



Create Sub-Package (without sub-contractor's BQ)

By Admin User

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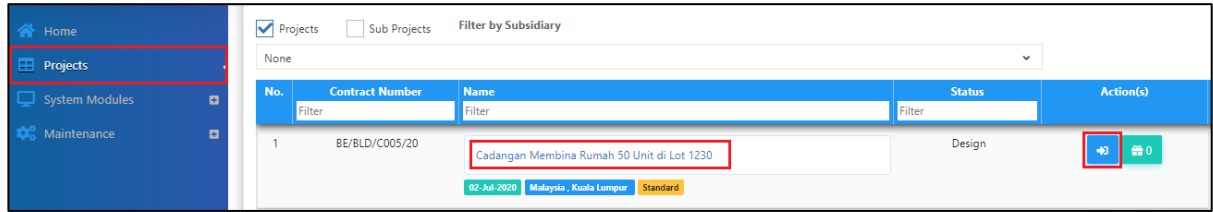
(BuildSpace Version 2.3)

Last updated: 13/10/2020

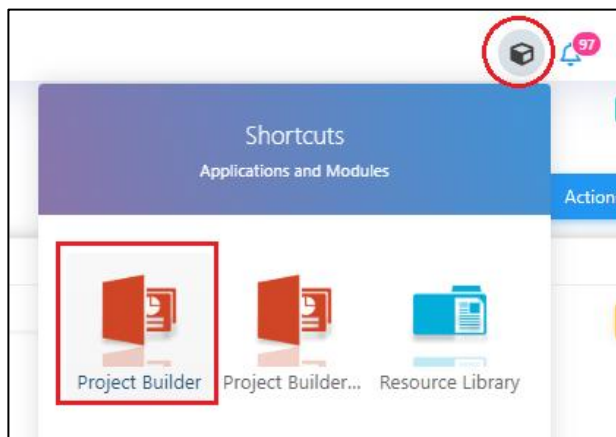
Create Sub-Package (without BQ)

Create a sub-package without extracting BQ item from main package BQ

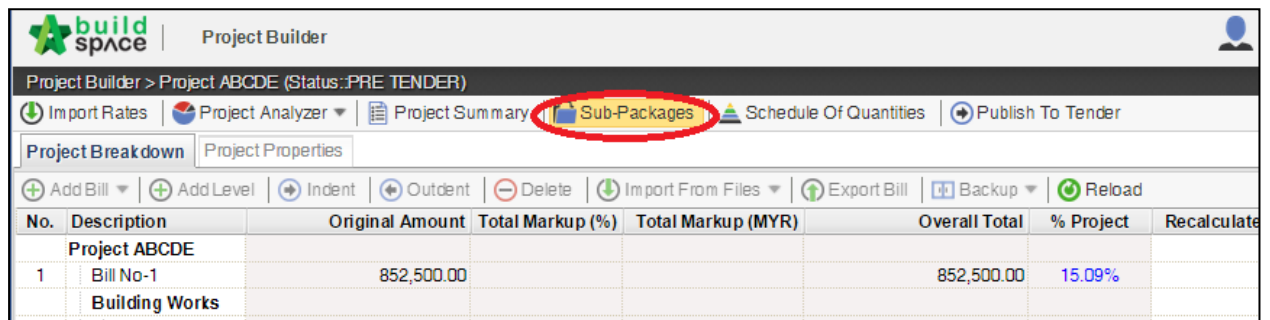
1. Click the "Project Title" or click "Open Project" to open a main package.



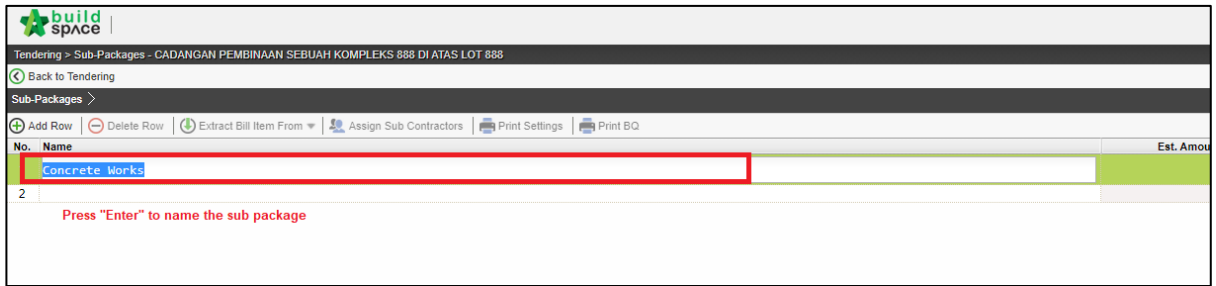
2. Click the small box on the top right and click "Project Builder" to access the BQ



3. Open a project either at "Project Builder" or "Tendering" modules. Click at "Sub-Packages".

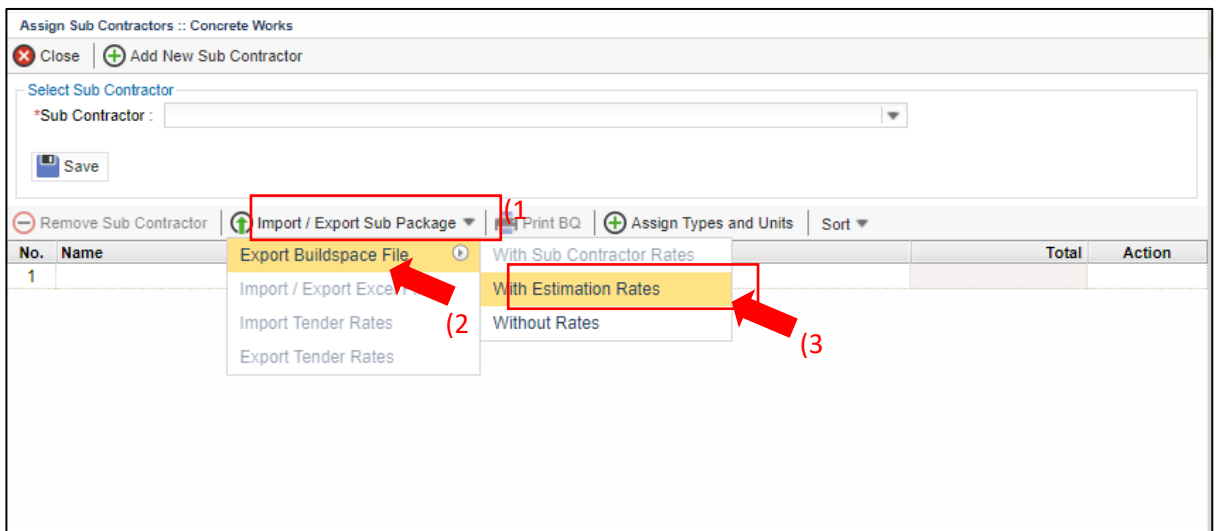


4. Press "Enter" under Name column to name the sub-package.

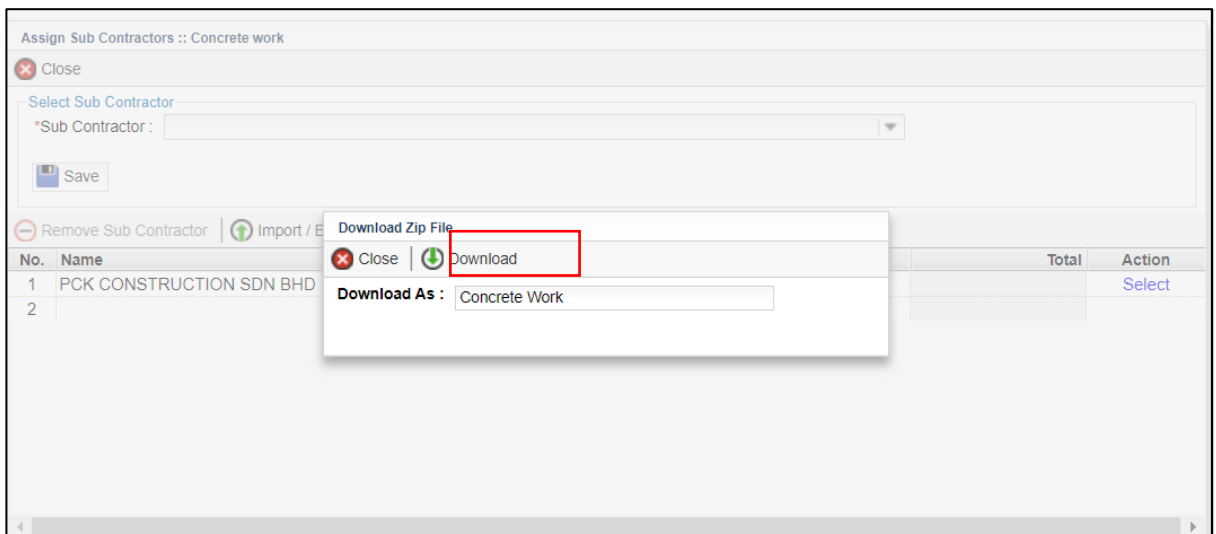


Export/Import Sub Package into Buildspace eProject

1. Click **Import/ Export Sub Package** (1) to export the sub package (*Export Buildspace File* (2) with *Estimation Rates*) (3).



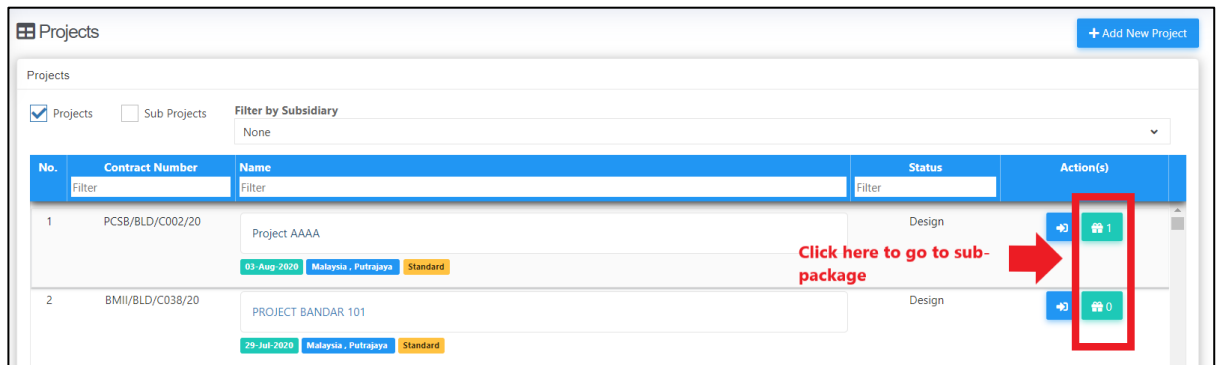
2. Click **Download** to export bill in ebq file format



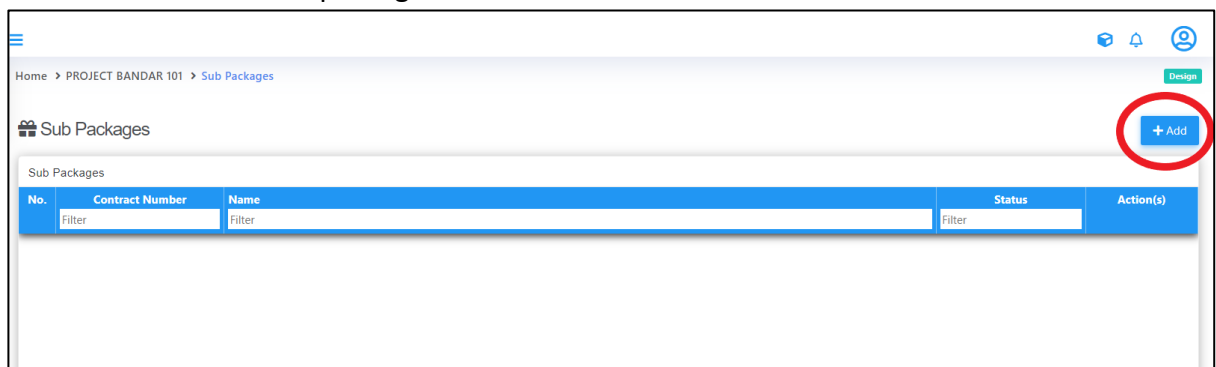
Import Sub Package BQ into eProject System

Note: You need to import exported ebq.file into eProject system to create as new sub-package.

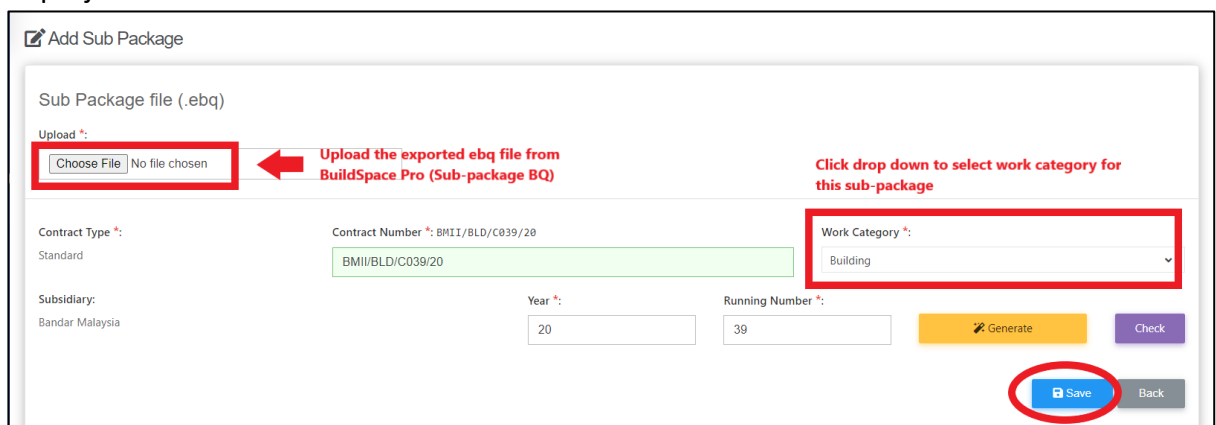
1. At **BuildSpace** eProject, click **Sub-Package** under a main package/project.



2. Click to **Add** new sub package.



3. Upload the ebq file (*exported from Buildspace Pro sub package*) and fill in mandatory project information. Then click **"Save"**.



4. After saved, you can assign consultants/companies by selecting the company name from drop down. After that click **Save**.

Note: All the parties have to register first before assign.

The screenshot shows a form with the following fields and options:

Group	Company
<input type="radio"/> Business Unit	BUILDSPACE ECOTOWN
<input type="radio"/> Group Contract Division	Select Company
<input type="radio"/> Architect	Architect 1 Sdn Bhd
<input checked="" type="radio"/> Consultant prepare tender document and calling tender	QS Consultant 1 Sdn Bhd
<input type="radio"/> Project Manager	Select Company

Buttons: Save, View Updated By Logs, Back

5. Once created the sub-package in **BuildSpace** eProject. You can refer the **Project Progress Checklist** to further call out for tender.

(Note: You need to complete ALL six steps from Project Progress Checklist in order to call out for tender)

