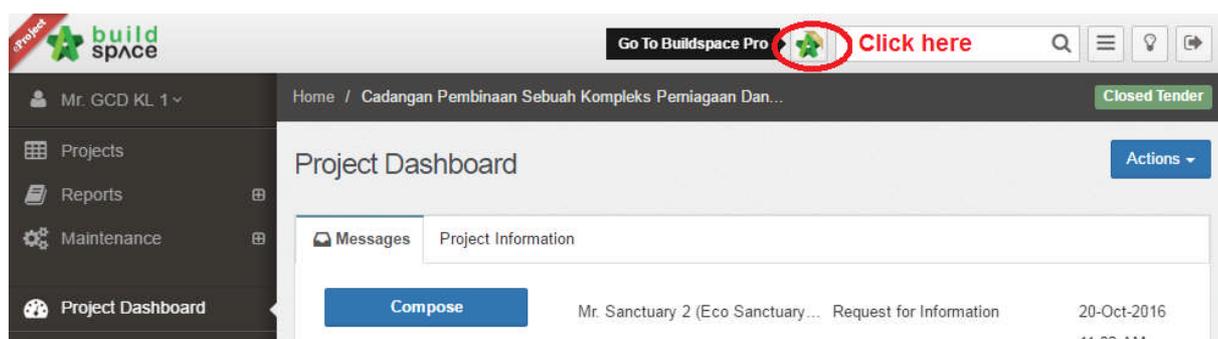


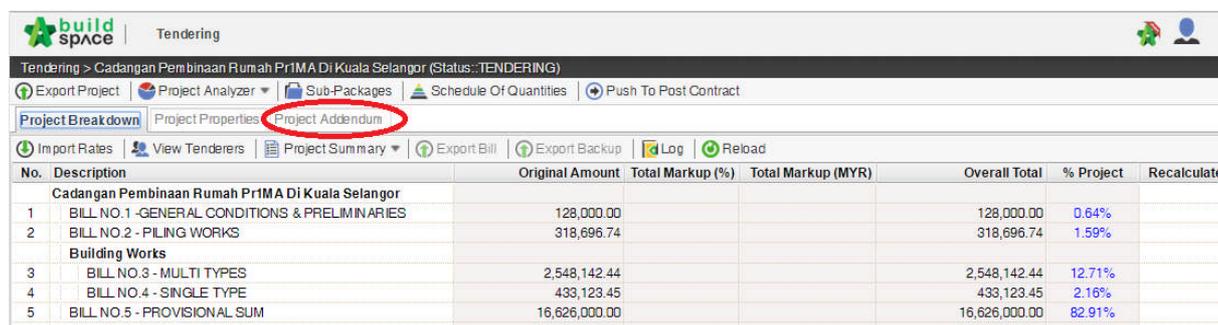
How to Activate Project Addendum

Note: This is compulsory to capture & compare tenderers' revisions rates and also if you want to edit BQ.

1. Login to eTender system. **Open a project** and click at **"BuildSpace Pro"** icon to access to BQ system. **It will auto open the project's BQ.**



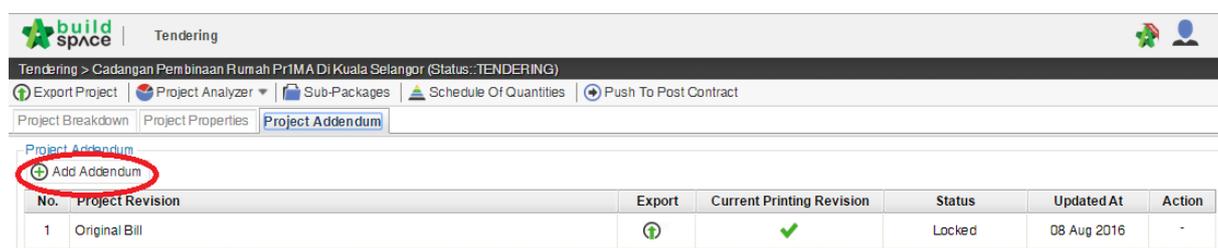
2. Click at **"Project Addendum"** tab.



The screenshot shows the "Project Addendum" tab selected in the interface. Below the navigation tabs, there is a table with the following data:

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
Cadangan Pembinaan Rumah Pr1MA Di Kuala Selangor							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	128,000.00			128,000.00	0.64%	
2	BILL NO.2 - PILING WORKS	318,696.74			318,696.74	1.59%	
Building Works							
3	BILL NO.3 - MULTI TYPES	2,548,142.44			2,548,142.44	12.71%	
4	BILL NO.4 - SINGLE TYPE	433,123.45			433,123.45	2.16%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	82.91%	

3. Click at **"Add Addendum"** button.



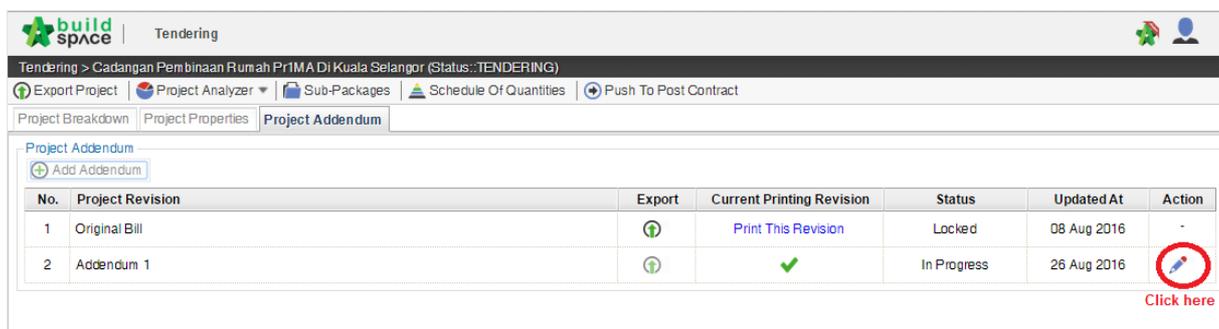
The screenshot shows the "Project Addendum" tab selected. Below the navigation tabs, there is a table with the following data:

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill			Locked	08 Aug 2016	-

4. Then you can proceed to edit BQ, you can learn how to **edit, add & delete BQ items** at the following link;

<http://forum.buildspace.my/viewtopic.php?f=149&t=245>

- If nothing changes, you just want to **capture & compare** the tenderers' original tender rates & tender addendums rates, **proceed** to click at **"Edit"** icon.

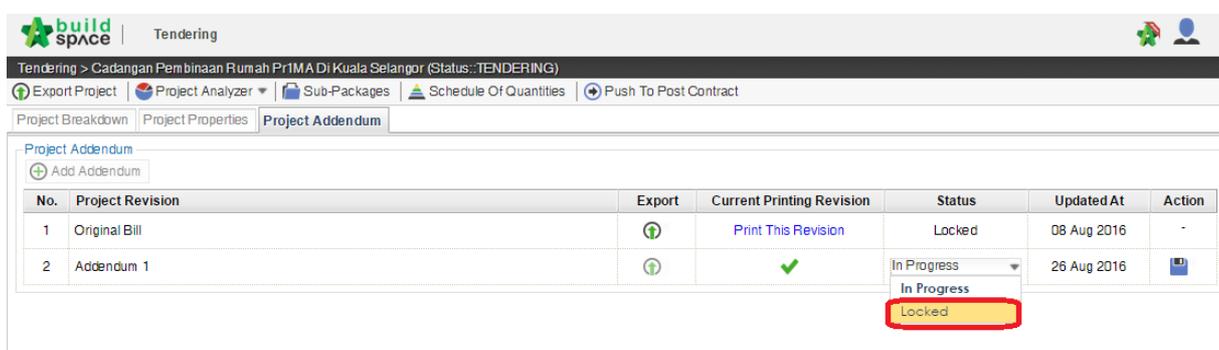


Project Addendum

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	08 Aug 2016	-
2	Addendum 1			In Progress	26 Aug 2016	

Click here

- Then select **"Locked"**.

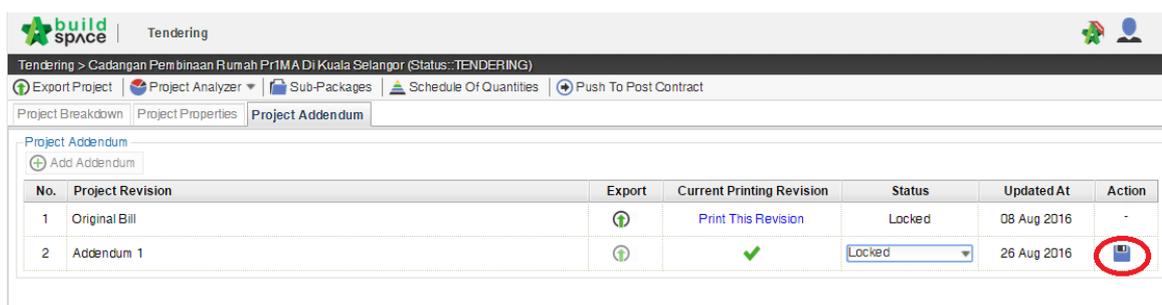


Project Addendum

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	08 Aug 2016	-
2	Addendum 1			In Progress	26 Aug 2016	

Locked

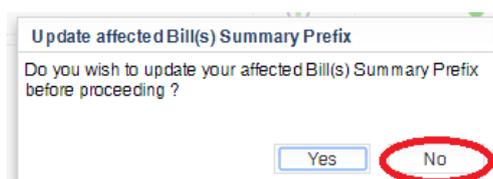
- Click **"Save"**.



Project Addendum

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	08 Aug 2016	-
2	Addendum 1			Locked	26 Aug 2016	

- Click **"No"** to proceed.

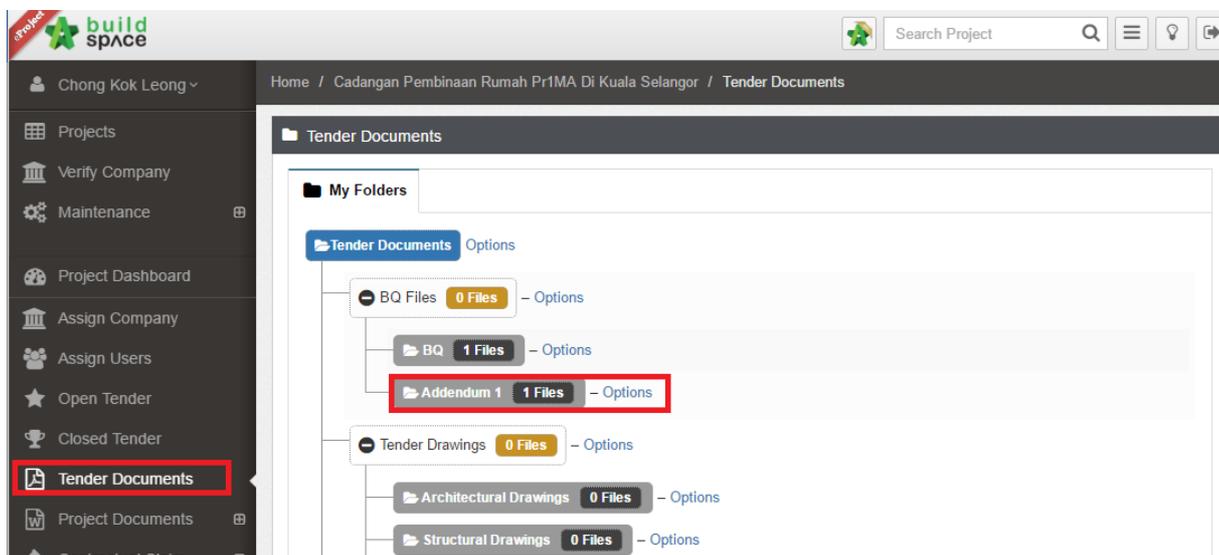


Update affected Bill(s) Summary Prefix

Do you wish to update your affected Bill(s) Summary Prefix before proceeding ?

Yes No

9. Go back to eTender system and click at “Tender Documents” menu and you can see “Addendum 1” file created.



10. You can notify the tenderers at any time (*better during calling tender period because the tenderer only can view during that time*) by click at “Options” and select “Send Notification”.

