



BUILDSPACE PRO

For Contractor

Finance & Stock Control
Module

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 2.3)

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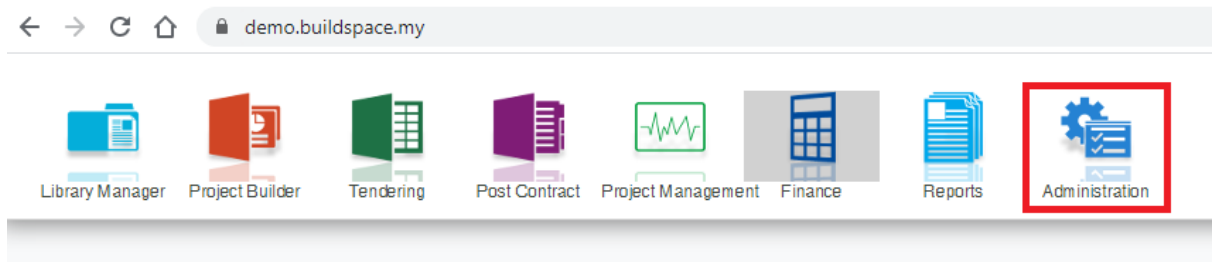
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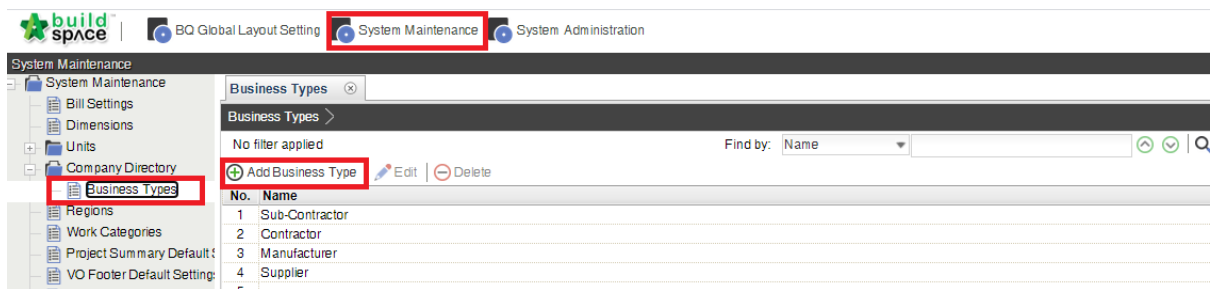
Add Supplier Company & Upload Product Catalogue

I. Add Business Type

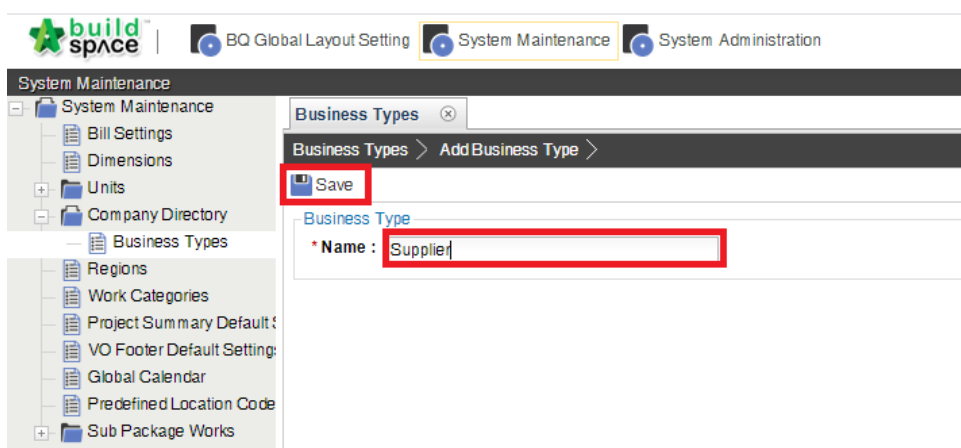
1. Login to **BuildSpace** Pro and click at “**Administration**” module.



2. Click at “**System Maintenance**”, double click at “**Business Type**”. Then click at “**Add Business Type**” to add a new business type.

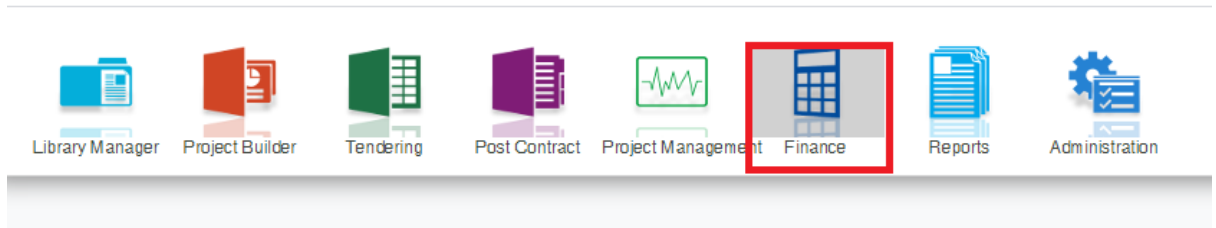


3. Key in new business type name and click “**Save**”.

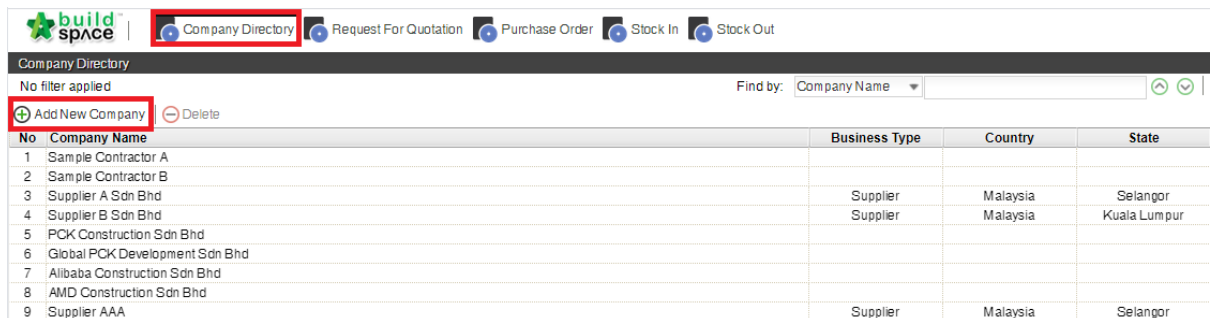


II. Add Supplier

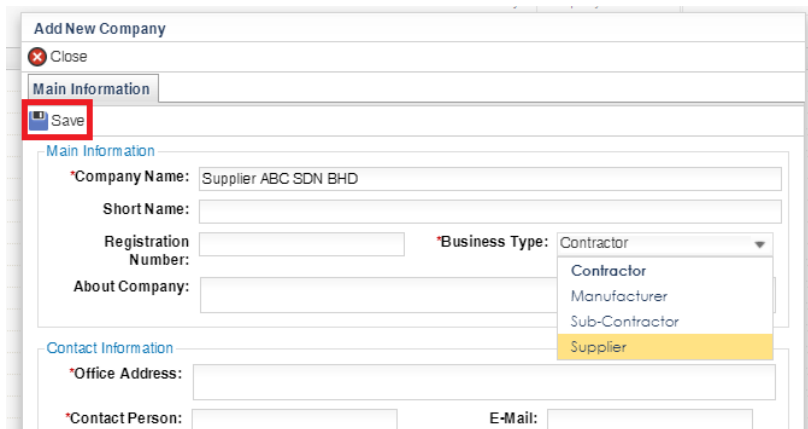
1. Click at BuildSpace logo and click at **"Finance"** module.



2. Click at **"Company Directory"**, and then click at **"Add New Company"**.



3. Fill up supplier information and click **"Save"**.



The screenshot shows the 'Add New Company' form. The 'Save' button is highlighted with a red box. The form contains the following fields:

- Main Information:**
 - *Company Name: Supplier ABC SDN BHD
 - Short Name:
 - Registration Number:
 - About Company:
 - *Business Type: Contractor (dropdown menu with options: Contractor, Manufacturer, Sub-Contractor, Supplier)
- Contact Information:**
 - *Office Address:
 - *Contact Person:
 - E-Mail:

4. Double click at company name.

93	Chew Curtain Sdn Bhd	Supplier	Malaysia
94	Supplier C	Supplier	Malaysia
95	Supplier ABC SDN BHD	Supplier	Malaysia
96			

5. Click at **"Other Information"** and then click at **"Add New Other Information"**.

Edit Company (Supplier ABC SDN BHD)

Close

Main Information Branches **Other Information**

Other Information >

+ Add New Other Information - Delete

No	Title	Last Updated
1		-

6. Key in “Title” and click “Save”.

Edit Company (Supplier ABC SDN BHD)

Close

Main Information Branches Other Information

Other Information > Add New Other Information >

Save

Other Information

*Title: Product Catalogue

Description:

7. Click “Upload” to upload brochure, catalogue or other files.

Edit Company (Supplier ABC SDN BHD)

Close

Main Information Branches Other Information

Other Information > Add New Other Information >

Save

Other Information

*Title: Product Catalogue

Description:

Unloaded Files

Upload

No	File Name	Uploaded At	Download	Delete
Sorry, currently there are no uploaded file available.				

8. Can upload multiple files or click “Close” to exit.

Edit Company (Supplier ABC SDN BHD)

Main Information Branches **Other Information**

Other Information > Add New Other Information >

Other Information

*Title:

Description:

Unloaded Files

No	File Name	Uploaded At	Download	Delete
1	catalogue.pdf	04/10/2020 14:04	Download	Remove


Request for Quotation

I. Assign to Project

1. Login to BuildSpace Pro

BUILDSPACE CONSTRUCTION SDN BHD

Access your Contract Administration + Project Management anywhere and collaborate with anyone.



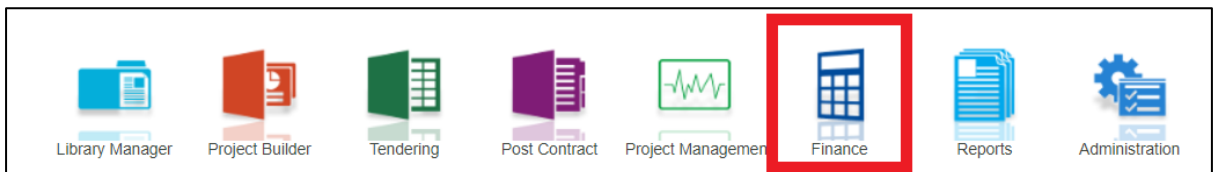
Email

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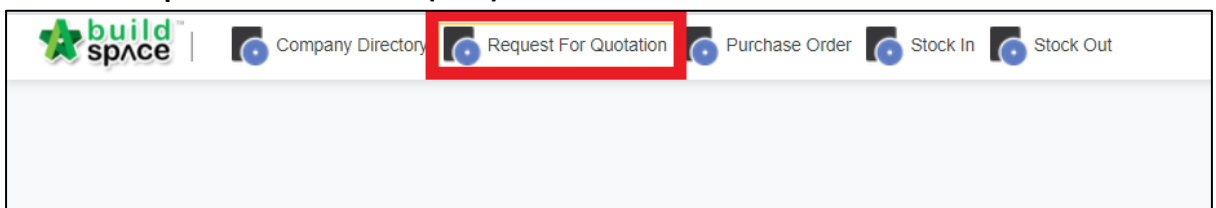
2. Click at the BuildSpace Logo on the top left corner to view the module.



3. Click at **“Finance Module”**

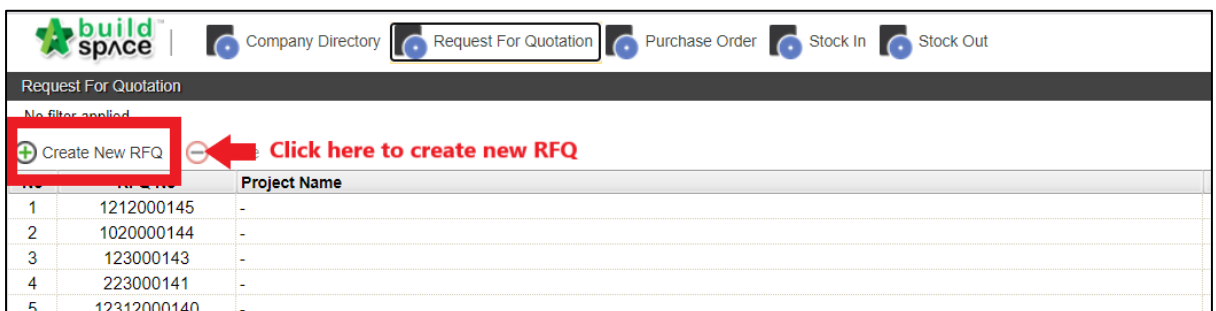


4. Choose **“Request for Quotation (RFQ)”** sub-module



5. Here user can see the list of RFQ created. To create a new RFQ, click **“Create New RFQ”**.

Notes: All user of the same group can see the list of RFQ created by the group members.



6. As for the **type**, choose **“Project”**. Click at the dropdown button and then click **“Assign Project”** to assign specific project into this RFQ.

Add New Request For Quotation

Save Close

Request For Quotation Information

Type: Project

*Project Name: Project

*Project Site Address: Resource

*RFQ No Prefix:

*RFQ No: 000146

Country:

State:

Add New Request For Quotation

Save Close

Request For Quotation Information

Type: Project

*Project Name: Assign Project

*Project Site Address:

*RFQ No Prefix: TEST 101

*RFQ No: TEST 101000146

Country:

State:

7. Tick on the check box on the left to choose the project. Then click “Select”.

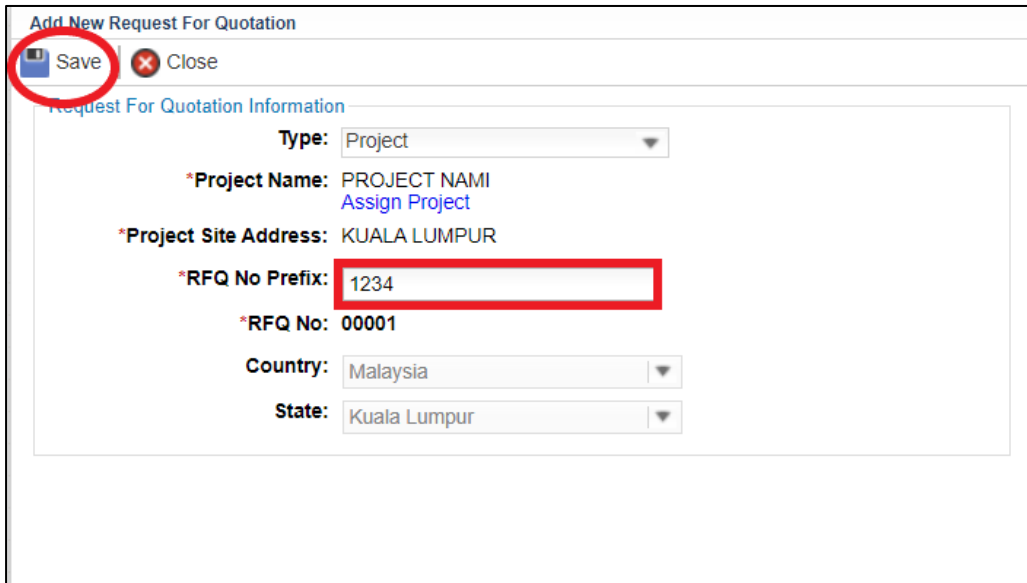
Request For Quotation Project Selection

No filter applied Find by: Title Search Refresh

Select Close

No	Title	Country	State	Created At
<input type="radio"/>	1 Lab Assignment 1	Malaysia	Negeri Sembilan	25/08/2020
<input type="radio"/>	2 Projek Pembaharuan Jeti Sibu	Malaysia	Sarawak	24/08/2020
<input checked="" type="radio"/>	3 PROJECT NAMI	Malaysia	Kuala Lumpur	24/08/2020
<input type="radio"/>	4 Single Storey House	Malaysia	Sabah	24/08/2020
<input type="radio"/>	5 Project Abc	Malaysia	Negeri Sembilan	23/08/2020
<input type="radio"/>	6 Project 1	Malaysia	Negeri Sembilan	23/08/2020
<input type="radio"/>	7 Measurement BQ	Malaysia	Kuala Lumpur	22/08/2020
<input type="radio"/>	8 Abc	Malaysia	Kedah	21/08/2020
<input type="radio"/>	9 Egk1112 Assignment	Malaysia	Negeri Sembilan	21/08/2020
<input type="radio"/>	10 BQ ASSIGNMENT	Malaysia	Kuala Lumpur	20/08/2020
<input type="radio"/>	11 Project Inti A	Malaysia	Negeri Sembilan	20/08/2020
<input type="radio"/>	12 Desmond Project	Malaysia	Selangor	19/08/2020
<input type="radio"/>	13 Cadangan Membina Dan Menyiapkan 3 Buah Apartment	Malaysia	Putrajaya	19/08/2020
<input type="radio"/>	14 ABC	Malaysia	Negeri Sembilan	19/08/2020
<input type="radio"/>	15 PROJECT A	Malaysia	Negeri Sembilan	19/08/2020
<input type="radio"/>	16 Project A	Malaysia	Kuala Lumpur	17/08/2020
<input type="radio"/>	17 Cadangan Membina Dan Menyiapkan 40 Buah Rumah Teres Di	Malaysia	Perak	13/08/2020

- Fill in other information especially those section with “*”. Then click “Save”.



Add New Request For Quotation

Save **Close**

Request For Quotation Information

Type: Project

*Project Name: PROJECT NAMI
Assign Project

*Project Site Address: KUALA LUMPUR

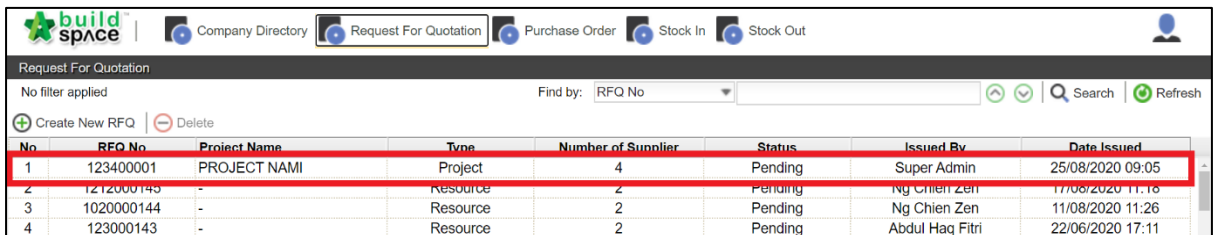
*RFQ No Prefix: 1234

*RFQ No: 00001

Country: Malaysia

State: Kuala Lumpur

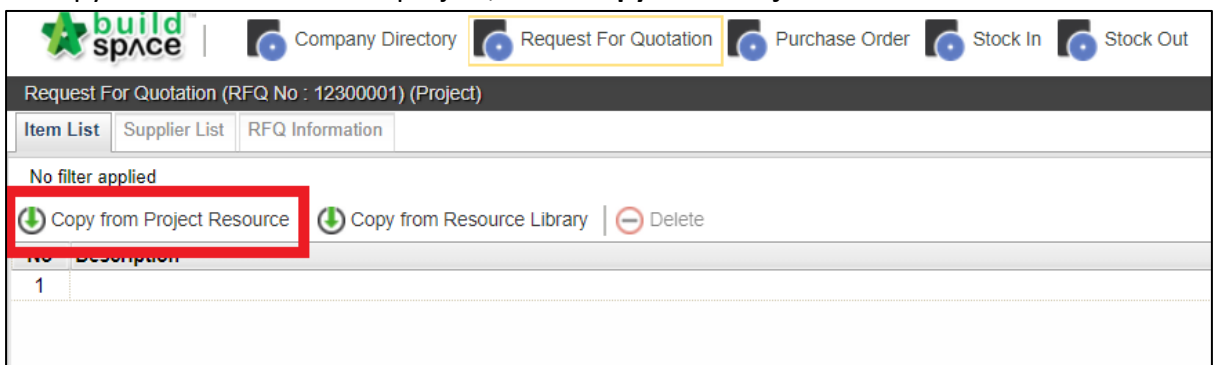
- The newly created RFQ will appear at the top of the list. **Double click** the RFQ to open.



No	RFQ No	Project Name	Type	Number of Supplier	Status	Issued By	Date Issued
1	123400001	PROJECT NAMI	Project	4	Pending	Super Admin	25/08/2020 09:05
2	1212000143	-	Resource	2	Pending	Ng Chien Zen	17/06/2020 11:18
3	1020000144	-	Resource	2	Pending	Ng Chien Zen	11/08/2020 11:26
4	1230000143	-	Resource	2	Pending	Abdul Haq Fitri	22/06/2020 17:11

Copy from Project Resource

- To copy the BQ item from the project, click “Copy from Project Resource”.



Request For Quotation (RFQ No : 12300001) (Project)

Item List **Supplier List** **RFQ Information**

No filter applied

Copy from Project Resource **Copy from Resource Library** **Delete**

No	Description
1	

- System will come out with this pop out box to which resources that have been used in the selected project. **Double click** to view trades under the resource chosen. For example, **materials**.

Copy from Project Resource

Resource >

No.	Description
1	Materials
2	Labour
3	Plant
4	

- Double click on the trade. For example, **rebar**.

Copy from Project Resource

Resource > Materials >

No.	Description
1	Plywood & mixwood
2	Rebar
3	

- System will show you all rebar used in the particular projects. **Tick on the check box** to which item user want to request quotation from the supplier then click **"Copy to Request for Quotation"**.

Copy from Project Resource

Resource > Materials > Rebar >

<input checked="" type="checkbox"/>	No.	Description	Type	Unit	Total Quantity
<input checked="" type="checkbox"/>	1	High Tensile	HEAD 1		
<input checked="" type="checkbox"/>	2	Y25	ITEM	Tonne	20.86
<input checked="" type="checkbox"/>	3	Y12	ITEM	Tonne	10.44
<input checked="" type="checkbox"/>	4	Mild Steel	HEAD 1		
<input checked="" type="checkbox"/>	5	R10	ITEM	Tonne	5.33
<input checked="" type="checkbox"/>	6		ITEM		

Copy from Resource Library

- To copy directly from the Resource Library, click **"Copy from Resource Library"**.

buildspace | Company Directory | Request For Quotation | Purchase Order | Stock In | Stock Out

Request For Quotation (RFQ No : 12300001) (Project)

Item List | Supplier List | RFQ Information

No filter applied

Copy from Project Resource | **Copy from Resource Library** | Delete

No	Description
1	

2. Double click on the resources > trades to view list of that particular trades.

Copy from Resource Library

Close

Resource > Materials >

No.	Description
1	Precast Concrete Pile
2	Sand
3	Hardcore
4	Precast Concrete Structures
5	Concrete
6	Plywood & mixwood
7	Rebar
8	BRC
9	Cement
10	Waterproof Protection
11	Brickworks
12	Brick
13	Sundries
14	Adhesive
15	Compartment
16	Door Frame
17	Fire Rated Door
18	Drainage
19	FRP Door & Window

3. Tick on the check box on the left to select then click “Copy to Request for Quotation”.

Copy from Resource Library

Close

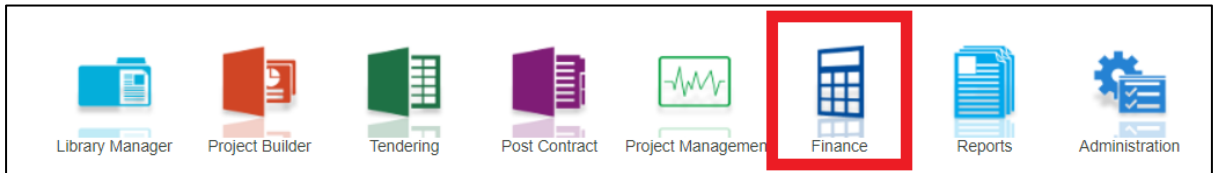
Resource > Materials > Concrete >

Copy to Request For Quotation

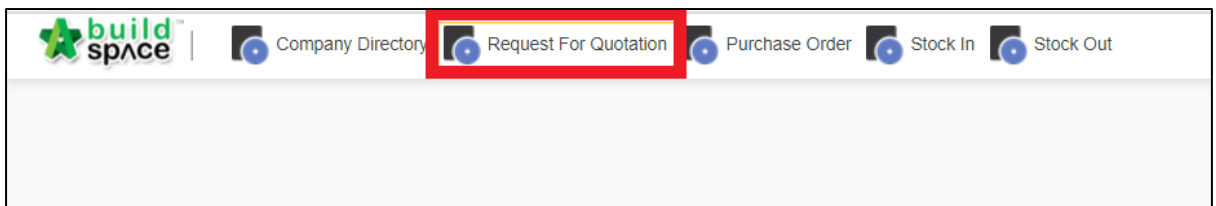
No.	Description	Type	Unit
1	Concrete Works	HEAD 1	
2	Vibrated Reinforced Concrete Grade 15	ITEM	M3
<input checked="" type="checkbox"/>	Vibrated Reinforced Concrete Grade 20	ITEM	M3
<input checked="" type="checkbox"/>	Vibrated Reinforced Concrete Grade 25	ITEM	M3
<input checked="" type="checkbox"/>	Vibrated Reinforced Concrete Grade 30	ITEM	M3
<input type="checkbox"/>	Vibrated Reinforced Concrete Grade 35	ITEM	M3
<input type="checkbox"/>	Vibrated Reinforced Concrete Grade 40	ITEM	M3
<input type="checkbox"/>	Vibrated Reinforced Concrete Grade 45	ITEM	M3
<input type="checkbox"/>	Vibrated Reinforced Concrete Grade 50	ITEM	m3
<input type="checkbox"/>	Vibrated Reinforced Concrete Grade 55	ITEM	m3
<input type="checkbox"/>	Lean Concrete Grade 15	ITEM	M3
2	Ready Mixed Concrete	HEAD 1	
<input type="checkbox"/>	Ready Mix Concrete, Grade C10 (Normal)	ITEM	M3
<input type="checkbox"/>	Ready Mix Concrete, Grade C15 (Normal)	ITEM	M3
<input type="checkbox"/>	Ready Mix Concrete, Grade C20 (Normal)	ITEM	M3

II. Assign to Resource

1. Click at “Finance Module”

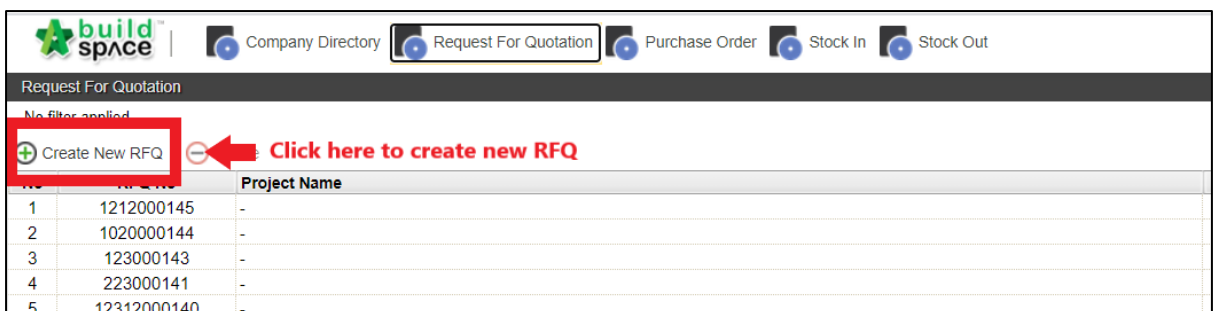


2. Choose “Request for Quotation (RFQ)” sub-module

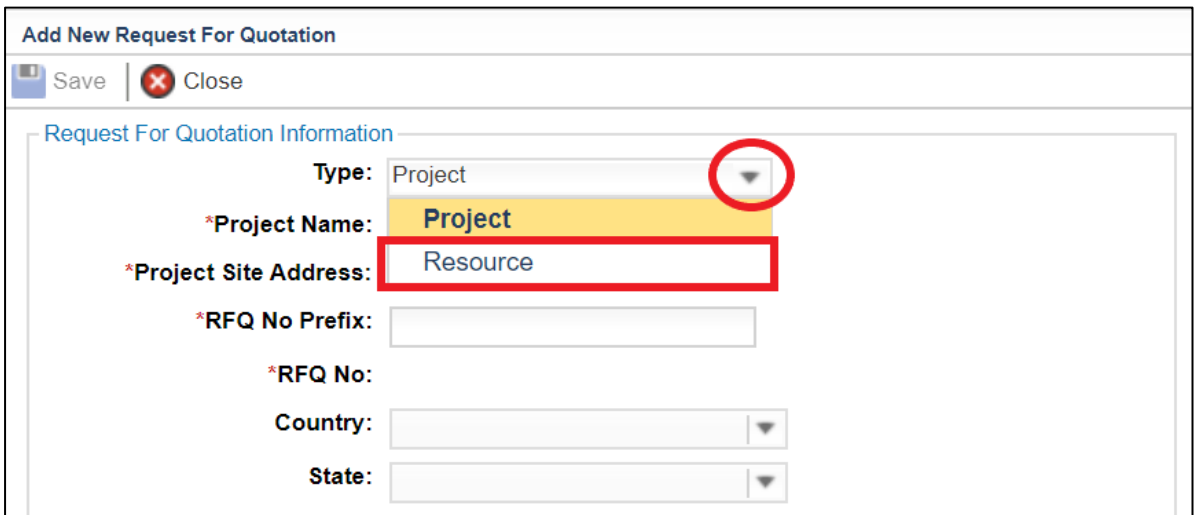


3. Here user can see the list of RFQ created. To create a new RFQ, click “Create New RFQ”.

Notes: All user of the same group can see the list of RFQ created by the group members.



4. Click on the dropdown button and choose “Resource”.



The screenshot shows the 'Add New Request For Quotation' form. The 'Type' dropdown menu is open, showing 'Project' and 'Resource'. The 'Resource' option is highlighted with a red rectangular box. The 'Project Name' field is also highlighted with a red rectangular box.

Add New Request For Quotation

Save Close

Request For Quotation Information

Type: Project

*Project Name: Project

*Project Site Address: Resource

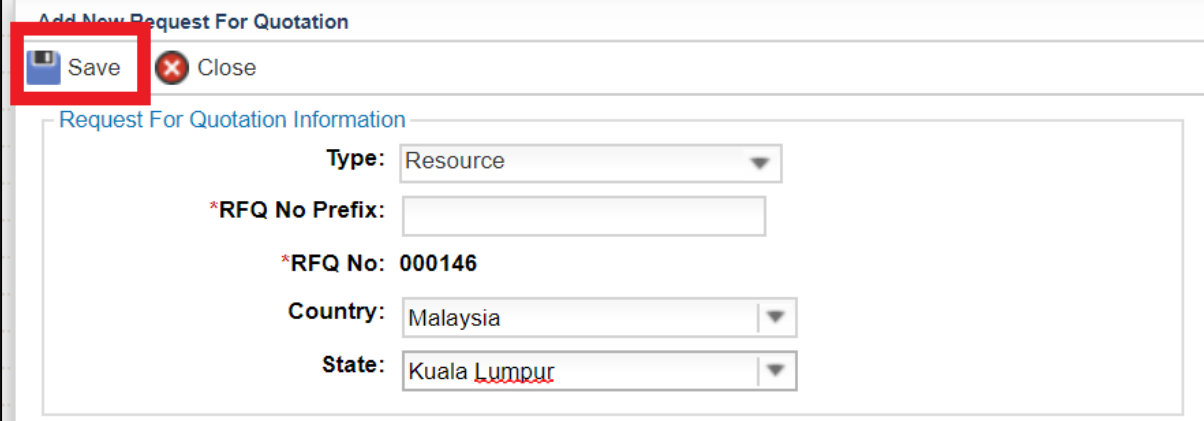
*RFQ No Prefix:

*RFQ No:

Country:

State:

- Fill in the information especially those with “*”. Then click “Save”.



Add New Request For Quotation

Save Close

Request For Quotation Information

Type: Resource

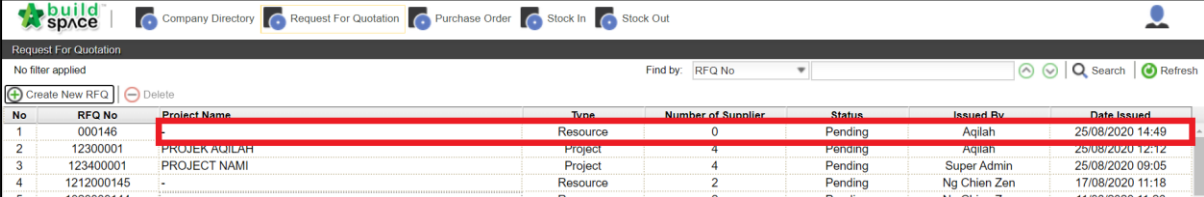
*RFQ No Prefix:

*RFQ No: 000146

Country: Malaysia

State: Kuala Lumpur

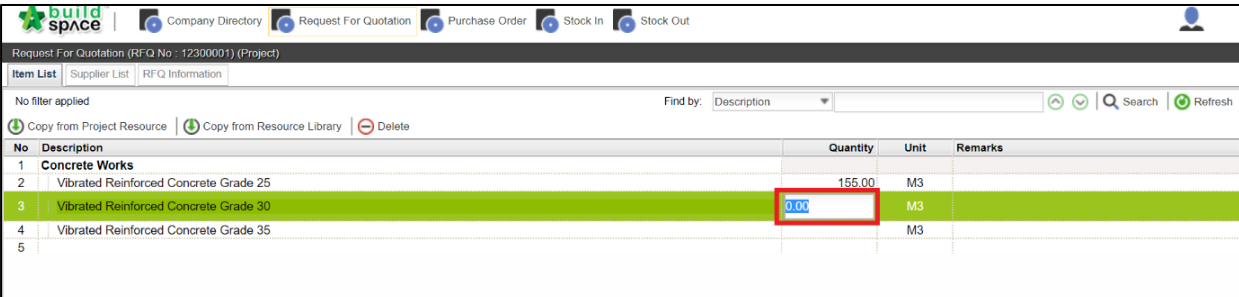
- The newly created RFQ will be displayed at the top of the list. **Double click** to open the RFQ.



No	RFQ No	Project Name	Type	Number of Supplier	Status	Issued By	Date Issued
1	000146		Resource	0	Pending	Aqlah	25/08/2020 14:49
2	12300001	PROJEK AQILAH	Project	4	Pending	Aqlah	25/08/2020 12:12
3	123400001	PROJECT NAMI	Project	4	Pending	Super Admin	25/08/2020 09:05
4	1212000145	-	Resource	2	Pending	Ng Chien Zen	17/08/2020 11:18
5	1020000144	-	Resource	2	Pending	Ng Chien Zen	11/08/2020 11:06

Item Remark Form

- All copied items will be shown as follows. To key in the **Quantity**, single click at the quantity column of selected item and **press enter** to key in and **press enter** again to save.



Request For Quotation (RFQ No : 12300001) (Project)

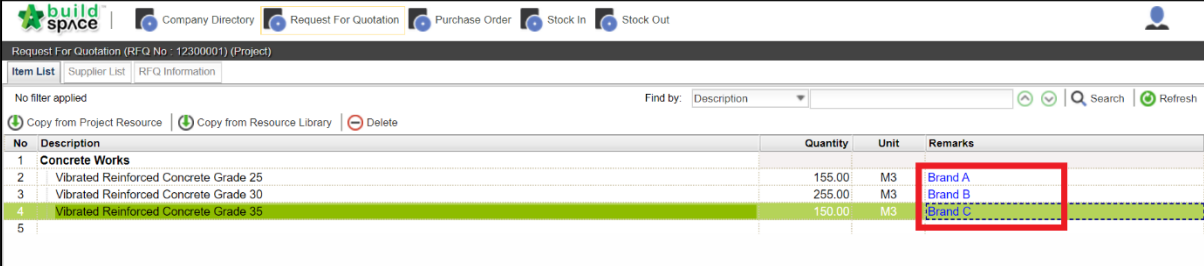
Item List Supplier List RFQ Information

No filter applied Find by: Description Search Refresh

Copy from Project Resource Copy from Resource Library Delete

No	Description	Quantity	Unit	Remarks
1	Concrete Works			
2	Vibrated Reinforced Concrete Grade 25	155.00	M3	
3	Vibrated Reinforced Concrete Grade 30	0.00	M3	
4	Vibrated Reinforced Concrete Grade 35		M3	
5				

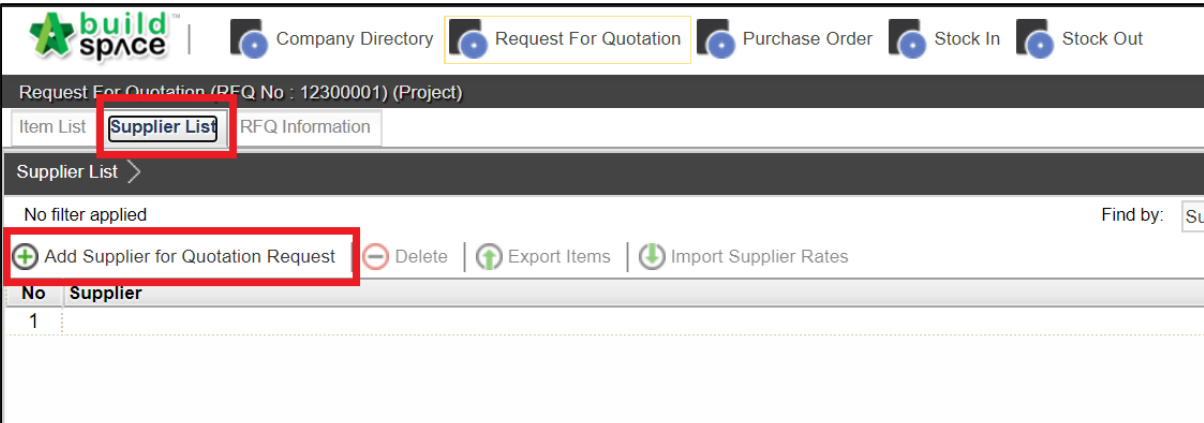
- Once all the quantities have been inserted, user can start to tag the particular item to its brand. Double click at the “Remarks” column.



No	Description	Quantity	Unit	Remarks
1	Concrete Works			
2	Vibrated Reinforced Concrete Grade 25	155.00	M3	Brand A
3	Vibrated Reinforced Concrete Grade 30	255.00	M3	Brand B
4	Vibrated Reinforced Concrete Grade 35	150.00	M3	Brand C
5				

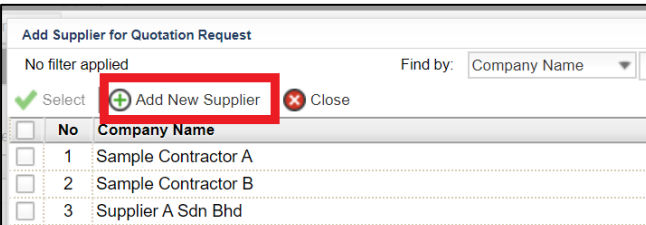
Supplier List

1. To add supplier to each item, click **"Supplier List"**. Then click **"Add Supplier for Quotation Request"**.



No	Supplier
1	

2. User can always add new supplier to the list by simply click **"Add New Supplier"**.



No	Company Name
1	Sample Contractor A
2	Sample Contractor B
3	Supplier A Sdn Bhd

3. Fill in the information especially those with **"*"**. Then click **"Save"**.

Add New Supplier

Main Information

*Company Name:

Short Name:

Registration Number: *Business Type:

About Company:

Contact Information

*Office Address:

*Contact Person: E-Mail:

Direct Line: Mobile:

Office Phone: Office Fax:

Postcode: *Country:

Website: *State:


On the other hand, if the supplier's company has already been added into the system, simply **tick on the check box** and click **"Select"**.

Add Supplier for Quotation Request

No filter applied Find by:

No	Company Name	Business Type	Country	State
<input checked="" type="checkbox"/>	1 Sample Contractor A			
<input checked="" type="checkbox"/>	2 Sample Contractor B			
<input type="checkbox"/>	3 Supplier A Sdn Bhd	Supplier	Malaysia	Selangor
<input type="checkbox"/>	4 Supplier B Sdn Bhd	Supplier	Malaysia	Kuala Lumpur
<input type="checkbox"/>	5 PCK Construction Sdn Bhd			
<input type="checkbox"/>	6 Global PCK Development Sdn Bhd			
<input type="checkbox"/>	7 Alibaba Construction Sdn Bhd			
<input type="checkbox"/>	8 AMD Construction Sdn Bhd			
<input type="checkbox"/>	9 Supplier AAA	Supplier	Malaysia	Selangor
<input checked="" type="checkbox"/>	10 Supplier C Sdn Bhd	Supplier	Malaysia	Kuala Lumpur
<input type="checkbox"/>	11 Supplier D Sdn Bhd	Supplier	Malaysia	Sabah
<input type="checkbox"/>	12 Supplier E Sdn Bhd	Contractor	Malaysia	Sabah
<input type="checkbox"/>	13 Ahmad Al-Bab Construction Sdn. Bhd		Malaysia	
<input type="checkbox"/>	14 Tan Chong Builders Sdn. Bhd.		Malaysia	
<input type="checkbox"/>	15 SetiaBina Enterpriess		Malaysia	
<input type="checkbox"/>	16 Contractor 1			
<input type="checkbox"/>	17 Contractor 2			
<input type="checkbox"/>	18 test			
<input type="checkbox"/>	19 Alam Bina Contractor		Malaysia	Kedah
<input type="checkbox"/>	20 Company A	Supplier	Malaysia	Negeri Sembilan


- All selected suppliers will be show as follows with **"Pending"** status.

 Company Directory Request For Quotation Purchase Order Stock In Stock Out		
Request For Quotation (RFQ No : 12300001) (Project)		
Item List Supplier List RFQ Information		
Supplier List		
No filter applied		
Find by: Supplier Search Refresh		
Add Supplier for Quotation Request Delete Export Items Import Supplier Rates		
No	Supplier	Status
1	Supplier C Sdn Bhd	Pending
2	Sample Contractor B	Pending
3	Sample Contractor A	Pending
4	Supplier Megah Bina Sdn Bhd	Pending
5		
		Last Updated
		25/08/2020 14:16
		25/08/2020 14:16
		25/08/2020 14:16
		25/08/2020 14:16

How to key in Supplier's Rate

I. Export to Excel

1. The status will automatically shows **"Pending"**. Single click at supplier's name and click **"Export Items"** to export the items into Excel.

 Company Directory Request For Quotation Purchase Order Stock In Stock Out		
Request For Quotation (RFQ No : 000010) (Resource)		
Item List Supplier List RFQ Information		
Supplier List		
No filter applied		
Find by: Supplier Search Refresh		
Add Supplier for Quotation Request Delete Export Items Import Supplier Rates		
No	Supplier	Status
1	ALUNAN ASAS SDN BHD	Pending
2	PCK DEVELOPMENT SOLUTION SDN BHD	Pending
3	GLOBAL PCK SOLUTIONS SDN BHD	Pending
4		
		Last Updated
		28/09/2020 17:11
		28/09/2020 17:11
		28/09/2020 17:11

2. Fill in the file name and click **"Export"**.

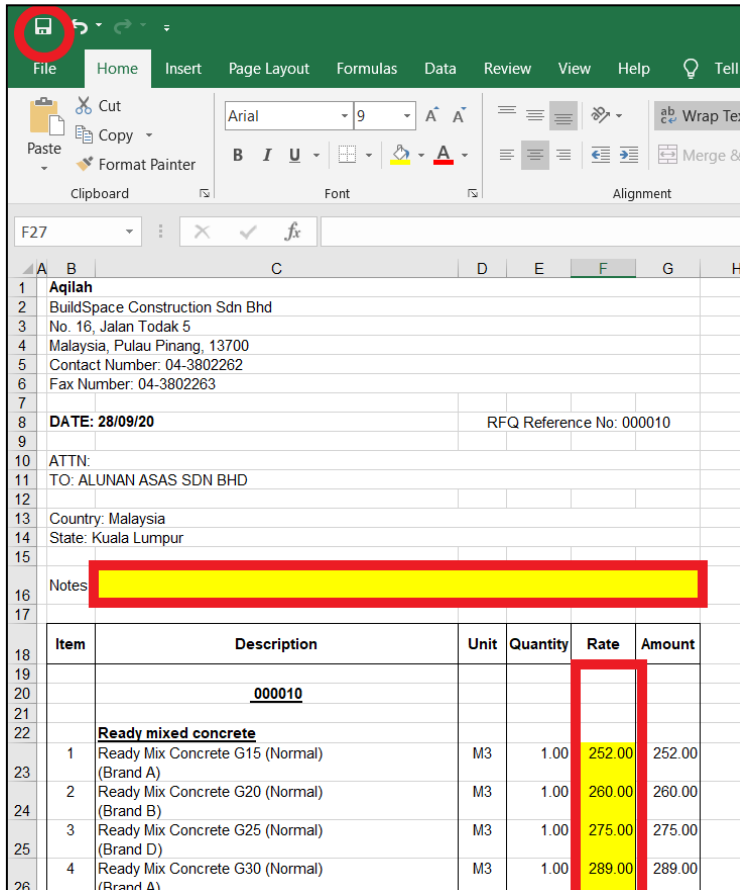
Export
Export
Close

Export

*Selected Supplier Name: ALUNAN ASAS SDN BHD
 *File Name:

- The exported Excel file will look something as follows. The supplier can only fill in the section highlighted in **Yellow Colour**. Once they have fill in the rate, click “**Save**”.

Notes: Please ensure that you receive the same file name as the system will only recognize the file with the same formatting and location as being exported.

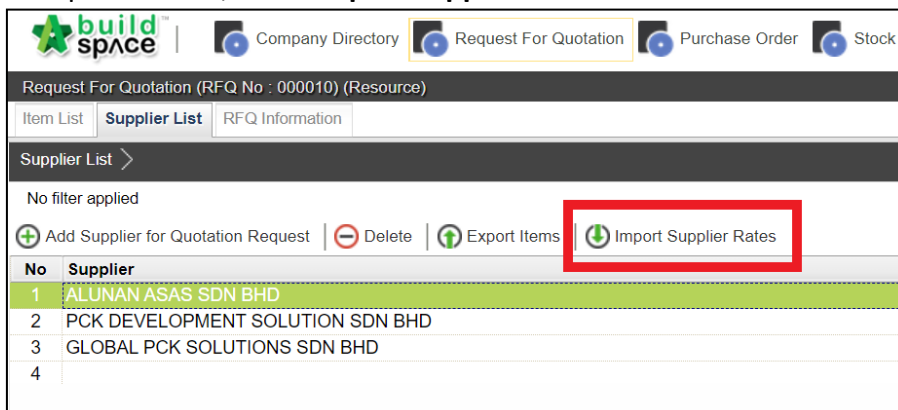


Item	Description	Unit	Quantity	Rate	Amount
000010					
Ready mixed concrete					
1	Ready Mix Concrete G15 (Normal) (Brand A)	M3	1.00	252.00	252.00
2	Ready Mix Concrete G20 (Normal) (Brand B)	M3	1.00	260.00	260.00
3	Ready Mix Concrete G25 (Normal) (Brand D)	M3	1.00	275.00	275.00
4	Ready Mix Concrete G30 (Normal) (Brand A)	M3	1.00	289.00	289.00

II. Import from Excel

Notes: Imported file from Excel must be of the same destination as being exported from the system.

- To import the file, click “**Import Supplier Rates**”.



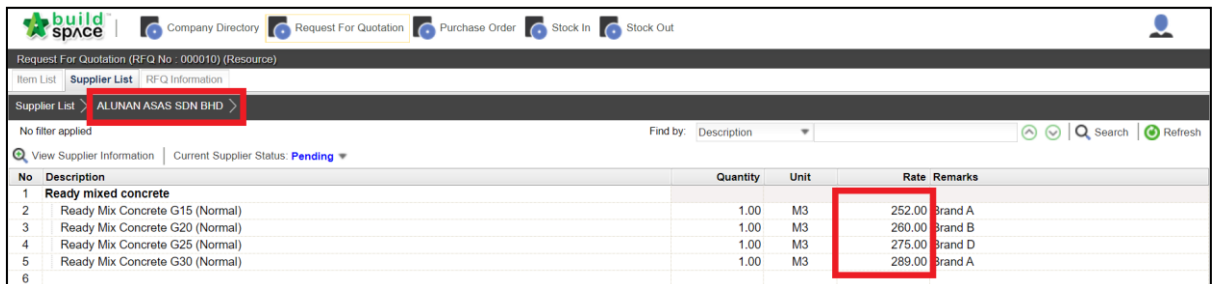
No	Supplier
1	ALUNAN ASAS SDN BHD
2	PCK DEVELOPMENT SOLUTION SDN BHD
3	GLOBAL PCK SOLUTIONS SDN BHD
4	

- Click to choose Excel file from your device.

Notes: The file received from the supplier must be of the same file extracted from the system and given to them.



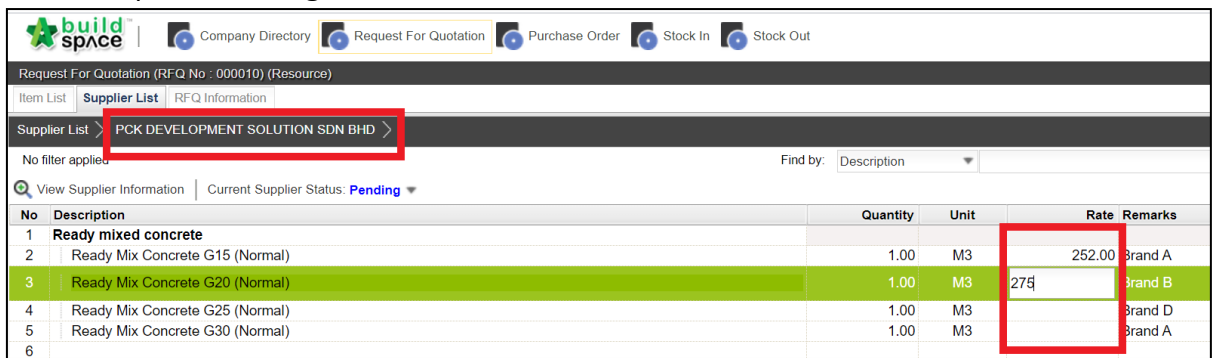
- Once imported, double click at the supplier's name and you can see the rates will be auto updated in the system.



No	Description	Quantity	Unit	Rate	Remarks
1	Ready mixed concrete				
2	Ready Mix Concrete G15 (Normal)	1.00	M3	252.00	Brand A
3	Ready Mix Concrete G20 (Normal)	1.00	M3	260.00	Brand B
4	Ready Mix Concrete G25 (Normal)	1.00	M3	275.00	Brand D
5	Ready Mix Concrete G30 (Normal)	1.00	M3	289.00	Brand A
6					

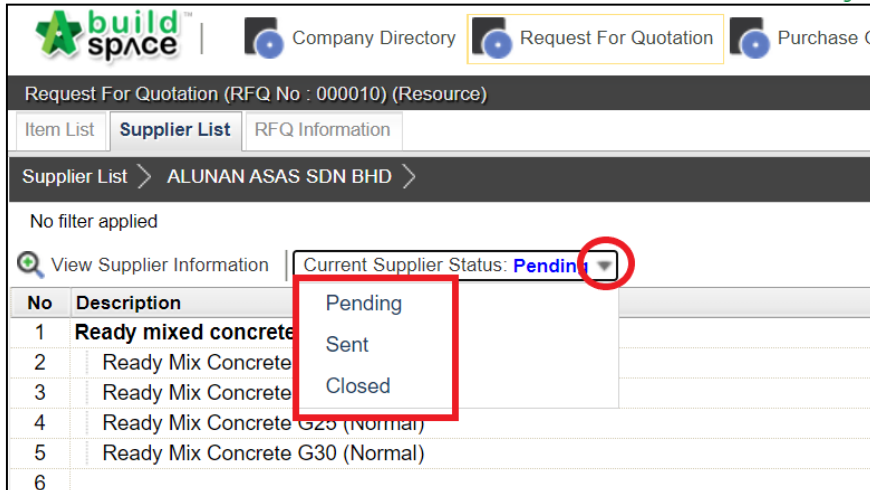
III. Manually Key In

- System also allows user to key in the rates for the supplier, manually. Double click at the supplier's name and single click at the rates column. Press **Enter** to key in the rates and press **Enter** again to save.



No	Description	Quantity	Unit	Rate	Remarks
1	Ready mixed concrete				
2	Ready Mix Concrete G15 (Normal)	1.00	M3	252.00	Brand A
3	Ready Mix Concrete G20 (Normal)	1.00	M3	275	Brand B
4	Ready Mix Concrete G25 (Normal)	1.00	M3		Brand D
5	Ready Mix Concrete G30 (Normal)	1.00	M3		Brand A
6					

- You may change the "Current Supplier Status" accordingly by clicking at the drop-down button.



Request For Quotation (RFQ No : 000010) (Resource)

Item List **Supplier List** RFQ Information

Supplier List > ALUNAN ASAS SDN BHD >


No filter applied

View Supplier Information Current Supplier Status: Pending

No	Description	Status
1	Ready mixed concrete	Pending
2	Ready Mix Concrete	Sent
3	Ready Mix Concrete	Closed
4	Ready Mix Concrete G25 (Normal)	
5	Ready Mix Concrete G30 (Normal)	
6		

Purchase Order

1. Click at “Purchase Order” module and click at “Create New PO”.



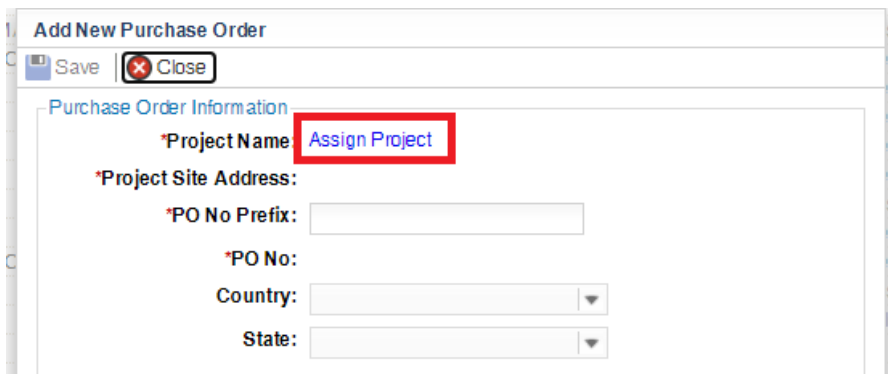
Purchase Order

No filter applied Find by: PC

+ Create New PO - Delete

No	PO No	Project Name
1	BB00004	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888
2	BB00003	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888
3	BB00002	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888
4	BB00001	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888
5	PO00003	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123
6	1211200001	-

2. Click at “Assign Project” to select which project the PO want to issue.



Add New Purchase Order

Save Close

Purchase Order Information

*Project Name Assign Project

*Project Site Address:

*PO No Prefix:

*PO No:

Country:

State:

3. Select the project and then click at “Select” button.

Request For Quotation Project Selection

2 of 3 matches Find by: Title 888 Search Refresh

☒ Select ☐ Close

No	Title	Country	State	Created At
<input type="radio"/> 1166	CADANGAN PEMBINAAN SEBUAH KOMPLEKS 888 DI ATAS LOT 888	Malaysia	Selangor	25/02/2019
<input type="radio"/> 1167	Landscape Training 1	Malaysia	Putrajaya	25/02/2019
<input type="radio"/> 1168	Sample Project GL 2	Malaysia	Putrajaya	24/02/2019
<input type="radio"/> 1169	CADANGAN MEMBINA SEMI-D 200 UNIT	Malaysia	Putrajaya	24/02/2019
<input type="radio"/> 1170	Sample Project GL Consultants 1	Malaysia	Putrajaya	22/02/2019
<input type="radio"/> 1171	Sample Project 96	Malaysia	Putrajaya	21/02/2019
<input type="radio"/> 1172	LA 1	Malaysia	Putrajaya	21/02/2019
<input type="radio"/> 1173	Sample Cost Data	Malaysia	Putrajaya	20/02/2019
<input type="radio"/> 1174	sample 1	Malaysia	Putrajaya	20/02/2019
<input type="radio"/> 1175	sample contractor 1	Malaysia	Putrajaya	20/02/2019
<input type="radio"/> 1176	sample sample sample	Malaysia	Putrajaya	19/02/2019
<input checked="" type="radio"/> 1177	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Malaysia	Selangor	19/02/2019
<input type="radio"/> 1178	CADANGAN MEMBINA RUMAH TYPE A & TYPE B	Malaysia	Putrajaya	19/02/2019

4. Can key in "PO No Prefix" if this is first PO for the project. Can select supplier if this is not the first PO. The system will auto filter all suppliers that supplied to this project before. Then click "Save" button.

Add New Purchase Order

☒ Save ☐ Close

Purchase Order Information

*Project Name: CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888
Assign Project

*Project Site Address: 3-2 JALAN SU 1E, PERSIARAN SERING UKAY 1 SERING UKAY

*PO No Prefix: BB

*PO No: BB00005

Supplier:

Country: Malaysia

State: Selangor

5. You can see a new PO created and the status is "Pending". Double click to go in to create PO.

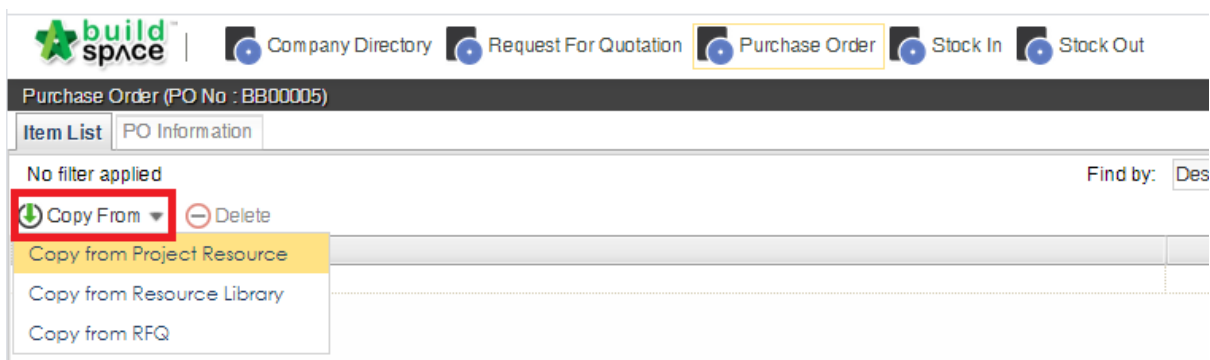
Purchase Order

No filter applied Find by: PO No

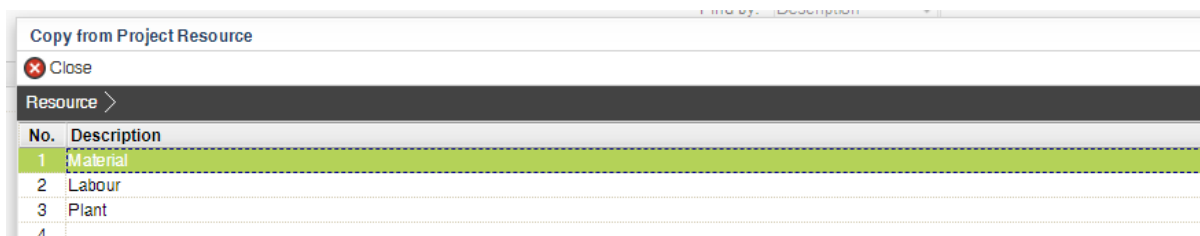
☒ Create New PO ☐ Delete

No	PO No	Project Name	Status	Issued By
1	BB00005	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Pending	Sky Buildspace
2	BB00004	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Issued	Sky Buildspace
3	BB00003	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Issued	Sky Buildspace
4	BB00002	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Issued	Sky Buildspace
5	BB00001	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Issued	Sky Buildspace
6	PO00003	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Pending	Chris Volcano
7	1211200001		Pending	Chris Volcano

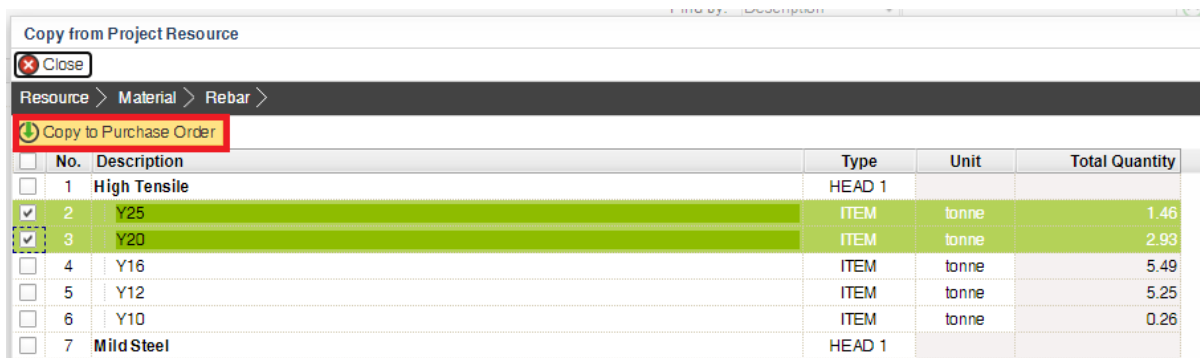
- Click **"Copy From"** to select you want to **a)** copy from project resource (if you using project analyser in the project), **b)** copy from resource library or **c)** copy from RFQ.



- If you select option a) and b), then you can browse to select what item you want to purchase by double clicking on the description.

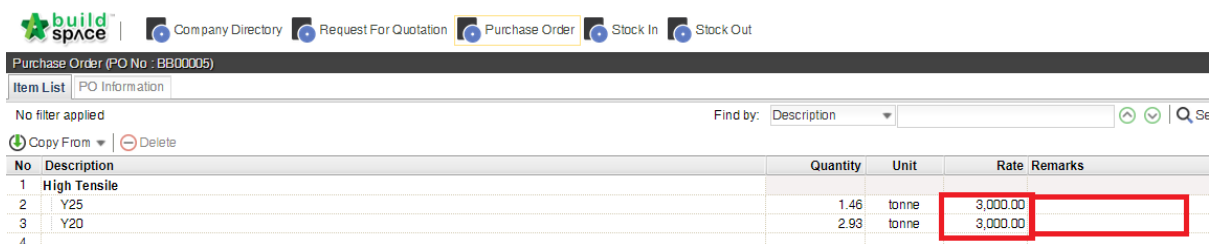


- Double click until item level to select items and click **"Copy to Purchase Order"**.



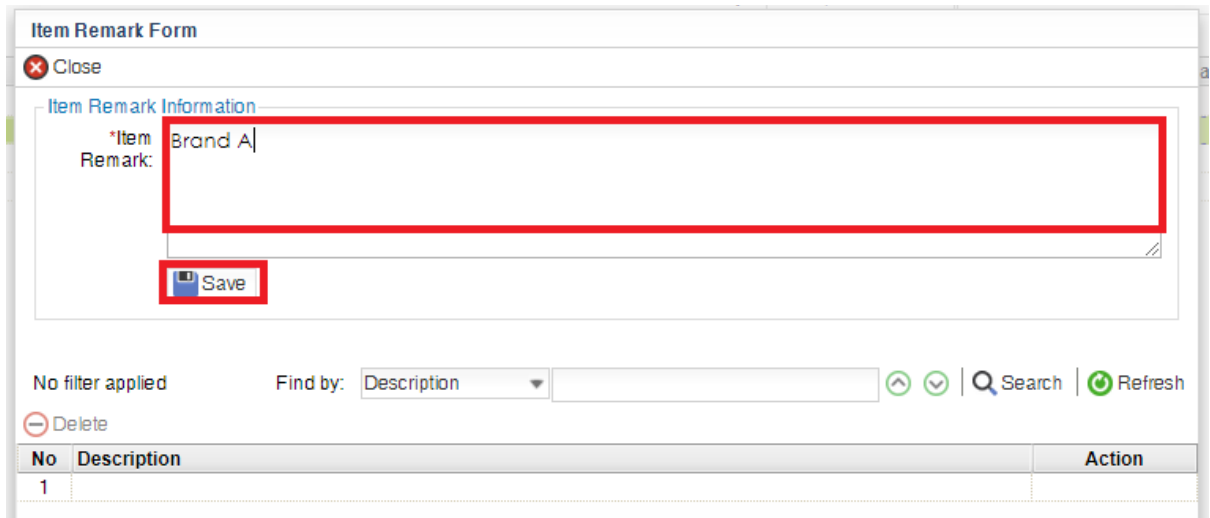
No.	Description	Type	Unit	Total Quantity
1	High Tensile	HEAD 1		
2	Y25	ITEM	tonne	1.46
3	Y20	ITEM	tonne	2.93
4	Y16	ITEM	tonne	5.49
5	Y12	ITEM	tonne	5.25
6	Y10	ITEM	tonne	0.26
7	Mild Steel	HEAD 1		

- Fill up the prices and double click to insert any remarks if have.



No.	Description	Quantity	Unit	Rate	Remarks
1	High Tensile				
2	Y25	1.46	tonne	3,000.00	
3	Y20	2.93	tonne	3,000.00	
4					

10. Fill up “Item Remark” and click “Save”.



Item Remark Form

Close

Item Remark Information

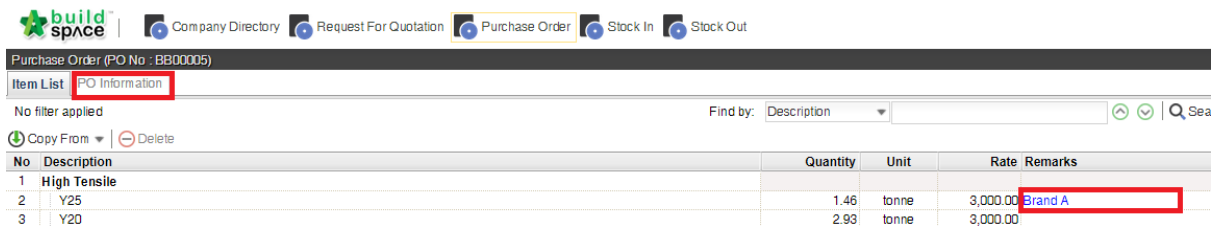
*Item Remark: Brand A

Save

No filter applied Find by: Description Search Refresh

No	Description	Action
1		

11. Click to select remark. Then click at “PO Information”.



buildspace Company Directory Request For Quotation Purchase Order Stock In Stock Out

Purchase Order (PO No : BB00005)

Item List PO Information

No filter applied Find by: Description Search Refresh

Copy From Delete

No	Description	Quantity	Unit	Rate	Remarks
1	High Tensile				
2	Y25	1.46	tonne	3,000.00	Brand A
3	Y20	2.93	tonne	3,000.00	

12. Fill up PO information and change the status. Click “Assign Supplier” to select which supplier.



buildspace Company Directory Request For Quotation Purchase Order Stock In Stock Out

Purchase Order (PO No : BB00005)

Item List PO Information

Save Assign Supplier Print

Purchase Order Information

Status: Pending

Price Display Format: Cancel

Print Without Cents: Closed

PO No: Issued

Ref: Pending

Your Quo Ref:

Company Address: Suite 52, Setia Avenue, No. 2, Jalan Setia Prima S U13/S, Setia Alam, Seksyen U13, 1 Sa Sds

Project Name: CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888

Currently Assigned Supplier: EFISH SDN. BHD.

13. Choose supplier and click **“Select”**.

Add Supplier for Purchase Order

No filter applied Find by: Company Name

No	Company Name	Registration No.	Business Type	Country	State
1	Dinomara Holding	ABC	Contractor	Malaysia	Kuala Lumpur
2	Contractor Bayu Mutiara	1046	Contractor	Malaysia	Putrajaya
3	ABC Contractor SB	1081	Contractor	Malaysia	Terengganu
4	Eco Sanctuary Sdn Bhd	Sanctuary	Business Unit	Malaysia	Selangor
5	EEFFY HOLDINGS SDN. BHD	137	Contractor	Malaysia	Selangor
6	EFEKTIF PERMAI SDN. BHD.	138	Contractor	Malaysia	Sabah
7	EFISH SDN. BHD.	139	Contractor	Malaysia	Terengganu
8	EFTRA BUILDERS SDN. BHD.	140	Contractor	Malaysia	Selangor
9	EHSAN BINA SDN. BHD.	141	Contractor	Malaysia	Selangor
10	FIRST NATIONWIDE DEVELOPMENT SDN.	142	Contractor	Malaysia	Selangor

14. Then can click **“Print”**, change status or click **“Save”**.

buildspace |

Purchase Order (PO No : BB00005)

Purchase Order Information

Status:

Price Display Format: ☒ 1,000.00 ☐ 1.000,00

Print Without Cents: ☐

PO No: BB00005

Ref:

Stock In (Update Invoice & Delivery Order)

1. Click at **“Stock In”** module and double click at project to update invoice and DO related to that project.


buildspace |

Stock In

No filter applied Find by: Title

Title	Country	State
1 Test11111111111111	Malaysia	Kuala Lumpur
2 Project VIZione	Malaysia	Putrajaya
3 Concretor 1	Malaysia	Putrajaya
4 Office Printing Baju	Malaysia	Selangor
5 Concrete Work	Malaysia	Selangor
6 CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Malaysia	Selangor
7 PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Malaysia	Selangor
8 Project Simulation Testing 111	Malaysia	Kuala Lumpur

2. Can see list of Invoices with total amount. Click at **“Add New Invoice”** to add new invoice.

 Company Directory Request For Quotation Purchase Order Stock In Stock Out					
Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)					
Invoice List					
No filter applied					
Find by: Invoice No					
+ Add New Invoice - Delete					
No	Invoice No	Selected PO	Supplier	Invoice Total	
1	2312	BB00003	EFISH SDN. BHD.	67,100.00	
2	1324	BB00002	SK WAWASAN SDN BHD	92,420.00	
3	1200	BB00001	KEENSIGN ENGINEERING SDN BHD	1,233.70	
4					

3. Key in "Invoice No", Select PO, Select Payment Term and Date of Invoice. Then click "Save".

Add New Invoice

Save
Close

*Invoice No: 3212


*Select PO:

Supplier: -


*Term: Cash


*Date of Invoice: 04/10/2020


4. Double click to edit invoice info, upload invoice and update delivery order information.


 Company Directory Request For Quotation Purchase Order Stock In Stock Out					
Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)					
Invoice List					
No filter applied					
Find by: Invoice No					
+ Add New Invoice - Delete					
No	Invoice No	Selected PO	Supplier	Invoice Total	Created By
1	3212	BB00005	EFISH SDN. BHD.	13,170.00	Sky Buildspace
2	2312	BB00003	EFISH SDN. BHD.	67,100.00	Sky Buildspace
3	1324	BB00002	SK WAWASAN SDN BHD	92,420.00	Sky Buildspace
4	1200	BB00001	KEENSIGN ENGINEERING SDN BHD	1,233.70	Sky Buildspace
5					


5. Update Qty, Rate, Discount % and Tax % if needed.





 Company Directory

 Request For Quotation

 Purchase Order

 Stock In

 Stock Out



Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Invoice List

3212

Invoice Item List



Delivery Order


Invoice Information


No filter applied


Find by:


Description



 Search

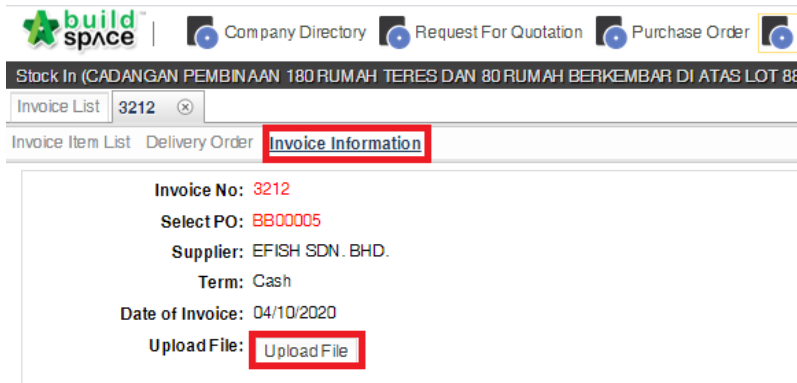
 Refresh

 Copy from Resource Library

 Delete

No	Description	Qty	Unit	Rate	Discount %	Tax %	Total without Tax	Total with Tax	DO Qty	Balance Qty
1	High Tensile									
2	Y25 Brand A	1.46	tonne	3,000.00			4,380.00	4,380.00		-1.46
3	Y20	2.93	tonne	3,000.00			8,790.00	8,790.00		-2.93
4										

- Click at **"Invoice Information"** to upload invoice.



buildspace | Company Directory | Request For Quotation | Purchase Order

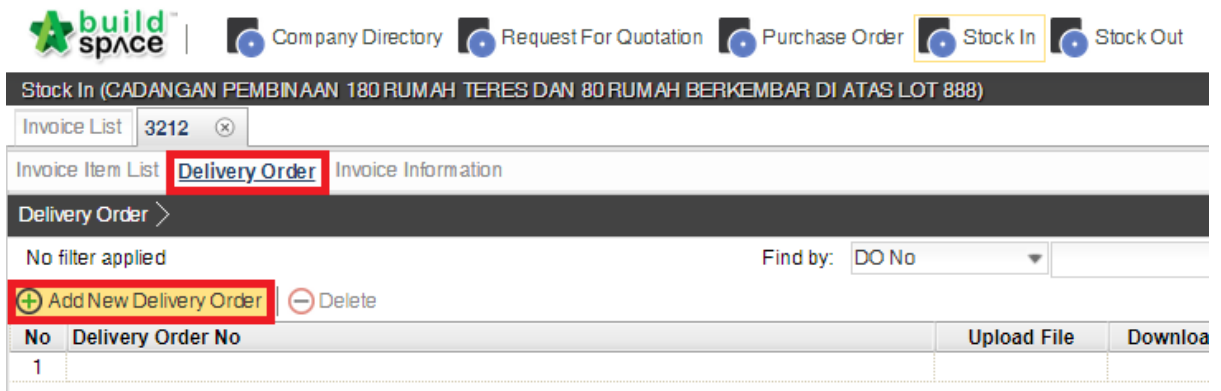
Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 88)

Invoice List 3212

Invoice Item List | Delivery Order | **Invoice Information**

Invoice No: 3212
 Select PO: BB00005
 Supplier: EFISH SDN. BHD.
 Term: Cash
 Date of Invoice: 04/10/2020
 Upload File: **Upload File**

- Click at **"Delivery Order"** and then click at **"Add New Delivery Order"** to add DO information. Can add more than one DO.



buildspace | Company Directory | Request For Quotation | Purchase Order | **Stock In** | Stock Out

Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Invoice List 3212

Invoice Item List | **Delivery Order** | Invoice Information

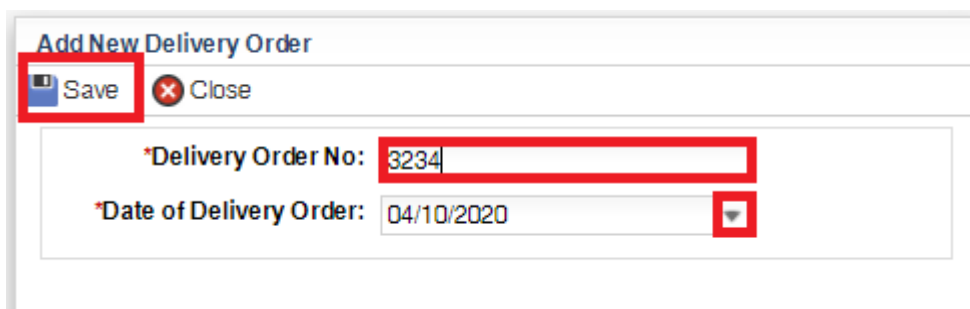
Delivery Order >

No filter applied Find by: DO No

+ Add New Delivery Order | - Delete

No	Delivery Order No	Upload File	Download
1			

- Key in **"Delivery Order No"** and select the **Delivery Date**. Then click **"Save"**.



Add New Delivery Order

Save **Close**

*Delivery Order No: 3234

*Date of Delivery Order: 04/10/2020

- Click **"Upload"** to upload delivery order. **Double click at delivery order number** to update DO information.

buildspace | Company Directory | Request For Quotation | Purchase Order | **Stock In** | Stock Out

Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Invoice List | 3212 | Invoice Item List | **Delivery Order** | Invoice Information

Delivery Order >

No filter applied Find by: DO No

+ Add New Delivery Order - Delete

No	Delivery Order No	Upload File	Download File	Remove File
1	A3234	Upload	-	-
2				

- Press enter to update DO quantity. Click at "Delivery Order" to go back to DO summary page.

buildspace | Company Directory | Request For Quotation | Purchase Order | **Stock In** | Stock Out

Stock In (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Invoice List | 3212 | Invoice Item List | **Delivery Order** | Invoice Information

Delivery Order > A3234 >

No filter applied Find by: Description Search Refresh

No	Description	Remarks	Unit	Invoice Qty	DO Qty
1	High Tensile				
2	Y25	Brand A	tonne	1.46	
3	Y20		tonne	2.93	
4					

Stock Out (Update Stock out & Generate Stock Control Report with total project expenses)

I. Manage Stock Out

- Click at "Stock Out" and **double click at project title** to see all stocks related to that project.


buildspace | Company Directory | Request For Quotation | Purchase Order | Stock In | **Stock Out**

Stock Out

No filter applied Find by: Title

	Title	Country	State	Created By
1	Project ViZone	Malaysia	Putrajaya	Chris Volcano
2	Office Printing Baju	Malaysia	Selangor	Hidayah
3	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Malaysia	Selangor	Chris Volcano
4	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Malaysia	Selangor	Chris Volcano
5	Project Simulation Testing 111	Malaysia	Kuala Lumpur	Heng Chin Guan

- Click at "Manage Stock Out".


[Company Directory](#)
[Request For Quotation](#)
[Purchase Order](#)
[Stock In](#)
[Stock Out](#)

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Resource

No filter applied Find by:

Manage Stock Out

No	Description
1	Material
2	Plant
3	

- Click at "Add New Stock Out".

Manage Stock Out

Stock Out >

Add New Stock Out

No.	Running Number	Created By	Stock Out Date
1	00002	Sky Buildspace	04/10/2020
2	00001	Sky Buildspace	04/10/2020
3			

- Select stock out date and click "Save".

Add New Stock Out

Stock Out No: 00003

*Stock Out Date: 04/10/2020

- Double click at "Running Number".

Manage Stock Out

Stock Out >

Add New Stock Out

No.	Running Number	Created By
1	00003	Sky Buildspace
2	00002	Sky Buildspace
3	00001	Sky Buildspace

- Click at "Copy from Delivery Order".

Manage Stock Out

Stock Out > 00003 >

No.	Description
1	

- Double click to browser for "Stocks".

Copy from Delivery Order

Resource >

No	Description
1	Material
2	Plant
3	

- "Tick" to choose the stock and click "Copy".

Copy from Delivery Order

Resource > Material > Plywood and mixwood >

No	Description	Unit	DO Qty
<input checked="" type="checkbox"/> 1	Plywood - 4" x 8"	PC	45.80
<input type="checkbox"/> 2	Timber plank	m3	15.62
<input type="checkbox"/> 3			

- Press enter to update "Stock Out Qty" and then click "Close"

Manage Stock Out

Stock Out > 00003 >

No.	Description	Type	Unit	Stock Out Qty
1	Plywood - 4" x 8"	ITEM	PC	45.80
2		NOID		

II. Stock Control Report

- Click at "Stock Out" and double click at project title to see all stocks related to that project.

Stock Out				
No filter applied		Find by:	Title	
Title	Country	State	Created By	
1 Project Vizione	Malaysia	Putrajaya	Chris Volcano	
2 Office Printing Baju	Malaysia	Selangor	Hidayah	
3 CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	Malaysia	Selangor	Chris Volcano	
4 PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Malaysia	Selangor	Chris Volcano	
5 Project Simulation Testing 111	Malaysia	Kuala Lumpur	Heng Chin Guan	

- Can see the overall cost. Double click at resource category to see sub level's total.

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)				
Resource				
No filter applied		Find by:	Description	
Manage Stock Out				
No	Description	Total Cost		
1	Material	106,823.70		
2	Plant	67,100.00		
3				

- Can see sub level costs and double click at sub level to see item's information.

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)				
Resource Material				
Material				
No filter applied		Find by:	Description	
No	Description	Total Cost		
1	Sand	92,420.00		
2	Plywood and mixwood	1,233.70		
3	Rebar	13,170.00		
4				

- Can see the detail information.

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)				
Resource Material				
Material Plywood and mixwood				
No filter applied		Find by:	Description	
No	Description	Unit	Total Cost with Tax	DO Qty
1	Plywood - 4" x 8"	PC	687.00	45.80
2	Timber plank	m3	546.70	15.62
3				
			Stock Out Qty	
			45.80	
			Balance Qty	
			15.62	

Double click at;

- "Total Cost with Tax" to view invoice

buildspace | Company Directory | Request For Quotation | Purchase Order | Stock In | **Stock Out**

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Resource: Material

Material > Plywood and mixwood > Plywood - 4" x 8"

No filter applied [Click here to go back](#) Find by: Invoice No Search Refresh

No	Invoice No	Supplier	Rate	Discount %	Tax %	Qty	Total without Tax	Total with Tax	Issued By	Invoice Date
1	1200	KEENSIGN ENGINEERING SDN BHD	15.00			45.80	687.00	687.00	Sky Buildspace	01/10/2020
2										

b) "DO Qty" to view DO information

buildspace | Company Directory | Request For Quotation | Purchase Order | Stock In | **Stock Out**

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Resource: Material

Material > Plywood and mixwood > Plywood - 4" x 8"

No filter applied Find by: Invoice No Search Refresh

No	Invoice No	DO No	DO Qty	Remarks	Supplier	Date of Delivery Order
1	1200	1211	45.80		KEENSIGN ENGINEERING SDN BHD	02/10/2020
2						

c) "Stock Out Qty" to view stock out information

buildspace | Company Directory | Request For Quotation | Purchase Order | Stock In | **Stock Out**

Stock Out (CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888)

Resource: Material

Material > Sand > Fine Sand

No filter applied Find by: Stock Out No Search Refresh

No	Stock Out No	Stock Out Qty	Created By	Stock Out Date
1	00002	84.84	Sky Buildspace	04/10/2020
2	00001	100.00	Sky Buildspace	04/10/2020
3				

Materials Wastage Report

Note: The wastage report will automatically produce provided you are utilising "Project Analyzer" and the project had been pushed to post contract.

1. Open a project at post contract module and click at "Wastage Report" button.

buildspace | Post Contract

Post Contract > CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888 (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Re-Measure Provisional | Location Management | Define Locations | Sub-Packages | **Wastage Report** | Final Account Statement | Budget Report | Reload

No.	Description	Omitted Items	Overall Total	% Up To Date Claim	Amount	Imported Up To Date Claim
	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888					
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES		128,000.00	10.94%	14,000.00	
2	BILL NO.2 - PILING WORKS		318,696.74	10.92%	34,805.99	
	Building Works					
3	BILL NO.3 - MULTI TYPES	25	2,485,305.45	64.64%	1,606,546.37	
4	BILL NO.4 - SINGLE TYPE	19	1,216,388.64	66.19%	805,099.32	
5	BILL NO.5 - PROVISIONAL SUM		16,626,000.00	1.00%	166,260.00	
	VARIATION ORDER		1,908,885.80	0.76%	14,413.09	
	REQUEST FOR VARIATION CLAIMS					
	MISCELLANEOUS					
	ADVANCE PAYMENT		20,000.00			

2. Double click to go sub level.

buildspace Post Contract		Post Contract > Project Analyzer - CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	
Back to Post Contract		Resources >	
No.	Description	Total Cost	
1	Material	8,221,139.33	
2	Labour	930,000.49	
3	Plant	615,686.44	
4			


- Double click again to go to sub level.

buildspace Post Contract		Post Contract > Project Analyzer - CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888	
Back to Post Contract		Resources > Material >	
No.	Description	Total Cost	
1	Sand	8,852.50	
2	Ready-mix concrete	8,126,540.96	
3	Plywood and mixwood	17,363.88	
4	Rebar	47,348.45	
5	Cement	21,033.54	
6	UNSORTED		
7			

- At item level, you can see Total Qty and Total Claimed Qty based on progress claim. Then you can compare with above stock control report.



Post Contract



Post Contract > Project Analyzer - CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888

Back to Post Contract

Resources > Material > Rebar >

No.	Description	Unit	Rate	Wastage (%)	Total Qty	Total Cost	Claimed Qty	Claimed Amount
1	High Tensile							
2	Y25	tonne	2,450.00		1.46	3,579.45	1.29	3,153.84
3	Y20	tonne	2,450.00		2.93	7,178.50	2.58	6,324.99
4	Y16	tonne	2,450.00		5.49	13,452.95	4.63	11,343.72
5	Y12	tonne	2,550.00		5.25	13,377.30	2.15	5,473.45
6	Y10	tonne	2,550.00		0.26	670.65	0.08	201.19
7	Mild Steel							
8	R10	tonne	2,600.00		1.61	4,186.00	1.42	3,688.28
9	R6	tonne	2,600.00		1.89	4,903.60	0.93	2,415.53
10								