BUILDSPACE PRO

For Contractor

Finance & Stock Control Module

Powered by:

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Enabling Digital Transformation

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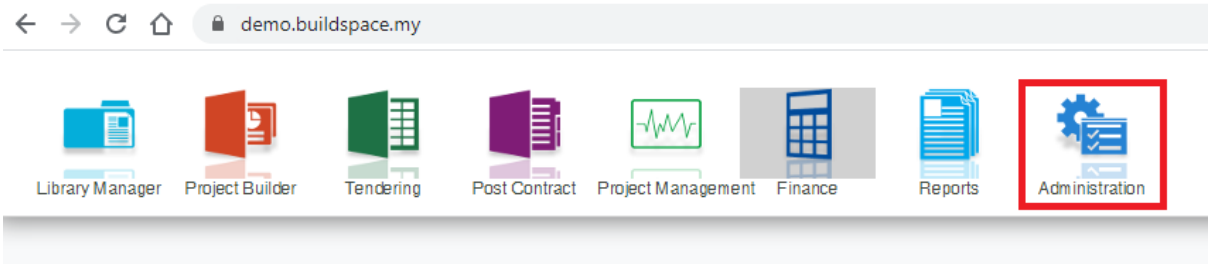
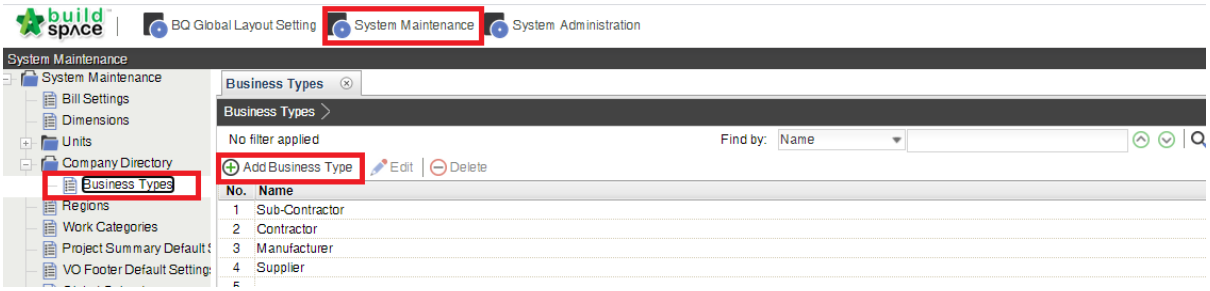
Add Supplier Company & Upload Product Catalogue

I. Add Business Type

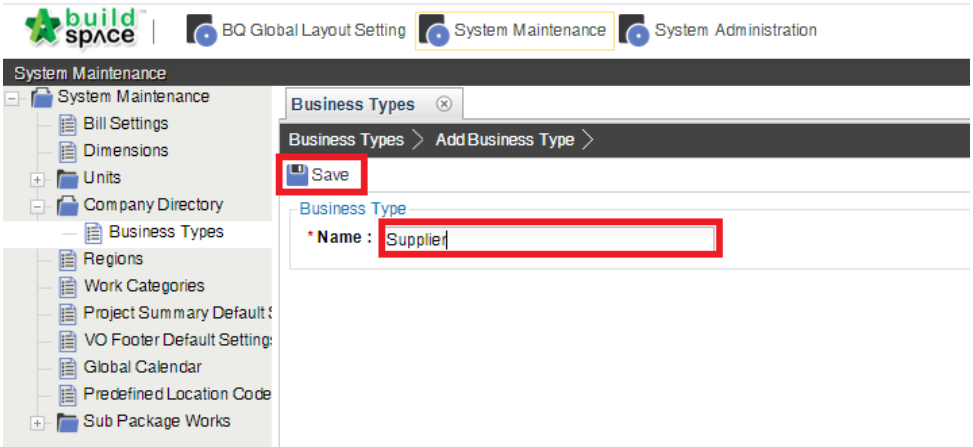
1. Login to **BuildSpace** Pro and click at "**Administration**" module.



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

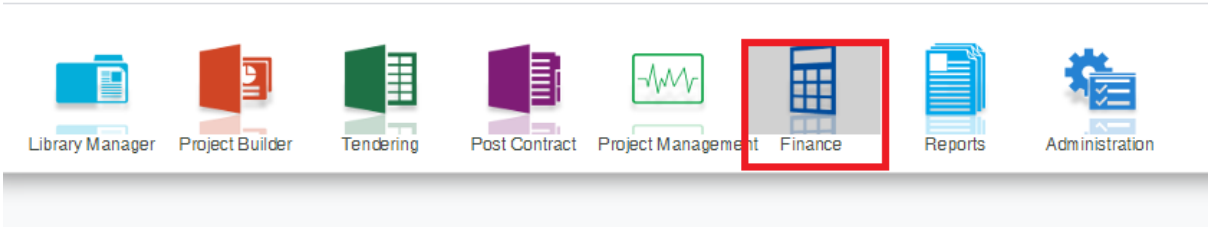


3. Key in new business type name and click "Save".

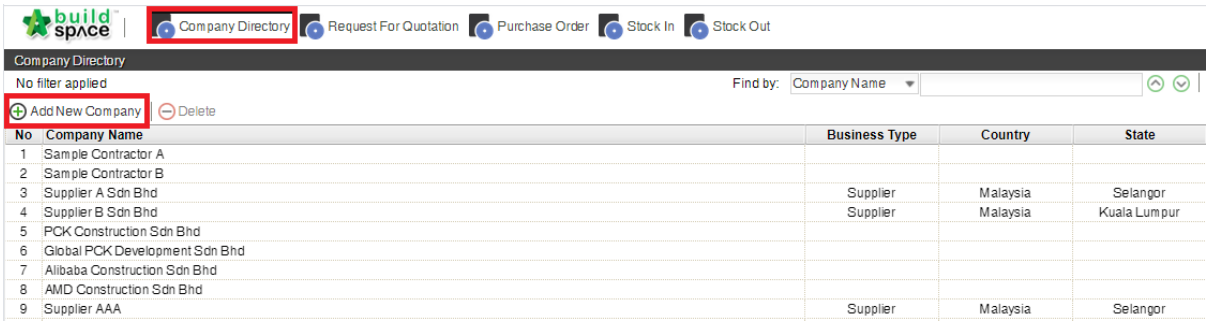


II. Add Supplier

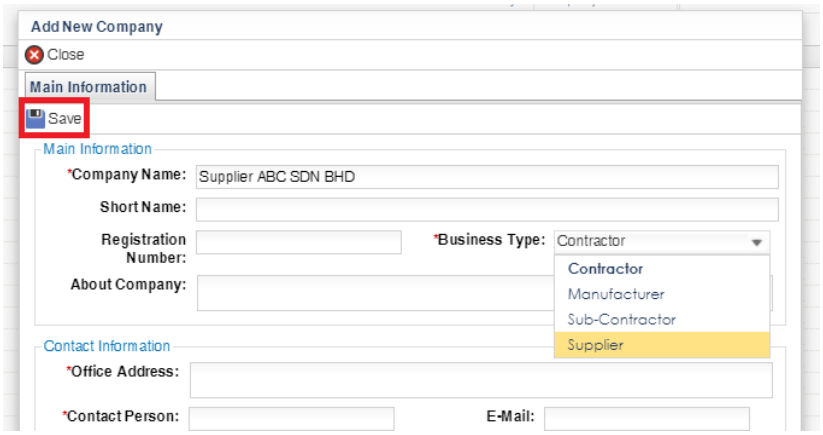
1. Click at BuildSpace logo and click at "**Finance**" module.



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

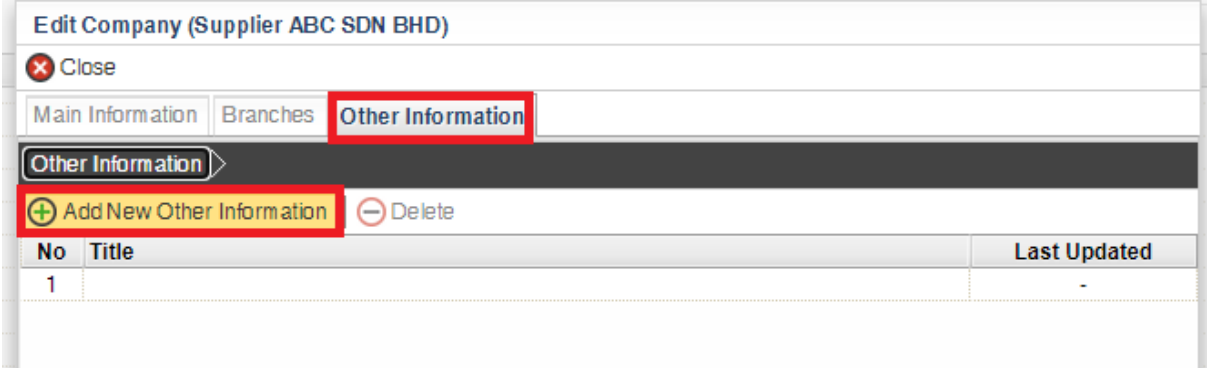


3. Fill up supplier information and click "**Save**".

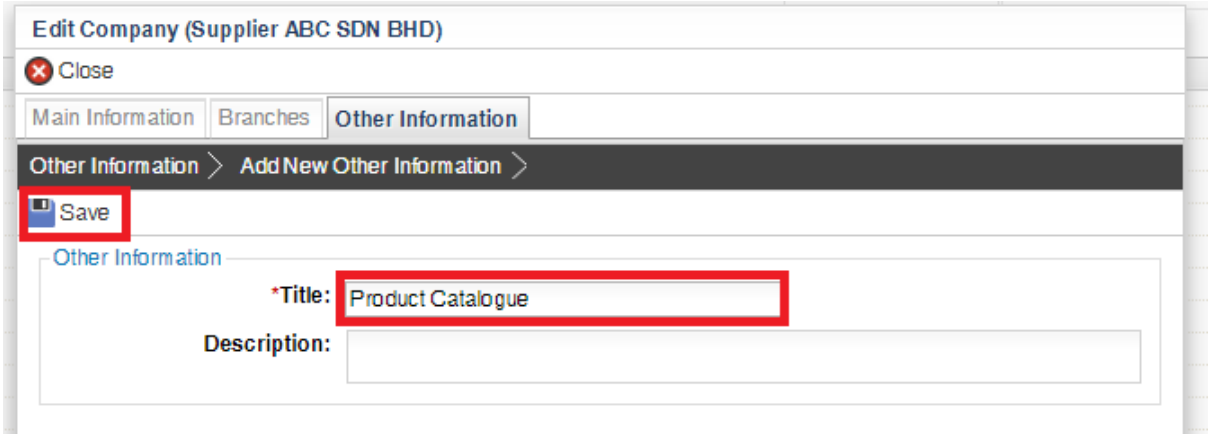


4. Double click at company name.

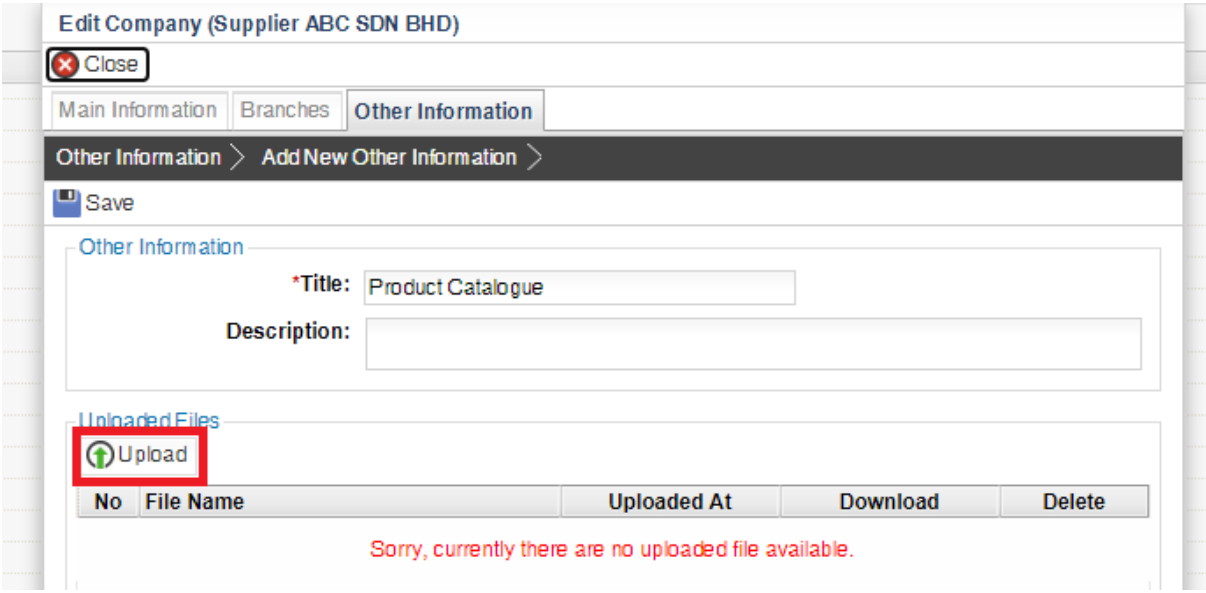
5. Click at "**Other Information**" and then click at "**Add New Other Information**".



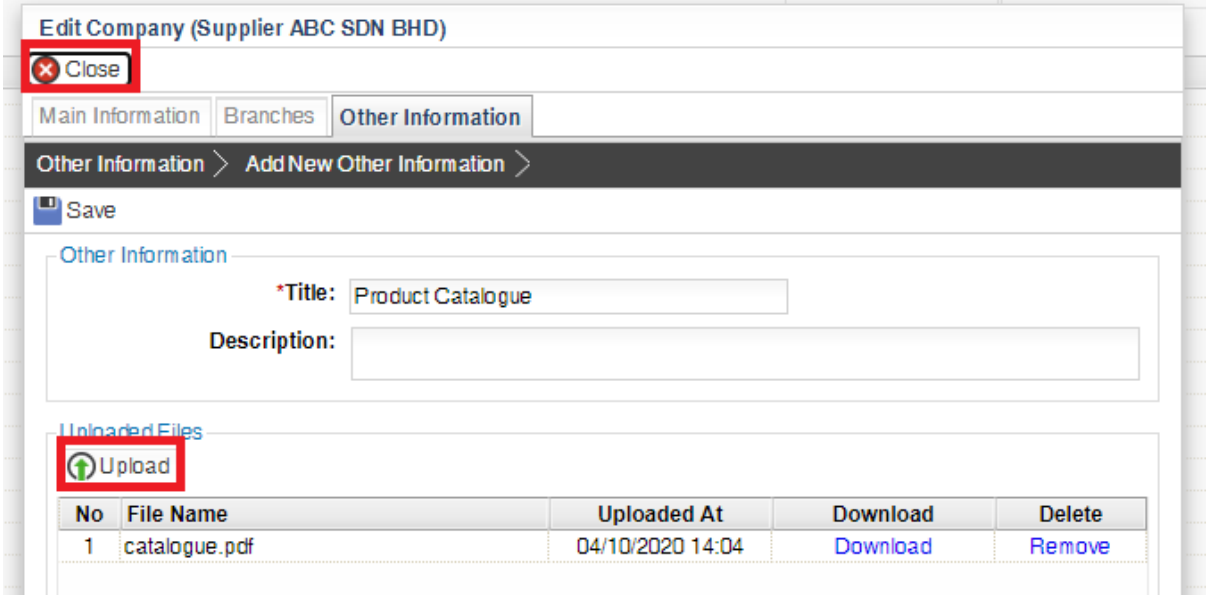
6. Key in "**Title**" and click "**Save**".



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



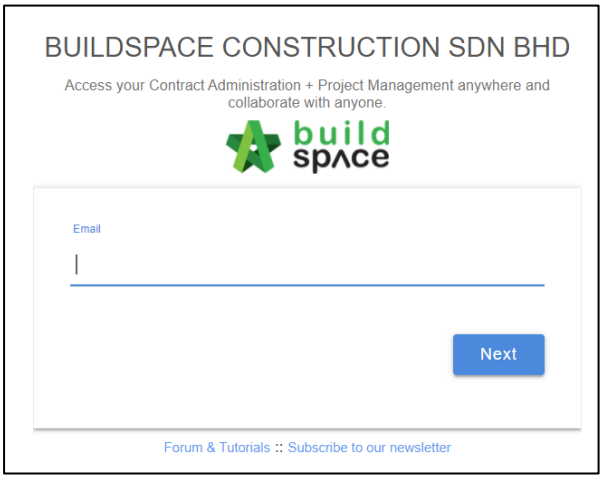
8. Can upload multiple files or click "**Close**" to exit.



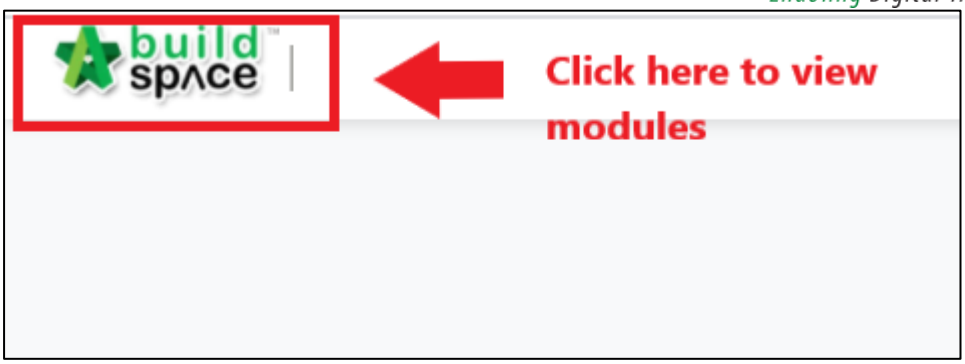
Request for Quotation

I. Assign to Project

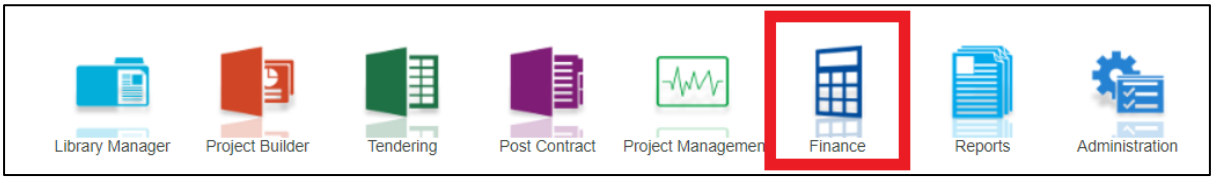
1. Login to **BuildSpace** Pro



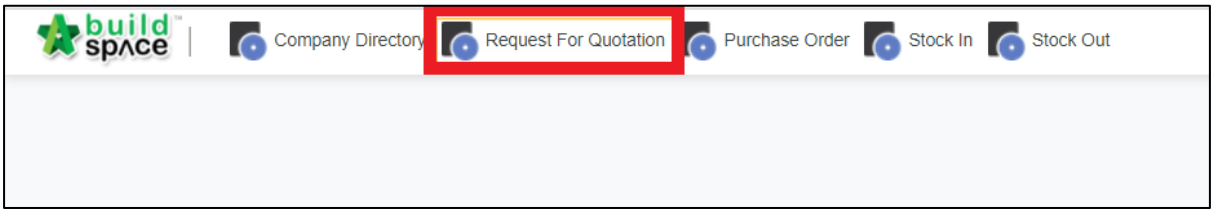
2. Click at the **BuildSpace** Logo on the top left corner to view the module.



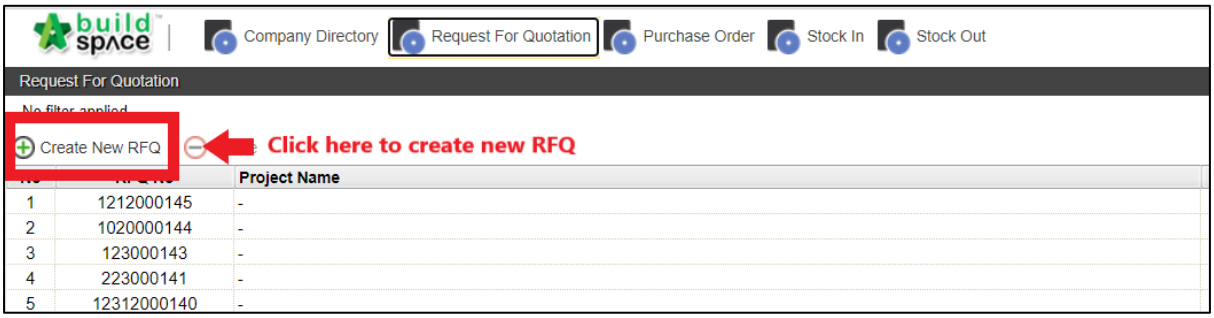
3. Click at **"Finance Module"**



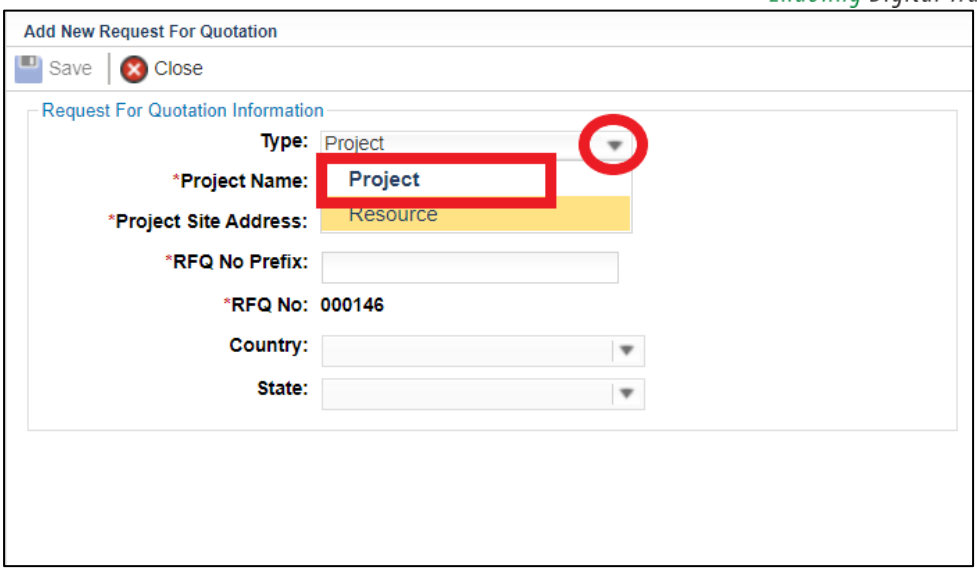
4. Choose **"Request for Quotation (RFQ)"** sub-module

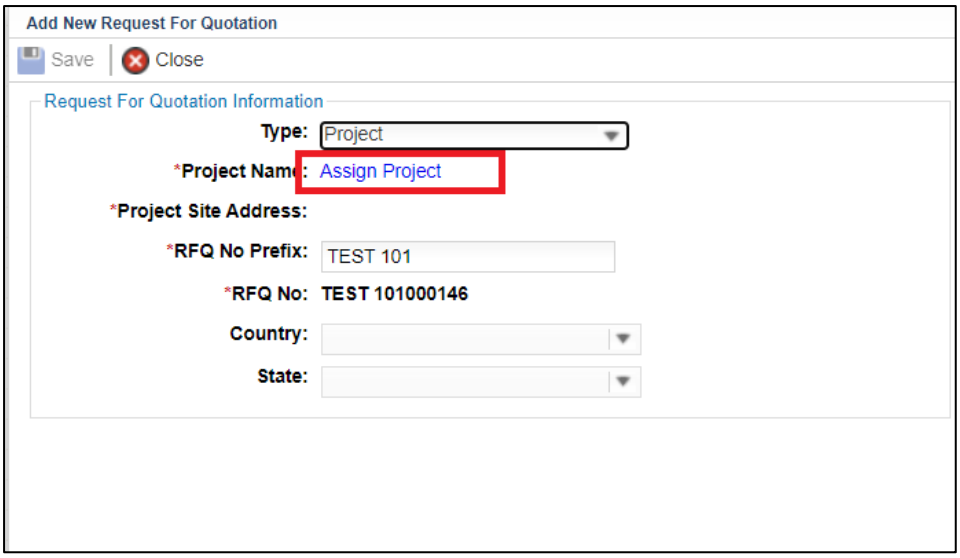


5. Here user can see the list of RFQ created. To create a new RFQ, click **"Create New RFQ".**
Notes: All user of the same group can see the list of RFQ created by the group members.

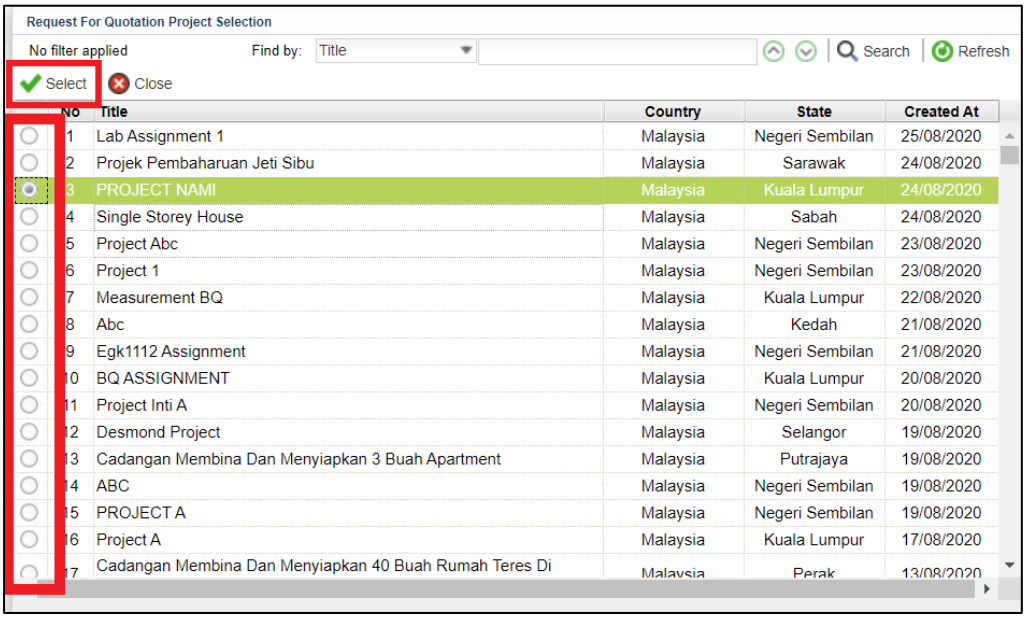


6. As for the **type**, choose **"Project".** Click at the dropdown button and then click **"Assign Project"** to assign specific project into this RFQ.



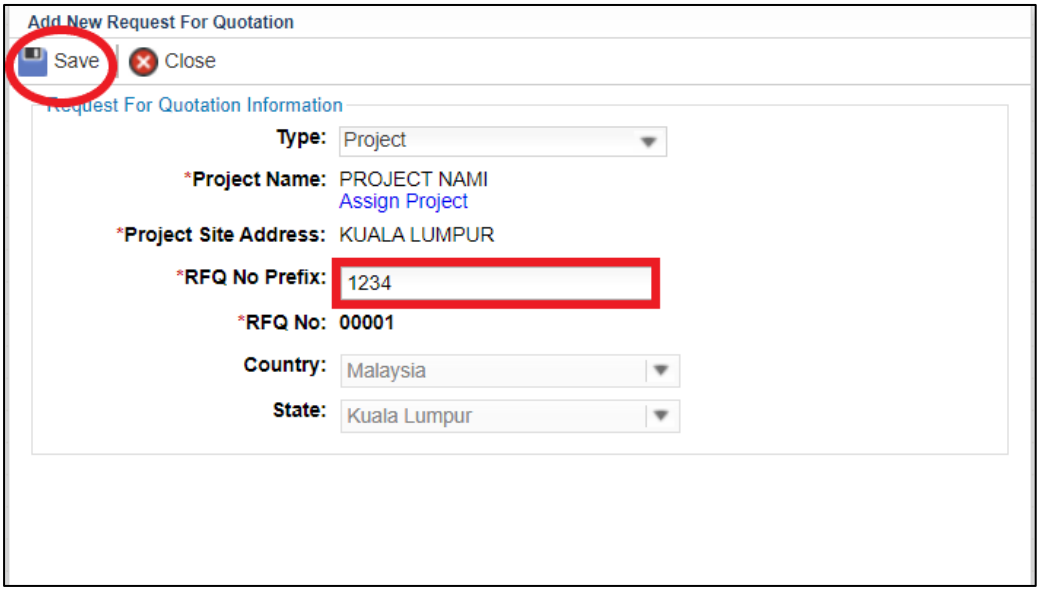


7. **Tick on the check box** on the left to choose the project. Then click **"Select".**

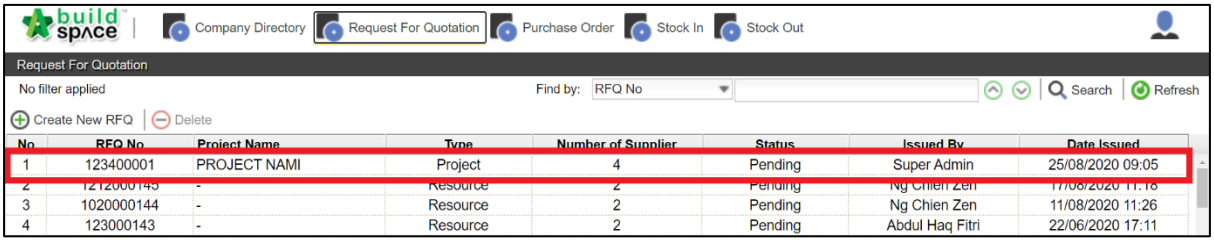


No	Title	Country	State	Created At
1	Lab Assignment 1	Malaysia	Negeri Sembilan	25/08/2020
2	Projek Pembaharuan Jeti Sibu	Malaysia	Sarawak	24/08/2020
3	PROJECT NAMI	Malaysia	Kuala Lumpur	24/08/2020
4	Single Storey House	Malaysia	Sabah	24/08/2020
5	Project Abc	Malaysia	Negeri Sembilan	23/08/2020
6	Project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

8. Fill in other information especially those section with **"*"**. Then click **"Save"**.

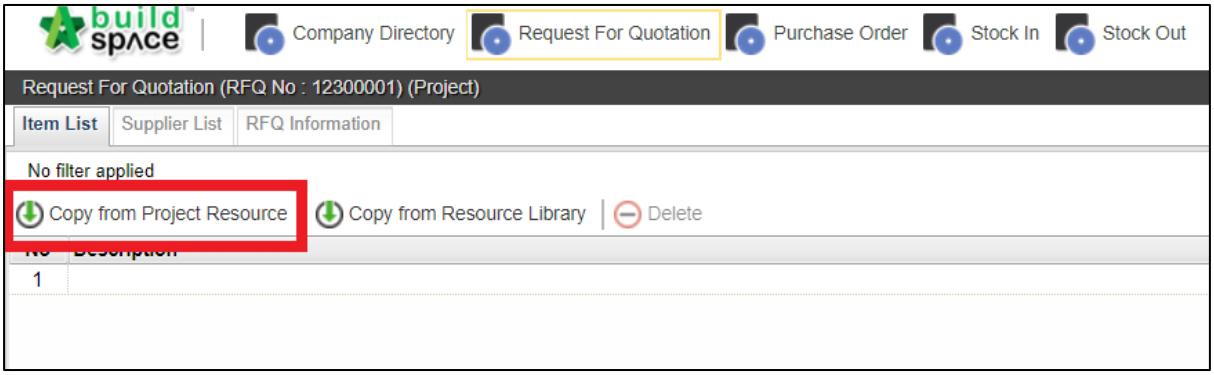


9. The newly created RFQ will appears at the top of the list. **Double click** the RFQ to open.

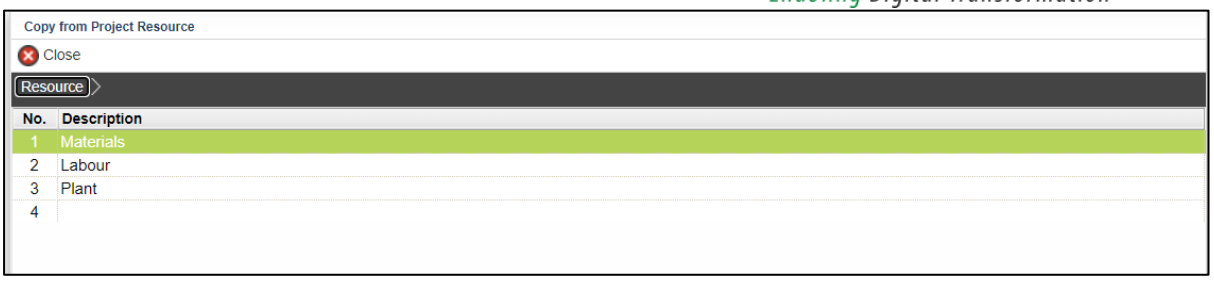


Copy from Project Resource

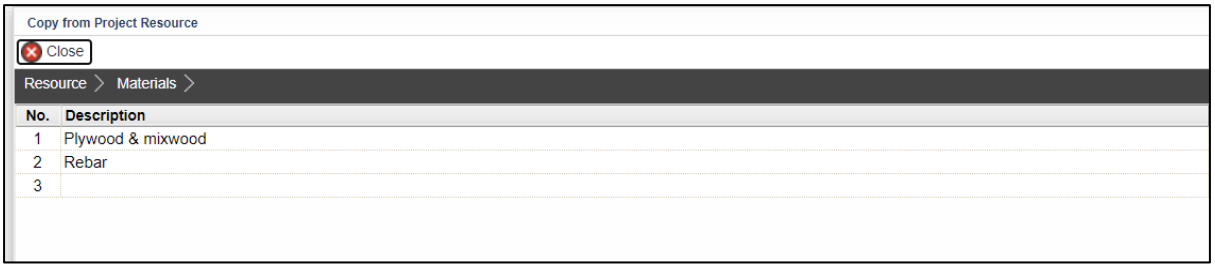
1. To copy the BQ item from the project, click **"Copy from Project Resource"**.



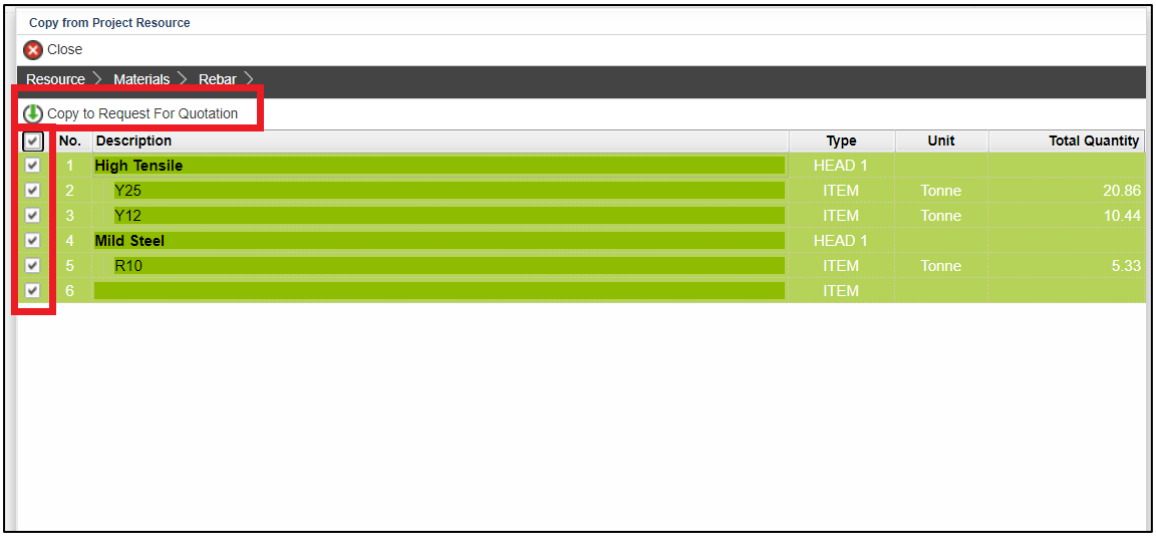
2. System will come out with this pop out box to which resources that have been used in the selected project. **Double click** to view trades under the resource chosen. For example, **materials**.



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

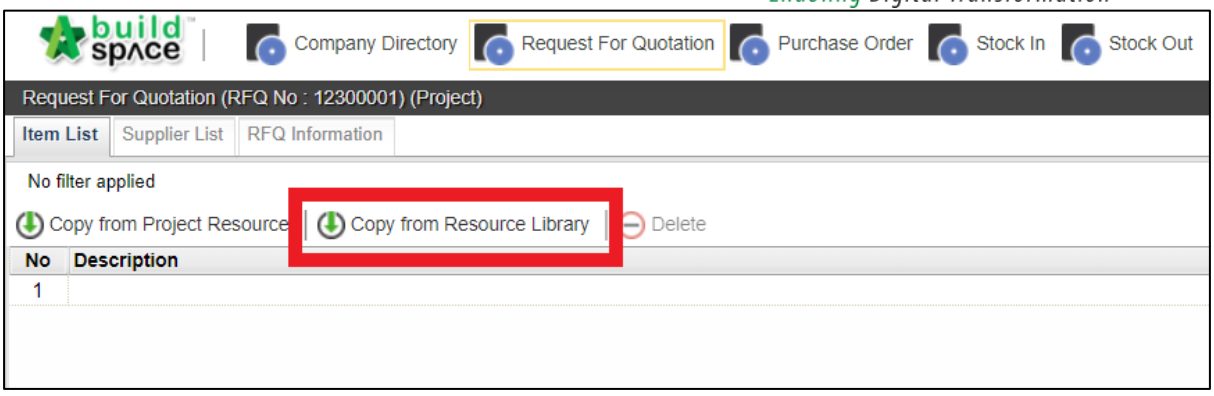


4. System will show you all rebar used in the particular projects. **Tick on the check box** to which item user want to request quotation from the supplier then click **"Copy to Request for Quotation"**.

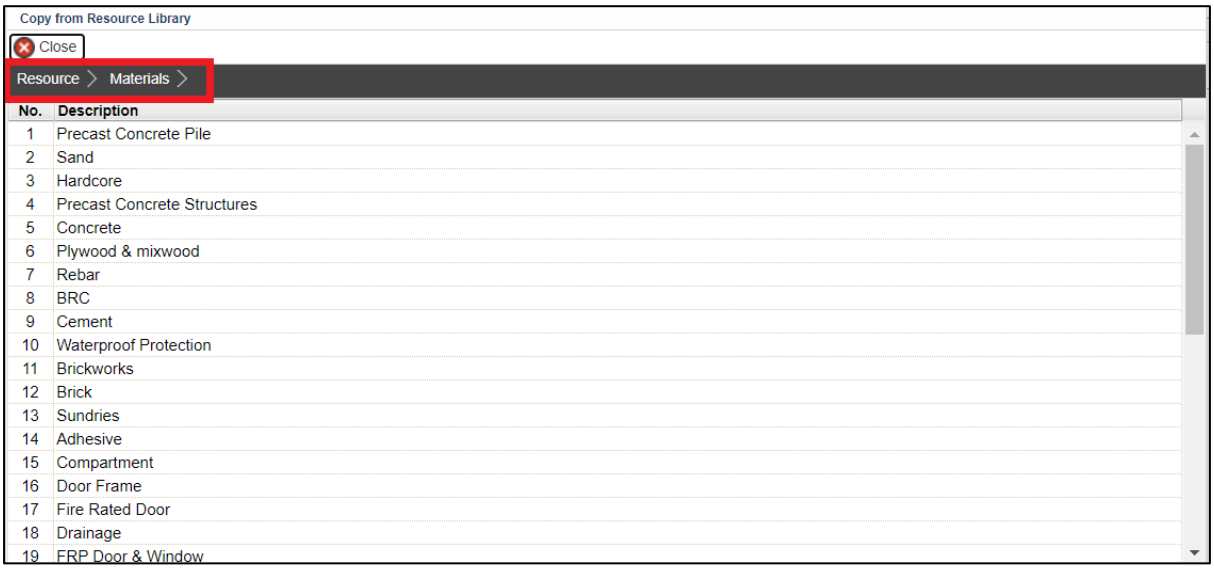


Copy from Resource Library

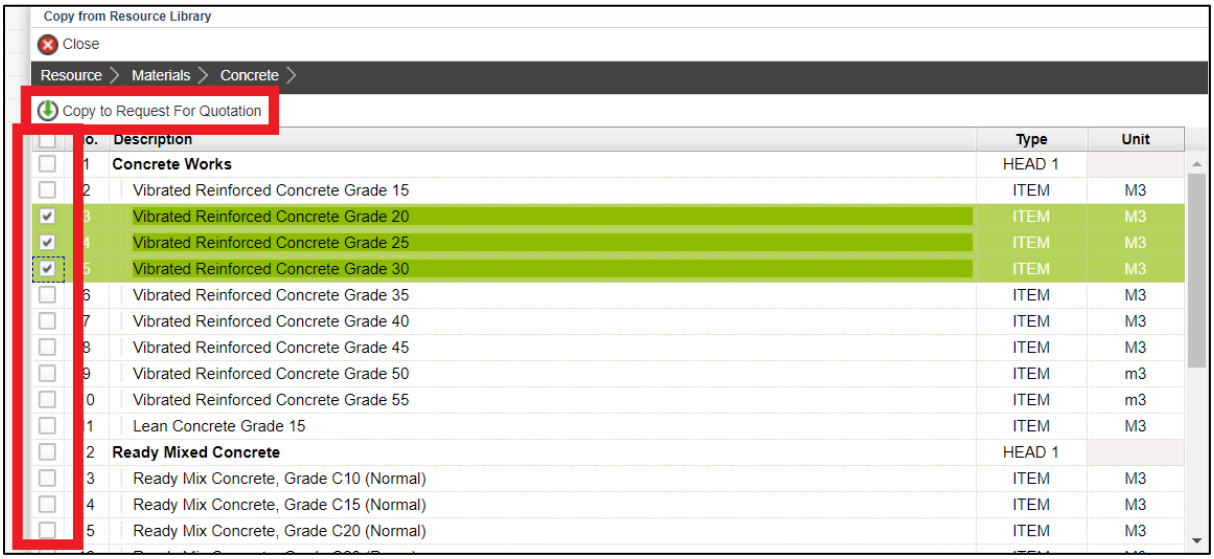
1. To copy directly from the Resource Library, click **"Copy from Resource Library"**.



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

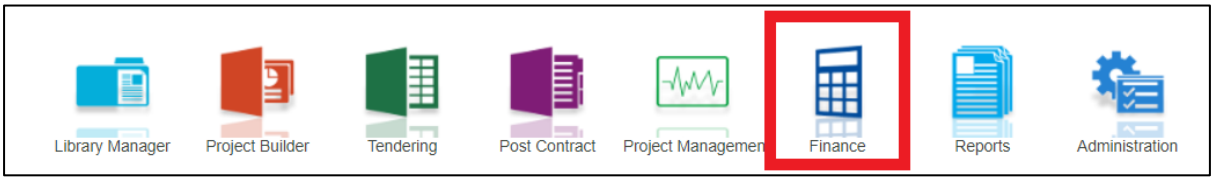


3. Tick on the check box on the left to select then click **"Copy to Request for Quotation".**

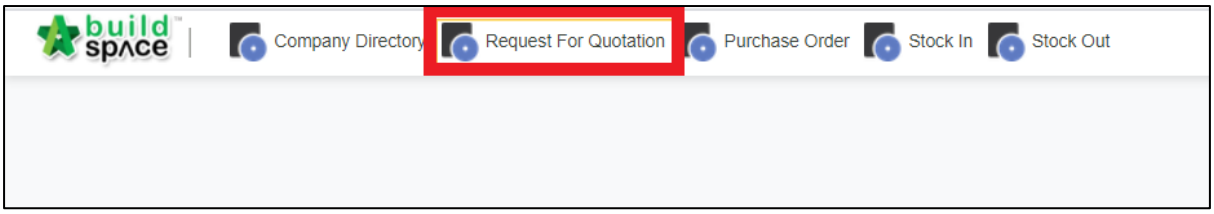


II. Assign to Resource

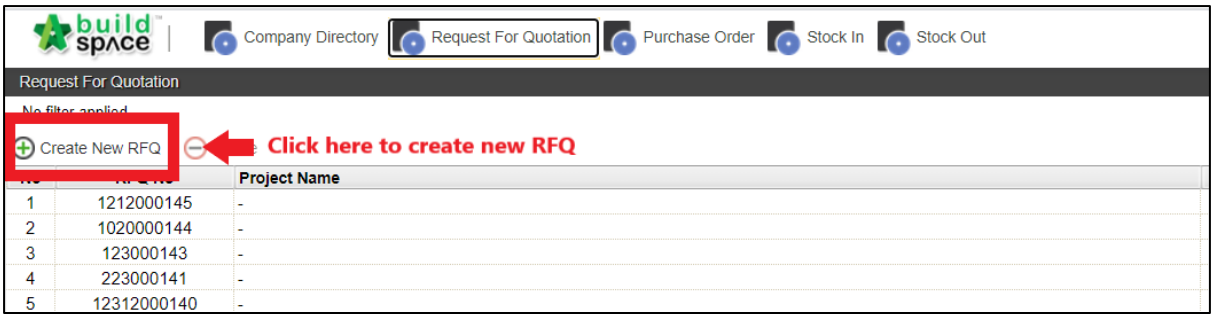
1. Click at **"Finance Module"**



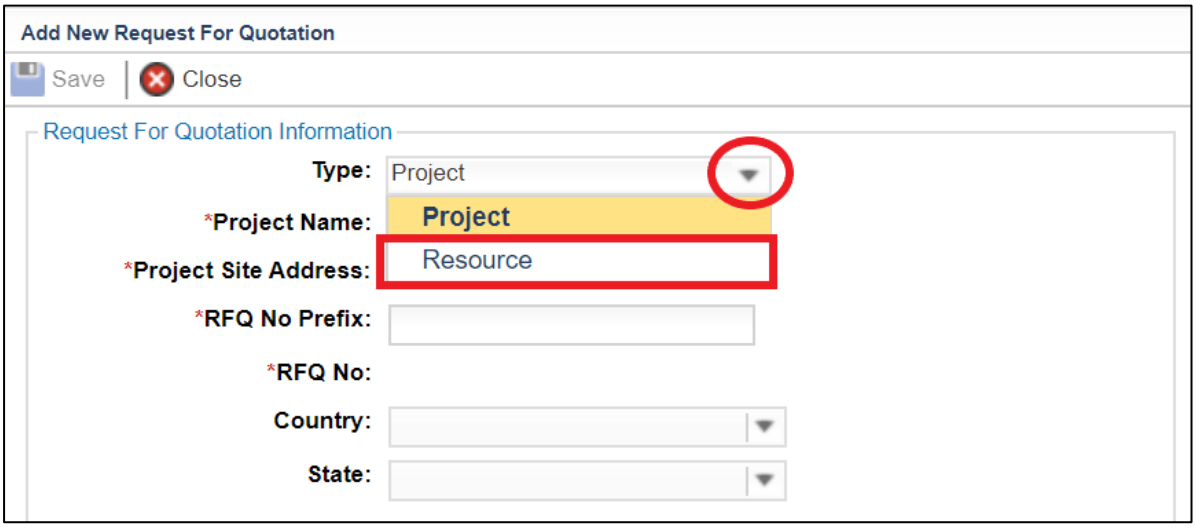
2. Choose **"Request for Quotation (RFQ)"** sub-module



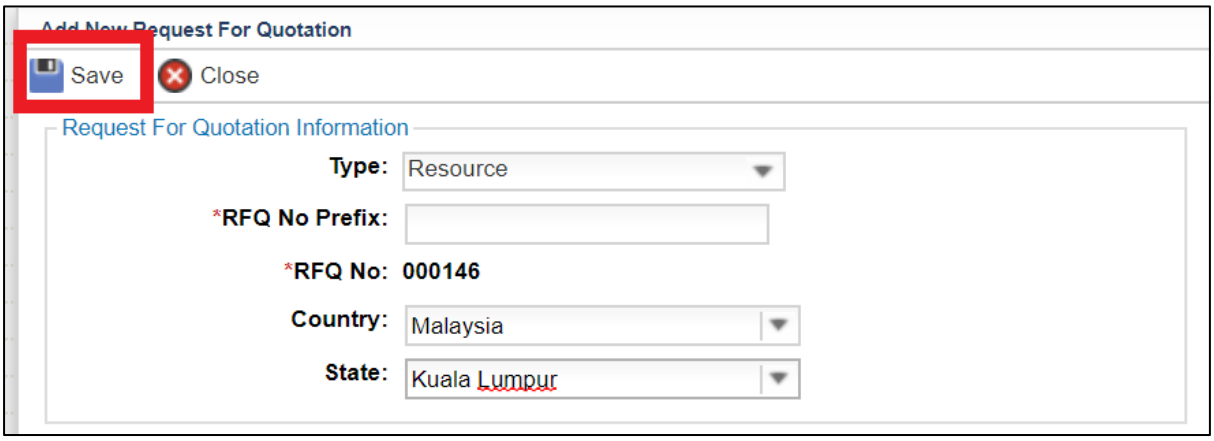
3. Here user can see the list of RFQ created. To create a new RFQ, click **"Create New RFQ".**
   Notes: All user of the same group can see the list of RFQ created by the group members.



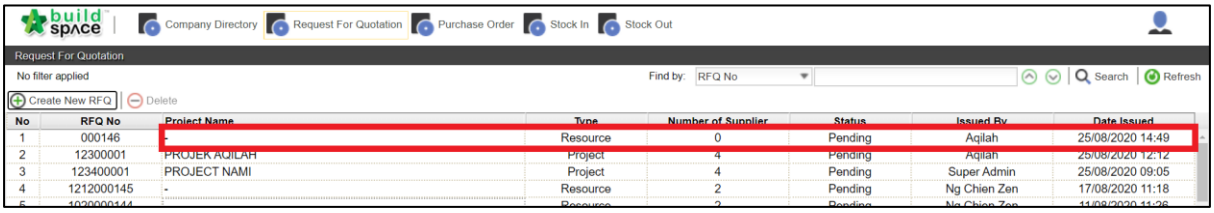
4. Click on the dropdown button and choose **"Resource".**



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

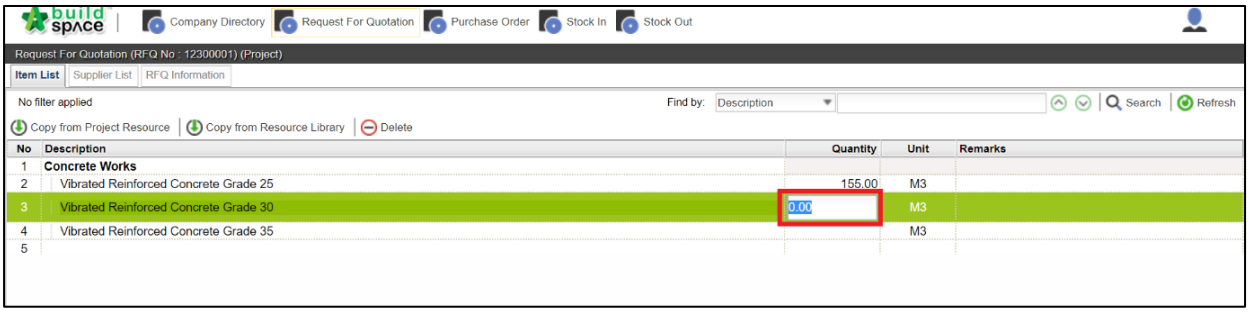


6. The newly created RFQ will be displayed at the top of the list. **Double click** to open the RFQ.

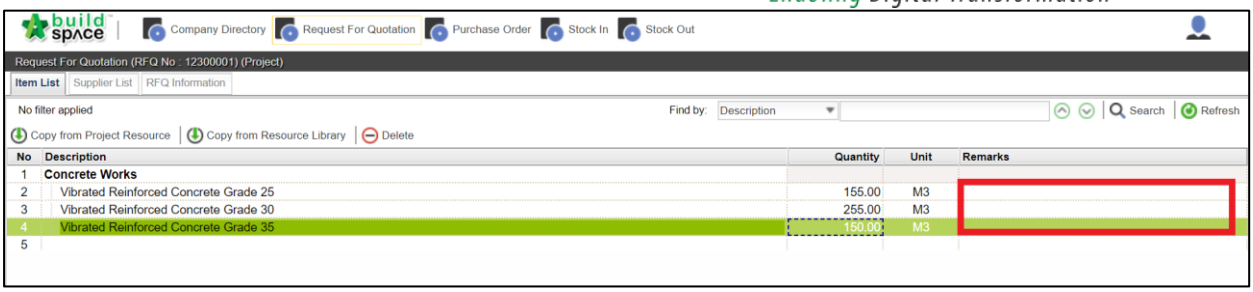


Item Remark Form

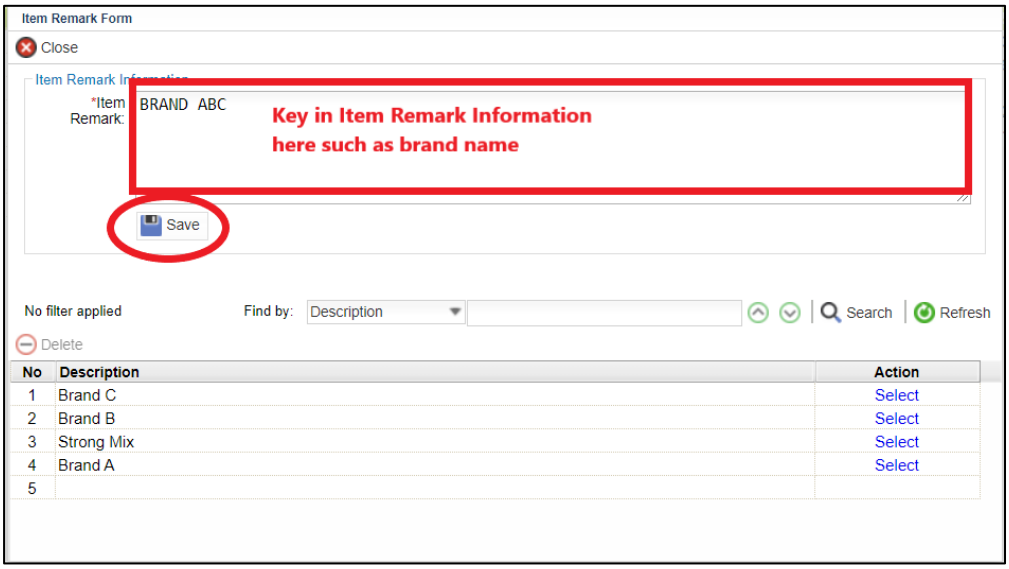
1. All copied items will be shown as follows. To key in the **Quantity**, single click at the quantity column of selected item and **press enter** to key in and **press enter** again to save.



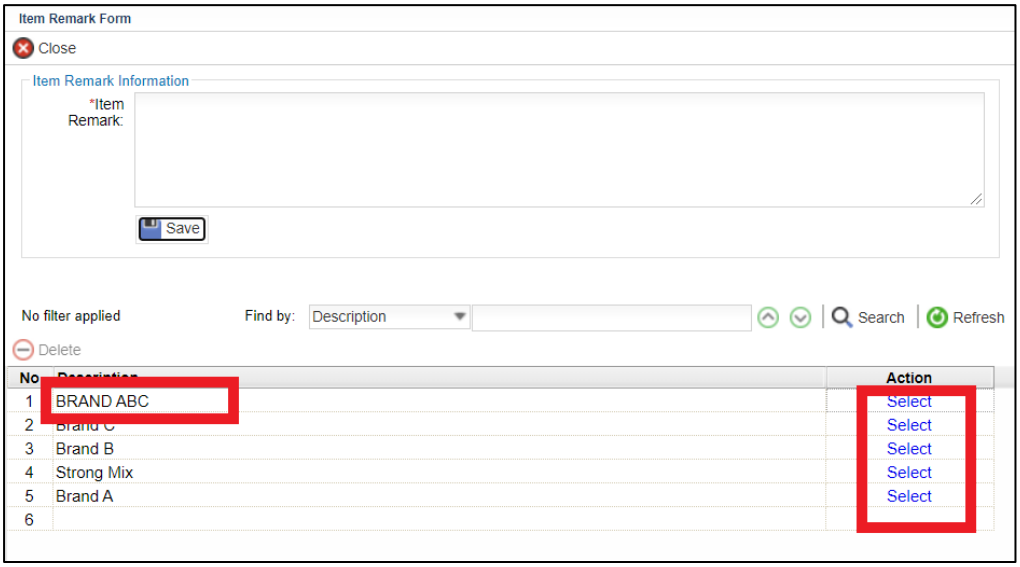
2. Once all the quantities have been inserted, user can start to tag the particular item to its brand. Double click at the **"Remarks"** column.



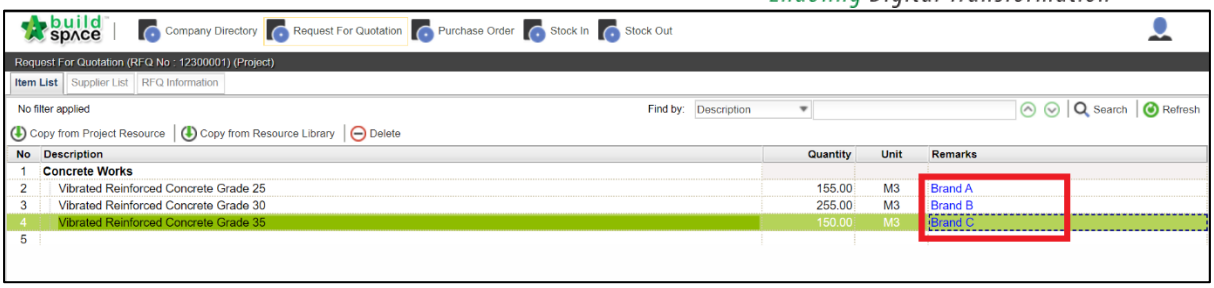
3. At this pop-out box, fill in the **Item Remark Information** (such as Brand Name) then click **"Save"**. The newly added information will be shown in the table below.



4. The newly added information will be shown in the table below. Click **"Select"** at the Action column to assign the remark to this particular item. Then click **"Close".**

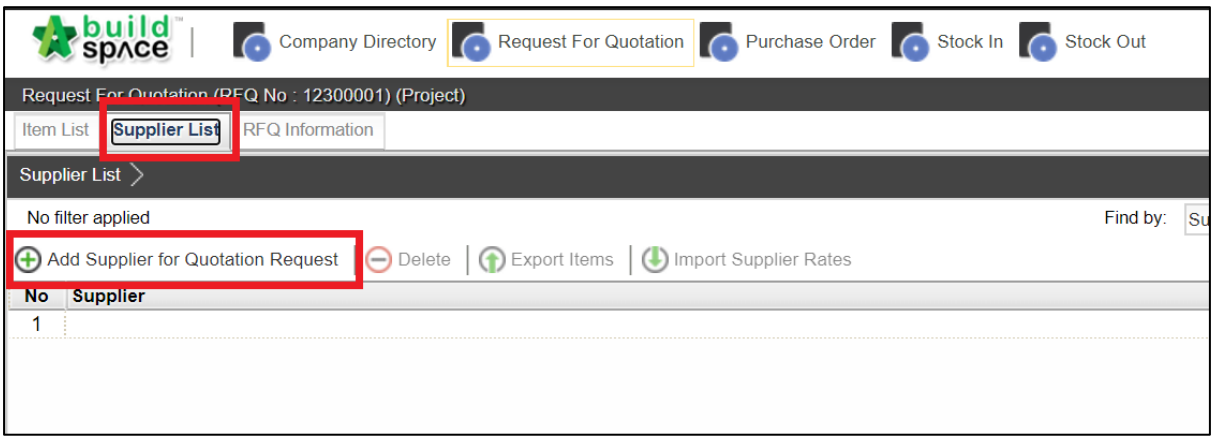


5. Once done, system will show the Remark Information accordingly.

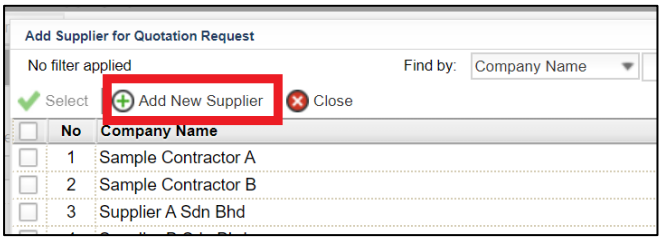


Supplier List

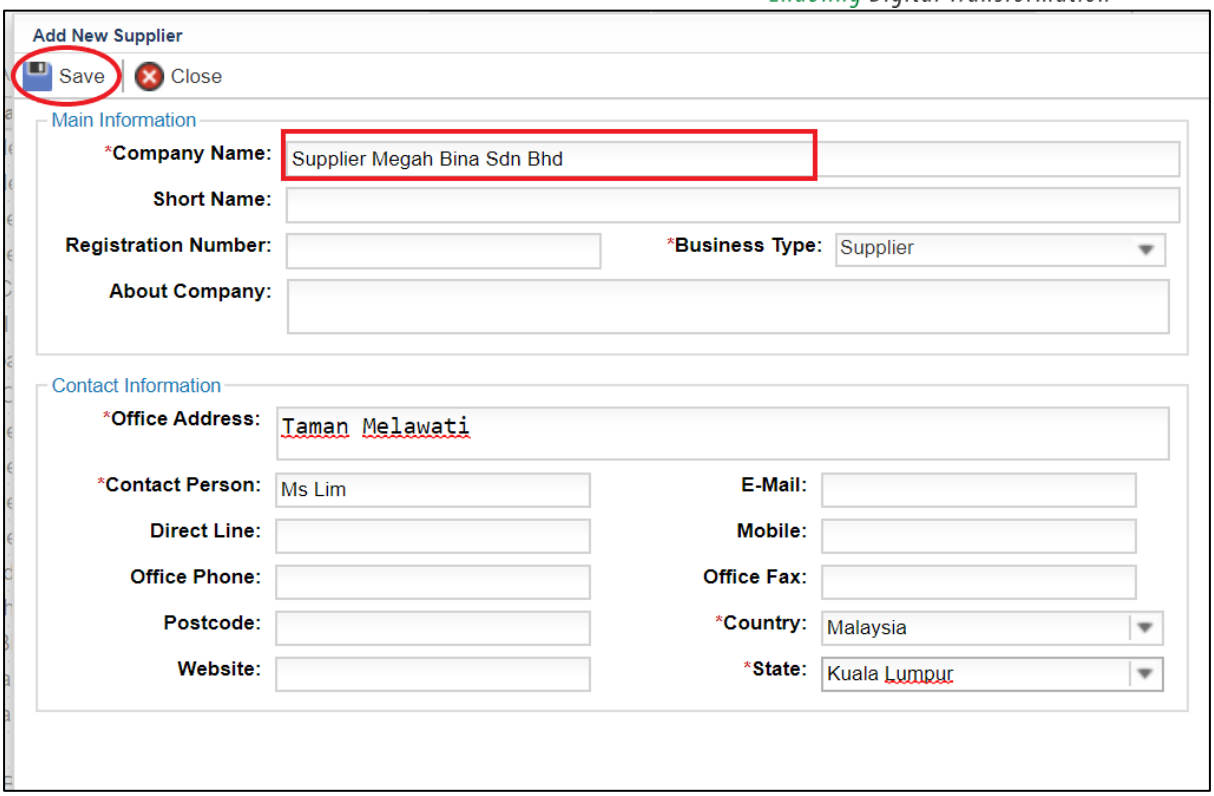
1. To add supplier to each item, click **"Supplier List".** Then click **"+Add Supplier for Quotation Request".**



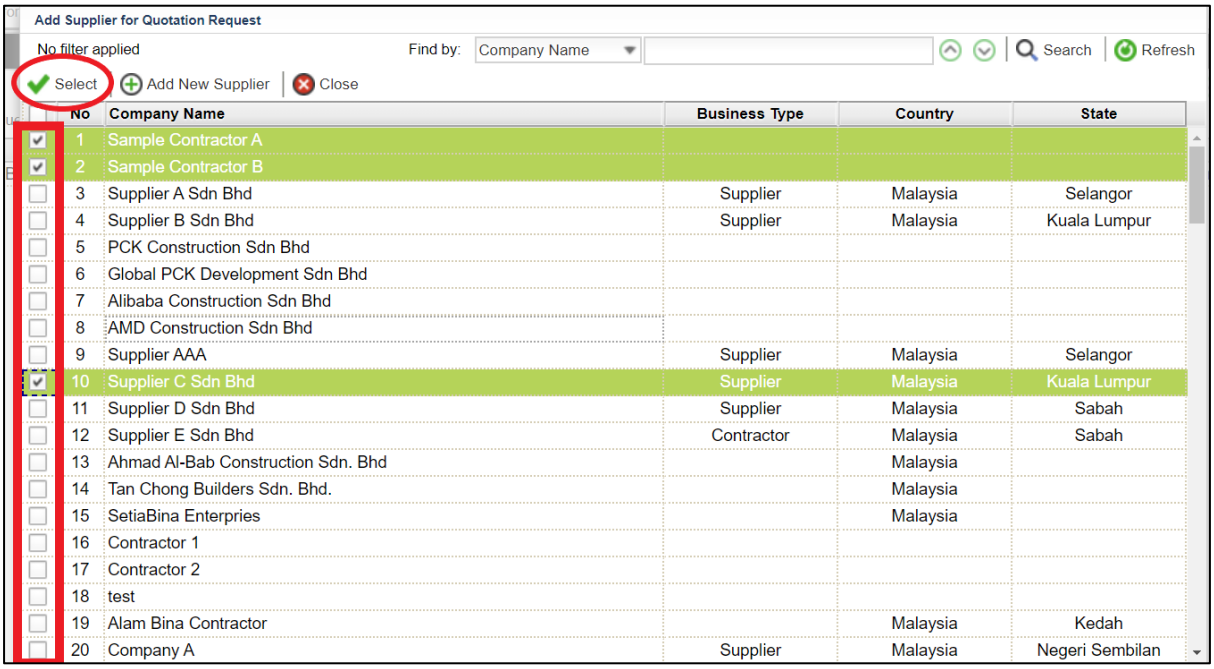
2. User can always add new supplier to the list by simply click **"+Add New Supplier".**



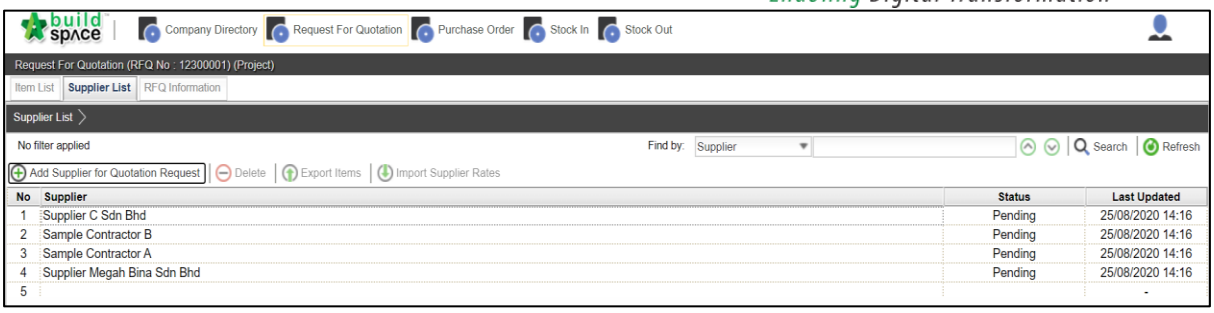
3. Fill in the information especially those with "*". Then click **"Save".**



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".**



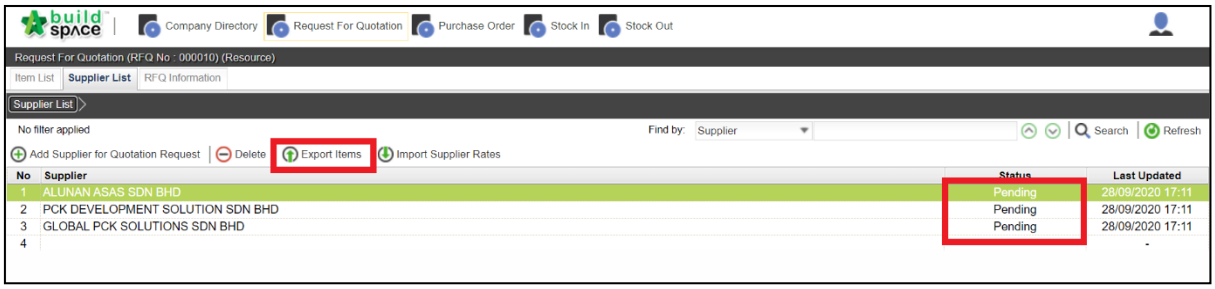
4. All selected suppliers will be show as follows with **"Pending"** status.



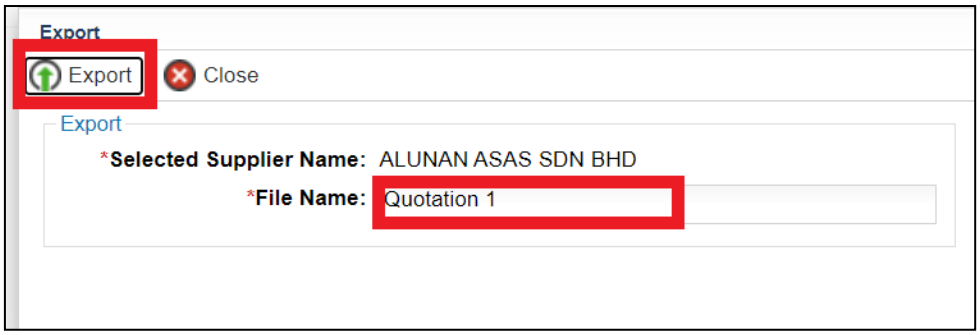
How to key in Supplier's Rate

I. Export to Excel

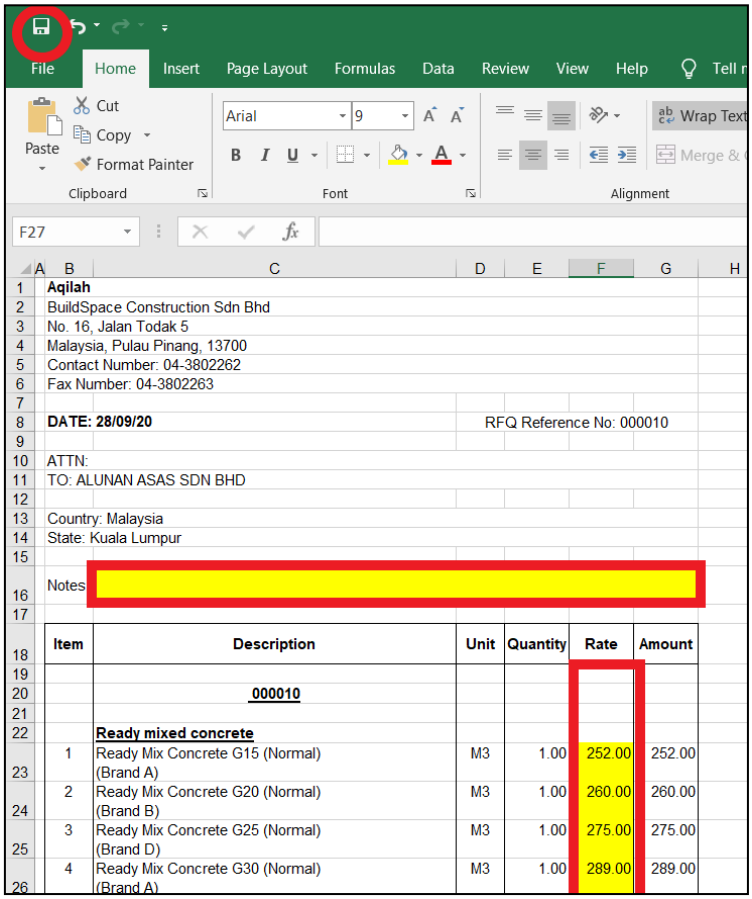
1. The status will automatically shows **"Pending".** Single click at supplier's name and click **"Export Items"** to export the items into Excel.



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



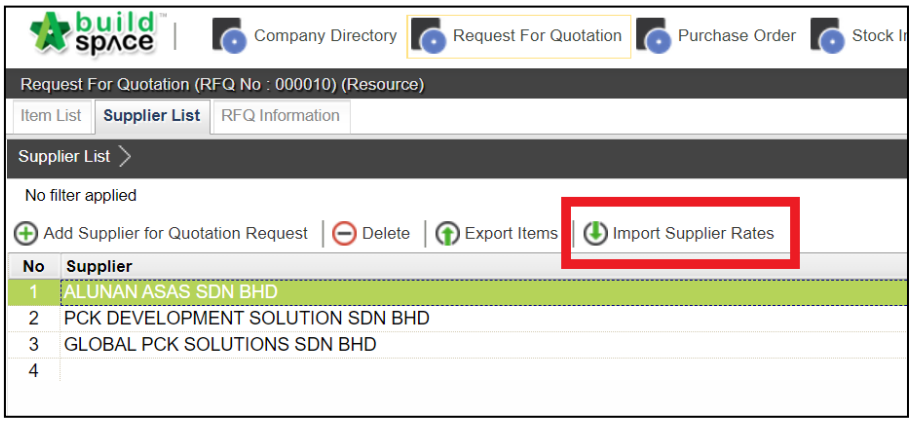
3. The exported Excel file will look something as follows. The supplier can only fill in the section highlighted in Yellow Colour. Once they have fill in the rate, click **"Save".**
Notes: Please ensure that you receive the same file name as the system will only recognize the file with the same formatting and location as being exported.



II. Import from Excel

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

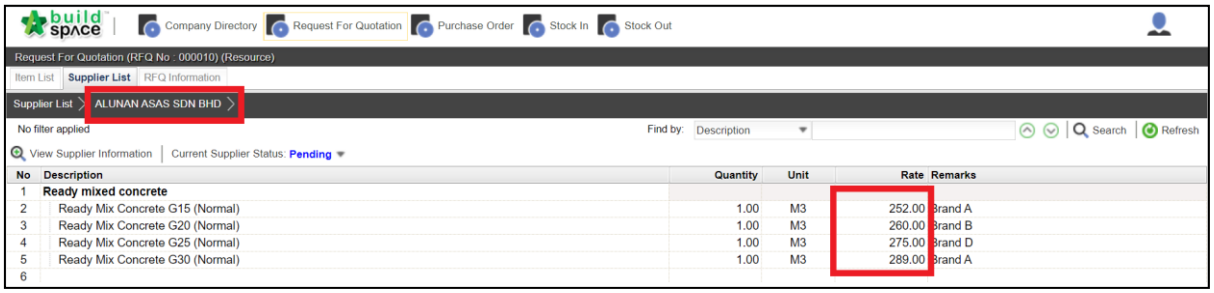
1. To import the file, click **"Import Supplier Rates".**



2. Click to choose Excel file from your device.

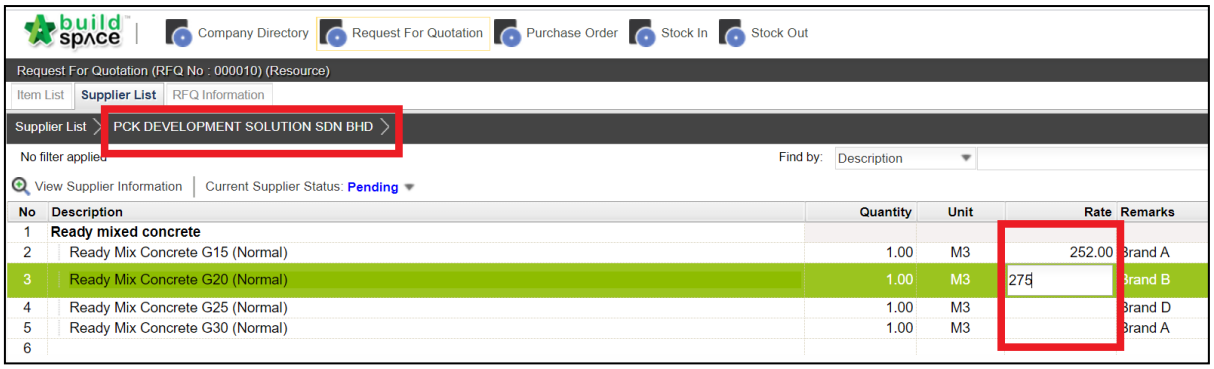
   Notes: The file received from the supplier must be of the same file extracted from the system and given to them.

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

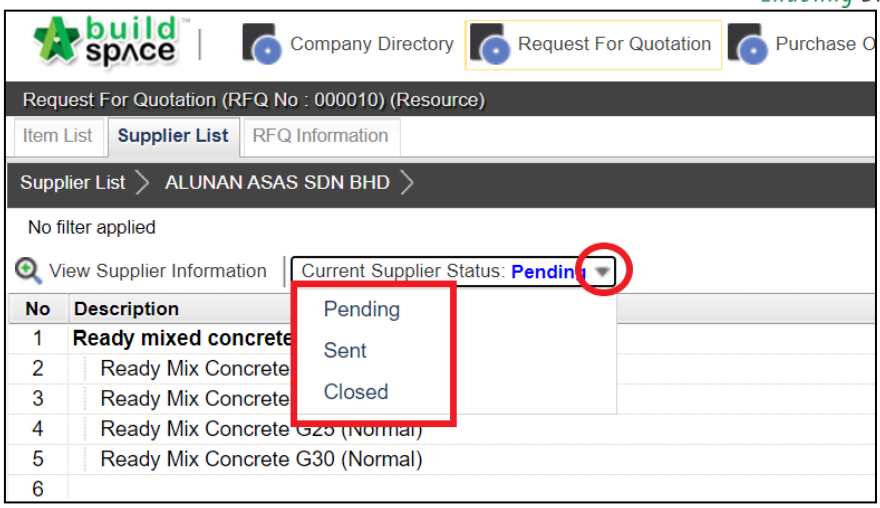


III. Manually Key In

1. 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**.

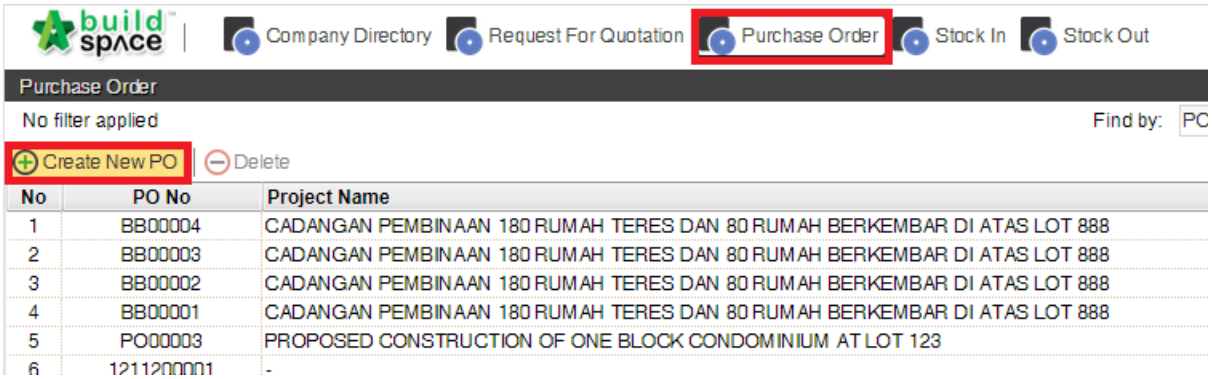


2. You may change the **"Current Supplier Status"** accordingly by clicking at the drop-down button.

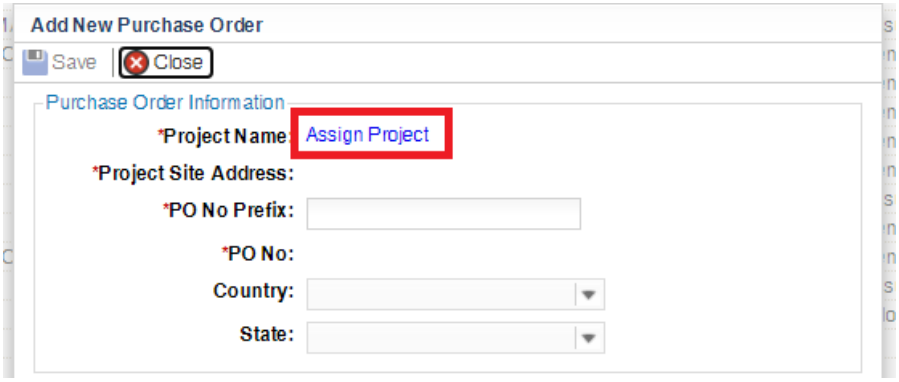


Purchase Order

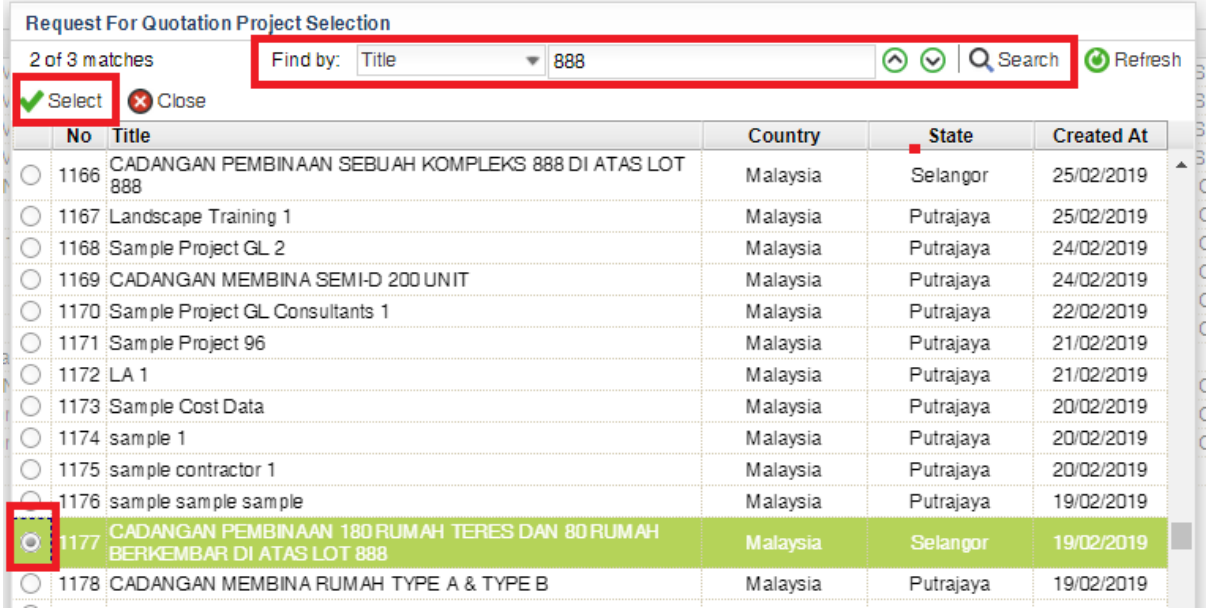
1. Click at "**Purchase Order**" module and click at "**Create New PO**".



2. Click at "**Assign Project**" to select which project the PO want to issue.

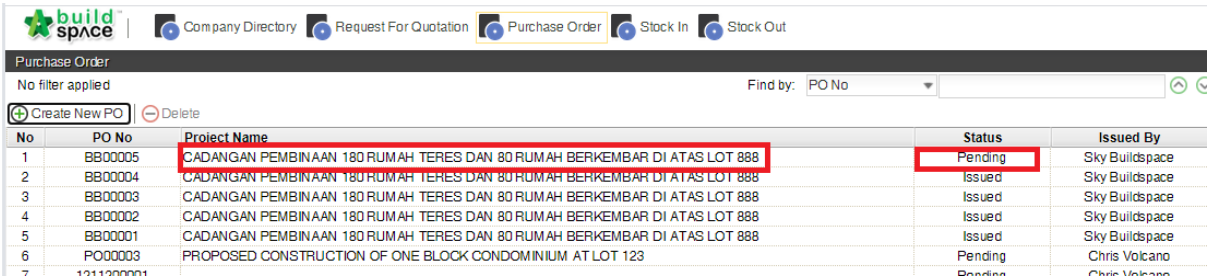


3. Select the project and then click at "**Select**" button.

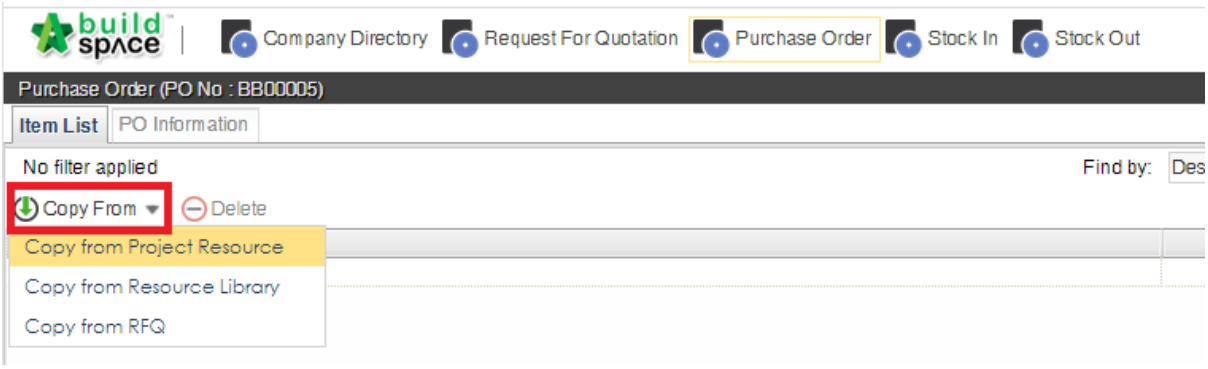


4. Can key in “PO No Prefix” if this is first PO for the project. Can select supplier if this is not the first PO. The system will auto filter all suppliers that supplied to this project before. Then click “**Save**” button.

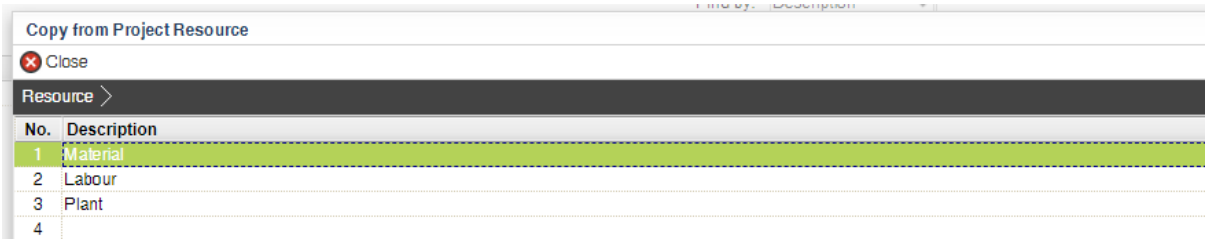
5. You can see a new PO created and the status is “**Pending**”. Double click to go in to create PO.



6. 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.

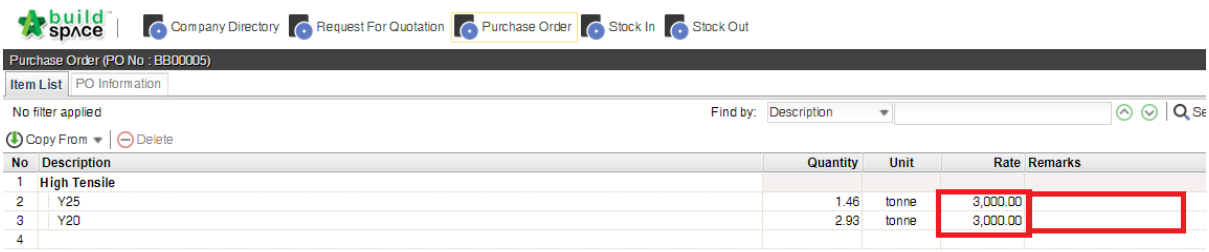


7. If you select option a) and b), then you can browse to select what item you want to purchase by double clicking on the description.

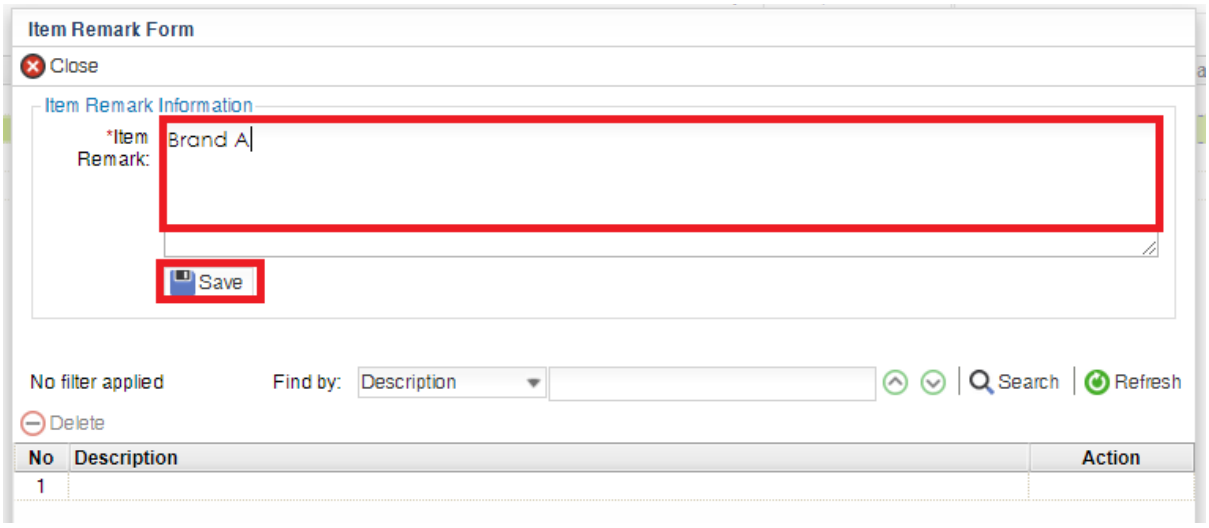


8. Double click until item level to select items and click "**Copy to Purchase Order**".

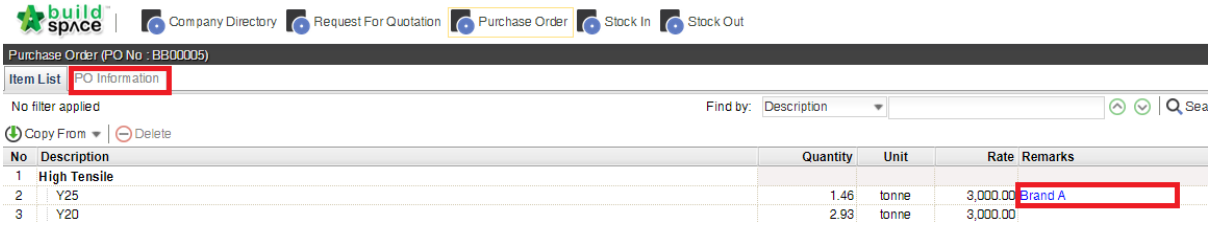
9. Fill up the prices and double click to insert any remarks if have.



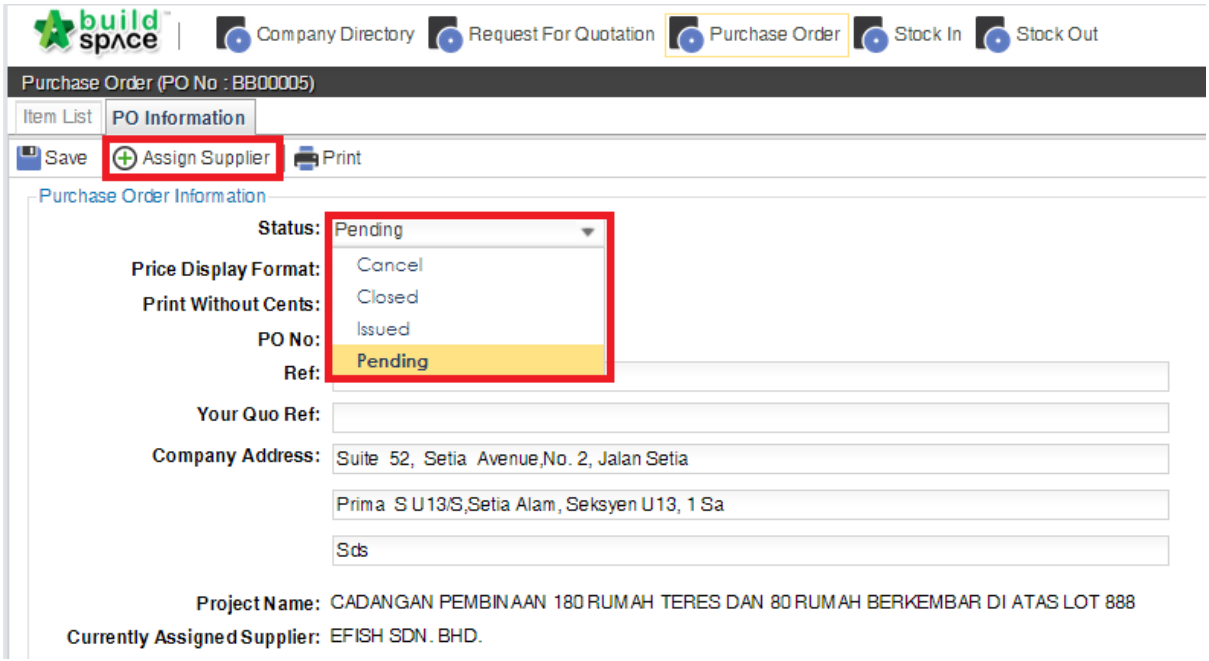
10. Fill up "**Item Remark**" and click "**Save**".



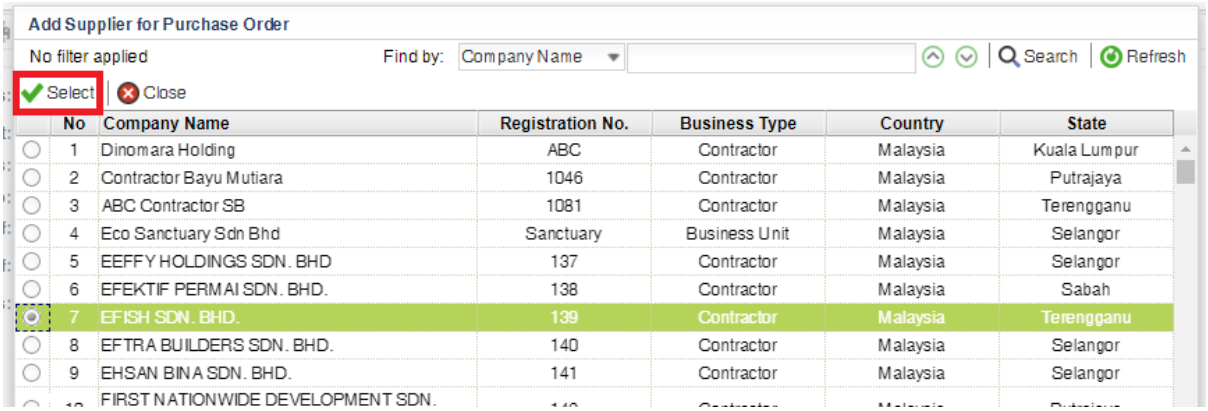
11. Click to select remark. Then click at "**PO Information**".



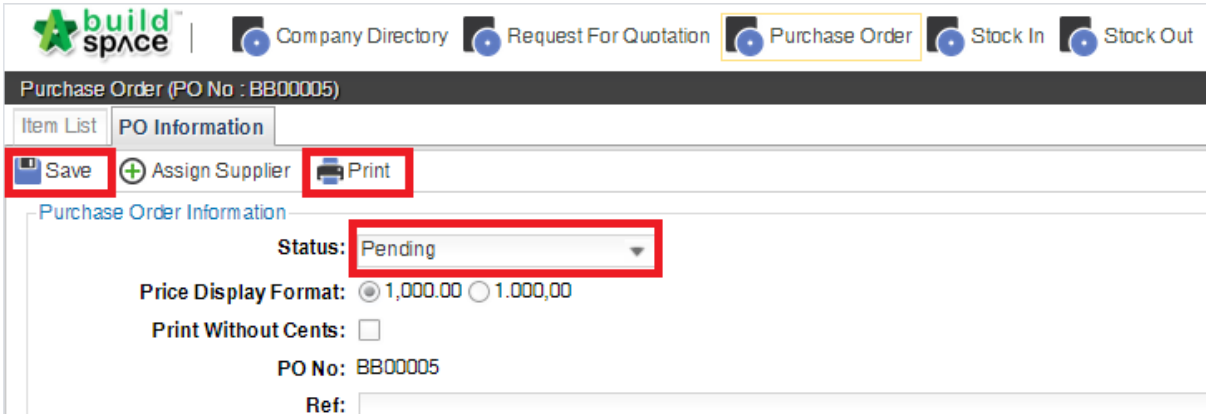
12. Fill up PO information and change the status. Click "**Assign Supplier**" to select which supplier.



13. Choose supplier and click "**Select**".

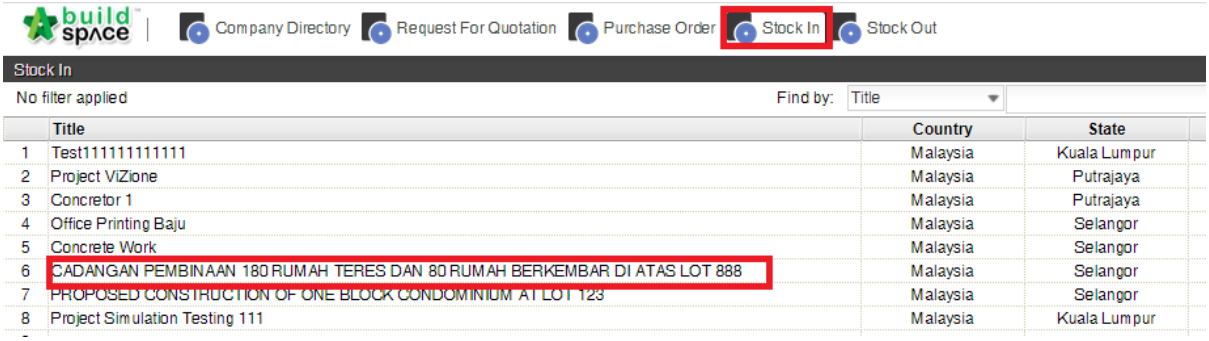


14. Then can click "**Print**", **change status** or click "**Save**".

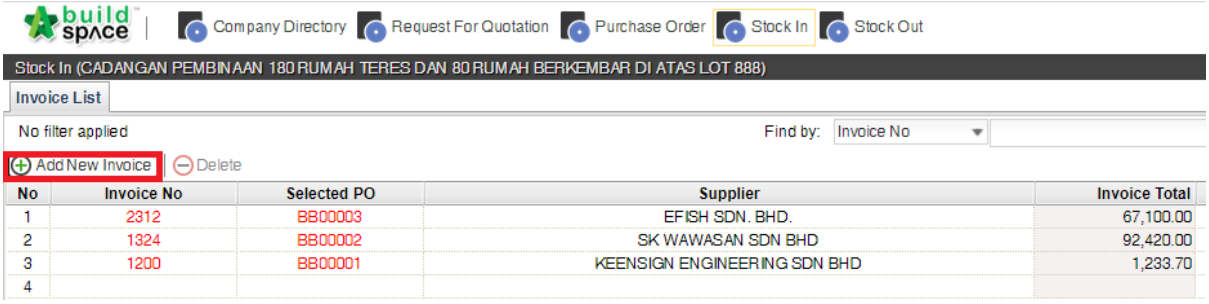


Stock In (Update Invoice & Delivery Order)

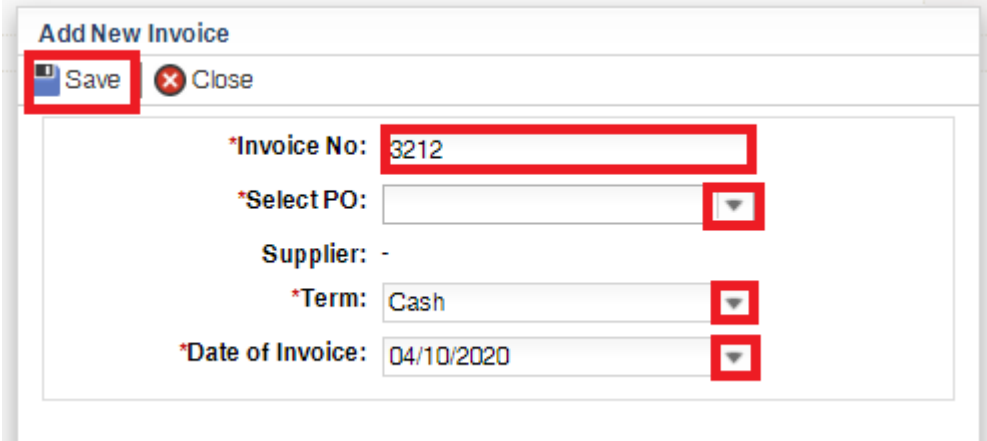
1. Click at "**Stock In**" module and double click at project to update invoice and DO related to that project.



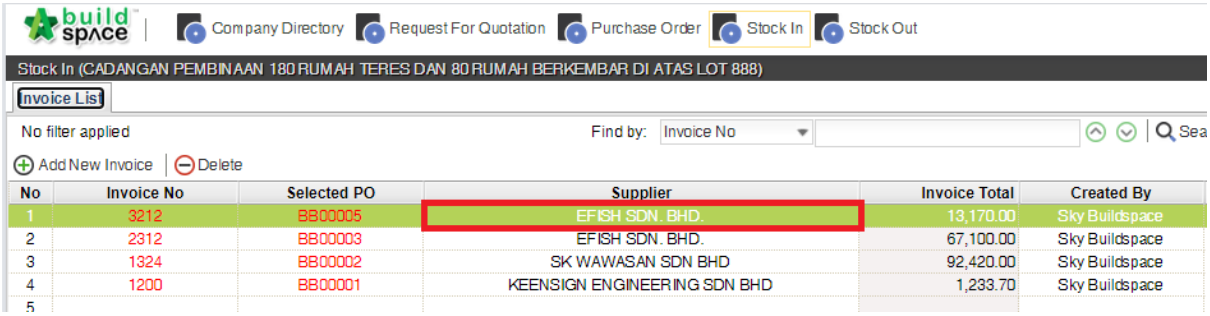
2. Can see list of Invoices with total amount. Click at "**Add New Invoice**" to add new invoice.



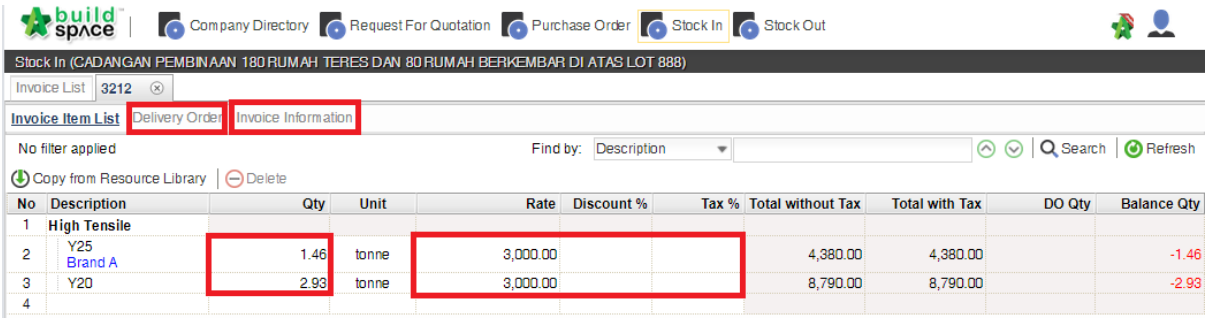
3. Key in "**Invoice No**", **Select PO**, Select **Payment Term** and **Date of Invoice**. Then click "**Save**".



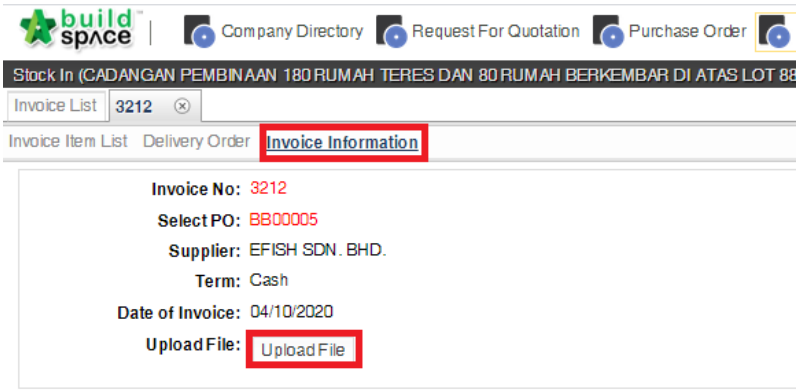
4. Double click to edit invoice info, upload invoice and update delivery order information.



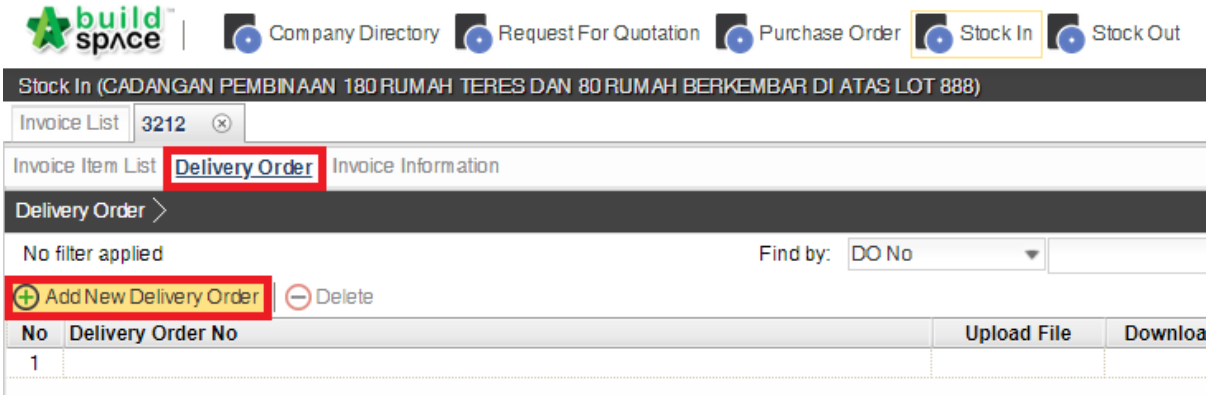
5. Update **Qty**, **Rate**, **Discount %** and **Tax %** if needed.



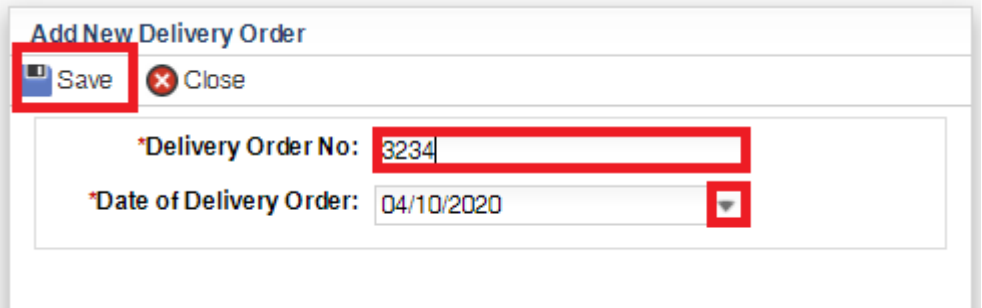
6. Click at "**Invoice Information**" to **upload invoice**.



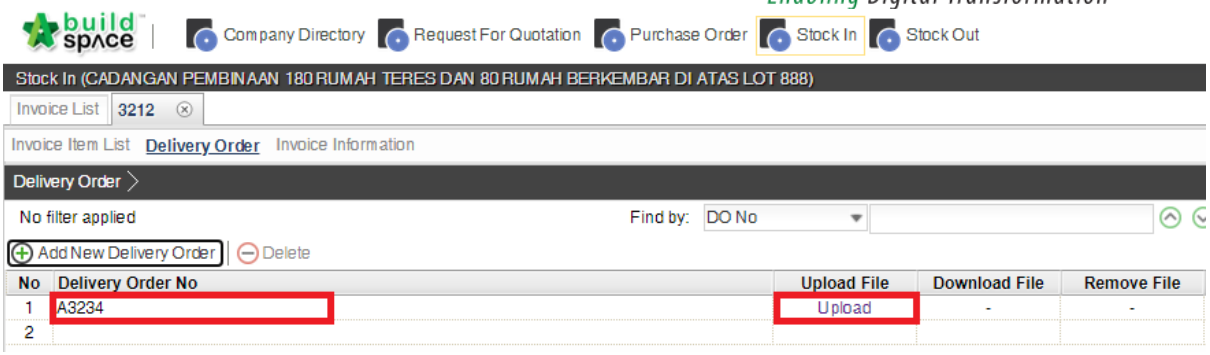
7. Click at "**Delivery Order**" and then click at "**Add New Delivery Order**" to add DO information. Can add more than one DO.



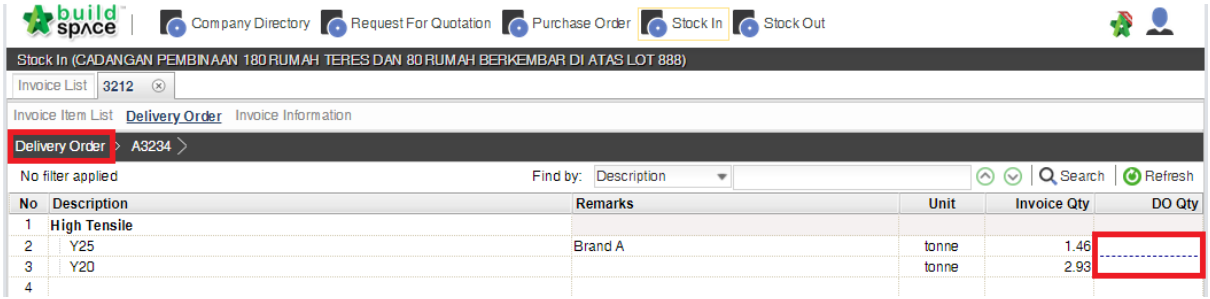
8. Key in "**Delivery Order No**" and select the **Delivery Date**. Then click "**Save**".



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



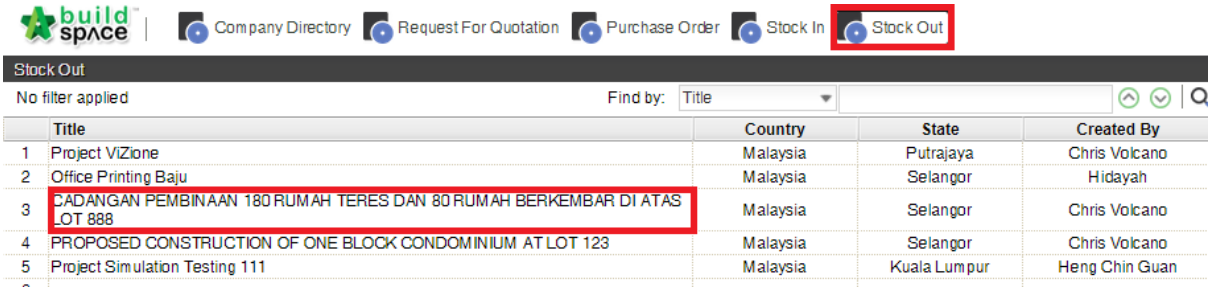
10. Press enter to update DO quantity. Click at "Delivery Order" to go back to DO summary page.



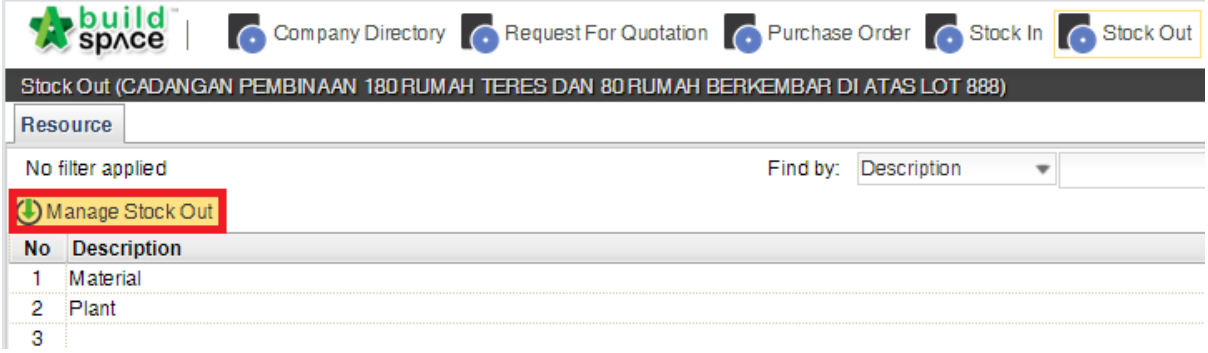
Stock Out (Update Stock out & Generate Stock Control Report with total project expenses)

I. Manage Stock Out

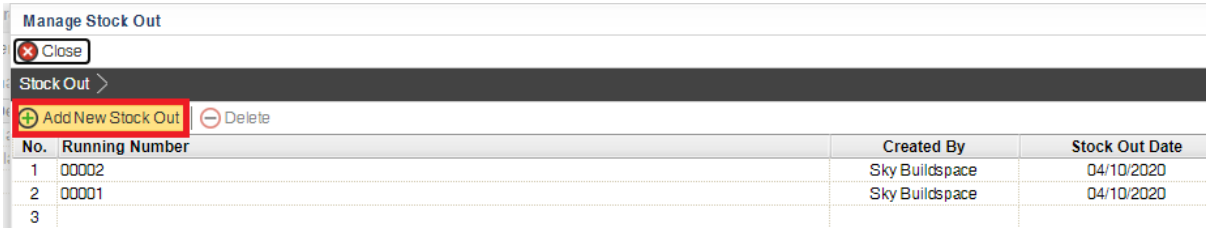
1. Click at "**Stock Out**" and **double click at project title** to see all stocks related to that project.



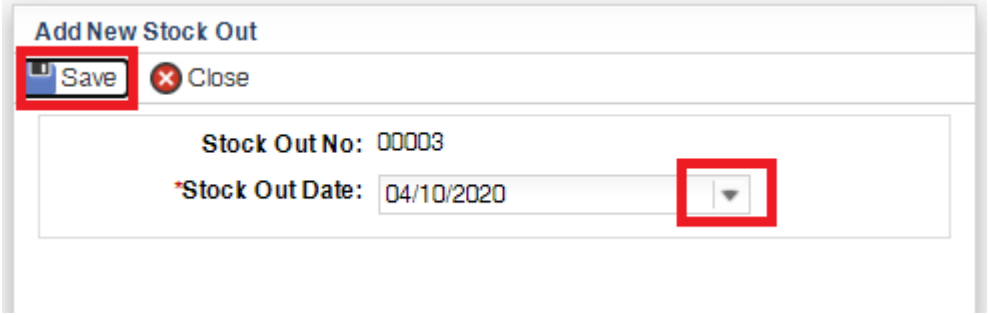
2. Click at "**Manage Stock Out**".



3. Click at "**Add New Stock Out**".



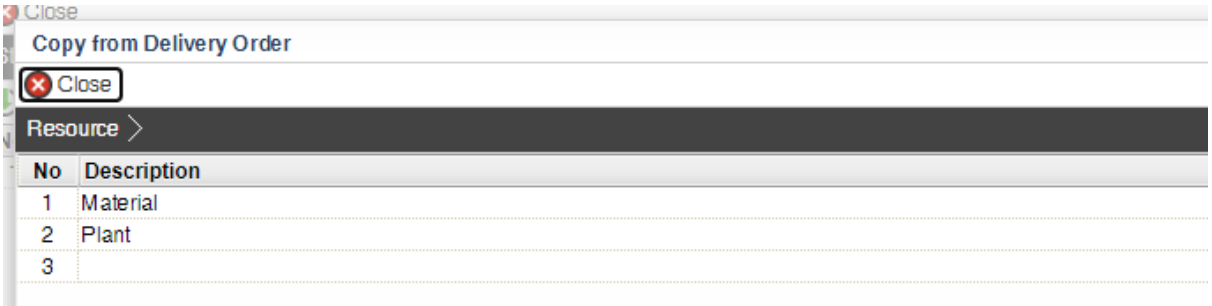
4. **Select stock out date** and click "**Save**".



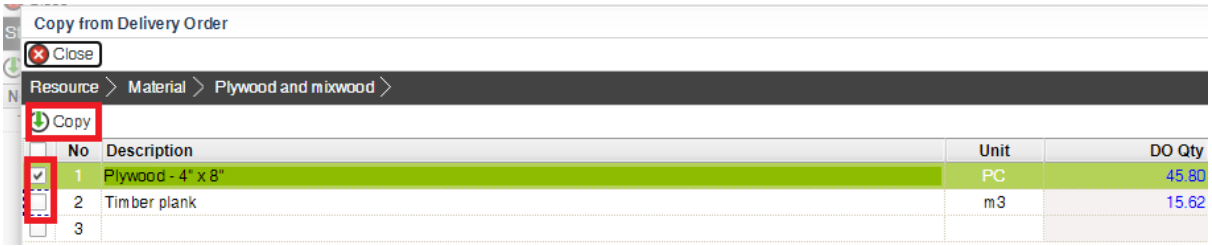
5. Double click at "**Running Number**".

6. Click at "**Copy from Delivery Order**".

7. Double click to browser for “Stocks”.



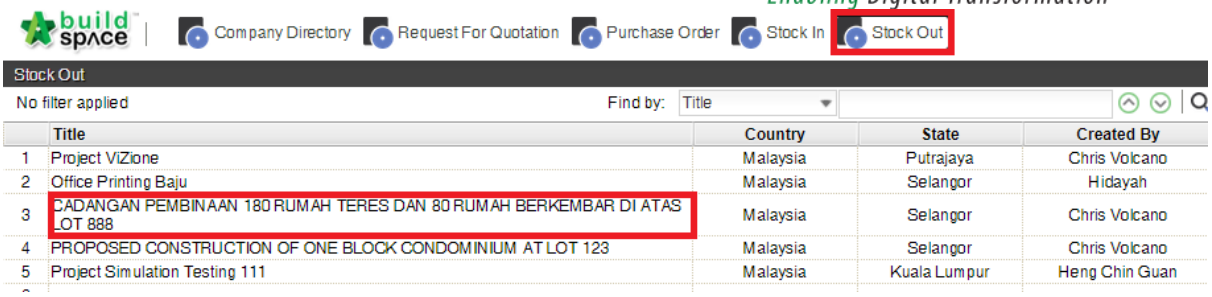
8. “**Tick**” to choose the stock and click “**Copy**”.



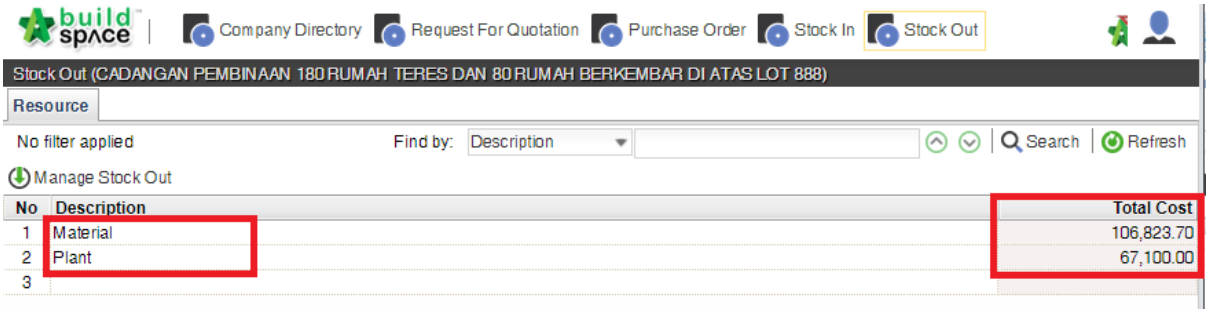
9. Press enter to update “**Stock Out Qty**” and then click “**Close**”

II. Stock Control Report

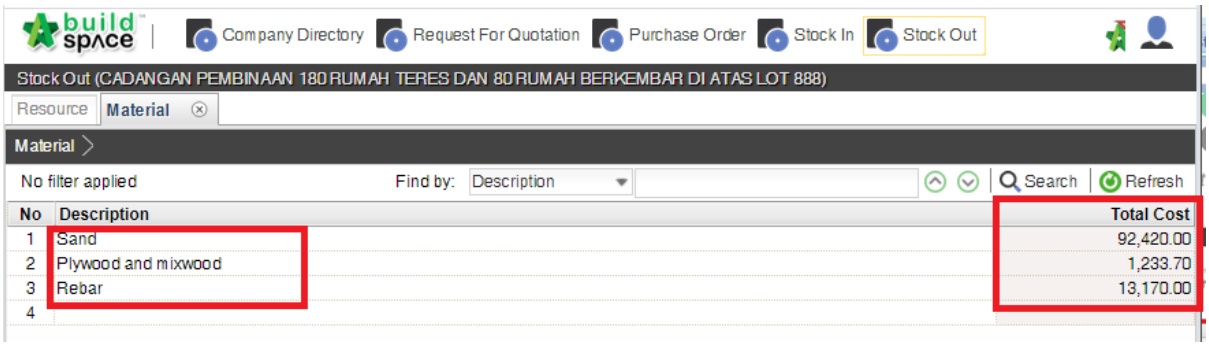
1. Click at “**Stock Out**” and **double click at project title** to see all stocks related to that project.



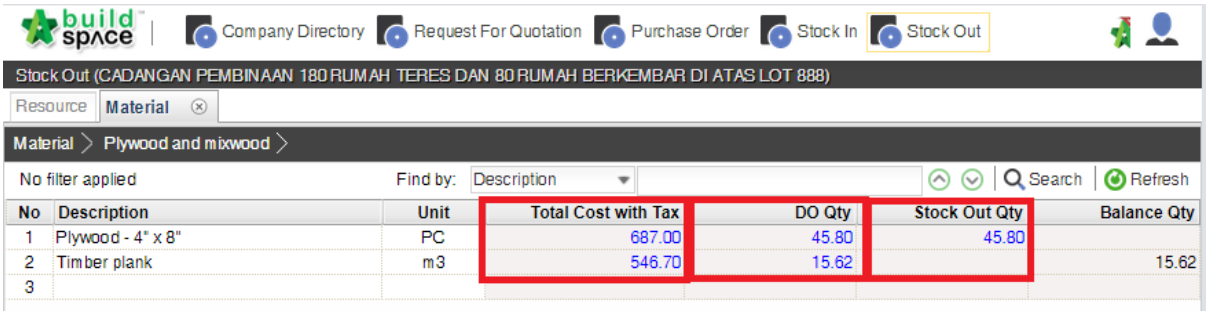
2. Can see the overall cost. Double click at resource category to see sub level's total.



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

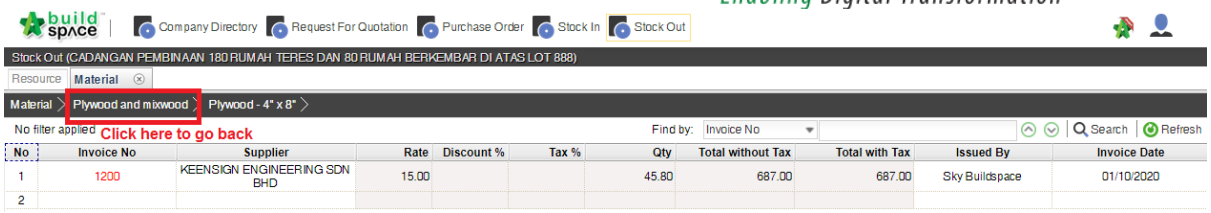


4. Can see the detail information.

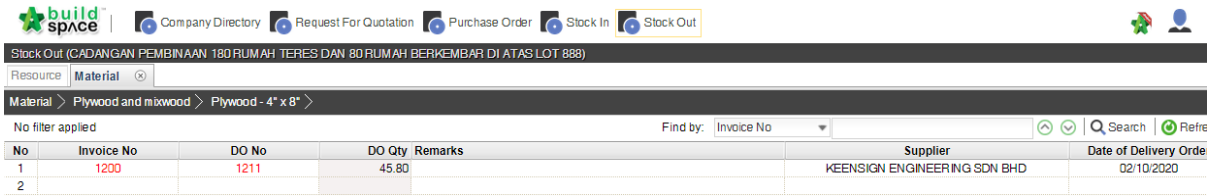


Double click at;

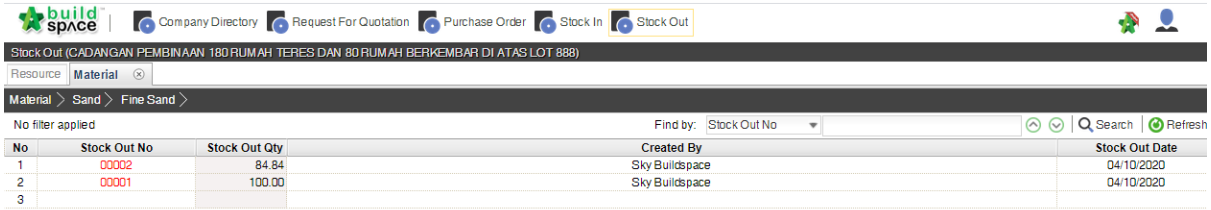
a) "**Total Cost with Tax**" to view invoice



b) "**DO Qty**" to view DO information



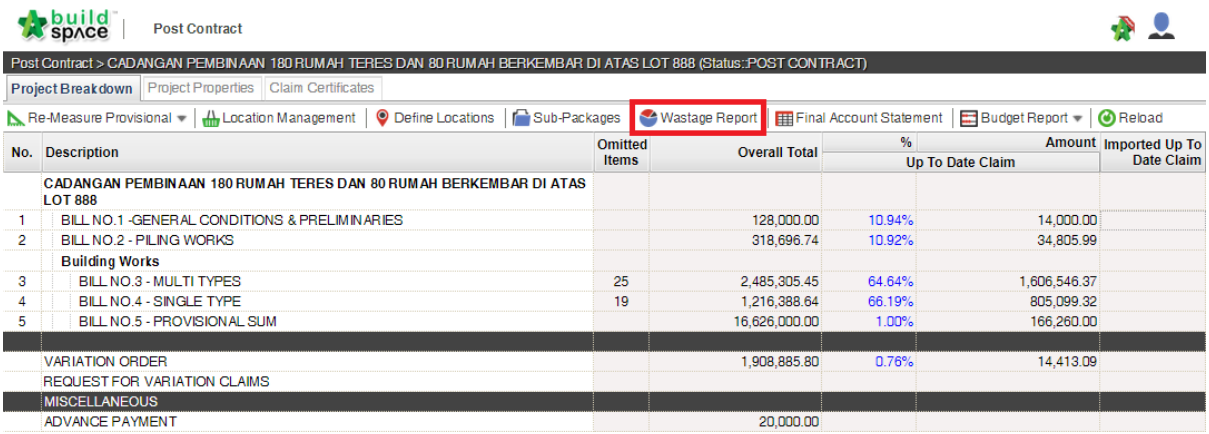
c) "**Stock Out Qty**" to view stock out information



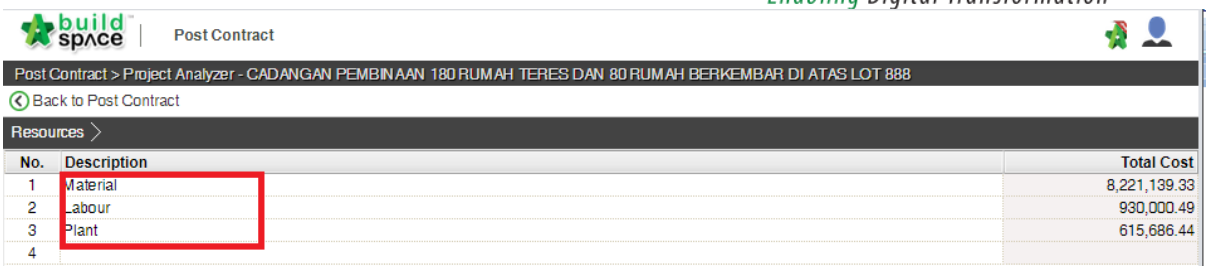
Materials Wastage Report

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.



2. Double click to go sub level.

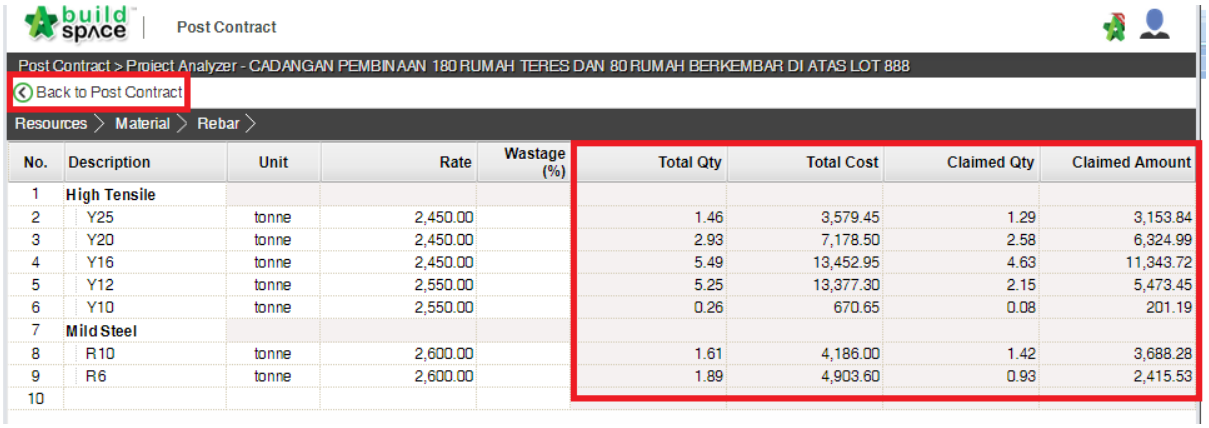


No.	Description	Total Cost
1	Material	8,221,139.33
2	Labour	930,000.49
3	Plant	615,686.44
4		

3. Double click again to go to sub level.

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		

4. 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.



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
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