You can continue prepare BQ in Excel format and Import into BuildSpace
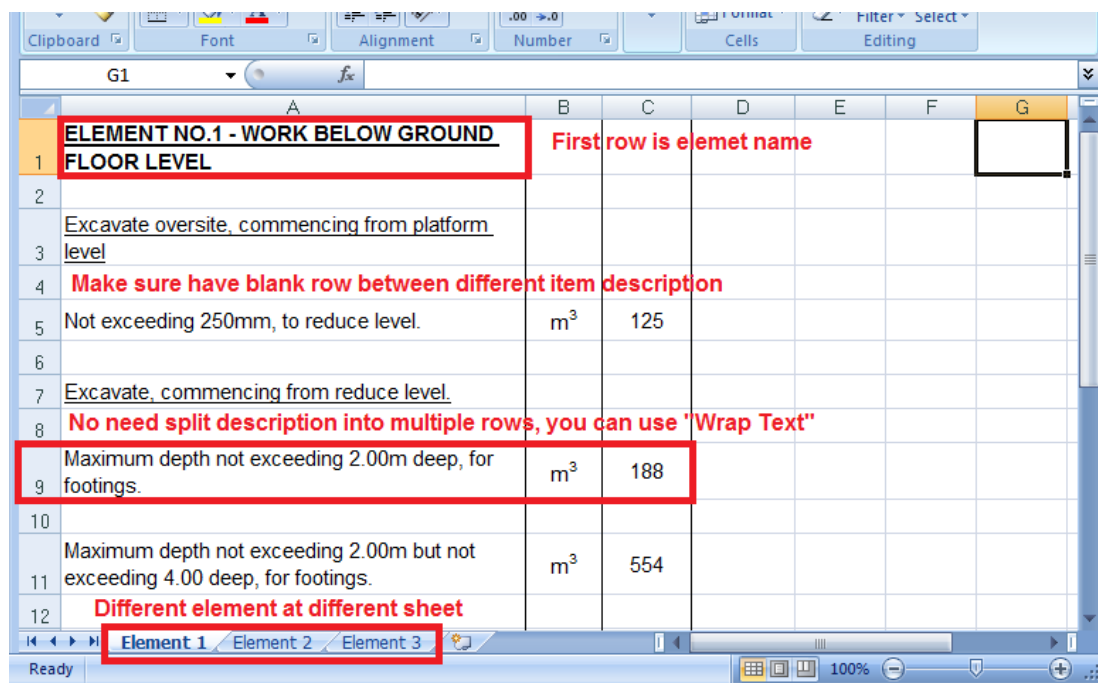
Note: If you want to import from multi columns Excel BQ, please refer to http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf

1. If you use to prepare BQ in Excel format, you still can do that and you **no need** to prepare the following at your Excel BQ;
   a) Bill reference number
   b) Page total
   c) Collection page
   d) Summary page

You can set the following rules when you want continue prepare BQ in Excel instead of BuildSpace;

Column	Type
A	Description
B	Unit
C	Quantity
D	Rates

You can prepare in multiple sheets and when it imported will become multiple elements in BuildSpace.

Note: *Please make sure all items to be priced by tenderer have qty. Even for lump sum item need to have qty "1" or set it as ITEM-LS in the system's item type.*
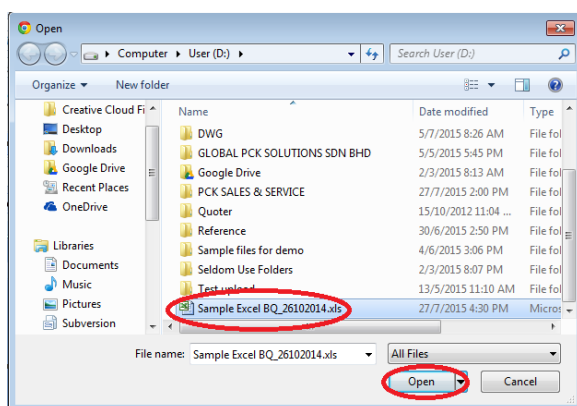
2. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".
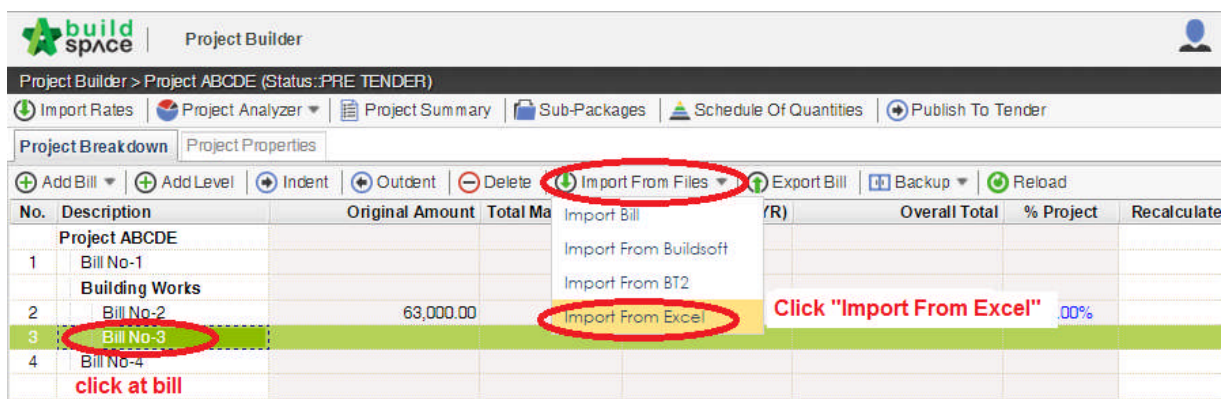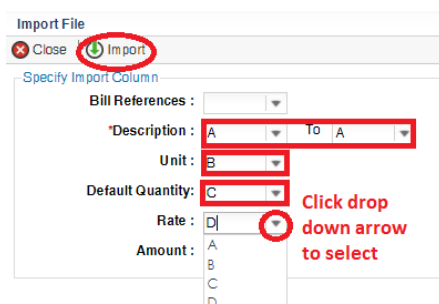

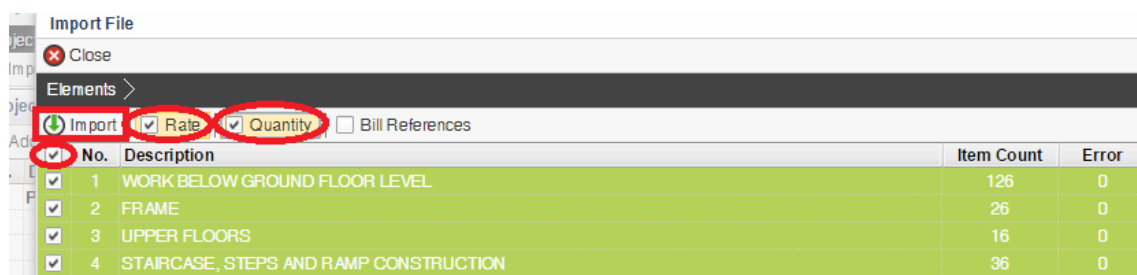3. Click at "**Select File**".

4. **Select excel file** and click at "**Open**".

5. Then the system will process and the following table will pop up. **Match the columns** by click at drop down arrow. Then click "**Import**".
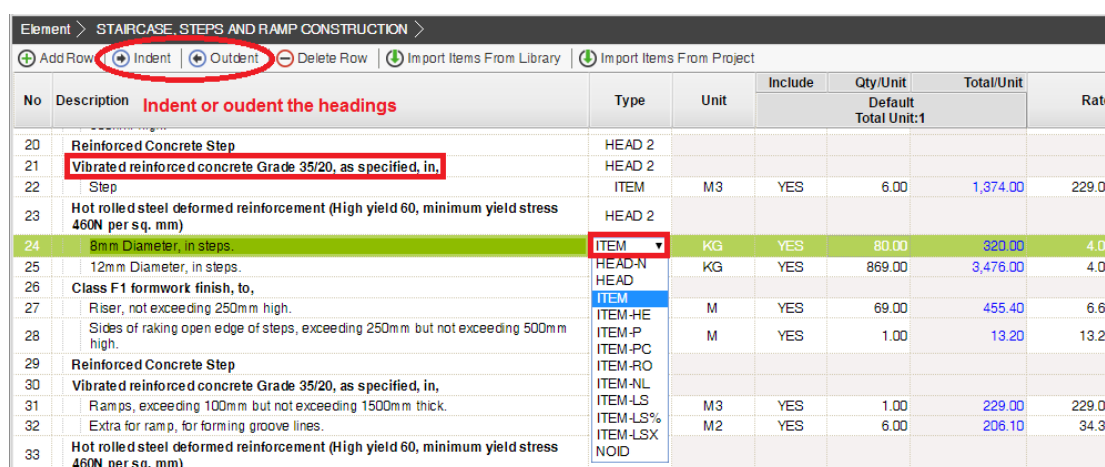

6. Then you can tick which element (**these elements are coming from Excel sheets**) you want to import or tick all and select "Rate" and/or "Quantity" if you want to import with Rate or Quantity. After that click at "Import".

7. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press "**Enter**" at "Type" cell, then click at **drop down arrow** to select the type and press "**Enter**" again to save. Besides, you also need to double check the "**heading**" by **Indent** or **Outdent** the headings.
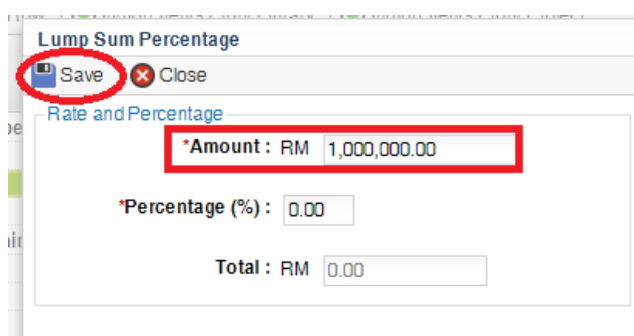   *Note: You can use your keyboard's arrow key to move to other cell like Excel.*

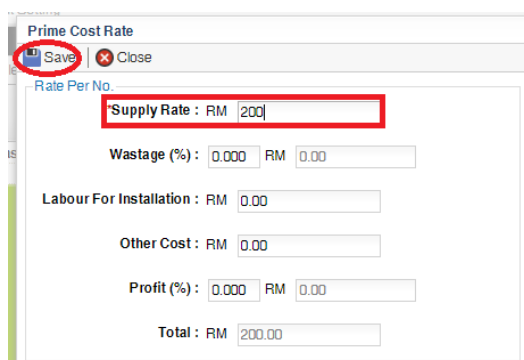8. The following shows the common item types that you need to change if you have;

a) **Rate Only item** – change item type to "**ITEM-RO**"

b) **Note** – change item type to "**NOID**" (*double click at description cell to type/edit description*)

c) **Lump Sum item** – change item type to "**ITEM-LS**" (**unless you already put qty as "1"**)

d) **Provisional SUM or PC SUM item** – change item type to "**ITEM-LSX**" (*Not allow tenderer to price*)

e) **Profit & Attendance item** – change item type to "**ITEM-LS%**", then **double click** at "**Rate**" **cell** to key in your amount and click "**Save**". (*Allow tenderer to fill up % only*)

f) **Prime Cost Rate item** – change item type to "**ITEM-PC**", then **double click** at "**Rate**" **cell** to key in your **supply rate** and click "**Save**". (*Allow tenderer to fill up the rest except "Supply Rate"*)

g) **Allow for any other item** to be keyed in by the tenderer – change item type to "**ITEM-NL**"

h) **For other item types, please visit** http://forum.buildspace.my/viewtopic.php?f=17&t=32

i) **Other tutorials** http://forum.buildspace.my/viewforum.php?f=17

9. For "**Preliminaries Bill**", please insert unit as "**LS**" & quantity as "**1**" for the items that you **allow tenderer to price** like below;