vapour barrier, under floor slab.	ITEM	M3	YES	532.00	1,383.20	2
22 Vibrated reinforced concrete Grade 35/20, as specifieed, in,	HEAD 2					
23 Pad footing	ITEM	M3	YES	303.00	69,387.00	229
24 Column stumps. (Provisional)	ITEM	M3	YES	6.00	1,374.00	229
25 Ground beams	ITEM	M3	YES	48.00	10 534 00	229

Tender Comparison & Rates Rationalization

1. Log in Buildspace Pro and click on Buildspace log (at Top Left)



2. Click at Tendering module and double click to open the project



endering > Project Listing				
No filter applied 🌲 🛛 Find	by: 🗢 Title	*	\odot	Q Search O Refre
Import Tender Project OPlete	Country	State	Status	Created At
Project Testing 1	Malaysia	Pulau Pinang	Tendering	13/12/2017 02:0
Sample Tendering Proejct	Malaysia	Kedah	Tendering	16/12/2015 08:4

3. Click at "View Tenderer"

	ering > Project Testing 1 (Status::TENDERING)			
() Ex	kport Project 🤗 Project Analyzer 🔻 🕋 Sub-Packages 🛛 📥 Schedule Of Quantities 🛛 🛞 Push To Post Contract			
Proje	ect Breakdown Project Properties Project Addendum			
🕭 Im	nport Rates 🚇 View Tenderers 📄 Project Summary 💌 💮 Export Bill 🕥 Export Backup 🛛 🔂 Log 🖉 Reload			
No.	Description	Original Amount	Total Markup (%)	Total Markup (RM
	Project Testing 1			
1	Bill No 1 - Preliminaries	100,000.00		
	Building Works			
2	Bill No 2 - Block A	280,831.25		
3	Bill No 3 - Shopping Mall	462,917.43		

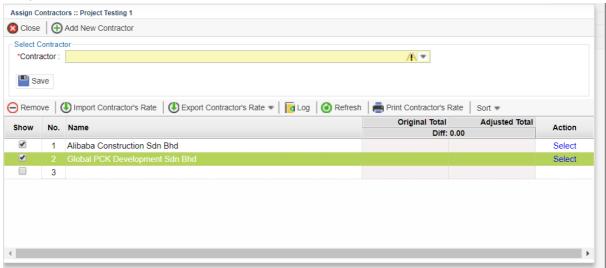
4. Click at "Tenderer Setting"

- 7	ł	Space Tendering
Tend	lerii	ing > View Tenderers - Project Testing 1
() B	ack	k To Tendering 🚇 Tenderer Setting 💼 Print Estimation BQ
Bills	>	
No.	D	escription
-	Pr	roject Testing 1
1		Bill No 1 - Preliminaries
		Building Works
2		Bill No 2 - Block A
3		Bill No 3 - Shopping Mall

5. Click at "Add New Contractor" to assign new contractor company or click at the arrow button logo to assign existing contractor. Once selected the contractor, click "Save". Selected contractors will be listed on the table below.

Close	Ð	Add New Contractor			
Select C		or	4		
*Contra	actor :		/!\▼		
💾 Sa	ve				
-) Remo		🕽 Import Contractor's Rate 🛛 🕘 Export Contractor's Rate 💌 🛛 🐻 Log 🖉 Refresh	- Print Contractor's Pate	Sort -	
	-		Original Total	Adjusted Total	
Show	No.	Name	Diff: 0.00	Action	
	1	Alibaba Construction Sdn Bhd			Select
	2	Global PCK Development Sdn Bhd			Select
	3				

6. Select the contractor and tick in the "**Show**" column which allows the consultant to view and compare the contractor's rate in BQ.



7. Consultant able to compare tender price from selected contractors.

-	space Tendering			
Tend	ering > View Tenderers - Project Testing 1			
() B	ack To Tendering \mid 🤽 Tenderer Setting 🛛 📥 Print Estimation BQ			
Bills	>			
No.	Description	Amount	Alibaba Construction Sdn Bhd	Global PCK Development Sdn B
	Project Testing 1	843,748.68	2,099,900.00	2,193,660.00
1	Bill No 1 - Preliminaries	100,000.00		
	Building Works			
2	Bill No 2 - Block A	280,831.25	885,350.00	901,560.00
3	Bill No 3 - Shopping Mall	462,917.43	1,214,550.00	1,292,100.00

Import/export contractor's rate

1. Click at Tendering module and double click to open the project

Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration

Ten	dering > Project Listing				
No	filter applied 🌲 🛛 Find	by: 🗢 Title	*	\odot	Q Search O Refre
D	mport Tender Project 🕞 Delete	Country	State	Status	Created At
	Project Testing 1	Malaysia	Pulau Pinang	Tendering	13/12/2017 02:0
2	Sample Tendering Proejct	Malaysia	Kedah	Tendering	16/12/2015 08:4

2. Click at "View Tenderer"

() Exp	port Project 🛛 🍧 Project Analyzer 🔻 📄 Sub-Packages 🗎 🛓 Schedule Of Quantities 🛛 💮 Push To Post Contract			
Projec	t Breakdown Project Properties Project Addendum			
🕒 lmp	port Rates 🛛 🚇 View Tenderers 📲 Project Summary 💌 🕜 Export Bill 🆙 Export Backup 🛛 🔂 Log 🖉 Reload			
No. I	Description	Original Amount	Total Markup (%)	Total Markup (RM)
F	Project Testing 1			
1	Bill No 1 - Preliminaries	100,000.00		
	Building Works			
2	Bill No 2 - Block A	280,831.25		
3	Bill No 3 - Shopping Mall	462,917.43		

3. Click at "Tenderer Setting"

Tenc	dering	j > View Tend	erers - Project Testing 1	
🔇 В	ack T	o Tendering	👤 Tenderer Setting	Print Estimation BQ
Bills	>			•
No.	Des	scription		
	Pro	ject Testing	1	
1	1	Bill No 1 - Pr	eliminaries	
	1	Building Wo	rks	
2		Bill No 2 -	Block A	
3		Bill No 3 -	Shopping Mall	

4. Select the contractor and click "**Export Contractor's Rate**". The exported excel file will be sent to contractors to fill in the rate, then import the contractor's rate into Buildspace Pro.

Assign Co	ontracto	ors :: Project Testing 1		
🙁 Close	\oplus	Add New Contractor		
Select C *Contra	actor :		¥	
Remover	ve	🕒 Import Contractor's Rate 🛛 🕙 Export Contractor's Rate 🔻 🛛 🧑 Log 🛛 🥝 Refresh	🛛 📄 Print Contractor's Rate 🍐 Sort 👻	
Show	No.	Name	Original Total Adjusted Tota	Action
			Diff: 0.00	
Z		Alibaba Construction Sdn Bhd	2,099,900.00	Select
	2	Global PCK Development Sdn Bhd	2,193,660.00	Select
	3			
4				•

Post Contract Module

Publish to post contract

1. Go to Tendering module and double click into the project. Ensure the project status is

10	ndering". build space Tendering				
Ten	dering > Project Listing				
No	filter applied 🌲 Find	by: 🗢 Title	-	\odot	Q Search O Refres
ال	mport Tender Project 🛛 😑 Delete				
()	mport Tender Project C Delete	Country	State	Status	Created At
1			State Pulau Pinang	Status Tendering	Created At 13/12/2017 02:05
1 2	Title	Country			
1	Title Project Testing 1	Country Malaysia	Pulau Pinang	Tendering	13/12/2017 02:05

2. Click at "Push to Post Contract".

- 🎲	Space Tendering	
Proje	ct Testing 1 (Status: TENDERING)	
TEX	port Project 🔮 Project Analyzer 🔻 🚰 Sub-Packages 🛓 Schedule Of Quantities 🛛 💿 Push To Post Contract	
Proje	ct Breakdown Project Properties Project Addendum	
🕘 Im	port Rates 🧟 View Tenderers 📄 Project Summary 🔻 💮 Export Bill 💮 Export Backup 🔞 Log 🙆 Reload	
No.	Description	Or
	Project Testing 1	
1	Bill No 1 - Preliminaries	
	Building Works	
2	Bill No 2 - Block A	
3	Bill No 3 - Shopping Mall	

3. Click "**Publish**" and choose Normal/New Post Contract (*Note: New Post Contract entitled with Letter of Award*).

Check	Publish Requirement	
🔀 CI	ose 🕀 Assign Users For Post Contract 🕜 Publish 🔻	
	All Requirements shown below should comply before this tender can be published to the post contract	
No.	Description	Status
1	At least one contractor is assigned to Tender	~
2	Contractor Selected on Tenderer Setting	~

*Once published, the project will no longer listed in Tendering Module and it will moves to Post Contract Module.

Progress Claim

1. Go to Buildspace Pro and access to Post Contract module.

Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration	

2. Double click to select a project with status "Post Contract".

	🕜 Refre
Project Testing 1 Malaysia Pulau Pinang Post Contract 13/12/20	
	017 02:0

3. Double click to select a bill to perform progress claim.

	Space Post Contract		
Post	Contract > Project Testing 1 (Status::POST CONTRACT)		
Proj	ect Breakdown Project Properties Claim Revision::Version 1		
R	e-Measure Provisional 🔻 船 Location Management 🍳 Defin	e Locations 🕋 Sub-Packages	🙆 Reload
No.	Description	Overall Total	% Amount
NO.	Description	Overall lotal	Up To Date Claim
	Project Testing 1		
1	Bill No 1 - Preliminaries		
	Building Works		
2	Bill No 2 - Block A	885,350.00	
3	Bill No 3 - Shopping Mall	1,214,550.00	
	VARIATION ORDER		
	MATERIAL ON SITE		

4. Select Type/Unit to perform progress claim. User able to rename type or unit by inserting in "**Rename Description**" column.

	space	Post Contrac	t			
Post	Contract > Pro	oject Testing 1 (Statu	s::POST CONTRACT)			
Proje	ect Breakdown	Project Properties	Claim Revision::Version 1	Bill No 3 - Shopping Mall :: Standa	×	
Туре	/ Unit >					
No.	Description		Rename Descripti	ion Amount	%	Amount
			Rename Descripti	Amount	Up To Date	Claim
	Default					
1	Unit 1			1,214,550.00		

5. Select element and perform progress claim by inserting percentage or amount of work done in Up to Date Claim column.

% Am Up To Date Claim

6. Double click into an element to perform progress claim based on items.

Post Contract							
Post Contract > Project Testing (Status: POST CONTRACT)							
Project Breakdown Project Properties Claim Revision::Version 1 Bill No 2 :: Standard 🛞							
Type / Unit > Default ::: Unit 1 >							
Apply to other unit							
No. Description	Total	%	Amount	%	Amount	%	Amou
		Previous C	laim	Current C	laim	Up To Date	Claim
WORK BELOW GROUND FLOOR LEVEL	456,024.93						
2 FRAME	246,782.80						
3 UPPER FLOORS	155,280.69						
4 STAIRCASE, STEPS AND RAMP CONSTRUCTION	35,702.50						
5 STRUCTURAL WALLS	38,334.00						
6 ROOF FINISHES AND RAINWATER GOODS	132,152.90						
7 EXTERNAL WALLS, DOORS AND WINDOWS	208,586.54						
8 PARTITIONS, DOOR AND WINDOW	117,054.61						
9 EXTERNAL WALL FINISHES	45,256.40						
10 INTERNAL WALL FINISHES	114,594.00						
11 FLOOR FINISHES	186,650.40						
12 STAIRCASE, STEPS, RAMP FINISHES AND BALUSTRADES	29,921.30						
13 CEILING FINISHES	86,384.40						
14 SUNDRIES	11,918.90						
15 SANITARY FITTINGS	20,586.00						
16							

7. Insert percentage or amount of workdone based on each item to perform progress claim

Space Post Contract									,	
Post Contract > Project Testing (Status::POST CONTRACT)										
Project Breakdown Project Properties Claim Revision::Version 1 Bill No 2 :: Standard 🛞										
Type / Unit > Default :: Unit 1 > WORK BELOW GROUND FLOOR LEVEL >										
No. Description	Qty	Unit	Rate	Total	% Amos Previous Claim	nt % Current	Amount	%	Qty Up To Date Claim	Amo
1 Excavate oversite, commencing from platform level										
2 Not exceeding 250mm, to reduce level.	125.00	M3	3.50	437.50		10.00%	43.75	10.00%	12.50	43
3 Excavate, commencing from reduce level.										
4 Maximum depth not exceeding 2.00m deep, for footings.	188.00	M3	8.50	1,598.00		20.00%	319.60	20.00%	37.60	315
5 Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	554.00	M3	10.50	5,817.00		20.00%	1,163.40	20.00%	110.80	1,163
6 Maximum depth not exceeding 1.00m deep, for ground beams	200.00	M3	8.50	1,700.00		20.00%	340.00	20.00%	40.00	340
7 Maximum depth not exceeding 1.00m deep, for trenches.	33.00	M3	8.50	280.50		20.00%	56.10	20.00%	6.60	56
8 Earthfilling materials from selected excavated materials, filling up.										
9 Filling to excavation, deposited and consolidated.	50.00	M3	12.00	600.00		25.00%	150.00	25.00%	12.50	150
10 Concrete Grade 15/20, as specified, in,										
11 Blinding, not exceeding 100mm thick, under footings.	19.00	M3	180.00	3,420.00		30.00%	1,026.00	30.00%	5.70	1,026
12 Blinding, not exceeding 100mm thick, under ground beams	5.00	M3	180.00	900.00		15.00%	135.00	15.00%	0.75	136
13 Blinding, not exceeding 100mm thick, under ground floors.	23.00	M3	180.00	4,140.00		15.00%	621.00	15.00%	3.45	621
14 Blinding, not exceeding 100mm thick, under trenches.	2.00	M3	180.00	360.00		20.00%	72.00	20.00%	0.40	72
15 Disposal off site, including paying all dues										
16 Excavated materials	936.00	M3	3.00	2,808.00		40.00%	1,123.20	40.00%	374.40	1,123
17 Hardcore, consolidated and blinded to receive concrete										
18 150mm (consolidated thickness), under floor.	532.00	M3	9.50	5,054.00						
Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up sgainst wall for at least the full thickness of floor (measured net: allow for laps and turn up)										
20 Single layer 0.25mm thick polythene vapour barrier, under floor slab.	532.00	M3	2.60	1,383.20						
21 Vibrated reinforced concrete Grade 35/20, as specifieed, in,										
22 Pad footing	303.00	M3	229.00	69,387.00						
23 Column stumps. (Provisional)	6.00	M3	229.00	1,374.00						
24 Ground beams.	46.00	M3	229.00	10,534.00						
25 Trench bases, exceeding 100mm but not exceeding 150mm thick.	5.00	M3	229.00	1,145.00						
25 Trench walls, exceeding 100mm but not exceeding 150mm thick.	9.00	M3	229.00	2,061.00						
27 Trench slab, exceeding 100mm but not exceeding 150mm thick.	88.00	M3	229.00	20,152.00						
28 Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)										
29 10mm Diameter, in ground beams (stirrups)	1,153.00	KG	4.00	4,612.00						
30 Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N										

8. After insert all progress claim, click at "Project Breakdown".

	Spice Post Contract		_						
	Contract > Project Testing (Status::POST CONTRACT)								
Proje	et Breakdown Project Properties Claim Revision::Version 1 Bill No 2 :: Standard 🛞								
Гуре	/ Unit > Default :: Unit 1 > WORK BELOW GROUND FLOOR LEVEL >								
No	Description	Qty	Unit	Rate	Total	% Amount	%	Amount	9
	•	aty	onit	i cute	Iour	Previous Claim	Current C	Claim	
	Excavate oversite, commencing from platform level								
2	Not exceeding 250mm, to reduce level.	125.00	M3	3.50	437.50		10.00%	43.75	10.009
3	Excavate, commencing from reduce level.								
4	Maximum depth not exceeding 2.00m deep, for footings.	188.00	M3	8.50	1,598.00		20.00%	319.60	20.009
5	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	554.00	M3	10.50	5,817.00		20.00%	1,163.40	20.00%
6	Maximum depth not exceeding 1.00m deep, for ground beams	200.00	M3	8.50	1,700.00		20.00%	340.00	20.009
7	Maximum depth not exceeding 1.00m deep, for trenches.	33.00	M3	8.50	280.50		20.00%	56.10	20.009
8	Earthfilling materials from selected excavated materials, filling up.								
9	Filling to excavation, deposited and consolidated.	50.00	M3	12.00	600.00		25.00%	150.00	25.009
10	Concrete Grade 15/20, as specified, in,								
11	Blinding, not exceeding 100mm thick, under footings.	19.00	M3	180.00	3,420.00		30.00%	1,026.00	30.009
12	Blinding, not exceeding 100mm thick, under ground beams	5.00	M3	180.00	900.00		15.00%	135.00	15.009
13	Blinding, not exceeding 100mm thick, under ground floors.	23.00	M3	180.00	4,140.00		15.00%	621.00	15.009
14	Blinding, not exceeding 100mm thick, under trenches.	2.00	M3	180.00	360.00		20.00%	72.00	20.009
15	Disposal off site, including paying all dues								
16	Excavated materials	936.00	M3	3.00	2,808.00		40.00%	1,123.20	40.009
17	Hardcore, consolidated and blinded to receive concrete								
18	150mm (consolidated thickness), under floor.	532.00	M3	9.50	5,054.00				
19	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett: allow for laps and turn up)								
20	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	532.00	M3	2.60	1,383.20				
21	Vibrated reinforced concrete Grade 35/20, as specifieed, in,								
22	Pad footing	303.00	M3	229.00	69,387.00				
22	Column stumme (Provisional)	6.00	M3	229.00	1 374 00				

9. Click "Reload" to view the overall progress claim percentage and amount.

	•	ect Testing (Status::I							
Proj	ect Breakdown	Project Properties	Claim Revision::Version 1	Bill No 2 :: Sta	ndard 🛞				
R	e-Measure Prov	visional 🔻 🛛 🚻 Loc	ation Management 횢 De	fine Locations	Bub-Pac	kages	🙆 Reload		
No.	Description				Overall T	otal	%	A	Amoun
	Description				overall i	ouu	L	Jp To Date Claim	
	Project Testin	g							
1	Bill No 1								
	Building W	/orks							
	Bill No 2	2			1,885,220		0.27%		,050.0
							·		
	VARIATION C	ORDER							
	MATERIAL O	N SITE							

Add New Claim Version

1. Go to Buildspace Pro and access to Post Contract module.

Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration	

2. Double click to select a project with status "Post Contract".

st Contract > Project List	ing			
o filter applied ≑	Find by: 🗢 Title	•	\odot	Q Search
Title	Country	State	Status	Created At
Project Testing 1	Malaysia	Pulau Pinang	Post Contract	13/12/2017 02:05

3. Click "Claim Revision"

1	Description Overall T Project Testing Image: Comparison of the second s			~
	, , ,	ill No 2 ·· Standard		
- 1		0	O Reload	
No.	Description	Overall Total	%	Amount
NO.	Description	Overall Ibtai	Up To Date	Claim
	Project Testing			
1	Bill No 1			
	Building Works			
2	Bill No 2	1,885,220.37	0.27%	5,050.05
	VARIATION ORDER			
	MATERIAL ON SITE			

4. Click at action logo and change the current progress claim status from "In Progress" to "Locked".

No.	dd New Claim Claim Version	Current Viewing Claim	Status	Updated At	Actio
1	Version No. 1	~	In Progress	19 Dec 2017	P
laim F	Breakdown Project Properties Claim Revis Revision dd New Claim	sion::Version 1			
A G		Current Viewing Claim	Status	Updated At	
€ Ac No.	Claim Version	Current viewing Claim		opuated At	Action

5. Click "Add New Claim" to create new claim version. After that click "Project Breakdown" to perform new progress claim.

lated At Action
ec 2017 -
ec 2017 🧷 🥕

6. Select Bill > Type/Unit > Element to perform progress claim based on items. (*Note: Amount of previous claim will moved to Previous Claim column*)

	Contract > Project Testing (Status: POST CONTRACT)											
	tot Breakdown Project Properties Claim Revision : Version 2 Bill No 2 :: Standard (Unit > Default :: Unit 1 > WORK BELOW GROUND FLOOR LEVEL >											
	Description	Qty	Unit	Rate	Total	% Previous	Amount	% Current C	Amount	~ ~	Qty Up To Date Claim	Ar
1	Excavate oversite, commencing from platform level					Freedous	Cialini	Currence	adim		op to bate claim	
2	Nat exceeding 250mm, to reduce level.	125.00	M3	3.50	437.50	10.00%	43.75	20.00%	87.50	30.00%	37.50	1
3	Excavate, commencing from reduce level.											
4	Maximum depth not exceeding 2.00m deep, for footings.	188.00	M3	8.50	1,598.00	20.00%	319.60	15.00%	239.70	35.00%	65.80	5
5	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	554.00	M3	10.50	5,817,00	20.00%	1,163,40	15.00%	872.55	35.00%	193.90	2.0
6	Maximum depth not exceeding 1.00m deep, for ground beams	200.00	M3	8.50	1,700.00	20.00%	340.00	15.00%	255.00	35.00%	70.00	5
7	Maximum depth not exceeding 1.00m deep, for trenches.	33.00	M3	8.50	280.50	20.00%	56.10	15.00%	42.08	35.00%	11.55	
8	Earthfilling materials from selected excavated materials, filling up.											
9	Filling to excavation, deposited and consolidated.	50.00	M3	12.00	600.00	25.00%	150.00	30.00%	190.00	55.00%	27.50	3
10	Concrete Grade 15/20, as specified, in.											
11	Blinding, not exceeding 100mm thick, under factings.	19.00	M3	190.00	3,420,00	30.00%	1.026.00	20.00%	684.00	50.00%	9.50	1.7
12	Blinding, not exceeding 100mm thick, under ground beams	5.00	M3	180.00	900.00	15.00%	135.00	40.00%	360.00	55.00%	2.75	4
13	Blinding, not exceeding 100mm thick, under ground floors.	23.00	M3	180.00	4,140.00	15.00%	621.00	50.00%	2.070.00	65.00%	14.95	2.6
14	Blinding, not exceeding 100mm thick, under trenches.	2.00	M3	180.00	360.00	20.00%	72.00	30.00%	108.00	50.00%	1.00	1
15	Disposal off site, including paying all dues											
16	Excavated materials	936.00	M3	3.00	2,909.00	40.00%	1.123.20	50.00%	1.404.00	90.00%	842.40	2.5
17	Hardcore, consolidated and blinded to receive concrete											
18	150mm (consolidated thickness), under floor.	532.00	M3	9.50	5,054.00							
19	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett: allow for laps and turn up)											
20	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	532.00	M3	2.60	1,383.20							
21	Vibrated reinforced concrete Grade 35/20, as specifieed, in,											
22	Pad footing	303.00	M3	229.00	69,387.00							
23	Column stumps. (Provisional)	6.00	M3	229.00	1,374.00							
24	Ground beams.	46.00	M3	229.00	10,534.00							
25	Trench bases, exceeding 100mm but not exceeding 150mm thick.	5.00	M3	229.00	1,145.00							
26	Trench walls, exceeding 100mm but not exceeding 150mm thick.	9.00	M3	229.00	2,061.00							
27	Trench slab, exceeding 100mm but not exceeding 150mm thick.	88.00	M3	229.00	20,152.00							
28	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)											
29	10mm Diameter, in ground beams (stirrups)	1,153.00	KG	4.00	4,612.00							
30	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N											

Note: User able to view the previous claim by click at "View This Revision". However, user is not allowed to edit any content from previous claim version.

_	Revision dd New Claim				
No.	Claim Version	Current Viewing Claim	Status	Updated At	Action
1	Version No. 1	View This Revision	Locked	19 Dec 2017	-
2	Version No. 2	v	In Progress	19 Dec 2017	1

Variation Orders

1. Go to Buildspace Pro and access to Post Contract module.

Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration	

2. Double click to select a project with status "Post Contract".

o filter applied Find by: Title	🚫 😔 🔍 Search 🔞 Refre
Title Country Sta	tate Status Created At
Project Testing 1 Malaysia Pulau F	Pinang Post Contract 13/12/2017 02:05

3. Double click at "Variation Order".

1	space	Post Contract						
Pos	t Contract > Proje	ect Testing (Status::F	POST CONTRACT)					
Proj	ect Breakdown	Project Properties	Claim Revision::Version 2	Bill No 2 :: St	andard 🛞	VARIAT	ION ORDER 🛞	
N F	Re-Measure Prov	isional 🔻 🛛 🚻 Loca	ation Management 🛛 🍳 D	efine Locations	s 🛛 🚰 Sub-Pa	ackages	🙆 Reload	
No.	Description				Overall	Total	%	Amount
	Description				overall	Iotai	Up 1	To Date Claim
	Project Testin	g						
1	Bill No 1							
	Building W	orks						
2	Bill No 2	2			1,885,2	20.37	0.27%	5,050.05
	VARIATION C	RDER						
	MATERIAL O	N SITE						

4. Insert title of Variation Orders by pressing "Enter" on keyboard. (For example: Variation Orders 1). After that, double click in and perform Variation Orders.

st Contract > Project Testing (Stat oject Breakdown Project Propertie riation Orders >			ındard 🛞 VAI	RIATION ORDER 🛞			
	es Claim Revisionve		indard 🛞 VAI				
Add Row Oelete Row							
Description		Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status	Updated At
Variation Orders 1						PENDING	19/12/2017 22:2

5. Select at the column and then click "Omit from Bills".

space Post Contract			
Post Contract > Project Testing (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Revision::Version 2 Bill No 2 :: Standard 🛞 VARIATION ORDER 🛞			
Variation Orders > Variation Orders 1 >			
Variation Order Items Claim Revisions			
Variation Order Items >			
Add Row 💽 Indent 🛛 🕤 Outdent 📔 \ominus Delete Row 🔛 Omit From Bills			
No Bill Ref Total Unit Description	Туре	Unit	
	ITEM		

6. Select Bill / Unit / Element and then tick to select item for Variation Orders. After that click "Import"

Bills	> Bill No 2 >	Unit 1 > WORK BELOW GROUND FLOOR LEVEL >				
🛛 C	ose 🕘 Imp	port				
	Bill Ref	Description	Туре	Unit	Qty	Rate
		Excavate oversite, commencing from platform level	HEAD 1			
~	1/1 A	Not exceeding 250mm, to reduce level.	ITEM			
		Excavate, commencing from reduce level.	HEAD 2			
~	1/1 B	Maximum depth not exceeding 2.00m deep, for footings.	ITEM			
~	1/1 C	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM			
2	1/1 D	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM			
~	1/1 E	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM			
		Earthfilling materials from selected excavated materials, filling up.	HEAD 2			
	1/1 F	Filling to excavation, deposited and consolidated.	ITEM	M3	50.00	12.0
		Concrete Grade 15/20, as specified, in,	HEAD 2			
	1/1 G	Blinding, not exceeding 100mm thick, under footings.	ITEM	M3	19.00	180.0
	1/1 H	Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	5.00	180.0
	1/1 J	Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	23.00	180.0
	1/1 K	Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	2.00	180.0
		Disposal off site, including paying all dues	HEAD 2			
	1/1 L	Excavated materials	ITEM	M3	936.00	3.0
		Hardcore, consolidated and blinded to receive concrete	HEAD 2			
	1/1 M	150mm (consolidated thickness) under floor	ITEM	M3	532 00	9.5

7. Insert new quantity based on items that omitted from bills. Net Omission/Addition will also have generated when new quantity inserted.

		i Orders 1 >								
riation Ord	er Items Claim	Revisions								
ariation Ord	er Herns >									
Add Dow	Indext	Outdent Olete Row Omit From Bills					_			
Bill Ref		Description	Туре	Unit	Rate	Qty	Total	Qty	Total	Nett
						Omission		Addition		Omission/Addition
1/1 A		Excavate oversite, commencing from platform level Not exceeding 250mm, to reduce level.	HEAD 1	M3	3.50	125.00	437.50	150.00	525.00	87.50
1/TA		Excavate, commencing from reduce level.	HEAD 1	1113	3.50	125.00	431.50	150.00	525.00	01.50
1/1 B		Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	8.50	188.00	1.598.00	200.00	1,700.00	102.00
1/1 C	1	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	10.50	554.00	5.817.00	550.00	5,775.00	(42.00)
1/1 D	1	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	8.50	200.00	1,700.00	220.00	1.870.00	170.00
1/1 E	1	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	8.50	33.00	280.50	30.00	255.00	(25.50)

8. After omitted all variation orders items, click "Variation Orders" and change the status from "Pending" to "Approved" by pressing Enter and select the status.

rojec		ct Testing (Statu Project Propertie	IS::POST CONTRACT) S Claim Revision::Version 2	Bill No 2 :: Standar	d 🛞 VARIATION O	RDER 🛞			
ariati	ion Orders 👌 V	ariation Orders	1 >						
riati	on Order Items	Claim Revisio	ns						
ariati	ion Order Items	>							
) Ad	ld Row 🛞 Inc	dent \mid 💽 Out	dent 🛛 😑 Delete Row 🛛 🤮 C	Omit From Bills					
ю	Bill Ref	Total Unit	Description				Ту	pe	Unit
1			Excavate oversite, comme	encing from plat	form level		HEA	AD 1	
2	1/1 A	1	Not exceeding 250mm, to re	educe level.			ITE	EM	M3
3			Excavate, commencing fro	om reduce level.			HEA	AD 1	
4	1/1 B	1	Maximum depth not exceed	ling 2.00m deep,	for footings.		ITE	EM	M3
5	1/1 C	1	Maximum depth not exceed			, for footings.	ITE	EM	M3
6	1/1 D	1	Maximum depth not exceed	ling 1.00m deep,	for ground beams		ITE	EM	М3
7	1/1 E	1	Maximum depth not exceed	ling 1.00m deep,	for trenches.		ITE	EM	M3
3							170	- 14	
ost (s::POST CONTRACT)	3ill No 2 :: Standard	⊗ VARIATION ORE	DER 🛞	ITE		
ost (rojec ariati	Contract > Project t Breakdown P ion Orders >	t Testing (Statu	S::POST CONTRACT)	Bill No 2 :: Standard	⊗ VARIATION ORE	DER 🛞	TIE		
rojec ariati	Contract > Project t Breakdown P ion Orders >	ct Testing (Statu Project Properties	S::POST CONTRACT)	Sill No 2 :: Standard Addition	Nett	VER 🛞	Status		Dedated At
ost (rojec ariati) Ad o.	Contract > Project t Breakdown P ion Orders > Id Row O De	et Testing (Statu Project Properties Hete Row	s::POST CONTRACT) s Claim Revision::Version 2 B					Uţ	odated At /2017 22:4

9. Click "Project Breakdown" and click "Reload" to view the total amount of Variation Orders.

	space	Post Contra	ct					_
Post	Contract > Pro	ject Testing (Status:	::POST CONTRACT)					
_	ect Breakdown	Project Properties		ill No 2 :: Standard	⊗ VARIATION ORE	DER 🛞		
Varia	tion Orders $ ight angle$							
	-	Dalata Davi						
	dd Row 🛛 😑	Delete Row			Nett			
No.	Description		Omission	Addition	Omission/Addition	Up To Date Claim	Status	Updated At
1	Variation Ord	lers 1	9,833.00	10,125.00	292.00		APPROVED	19/12/2017 22
2								-
Sp i Contr		Post Contract Testing (Status:: A Project Properties	t POST CONTRACT) Claim Revision::Version 2	Bill No 2 :: Stan	idard 🛞 VARIAT	ION ORDER 🛞		
e-Mea	asure Provisi	onal 🔻 🛛 🚻 Loc	ation Management 🍳 D	efine Locations	Sub-Packages	🙆 Reload		
Des	cription							
						Overall Tota	1	%
	iect Testing						1	
Proj	ject Testing Bill No 1							
Proj B	Bill No 1	(S						
Proj B		٢S				Overall Tota		Up To Date (
Proj B	Bill No 1 Building Worl	KS						Up To Date C
Proj B B	Bill No 1 Building Worl					Overall Tota	7 0.6(Up To Date C
Proj B B	3ill No 1 Building Worl Bill No 2	DER				Overall Tota 1,885,220.3	7 0.6(Up To Date C
Proj B B	Bill No 1 Building Worl Bill No 2 RIATION OR	DER				Overall Tota 1,885,220.3	7 0.6(Up To Date C
Proj B B	Bill No 1 Building Worl Bill No 2 RIATION OR	DER				Overall Tota 1,885,220.3	7 0.6(Up To Date C
Proj B B	Bill No 1 Building Worl Bill No 2 RIATION OR	DER				Overall Tota 1,885,220.3	7 0.6(Up To Date C

Re-measurement / Final Account

1. Go to Buildspace Pro and access to Post Contract module.

Library Manager	Project Builder	Tendering	Post Contract	Project Management	Finance	Reports	Administration

2. Double click to select a project with status "Post Contract".

space Post C	Contract			
Post Contract > Project Listing				
No filter applied ≑	Find by: 🗢 Title	-	\odot	Q Search 🛛 🙆 Refresh
Title	Country	State	Status	Created At
Project Testing 1 2	Malaysia	Pulau Pinang	Post Contract	13/12/2017 02:05

3. Click "Re-Measure Provisional" and select All Items-Selected Item(s) or Provisional Items. (Note: "All Items" is for all bill items, "Provisional Item" is for provisional bill & provisional items (ITEM-P) on normal bill)

R	e-Measure Prov	isional	Loca	tion Management	🦞 Defin	e Locations	Sub-Packages	Reload %	Amount
No.	Description						Overall Total	Up To Date	
	Project Testin	0						op io bate	
1	Bill No 1								
	Building W	orks							
2	Bill No 2	2					1,885,220.37	0.60%	11,352.88
		0050					000.00		
	VARIATION C						292.00		
	MATERIAL O	NSILE							

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4. Double click and select bill & unit & element.

ost Contract > Re-Measu	re Provisional (All Items) - Project Te	esting		
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II >				
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No. Bill 1 Bill No 1		Omission	Addition	Nett Omission/Addit
Bill No 2		1,885,220.37		(1,885,220
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II > Bill No 2 >				
lo. Description	Total Units	Omission	Addition	Nett Omission/Addit
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ost Contract > Re-Measu) Back to Post Contract II 〉 Bill No 2 〉 Defaul IO. Description	re Provisional (All Items) - Project Te	esting Omission 456,034.93	Addition	
ost Contract > Re-Measu) Back to Post Contract II 〉 Bill No 2 〉 Defaul IO. Description	re Provisional (All Items) - Project Te t >	Omission	Addition	(456,034
Opsil Contract > Re-Measu Back to Post Contract I Bill No 2 Defaul IO. Description 1 WORK BELOW C 2 FRAME	re Provisional (All Items) - Project Te t > ROUND FLOOR LEVEL	Omission 456,034.93	Addition	(456,034 (246,782
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ost Contract > Re-Measu) Back to Post Contract II > Bill No 2 > Defaul IO. Description 1 WORK BELOW C 2 FRAME 3 UPPER FLOORS 4 STAIRCASE, STE CONSTRUCTION 5 STRUCTURAL W	Te Provisional (All Items) - Project Te	Omission 456,034.93 246,782.80 155,280.69 35,702.50 38,334.00	Addition	(456,034 (246,782 (155,280 (35,702 (38,334
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ost Contract > Re-Measu Back to Post Contract I Bill No 2 > Defaul No. Description Construction FRAME UPPER FLOORS UPPER FLOORS STAIRCASE, STE CONSTRUCTION STRUCTURAL W ROOF FINISHES ROOF FINISHES EXTERNAL WAL PARTITIONS, DC 9 EXTERNAL WAL	t > TROUND FLOOR LEVEL 4 TROUND FLOOR A TROUND FLOOR A	Omission 456,034.93 246,782.80 155,280.69 35,702.50 38,334.00 132,152.90 208,566.54 117,054.61 45,256.40	Addition	Nett Omission/Addii (456,034 (246,782 (155,280 (35,702 (38,334 (132,152 (208,566 (117,054 (45,256 (114,594
ost Contract > Re-Measu) Back to Post Contract) Bill No 2 > Defaul No. Description 1 WORK BELOW C 2 FRAME 3 UPPER FLOORS 4 STAIRCASE, STE CONSTRUCTION 5 STRUCTURAL W 6 ROOF FINISHES 7 EXTERNAL WALL 8 PARTITIONS, DC 9 EXTERNAL WALL 10 INTERNAL WALL	Te Provisional (All Items) - Project Te t > SROUND FLOOR LEVEL EPS AND RAMP ALLS AND RAINWATER GOODS LS, DOORS AND WINDOWS IOR AND WINDOW L FINISHES FINISHES	Omission 456,034.93 246,782.80 155,280.69 35,702.50 38,334.00 132,152.90 208,566.54 117,054.61 45,256.40 114,594.00	Addition	(456,034) (246,782) (155,280) (35,702) (38,334) (132,152) (208,566) (117,054) (45,256) (114,594)
ost Contract > Re-Measu) Back to Post Contract) Back to Post Contract) Bill No 2 > Defaul No. Description 1 WORK BELOW C 2 FRAME 3 UPPER FLOORS 4 STAIRCASE, STE CONSTRUCTION 5 STRUCTURAL WA 6 ROOF FINISHES 7 EXTERNAL WALL 8 PARTITIONS, DC 9 EXTERNAL WALL 10 INTERNAL WALL 11 FLOOR FINISHES	Te Provisional (All Items) - Project Te t > SROUND FLOOR LEVEL EPS AND RAMP ALLS AND RAINWATER GOODS LS, DOORS AND WINDOWS IOR AND WINDOW L FINISHES FINISHES	Omission 456,034.93 246,782.80 155,280.69 35,702.50 38,334.00 132,152.90 208,566.54 117,054.61 45,256.40	Addition	(456,034 (246,782 (155,280 (35,702 (38,334 (132,152 (208,566 (117,054 (117,054 (114,594) (186,650)
ost Contract > Re-Measu Back to Post Contract Description WORK BELOW C FRAME UPPER FLOORS FAIRCASE, STE CONSTRUCTION STAIRCASE, STE ROOF FINISHES EXTERNAL WALL PARTITIONS, DC EXTERNAL WALL NTERNAL WALL FLOOR FINISHE STAIRCASE, STE	Te Provisional (All Items) - Project Te t > BROUND FLOOR LEVEL EPS AND RAMP J ALLS AND RAINWATER GOODS LS, DOORS AND WINDOWS IOR AND WINDOW L FINISHES FINISHES S S EPS, RAMP FINISHES AND	Omission 456,034.93 246,782.80 155,280.69 35,702.50 38,334.00 132,152.90 208,566.54 117,054.61 45,256.40 114,594.00 186,650.40	Addition	(456,034) (246,782) (155,280) (35,702) (38,334) (132,152) (208,566) (117,054)
ost Contract > Re-Measu Back to Post Contract I > Bill No 2 > Defaul Io. Description 1 WORK BELOW C 2 FRAME 3 UPPER FLOORS 4 STAIRCASE, STE CONSTRUCTION STRUCTURAL WAL 6 ROOF FINISHES 7 EXTERNAL WALL 8 PARTITIONS, DC 9 EXTERNAL WALL 10 INTERNAL WALL 11 FLOOR FINISHES 12 STAIRCASE, STE BALUSTRADES STAIRCASE, STE	Te Provisional (All Items) - Project Te t > BROUND FLOOR LEVEL EPS AND RAMP J ALLS AND RAINWATER GOODS LS, DOORS AND WINDOWS IOR AND WINDOW L FINISHES FINISHES S S EPS, RAMP FINISHES AND	Omission 456,034.93 246,782.80 155,280.69 35,702.50 38,334.00 132,152.90 208,566.54 117,054.61 45,256.40 114,594.00 186,650.40 29,921.30	Addition	(456,034) (246,782) (155,280) (35,702) (38,334) (132,152) (208,566) (117,054) (45,256) (114,594) (186,650) (29,921)

5. Insert new quantity based on each item. Net Omission/Addition also listed in the column after new quantity inserted. After that, click at **"Bill**".

1	space Post Contract								
Post	Contract > Re-Measure Provisional (All Items) - Project Testing								
O B	ack to Post Contract								
an)	Bill No 2 > Default > WORK BELOW GROUND FLOOR LEVEL >								
No.	Description	Туре	Unit	Rate	Qty/Unit Omission	Total/Unit	Qty/Unit Additio	Total/Unit	Net Omission/Addition
1	Excavate oversite, commencing from platform level	HEAD 1							
2	Nat exceeding 250mm, to reduce level.	ITEM	M3	3.50	125.00	437.50	150.00	525.00	87.50
3	Excavate, commencing from reduce level.	HEAD 2							
4	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	8.50	188.00	1,598.00	100.00	850.00	(748.00
5	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	10.50	554.00	5.817.00	700.00	7,350.00	1,533.00
6	Maximum depth not exceeding 1.00m deep, for ground beams	ITEM	M3	8.50	200.00	1,700.00	400.00	3,400.00	1,700.00
7	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	8.50	33.00	290.50	50.00	425.00	144.50
8	Earthfilling materials from selected excavated materials, filling up.	HEAD 2							
9	Filing to excavation, deposited and consolidated.	ITEM	M3	12.00	50.00	600.00	100.00	1,200.00	600.00
10	Concrete Grade 15/20, as specified, in,	HEAD 2							
11	Blinding, not exceeding 100mm thick, under footings.	ITEM	M3	180.00	19.00	3.420.00	100.00	18,000.00	14,580.00
12	Blinding, not exceeding 100mm thick, under ground beams	ITEM	M3	180.00	5.00	900.00	10.00	1,800.00	900.008
13	Blinding, not exceeding 100mm thick, under ground floors.	ITEM	M3	180.00	23.00	4,140.00	15.00	2,700.00	(1,440.00
14	Blinding, not exceeding 100mm thick, under trenches.	ITEM	M3	180.00	2.00	360.00	2.00	360.00	
15	Disposal off site, including paying all dues	HEAD 2							
16	Excavated materials	ITEM	M3	3.00	936.00	2,808.00	400.00	1,200.00	(1,608.00)
17	Hardcore, consolidated and blinded to receive concrete	HEAD 2							
18	150mm (consolidated thickness), under floor.	ITEM	M3	9.50	532.00	5,054.00	700.00	6,650.00	1,596.00
19	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)	HEAD 2							
20	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	ITEM	M3	2.60	532.00	1,383.20	1,000.00	2,600.00	1,216.80
21	Vibrated reinforced concrete Grade 35/20, as specifieed, in,	HEAD 2							
22	Pad footing	ITEM	M3	229.00	303.00	69,387.00	600.00	137,400.00	68,013.00
23	Column stumps (Provisional)	ITEM	M3	229.00	6.00	1,374.00	5.00	1,145.00	(229.00)
24	Ground beams.	ITEM	M3	229.00	46.00	10,534.00	50.00	11,450.00	916.00
25	Trench bases, exceeding 100mm but not exceeding 150mm thick.	ITEM	M3	229.00	5.00	1,145.00	50.00	11,450.00	10,305.00
26	Trench walls, exceeding 100mm but not exceeding 150mm thick.	ITEM	M3	229.00	9.00	2,061.00	60.00	13,740.00	11,679.00
27	Trench slab, exceeding 100mm but not exceeding 150mm thick.	ITEM	M3	229.00	88.00	20,152.00	500.00	114,500.00	94,348.00
28	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)	HEAD 2							
29	10mm Diameter, in ground beams (stirrups)	ITEM	KG	4.00	1,153.00	4,612.00			(4,612.00
30	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2							
31	16mm Diameter, in footings.	ITEM	KG	4.00	18,987.00	75,948.00			(75,948.00
32	12mm Diameter, in footings.	ITEM	KG	4.00	5,638.00	22 552 00			(22 552 00)

6. Total Net Omission/Addition will be listed based on each bill.

*	SpACE Post Contract			
Post C	Contract > Re-Measure Provisional (All Items) - Project	t Testing		
🔇 Bad	ck to Post Contract			
Bill >				
No.	Bill	Omission	Addition	Nett Omission/Addition
1	Bill No 1			
2	Bill No 2	1,885,220.37		(1,548,475.37)
3				

Report

1. Click the Buildspace logo and select **Report module**, after that choose the sub module **Tendering Report**.

sp/ce	Project Builder Report	Tendering Report	💿 Post Contract Report 🚺 Library Manager Report 🚺 Finance Report

2. Double click the project title to view the all bills within its project.

space To Project Builder Report To Tendering Report To Post Contract Report To Library Manager Report	Finance Report				
Tendering Report > Project Listing					
No filter applied	Find by:	Title 💌		\odot	Q Search 🙆 Refresh
Title		Country	State	Status	Created At
1 Project Testing Double click the title project		Malaysia	Kuala Lumpur	Tendering	18/12/2017 04:11
2 Project Kuala Lumpur		Malaysia	Kuala Lumpur	Tendering	12/12/2017 23:43
3 Sample Project 3		Indonesia	Jakarta Raya	Post Contract	06/12/2017 01:55
4 Project ABCD		Malaysia	Kuala Lumpur	Post Contract	24/11/2017 03:00
5 Project ABCD		Malaysia	Kuala Lumpur	Post Contract	23/11/2017 22:21
6 Sample Project		Indonesia	Jakarta Raya	Post Contract	22/11/2017 03:22
7 Project ABC		Malaysia	Selangor	Post Contract	17/11/2017 01:58
8 CADANGAN MEMBINA RUMAH BANGLO		Malaysia	Selangor	Participated	12/11/2017 21:32

3. Click **Print Summary** and choose print or export.

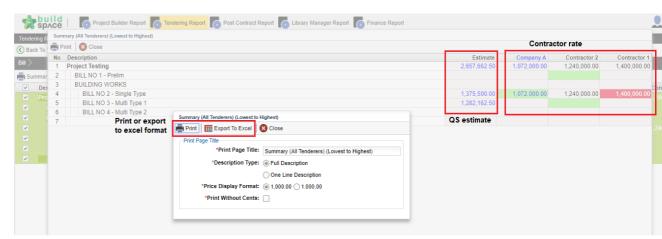
-	sp/ce	Project Builder Report	endering Report	t Contract Report 🚺 Library Man	nager Report 🚺 Finance	Report				
Tend	ering Report > Pro	ect Testing (Status: TENDERING)								
Proje	ect Breakdown	roject Properties								
P	roject Analyzer 🔻	📑 Print Summary 🙎 View Tende	erers 🛛 🕋 Sub-Packages							
No.	Description	1. Click print summary to				Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project
1 2 3 4	BILL NO 1 - F BUILDING W BILL NO 2 BILL NO 3	print summary Prelim	2. Choose to export to excel or print in pdf format	Print Page Title *Print Page Title: *Description Type: *Price Display Format:	One Line Description 1,000.00 1.000,00	1,375,500,00 1,282,162,50 y (Auto)			1,375,500,00 1,282,162,50	51.76% 48.24%
				*Print Without Cents:						

4. Click the View Tenderers.

space 🐻 Project Builder Report 👩 Tendering Report 👩 Post Contract Report 👩	Library Manager Report 🚺 Finance Report				
andering Report > Project Testing (Status: TENDERING)					
roject Breakdown Project Properties					
Project Analyzer 🔻 📑 Print Summary 🛛 🧟 View Tenderers 🛛 🚰 Sub-Packages					
o. Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Projec
Project Testing					
1 BILL NO 1 - Prelim					
BUILDING WORKS					
2 BILL NO 2 - Single Type	1,375,500.00			1,375,500.00	51.76%
3 BILL NO 3 - Multi Type 1	1,282,162.50			1,282,162.50	48.24%
4 BILL NO 4 - Multi Type 2					
BIELING 4 - Mala Type 2					

	space To Project Builder Report	ndering I	Repor	ort 💽 Post Contract Report 🚺 Library Manager Report 🚺 Finance Report				
Tende	ring Report > View Tenderers - Project Testing							
🔇 Ba		ick to						
Bill >		ractor er rate		bmit the				
💼 Su	immary 🔻							
V	Description				Amount	Company A	Contractor 1	Contractor 2
	Project Testing 3. Thick which bill				2,657,662.50			
	BILL NO 1 - Prelim	Assig	gn Cor	ontractors :: Project Testing				
	BUILDING WORKS	🛛 🙆 C	lose					
	BILL NO 2 - Single Type				Original T	Total Adjusted To	tal 400,000.00	
	BILL NO 3 - Multi Type 1		No.			Diff: 0.00		
\mathbf{V}	BILL NO 4 - Multi Type 2			Company A 2. Thick in the box which contractor				
\mathbf{V}				Contractor 1 need to view the				
				Contractor 2 comparison rate				
			4					

- 5. Click Summary and choose summary (selected tenderer), and then click print.
- 6. The **red colour** represents **higher BQ rate** and **the green** represents **lower BQ rate** based on several tenderers' rate.



• Click summary and choose summary with revision (all tenderers).

dering R lack To [·] I		mary With Revisions (All Tenderers) (Lowest to Highest) rint 🛛 😢 Close					
_	No	Description	Grand Total	Grand Total	Grand Total	Grand Total	
-			Estimate	Company A	Contractor 2	Contractor 1	
ımmar	1	Project Testing	2,657,662.50	1,072,000.00	1,240,000.00	1,400,000.00	
Des	2	BILL NO 1 - Prelim					
Pro	3	BUILDING WORKS					
	4	BILL NO 2 - Single Type	1,375,500.00	1,072,000.00	1,240,000.00	1,400,000.00	
	5	BILL NO 3 - Multi Type 1	1,282,162.50				
	6	BILL NO 4 - Multi Type 2	QS estimate	(Contractor rate		
	6 7	BILL NO 4 - Multi Type 2	QS estimate		Contractor rate		
		BILL NO 4 - Multi Type 2	QS estimate		Contractor rate		
					Contractor rate		
		Summary	With Revisions (All Tenderers) (Lowest		Contractor rate		
		Summary Export	With Revisions (All Tenderers) (Lowest t To Excel		Contractor rate		
		Summary Export	With Revisions (All Tenderers) (Lowest		Contractor rate		
		Summary Export	With Revisions (All Tenderers) (Lowest t To Excel	to Highest)			
		Summary Export	With Revisions (All Tenderers) (Lowest t To Excel age Title "Print Page Title: Summary	to Highest) With Revisions (All T			
		Summary Export	With Revisions (All Tenderers) (Lowest t To Excel age Title "Print Page Title: Summary "Description Type: © Full Def	to Highest) With Revisions (All T scription			
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		Summary Export Print P	With Revisions (All Tenderers) (Lowest t To Excel age Title "Print Page Title: Summary "Description Type: © Full Def	to Highest) With Revisions (All T scription ne Description			

- Double click the bill to view the element and double click the element to view the item.
 - Click print the item rate, item total or item rate and total for all contractor.

*	buil sp∧c	de 🚺	Project Builder Report 👩 Tendering Report 👩 Post Contract Report 🚺 Library Manager Re	eport 🚺 Finan	ce Report						
Tenderi	ing Repo	rt > View Tend	erers - Project Testing								
C Bacl	k To Ten	dering Report	Lenderer Setting								
Bill >	BILL NO	2 - Single Typ	e $ ightarrow$ work below lowest floor finish $ ightarrow$								
) Item	Rate 🔻	📄 item Tot	al 🔻 📑 Item Rate & Total 🔻								
	No	Bill Ref	Description	Туре	Unit	Grand Total Qtv	Rate	Grand Total	Rate	Grand Total	Rat
		Dill Ref	Description	Type	Unit	Grand Total Qty	Rate	Grand Total	Compar	ny A	Co
~			Plain In-Situ Concrete Grade 15 as specified	HEAD 1							
~			In ground slab	HEAD 2							
		1/1 A	In ground slab Not exceeding 100mm thick	HEAD 2 ITEM		2,000.00		327,500.00			
~		1/1 A 1/1 B				2,000.00		327,500.00 393.000.00			
X X X X			Not exceeding 100mm thick	ITEM							