

Consultant User Guide (Post Contract)

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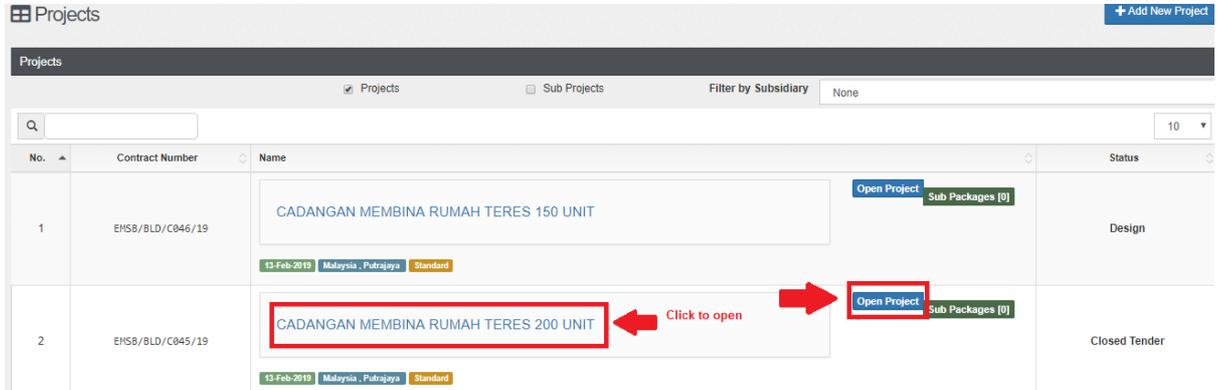
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Letter of Award

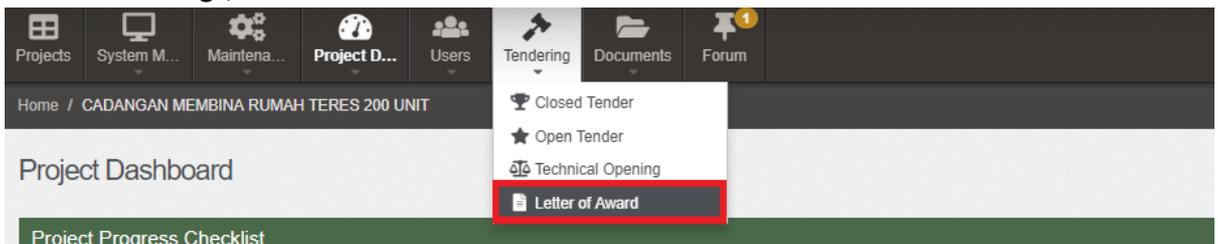
How to prepare/edit Letter of Award (As Editor role)

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

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



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

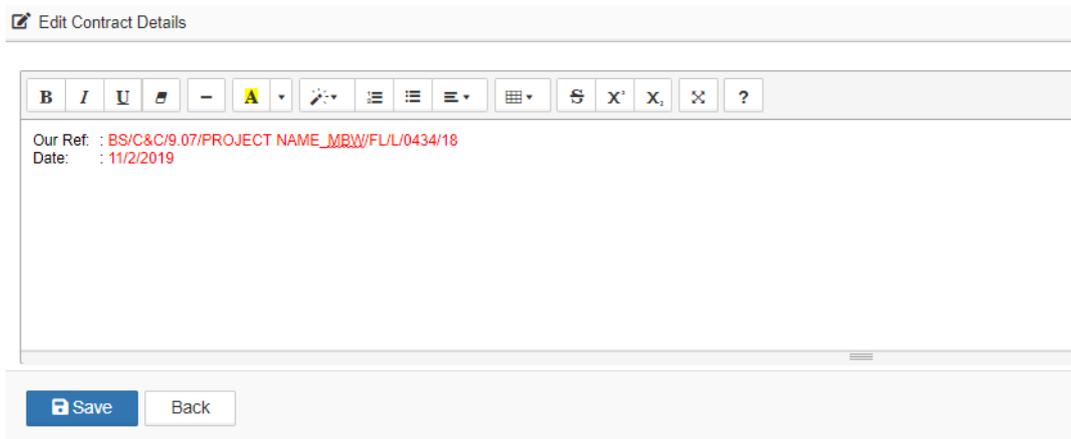


3. There are 3 categories under Letter of Award module, click “Edit” beside each category to start edit.

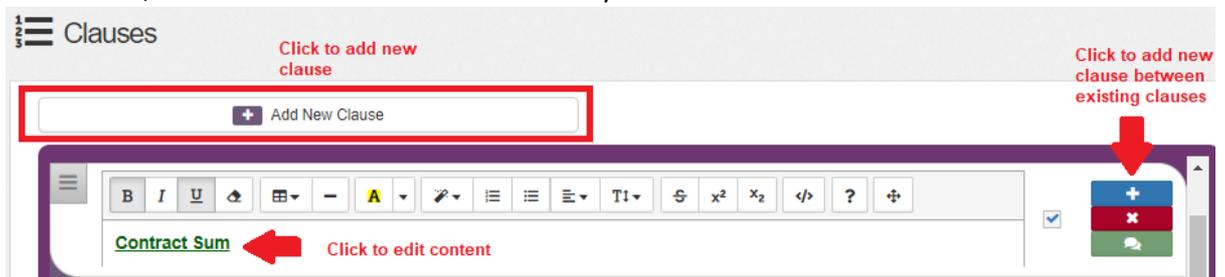


Note: User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into **NOTEPAD** first, then copy the content from **NOTEPAD** and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and allow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

- 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**.



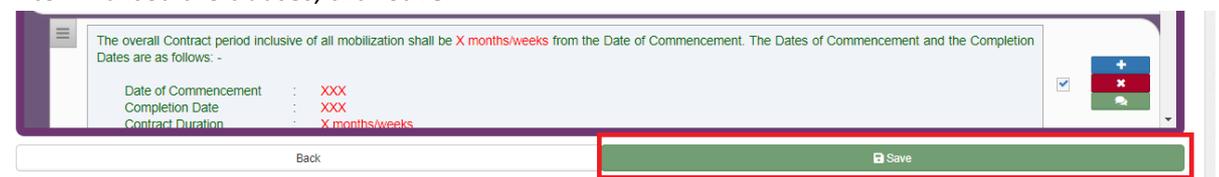
- For **Clauses**, user need to **Add New Clause** and key in the content.



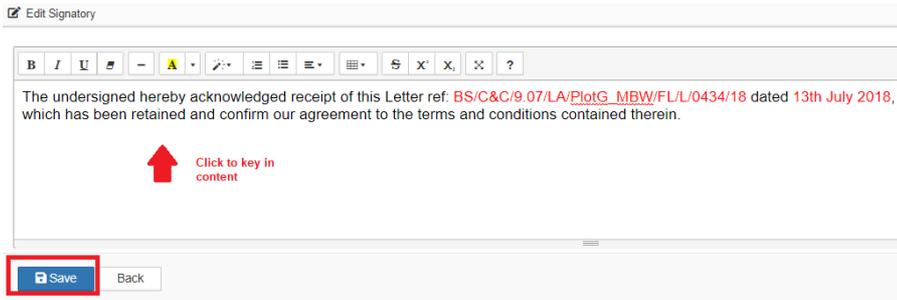
- Tick to set numbering for certain clauses (e.g. 1.0, 1.1 ...). Further, to set certain clause as sub clauses, **click (Hold)**  symbol and drag to right side.



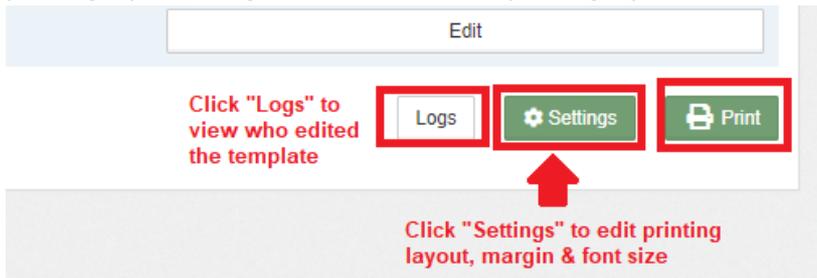
- After finalised the clauses, click **Save**.



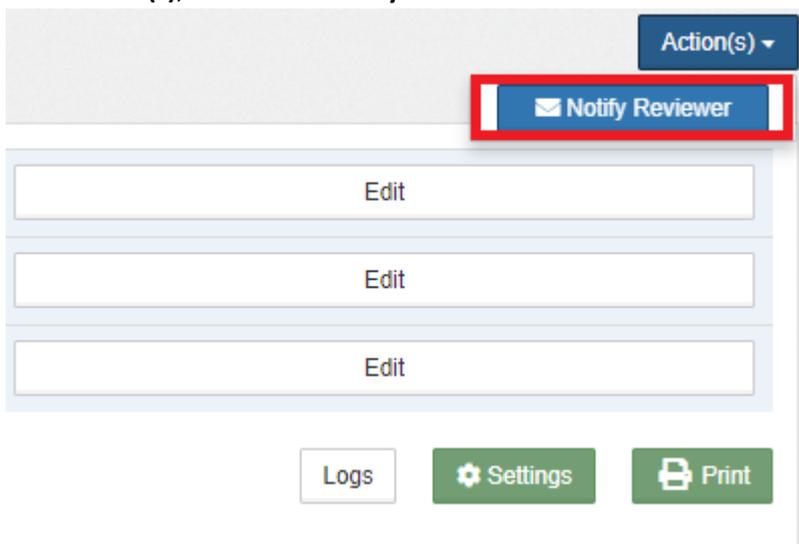
- For **Signatory**, user need to insert the content on contractor's signature page only (As shown below).



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



- Click **Action(s)**, then click “Notify Reviewer” to allow reviewer to review the letter of award.



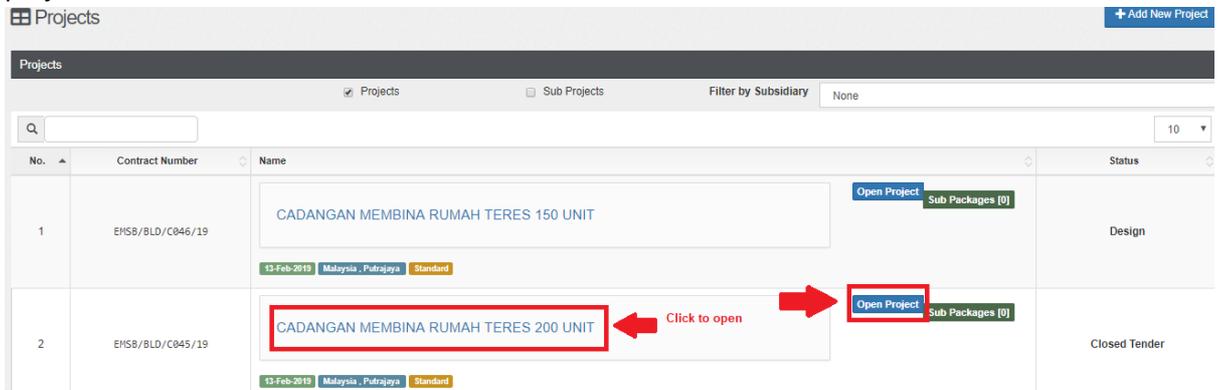
- After clicking “Notify Reviewer”, the system will pop out a message shown that notification has been sent successfully.



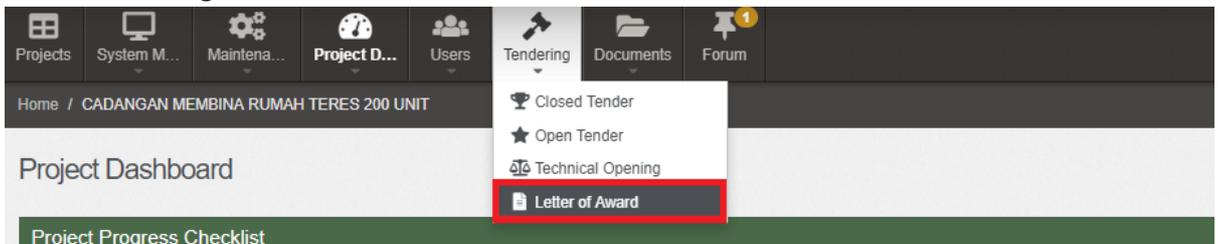
How to comment on Letter of Award module (as Reviewer)

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

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



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



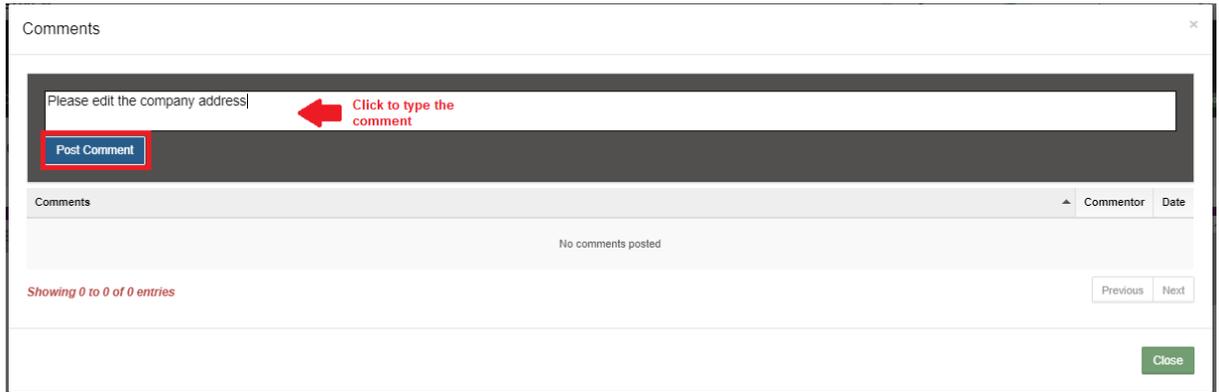
- Click **"Edit"** button beside Clauses to view the content. User also can click **"Print"** to preview the Letter of Award.



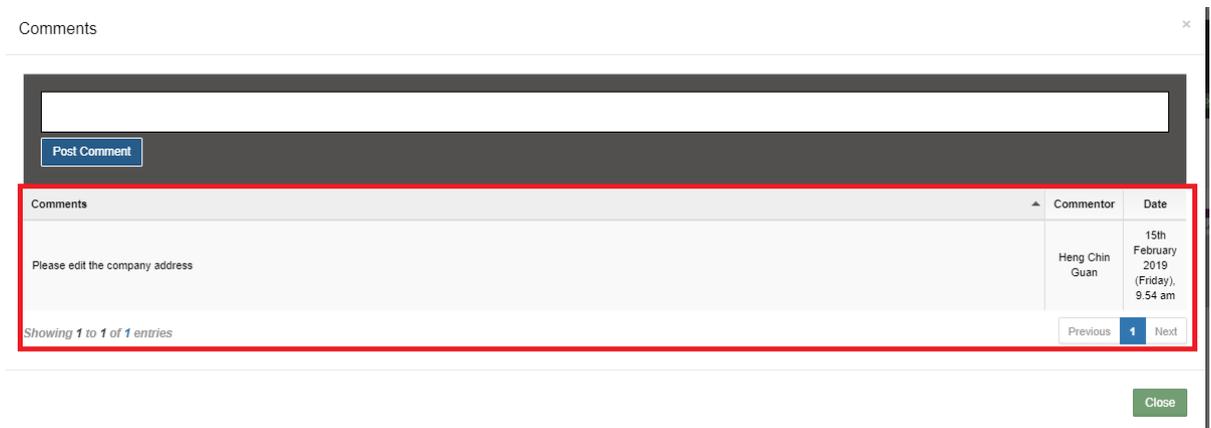
- Reviewer only can review and insert comment on each clauses. To comment, click at icon.



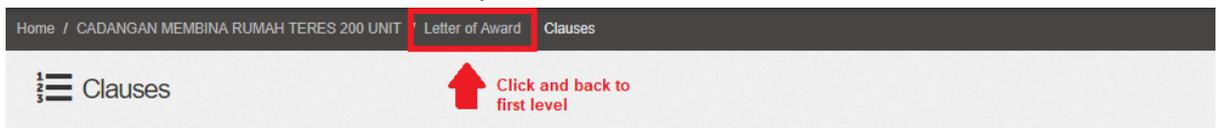
- Reviewer can click at the text box to insert the comment. After that, click **“Post Comment”**.



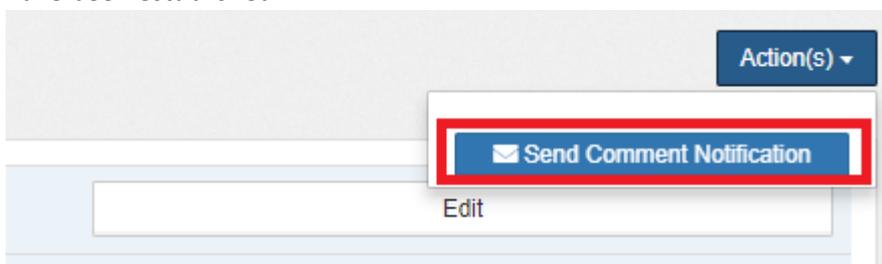
- The comment will be recorded under the system. User can click **Close** and continue comment on other clauses.



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

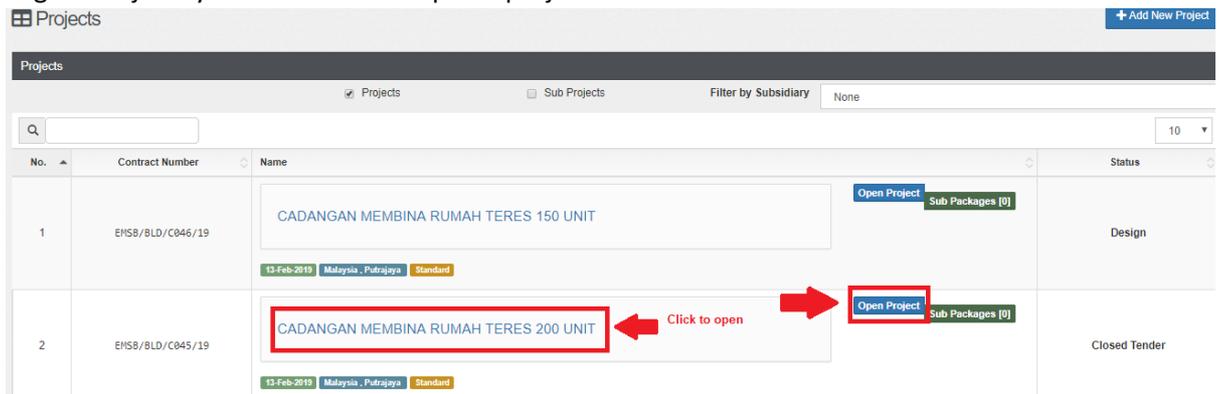


- Click **Action(s)** and **Send Comment Notification** to notify Editor user that the comments have been established.

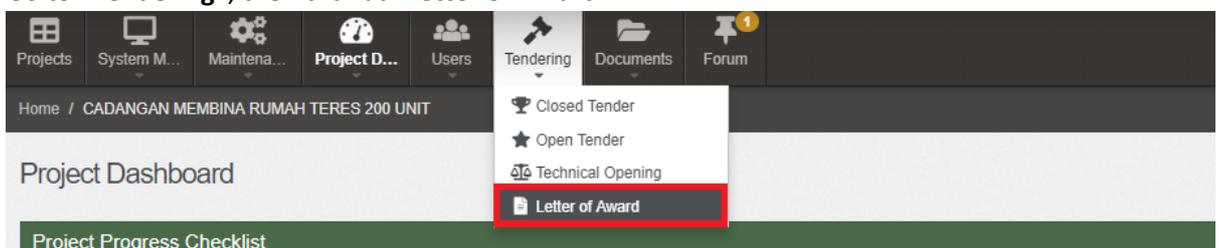


How to amend Letter of Award based on comment

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



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



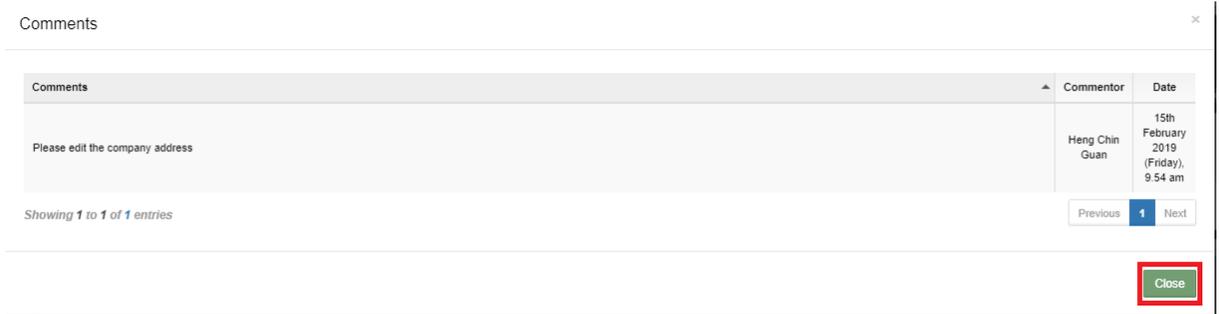
3. Editor user view see how many comments inserted by Reviewer. To view the comments, click **“Edit”**.



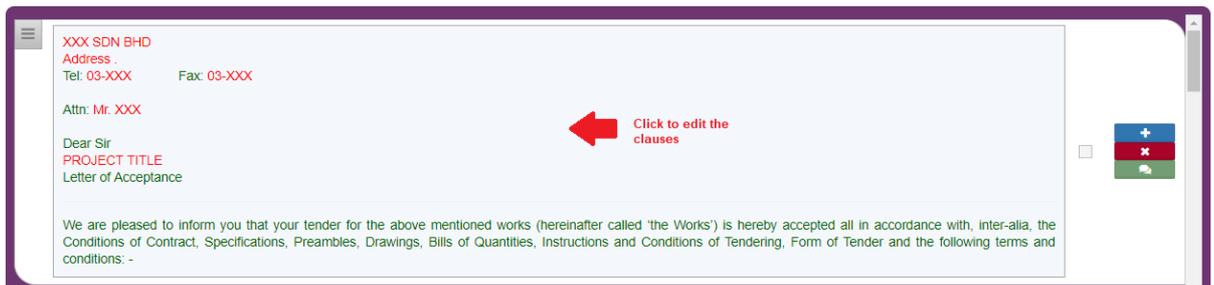
4. Click  icon to view unread comment.



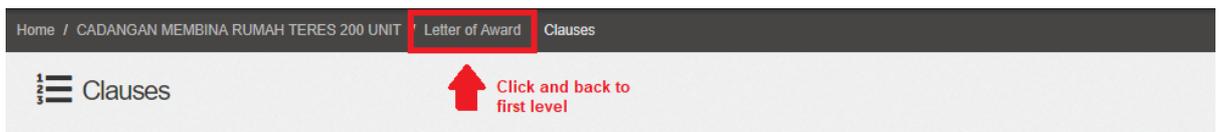
- Editor user can view the comments from Reviewer user. Click **Close** to amend the clauses.



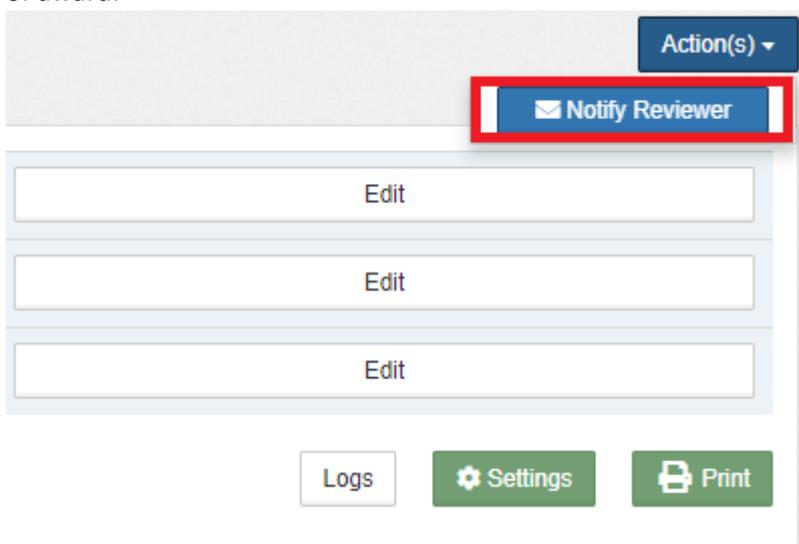
- Editor user can click on clauses to edit the content.



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



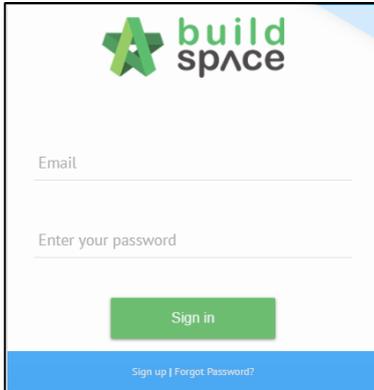
- Click **Action(s)**, then click **“Notify Reviewer”** to allow reviewer to review the amended letter of award.



Activate Claim Certificate

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

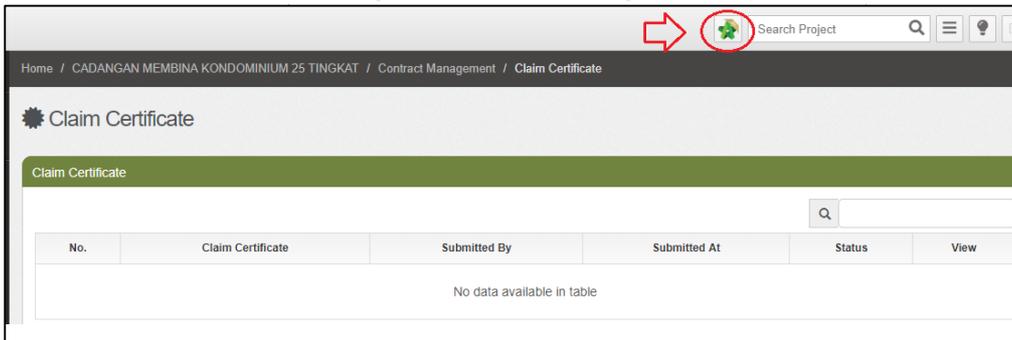
1. Login eTender system with **Username and Password**



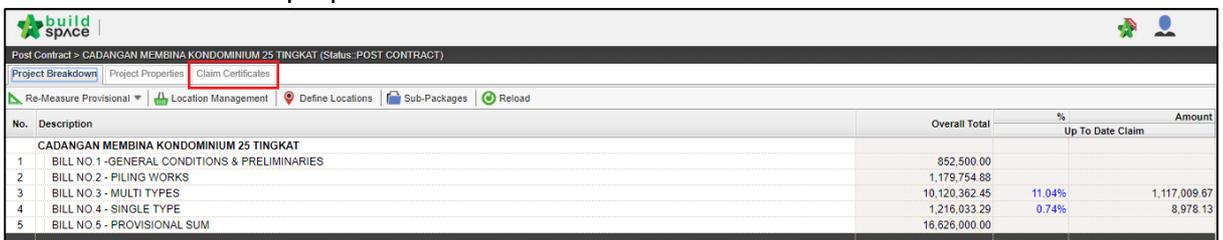
2. Click **“Project Title”** or click **“Open Project”**



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.



No.	Description	Overall Total	%	Amount
		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		

- Click **“Active Claim Certificate”** and fill up the form.



Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

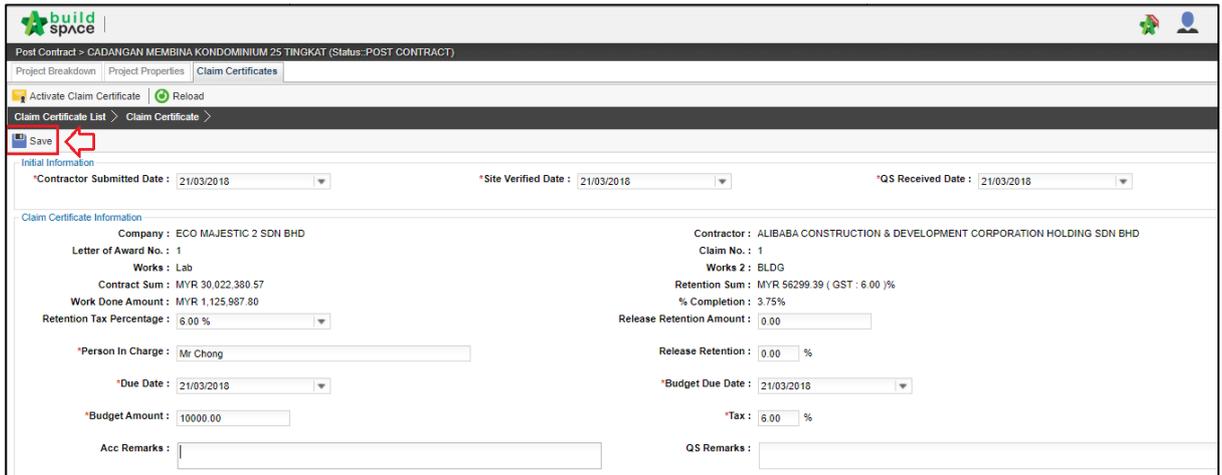
Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List >

Claim No.	Amount Certified	Status	Paid Amount
1		IN PROGRESS	0.00

- Fill up all information that have in claim certificate and then click **“Save”**.



Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate >

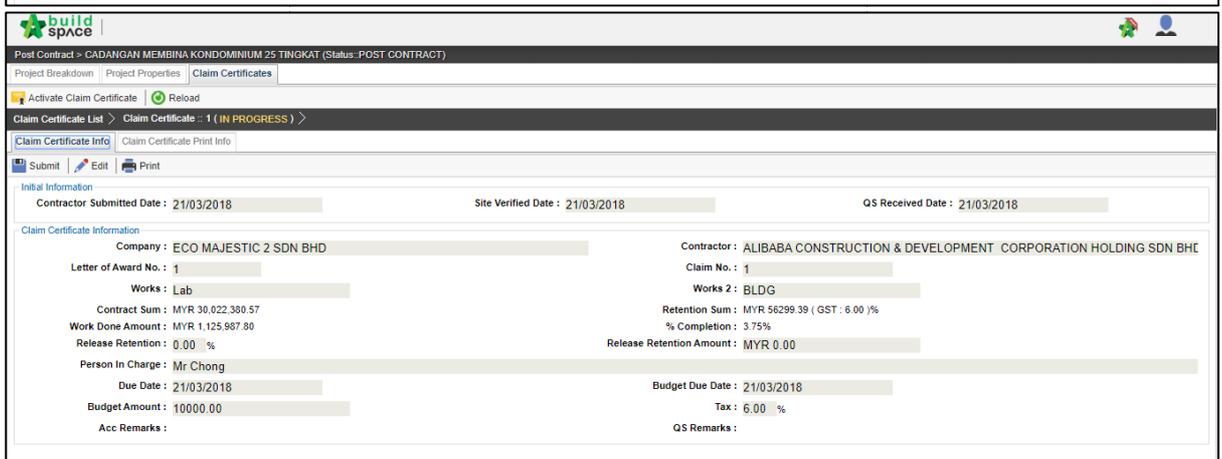
Save

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 BHD
 Letter of Award No. : 1 | Claim No. : 1
 Works : Lab | Works 2 : BLDG
 Contract Sum : MYR 30,022,380.57 | Retention Sum : MYR 56299.39 (GST : 6.00) %
 Work Done Amount : MYR 1,125,987.80 | % Completion : 3.75 %
 Retention Tax Percentage : 6.00 % | Release Retention Amount : 0.00
 *Person In Charge : Mr Chong | Release Retention : 0.00 %
 *Due Date : 21/03/2018 | *Budget Due Date : 21/03/2018
 *Budget Amount : 10000.00 | *Tax : 6.00 %
 Acc Remarks : | QS Remarks :



Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate : 1 (IN PROGRESS) >

Claim Certificate Info | Claim Certificate Print Info

Submit | Edit | Print

Initial Information

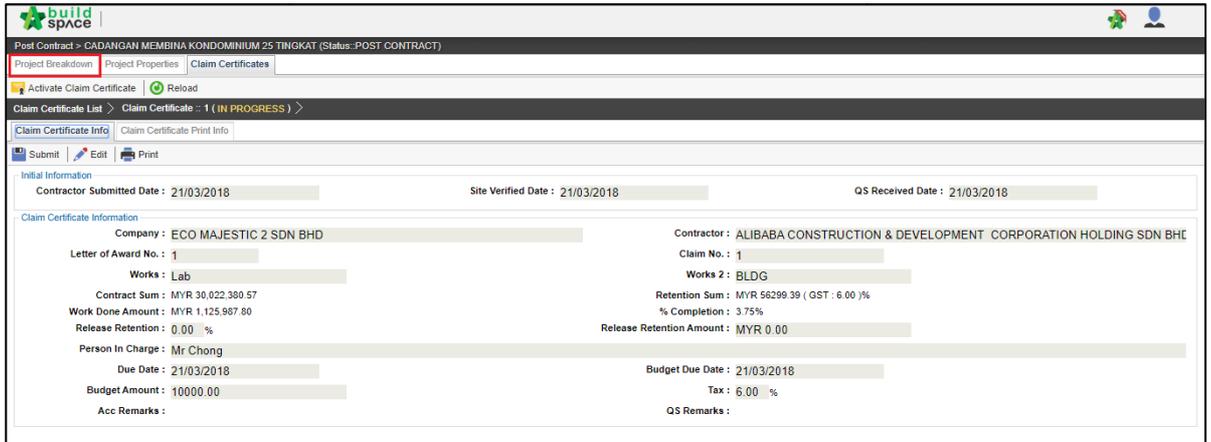
Contractor Submitted Date : 21/03/2018 | Site Verified Date : 21/03/2018 | QS Received Date : 21/03/2018

Claim Certificate Information

Company : ECO MAJESTIC 2 SDN BHD | Contractor : ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
 Letter of Award No. : 1 | Claim No. : 1
 Works : Lab | Works 2 : BLDG
 Contract Sum : MYR 30,022,380.57 | Retention Sum : MYR 56299.39 (GST : 6.00) %
 Work Done Amount : MYR 1,125,987.80 | % Completion : 3.75 %
 Release Retention : 0.00 % | Release Retention Amount : MYR 0.00
 Person In Charge : Mr Chong
 Due Date : 21/03/2018 | Budget Due Date : 21/03/2018
 Budget Amount : 10000.00 | Tax : 6.00 %
 Acc Remarks : | QS Remarks :

How to update BQ claim

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



Post Contract > CADANGAN MEMBINA KONDUMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate : 1 (IN PROGRESS) >

Claim Certificate Info | Claim Certificate 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 BHD

Letter of Award No.: 1 | Claim No.: 1

Works: Lab | Works 2: BLDG

Contract Sum: MYR 30,022,380.57 | Retention Sum: MYR 562,99.39 (GST: 6.00 %)

Work Done Amount: MYR 1,125,987.80 | % Completion: 3.75%

Release Retention: 0.00 % | Release Retention Amount: MYR 0.00

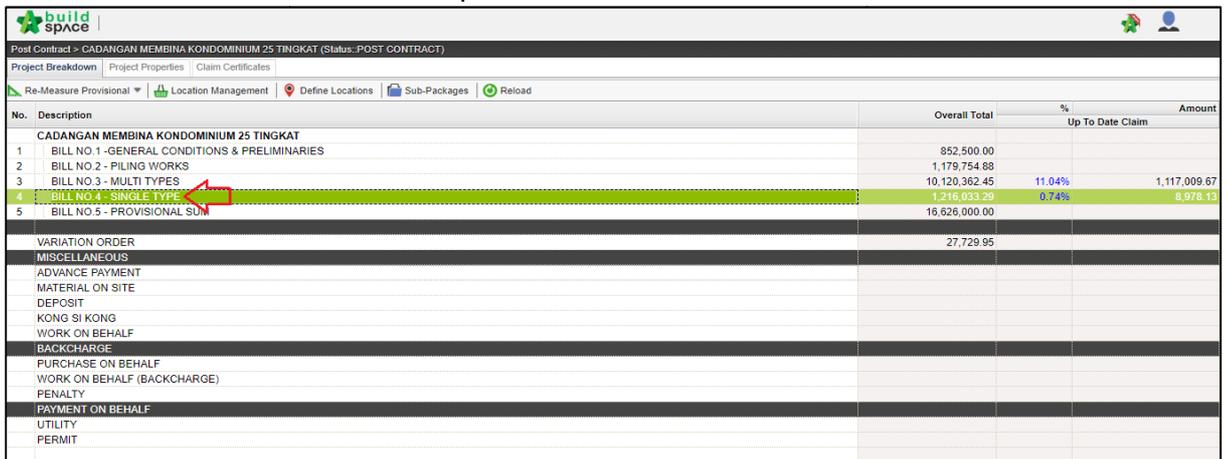
Person In Charge: Mr Chong

Due Date: 21/03/2018 | Budget Due Date: 21/03/2018

Budget Amount: 10000.00 | Tax: 6.00 %

Acc Remarks: | QS Remarks:

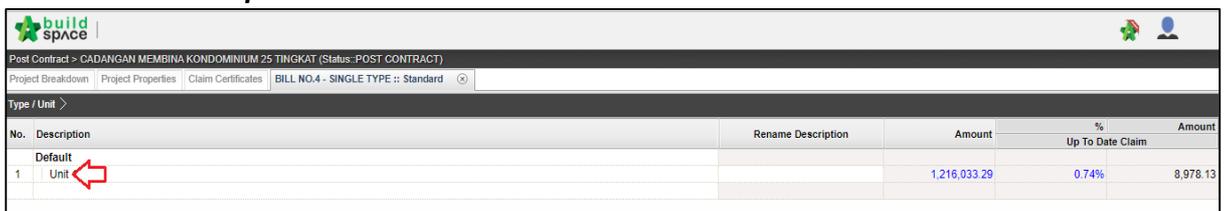
2. Double click which **“Bill”** want to update the claim.



No.	Description	Overall Total	% Up To Date Claim	Amount
CADANGAN MEMBINA KONDUMINIUM 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		
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”**.

Note : Claim can update at the element level or item level.



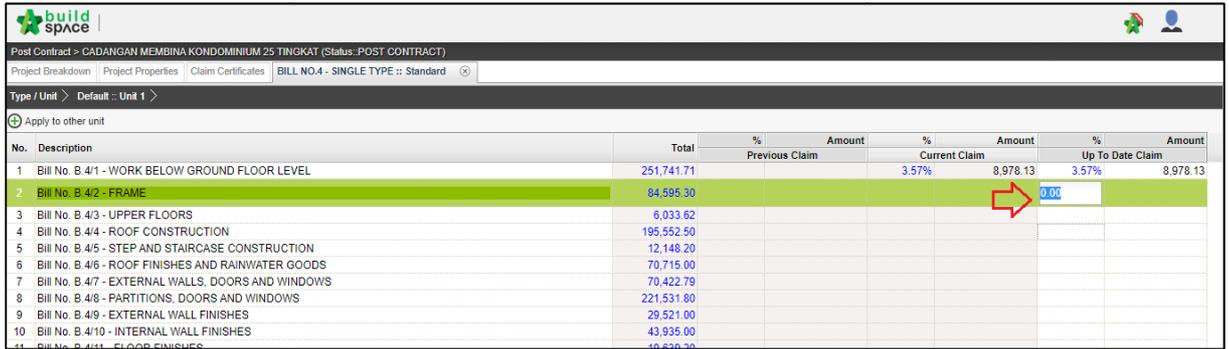
Post Contract > CADANGAN MEMBINA KONDUMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | BILL NO.4 - SINGLE TYPE :: Standard

Type / Unit >

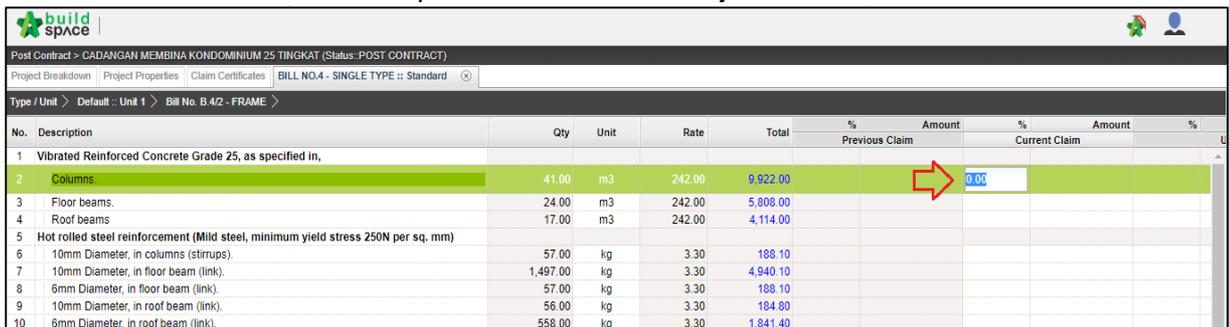
No.	Description	Rename Description	Amount	% Up To Date Claim	Amount
1	Default				
	Unit		1,216,033.29	0.74%	8,978.13

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



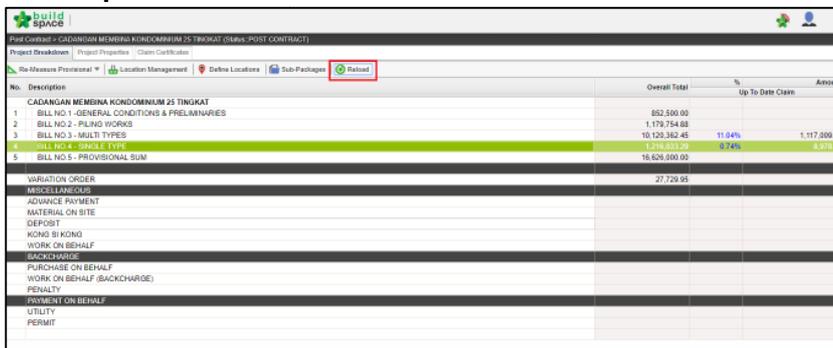
No.	Description	Total	% Previous Claim	Amount	% Current Claim	Amount	% Up To Date Claim	Amount
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71			3.57%	8,978.13	3.57%	8,978.13
2	Bill No. B.4/2 - FRAME	84,596.30				0.00		
3	Bill No. B.4/3 - UPPER FLOORS	6,033.62						
4	Bill No. B.4/4 - ROOF CONSTRUCTION	195,552.50						
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION	12,148.20						
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS	70,715.00						
7	Bill No. B.4/7 - EXTERNAL WALLS, DOORS AND WINDOWS	70,422.79						
8	Bill No. B.4/8 - PARTITIONS, DOORS AND WINDOWS	221,531.80						
9	Bill No. B.4/9 - EXTERNAL WALL FINISHES	29,521.00						
10	Bill No. B.4/10 - INTERNAL WALL FINISHES	43,935.00						
11	Bill No. B.4/11 - FLOOR FINISHES	48,539.30						

5. Double click the “Element” to update the claim item by item.



No.	Description	Qty	Unit	Rate	Total	% Previous Claim	Amount	% Current Claim	Amount
1	Vibrated Reinforced Concrete Grade 25, as specified in,								
2	Columns	41.00	m3	242.00	9,922.00				0.00
3	Floor beams.	24.00	m3	242.00	5,808.00				
4	Roof beams	17.00	m3	242.00	4,114.00				
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				
10	6mm Diameter, in roof beam (link).	558.00	kg	3.30	1,841.40				

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

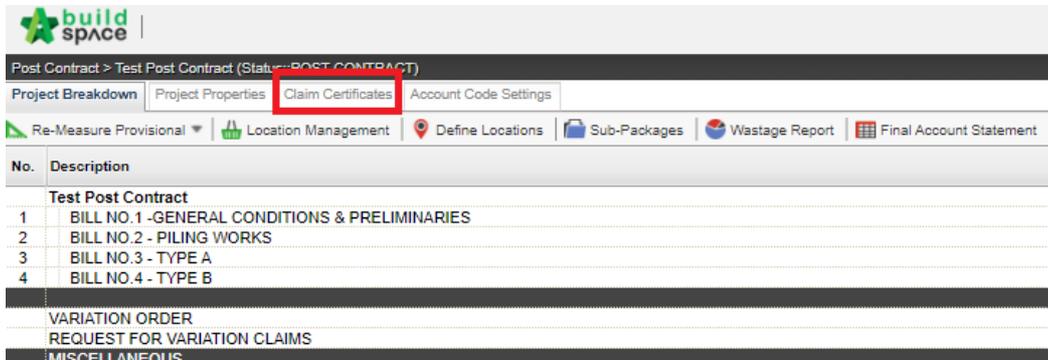


No.	Description	Overall Total	% Up To Date Claim	Amount
	CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT			
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO.2 - PILING WORKS	1,179,754.88		
3	BILL NO.3 - MULTI TYPES	16,120,262.45	11.84%	1,117,000.47
4	BILL NO.4 - SINGLE TYPE	1,211,833.72	9.94%	13,113.13
5	BILL NO.5 - PROVISIONAL SUM	16,628,000.00		
	VARIATION ORDER	27,726.95		
	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			

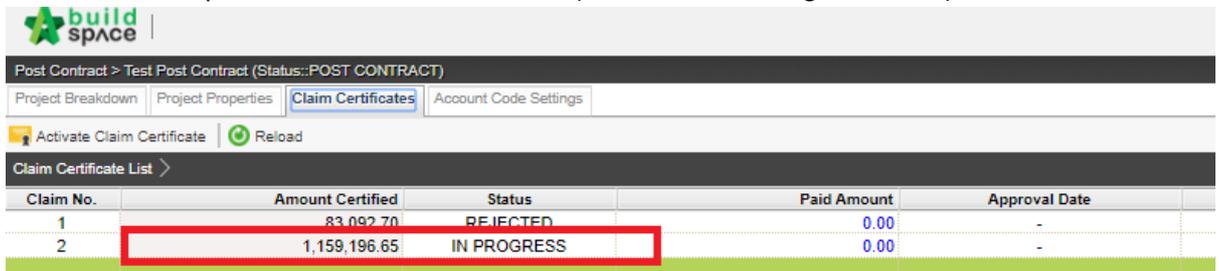
Submit Claim Certificate for client's approval

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.



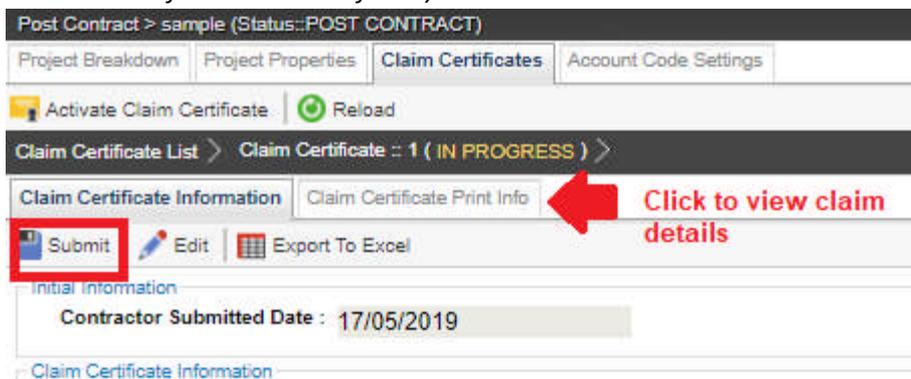
2. Double click to open the latest claim certificate (*which is still In Progress status*).



The screenshot shows the 'Claim Certificate List' table. The table has columns for 'Claim No.', 'Amount Certified', 'Status', 'Paid Amount', and 'Approval Date'. The second row, representing a claim with an amount of 1,159,196.65 and a status of 'IN PROGRESS', is highlighted with a red box.

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*)



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

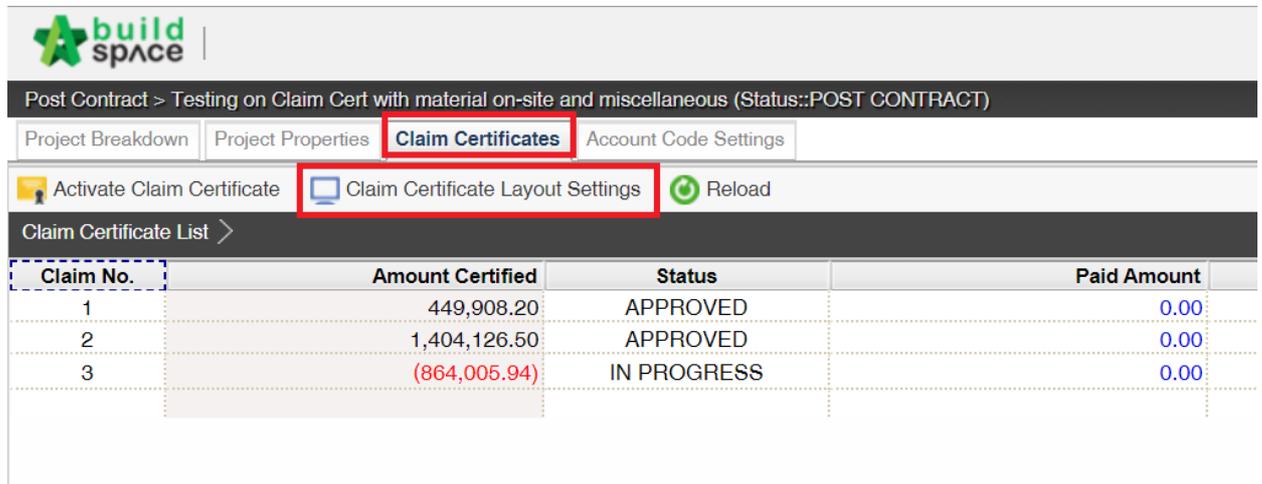
Are you sure you want to send this for submission?

Number of Reviewers: 1

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

Claim Layout Settings

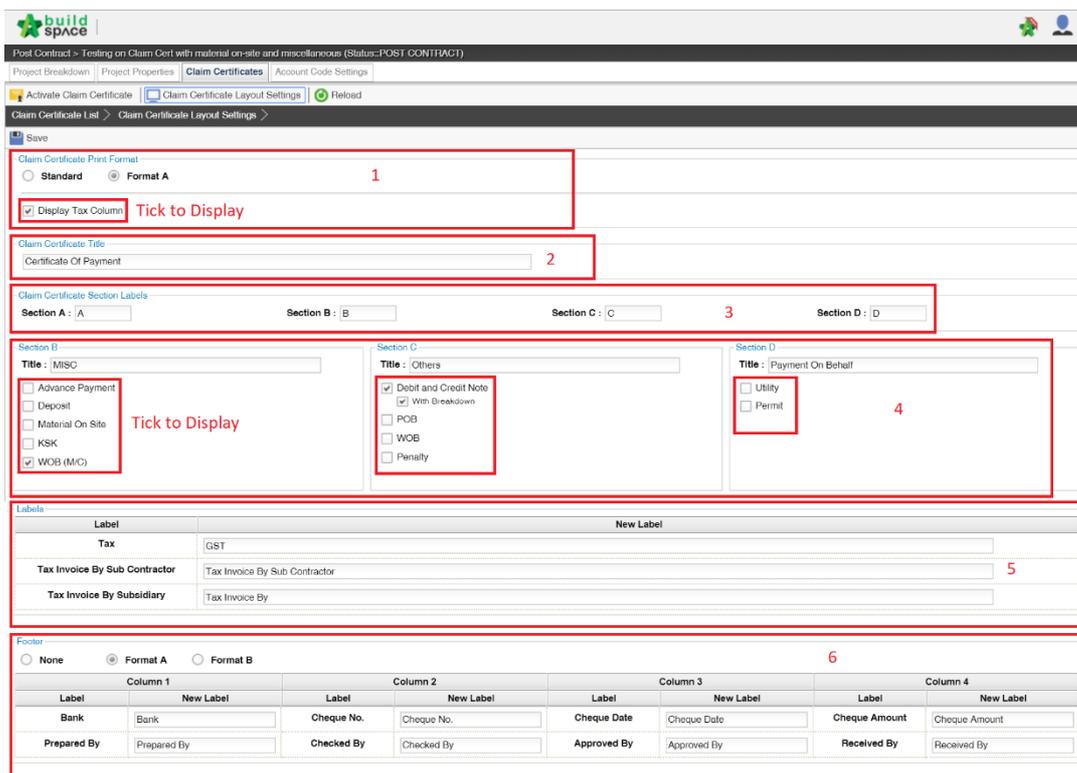
- To access Claim Certificate Layout Settings, go to any project that is in “Post Contract”, Click on “Claim Certificates” then Click “Claim Certificate Layout Settings”



Claim No.	Amount Certified	Status	Paid Amount
1	449,908.20	APPROVED	0.00
2	1,404,126.50	APPROVED	0.00
3	(864,005.94)	IN PROGRESS	0.00

- 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)



The screenshot shows the 'Claim Certificate Layout Settings' page with six sections highlighted by red boxes and numbered 1 through 6:

- Section 1:** Claim Certificate Print Format. Includes radio buttons for 'Standard' and 'Format A', and a checked checkbox for 'Display Tax Column' with the text 'Tick to Display'.
- Section 2:** Claim Certificate Title. A text input field containing 'Certificate Of Payment'.
- Section 3:** Claim Certificate Section Labels. Includes dropdown menus for Section A (A), Section B (B), Section C (C), and Section D (D).
- Section 4:** Sections. Three columns for Section B, C, and D. Section B has a checked checkbox for 'WOB (M/C)' with 'Tick to Display'. Section C has a checked checkbox for 'Debit and Credit Note' with 'WOB Breakdown'. Section D has checkboxes for 'Utility' and 'Permit'.
- Section 5:** Labels. A table with columns 'Label' and 'New Label'. Rows include 'Tax' (GST), 'Tax Invoice By Sub Contractor' (Tax Invoice By Sub Contractor), and 'Tax Invoice By Subsidiary' (Tax Invoice By Subsidiary).
- Section 6:** Footer. Includes radio buttons for 'None', 'Format A', and 'Format B'. Below is a table with columns 'Column 1' through 'Column 4', each with 'Label' and 'New Label' sub-columns. Rows include 'Bank', 'Prepared By', 'Cheque No.', 'Checked By', 'Cheque Date', 'Approved By', 'Cheque Amount', and 'Received By'.

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		
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	Tax Column	
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

“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	Tax Column	
Variation Order	0.00	0.00	0.00		
Material On Site	0.00		0.00		
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

- 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		

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

Claim Certificate Section Labels

Section A: Section B: Section C: Section D:

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/PURCHASE 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
<input checked="" type="checkbox"/> Advance Payment <input checked="" type="checkbox"/> Deposit <input checked="" type="checkbox"/> Material On Site <input checked="" type="checkbox"/> KSK <input checked="" type="checkbox"/> WOB (M/C)	<input checked="" type="checkbox"/> Debit and Credit Note <input checked="" type="checkbox"/> With Breakdown <input checked="" type="checkbox"/> POB <input checked="" type="checkbox"/> WOB <input checked="" type="checkbox"/> Penalty	<input checked="" type="checkbox"/> Utility <input checked="" type="checkbox"/> Permit

Sample Print Out "Debit & Credit Note"

GAMUDA LAND SDN BHD						1234567890
Project Description: Testing on Claim Cert new format						
Sub Contract Works:			LA No:	1		
Contractor: Buildspace Contractor 1			Certificate Date:	15/07/2019		
Invoice Date:			Period Ending:	15/07/2019		
Invoice No:			Payment Due Date:	15/07/2019		
Bill Total: 11,596,758.24			Claim No:	9		
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						
Sub Contract Works:			LA No:	1		
Contractor: Buildspace Contractor 1			Certificate Date:	15/07/2019		
Invoice Date:			Period Ending:	15/07/2019		
Invoice No:			Payment Due Date:	15/07/2019		
Bill Total: 11,596,758.24			Claim No:	9		
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 Subsidiary

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 Subsidiary	SAMUDA 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 Subsidiary 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
Bank	Bank: Maybank	Cheque No.	Cheque No.: 312998	Cheque Date
Prepared By	Abu	Checked By	Ali	Approved By
			Cheque Date: 12/1/2019	Cheque Amount
			Muthu	Received By
				Ah Meng

Sample Format A Print Preview

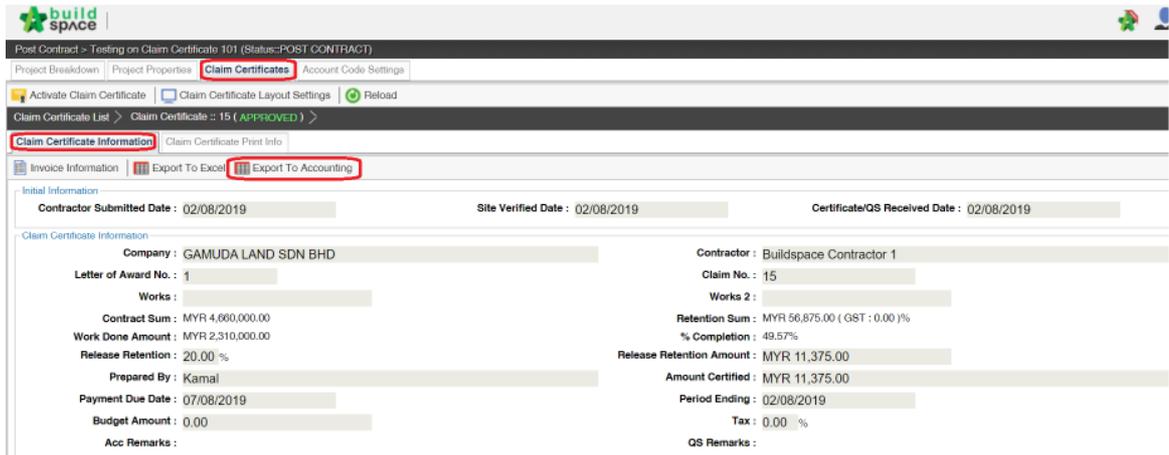
	Tax Invoice By Sub Contractor	10,012.50	0.00	10,012.50
C Others				
Building Works	200,000.00	100,000.00	100,000.00	0.00
Infrastructure	200,000.00	0.00	200,000.00	0.00
Gamuda Trading Sdn Bhd	300,000.00	0.00	300,000.00	0.00
CLQ Trading Sdn Bhd	400,000.00	0.00	400,000.00	0.00
POB	0.00	[0.00]	0.00	0.00
WOB	0.00	0.00	0.00	0.00
Penalty	0.00	0.00		0.00
	Tax Invoice By Subsidiary 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 Subsidiary 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.



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Post Contract > Testing on Claim Certificate 101 (Status: POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates** | Account Code Settings

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate : 15 (APPROVED) >

Claim Certificate Information | Claim Certificate Print Info

Invoice Information | Export To Excel | **Export To Accounting**

Initial Information

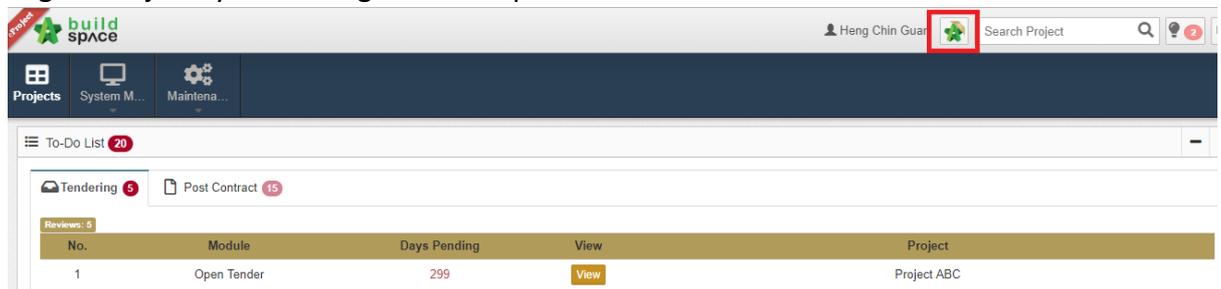
Contractor Submitted Date : 02/08/2019 | Site Verified Date : 02/08/2019 | Certificate/GS Received Date : 02/08/2019

Claim Certificate Information

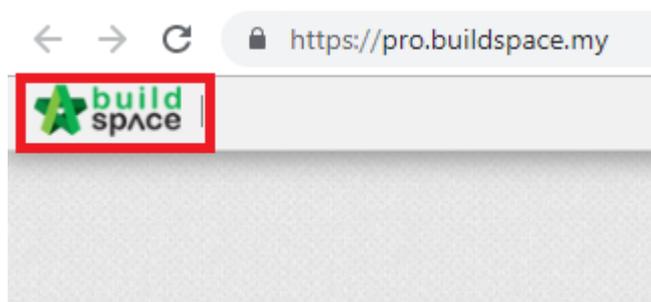
Company : GAMUDA LAND SDN BHD	Contractor : Buildspace Contractor 1
Letter of Award No. : 1	Claim No. : 15
Works :	Works 2 :
Contract Sum : MYR 4,660,000.00	Retention Sum : MYR 56,875.00 (GST : 0.00)%
Work Done Amount : MYR 2,310,000.00	% Completion : 49.57%
Release Retention : 20.00 %	Release Retention Amount : MYR 11,375.00
Prepared By : Kamal	Amount Certified : MYR 11,375.00
Payment Due Date : 07/08/2019	Period Ending : 02/08/2019
Budget Amount : 0.00	Tax : 0.00 %
Acc Remarks :	GS Remarks :

Set Account Group Listing

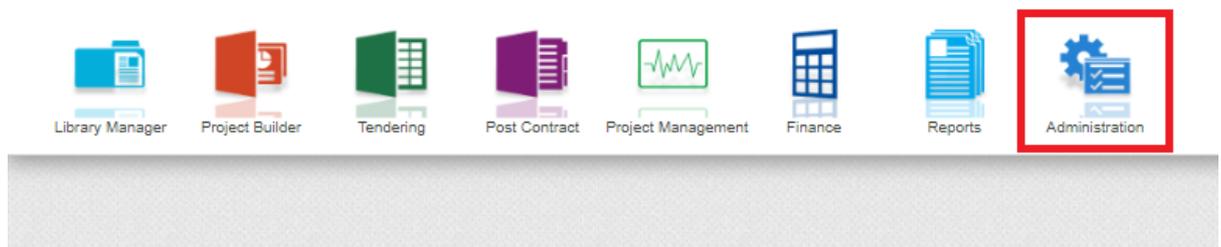
1. Login eProject system and go to BuildSpace Pro.



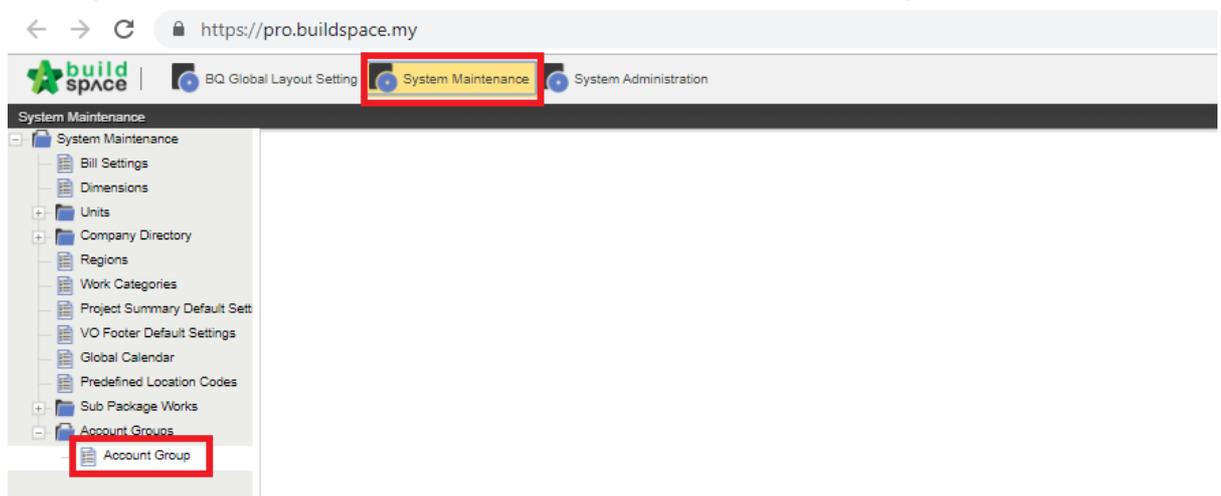
2. In BuildSpace Pro system, click at **BuildSpace** logo.



3. Go to **Administration** module.



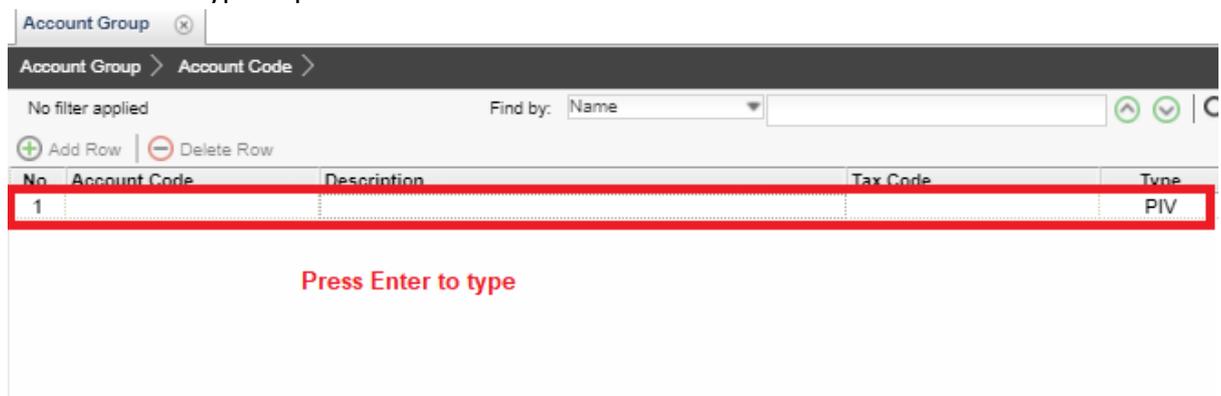
4. Click **System Maintenance**, then double click to select **Account Group**.



- 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.



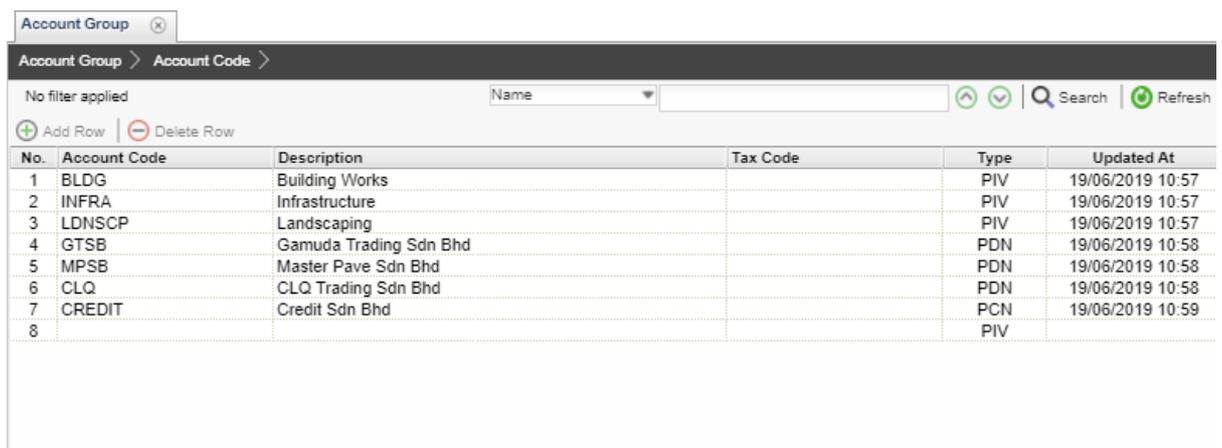
- Press Enter to type in particulars.



Note: There are three Account Listing Type: -

- PIV: Project Invoice**
- PDN: Project Debit Note**
- PCN: Project Credit Note**

- Following is the sample Account Code listing.

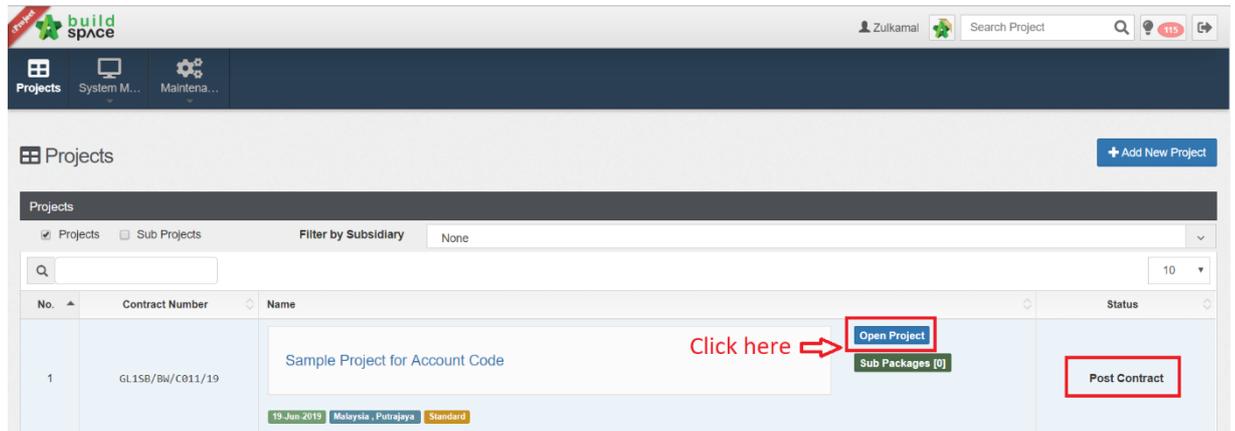


The screenshot shows the 'Account Group' window with a sub-tab 'Account Code'. It displays a table with columns 'No.', 'Account Code', 'Description', 'Tax Code', 'Type', and 'Updated At'. The table contains 8 rows of data.

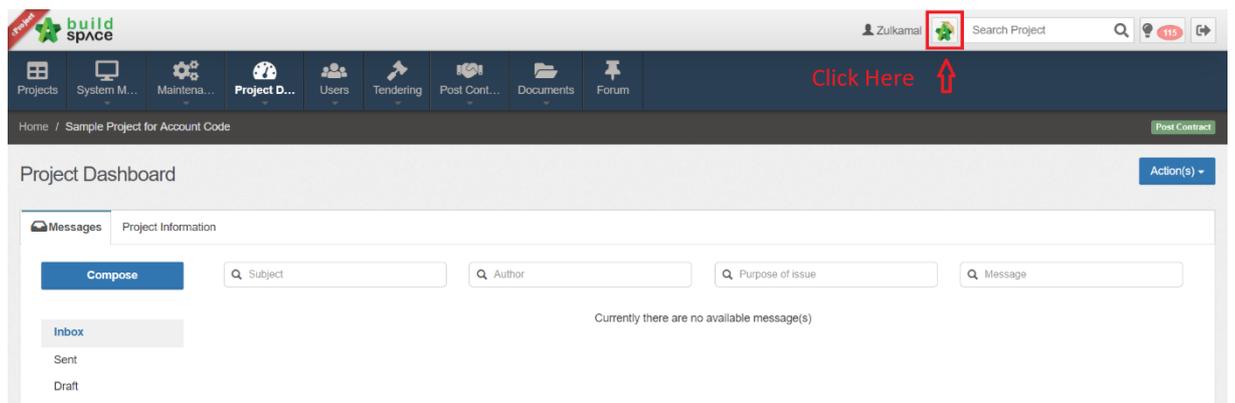
No.	Account Code	Description	Tax Code	Type	Updated At
1	BLDG	Building Works		PIV	19/06/2019 10:57
2	INFRA	Infrastructure		PIV	19/06/2019 10:57
3	LDNSCP	Landscaping		PIV	19/06/2019 10:57
4	GTSB	Gamuda Trading Sdn Bhd		PDN	19/06/2019 10:58
5	MPSB	Master Pave Sdn Bhd		PDN	19/06/2019 10:58
6	CLQ	CLQ Trading 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

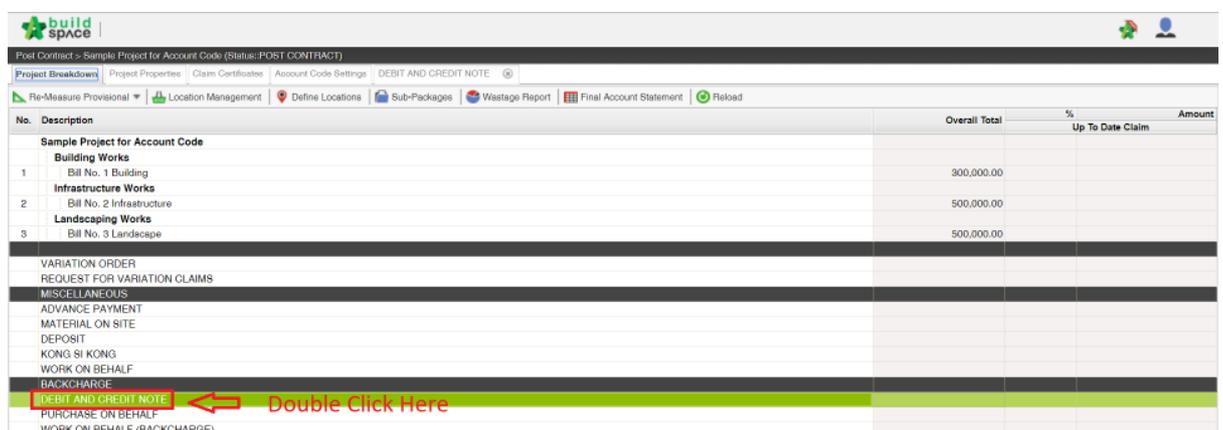
1. Login to eTender system, scroll down to projects and select project under “**Post Contract**” click on “**Open Project**”.



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.

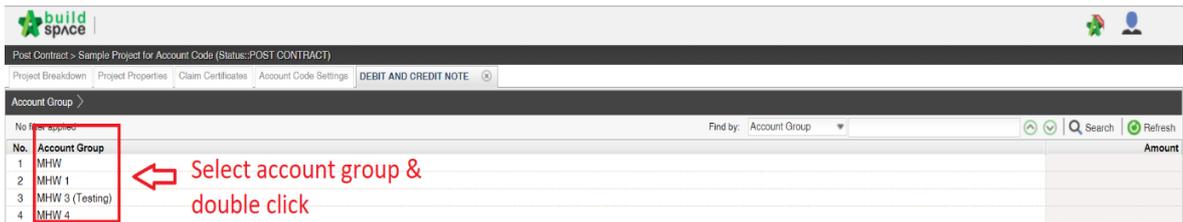


3. Then double click “**Debit & Credit Note**” (under Back charge).

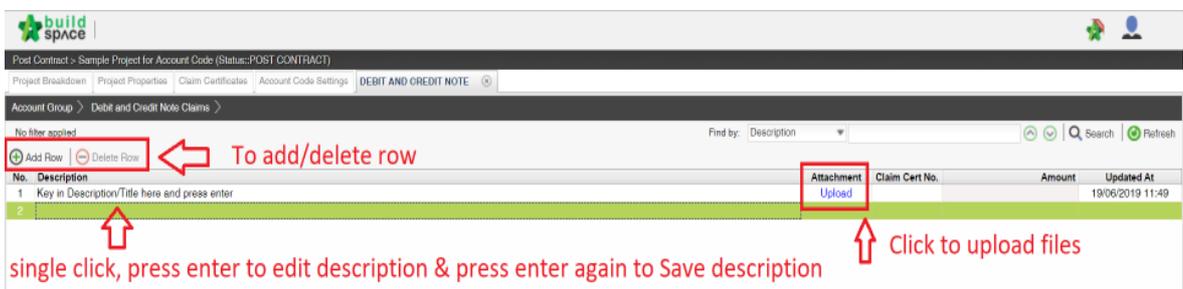


No.	Description	Overall Total	% Up To Date Claim	Amount
Sample Project for Account Code				
Building Works				
1	Bill No. 1 Building	300,000.00		
Infrastructure Works				
2	Bill No. 2 Infrastructure	500,000.00		
Landscaping Works				
3	Bill No. 3 Landscape	500,000.00		
VARIATION ORDER				
REQUEST FOR VARIATION CLAIMS				
MISCELLANEOUS				
ADVANCE PAYMENT				
MATERIAL ON SITE				
DEPOSIT				
KONG SI KONG				
WORK ON BEHALF				
BACKCHARGE				
DEBIT AND CREDIT NOTE				
PURCHASE ON BEHALF				
WORK ON BEHALF (BACKCHARGE)				

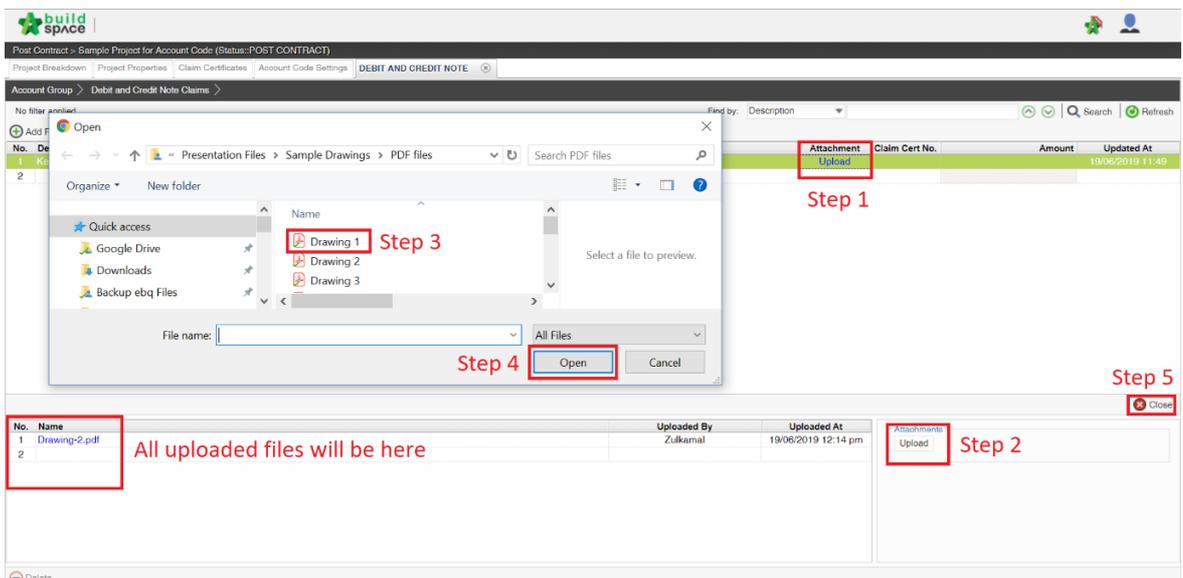
4. Select which “Account Group” to access & double click.



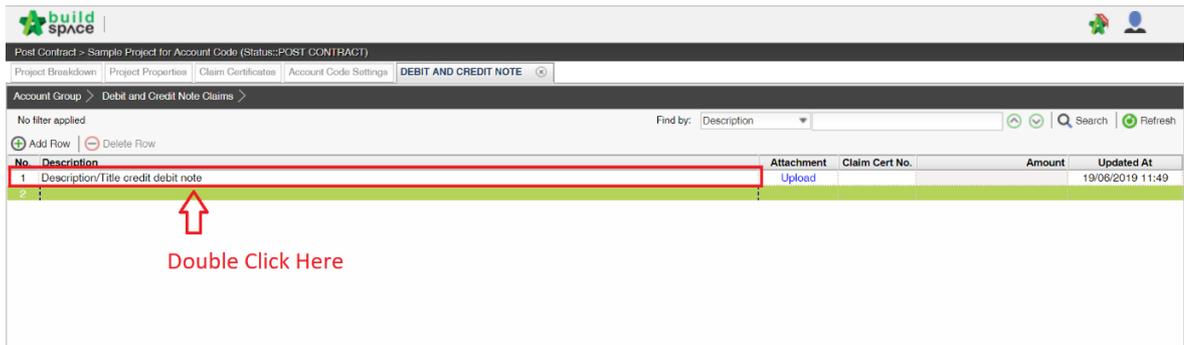
5. Here you can edit description/title for debit & credit note, if you have any files as an attachment click upload to upload files.



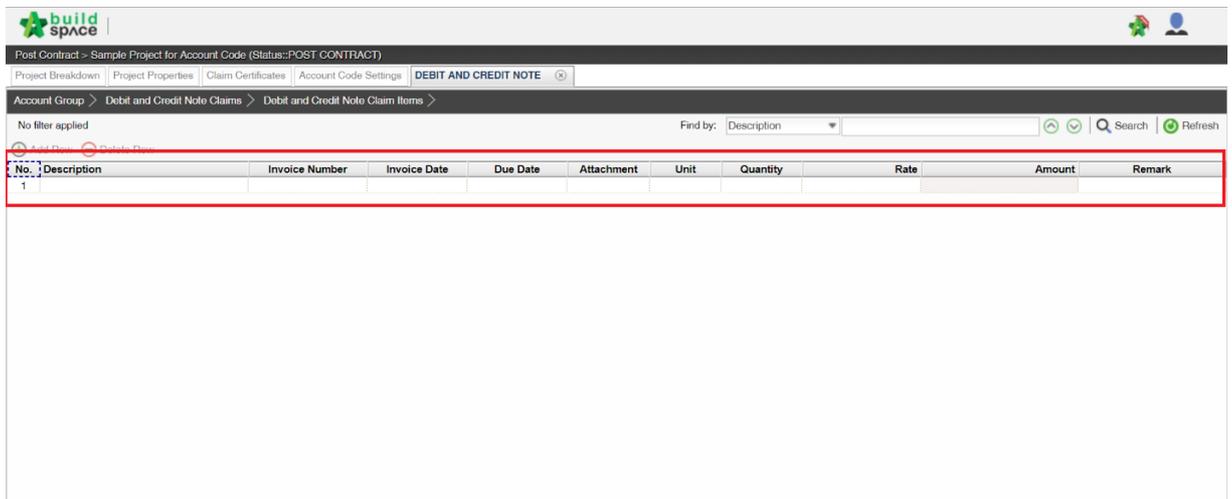
6. To attach files, refer to the following steps below, Step 1 click on “Upload”, Step 2 click “Upload” again, Step 3 “select file”, Step 4 click “open”, Step 5 click “Close” to save. If there are additional attachments repeat from Step 2.



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



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



- First for the “Description” single “Click”, press “Enter” then “Click” again to select from account code description listing that has been predefined



Post Contract

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 > Debit and Credit Note Claim Items

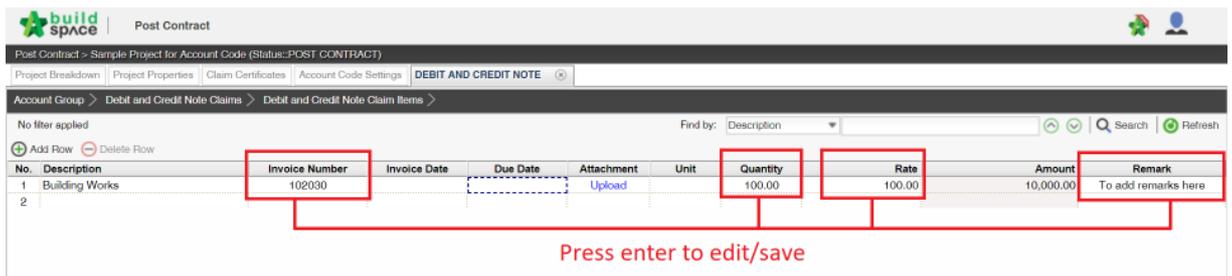
No filter applied Find by: Description Search Refresh

Add Row Delete Row

No.	Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Remark
1	Building Works	102030			Upload		100.00	100.00	10,000.00	To add remarks here
2										

Select description

- 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 CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | DEBIT AND CREDIT NOTE

Account Group > Debit and Credit Note Claims > Debit and Credit Note Claim Items

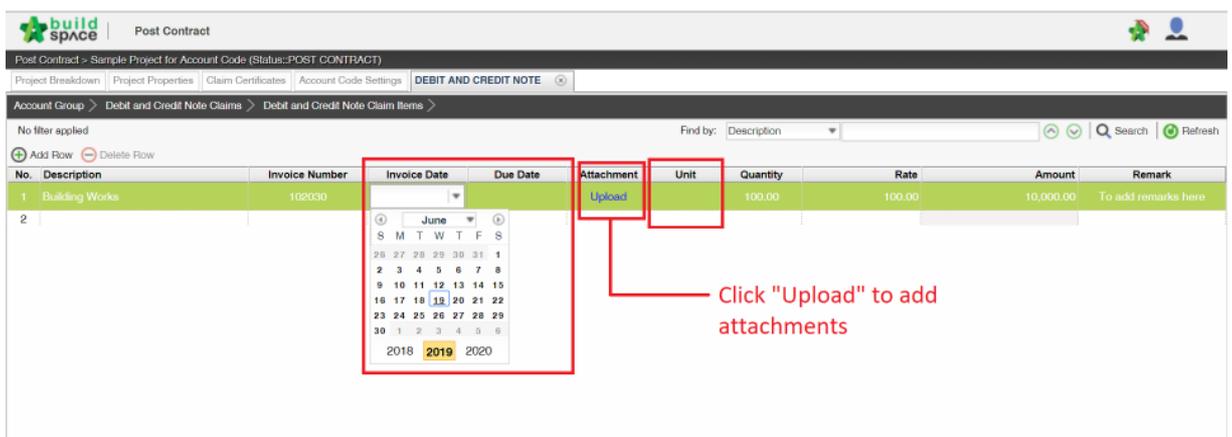
No filter applied Find by: Description Search Refresh

Add Row Delete Row

No.	Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Remark
1	Building Works	102030			Upload		100.00	100.00	10,000.00	To add remarks here
2										

Press enter to edit/save

- 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 (Status:POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | DEBIT AND CREDIT NOTE

Account Group > Debit and Credit Note Claims > Debit and Credit Note Claim Items

No filter applied Find by: Description Search Refresh

Add Row Delete Row

No.	Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Remark
1	Building Works	102030			Upload		100.00	100.00	10,000.00	To add remarks here
2										

Click "Upload" to add attachments

buildspace

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 > Debit and Credit Note Claim Items >

No filter applied Find by: Description 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										

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.

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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 applied Find by: Description Search Refresh

Add Row Delete Row

No.	Description	Attachment	Claim Cert No.	Amount	Updated At
1	Sample Debit/Credit Note 1	2		10,000.00	19/06/2019 16:14
2	Sample Debit/Credit Note 2	1		10,000.00	19/06/2019 16:14
3	Sample Debit/Credit Note 3	1		2,500.00	19/06/2019 16:14
4					

Click to tie to claim cert

buildspace

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 applied Find by: Description Search Refresh

Add Row Delete Row

No.	Description	Attachment	Claim Cert No.	Amount	Updated At
1	Sample Debit/Credit Note 1	2		10,000.00	19/06/2019 16:14
2	Sample Debit/Credit Note 2	1		10,000.00	19/06/2019 16:14
3	Sample Debit/Credit Note 3	1		2,500.00	19/06/2019 16:14
4					

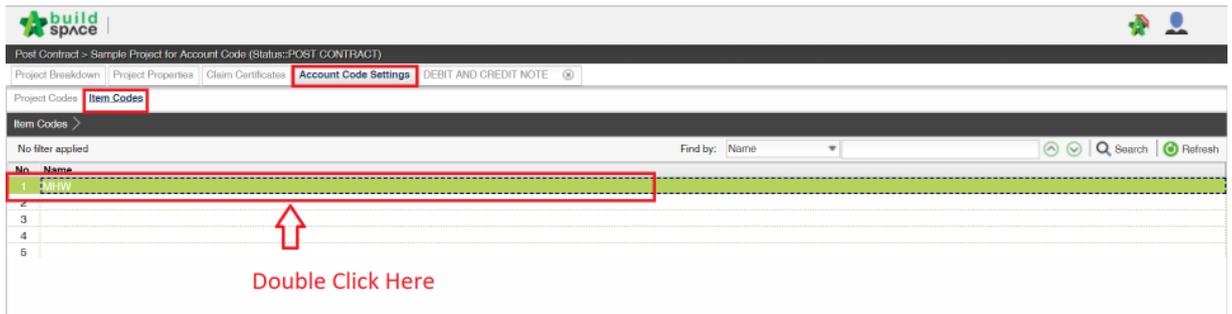
No In-progress Claim Certificate

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

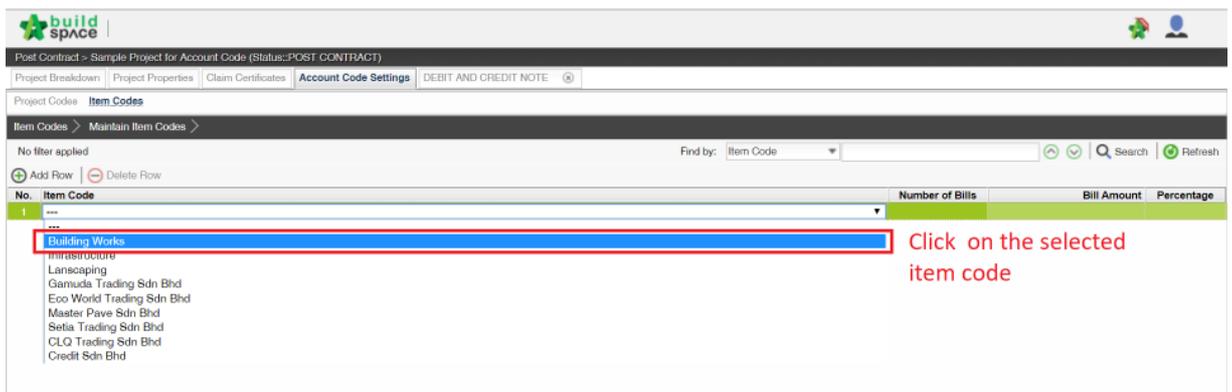
Ok

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

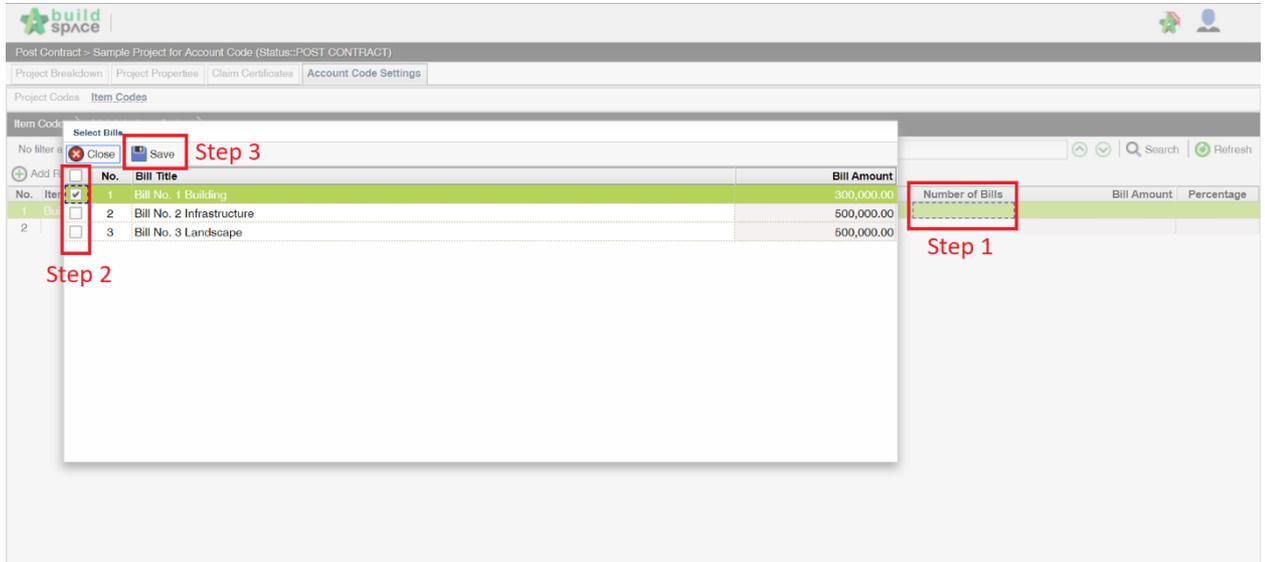
1. At the Post Contract Module first click on “**Account Code Settings**”, click on the “**Item Codes**” tab and select which accounting system from the list that you want to link. Then double click on the selected accounting system to move to another sub level “**Maintain Item Codes**”.



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



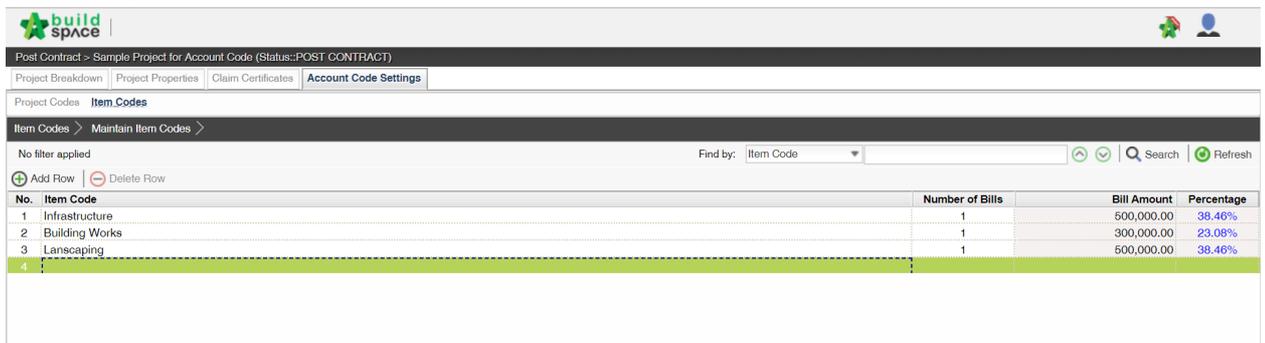
- Once you already select the item code, to link with BQ Bill **1st step** click on the blank box below **“Number of Bills”**, **2nd step** tick on the selected bill, and **3rd step** click **“Save”**.



The screenshot shows the 'Select Bills' dialog box with three bills listed. The 'Save' button is highlighted with a red box and labeled 'Step 3'. The 'Number of Bills' field in the table is highlighted with a red box and labeled 'Step 1'. The 'Number of Bills' field is currently empty.

No.	Item	Bill Title	Bill Amount
1	Bill No. 1	Building	300,000.00
2	Bill No. 2	Infrastructure	500,000.00
3	Bill No. 3	Landscape	500,000.00

- 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**.



The screenshot shows the 'Maintain Item Codes' table with the following data:

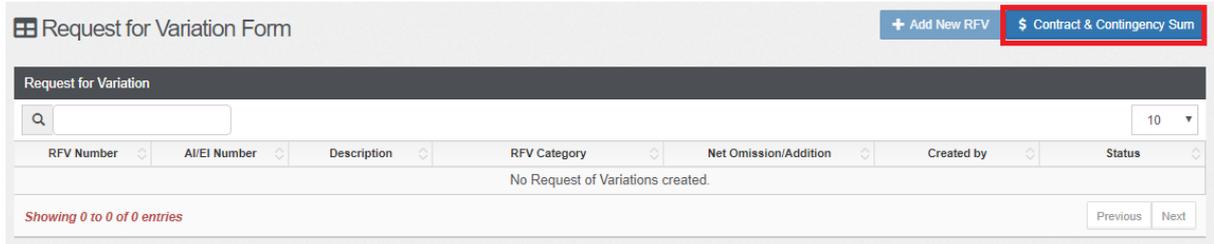
No.	Item Code	Number of Bills	Bill Amount	Percentage
1	Infrastructure	1	500,000.00	38.46%
2	Building Works	1	300,000.00	23.08%
3	Lanscaping	1	500,000.00	38.46%
4				

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 & Contingency Sum**

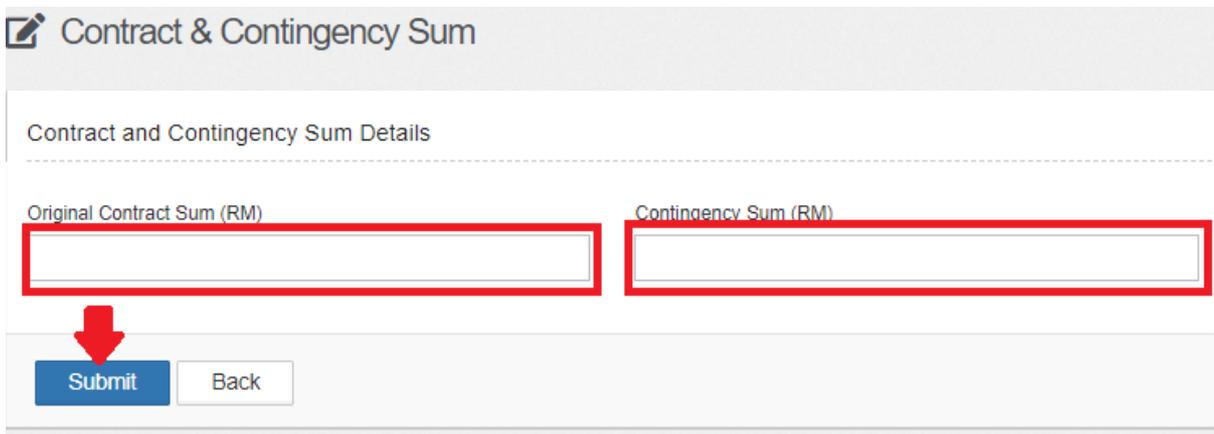
Request for Variation

RFV Number AI/EI Number Description RFV Category Net Omission/Addition Created by Status

No Request of Variations created.

Showing 0 to 0 of 0 entries

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



Contract & Contingency Sum

Contract and Contingency Sum Details

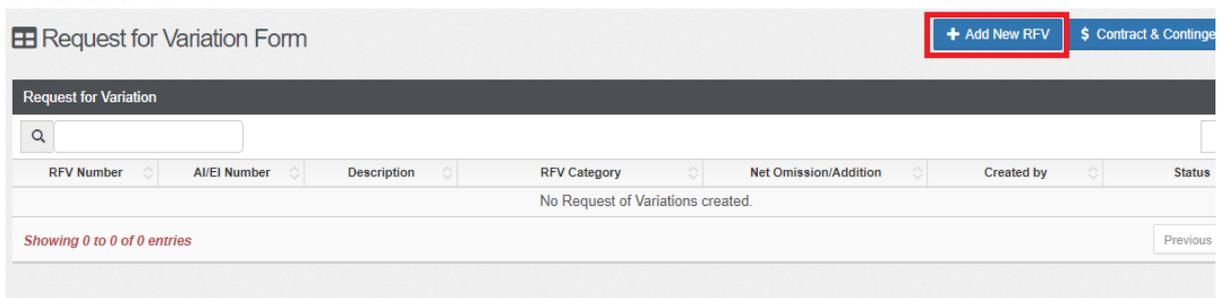
Original Contract Sum (RM) Contingency Sum (RM)

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.



Request for Variation Form + Add New RFV **\$ Contract & Contingency**

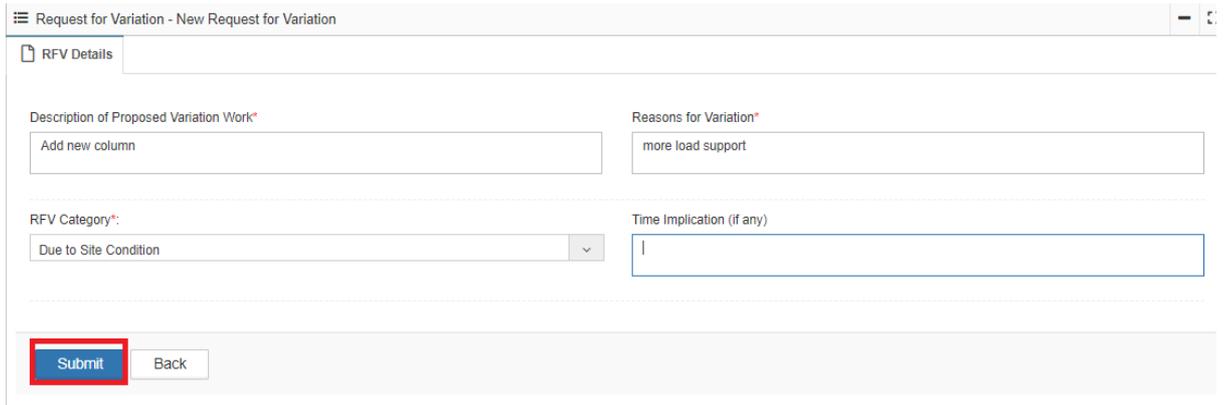
Request for Variation

RFV Number AI/EI Number Description RFV Category Net Omission/Addition Created by Status

No Request of Variations created.

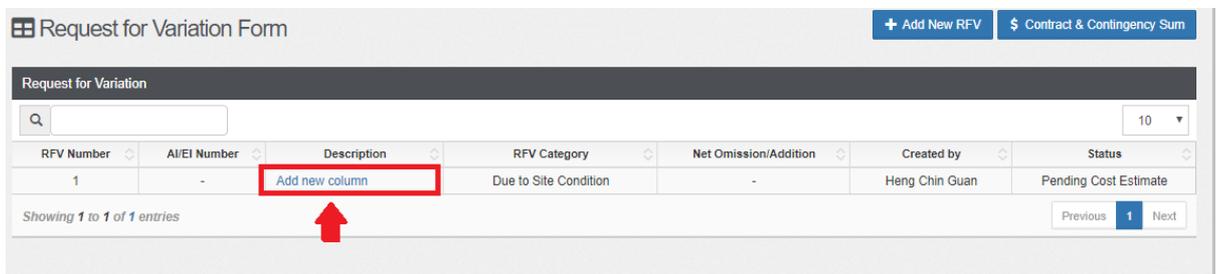
Showing 0 to 0 of 0 entries

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



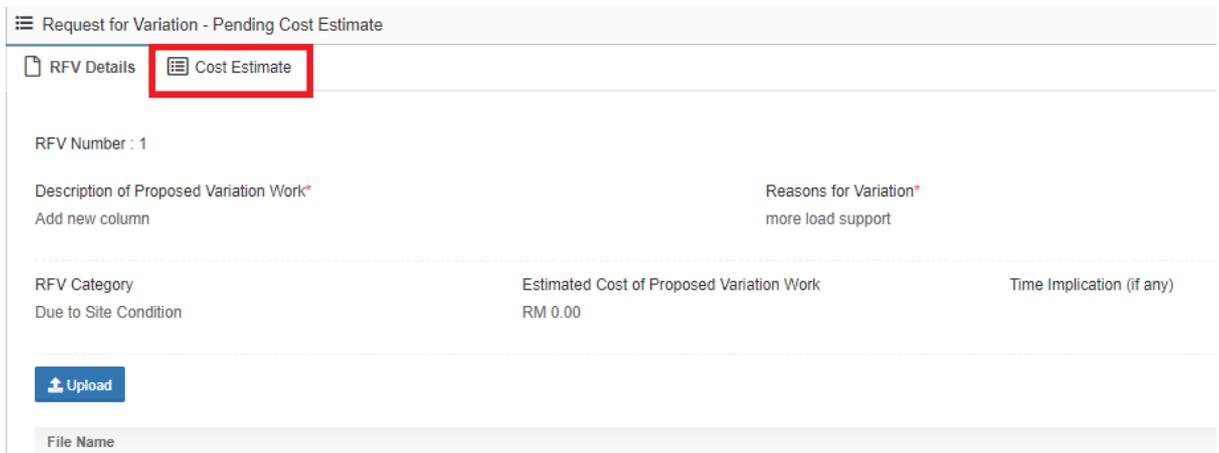
How to insert cost estimate for RFV

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

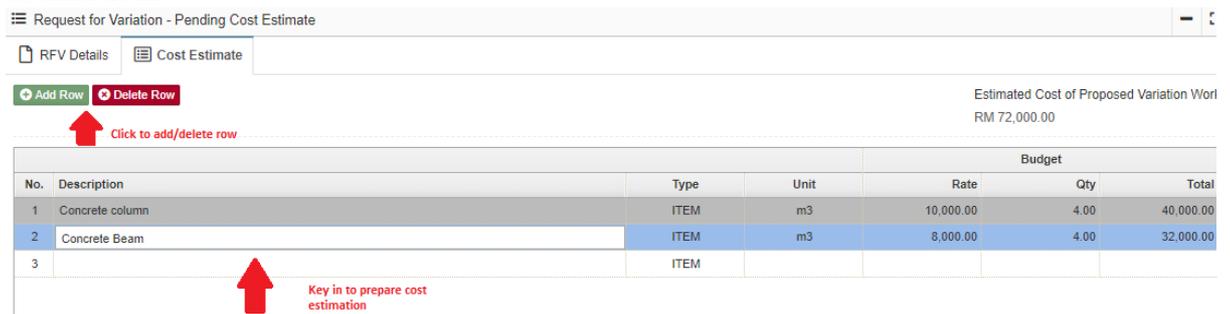


RFV Number	AI/EI Number	Description	RFV Category	Net Omission/Addition	Created by	Status
1	-	Add new column	Due to Site Condition	-	Heng Chin Guan	Pending Cost Estimate

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

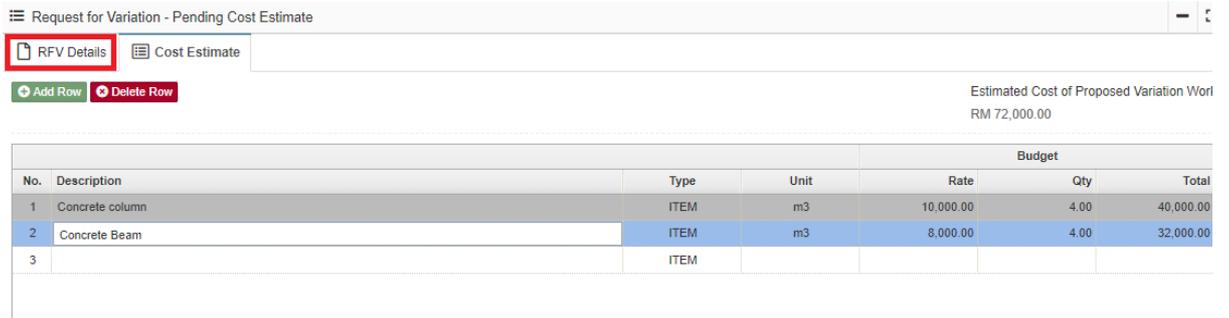


3. After clicking **Cost Estimate**, type to key in info to prepare for RFV cost estimation.

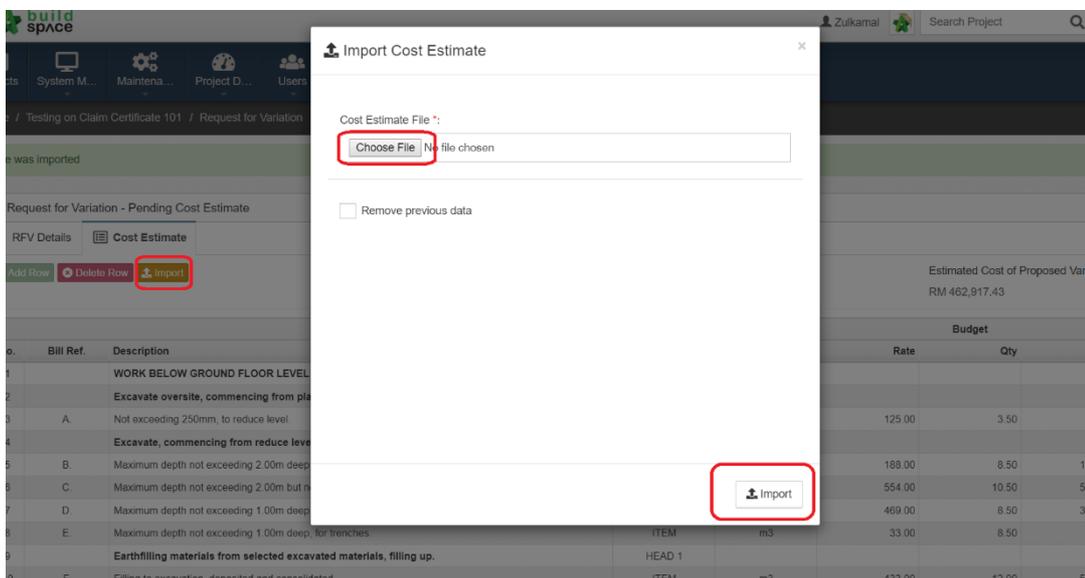


No.	Description	Type	Unit	Rate	Qty	Total
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00
3		ITEM				

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



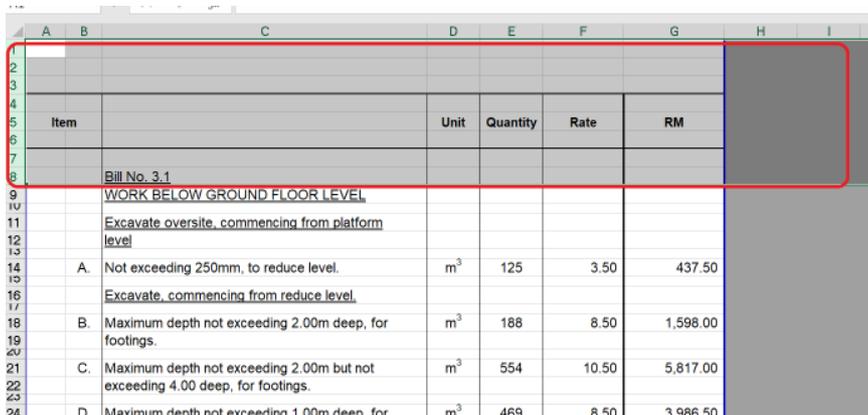
- You can also import Excel BQ into cost estimate however need to make a few adjustments from excel BQ. To import just click **Import** and click **Choose File** select BQ Excel files and click **Import**



- 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



Item	Unit	Quantity	Rate	RM
Bill No. 3.1				
WORK BELOW GROUND FLOOR LEVEL				
Excavate oversite, commencing from platform level				
A. Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50
Excavate, commencing from reduce level.				
B. Maximum depth not exceeding 2.00m deep, for footings.	m ³	188	8.50	1,598.00
C. Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554	10.50	5,817.00
D. Maximum depth not exceeding 1.00m deep, for	m ³	469	8.50	3,986.50

Step 2

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

	A	B	C	D	E	F	G	H
49			Disposal off site, including paying all dues					
50								
51		L.	Excavated materials	m ³	936	3.00	2,808.00	
52								
53			Hardcore, consolidated and blinded to receive concrete					
54								
55								
56		M.	150mm (consolidated thickness), under floor.	m ³	592	9.56	5,654.08	
57								
58								
59						To Collection	33,560.00	
60			PERPUSTAKAAN					
61			08/1409 - UITM ARAU, PERLIS					
62				3.1/1				
63								
64			Work Below Ground Floor Level (Cont'd)					
65								
66			Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)					
67								
68								
69								
70								
71								

Step 3

Last step is to delete the "WHOLE" collection page

343			PERPUSTAKAAN					
344			08/1409 - UITM ARAU, PERLIS					
345				3.1/7				
346								
347			WORK BELOW GROUND FLOOR LEVEL					
348								
349			COLLECTION					
350								
351								
352			Page No. 3.1/1				33,560.00	
353								
354			Page No. 3.1/2				#REF!	
355								
356			Page No. 3.1/3				#REF!	
357								
358			Page No. 3.1/4				#REF!	
359								
360			Page No. 3.1/5				#REF!	
361								
362			Page No. 3.1/6				#REF!	
363								
364			Page No. 3.1/7				7,961.00	
365								
366								

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

Request for Variation - Pending Cost Estimate

RFV Details | Cost Estimate

RFV Number : 1

Description of Proposed Variation Work*
Add new column

Reasons for Variation*
more load support

RFV Category: Due to Site Condition

Estimated Cost of Proposed Variation Work: RM 72,000.00

Time Implication (if any)

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 for Variation Form + Add New RFV \$ Contract & Contingency Sum

Request for Variation

Q 10

RFV Number	A/E/I 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	Pending Verification

Showing 1 to 1 of 1 entries Previous 1 Next

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

Request for Variation - Pending Verification

RFV Details **Cost Estimate**

Estimated Cost of Proposed Variation Work
RM 72,000.00

No.	Description	Type	Unit	Rate	Budget		Total
					Qty		
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)

Request for Variation - Pending Verification

RFV Details Cost Estimate

RFV Number : 1

Description of Proposed Variation Work*
Add new column

Reasons for Variation*
more load support

RFV Category*: Due to Site Condition

Estimated Cost of Proposed Variation Work
RM 72,000.00

Time Implication (if any)

File Name
No files uploaded

Showing 0 to 0 of 0 entries

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 for Variation Form + Add New RFV | \$ Contract & Contingency Sum

Request for Variation

Search: 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

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

buildspace Go To Buildspace Pro  Search Project

Projects | System M... | Maintena... | Project D... | Users | Tendering | **Post Con...** | Documents | Forum

Request for Variation

2. Double click **“Request For Variation Claim”**

buildspace | 

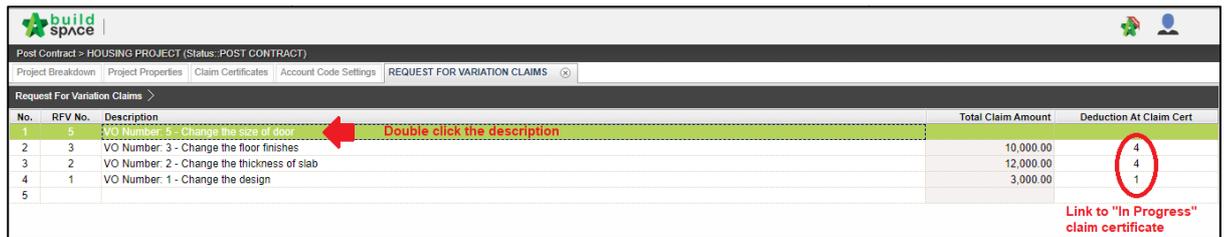
Post Contract > HOUSING PROJECT (Status: POST CONTRACT)

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.	Description	Overall Total	%		Amount
				Up To 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%		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%		3,325,200.00
VARIATION ORDER					
	REQUEST FOR VARIATION CLAIMS 	276,370.00	1.09%		3,000.00
	MISCELLANEOUS				

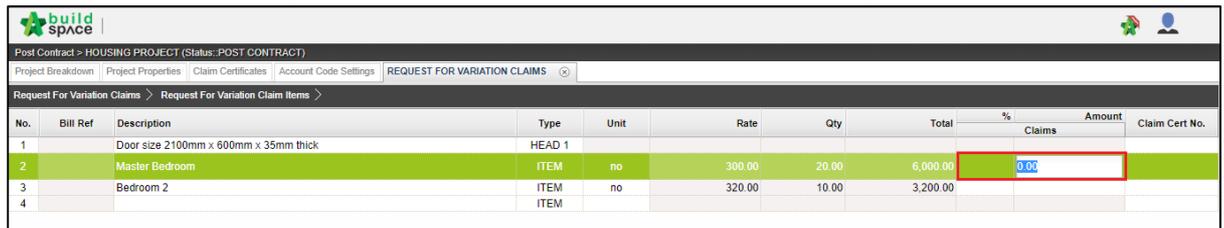
3. Double click the description to see more details for RFV already approve



No.	RFV No.	Description	Total Claim Amount	Deduction At Claim Cert
1	5	VO Number 5 - Change the size of door		4
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				

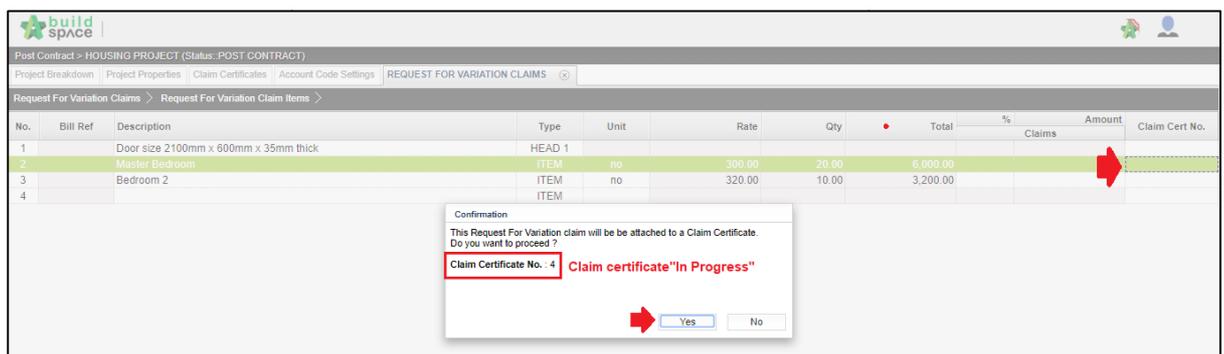
Link to "In Progress" claim certificate

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



No.	Bill Ref	Description	Type	Unit	Rate	Qty	Total	%	Amount	Claim Cert No.
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1							
2		Master Bedroom	ITEM	no	300.00	20.00	6,000.00	0.00		
3		Bedroom 2	ITEM	no	320.00	10.00	3,200.00			
4			ITEM							

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

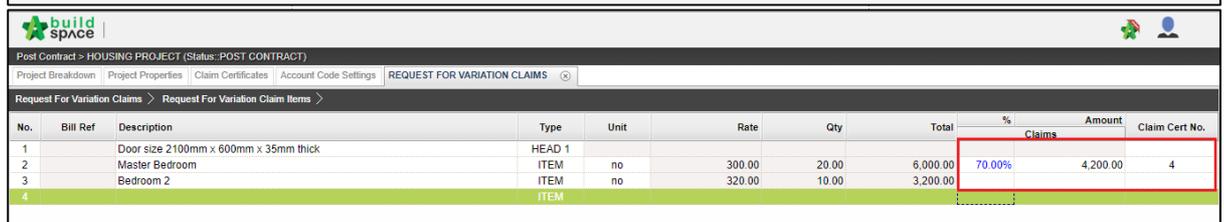


No.	Bill Ref	Description	Type	Unit	Rate	Qty	Total	%	Amount	Claim Cert No.
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1							
2		Master Bedroom	ITEM	no	300.00	20.00	6,000.00			
3		Bedroom 2	ITEM	no	320.00	10.00	3,200.00			
4			ITEM							

Confirmation
This Request For Variation claim will be attached to a Claim Certificate.
Do you want to proceed?

Claim Certificate No.: 4 Claim certificate "In Progress"

Yes No



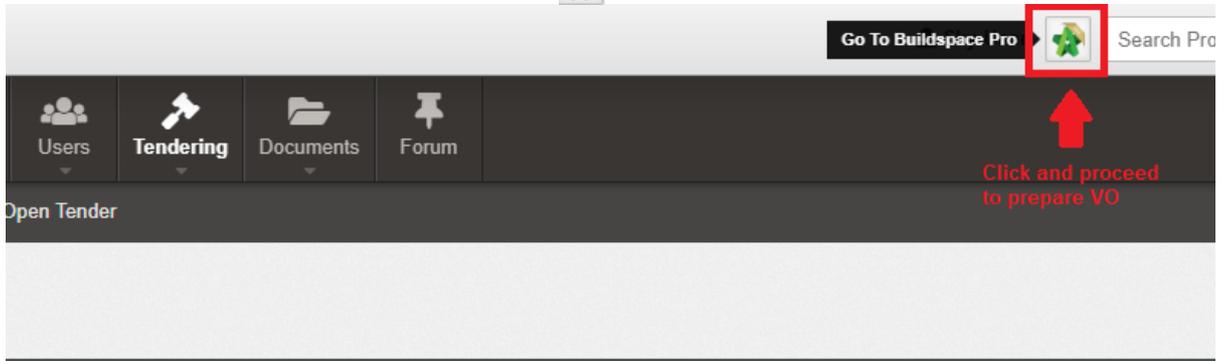
No.	Bill Ref	Description	Type	Unit	Rate	Qty	Total	%	Amount	Claim Cert No.
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1							
2		Master Bedroom	ITEM	no	300.00	20.00	6,000.00	70.00%	4,200.00	4
3		Bedroom 2	ITEM	no	320.00	10.00	3,200.00			
4			ITEM							

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

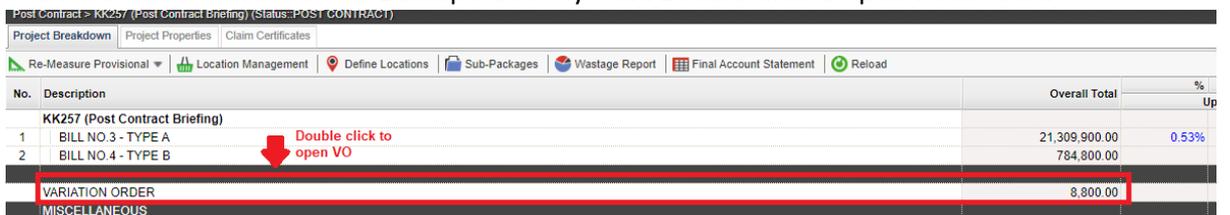
VO module

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

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

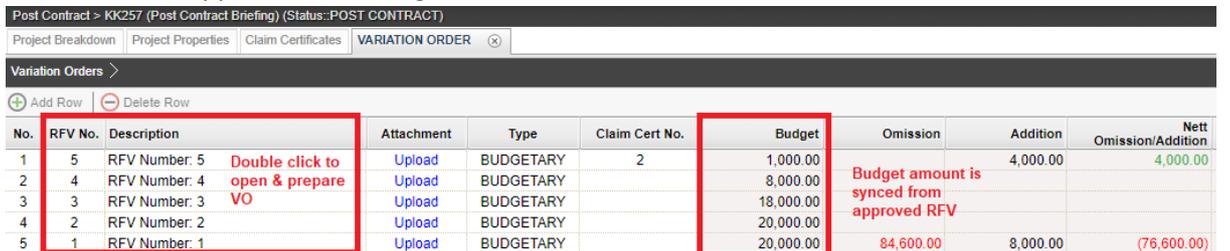


- Then user will be diverted into Buildspace Pro system. Double click to open VO module.



No.	Description	Overall Total	%
KK257 (Post Contract Briefing)			
1	BILL NO.3 - TYPE A	21,309,900.00	0.53%
2	BILL NO.4 - TYPE B	784,800.00	
VARIATION ORDER		8,800.00	
MISCELLANEOUS			

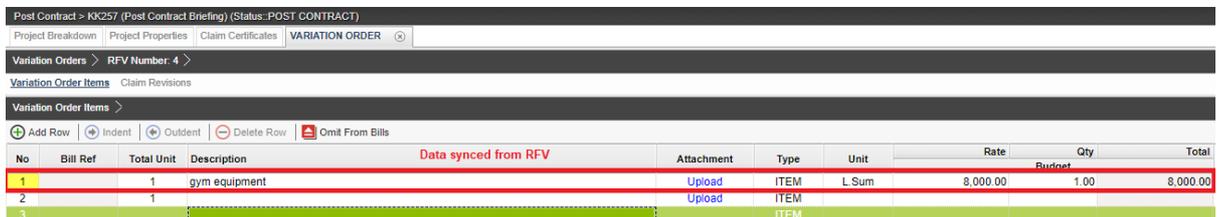
- Double click at approved RFV and go to second level.



No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00			
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	(76,600.00)

- System will auto sync the cost estimate from RFV.

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



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget Qty	Total
1	1	1	gym equipment	Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
2	1	1		Upload	ITEM				
3					ITEM				

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



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget Qty	Total
1	1	1	gym equipment	Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
2	1	1		Upload	ITEM				
3					ITEM				

6. Double click to select which bill & unit.

Omit From Bills

Bills >

Close

No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

7. Double click to select which element.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 >

Close

No	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	Bill No. B.4/2 - FRAME
3	Bill No. B.4/3 - UPPER FLOORS
4	Bill No. B.4/4 - ROOF CONSTRUCTION
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS

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

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL... >

Close Import

	Bill Ref	Description	Type	Unit	Qty	Rate
<input type="checkbox"/>	1/1 E	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Concrete Grade 15, as specified, in,	HEAD 1			
<input checked="" type="checkbox"/>	1/1 F	50mm Blinding, under pile caps.	ITEM	M2	29.00	100.00
<input checked="" type="checkbox"/>	1/1 G	50mm Blinding, under ground beams.	ITEM	M2	97.00	100.00
<input checked="" type="checkbox"/>	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1			

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

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

Add Row Indent Outdent Delete Row Omit From Bills

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Qty	Total
1		1	gym equipment	Upload	ITEM	L Sum	8,000.00	Budget 1.00	8,000.00
2			Concrete Grade 15, as specified, in,	Upload	HEAD 1				
3	1/1 F	1	50mm Blinding, under pile caps.	Upload	ITEM	M2			
4	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2			
5				Upload	ITEM				
6					ITEM				

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

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

Add Row Indent Outdent Delete Row Omit From Bills

te	Budget	Qty	Total	Rate	Qty	Total	Qty	Total	Nett
					Omission		Addition		Omission/Addition
00		1.00	8,000.00						
				100.00	29.00	2,900.00	50		(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 Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

+ Add Row | + Indent | + Outdent | - Delete Row | - Omit From Bills

Item	Qty	Total	Rate	Qty	Total	Qty	Total	Nett Omission/Addition
Budget				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.

Variation Orders >

+ Add Row | - Delete Row

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	On
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	
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			Upload	BUDGETARY					

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

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

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

Post Contract > KK257 (Post Contract Briefing) (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | VARIATION ORDER

Variation Orders >

+ Add Row | - Delete Row

No.	RFV No.	Description	Attachment	Type	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	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	(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			Upload	BUDGETARY							PREPARING

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

Are you sure you want to send this for submission?

Number of Reviewers: 0

Yes No

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

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