

# Consultant User Guide (Post Contract)

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# Letter of Award

How to prepare/edit Letter of Award (As Editor role)

Note: Following steps are for user who assigned as **Editor** role only.

1. Login eProject system and click to open a project.

🖽 Proje	ects					+ Add New Project
Projects						
		Projects	Sub Projects	Filter by Subsidiary	None	
٩						10 🔻
No. 🔺	Contract Number	Name				Status 🗘
1	EMS8/BLD/C046/19	CADANGAN MEMBINA RUMA	H TERES 150 UNIT		Open Project Sub Packages [0]	Design
2	EMS8/8LD/C045/19	CADANGAN MEMBINA RUMA 137e5-2919 Malaysia , Petrojaya Standard	H TERES 200 UNIT	Click to open	Open Project. Sub Packages [0]	Closed Tender

2. Go to "Tendering", then click at "Letter of Award".

		U,						
Projects	System M	Maintena	Project D	Users	Tendering	Documents	Forum	
Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT			T Closed	d Tender				
					🗙 Open	Tender		
Project Dashboard		🐴 Techni	ical Opening					
					E Letter	of Award		
Projec	ct Progress (	Checklist						

3. There are 3 categories under Letter of Award module, click **"Edit"** beside each category to start edit.

Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT / Letter of Award	Closed Ter
Letter of Award	Action(s) •
Contract Details	Edit
Clauses	Edit
Signatory	Edit
	Logs 🌣 Settings 🔒 Print

Note: User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into NOTEPAD first, then copy the content from NOTEPAD and paste it under eProject system. (*This action is to remove the content* styling from Microsoft Word and allow user to spend lesser time on adjusting spacing, margin & layout when printing out the Letter of Award)



4. For **Contract Details**, user need to input the header content like below (*which will display at the top of every page when printed out*). After that, click **Save**.

Edit Contract Details
$\mathbf{B}  I  \underline{\mathbf{U}}  \boldsymbol{\sigma}  -  \mathbf{\overline{A}}  \boldsymbol{v}  \boldsymbol{\widetilde{\boldsymbol{v}}}  \boldsymbol{\boldsymbol{\varepsilon}}  \boldsymbol{\varepsilon}  \boldsymbol{\varepsilon} $
Our Ref. : BS/C&C/9.07/PROJECT NAME_MBW/FL/L/0434/18
Date: : 11/2/2019
Back Back

5. For Clauses, user need to Add New Clause and key in the content.

123	Clauses	Click to add new clause	C	lick to add new lause between
		+ Add New Clause	e	xisting clauses
	В			
	Contr	act Sum Click to edit content		

6. Tick to set numbering for certain clauses (*e.g. 1.0, 1.1 ...*). Further, to set certain clause as sub clauses, **click (Hold)** symbol and drag to right side.

	Add New Clause			
	B       I	<b>&gt;</b>	+ ×	
Ľ	Set the clause as sub title The Contract Sum shall be Ringgit Malaysia: XXX Only (RM XXX) excluding GST.	<b>~</b>	+ ×	
	The Provisional Sums shall only be expended at the discretion and on written instruction of S.O.		+ ×	

7. After finalised the clauses, click **Save**.

The overall Contract period inclus Dates are as follows: - Date of Commencement Completion Date Contract Duration	vive of all mobilization shall be X months/weeks from the : XXX : XXX : XXX : XXX : X months/weeks	e Date of Commencement. The Dates of Commencement and the Completion	✓ + ×
	Back	Save	

8. For Signatory, user need to insert the content on contractor's signature page only (As shown below).



Clit Signatory	
B I <u>U</u> 8 - A	· 2/· ≡ ≡ ≡ · ≡ • € x' x, x ?
The undersigned hereby which has been retained	acknowledged receipt of this Letter ref: BS/C&C/9.07/LA/PlotG_MBW/FL/L/0434/18 dated 13th July 2018, and confirm our agreement to the terms and conditions contained therein.
<b>+</b>	Click to key in content
Save Back	

9. After user finalised the Letter of Award template, user can click "Settings" to edit the printing layout, margin & font size before printing layout.

Edit							
Click "Logs" to view who edited the template	Logs Click "Se	Settings	Print Print				
layout, margin & font size							

10. Click Action(s), then click "Notify Reviewer" to allow reviewer to review the letter of award.

	Action(s) -
	Notify Reviewer
Edit	
Edit	
Edit	
Logs	Settings 🗗 Print

11. After clicking "Notify Reviewer", the system will pop out a message shown that notification has been sent successfully.



Notification has been sent successfully.



# How to comment on Letter of Award module (as Reviewer)

Note: Reviewer will receive an email notification once Editor notified Reviewer through eProject system

1. To review and comment on Letter of Award, login eProject system and click to open a project.

Proje	cts					+ Add New Project
Projects						
		Projects	Sub Projects	Filter by Subsidiary	None	
Q						10 🔻
No. 🔺	Contract Number	Name				Status 🗘
1	EMSB/BLD/C046/19	CADANGAN MEMBINA RUMA	H TERES 150 UNIT		Open Project Sub Packages [0]	Design
		13-Feb-2019 Malaysia , Putrajaya Standard				
2	EMSB/BLD/C045/19	CADANGAN MEMBINA RUMA		Click to open	Open Project Sub Packages [0]	Closed Tender
		13-Feb-2019 Malaysia , Putrajaya Standard				

2. Go to "Tendering", then click at "Letter of Award".

Projects	System M	<b>C</b>	Project D		Tendering		<b>₽</b> 1
Home / (	CADANGAN ME		H TERES 200 UI	NIT	T Closed	d Tender	
			🛨 Open	Tender			
Projec	Project Dashboard				ata Techni	ical Opening	
Proiec	t Progress (	Checklist			E Letter	of Award	

3. Click **"Edit"** button beside Clauses to view the content. User also can click **"Print"** to preview the Letter of Award.

Contract Details	Edit
Clauses	Edit
Signatory	Edit
	Logs 🗢 Settings 🖨 Print

4. Reviewer only can review and insert comment on each clauses. To comment, click at icon.

-	XXX SDN BHD		
	Address .		
	Tel: 03-XXX Fax: 03-XXX		
	Atte: Mr. XXX		
	Aut. Mit. AAA		
	Dear Sir	_	
	PROJECT TITLE		
	Letter of Acceptance		
	We are pleased to inform you that your tender for the above mentioned works (hereinafter called 'the Works') is hereby accepted all in accordance with, inter-alia, the		
	Conditions of Contract, Specifications, Preambles, Drawings, Bills of Quantities, Instructions and Conditions of Tendering, Form of Tender and the following terms and		
	conditions: -		

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5. Reviewer can click at the text box to insert the comment. After that, click "Post Comment".

Comments				×
Please edit the company address	Click to type the comment			
Comments			Commentor [	Date
	Ν	o comments posted		
Showing 0 to 0 of 0 entries			Previous	Next
			CI	ose

6. The comment will be recorded under the system. User can click **Close** and continue comment on other clauses.

PostComment		
omments	▲ Comme	ntor Date
Yease edit the company address	Heng C Guai	nin Februa 2019 (Friday 9.54 a
iowina 1 to 1 of 1 entries	Previ	us 1 No

7. After review & comment on the clauses, click Letter of Award and back to the first level.



8. Click **Action(s)** and **Send Comment Notification** to notify Editor user that the comments have been established.

Action(s)
Send Comment Notification
Edit



# How to amend Letter of Award based on comment

1. Login eProject system and click to open a project.

🖽 Proj	ects					+ Add New Project
Projects						
		Projects	Sub Projects	Filter by Subsidiary	None	
٩						10 🔻
No. 🔺	Contract Number	Name				Status 🗘
1	EMSB/BLD/C046/19	CADANGAN MEMBINA RUM/ 13-Feb-2012 Malaysia , Petrajaya Standard	AH TERES 150 UNIT		Open Project Sub Packages [0]	Design
2	EMS8/BLD/C045/19	CADANGAN MEMBINA RUM/ 13-Feb-2013 Malaysia, Pudrajaya Standard	AH TERES 200 UNIT	Click to open	Open Project Sub Packages [0]	Closed Tender

2. Go to "Tendering", then click at "Letter of Award".

Projects	System M	Maintena	Project D	Users	Tendering	Documents	<b>₽</b> 1 Forum				
Home /	CADANGAN ME	MBINA RUMAH	H TERES 200 U	NIT	The Closed	d Tender					
					🛨 Open	Tender					
Project Dashboard			🐴 Techni	cal Opening							
Troject Duonbourd			🖹 Letter	of Award							
Projec	ct Progress C	hecklist									

3. Editor user view see how many comments inserted by Reviewer. To view the comments, click **"Edit"**.

Contract Details	Edit
Clauses	Edit 1 new comments
Signatory	Edit
	Logs 🌣 Settings 🖨 Print

4. Click icon to view unread comment.



5. Editor user can view the comments from Reviewer user. Click Close to amend the clauses.

Comments	Commentor	Date
Please edit the company address	Heng Chin Guan	15th February 2019 (Friday), 9.54 am
Showing 1 to 1 of 1 entries	Previous	1 Next
		Close

6. Editor user can click on clauses to edit the content.

Ξ	XXX SDN BHD Address . Tel: 03-XXX Fax: 03-XXX Attn: Mr. XXX Dear Sir PROJECT TITLE Letter of Acceptance	+ * *
	We are pleased to inform you that your tender for the above mentioned works (hereinafter called 'the Works') is hereby accepted all in accordance with, inter-alia, the Conditions of Contract, Specifications, Preambles, Drawings, Bills of Quantities, Instructions and Conditions of Tendering, Form of Tender and the following terms and conditions: -	

9. After amended the clauses based on comment, click **Letter of Award** and back to the first level.

Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT	' Letter of Award	Clauses
ter Clauses	Click first l	and back to evel

7. Click Action(s), then click "Notify Reviewer" to allow reviewer to review the amended letter of award.

	Action(s) - ► Notify Reviewer
Edit	
Edit	
Edit	
Logs	🗢 Settings 🛛 🖶 Print



# Activate Claim Certificate

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

1. Login eTender system with Username and Password

1	build sp/ce
Email	
Enter your p	assword
	Sign in
	Sign up   Forgot Password?

2. Click "Project Title" or click "Open Project"

:	2	EMDS8/BLD/C051/18	CADANGAN MEMBINA RUMAH TERES DI TAMAN CEMPAKA	Post Contract
			23-Apr-2018 Malaysia , Kuala Lumpur Slandard	

3. To activate claim certificate, just click at "Buildspace Pro" icon.

Home / CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT / Contract Management / Claim Certificate         Claim Certificate         Claim Certificate         No.       Claim Certificate         No.       Claim Certificate				C Sea	rch Project	Q ≡ 🥊 🗆
Claim Certificate	Home / CADAN	IGAN MEMBINA KONDOMINIUM 25 TINGKAT	/ Contract Management / Claim Certific	cate		
Claim Certificate           No.         Claim Certificate         Submitted By         Submitted At         Status         View	# Claim (	Certificate				
No.         Claim Certificate         Submitted By         Submitted At         Status         View	Claim Certific	ate				
No.         Claim Certificate         Submitted By         Submitted At         Status         View					Q	
	No.	Claim Certificate	Submitted By	Submitted At	Status	View
No data available in table			No data available in tat	ble		

4. After click the "Buildspace Pro", can view the BQ already in post contract. Click "claim certificate" to prepare the claim certificate.

sphote sphote			- 🔷 💄	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)		design and generated		
Project Breakdown Project Properties Claim Certificates				
Re-Measure Provisional 🔻 🖺 Location Management 🛛 😵 Define Locations 🛛 🚰 Sub-Packages 🛛 🚳 Reload				
No. Description	Querall Total	%		Amount
No. Description	Overall Total	Up To	Date Claim	
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT				
1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			
2 BILL NO.2 - PILING WORKS	1,179,754.88			
3 BILL NO.3 - MULTI TYPES	10,120,362.45	11.04%	1,	,117,009.67
4 BILL NO.4 - SINGLE TYPE	1,216,033.29	0.74%		8,978.13
5 BILL NO.5 - PROVISIONAL SUM	16,626,000.00			



5. Click "Active Claim Certificate" and fill up the form.

sp/c	d e				
Post Contract >	CADANGAN	MEMBINA KONDOMINIUM	25 TINGKAT (Status::POST CO	DNTRACT)	
Project Breakdo	wn Project P	roperties Claim Certificate	*S		
🙀 Activate Clai	im Certificate	🕑 Reload			
Claim Certificate	e List >				
Claim No.		Amount Certified	Status	Paid Amount	
1			IN PROGRESS	0.00	

6. Fill up all information that have in claim certificate and then click "Save".

🐹 sp∧ce							
ost Contract > CADANGAN MEME	SINA KONDOMINIUM 25 TINGK	AT (Status::POST CONTRACT)					
oject Breakdown Project Properti	ies Claim Certificates						
Activate Claim Certificate	Reload						
aim Certificate List > Claim Cert	ificate >						
Salva							
save							
*Contractor Submitted Date :	21/03/2018	¥.	*Site Verified Date : 21/03/	/2018	*QS	Received Date : 21/03/2018	T
	21/03/2010			2010		2.000.21.1	-
laim Certificate Information							
Company :	ECO MAJESTIC 2 SDN BHD			Contractor	r: ALIBABA CONSTRUCTION & D	EVELOPMENT CORPORATION H	OLDING SDN BHD
Letter of Award No. :	1			Claim No.	.: 1		
WORKS :	Lab			WORKS 2 Detention Sum	* BLDG		
Work Done Amount :	MYR 1 125.987.80			% Completion	1: MTR 30288.38 ( 031 : 0.00 / //		
Retention Tax Percentage :	e on %	-		Release Retention Amount	t: 0.00		
Notember fan Ferederinge -	6.00 %	•		Nolouse notember 1	0.00		
*Person In Charge :	Mr Chong			Release Retention	. 0.00 %		
-D -D (							
*Due Date :	21/03/2018	*		*Budget Due Date	21/03/2018	*	
*Budget Amount :	10000.00			*Tax	6.00 %		
-	10000.00						
-	1000.00						
Acc Remarks :				QS Remarks			A .
Acc Remarks :	NA KONDOMINIUM 25 TINGKA s Claim Certificates	T (Status: POST CONTRACT)		QS Remarks			÷ 1
Acc Remarks :	NA KONDOMINIUM 25 TINGKA s Claim Certificates	T (Status: POST CONTRACT)		QS Remarks			۰ ا
Acc Remarks : at Contact > CADANGAN MEMBi oject Breakdown Project Propertie Activate Claim Certificate Let > Claim Certificate and Certificate Let > Claim Certificate and Certificate Let > Claim Certificate	NA KONDOMINIUM 25 TINGKA s Claim Certificates leload cate ::: 1 (IN PROGRESS ) >	T (Status=POST CONTRACT)		QS Remarks			£ &
Acc Remarks : at Contract - CADANCAN MEMBE oper Breakdow   Project Propertie Activate Claim Certificate   @ P am Certificate Ind   Claim Certifi am Certificate Ind   Claim Certifi	NA KONDOMINIUM 25 TINGKA s Claim Certificates leioad teate :: 1 (IN PROGRESS ) > :ate Print Info	T (Status-POST CONTRACT)		QS Remarks			* 1
Acc Remarks : Stormarks - CADANGAN MEMBE Sector Catalogue - Cata	NA KONDOMINIUM 25 TINGKA s Claim Certificates teload kale :: 1 (IN PROGRESS ) > cale Print Info	T (Status: POST CONTRACT)		QS Remarks			÷
Acc Remarks : Space   st Contract > CADANGAYI MEME and Breakdown   Project Propertie Activate Calam Certificate   @) Fr and Certificate Inf] Calam Certifi Submit   @ Edit   @ Print Vibil Information Contractor Submitted Date :	NA KONDOMINIUM 25 TINGKA S Glaim Certificates teload teate :: 1 (IN PROGRESS ) > cate Print Info 21/03/2018	T (Status: POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks	Q5 Rec	eived Date : 31/03/2018	*
Acc Remarks : Contract > CADANGAN MEME Sed Breakdown Project Propertie Activate Claim Certificate 1 @ F im Certificate Info Claim Certificate Info Submit 2 Edit 2 Print tital Information Contractor Submitted Date :	NA KONDOMINIUM 25 TINGKA Claim Certificates teload cate :: 1 (IN PROGRESS) > cate Print Info 21/03/2018	T (Status-POST CONTRACT)	Sile Verified Date : 21/03/20	QS Remarks	1: 03 Rec	eived Date : 21/03/2018	* 1
Acc Remarks :	NA KONDOMINIUM 25 TINGKA s Claim Certificates teload cate :: 1 (IN PROGRESS ) > cate Print Info 21/03/2018	T (Status=POST CONTRACT)	Sile Verified Date : 21/03/20	QS Remarks	QS Rec	eived Date : 21/03/2018	
Acc Remarks :	NA KONDOMINIUM 25 TINGKA ss Claim Certificates tealead teale :: 1 (IN PROGRESS) > cale Print Info 21/03/2018 ECO MAJESTIC 2 SDN BH	T (Status: POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks	QS Rec ALIBABA CONSTRUCTION &	eived Date : 21/03/2018 DEVELOPMENT CORPOR	REAL REAL REAL REAL REAL REAL REAL REAL
Acc Remarks : Acc Re	NA KONDOMINIUM 25 TINGKA S Glaim Certificates teload Icate :: 1 (IN PROGRESS) > cate Print Info 21/03/2018 ECO MAJESTIC 2 SDN BH 1	T (Status: POST CONTRACT)	Sile Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. :	QS Rec ALIBABA CONSTRUCTION 8	eived Date : 21/03/2018	TION HOLDING SDN B
Acc Remarks : Contract of cADANGAN MEME Contract of cADANGAN MEME Activate Claim Certificate Contract Claim Certificate Contractor Cubmitted Date : Contractor Submitted Date : Contrac	NA KONDOMINIUM 25 TINGKA S Claim Certificates Reload feate :: 1 (IN PROGRESS) > ate Print Info 21/03/2018 ECO MAJESTIC 2 SDN Bł 1 Lab	T (Status: POST CONTRACT)	Sile Verified Date : 21/03/20	QS Remarks 018 Contractor : Claim Ro. : Works 2 :	QS Rec ALIBABA CONSTRUCTION 8 1 BLDG	eived Date : 21/03/2018 : DEVELOPMENT CORPOR	ATION HOLDING SDN B
Acc Remarks : Acc Remarks : Accontract - CADANCAN MEME Contract - CADANCAN MEME Contract - CADANCAN MEME Contract Claim Certificate Contractor Submitted Date : Contractor Submitted Da	NA KONDOMINIUM 25 TINGKA s Claim Certificates teate = 1 (IN PROGRESS) > cate Print Info 21/03/2018 ECO MAJESTIC 2 SDN BH 1 Lab WYR 30,022,380.57	T (Status-POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. : Works 2 : Retention Sum :	QS Rec ALIBABA CONSTRUCTION 8 1 BLDG MYR 56299 39 ( GST : 6 00 )%	elved Date : 21/03/2018 A DEVELOPMENT CORPOR	ATION HOLDING SDN B
Acc Remarks : Contractor Submitted Date : C	NA KONDOMINIUM 25 TINGKA s Claim Certificates teload fcate :: 1 (IN PROGRESS ) > cate Print Info 21/03/2018 ECO MAJESTIC 2 SDN BH 1 Lab WYR 30,022,380.57 WYR 11,25,887.80 DOD: 00	T (Status: POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. : Works 2 : Retention Sum : % Completion : % Completion :	QS Rec ALIBABA CONSTRUCTION 8 1 BLDG MKR 56299 39 (GST: 6.00 )% 3.75%	eived Date : 21/03/2018 : DEVELOPMENT CORPOR	TION HOLDING SDN E
Acc Remarks :	NA KONDOMINIUM 25 TINGK2 S Glaim Certificates teload Cate Print Info 21/03/2018 ECO MAJESTIC 2 SDN BH 1 Lab WYR 30.022,380.57 WYR 1,125,987.80 0.00 %	T (Status: POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. : Works 2 : Retention Sum : %Completion : Retention Amount :	QS Rec ALIBABA CONSTRUCTION & 1 BLDG MVR 56299.39 (QST: 6.00 )% 3.75% MYR 0.00	eived Date : 21/03/2018 . DEVELOPMENT CORPOR	TION HOLDING SDN E
Acc Remarks :	NA KONDOMINIUM 25 TINGKA S Claim Certificates Teale :: 1 (IN PROGRESS) > cate Print Info 21/03/2018 ECO MAJESTIC 2 SDN BH 1 Lab WYR 30,022,330.57 WYR 11,25,967.80 .00 % Wr Chong	T (Status-POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. : Works 2 : Retention Sum : % Completion : Release Retention Amount :	QS Rec ALIBABA CONSTRUCTION 8 1 BLDG MYR 56299 39 ( GST : 6 00 )% 3.75% MYR 0.00	eived Date : 21/03/2018 . DEVELOPMENT CORPOR	ATION HOLDING SDN E
Acc Remarks : Contract School (Calm Certificate and Certificate List ) Claim Certificate and Certificate List ) Claim Certificate and Certificate List ) Claim Certificate and Certificate Information Contractor Submitted Date : Contractor	NA KONDOMINIUM 25 TINGKA S Claim Certificates teload teale :: 1 (IN PROGRESS ) > cate Print Info 21//03/2018 ECO MAJESTIC 2 SDN BH 1 Lab MYR 30,022,380 57 MYR 11,25,987.80 0.00 % WY Chong 21//03/2018	T (Status: POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. : Works 2 : Retention Sum : % Completion : Release Retention Amount : Budget Due Date :	QS Rec ALIBABA CONSTRUCTION 8 1 BLDG MYR 56299.39 (QST: 6.00 )% 3.75% MYR 0.00 21/03/2018	eived Date : 21/03/2018	RTION HOLDING SDN B
Acc Remarks : St Contract > CANANCAN MEME oper Breakdown Project Property and Certificate Info poet Breakdown Project Property and Certificate Info Submit Pati Pati Came Certificate Info Came Certificate Info Contractor Submitted Date : Contractor Submitted Date : Contract Sum : Work Done Amount : Release Retention : Person In Charge : De Date : Budget Amount :	NA KONDOMINIUM 25 TINGK/ ss Claim Certificates teload cate :: 1 ( IN PROGRESS ) > cate Print Info 21/03/2018 ECO MAJESTIC 2 SDN Bł 1 Lab MYR 30,022,380.57 MYR 1,125,987.80 3,00 % Wr Chong 21/03/2018 10000,00	T (Status: POST CONTRACT)	Site Verified Date : 21/03/20	OS Remarks 018 Contractor : Claim No. : Works 2 : Retention Sum : % Completion : Release Retention Amount : Budget Due Date : Tax :	CQS Rec ALIBABA CONSTRUCTION 8 1 BLDG MYR 56299 39 (GST : 6 00 % 375% MYR 0.00 21/03/2018 6.00 %	eived Date : 21/03/2018	TION HOLDING SDN B



## How to update BQ claim

1. Click "Project Breakdown" to update the claim (under BuildSpace Pro).

sp/ce			💮 🕺 👷
Post Contract > CADANGAN MEM	BINA KONDOMINIUM 25 TINGKAT (Statu	s::POST CONTRACT)	
Project Breakdown Project Propert	ies Claim Certificates		
🙀 Activate Claim Certificate 🛛 🥑	Reload		
Claim Certificate List > Claim Cert	ificate :: 1 ( IN PROGRESS ) >		
Claim Certificate Info Claim Certi	ficate Print Info		
💾 Submit 📝 Edit 🛛 🚔 Print			
Initial Information Contractor Submitted Date :	21/03/2018	Site Verified Date : 21/03/2018	QS Received Date : 21/03/2018
Claim Certificate Information			
Company :	ECO MAJESTIC 2 SDN BHD	Contractor :	* ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHE
Letter of Award No. :	1	Claim No. :	».: 1
Works :	Lab	Works 2 :	2: BLDG
Contract Sum :	MYR 30,022,380.57	Retention Sum :	n: MYR 56299.39 (GST: 6.00)%
Work Done Amount :	MYR 1,125,987.80	% Completion :	n: 3.75%
Release Retention :	0.00 %	Release Retention Amount :	IT: MYR 0.00
Person In Charge :	Mr Chong		
Due Date :	21/03/2018	Budget Due Date :	e: 21/03/2018
Budget Amount :	10000.00	Tax :	x: 6.00 %
Acc Remarks :		QS Remarks :	5:

2. Double click which "Bill" want to update the claim.

spice		1	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates			
🗽 Re-Measure Provisional 🔻 🕌 Location Management 🛛 👰 Define Locations 🛛 🕋 Sub-Packages 🛛 🥝 Reload			
No. Description	Overall Total	% Up To Date C	Amount
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT			
1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2 BILL NO.2 - PILING WORKS	1,179,754.88		
3 BILL NO.3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.67
4 BILL NO.4 - SINGLE TYPE	1,216,033.29	0.74%	
5 BILL NO.5 - PROVISIONAL SUN	16,626,000.00		
VARIATION ORDER	27,729.95		
MISCELLANEOUS			
ADVANCE PAYMENT			
MATERIAL ON SITE			
DEPOSIT			
KONG SI KONG			
WORK ON BEHALF			
BACKCHARGE			
PURCHASE ON BEHALF			
WORK ON BEHALF (BACKCHARGE)			
PENALTY			
PAYMENT ON BEHALF			
UTILITY			
PERMIT			

3. **Double click** and can view the **"Element Level"**.



4	space				🕀 🚨
Post	Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)				
Proje	ect Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞				
Туре	/ Unit >				
No.	Description	Rename Description	Amount	% Up To Da	Amount te Claim
1	Default		1,216,033.29	0.74%	8,978.13
1	Default Unit		1,216,033.29	Up To Da 0.74%	te Claim 8,978



# 4. Press enter to key in and press enter again to save.

space							🐊	2
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)								
Project Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞								
Type / Unit 〉 Default :: Unit 1 〉								
Apply to other unit								
No. Description	Total	%	Amount	%	Amount	%	Ar	moun
No. Description	Total	Previous Claim		Current (	Claim	Up To D	ate Claim	
1 Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71			3.57%	8,978.13	3.57%	8,9	978.1
2 Bill No. B.4/2 - FRAME	84,595.30					.00		
3 Bill No. B.4/3 - UPPER FLOORS	6,033.62				5			
4 BIII No. B.4/4 - ROOF CONSTRUCTION	195,552.50							
5 Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION	12,148.20							
6 BIII No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS	70,715.00							
7 BIII No. B.4/7 - EXTERNAL WALLS, DOORS AND WINDOWS	70,422.79							
8 BIII No. B.4/8 - PARTITIONS, DOORS AND WINDOWS	221,531.80							
9 Bill No. B.4/9 - EXTERNAL WALL FINISHES	29,521.00							
10 BIII No. B.4/10 - INTERNAL WALL FINISHES	43,935.00							
	10.000.00							

5. Double click the "Element" to update the claim item by item.

1	spid								4		
Pos	t Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)										
Proj	ect Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞										
Тур	e / Unit > Default :: Unit 1 > Bill No. B.4/2 - FRAME >										
	Description	01-	11-14	Data	Tetal	%	Amount	%	Amount	%	
NO.	Description	Qty	Unit	Rate	Total	Previous Cla	im	Current Cl	aim		
1	Vibrated Reinforced Concrete Grade 25, as specified in,										-
2	Columns.				9,922.00			00			
3	Floor beams.	24.00	m3	242.00	5,808.00						1
4	Roof beams	17.00	m3	242.00	4,114.00						1
5	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)										
6	10mm Diameter, in columns (stirrups).	57.00	kg	3.30	188.10						
7	10mm Diameter, in floor beam (link).	1,497.00	kg	3.30	4,940.10						
8	6mm Diameter, in floor beam (link).	57.00	kg	3.30	188.10						
9	10mm Diameter, in roof beam (link).	56.00	kg	3.30	184.80						1
10	6mm Diameter, in roof beam (link).	558.00	kg	3.30	1,841.40						1

6. After done update the claim, go to **project breakdown** and click **"Reload"** to **see the latest updated claim.** 

*	space			*	
Post 0	WHARD > CADANGAN MEMBINA KONDOMINIUM 25 TINOKAT (Status-POST CONTRACT)				
Projec	t Breakdown Project Properties Claim Certificates				
Re	Neasure Provisional 🔻 🏪 Location Management 🛛 🟺 Define Locations 🔚 Sub-Packages 🔞 Reload				
No. I	Description	Overali Total	5	o To Data Claim	Amount
	CADANGAN MEMBINA KONDOMINI IN 25 TINGKAT			p to bale claim	
1	BILL NO.1-GENERAL CONDITIONS & PRELININARIES	852,500,00			
2	BILL NO.2 - PILING WORKS	1,179,754,88			
3	BILL NO.3 - MULTI TYPES	10,120,362.45	11.04%		1,117,009.67
4	BILL NO.4 - SINGLE TYPE	1,216,033.29	0.74%		8,978.13
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			
1	VARIATION ORDER	27,729.95			
	WSCELLANEOUS				
1	ADVANCE PAYMENT				
1	WATERIAL ON SITE				
0	DEPOSIT				
1	KONG SI KONG				
1	NORK ON BEHALF				
6	BACKCHWRGE				
F	PURCHABE ON BEHALF				
1	NORK ON BEHALF (BACKCHARGE)				
F	PENALTY				
6	PAYMENT ON BEHALF				
L.					
F	PERMIT				



Submit Claim Certificate for client's approval

Note: After finalized the claim amount for contractor, you need to submit the claim certificate for approval.

1. To submit claim certificate for approval, click at **Claim Certificate** button.

1	space
Post	Contract > Test Post Contract (Statue=POST_CONTPACT)
Proj	ect Breakdown Project Properties Claim Certificates Account Code Settings
R	Re-Measure Provisional 🔻   싎 Location Management   🌻 Define Locations   🕋 Sub-Packages   🍣 Wastage Report   🏢 Final Account Statement   1
No.	Description
	Test Post Contract
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - TYPE A
4	BILL NO.4 - TYPE B
	VARIATION ORDER
	REQUEST FOR VARIATION CLAIMS
	MISCELLANEOUS

2. Double click to open the latest claim certificate (which is still In Progress status).

M shvc	shuce -											
Post Contract > Test Post Contract (Status::POST CONTRACT)												
Project Breakdov	Project Breakdown Project Properties Claim Certificates Account Code Settings											
📑 Activate Clai	Activate Claim Certificate 🕜 Reload											
Claim Certificate	e List 〉											
Claim No.	Amount Certified	Status		Paid Amount	Approval Date							
1	83,092,70	REJECTED		0.00	-							
2	1,159,196.65	IN PROGRESS		0.00	-							

3. Click **Submit** button to submit the claim certificate. (*You can click Claim Cert Print Info* to view details of this claim certificate)

Post Contract > sar	mple (Status	POST	CONTRACT)				
Project Breakdown	Project Pr	operties	operties Claim Certificates Accourt		unt Code Settings		
🔒 Activate Claim C	Certificate	() Rela	bad				
Claim Certificate Lis	at 👌 Claim	Certifica	te :: 1 ( IN PROGRE	ess)>			
Claim Certificate Information		Claim (	Claim Certificate Print Info		Click to view claim		
💾 Submit 🥜 E	dit 🛛 🛄 Ex	kport To E	Excel		details		
Initial Information Contractor Su	ubmitted Da	ate : 17/	/05/2019				
Claim Certificate In	formation						

4. System will display the total verifier required for this claim certificate, click **Yes** to submit the claim certificate.



Note: Once the claim certificate is approved by ALL verifiers, system will send out email notification to the sender



# Claim Layout Settings

1. To access Claim Certificate Layout Settings, go to any project that is in "Post Contract", Click on "Claim Certificates" then Click "Claim Certificate Layout Settings"

🔭 ѕрлсе			
Post Contract > Testing	on Claim Cert with material on-site	and miscellaneous (Status	::POST CONTRACT)
Project Breakdown Pro	oject Properties Claim Certificates	Account Code Settings	
Activate Claim Certifi	icate 🔲 Claim Certificate Layout	Settings 🙆 Reload	
Claim Certificate List $>$			
Claim No.	Amount Certified	Status	Paid Amount
Claim No. 1	Amount Certified 449,908.20	Status APPROVED	Paid Amount 0.00
Claim No. 1 2	Amount Certified 449,908.20 1,404,126.50	Status APPROVED APPROVED	Paid Amount 0.00 0.00
Claim No. 1 2 3	Amount Certified 449,908.20 1,404,126.50 (864,005.94)	Status APPROVED APPROVED IN PROGRESS	Paid Amount 0.00 0.00 0.00 0.00 0.00 0.00

- 2. For the "Claim Certificate Layout Settings" are divided into "6" different section
  - Claim Certificate Print Format (1)
  - Claim Certificate Title (2)
  - Claim Certificate Section Label (3)
  - Sections (4)
  - Labels (5)
  - Footer (6)

space								😣
ost Contract > Testing o	on Claim Cert with	material on-site and	miscellaneous (Status::I	POST CONTRACT)				
roject Breakdown Proj	ect Properties C	laim Certificates A	ccount Code Settings					
Activate Claim Certific	ate 🛛 🛄 Claim (	Certificate Layout Set	tings 🕜 Reload					
aim Certificate List $>$	Claim Certificate	Layout Settings $>$						
Save								
Claim Certificate Print Fo	rmat ) Format A		1					
Display Tax Colum	I ICK to	Display						
Claim Certificate Title Certificate Of Paymen	t				2			
Claim Certificate Section Section A : A	Labels		Section B : B		Section C : C	3	Section D : D	
Title : MISC Advance Payment Deposit Material On Site KSK W WOB (M/C)	Tick to D	Display		VWOB Penalty		Section D Title : [Payme Utility Permit	nt On Behalf	
abels								
Label					New L	abel		
Tax		GST						
Tax Invoice By Su	b Contractor	Tax Invoice By Su	b Contractor					5
Tax Invoice By	Subsidiary	Tax Invoice By						
ooter O None ()	Format A	Format B					6	
	Column 1			Column 2		Column 3		Column 4
Label	No	ew Label	Label	New Label	Label	New Label	Label	New Label
Bank	Bank		Cheque No.	Cheque No.	Cheque Date	Cheque Date	Cheque Amount	Cheque Amount



3. First Section is the "Claim Certificate Print Format" there are 2 option "Standard" & "Format A" & if want to include tax tick "Display Tax Column" if not untick



## Sample print out

"Standard" format with "Display Tax Column"

GAMUDA LAND SDN	BHD				Certificate	Of Payment
Contractor Name:	Contractor Name: Buildspace Contractor 1		Project Code:		B/BLD/C035/19	
Address:	asdqwe	LAN	lo:	1		
Tel:	123123	Fax:				
Date:	19/07/2019	Рау	ment Due Date:	15/07/	/2019	
Person In Charge:	Buildspace Contractor 1	Clair	m No:	1		
Sub Contract Works:		Com	pletion %:	4.31%	5	
Prepared By:	Kamal	Accr	n Previous:	0.00		
		Lab	+ Mat:			
Remark:						
Project Title:	Testing on Claim Cert with	material on-site and	d miscellaneous	;		
	Contract Sum	9	6 Work D	one	GST 0.00%	Amount
A Bill Total	11,596,758.24		499,89	8.00		
Variation Order	0.00		(	0.00	T	
Material On Site				0.00	Tax Column	
Total Work Done	11,596,758.24	4.31%	499,89	8.00		
Retention Sum			[49,989	.80]		
Release Retention	l.		(0.00%)	0.00		0.00
Total Amount			449,90	8.20	0.00	
Previous Certified			[0	0.00]		
Amount Certified			449,90	8.20	0.00	449,908.20

# "Format A" with "Display Tax Column"

GAMUDA LAND SDN	BHD			Certificat	e Of Payment			
Project Description:	Testing on Claim Cert with material on-site and miscellaneous							
			LA No:	1				
Sub Contract Works:			Certificate Date	: 15/07/2019				
Contractor:	Buildspace Contractor 1		Period Ending:	15/07/2019				
Invoice Date:			Payment Due [	Date: 15/07/2019				
Invoice No:			Claim No:	1				
Bill Total:	11,596,758.24							
Total VO Amount:	0.00							
Contract Sum:	11,596,758.24		Completion %:	4.31%				
Remark:								
Prepared By:	Kamal							
	ACCM Total	Previous Claim	This Claim	GST 0.00%	Amount			
	400,000,00		100,000,00	0.0070	Amount			
A Bill Total	499,898.00	0.00	499,898.00					
Variation Order	0.00	0.00	0.00	Tax				
Total Work Done	499 898 00	0.00	499 898 00	Column				
Detertion Com	433,030.00	0.00	433,030.00	column				
Retention Sum	[49,989.80]	[0.00]	[49,989.80]					
Release Retention	0.00	0.00	(0.00%) 0.00					
Total Retention	[49,989.80]	[0.00]	[49,989.80]	L				
Amount Certified	449,908.20	0.00	449,908.20	0.00	449,908.20			



4. Second Section "Claim Certificate Title" just click and key in any new title for the claim certificate then it will appear at the top right corner when print out

Claim Certificate Title	
Can Key In Claim Certificate Title	

#### Sample print out

Contractor Name:	Buildspace Contractor 1	Project Code:	GL1SB/BLD/	C035/19
Address:	asdqwe	LA No:	1	
Tel:	123123	Fax:		
Date:	19/07/2019	Payment Due Date:	15/07/2019	
Person In Charge:	Buildspace Contractor 1	Claim No:	1	
Sub Contract Works:		Completion %:	4.31%	
Prepared By:	Kamal	Accm Previous:	0.00	
		Lab + Mat:		
Remark:				
Project Title:				

5. Third Section "Claim Certificate Label Section" to change the labels just click and key in your new label

Claim Certificate Section Labels			
Section A : 1	Section B : 2	Section C : 3	Section D: 4

#### Sample print out

GAMUDA LAND SDN	BHD			Testing Title C	laim Certificate
Contractor Name:	Buildspace Contractor 1	Projec	t Code:	GL1SB/BLD/C035/19	
Address:	asdqwe	LA No	:	1	
Tel:	123123	Fax:			
Date:	19/07/2019	Payme	ent Due Date:	15/07/2019	
Person In Charge:	Buildspace Contractor 1	Claim	No:	1	
Sub Contract Works:		Comp	letion %:	4.31%	
Prepared By:	Kamal	Accm	Previous:	0.00	
		Lab +	Mat:		
Remark:					
Project Title:	Testing on Claim Cert with r	material on-site and r	miscellaneous		
	Contract Sum	%	Work Do	ne GST 0.00%	Amount
1 Bill Total	11,596,758.24		499,898	.00	
Variation Order	0.00		0	.00	
Material On Site			0	.00	
Fotal Work Done	11,596,758.24	4.31%	499,898	.00	
Retention Sum			[49,989.	80]	
Release Retention			(0.00%) 0	.00	0.00
Fotal Amount		-	449,908	.20 0.00	
Previous Certified			[0.	00]	
Amount Certified		-	449,908	.20 0.00	449,908.20
2 MISC	ACCM Total	Previous Claim	This Cla	iim	
WOB ( M/C )	0.00	0.00	0	.00	0.00
		Sub Total	0	.00 0.00	0.00
	Tax Invo	ice By Sub Contractor	449,908	20 0.00	449,908.20
3 Others					
Building Works	100,000.00	0.00	100,000	.00	0.00

ildspace.my Page | 17



6. Fourth Section "Other Claims" this section will display items from project breakdown "MISCELLANEOUS", "BACKCHARGE" & "POB/PURHCASE ON BEHALF". Tick on the followings to be display when print out cert and for the "Title" just click and replace with a new title. As for debit and credit note you can display just the amount by ticking "Debit & Credit Note" or to view in details tick "With Breakdown".

Section B	Section C	Section D
Title : MISC	Title : Others	Title : Payment On Behalf
Advance Payment     Deposit     Material On Site     KSK     WOB (M/C)	Debit and Credit Note     With Breakdown     POB     WOB     Penalty	<ul> <li>✔ Utility</li> <li>✔ Permit</li> </ul>

#### Sample Print Out "Debit & Credit Note"

GAMUDA LAND SDN	I BHD					1234567890
Project Description:	Testing on Claim Cert new	format				
			LA No:		1	
Sub Contract Works	:		Certificate Dat	e:	15/07/2019	
Contractor:	Buildspace Contractor 1		Period Ending	:	15/07/2019	
Invoice Date:			Payment Due	Date:	15/07/2019	
Invoice No:			Claim No:		9	
Bill Total:	11,596,758.24					
Total VO Amount:	2,000,000.00					
Contract Sum:	13,596,758.24		Completion %	:	61.72%	
Remark:						
Prepared By:	Kamal					
	ACCM Total	Previous Claim	This Claim	GST	0.00%	Amount
A Bill Total	7,642,283.37	7,582,270.86	60,012.51			
Variation Order	750,000.00	750,000.00	0.00			
Total Work Done	8,392,283.37	8,332,270.86	60,012.51			
Retention Sum	[679,837.91]	[629,837.91]	[50,000.00]			
Release Retentio	n 0.00	0.00	(0.00%) 0.00			
Total Retention	[679,837.91]	[629,837.91]	[50,000.00]			
Amount Certified	d 7,712,445.46	7,702,432.95	10,012.50		0.00	10,012.50
C Others						
Credit/Debit Note	1,100,000.00	100,000.00	1,000,000.00			0.00
	GAM	IUDA LAND SDN BHD	1,000,000.00		0.00	1,000,000.00

## Sample Print Out "Debit & Credit Note" & "With Breakdown"

GAMUDA LAND SDN	BHD					1234567890
Project Description:	Testing on Clair	m Cert new form	at			
				LA No:	1	
Sub Contract Works:				Certificate Date:	15/07/2019	
Contractor:	Buildspace Con	tractor 1		Period Ending:	15/07/2019	
Invoice Date:				Payment Due Da	te: 15/07/2019	
Invoice No:				Claim No:	9	
Bill Total:	11,596,758.24					
Total VO Amount:	2,000,000.00					
Contract Sum:	13,596,758.24			Completion %:	61.72%	
Remark:						
Prepared By:	Kamal					
		ACCM Total	Previous Claim	This Claim	GST 0.00%	Amount
A Bill Total		7,642,283.37	7,582,270.86	60,012.51		
Variation Order		750,000.00	750,000.00	0.00		
Total Work Done		8,392,283.37	8,332,270.86	60,012.51		
Retention Sum		[679,837.91]	[629,837.91]	[50,000.00]		
Release Retention	1	0.00	0.00	(0.00%) 0.00		
Total Retention		[679,837.91]	[629,837.91]	[50,000.00]		
Amount Certified	I	7,712,445.46	7,702,432.95	10,012.50	0.00	10,012.50
C Others						
Building Works		200,000.00	100,000.00	100,000.00		0.00
Infrastructure		200,000.00	0.00	200,000.00		0.00
Gamuda Trading	Sdn Bhd	300,000.00	0.00	300,000.00		0.00
CLQ Trading Sdn	Bhd	400,000.00	0.00	400,000.00		0.00
		GAM		1 000 000 00	0.00	1 000 000 00



# 7. Fifth Section is "Labels" this is to rename the following items

Labels		
Label		New Label
Тах	SST	
Tax Invoice By Sub Contractor	Tax Invoice By Sub Contractor	
Tax Invoice By Subsidiary	Tax Invoice By Subsidary	

#### Sample Print Out

	AC	CCM Total	Previous Claim	This Claim	SST 0.00%	Amount
A Bill Total	7,6	42,283.37	7,582,270.86	60,012.51		
Variation Order	7	50,000.00	750,000.00	0.00		1
Total Work Done	8,3	92,283.37	8,332,270.86	60,012.51		
Retention Sum	[67	9,837.91]	[629,837.91]	[50,000.00]		
Release Retention		0.00	0.00	(0.00%) 0.00		
<b>Total Retention</b>	[67	9,837.91]	[629,837.91]	[50,000.00]		
Amount Certified	7,7	12,445.46	7,702,432.95	10,012.50	0.00	10,012.50
B MISC						
Advance Payment		0.00	[0.00]	0.00		0.00
Deposit		0.00	[0.00]			0.00
Material On Site		0.00	[0.00]	0.00		0.00
KSK		0.00	0.00	0.00		0.00
WOB (M/C)		0.00	0.00	0.00		0.00
			Sub Total	0.00	0.00	0.00
		Tax Invoic	e By Sub Contractor	10,012.50	0.00	10,012.50
C Others						
Building Works	2	00,000.00	100,000.00	100,000.00		0.00
Infrastructure	2	00,000.00	0.00	200,000.00		0.00
Gamuda Trading Sdn	Bhd 3	00,000.00	0.00	300,000.00		0.00
CLQ Trading Sdn Bho	4	00,000.00	0.00	400,000.00		0.00
POB		0.00	[0.00]	0.00		0.00
WOB		0.00	0.00	0.00		0.00
Penalty		0.00	0.00			0.00
	Tax Invoice By Su	bsidary GAMU	DA LAND SDN BHD	1,000,000.00	0.00	1,000,000.00



- 8. The Six Section is for the footer there are 3 different option as the followings
  - No footer
  - Format A
  - Format B

Sample No Footer

0.00 Subsidary GAMUD/ 0.00 0.00	0.00 A LAND SDN BHD 0.00 [0.00] Sub Total	0.00	0.00	1,000,000.00 0.00 0.00 0.00
0.00 Subsidary GAMUD/ 0.00 0.00	0.00 A LAND SDN BHD 0.00 [0.00]	1,000,000.00	0.00	1,000,000.00 0.00 0.00
0.00 Subsidary GAMUD/ 0.00	A LAND SDN BHD	1,000,000.00	0.00	1,000,000.00
0.00 Subsidary GAMUD/	A LAND SDN BHD	1,000,000.00	0.00	1,000,000.00
0.00		1 000 000 00	0.00	1 000 000 00
0.00				
0.00	0.00	0.00		0.0
0.00	[0.00]	0.00		0.0
400,000.00	0.00	400,000.00		0.0
300,000.00	0.00	300,000.00		0.0
200,000.00	0.00	200,000.00		0.0
200,000.00	100,000.00	100,000.00		0.00
Tax Invoice	By Sub Contractor	10,012.50	0.00	10,012.50
	Tax Invoice 200,000.00 200,000.00 300,000.00 400,000.00 0.00 0.00	Tax Invoice By Sub Contractor           200,000.00         100,000.00           200,000.00         0.00           300,000.00         0.00           400,000.00         0.00           0.00         [0.00]           0.00         0.00	Tax Invoice By Sub Contractor         10,012.50           200,000.00         100,000.00         100,000.00           200,000.00         0.00         200,000.00           300,000.00         0.00         300,000.00           400,000.00         0.00         400,000.00           0.00         [0.00]         0.00           0.00         0.00         0.00	Tax Invoice By Sub Contractor         10,012.50         0.00           200,000.00         100,000.00         100,000.00           200,000.00         0.00         200,000.00           300,000.00         0.00         300,000.00           400,000.00         0.00         400,000.00           0.00         [0.00]         0.00           0.00         0.00         0.00



# Sample Format A to edit the labels just click and key in the new label/description

Footer							
O None 💿	Format A 🛛 Format B						
	Column 1	Column 2		Column 3		Column 4	
Label	New Label	Label	New Label	Label	New Label	Label	New Label
Bank	Bank: Maybank	Cheque No.	Cheque No.: 312998	Cheque Date	Cheque Date: 12/1/2019	Cheque Amount	Amount: RM 10,000.00
Prepared By	Abu	Checked By	Ali	Approved By	Muthu	Received By	Ah Meng

## Sample Format A Print Preview

200,000.00 200,000.00	100,000.00			
200,000.00 200,000.00	100,000.00			
200,000.00		100,000.00		0.00
	0.00	200,000.00		0.00
300,000.00	0.00	300,000.00		0.00
400,000.00	0.00	400,000.00		0.00
0.00	[0.00]	0.00		0.00
0.00	0.00	0.00		0.00
0.00	0.00			0.00
Invoice By Subsidary GAMUD	A LAND SDN BHD	1,000,000.00	0.00	1,000,000.00
0.00	0.00			0.00
0.00	[0.00]			0.00
	Sub Total	0.00	0.00	0.00
Net Payable	e Amount (MYR)	-989,987.50	0.00	-989,987.50
Cheque No.: 312998 Cheque Dat		e: 12/1/2019	Amount: RM 1	.0,000.00
Ali	Muthu		Ah Meng	
	0.00 0.00 Invoice By Subsidary GAMUE 0.00 0.00 Net Payabl Cheque No.: 312998 Ali	0.00         [0.00]           0.00         0.00           0.00         0.00           Invoice By Subsidiary GAMUDA LAND SDN BHD         0.00           0.00         [0.00]           0.00         [0.00]           0.00         [0.00]           Sub Total         Net Payable Amount (MYR)           Cheque No.: 312998         Cheque Data	0.00         [0.00]         0.00           0.00         0.00         0.00           0.00         0.00         0.00           Invoice By Subsidiary GAMUDA LAND SDN BHD         1,000,000.00           0.00         0.00         [0.00]           0.00         0.00         [0.00]           0.00         [0.00]         0.00           0.00         [0.00]         0.00           Sub Total         0.00           Cheque No.: 312998         Cheque Date: 12/1/2019           Ali         Muthu	0.00         [0.00]         0.00           0.00         0.00         0.00           0.00         0.00         0.00           Invoice By Subsidary GAMUDA LAND SDN BHD         1,000,000.00         0.00           0.00         0.00         0.00           0.00         0.00         0.00           0.00         0.00         0.00           0.00         [0.00]         0.00           Sub Total         0.00         0.00           Cheque No.: 312998         Cheque Date: 12/1/2019         Amount: RM 1           Ali         Muthu         Ah Meng

#### Sample Format B Print Preview

	Tax Invoice By Sub Contractor		10,012.50	0.00	10,012.50
C Others					
Building Works	200,000.00	100,000.00	100,000.00		0.00
Infrastructure	200,000.00	0.00	200,000.00		0.00
Gamuda Trading Sdn Bhd	300,000.00	0.00	300,000.00		0.00
CLQ Trading Sdn Bhd	400,000.00	0.00	400,000.00		0.00
POB	0.00	[0.00]	0.00		0.00
WOB	0.00	0.00	0.00		0.00
Penalty	0.00	0.00			0.00
Tax Invo	ce By Subsidary GAMUD	A LAND SDN BHD	1,000,000.00	0.00	1,000,000.00
D Payment On Behalf					
Utility	0.00	0.00			0.00
Permit	0.00	[0.00]			0.00
		Sub Total	0.00	0.00	0.00
	Net Payable	e Amount (MYR)	-989,987.50	0.00	-989,987.50



# How to export excel file for finance system

1. For approved claim certificate you can export excel file to finance system, go to claim certificate, at "Claim Certificate Information" click "Export to Accounting" then it will download in excel format. This excel file can be integrated with accounting software.

space				*
Post Contract > Testing on Claim C	ertificate 101 (Status::POST CONTRA	ហ		
Project Breakdown Project Propert	ties Claim Certificates Account Co	le Settings		
🕞 Activate Claim Certificate 🛛 🛄	Claim Certificate Layout Settings	Reload		
Claim Certificate List > Claim Cert	tificate :: 15 ( APPROVED ) >			
Claim Certificate Information Cla	sim Certificate Print Info			
Invoice Information	t To Excel			
Initial Information				
Contractor Submitted Date :	02/08/2019	Site Verified Date : 02/08/2019	Certificate/QS Receiv	ed Date : 02/08/2019
Claim Certificate Information				
Company :	GAMUDA LAND SDN BHD	Contracto	r : Buildspace Contractor 1	
Letter of Award No. :	1	Claim N	o.: 15	
Works :		Works	2:	
Contract Sum :	MYR 4,660,000.00	Retention Su	m: MYR 56,875.00 (GST: 0.00)%	
Work Done Amount :	MYR 2,310,000.00	% Completion	n: 49.57%	
Release Retention :	20.00 %	Release Retention Amount	nt : MYR 11,375.00	
Prepared By :	Kamal	Amount Certifie	d : MYR 11,375.00	
Payment Due Date :	07/08/2019	Period Endin	9: 02/08/2019	
Budget Amount :	0.00	Ta	<b>XX: 0.00</b> %	
Acc Remarks :		QS Remark	16 :	



# Set Account Group Listing

1. Login eProject system and go to BuildSpace Pro.

Stolec	build space				L Heng Chin Guar Search Project	Q 90
E Proje	tts System M	Maintena				
≔	To-Do List 20					-
6	Tendering 5	Post Contract 🕕	3			
	Reviews: 5					
	No.	Module	Days Pending	View	Project	
	1	Open Tender	299	View	Project ABC	

2. In BuildSpace Pro system, click at BuildSpace logo.

$\  \   \leftarrow \  \   \rightarrow \  \   G$	https://pro.buildspace.my
space	

3. Go to Administration module.

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

4. Click System Maintenance, then double click to select Account Group.





5. Single click at the empty row, press **Enter** and type the name of Accounting System. After creating the name of account system, double click to open it.

System Maintenance		
System Maintenance	Account Group 🛞	
- 📄 Bill Settings		
- 📄 Dimensions	neodin Croup /	
+- 🛅 Units	No filter applied	Find by: Name
+ 🛅 Company Directory	🕀 Add Row 🛛 😑 Delete Row	
- 📄 Regions	No Name	
Work Categories	1 MHW	Press "Enter" to type Accounting System
— 📄 Project Summary Default Sett	2	
VO Footer Default Settings	3	
- 📄 Global Calendar	4	
— Predefined Location Codes		
+ 🔚 Sub Package Works		

## 6. Press Enter to type in particulars.

No filter applied	Find by: Name	*	$\odot$
Add Row Oelete Rov	Description	Tax Code	Type
4			PIV
1			
	Press Enter to type		
	Press Enter to type		

- a) PIV: Project Invoice
- b) PDN: Project Debit Note
- c) PCN: Project Credit Note
- 7. Following is the sample Account Code listing.

Acco No 1	unt Group > Account C	ode >	•	$\otimes \otimes$	Search 🕜 Refres
€ €	dd Row 🛛 🖯 Delete Ro	W			
No.	Account Code	Description	Tax Code	Type	Updated At
1	BLDG	Building Works		PIV	19/06/2019 10:57
2	INFRA	Infrastructure		PIV	19/06/2019 10:57
3	LDNSCP	Landscaping		PIV	19/06/2019 10:57
4	GTSB	Gamuda Trading Sdn Bhd		PDN	19/06/2019 10:58
5	MPSB	Master Pave Sdn Bhd		PDN	19/06/2019 10:58
6	CLQ	CLQ Trading Sdn Bhd		PDN	19/06/2019 10:58
7	CREDIT	Credit Sdn Bhd		PCN	19/06/2019 10:59
0				PIV	



# How to Set Up Debit & Credit Note

1. Login to eTender system, scroll down to projects and select project under "Post Contract" click on "Open Project".

ser the build space					L Zulkamal	Search Project	ct Q	9 🚥	•
Projects System I	M Maintena								
E Projects							<b>+</b> A4	dd New Pro	oject
Projects									
Projects	Sub Projects	Filter by Subsidiary	None						~
Q								10	٣
No. 🔺	Contract Number 🔷	Name				\$	Statu	IS	
1 0	SL1SB/BW/C011/19	Sample Project for Ac	ccount Code	Click here 🖚	Open Project Sub Packages	[0]	Post Co	ontract	
		19-Jun-2019 Malaysia , Putrajaya	Standard						

2. Then click on the Buildspace Pro logo (upper right in the system) it will open a new tab to access the Buildspace Pro system.

	build sp∧ce									👤 Zulkamal	*	Search Project	Q	P 💷	•
Projects	System M.	. Maintena	Project D	Users	Tendering	Post Cont	Documents	Forum							
Home / S	Home / Sample Project for Account Code														
Projec	ct Dashl	ooard												Action(	s) <del>-</del>
Mes	sages P	oject Information													
	Compos	e	Q Subject			Q Au	thor			Q Purpose of issue	C	<b>\</b> Message			
Int	xoo							Currently	there are no a	available message(s)					
Se	nt														
Dra	aft														

3. Then double click "Debit & Credit Note" (under Back charge).

•	build		•	
Pos	st Contract - Samula Project for Account Pade (Status: POST CONTRACT)		~	
Pro	and Community Commission Independent Control C			
	Balance Devisional T A Location Measurement S Tables Locations S Sub-Beckness S Waterson Bacord III Eleal Account Statement S Baland			
LA			*6	Amount
No.	2. Description	Overali Total	Up To Date Cla	im
	Sample Project for Account Code			
	Building Works			
1	Bill No. 1 Building	300,000.00		
	Infrastructure Works			
2	Bill No. 2 Infrastructure	500,000.00		
	Landscaping Works			
3	Bill No. 3 Landecape	500,000.00		
	VARIATION ORDER			
	REQUEST FOR VARIATION CLAIMS			
	MISCELLANEOUS			
	ADVANCE PAYMENT			
	MATERIAL ON SITE			
	DEPOSIT			
	KONG SI KONG			
_	WORK ON BEHALF			
	BACKCHARGE			
	Debit AND CHEDIT NOTE CIICK Here			
	PURCHASE ON BEHALF			
	WORK ON BEHALF (BACKGHARGE)			



4. Select which "Account Group" to access & double click.

the space		🕺
Post Contract > Sample Project for Account Code (Slatus::POST CONTRACT)		
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBIT AND CREDIT NOTE (3)		
Account Group >		
No fitter applied	Find by: Account Group	🔿 😔 🔍 Search 🛛 🞯 Refresh
No.     Account Group       1     MHW       2     MHW 1       3     MHW 3 (Festing)   Select account group & double click		Amount

5. Here you can edit description/title for debit & credit note, if you have any files as an attachment click upload to upload files.

the space				•	
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)					
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBIT AND CREDIT NOTE 🛞					
Account Group 👌 Debit and Credit Note Claims 🖒					
No liter agained Find by: Description	*		⊘ ⊘   Q	Search	<ul> <li>Refresh</li> </ul>
No. Description	Attachment	Claim Cert No.	Amount	Up	lated At
Ney in Description I tille here and press enter	Upload			19/06/	2019 11:49
<b>公</b> single click, press enter to edit description & press enter again to Save descriptio	on <b>(</b>	Click t	o upload files		

 To attach files, refer to the following steps below, Step 1 click on "Upload", Step 2 click "Upload" again, Step 3 "select file", Step 4 click "open", Step 5 click "Close" to save. If there are additional attachments repeat from Step 2.

space			À 🙎
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBIT AND CREDIT	NOTE 🛞		
Account Group > Debit and Credit Note Claims >			
No filter anolised	Fin	d by: Description ·	🔗 🎯 🔍 Search 🚺 🙆 Refresh
No. De ← → ✓ ↑ L ≪ Presentation Files > Sample Drawings > PDF files	✓ U Search PDF files	Attachment Claim Cert No.	Amount Updated At 19/06/2019 11:49
2 Organize • New folder	III - 🗌 👔	Stop 1	
Auidk access     Google Drive     Downloads     Backup ebg Files	Select a file to preview.	ыер т	
File name:	All Files   All Files   Step 4 Open Cancel		Step 5
No. Name 1 Drawing-2.pdl 2 All uploaded files will be here	Uploaded By Zulkarnal	Uploaded At 19/06/2019 12:14 pm Upload	Step 2
O Delete			

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7. Once already key in the description you can double click to move to another "sub level".



8. Then you need to fill in your debit/credit note information

space									4	
Post Contract > Sample Project for Account Cod	le (Status::POST CONTRA	CT)								
Project Breakdown Project Properties Claim C	Certificates Account Code	Settings DEBIT AND	CREDIT NOTE	×)						
Account Group $> $ Debit and Credit Note Claims	s $>$ Debit and Credit Note	Claim Items >								
No filter applied					Find by:	Description	Ŧ	$\odot$	😔 🔍 Search	<b>O</b> Refresh
Add Row O Doloto Row										
No. Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amou	nt Ren	nark
1										



9. First for the "**Description**" single "**Click**", press "**Enter**" then "**Click**" again to select from account code description listing that has been predefined



10. As for the "**Invoice Number**", "**Quantity**", "**Rate**" & "**Remarks**" you can key in manually by pressing "**Enter**" to edit & "**Enter**" again to save.

Post Contract										-	
Post Contract > Sample Project for Account Code	(Status::POST CONTRAC	FT)									
Project Breakdown Project Properties Claim Ce	ertificates Account Code 5	ettings DEBIT AN	D CREDIT NOTE 🛞								
Account Group $>$ Debit and Credit Note Claims	> Debit and Credit Note	Claim liems >									
No filter applied					Find by:	Description			00	Q Search	Refresh
🕂 Add Row 😑 Delete Row							_				
No. Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity		Rate	Amount	Remar	k
1 Building Works	102030		[	Upload		100.00		100.00	10,000.00	To add remar	ks here
2											
Press enter to edit/save											

11. For "Invoice Date", "Due Date", & "Unit" to edit single "Click", press "Enter" & single "Click" again and choose from the selection. To upload attachments just click "Upload"

Post Contract									-	
Post Contract > Sample Project for Account Code Project Breakdown Project Properties Claim C	e (Status::POST CONTRA ertificates Account Code	CT) Settings DEBIT AND (	CREDIT NOTE 🛞							
Account Group > Debit and Credit Note Claims	> Debit and Credit Note	Claim Items >								
No filter applied					Find by:	Description	*	00	Q Search	Refresh
No. Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Rem	ark
	102030			Upload		100.00				
2		June         June           S         M         T         W         T           26         27         28         29         30         2         3         4         5         6         9         10         11         12         13         1         12         13         1         23         24         25         26         27         3         4         20         1         2         3         1         2         3         4         2018         2019         20 <td< td=""><td>0         1           7         8           14         15           15         12           16         29           5         6           5         6           5/20         20</td><td></td><td></td><td>I Click "U attachm</td><td>pload" to add nents</td><td></td><td></td><td></td></td<>	0         1           7         8           14         15           15         12           16         29           5         6           5         6           5/20         20			I Click "U attachm	pload" to add nents			

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							📈 S	рлсе	
space									📌 💄
Post Contract > Sample Project for Account Code	(Status::POST CONTRA	CT)							
Project Breakdown Project Properties Claim Ce	ertificates Account Code	Settings DEBIT AND	O CREDIT NOTE	0					
Account Group $>$ Debit and Credit Note Claims	> Debit and Credit Note	Claim litems >							
No filter applied					Find by:	Description	Ŧ	$\odot$	Q Search 🔞 Refresh
🕀 Add Row 😑 Delete Row									
No. Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Remark
1 Building Works	102030	2019-06-19	2019-06-20	1	L.S	100.00	100.00	10,000.00	To add remarks here
2									

**h**build

12. Once already finalize with the information, back one level, here you can view summary of Debit/Credit Note listing, attachments, amount, updated date. As for the "claim cert no" to tie to claim certificate just click on the empty box. However, you need to activate your claim certificate to link.

Note: Make sure there is a claim certificate is "In Progress" status before you tie to claim certificate.

space					📌 💄
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)					
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBI	AND CREDIT NOTE ③				
Account Group $>$ Debit and Credit Note Claims $>$					
No filter applied	Find by: Description			$\odot \odot $	Search 🕜 Refresh
Add Row Oblete Row					
No.         Description           1         Sample Debit/Credit Note 1           2         Sample Debit/Credit Note 2           3         Sample Debit/Credit Note 3           4		Attachment 2 1 1	Claim Cert No.	Amount 10,000.00 10,000.00 2,500.00	Updated At 19/06/2019 16:14 19/06/2019 16:14 19/06/2019 16:14
			Click to t	ie to claim cert	
space					
Post Contract - Sample Project for Account Code (Status: POST CONTRACT)			_		
Project Braskdown Project Properties Claim Certificates Account Code Settings	AND CREDIT NOTE 🛞				
Account Group > Debit and Credit Note Claims >					
No filter applied	Find by: Description				Search Befresh
Add Row Delete Row	····				
No. Description		Attachment	Claim Cert No.	Amount	Updated At
		2	[]		
2 Sample Debit/Credit Note 2 3 Sample Debit/Credit Note 3		1		10,000.00	19/06/2019 16:14
4				2,000.00	19/00/2019 10:14
	No In-programs Claim Cartificate				
	Currently there is no In-progress Claim Certificate. Please initiate a Claim Certificate first.				



## How to Set Up/link to Project Bills with Accounting System

 At the Post Contract Module first click on "Account Code Settings", click on the "Item Codes" tab and select which accounting system from the list that you want to link. Then double click on the selected accounting system to move to another sub level "Maintain Item Codes".

space		📌 👤
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)		
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBIT AND CREDIT NOTE (8)		
Project Codes Item.Codes		
Item Codes >		
No filter applied	Find by: Name	🔗 😔 🔍 Search 🔞 Refresh
No. Name		
1 MHW		
3		
Double Click Here		

2. To select "item code" base on the listings first single click, press enter, click again and click on the selected "item code".

the build	*	
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)		
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBIT AND CREDIT NOTE (a)		
Project Codes Item Codes		
Rem Codes > Maintain Rem Codes >		
No filter applied Find by: Item Code 💌	🔿 😔 🔍 Search	Refresh
Add Row October Brow		
No. Item Code	umber of Bills Bill Amount	Percentage
Building Works	Click on the selected	
Initiats/Journe Lansesping Gamuda Trading Sdn Bhd Eco World Trading Sdn Bhd Master Pave Sdn Bhd Setia Trading Sdn Bhd CLQ Trading Sdn Bhd Crug Trading Sdn Bhd Crug Trading Sdn Bhd	item code	



 Once you already select the item code, to link with BQ Bill 1<sup>st</sup> step click on the blank box below "Number of Bills", 2<sup>nd</sup> step tick on the selected bill, and 3<sup>rd</sup> step click "Save".

the space			4	
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)				
Project Breakdown Project Properties Claim Certificates Account Code Settings				
Project Codes Item Codes				
Tem Code	_			
No filter a Cinea Save Sten 3	- 1		Search	Refresh
	Bill Amount			
No. Ref 🖌 1 Bill No. 1 Building	300,000.00	Number of Bills	Bill Amount	Percentage
1 Bul 2 Bill No. 2 Infrastructure	500,000.00			
2 3 Bill No. 3 Landscape	500,000.00	Chan 4		
		Step 1		
Step 2				
	_			

4. To link with other "Item Codes" & "BQ Bill" can repeat No. 2 & No. 3. Once finalize with the linking you can view the **item code list, number of bills link, bill amount & percentage**.

space		*	
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates Account Code Settings			
Project Codes Item Codes			
Item Codes $>$ Maintain Item Codes $>$			
No filter applied Find by: Item Code 💌		🔗 😔 🔍 Search	O Refresh
Add Row Oelete Row			
No. Item Code	Number of Bills	Bill Amount	Percentage
1 Infrastructure	1	500,000.00	38.46%
2 Building Works	1	300,000.00	23.08%
3 Lanscaping	1	500,000.00	38.46%
4			





# **Request for Variation**

How to issue fill in contract & contingency sum for RFV

**Note:** Consultant (user role who prepare Cost Estimate for RFV) must fill in contract & contingency sum first before issue **FIRST** RFV.

1. After login eProject and opened a project, consultant can click "**Contract & Contingency Sum**".

Request for Variation Form			+ Add New RFV	\$ Contract & Co	ontingency Surr
Request for Variation					
۹					10 🔻
RFV Number 🗘 Al/El Number 🗘 Description 🗘	RFV Category	Net Omission/Addition	Created by		Status
	No Request of Variations of	reated.			
Showing 0 to 0 of 0 entries				Pr	evious Next

2. Then fill original contract sum & contingency sum for this project. After that, click **Submit**.

Contract & Contingency Sum	
Contract and Contingency Sum Details	
Original Contract Sum (RM)	Contingency Sum (RM)
Submit Back	

**Note:** Consultant can proceed to issue new RFV after original contract & contingency is filled in system.

# How to issue New RFV

1. After consultant filled in Contract & Contingency Sum, click **Add New RFV** to issue new RFV.

E Request for V	Variation Form					+ Add New RFV	\$ Co	ntract & Continge
Request for Variation								
Q								
RFV Number 🔷	Al/El Number	Description 🔿	RFV Category		Net Omission/Addition	Created by		Status
			No Request of	Variations crea	ted.			
Showing 0 to 0 of 0 em	ries							Previous



## 2. Fill in the information for the RFV. After that click **Submit**.

I Request for Variation - New Request for Variation	- :
C RFV Details	
Description of Proposed Variation Work*	Reasons for Variation*
Add new column	more load support
RFV Category*:	Time Implication (if any)
Due to Site Condition v	
Submit Back	

## How to insert cost estimate for RFV

1. After consultant submitted the RFV form, click at **Description** to open the RFV and fill in cost estimate.

equest for Variation						
٩						10
RFV Number 🔇	Al/El Number ု	Description 🔿	RFV Category	Net Omission/Addition	Created by	Status
1	-	Add new column	Due to Site Condition	-	Heng Chin Guan	Pending Cost Estimate
howing <b>1</b> to <b>1</b> of <b>1</b> er	ntries					Previous 1 Nex

### 2. Click at **Cost Estimate** to do cost estimation for the RFV.

■ Request for Variation - Pending Cost Estimate	Request for Variation - Pending Cost Estimate									
Cost Estimate										
RFV Number : 1										
Description of Proposed Variation Work*	Reasons for Variation*									
Add new column	more load support									
RFV Category	Estimated Cost of Proposed Variation Work	Time Implication (if any)								
Due to Site Condition	RM 0.00									
<b>⊥</b> Upload										

3. After clicking **Cost Estimate**, type to key in info to prepare for RFV cost estimation.

I Re	quest for Variation - Pending Cost Estimate					- :
🗋 R	FV Details 🔳 Cost Estimate					
G Ad	d Row O Delete Row Click to add/delete row			Estimate RM 72,0	ed Cost of Propose	ed Variation Worl
				Budget		
No.	Description	Туре	Unit	Rate	Qty	Total
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00
3		ITEM				
	Key in to prepare cost estimation					

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4. After finalized the RFV cost estimate, click **RFV Details** to submit for approval.

≣ Re	Request for Variation - Pending Cost Estimate								
🗋 R	RFV Details     Image: Cost Estimate								
🔁 Ad	Add Row Delete Row Estimated Cost of Proposed Variation Worl RM 72,000.00								
				Budget					
No.	Description	Туре	Unit	Rate	Qty	Total			
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00			
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00			
3		ITEM							

 You can also import Excel BQ into cost estimate however need to make a few adjustments from excel BQ. To import just click "Import" and click "Choose File" select BQ Excel files and click "Import"

2	build sp∧ce					Zulkamal 🙀	Search Project	Q
) cts	System M	Maintena Project D Users	1 Import Cost Estimate		×			
: /		m Certificate 101 / Request for Variation	Cost Estimate File *:					
e w	as imported		Choose File No file chosen					
Re	quest for Varia	tion - Pending Cost Estimate	Remove previous data					
R	V Details	Cost Estimate						
Add	1 Row 🛛 Dele	te Row Limport					Estimated Cost of Pr RM 462,917.43	oposed Vari
							Budget	
о.	Bill Ref.	Description				Rate	Qty	
1		WORK BELOW GROUND FLOOR LEVEL						
2		Excavate oversite, commencing from pla						
3	A.	Not exceeding 250mm, to reduce level.				125.00	3.50	
4		Excavate, commencing from reduce leve						
5	В.	Maximum depth not exceeding 2.00m deep				188.00	8.50	1,
6	C.	Maximum depth not exceeding 2.00m but n			1 Import	554.00	10.50	5,
7	D.	Maximum depth not exceeding 1.00m deep				469.00	8.50	3,
8	E.	Maximum depth not exceeding 1.00m deep,	for trenches.	ITEM	m3	33.00	8.50	
9		Earthfilling materials from selected excav	ated materials, filling up.	HEAD 1				
0	F	Filling to excavation, deposited and consolid	ated	ITEM	m3	433.00	12.00	5

6. Before import(5) these are the steps you need to amend from BQ Excel;

## Step 1

Delete table title ex. Description, unit, quantity, rate & etc

	А	В	С	D	E	F	G	Н	1	
$\square$										
23										
4										
5	Ite	m		Unit	Quantity	Rate	RM			
6										
7			Dill No. 2.1							
ч Ч			WORK BELOW GROUND FLOOR LEVEL							<u> </u>
ĩv										
11			Excavate oversite, commencing from platform							
12			eve							
14		Α.	Not exceeding 250mm, to reduce level.	m³	125	3.50	437.50			
16			Excavate, commencing from reduce level.							
1/		B	Maximum depth not exceeding 2.00m deep, for	m <sup>3</sup>	188	8 50	1 598 00			
19		0.	footings.		100	0.00	1,000.00			
20		0	Mandau and the set of a set of a construction of the set			40.50	5 047 00			
21		C.	exceeding 4.00 deep, for footings	m	554	10.50	5,817.00			
23			exceeding 4.00 deep, for footings.	1						
24		D.	Maximum depth not exceeding 1.00m deep, for	m <sup>3</sup>	469	8.50	3,986.50			



# Step 2 Delete total amount & any header with (Cont'd)

	A E	3	C	D	E	F	G	н
49 50			Disposal off site, including paying all dues					
51 52	L		Excavated materials	m <sup>3</sup>	936	3.00	2,808.00	
53			Hardcore, consolidated and blinded to receive					
54 55			concrete					
50	N	١.	150mm (consolidated thickness), under floor.	- m <sup>3</sup>	532	9.50	5,054.00	
57								
58								
59					To Collec	tion	33,560.00	
60			PERPUSTAKAAN					
61			08/1409 - UITM ARAU, PERLIS					
62			3.1/1					
63								
64			Work Below Ground Floor Level (Cont'd)					
85								
66			Damp proof membrane, well lapped in the joints					
67			and sealed with approved pressure sensitive tape,					
68			turned up against wall for at least the full thickness					
69			of floor (measured nett : allow for laps and turn					
70			<u>up)</u>					

## Step 3

Last step is to delete the "WHOLE" collection page

393						
344	PERPUSTAKAAN					
45	08/1409 - UITM ARAU, PERLIS					
846		3.1/7				
347						
48	WORK BELOW GROUND FLOOR LEVEL					
49						
50	COLLECTION					
51						
52	Page No. 3.1/1				33,560.00	
53						
54	Page No. 3.1/2			r	#REF!	
55						
56	Page No. 3.1/3		نفنا بتخلفانا	r	#REF!	
57						
58	Page No. 3.1/4			r	#REF!	
59						
60	Page No. 3.1/5				#REF!	
61						
62	Page No. 3.1/6			r	#REF!	
63						
64	Page No. 3.1/7				7,961.00	
65						
66						

You can upload attachment before submitting the RFV for approval. To submit for approval, click Submit button to submit to for approval.

 i≡ Request for Variation - Pending Cost Estimate

RFV Details	E Cost Estimate		
RFV Number : 1 Description of Proposed Variation Work* Add new column		Reasons for Variati more load support	on*
RFV Category Due to Site Condition		Estimated Cost of Proposed Variation Work RM 72,000.00	Time Implication (if any)
1 Upload	Click to upload attachment		
File Name			
		No files uploaded	
Showing 0 to 0	of 0 entries		
Submit	Back		



# How to verify RFV Cost Estimate

8. After consultant completed and submitted RFV cost estimate, it will revert back to consultant *(User who issued the RFV)* for verification. To verify the RFV cost estimate, click at the RFV description to open RFV.

Request fo	r Variation Fo	+ Add New RFV	\$ Contract & Contingency Sur						
Request for Variatio	n								
Q							10		
RFV Number 🔅	Al/El Number	Description	RFV Category	Net Omission/Addition	Created by		Status		
1	-	Add new column	Due to Site Condition	RM 72,000.00	Heng Chin Guan	Pendi	ing Verification		
Showing 1 to 1 of 1	howing 1 to 1 of 1 entries								



#### 9. Click **Cost Estimate** to view the RFV cost estimate.

≣ Re	quest for Variation - Pending Verification								
🗋 R	FV Details 🔲 Cost Estimate								
				Estimate RM 72,0	d Cost of Propose 00.00	d Variation Work			
					Budget				
No.	Description	Туре	Unit	Rate	Qty	Total			
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00			
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00			
3		ITEM							

10. After reviewing the RFV cost estimate, click **RFV Details** and click **Approve / Reject**. *(If approved, the RFV will proceed for client verification; if rejected, the RFV will revert back to consultant to redo the cost estimate)* 

E Request for Variation - Pending Verification				-	1
🗅 RFV Details 🔲 Cost Estimate					
RFV Number : 1					
Description of Proposed Variation Work*		Reasons for Variation*			
Add new column		more load support			
RFV Category*:	Estimated Cost of Proposed Varia	tion Work	Time Implication (if any)		
Due to Site Condition V	RM 72,000.00				
File Name					
	No files u	ploaded			
Showing 0 to 0 of 0 entries				Previous Next	t
Approve Reject Back				View Log(s)	



# How to key in AI/EI number after RFV had been approved

1. After client approved the RFV, the RFV status will show as "**Approved**". User can click at the icon (*AI/EI Number*) to fill in AI/EI Number.

Request fo	r Variation Fo	m			+ Add New RFV	\$ Contr	act & Contingency Sum
Request for Variation	n						
Q							10 🔻
RFV Number 🔷	AI/EI Number	Description	RFV Category	Net Omission/Addition	Created by		Status
1		Add new column	Due to Site Condition	RM 72,000.00	Heng Chin Guan		Approved
Showing 1 to 1 of 1	entries						Previous 1 Next
	_						

2. After filling in the AI/EI number, click Save.

Update AI/EI Number

AI/EI Number	
Al/El Number	
	Save Close

# How to Update RFV Claim

Note: Once **RFV approved** the detail of **RFV auto updated at RFV Claim module** at Post Contract

1. Click "Buildspace Pro" to access the post contract module

State 2	build spʌce								Go To Buildspace Pro 🛞 Search Project Q 💡 💽 🕩
Projects	System M	<b>Ø</b> Maintena	Project D	Users	Tendering	Post Con	Documents	Forum	
Reque	st for Variation								

2. Double click "Request For Variation Claim"

space				
Post Contract > HOUSING PROJECT (Status::POST CONTRACT)				
Project Breakdown Project Properties Claim Certificates Account Code Settings				
📐 Re-Measure Provisional 👻 🛗 Location Management   🍳 Define Locations   🔓 Sub-Packages   🥸 Wastage Report   🏢 Final Account Statement   🔞 Reload				
No. According	Querry Tartal	%		Amount
No. Description	Overall Total	Up To I	Date Claim	
HOUSING PROJECT				
1 BILL NO.1 - PILING WORKS	1,179,754.88	4.73%		55,857.64
2 BILL NO.2 - SINGLE TYPE	1,209,493.29	7.38%	8	89,266.24
3 BILL NO.3 - MULTI TYPES	9,919,947.45			
4 BILL NO.4 - PROVISIONAL SUM	16,626,000.00	20.00%	3,32	25,200.00
VARIATION ORDER	276,370.00	1.09%		3,000.00
REQUEST FOR VARIATION CLAIMS				
MISCELLANEOUS				



3. Double click the description to see more details for RFV already approve

-	build space			À 🚨
Post	Contract > H	DUSING PROJECT (Status::POST CONTRACT)		
Proje	t Breakdown	Project Properties Claim Certificates Account Code Settings REQUEST FOR VARIATION CLAIMS &		
Requ	est For Variat	on Claims >		
No.	RFV No.	Description	Total Claim Amount	Deduction At Claim Cert
1		VO Number: 5 - Change the size of door Double click the description		~
2	3	VO Number: 3 - Change the floor finishes	10,000.00	4
3	2	VO Number: 2 - Change the thickness of slab	12,000.00	4
4	1	VO Number: 1 - Change the design	3,000.00	1
5				<u> </u>
				Link to "In Progress" claim certificate

4. Single click at the row at "Press Enter" to key in the claim in "% or Amount" and "Press Enter" to save

•	¢	build spʌce								\$	2
P	ost Co	ntract > HOUS	ING PROJECT (Status::POST CONTRACT)								
Pr	oject I	Breakdown P	roject Properties Claim Certificates Account Code Settings REQUEST FOR VARIA	ATION CLAIMS 🛞							
Re	ques	For Variation	Claims $ ightarrow$ Request For Variation Claim Items $ ightarrow$								
N	<b>.</b>	Bill Ref	Description	Type	Unit	Rate	Qtv	Total	%	Amount	Claim Cert No.
1			Door size 2100mm x 600mm x 35mm thick	HEAD 1					Claims		
3								6,000.00	0.00		
1			Bedroom 2	ITEM	no	320.00	10.00	3,200.00		_	
4	L.			ITEM							

5. Single click at **"Claim Cert No"** to link claim certificate **"In Progress"** status. Click **"Yes"** to link

14 olor 10	d e								1	
Post Contract >	HOUSING PROJECT (Status::POST CONTRACT)									
Project Breakdov	wn Project Properties Claim Certificates Account Code Set	Ings REQUEST FOR VARIATION CLAI	IMS 🛞							
Request For Var	riation Claims $ ightarrow$ Request For Variation Claim Items $ ightarrow$									
No. Bill R	tef Description		Туре	Unit	Rate	Qty	Total	%	Amount	Claim Cert No.
1	Door size 2100mm x 600mm x 35mm thick		HEAD 1					Cia	1115	
3	Bedroom 2		ITEM	no	320.00	10.00	3,200.00			
4			ITEM							
		Confirmation								
		This Request For Va	/ariation claim	will be be attached to	o a Claim Certificate.					
		Do you want to proc	ceed ?							
		Claim Certificate N	No.: 4 Cla	im certificate'	"In Progress"					
				in certificate	in rogress					
					-					
					-					
					Yes No					
				•	Yes No					
				•	Yes No					
- huil	d.			•	Yes No					
space buil	d			•	Yes No					<b>.</b>
space buil	d 19 Hanising Bion left (State: BAST CONTRACT)				Yes No				4	
Post Contract >	d HOUSING PROJECT (Status: POST CONTRACT)				Yes No			_	4	₽ .
Project Breakdo	ct HOUSING PROJECT (Status: POST CONTRACT) wn Project Properties Claim Certificates Account Code Set	Ings REQUEST FOR VARIATION CLAI	JMS 🛞		Yes No				4	2
Post Contract > Project Breakdo Request For Var	Id HOUSING PROJECT (Status: POST CONTRACT) m Project Properties (Claim Certificates ) Account Code Set fution Claims > Request For Variation Claim Items >	ings REQUEST FOR VARIATION CLAI	JMS ®		Yes No			_	4	P .
Post Contract > Project Breakdo Request For Val No. Bill F	Id HOUSING PROJECT (Status: POST CONTRACT) m Project Properties Claim Certificates   Account Code Set fution Claims > Request For Variation Claim Items > tef Description	Ings REQUEST FOR VARIATION CLAI	JMS ⊗ Type	Unit	Yes No Rate	Qty	Total	%	Amount	Claim Cert No.
Post Contract > Project Breakdo Request For Va No. Bill F 1	Id     HOUSING PROJECT (Status-POST CONTRACT)       HOP Project Properties     Claim Certificates     Account Code Set       Indian Claims     Request For Variation Claim Items     >       Ref     Description     Description       Door size 2100mm x 600mm x 35mm thick	ings REQUEST FOR VARIATION CLAI	IMS ⊗ Type HEAD 1	Unit	Yes No Rate	Qty	Total	% Cla	Amount	Claim Cert No.
Project Breakdo Request For Val No. Bill R 1 2	Ld HOUSING PROJECT (Status: POST CONTRACT) m Project Properties Claim Certificates Account Code Set ration Claims > Request For Variation Claim Items > Ref Description Door Size 2100mm × 600mm × 35mm thick Master Bedroom	Ings REQUEST FOR VARIATION CLA	IMS ⊗ Type HEAD 1 ITEM	Unit no	Yes No Rate	Qty 20.00	Total	% Cla 70.00%	Amount ims 4,200.00	Claim Cert No.
Project Breakdo Request For Var No. Bill F 1 2 3	Image: State of the state o	Ings REQUEST FOR VARIATION CLAI	IMS ⊗ Type HEAD 1 ITEM ITEM	Unit no no	Yes No Rate 300.00 320.00	<b>Qty</b> 20.00 10.00	Total 6,000.00 3,200.00	% Cia 70.00%	Amount ims 4,200.00	Claim Cert No.

6. Click **"Project Breakdown"** and click **"Reload"** to see the total claim amount for RFV. Note: Once VO is approved by C&C, user unable to update the claim under RFV Claim module anymore. To further update claim for the approved VO, click at Variation Order module and further re-key in the RFV claimed amount under the VO again



# VO module

Note: Once RFV is approved from management, the RFV budget will automatically sync to BuildSpace Pro system

1. To issue VO based on approved RFV, click at 🔹 and proceed to prepare VO.

				Go To Buildspace Pro 🕨 📌	Search Pro
users	پر Tendering	Documents	<b>F</b> orum	Click and p	roceed
)pen Tender					vo

2. Then user will be diverted into Buildspace Pro system. Double click to open VO module.

Pro	ject Breakdown	Project Properties	Claim Certificates							
	Re-Measure Provis	sional 🔻 🕌 Loo	ation Management	Pefine Locations	Bub-Packages	Search Wastage Report	Final Account Statement	🙆 Reload		
	Description								Owners II Testal	%
NO.	Description								Overall Total	Up
	KK257 (Post (	Contract Briefin	g)							
1	BILL NO.3 -	TYPE A	💼 Do	uble click to					21,309,900.00	0.53%
2	BILL NO.4 -	TYPE B	op 🔶 op	en VO					784,800.00	
	-									1
	VARIATION O	RDER							8,800.00	,
	MISCELLANE	ous								

3. Double click at approved RFV and go to second level.

Post	Contract >	KK257 (Post Contract Briefing) (Status::POS	T CONTRACT)				na kan kan kan kan kan kan kan kan kan k		
Proje	ct Breakdo	wn Project Properties Claim Certificates	VARIATION ORDER	₹ ⊗					
Varia	tion Orders	$\rightarrow$							
( A	dd Row	Delete Row	_						
No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition
1	5	RFV Number: 5 Double click to	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00
2	4	RFV Number: 4 open & prepare	Upload	BUDGETARY		8,000.00	Budget amount is		
3	3	RFV Number: 3 VO	Upload	BUDGETARY		18,000.00	synced from		
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00	appioveu Krv		
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)

4. System will auto sync the cost estimate from RFV.

Note: Details of cost estimate that approved from RFV cannot be edited while preparing VO.

Post Contract > KK257 (Post Contract Briefing)	(Status::POST CONTRACT)							
Project Breakdown Project Properties Claim	Certificates VARIATION ORDER (8)							
Variation Orders > RFV Number: 4 >								
Variation Order Items Claim Revisions								
Variation Order Items >								
🕀 Add Row 🔿 Indent	Delete Row 🧧 Omit From Bills							
No Bill Ref Total Unit Descrip	tion Da	ata synced from RFV	Attachment	Type	Unit	Rate	Qty	Total
no binner rotaronic besen			Automon	ijpe	onic		Budget	
1 gym eq	uipment		Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
2 1			Upload	ITEM				
3								

5. To prepare VO, user can click "Omit From Bills" to omit item from BQ.

Post	Contract > KK257	7 (Post Contrac	t Briefing) (Status::POST CONTRACT)								
Proje	ct Breakdown P	roject Propertie	S Claim Certificates VARIATION ORDER	$\otimes$							
Varia	lion Orders $>$ R	FV Number: 4	$\rangle$								
Variat	ion Order Items	Claim Revision	ns								
Varia	tion Order Items	>									
( A	dd Row 🛛 🛞 Ind	ient 🛛 🕢 Out	dent 🕞 Delete Row 🤮 Omit From Bills								
No	Bill Dof	Total Unit	Description		Attachmont	Tuno	Unit	Rate	Qty	Total	
NO	Din Ker	Total Offic	Description		Audenment	Type	onne	E	Budget		
1		1	gym equipment	Single click to select the row	Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00	
2				to insert item	Linioad						
					opioud						

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6. Double click to select which bill & unit.

Bills	>
🙁 C	lose
No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

#### 7. Double click to select which element.

Om	t From Bills
Bills	> BILL NO.4 - TYPE B > Unit 1 >
8	Close
No	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	BIII No. B. 4/2 - FRAME
3	Bill No. B.4/3 - UPPER FLOORS
4	Bill No. B.4/4 - ROOF CONSTRUCTION
5	BIII No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION
6	Bill No. B. 4/6 - ROOF FINISHES AND RAINWATER GOODS
-	5 1 5 17 EVEL 10 10 10 20080 10 10 10 10 10 10 10 10 10 10 10 10 10

8. Tick to select which item to omit, then click Import.

On	hit From E	Bills				
Bill	s > BIL	L NO.4	I - TYI	PE B $ ightarrow$ Unit 1 $ ightarrow$ Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVE $ ightarrow$		
8	Close	🕒 Im	port			
	Bil	Ref	De	scription	Туре	
	1/	1 E		Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	

	1/1 E	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	567.00	100.00 🕯
		Concrete Grade 15, as specified, in,	HEAD 1			
~	1/1 F	50mm Blinding, under pile caps.				
~	1/1 G	50mm Blinding, under ground beams.				100.00
	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1			

Unit

Qty

Rate

9. Selected items will be imported under VO item list. **Scroll right** to fill in omission/ addition.

ariati	ion Order Items	>							
) Ad	ld Row 🕘 Inc	ient 🛛 📀 Out	dent 🛛 😑 Delete Row 🛛 🔄 Omit From Bills						
_	DIN D.d	Tetel Halt	Description		T	11-14	Rate	Qty	Total
0	Bill Ref	Total Unit	Description	Attachment	Type	Unit		Budget	
		1	gym equipment	Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
			Concrete Grade 15, as specified, in,	Upload	HEAD 1				
	1/1 F	1	50mm Blinding, under pile caps.	Upload	ITEM	M2			
	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2			
		1		Upload	IIEM				
					ITEM				

10. Press Enter to fill in omission/addition, then press Enter again.

Variation	Orders > RFV Nu	mber: 4 〉						
Variation	Order Items Claim	Revisions						
Variation	Order Items >							
🕀 Add	Row 💽 Indent	📀 Outdent 🛛 😑 Delete	Row 🛛 🤮 Omit From	Bills				
te	Qty	Total	Dete	Qty	Total	Qty	Total	Nett
1	Budget		Rate	Omissio	n	Addition		Omission/Addition
00	1.00	8,000.00						
			100.00	29.00	2,900.00 <mark>50</mark>	Pres to fil	s "Enter" L in	(2,900.00)
			100.00	97.00	9,700.00			(9,700.00)



11. After filled in omission/addition, the system will auto generate **Nett Omission/Addition**. After that, click **Variation Orders** and back to first level.

Variation	I Orders 👌 RFV Nu	mber: 4 〉						
Variation	Order Items Claim	Revisions						
Variation	Order Items 〉							
🕀 Add	Row 🕘 Indent	📀 Outdent 🛛 😑 Delete	Row   🤮 Omit From	Bills				
te	Qty	Total	Data	Qty	Total	Qty	Total	Nett
1	Budget		Nate	Omissio	n	Addition		Omission/Addition
00	1.00	8,000.00						
			100.00	29.00	2,900.00	50.00	5,000.00	2,100.00
			100.00	97.00	9,700.00	60.00	6,000.00	(3,700.00)

## 12. User can click **Upload** to upload attachment for VO.

Varia	tion Orders	$\rightarrow$							
⊕A	dd Row	Delete Row							
No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	0
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	
2		RFV Number: 4	Upload	BUDGETARY			12,600.00		
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	
7			Upload	BUDGETARY			56,700.00		
8			Upload	BUDGETARY					
9				BUDGETARY					

13. Click **Upload** to upload attachment.

No. Name	Uploaded By	Uploaded At	- Attachr
1 VO-Drawings.pdf	Sky User	15/02/2019 3:34 pm	Uploa
2			

14. Once the VO is finalised, go to **Status** column, press **Enter** to change the VO status from "**Preparing**" to "**Pending**".

Post	ost Contract > KK257 (Post Contract Briefing) (Status:::POST CONTRACT)										
Proje	sject Breakdown Project Properties Claim Certificates VARIATION ORDER 💿										
Varia	ion Orders	\$									
( A	id Row	O Delete Row									
No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00		APPROVED
2			Upload				12,600.00		(1,600.00)		Preparing 🔻
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00					Pending
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00					Preparing
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)		PREPARING
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	4,800.00		APPROVED
7			Upload	BUDGETARY			56,700.00		(56,700.00)		PREPARING
8			Upload	BUDGETARY							PREPARING
9				BUDGETARY							

15. Click **Yes** to finalise the VO.

Are you sure you want to send this for submission?						
Number of Reviewers: 0						
Yes	No					
Yes	No					

16. Then the VO status will change to **APPROVED** 

Note: VO cannot be amended anymore once the VO is approved.