CONTRACT MANAGEMENT
(CLAIM REVISION)

<u>Variation Order, Advance Payment, Materials On Site, Deposit, Purchase On Behalf & Permit</u>

1. Login e-Project system

2. Click **Buildspace Pro** to prepare claim revision for contract management.

3. Double click the sub-module

4. Double click the first level to go second level.

5. At second level, just click **Claim Revision** to do the claim.

6. After that, just click **Add New Claim.**

7. And just click **Yes** to add new claim.
   Note: When add the new claim, the previous claim cannot amend.

8. The status **In Progress,** user can prepare the claim.

9. Scroll to the right to key in the **qty, percentage or amount** for claim.

10. Just **press enter** to key in the qty, percentage or amount for claim at **Current Claim** or **Up To Date Claim.**

11. After already update the claim, go back click **Claim Revision.**

12. Change the status from **In Progress** to **Locked.**

13. After that, just click **Yes** after already finalise the claim.
    Note: The claim will be undone until the new claim Added.

14. After locked the claim, the claim number follow the current claim status In Progress.
Note: If the current claim already approved, the number of claims will be carry forward to next claim.

15. Click back **Project Breakdown** to see the amount display, at the front page.