Consultant User Guide (Post Contract)

Contents
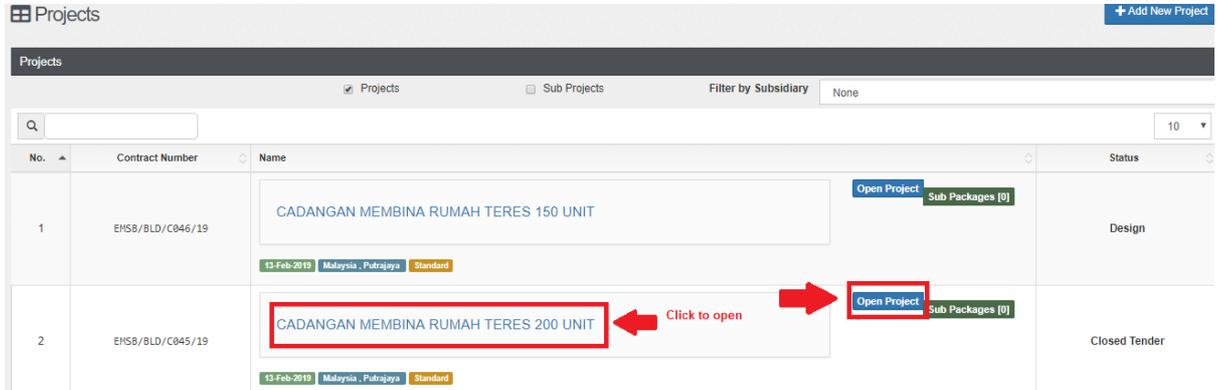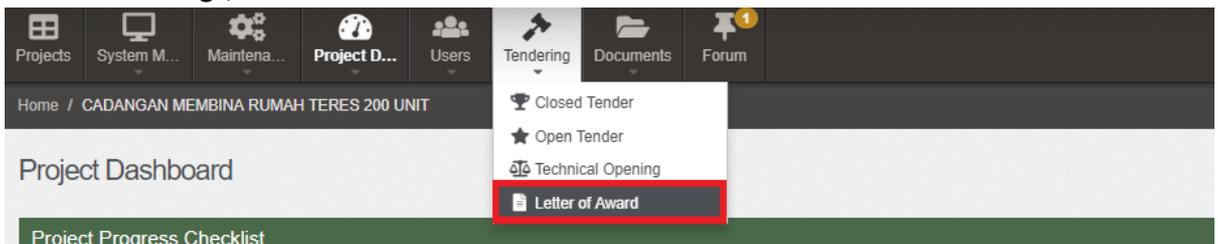
Letter of Award

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.

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

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

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**.
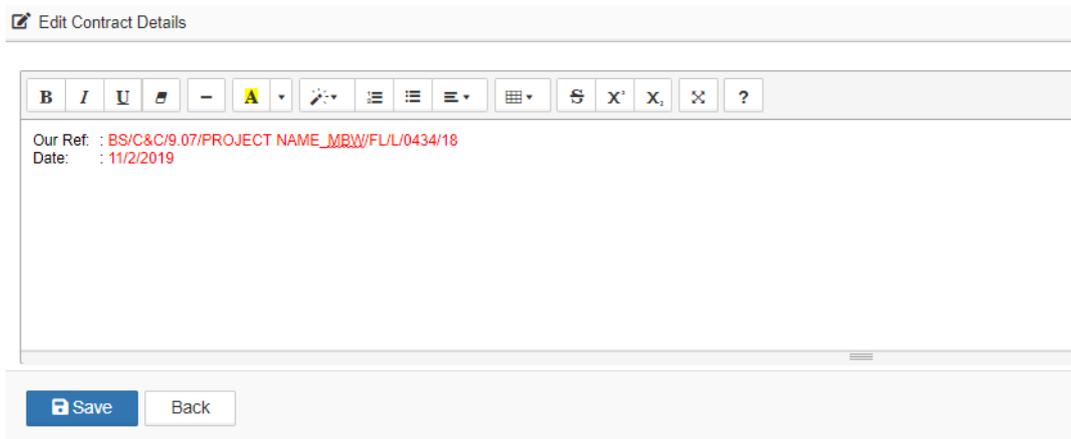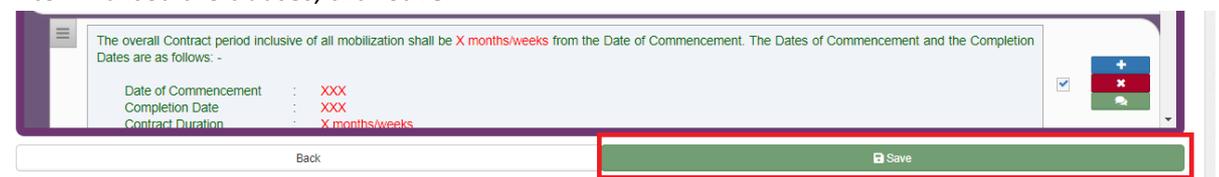

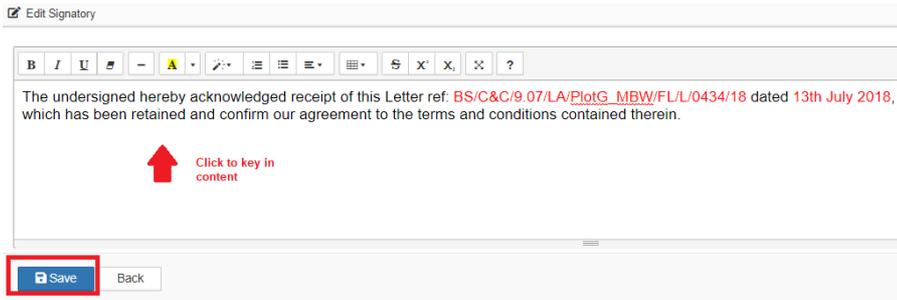5. For **Clauses**, user need to **Add New Clause** and key in the content.
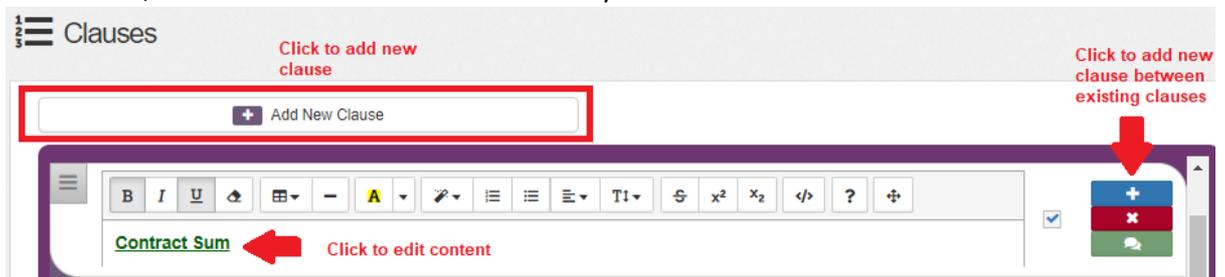
6. Tick to set numbering for certain clauses *(e.g. 1.0, 1.1 …)*. Further, to set certain clause as sub clauses, **click (Hold)** ☰ symbol and drag to right side.


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

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

Edit Signatory

The undersigned hereby acknowledged receipt of this Letter ref: BS/C&C/9.07/LA/PlotG_MBW/FL/L/0434/18 dated 13th July 2018, which has been retained and confirm our agreement to the terms and conditions contained therein.

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   ⚙ Settings   🖶 Print

Click "Settings" to edit printing layout, margin & font size
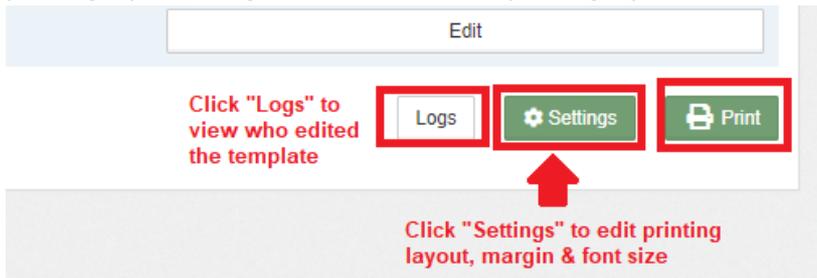
10. Click **Action(s)**, then click **"Notify Reviewer"** to allow reviewer to review the letter of award.

Action(s) ▾

✉ Notify Reviewer

Edit

Edit

Edit

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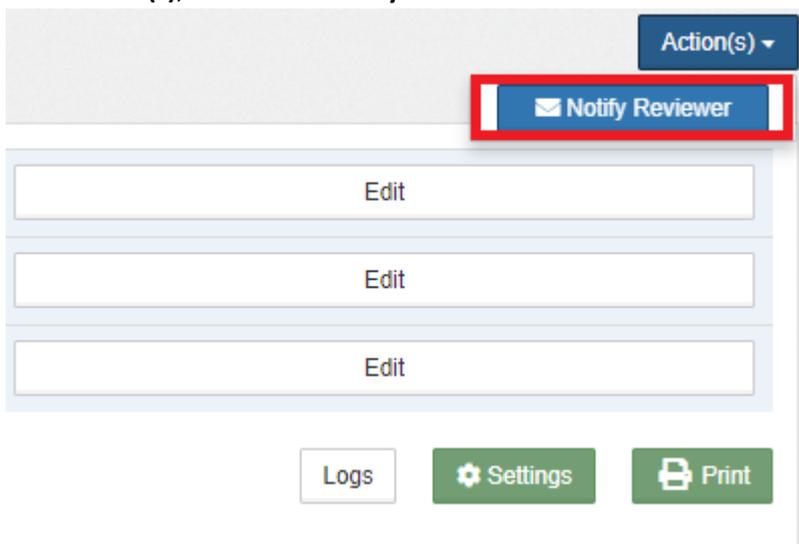
11. After clicking "Notify Reviewer", the system will pop out a message shown that notification has been sent successfully.

Notification Sent   ✕

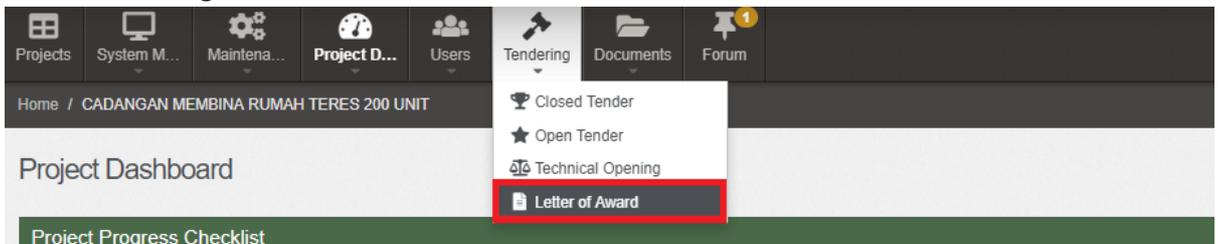Notification has been sent successfully.

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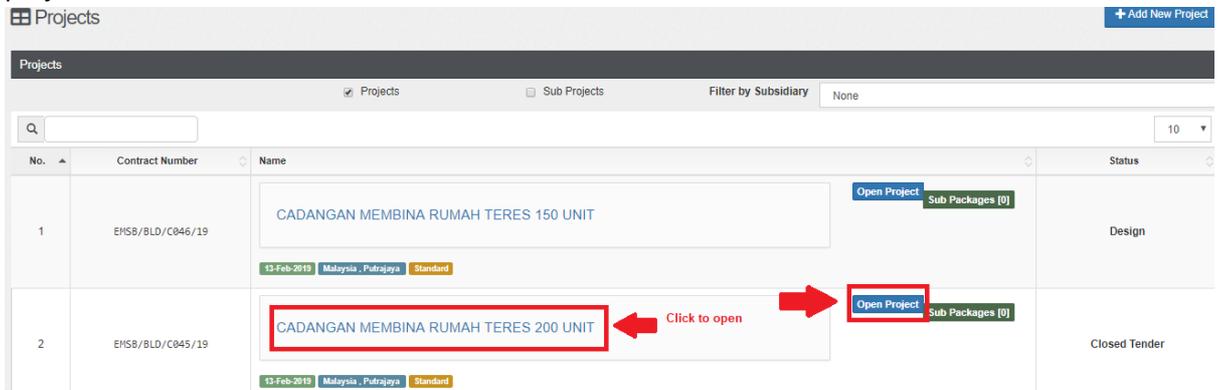
2. Go to **"Tendering"**, then click at **"Letter of Award".**
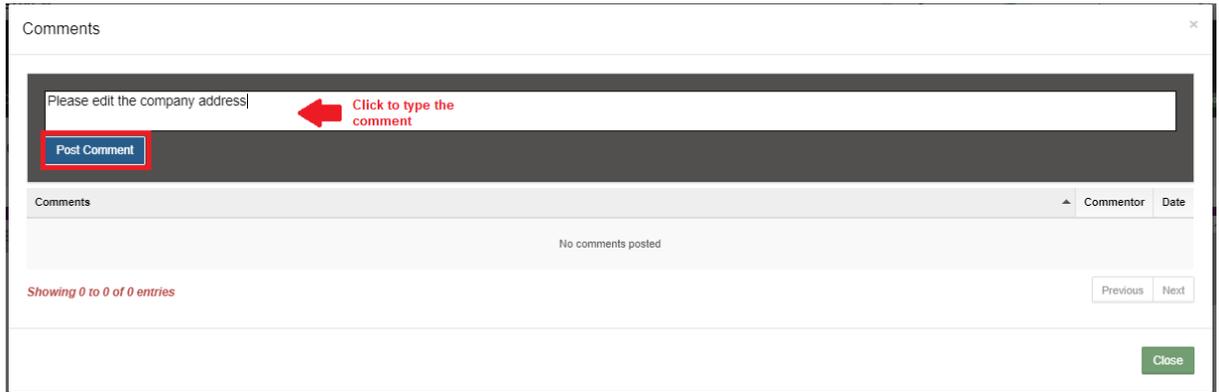

3. Click **"Edit"** button beside Clauses to view the content. User also can click **"Print"** to preview the Letter of Award.
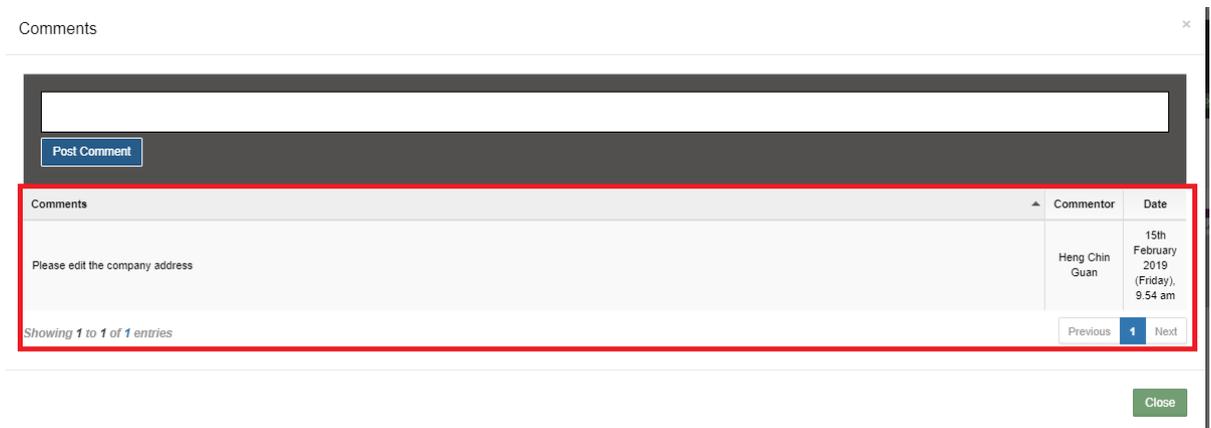

4. Reviewer only can review and insert comment on each clauses. To comment, click at icon.

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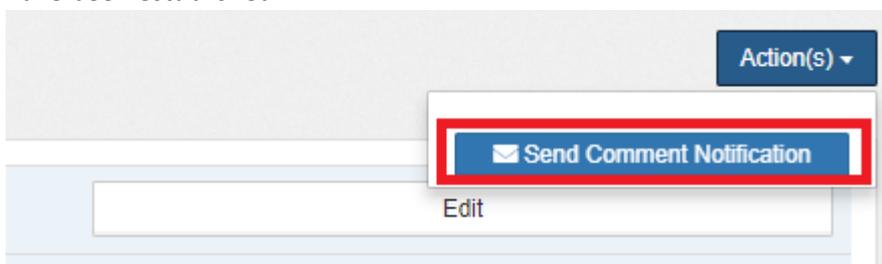

6. The comment will be recorded under the system. User can click **Close** and continue comment on other clauses.

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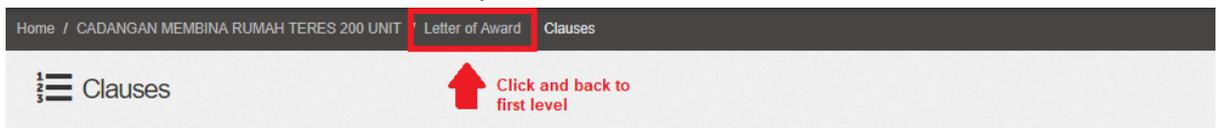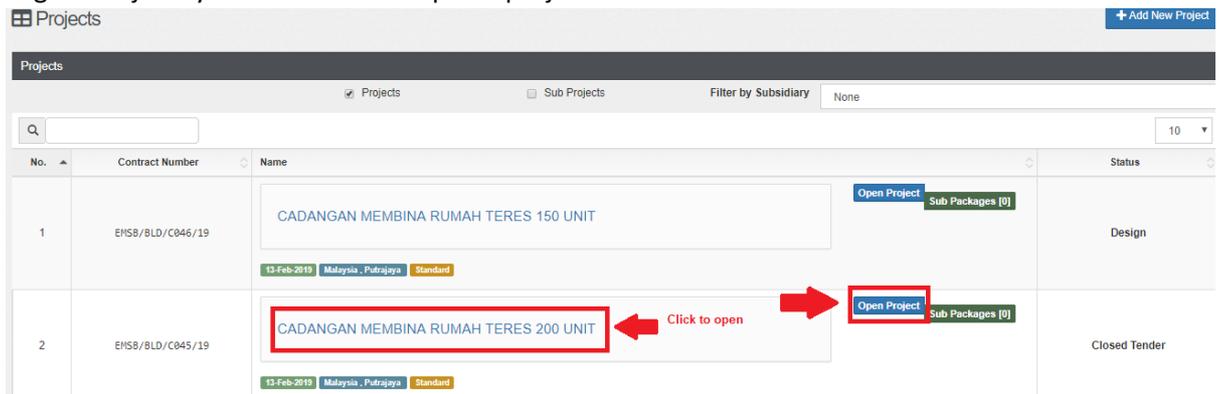

8. Click **Action(s)** and **Send Comment Notification** to notify Editor user that the comments have been established.
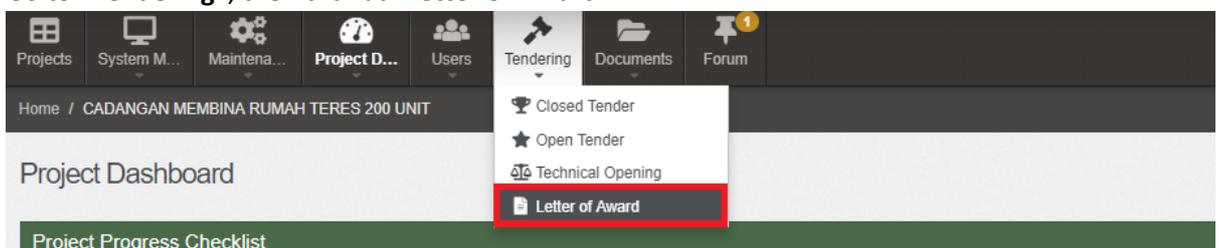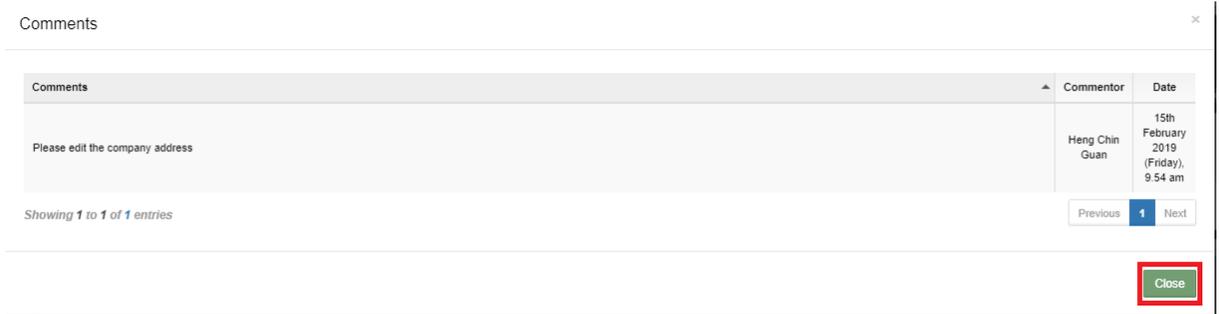
How to amend Letter of Award based on comment

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

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

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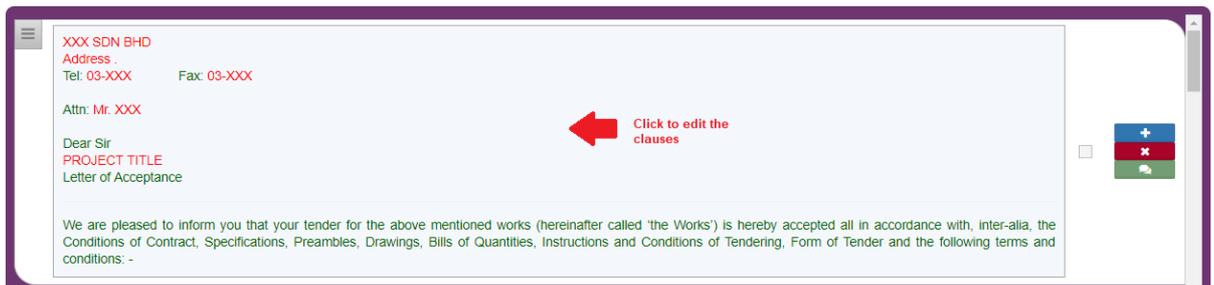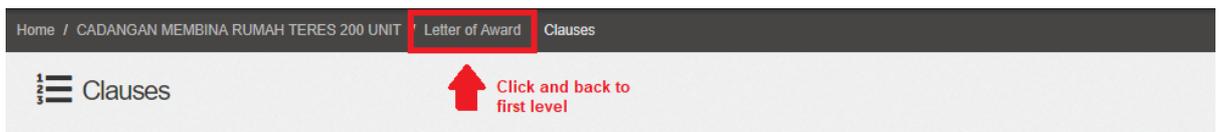

4. Click [💬] icon to view unread comment.

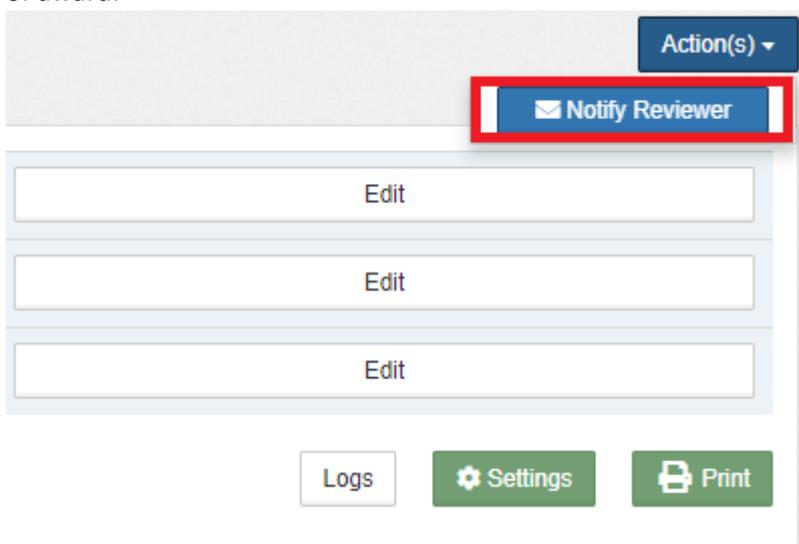5. Editor user can view the comments from Reviewer user. Click **Close** to amend the clauses.

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

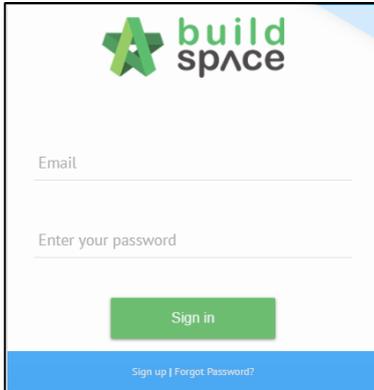9. After amended the clauses based on comment, click **Letter of Award** and back to the first level.

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

Activate Claim Certificate

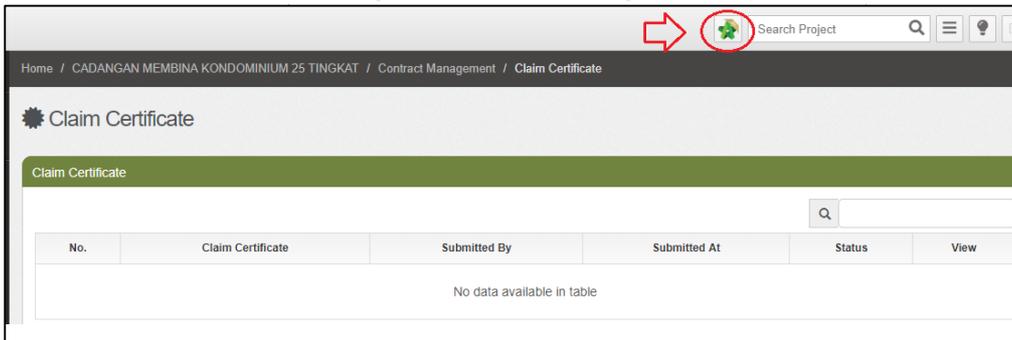**Note: You need to activate a claim certificate in system before update any BQ claim.**

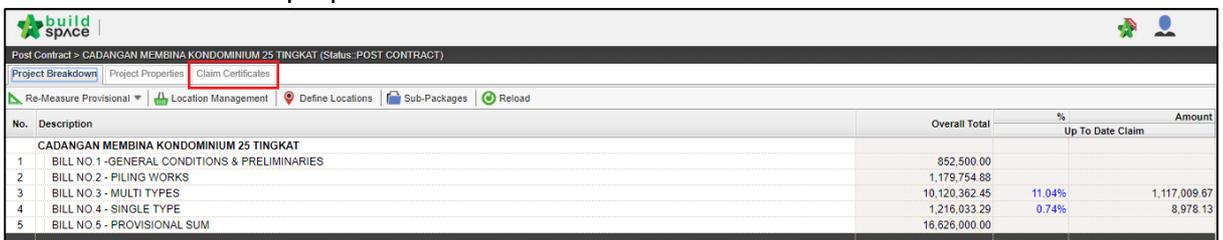1. Login eTender system with **Username and Password**

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

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

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

Visit our forum & tutorials at **http://forum.buildspace.my**

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

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

Visit our forum & tutorials at **http://forum.buildspace.my**

How to update BQ claim

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

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

3. **Double click** and can view the **"Element Level"**.
   Note : Claim can update at the element level or item level.
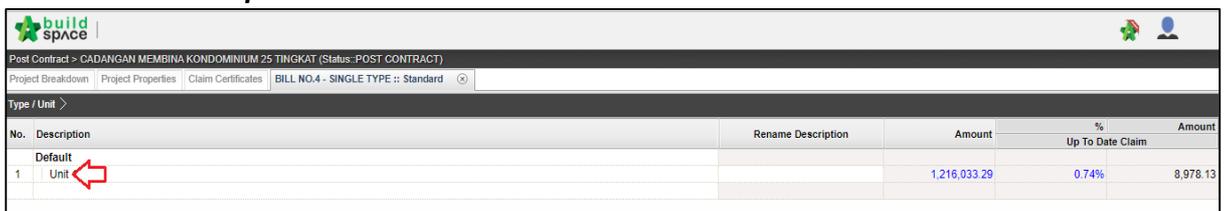
Visit our forum & tutorials at **http://forum.buildspace.my**

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

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

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

Visit our forum & tutorials at **http://forum.buildspace.my**

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.
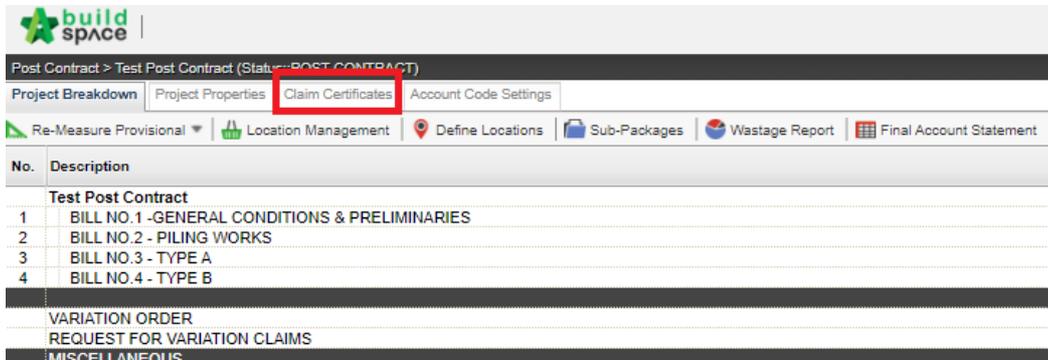
2. Double click to open the latest claim certificate *(which is still In Progress status).*
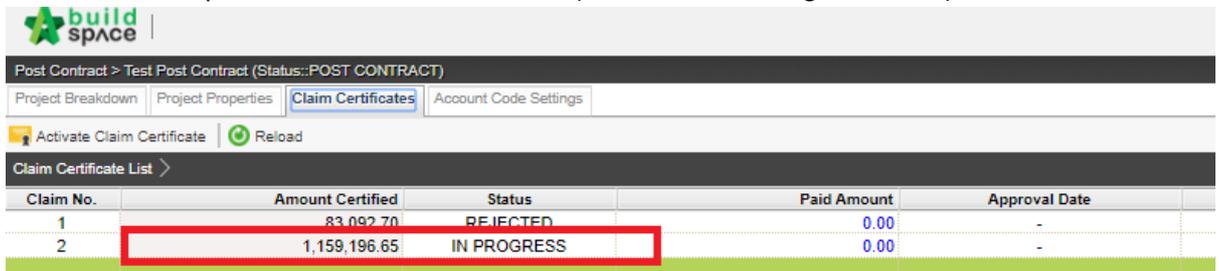
3. Click **Submit** button to submit the claim certificate. *(You can click **Claim Cert Print Info** to view details of this claim certificate)*
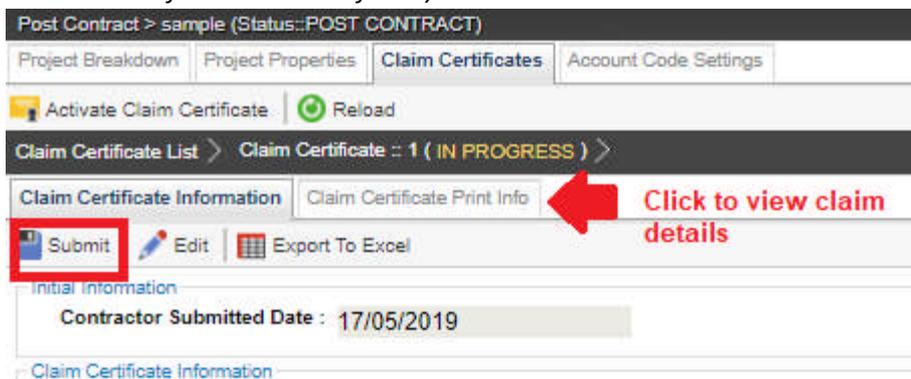
4. System will display the total verifier required for this claim certificate, click **Yes** to submit the claim certificate.

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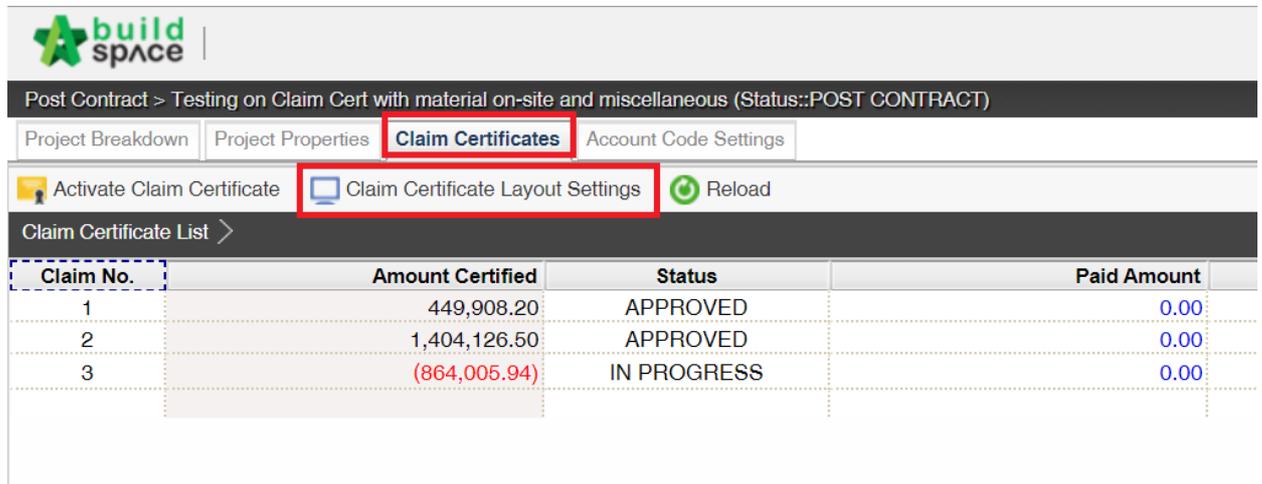
2. For the "**Claim Certificate Layout Settings**" are divided into "6" different section
   - Claim Certificate Print Format (1)
   - Claim Certificate Title (2)
   - Claim Certificate Section Label (3)
   - Sections (4)
   - Labels (5)
   - Footer (6)

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

Claim Certificate Print Format
- ○ **Standard**   ◉ **Format A**

- ☑ Display Tax Column

Sample print out

"Standard" format with "Display Tax Column"

GAMUDA LAND SDN BHD					Certificate Of Payment
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:	Testing on Claim Cert with material on-site and miscellaneous				

	Contract Sum	%	Work Done	GST 0.00%	Amount
A Bill Total	11,596,758.24		499,898.00		
Variation Order	0.00		0.00	Tax Column	
Material On Site			0.00		
Total Work Done	11,596,758.24	4.31%	499,898.00		
Retention Sum			[49,989.80]		
Release Retention			(0.00%) 0.00		0.00
Total Amount			449,908.20	0.00	
Previous Certified			[0.00]		
Amount Certified			449,908.20	0.00	449,908.20

"Format A" with "Display Tax Column"

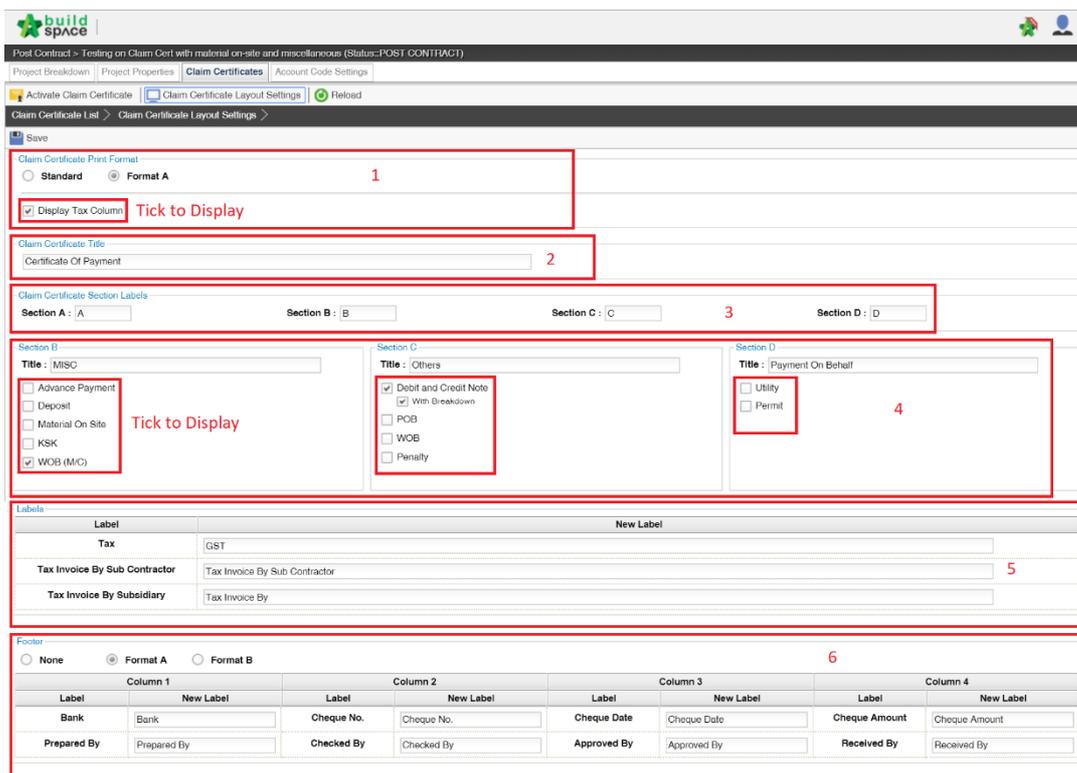| GAMUDA LAND SDN BHD				Certificate Of Payment
Project Description:	Testing on Claim Cert with material on-site and miscellaneous			
		LA No:	1	
Sub Contract Works:		Certificate Date:	15/07/2019	
Contractor:	Buildspace Contractor 1	Period Ending:	15/07/2019	
Invoice Date:		Payment Due Date:	15/07/2019	
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
A Bill Total	499,898.00	0.00	499,898.00		
Variation Order	0.00	0.00	0.00	Tax	
Material On Site	0.00		0.00	Column	
Total Work Done	499,898.00	0.00	499,898.00		
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]		
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

GAMUDA LAND SDN BHD   **Claim Certificate Title**

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: Testing on Claim Cert with material on-site and miscellaneous

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 Claim Certificate**

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: Testing on Claim Cert with material on-site and miscellaneous

		Contract Sum	%	Work Done	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		
	Total Work Done	11,596,758.24	4.31%	499,898.00		
	Retention Sum			[49,989.80]		
	Release Retention			(0.00%) 0.00		0.00
	Total 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 Claim		
	WOB (M/C)	0.00	0.00	0.00		0.00
			Sub Total	0.00	0.00	0.00
		Tax Invoice 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

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**".

Sample Print Out "Debit & Credit Note"

GAMUDA LAND SDN BHD					1234567890
Project Description:	Testing on Claim Cert new format				
		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:	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	0.00	0.00	(0.00%) 0.00		
Total Retention	**[679,837.91]**	**[629,837.91]**	**[50,000.00]**		
Amount Certified	**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
		GAMUDA 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 Claim Cert new format				
		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:	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	0.00	0.00	(0.00%) 0.00		
Total Retention	**[679,837.91]**	**[629,837.91]**	**[50,000.00]**		
Amount Certified	**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
		GAMUDA LAND SDN BHD	1,000,000.00	0.00	1,000,000.00

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

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

Sample Print Out

	ACCM Total	Previous Claim	This Claim	SST 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	0.00	0.00	(0.00%) 0.00		
Total Retention	**[679,837.91]**	**[629,837.91]**	**[50,000.00]**		
Amount Certified	**7,712,445.46**	**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 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 Invoice By Subsidary GAMUDA 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

	Sub Total	0.00	0.00		0.00
	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 Invoice By Subsidary GAMUDA 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 Amount (MYR)	**-989,987.50**	**0.00**		**-989,987.50**

NO FOOTER APPEAR BLANK AT BOTTOM OF THE CERT

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

Footer

○ 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

	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 Invoice By Subsidary GAMUDA 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 Amount (MYR)	**-989,987.50**	**0.00**	**-989,987.50**

Bank: Maybank   Cheque No.: 312998   Cheque Date: 12/1/2019   Amount: RM 10,000.00

Abu   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 Invoice By Subsidary GAMUDA 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 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.

Set Account Group Listing

1. Login eProject system and go to BuildSpace Pro.
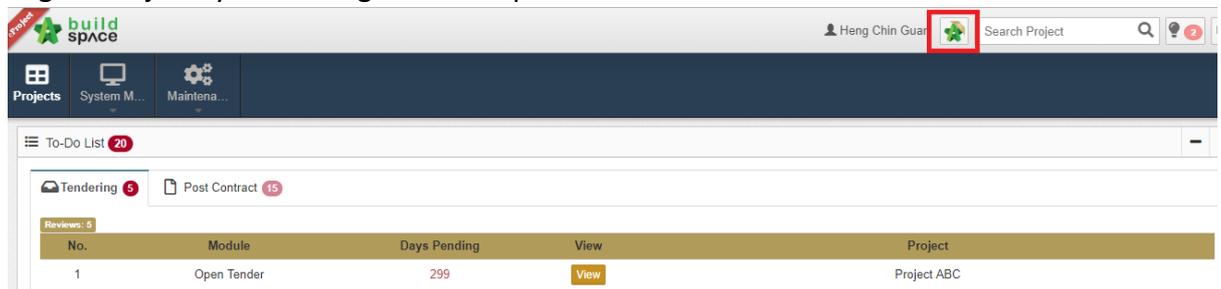
2. In BuildSpace Pro system, click at **BuildSpace** logo.
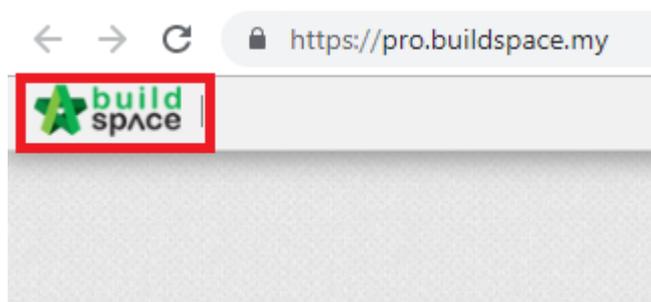
3. Go to **Administration** module.
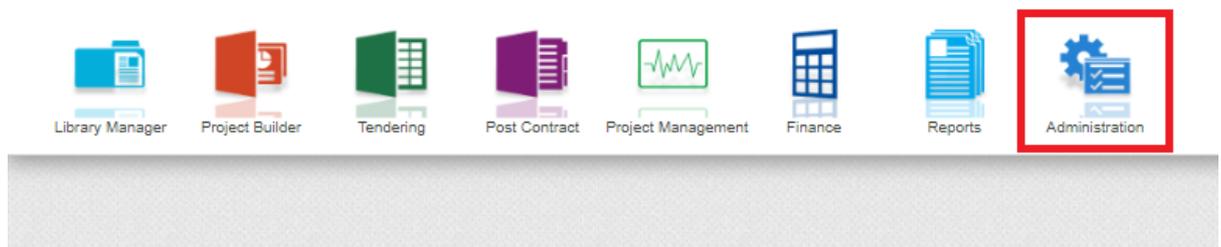
4. Click **System Maintenance**, then double click to select **Account Group**.
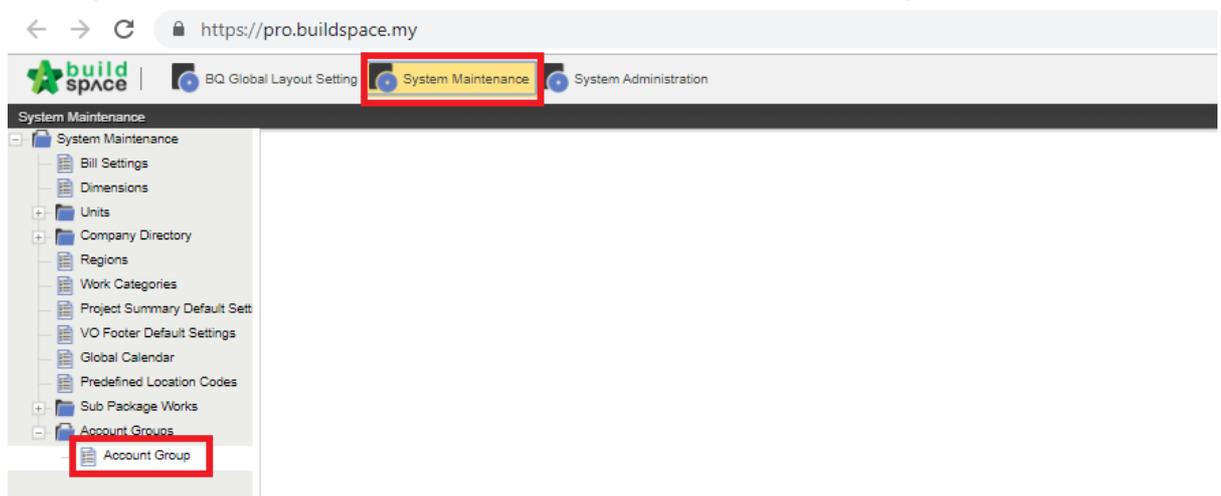
5. Single click at the empty row, press **Enter** and type the name of Accounting System. After creating the name of account system, double click to open it.

6. Press Enter to type in particulars.
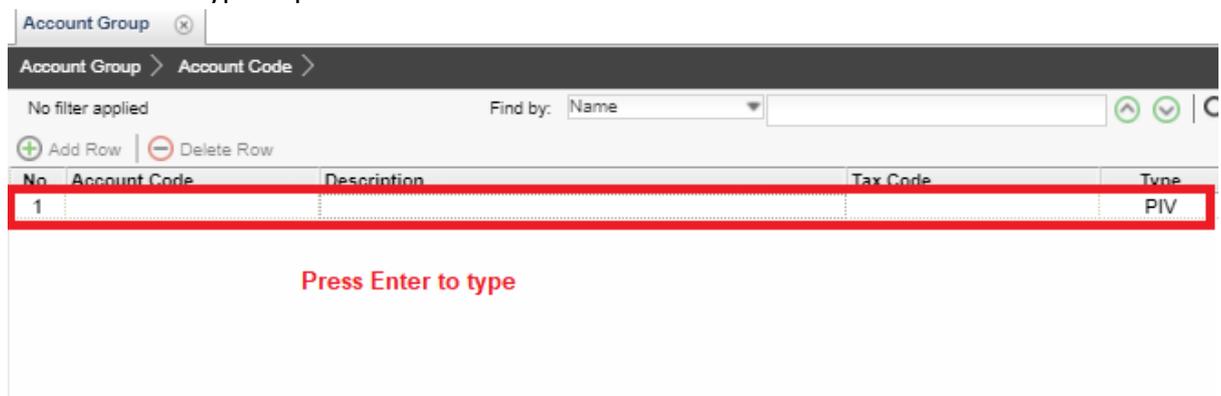
Note: There are three Account Listing Type: -
      a) PIV: Project Invoice
      b) PDN: Project Debit Note
      c) PCN: Project Credit Note

7. Following is the sample Account Code listing.
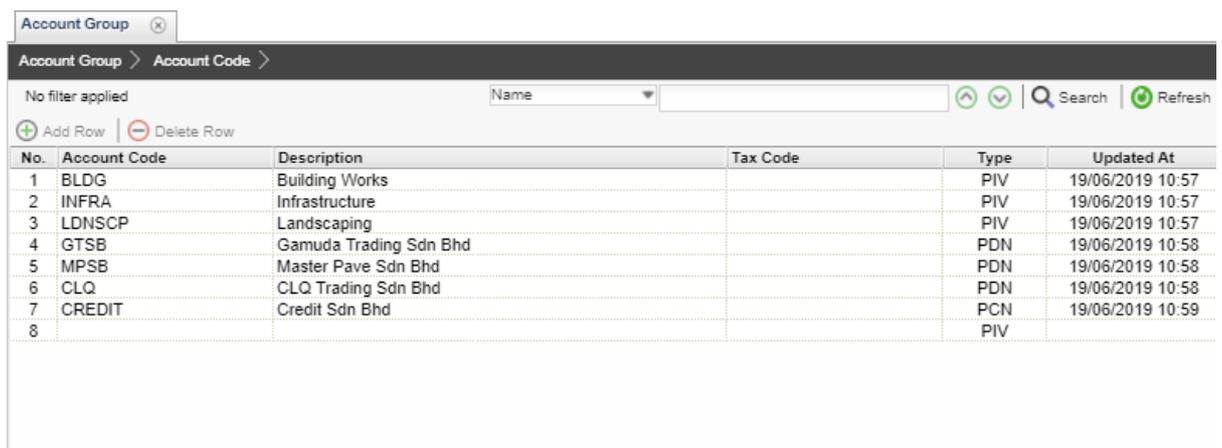
No.	Account Code	Description	Tax Code	Type	Updated At
1	BLDG	Building Works		PIV	19/06/2019 10:57
2	INFRA	Infrastructure		PIV	19/06/2019 10:57
3	LDNSCP	Landscaping		PIV	19/06/2019 10:57
4	GTSB	Gamuda Trading Sdn Bhd		PDN	19/06/2019 10:58
5	MPSB	Master Pave Sdn Bhd		PDN	19/06/2019 10:58
6	CLQ	CLQ Trading Sdn Bhd		PDN	19/06/2019 10:58
7	CREDIT	Credit Sdn Bhd		PCN	19/06/2019 10:59
8				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**".
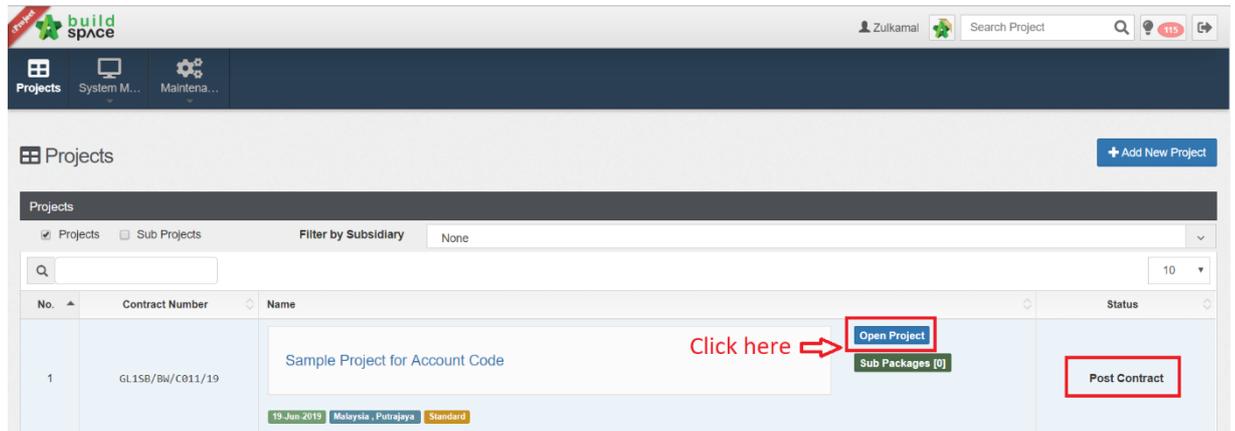
2. Then click on the Buildspace Pro logo (upper right in the system) it will open a new tab to access the Buildspace Pro system.
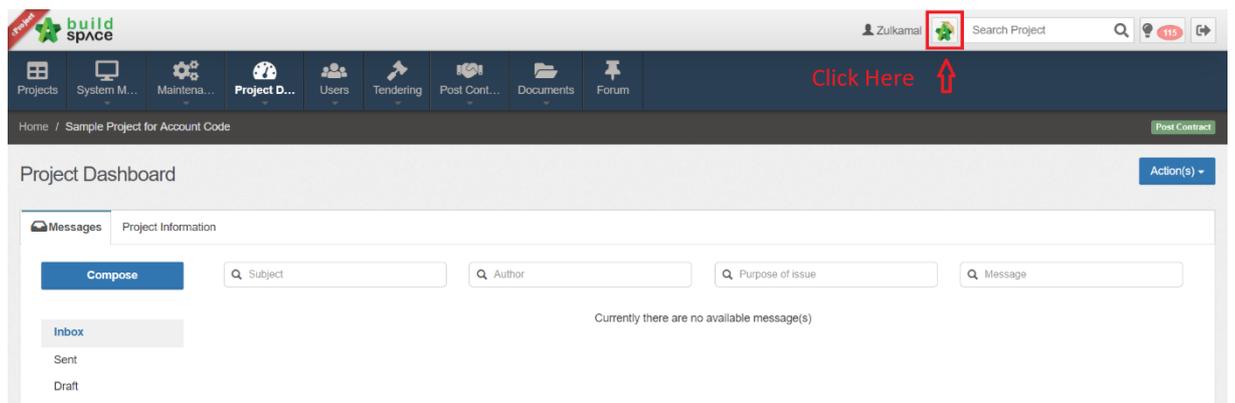
3. Then double click "**Debit & Credit Note**" (under Back charge).

4. Select which "**Account Group**" to access & double click.
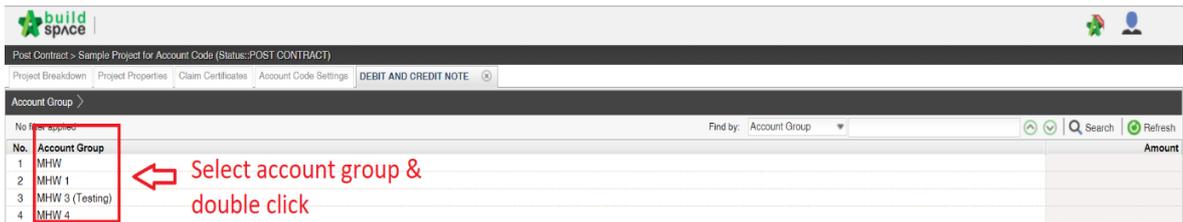
5. Here you can edit description/title for debit & credit note, if you have any files as an attachment click upload to upload files.
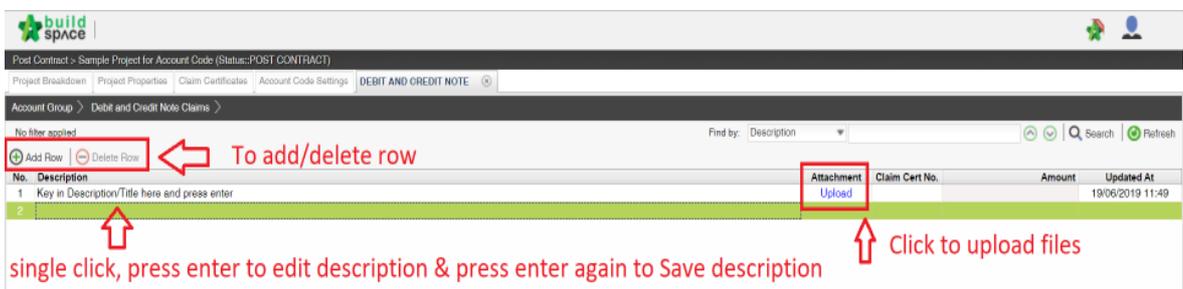
6. To attach files, refer to the following steps below, Step 1 click on "**Upload**", Step 2 click "**Upload**" again, Step 3 "**select file**", Step 4 click "open", Step 5 click "**Close**" to save. If there are additional attachments repeat from **Step 2**.
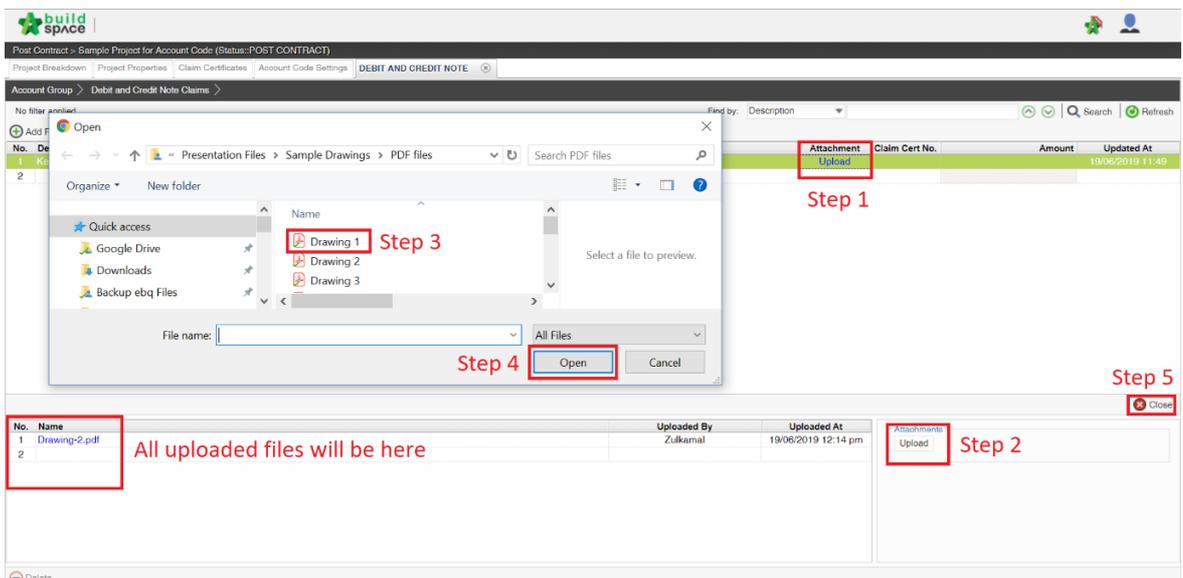
7. Once already key in the description you can double click to move to another "**sub level**".

Double Click Here
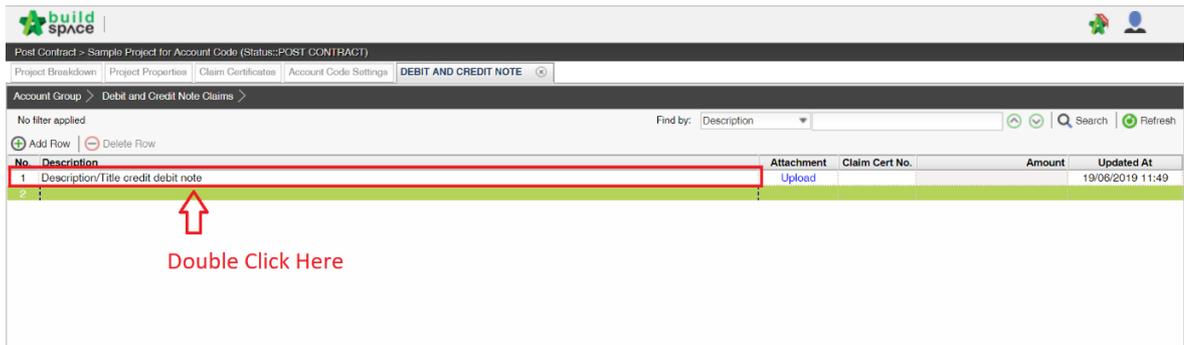
8. Then you need to fill in your debit/credit note information
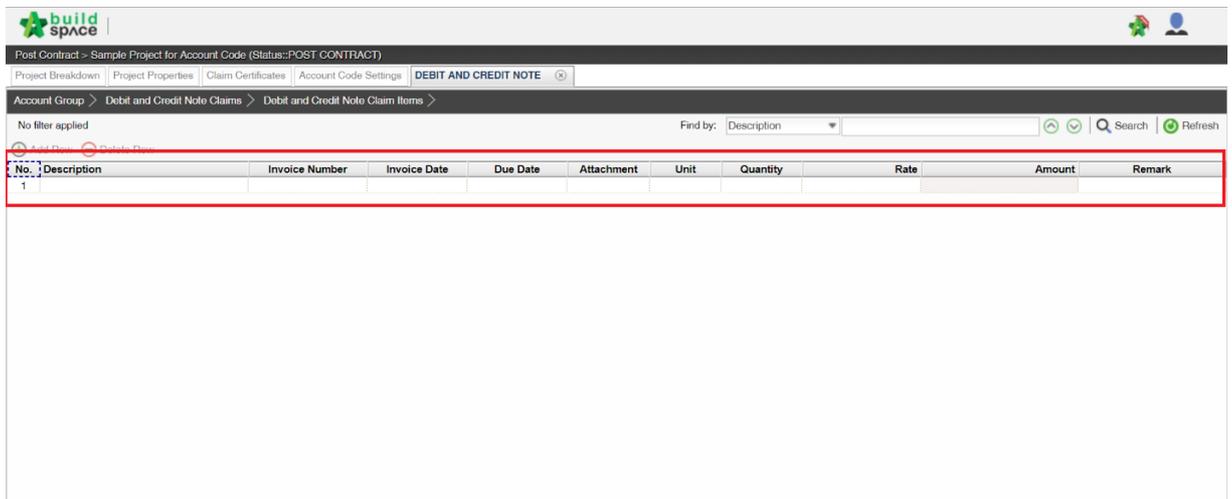
9. First for the "**Description**" single "**Click**", press "**Enter**" then "**Click**" again to select from account code description listing that has been predefined

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

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"

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.

Click to tie to claim cert

No In-progress Claim Certificate

Currently there is no In-progress Claim Certificate. Please initiate a Claim Certificate first.

Ok

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

1. 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**".
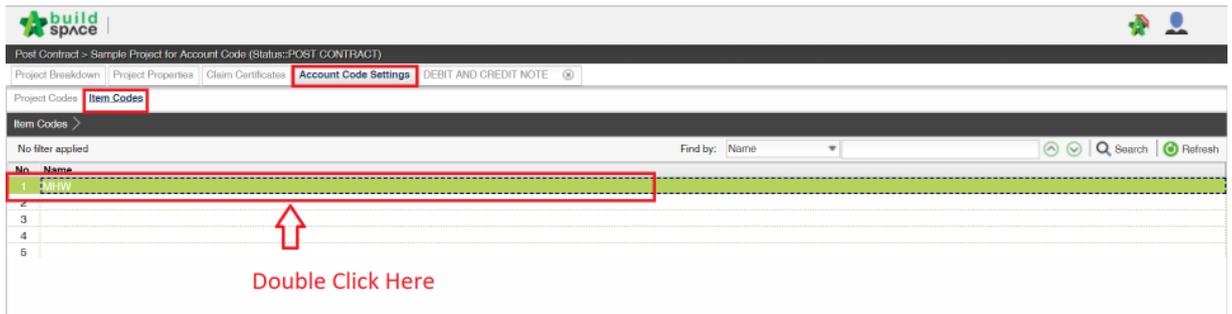
2. To select "**item code**" base on the listings first **single click**, **press enter**, **click again** and **click** on the selected "**item code**".
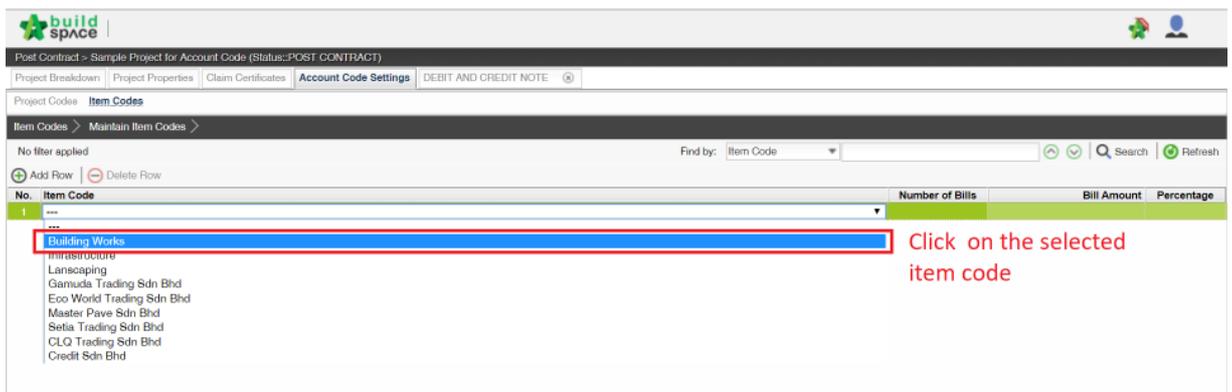
3. Once you already select the item code, to link with BQ Bill 1st step click on the blank box below "**Number of Bills**", 2nd step tick on the selected bill, and 3rd step click "Save".
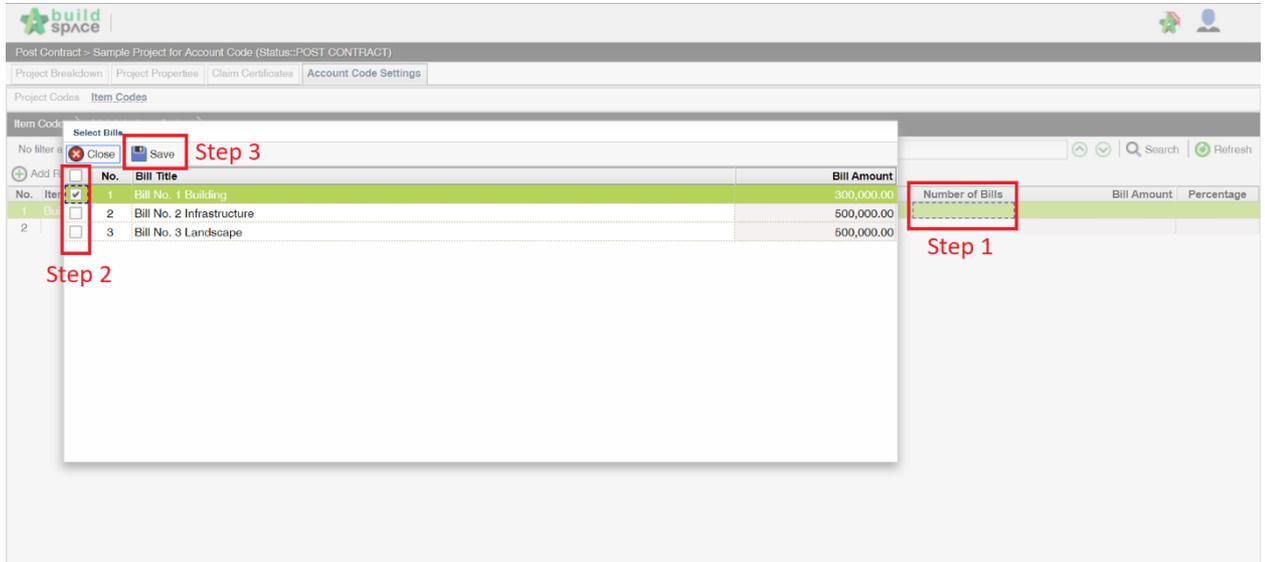
4. To link with other "Item Codes" & "BQ Bill" can repeat No. 2 & No. 3. Once finalize with the linking you can view the **item code list, number of bills link, bill amount & percentage**.
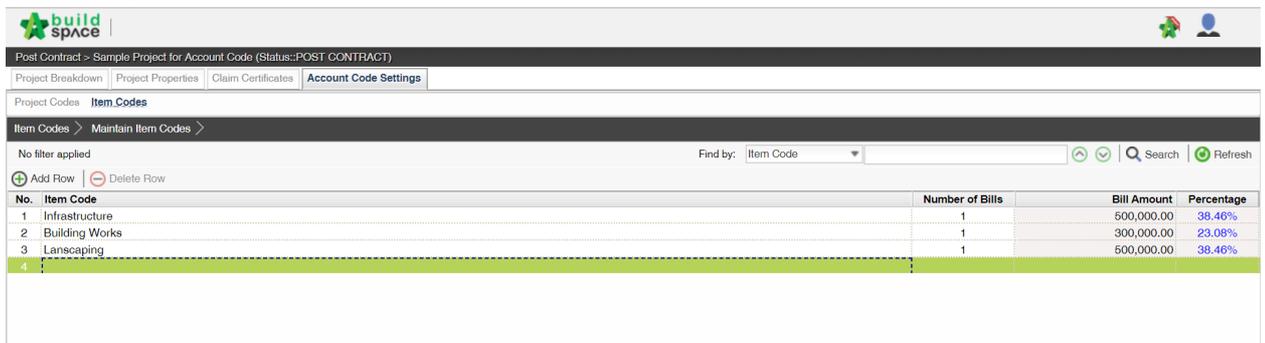
Request for Variation

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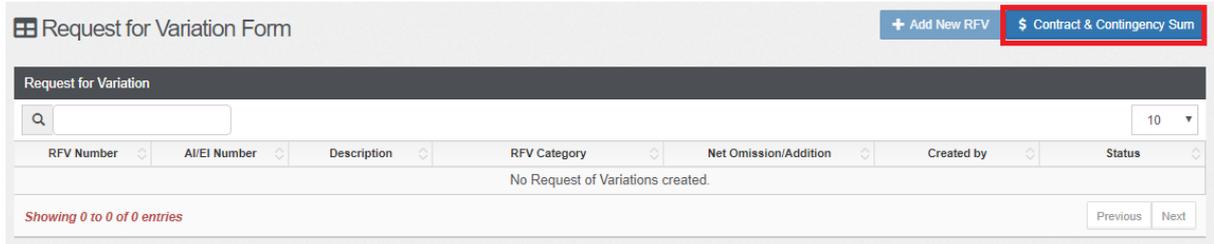
2. Then fill original contract sum & contingency sum for this project. After that, click **Submit.**

   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.
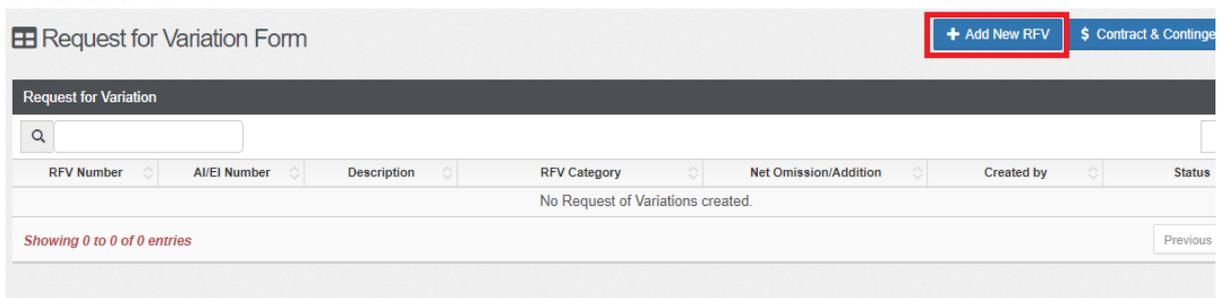
2. Fill in the information for the RFV. After that click **Submit**.
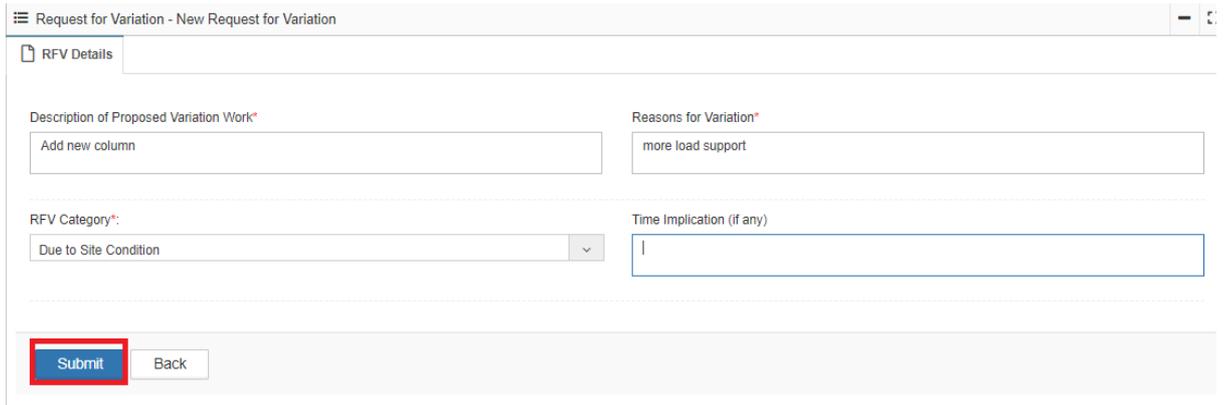
How to insert cost estimate for RFV

1. After consultant submitted the RFV form, click at **Description** to open the RFV and fill in cost estimate.
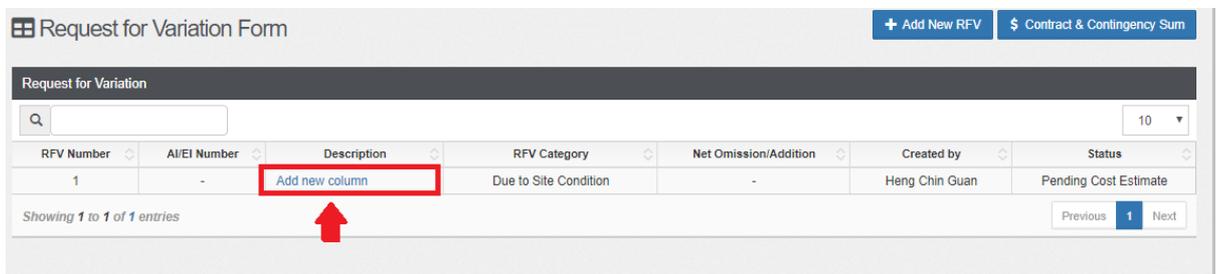
2. Click at **Cost Estimate** to do cost estimation for the RFV.
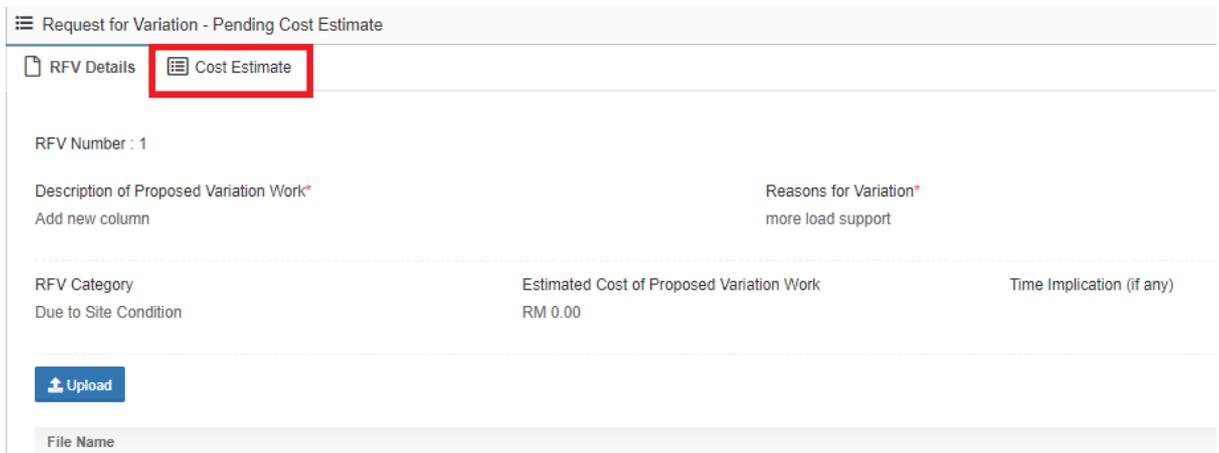
3. After clicking **Cost Estimate,** type to key in info to prepare for RFV cost estimation.
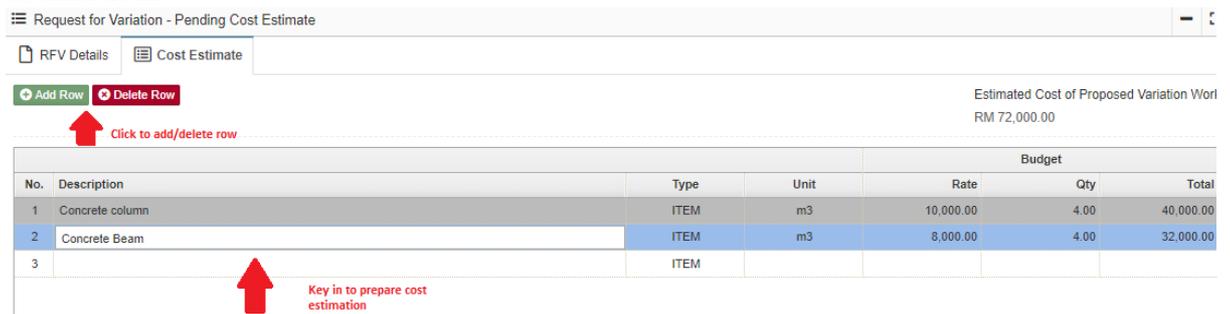
4. After finalized the RFV cost estimate, click **RFV Details** to submit for approval.
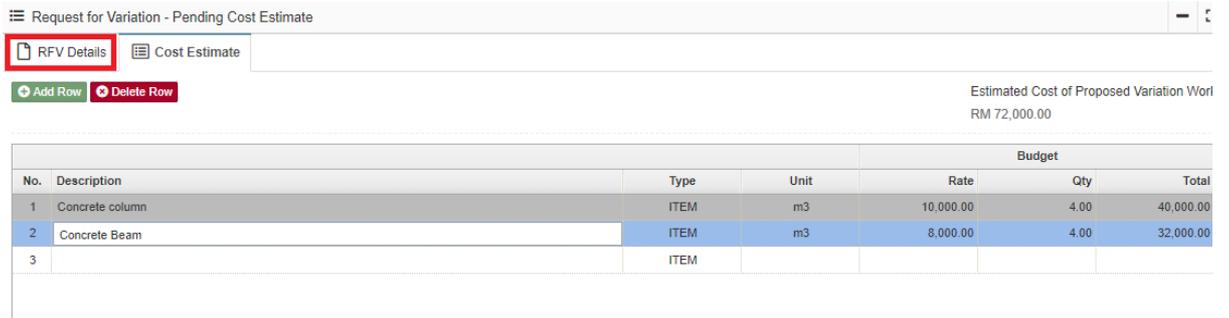
5. You can also import Excel BQ into cost estimate however need to make a few adjustments from excel BQ. To import just click "**Import**" and click "**Choose File**" select BQ Excel files and click "**Import**"
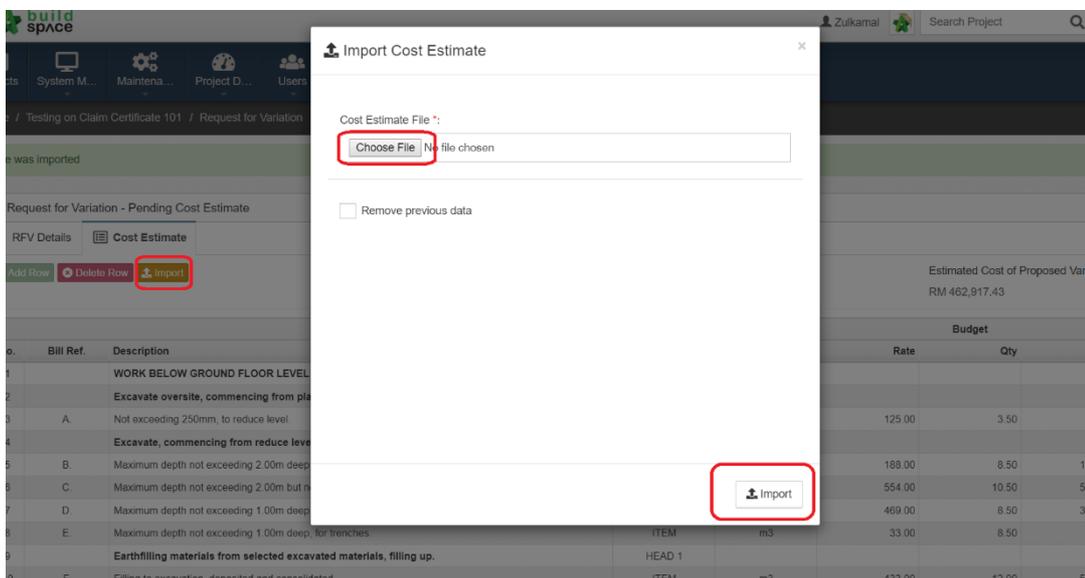
6. Before import(5) these are the steps you need to amend from BQ Excel ;

Step 1
Delete table title ex. Description, unit, quantity, rate & etc

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

Step 3
Last step is to delete the "WHOLE" collection page

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

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.

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

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)

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.

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

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

2. Double click **"Request For Variation Claim"**

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

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

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

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.
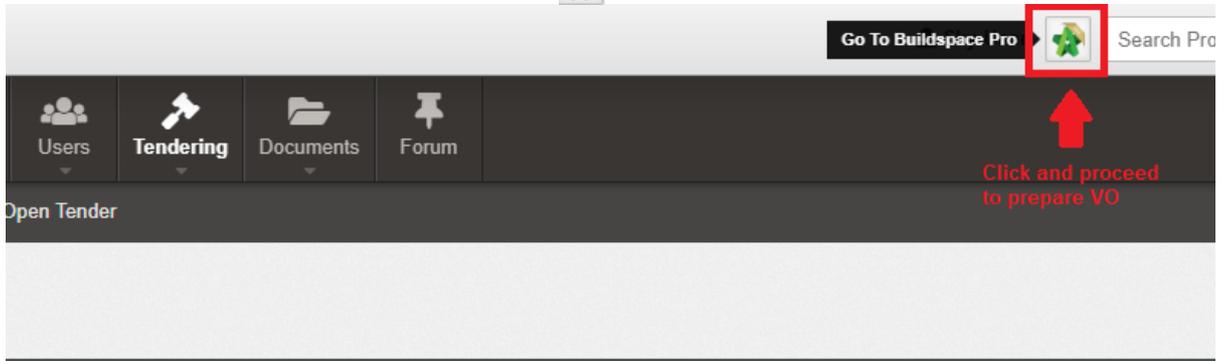
2. Then user will be diverted into Buildspace Pro system. Double click to open VO module.
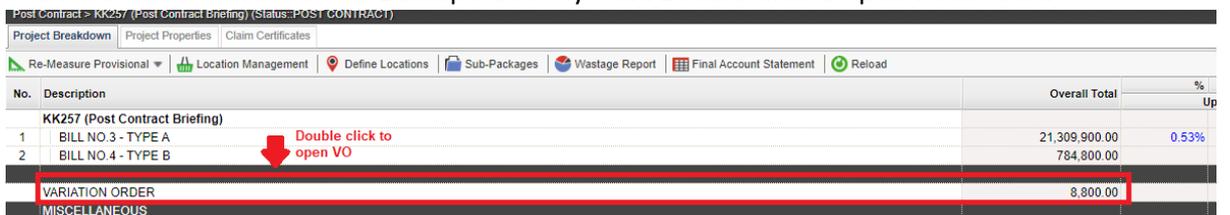
3. Double click at approved RFV and go to second level.

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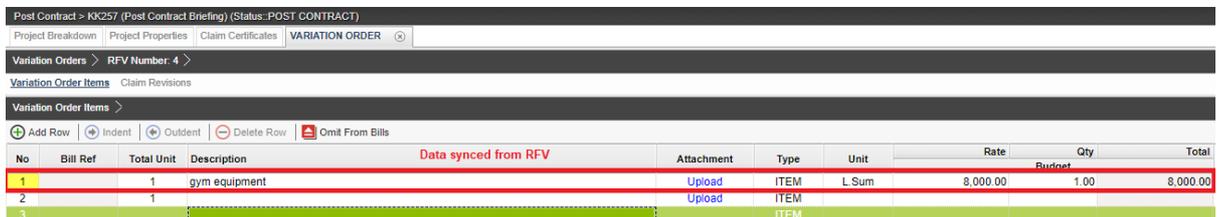
5. To prepare VO, user can click **"Omit From Bills"** to omit item from BQ.

6. Double click to select which bill & unit.

7. Double click to select which element.

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

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

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

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

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

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

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

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

16. Then the VO status will change to   APPROVED

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