

**CONTRACT
MANAGEMENT
(CLAIM REVISION)**

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

Post Contract > CADANGAN MEMBINA RUMAH TERES 2 TINGKAT DI LOT 2390 (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | VARIATION ORDER

Variation Orders > VO 1 >

Variation Order Items | **Claim Revisions**

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Qty	Total
							Budget		
1			Excavate, get out, remove surplus excavated materials off site	Upload	HEAD 1				
2	1/1 A	1	Oversite excavation, to reduce level, 150mm deep.	Upload	ITEM	m2			
3					ITEM				

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

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Variation Order Items | **Claim Revisions**

Add New Claim | Delete Row

No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status	Updated At
1					

- And just click **Yes** to add new claim.

Note: When add the new claim, the *previous claim cannot amend.*

Add New Claim

Are you sure you want to add new claim revision?

This action will disable editing of items in Variation Order Item.

Yes | No

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

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Variation Order Items | **Claim Revisions**

Add New Claim | Delete Row

No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status	Updated At
1	Version No. 1		✓	In Progress	06/09/2018 17:21
2					

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

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3					ITEM				

➡

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

build space | Post Contract

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Variation Orders > VO 1

Variation Order Items | Claim Revisions

Total	Omission/Addition	Nett	%	Qty	Amount	%	Qty	Amount	%	Qty	Amount	Remarks
				Previous Claim	Current Claim			Up To Date Claim				
5,000.00		825.00										

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

build space | Post Contract

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Variation Order Items | Claim Revisions

%	Qty	Amount	%	Qty	Amount	%	Qty	Amount	Remarks
Previous Claim			Current Claim			Up To Date Claim			
			100.00%	33.00	825.00	100.00%	33.00	825.00	

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

build space | Post Contract

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Variation Orders > VO 1

Variation Order Items | Claim Revisions

⊕ Add New Claim | ⊖ Delete Row

No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status	Updated At
1	Version No. 1		✓	In Progress	12/2018 17:21
2				Locked	

13. After that, just click **Yes** after already finalise the claim.

Note: The claim will be undone until the new claim Added.

Are you sure you want to send this for submission?

This action cannot be undone

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.

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Variation Orders > VO 1 >

Variation Order Items | Claim Revisions

Add New Claim | Delete Row

No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status	Updated At
1	Version No. 1	2	✓	Locked	06/09/2018 17:21
2					

Follow the current progress claim cert

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

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Project Breakdown | Project Properties | Claim Certificates | VARIATION ORDER

Variation Orders > VO 1 >

Variation Order Items | Claim Revisions

%	Qty	Amount	%	Qty	Amount	%	Qty	Amount	Remarks
Previous Claim			Current Claim			Up To Date Claim			
			100.00%	33.00	825.00	100.00%	33.00	825.00	

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Re-Measure Provisional | Location Management | Define Locations | Sub-Packages | Wastage Report | Reload

No.	Description	Overall Total	% Up To Date Claim	Amount
1	CADANGAN MEMBINA RUMAH TERES 2 TINGKAT DI LOT 2390	700,189.00	20.00%	140,037.80
	VARIATION ORDER	825.00	100.00%	825.00
	MISCELLANEOUS			
	ADVANCE PAYMENT	10,000.00		
	MATERIAL ON SITE	2,250.00		
	DEPOSIT	500.00		