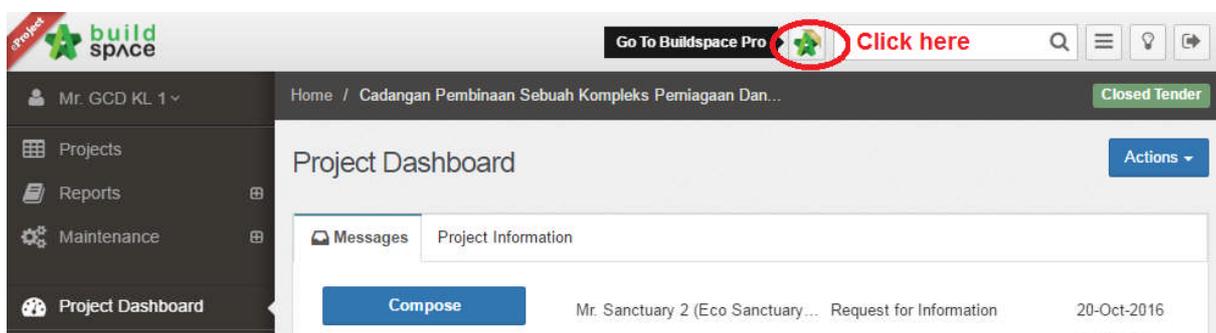


Contents

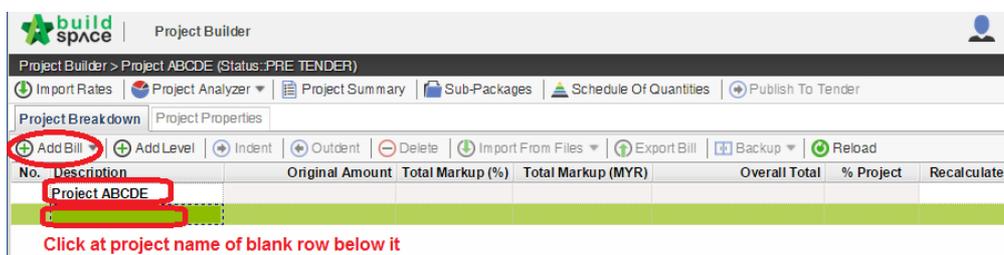
How to access to BQ system & Add Bills	- 1 -
How to Import sample “Preliminary Bill” & other BQ.....	- 4 -
How to open a bill, key in elements & items	- 5 -
How to import BQ from Excel	- 7 -
You can continue prepare BQ in Excel format and Import into BuildSpace	- 11 -
How to print project/tender summary.....	- 13 -
How to publish the project to tendering (only do this once your BQ is finalized).....	- 14 -
How to issue addendum ?	- 15 -

How to access to BQ system & Add Bills

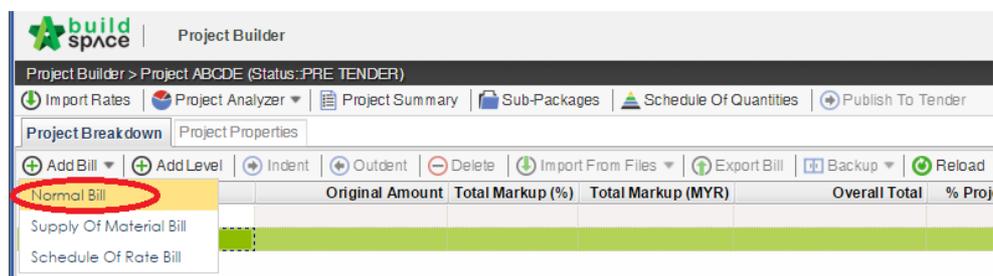
1. **Open a project.** Click on “BuildSpace Pro” logo and your browser will create another tab to open BQ system.



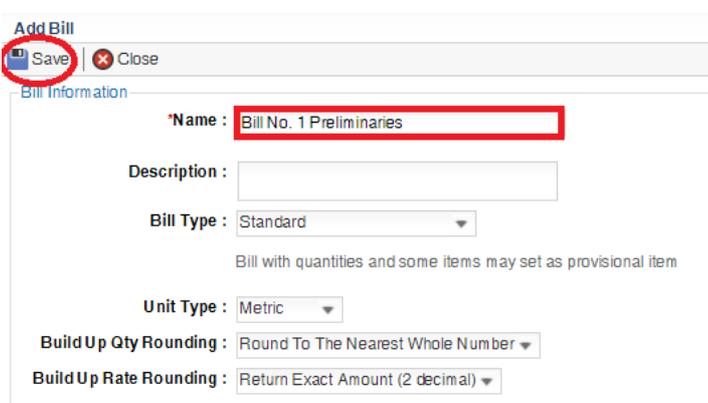
2. **Click at project name or blank row below it, and then click at “Add Bill”.**



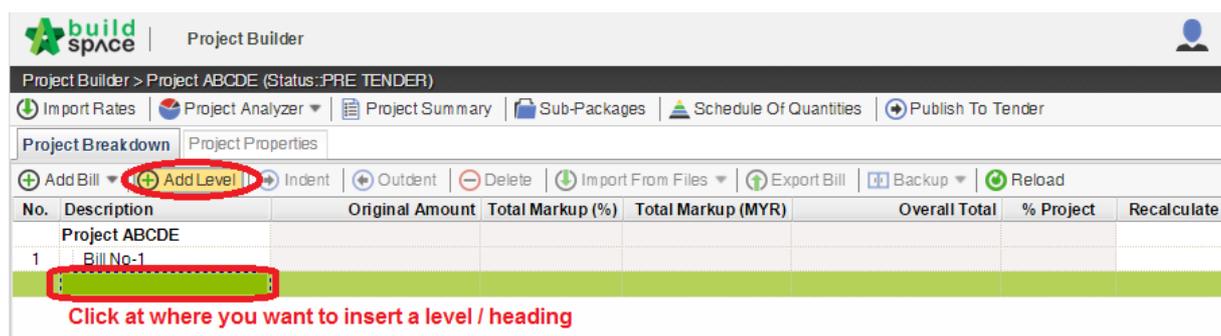
- There's three type of bills for you to select, select **“Normal Bill”**;



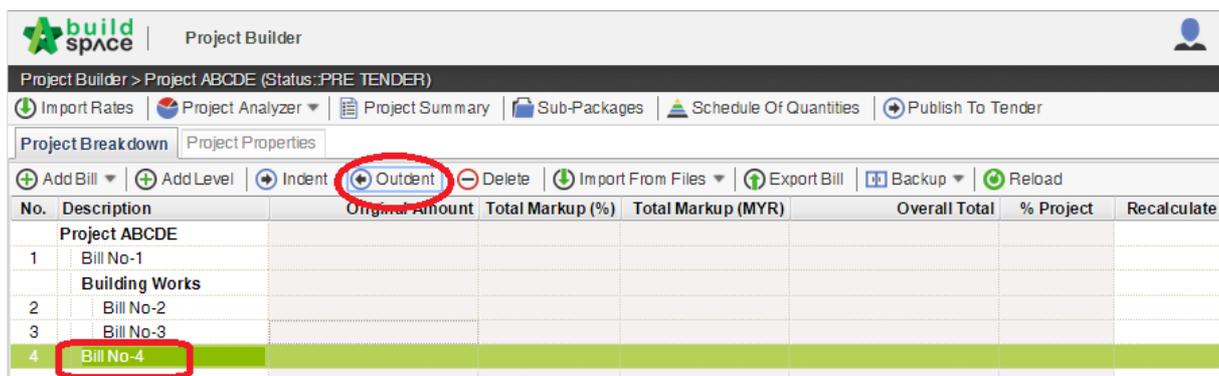
- Key in **bill name** and click **“Save”**.



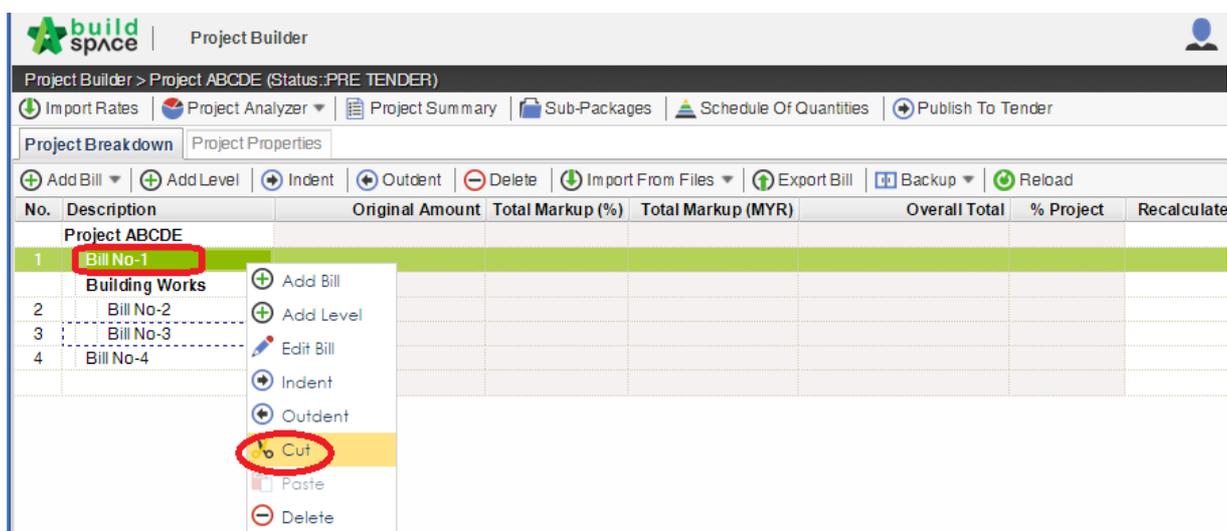
- Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click **“Add Level”**.



6. Can **indent/outdent** bill under the “Level” description.

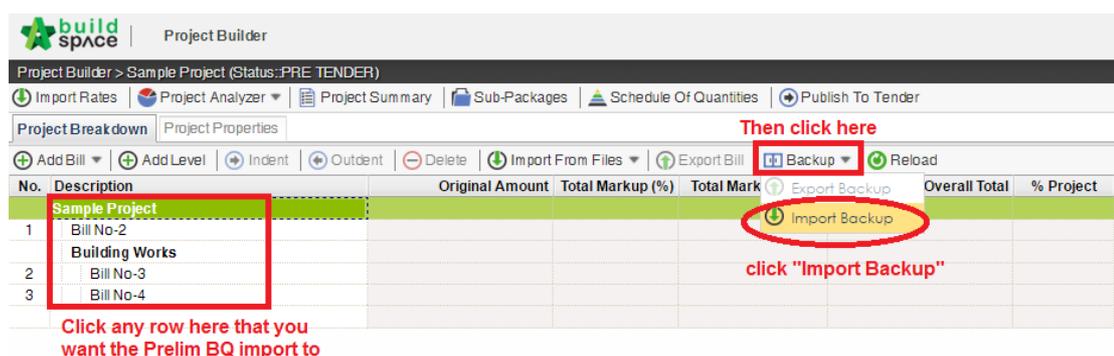


7. Can **cut & paste** bill. Right click at a bill and select “Cut”. Then right click at the row that you want to paste and select “Paste” (it will paste above the selected row).



How to Import sample “Preliminary Bill” & other BQ

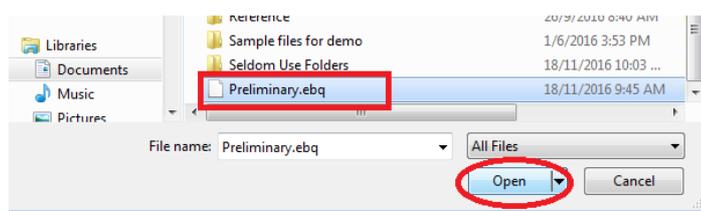
1. You can email your Excel BQ to support@pck.com.my and we will help you to convert into BuildSpace BQ format and **imports follow the step 3 to 6** at below.
2. Download sample preliminary bill from <http://buildsoft.com.my/Preliminary.ebq>
3. Click at **project title** and click “**Backup**” icon. Then follow by “**Import Backup**”.



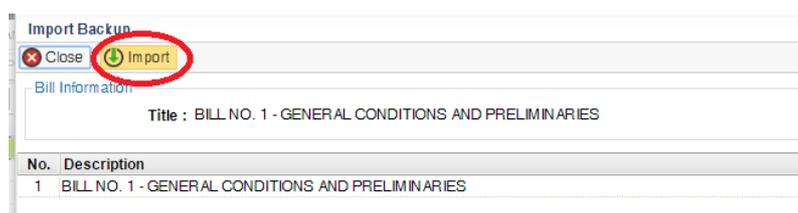
4. Click “**Select Backup File**”.



5. Select the downloaded “**Preliminary.ebq**” file and click “**Open**”.



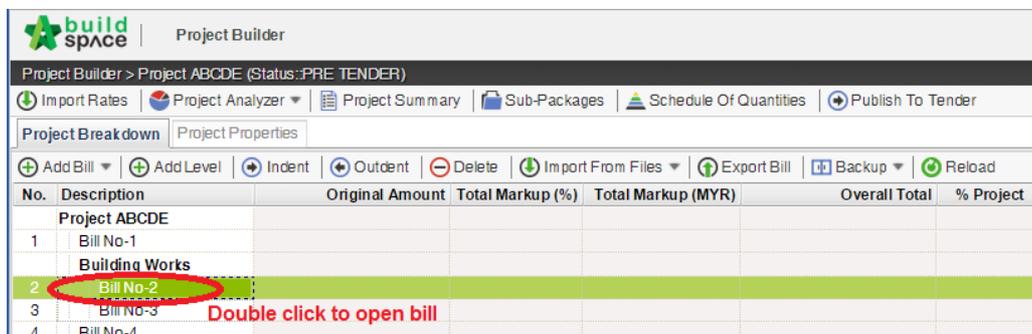
6. You will see the preview and click “**Import**”.



7. Then you can see file imported.

How to open a bill, key in elements & items

1. Double click at a bill.



No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
Project ABCDE						
1	Bill No-1					
Building Works						
2	Bill No-2					
3	Bill No-3					
4	Bill No-4					

2. Press “Enter” to key in element name and press “Enter” to save. Click at “Project Breakdown” to open other bills. Double click at element name to go to item level.

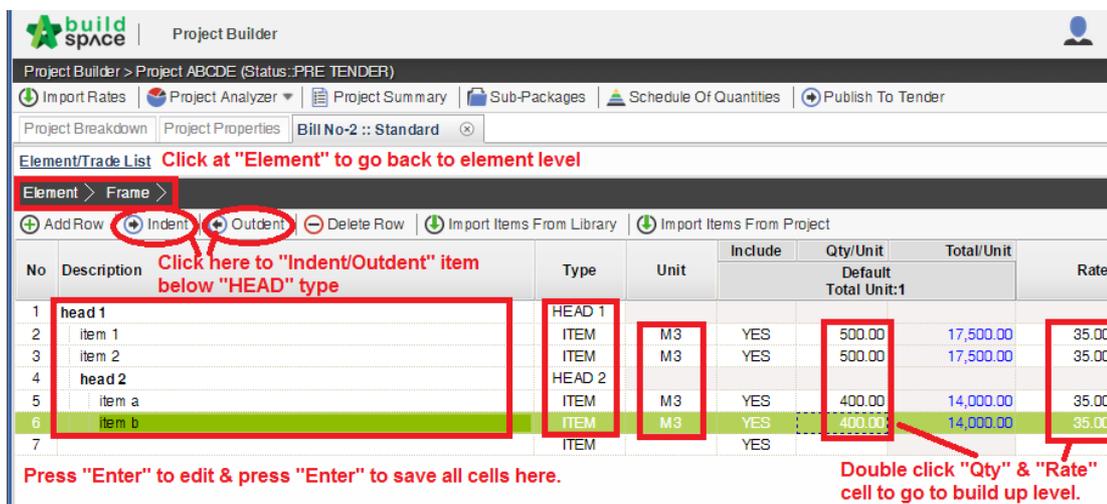
Note: You can use your keyboard's arrow key to move to other cell like Excel.



No	Description	% Job	Cost/m2	Total/Unit
1	Frame			
2	Upper Floor			

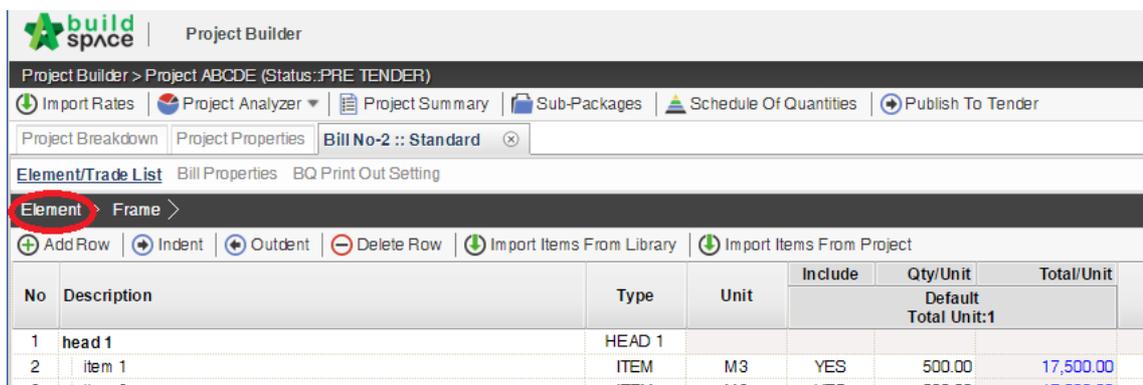
3. At item level, press “Enter” at all cells to edit and press “Enter” again to save.

Note: You can use your keyboard's arrow key to move to other cell like Excel.

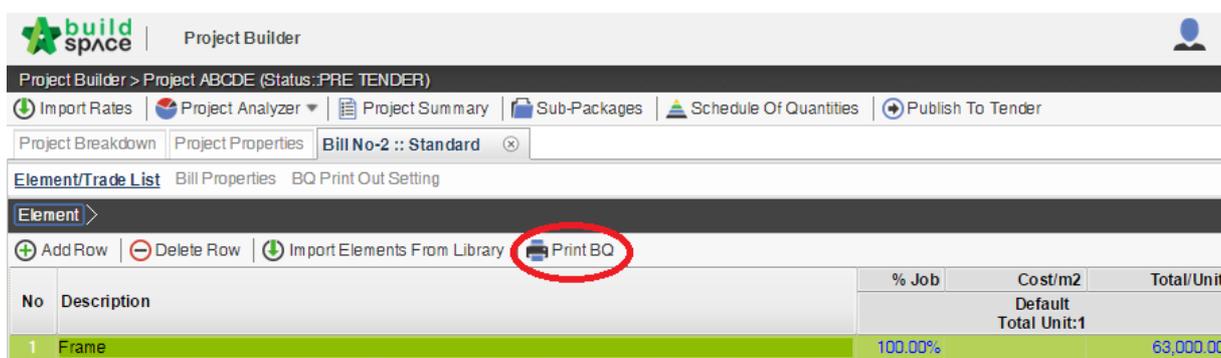


No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
1	head 1	HEAD 1					
2	item 1	ITEM	M3	YES	500.00	17,500.00	35.00
3	item 2	ITEM	M3	YES	500.00	17,500.00	35.00
4	head 2	HEAD 2					
5	item a	ITEM	M3	YES	400.00	14,000.00	35.00
6	item b	ITEM	M3	YES	400.00	14,000.00	35.00
7		ITEM		YES			

- Click at **“Element”** to go back to element level to print BQ.



- Click at **“Print BQ”**.



- You have option to print by elements or print all.



Note: Please make sure your item descriptions in proper **“hierarchy”** (indent/outdent). It will affect the auto printing of continuous **HEADING** at next page.

How to import BQ from Excel

- Note:**
- You can import all sheets at the same time
 - Make sure you had unmerged all cells

1. Open Microsoft Excel BQ file. Delete headings and unnecessary descriptions.

	A	B	C	D	E	F	G
4							
5		Item	Delete these rows, no need these headings	Unit	Quantity	Rate	RM
6							
7							
8			Bill No. 3.1				
9			WORK BELOW GROUND FLOOR LEVEL				
10			Excavate oversite, commencing from platform level				
11							
12							
13							
14		A.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50

2. Then you will see like this and the description at **first row** will be imported as “**Element**” name in BuildSpace. Make sure the following;
 - a) Have a **blank row** between each item description
 - b) Unit, Qty & Rate are located at **same row** with item description

	A	B	C	D	E	F	G
1			WORK BELOW GROUND FLOOR LEVEL				
2							
3			Excavate oversite, commencing from platform level				
4							
5							
6		A.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50
7							
8			Excavate, commencing from reduce level.				
9							
10		B.	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188	8.50	1,598.00
11							
12							
13		C.	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554	10.50	5,817.00
14							
15							
16		D.	Maximum depth not exceeding 1.00m deep, for ground beams	m ³	469	8.50	3,986.50
17							
18							
19		E.	Maximum depth not exceeding 1.00m deep, for trenches.	m ³	33	8.50	280.50
20							

c) Delete **page total** and description with “Cont’d” (because BuildSpace auto generate).

	A	B	C	D	E	F	G
2	43	L.	Excavated materials	m ³	936	3.00	2,808.00
3	44						
4	45		Hardcore, consolidated and blinded to receive				
5	46		concrete				
6	47						
7	48	M.	150mm (consolidated thickness), under floor.	m ³	532	9.50	5,054.00
8	49						
9	50						
10	51					To Collection	33,560.00
11	52		PERPUSTAKAAN				
12	53		08/1409 - UiTM ARAU, PERLIS				
13	54			3.1/1			
14	55						
15	56		Work Below Ground Floor Level (Cont'd)				
16	57						
17	58		Damp proof membrane, well lapped in the joints				
18	59		and sealed with approved pressure sensitive tape,				
19	60		turned up against wall for at least the full thickness				
20	61		of floor (measured nett : allow for laps and turn				
21	62		up)				

d) Delete **collection page** and the rest of unnecessary descriptions.

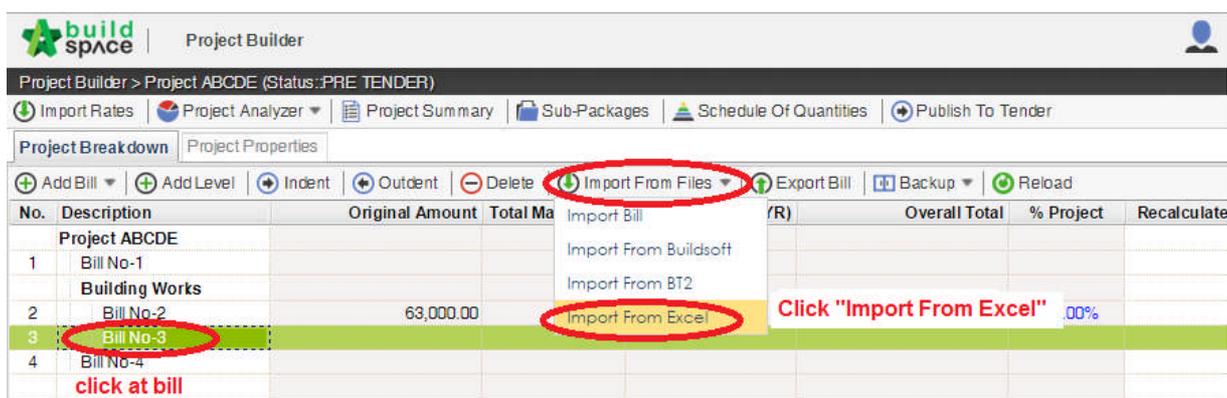
	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill No. 3.1 - WORK BELOW GROUND FLOOR LEVEL				
361							
362			To Summary				
363							
364							

- Repeat the above steps for other sheets and make sure each sheets have same position of Description, Unit, Qty & Rate such as if description at sheet 1 is located at column "C", make sure description at other sheets also at column "C".

	A	B	C	D	E	F	G
139							
140		M.	Reference No. B6 (weight 3.73kg per sq. m), in	m ²	314	17.68	5,551.52
141			floors				
142							
143		N.	Reference No. A8 (weight 3.95kg per sq. m), in	m ²	38	18.80	714.40
144			trench bases.				
145							
146		P.	Reference No. B7 (weight 4.53kg per sq. m), in	m ²	75	21.50	1,612.50
147			trench wall				
148							
149							
150							
151							
152							

Make sure all sheets' description, unit, qty & rate are located at same column. For example, if description at this sheet is column "C", then make sure other sheet's description column also located at column "C".

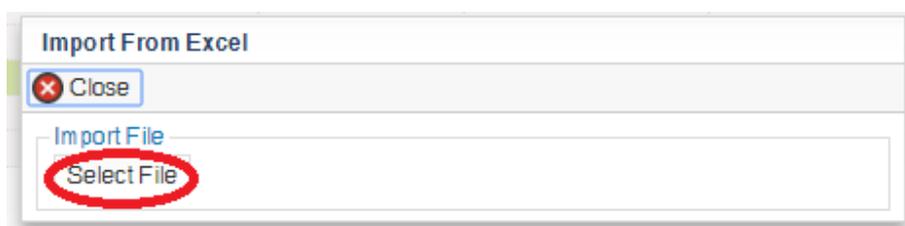
- After that save or save as the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "Import From Files" icon and select "Import From Excel".



The screenshot shows the BuildSpace Project Builder interface. The 'Project Breakdown' tab is active, displaying a table of bills. The 'Import From Files' menu is open, and 'Import From Excel' is highlighted. A red circle is drawn around the 'Import From Excel' option in the menu. Another red circle is drawn around the 'Bill No-3' row in the table. A red text annotation says 'click at bill' below the 'Bill No-3' row. A red text annotation says 'Click "Import From Excel"' next to the 'Import From Excel' menu item.

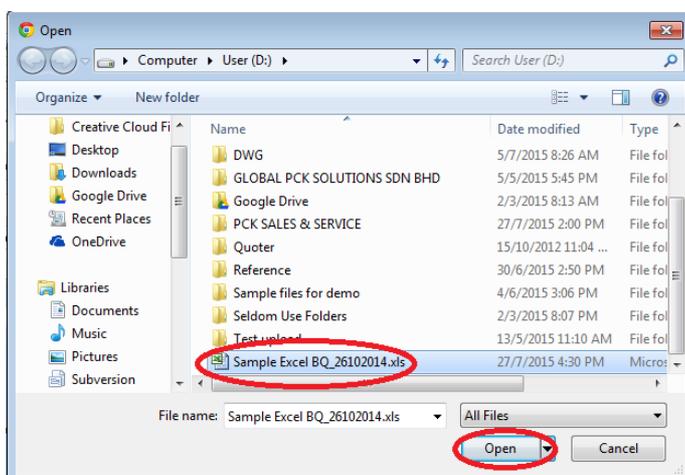
No.	Description	Original Amount	Total Ma	Import Bill	(R)	Overall Total	% Project	Recalculate
Project ABCDE								
1	Bill No-1							
Building Works								
2	Bill No-2	63,000.00						
3	Bill No-3						00%	
4	Bill No-4							

- Click at "Select File".

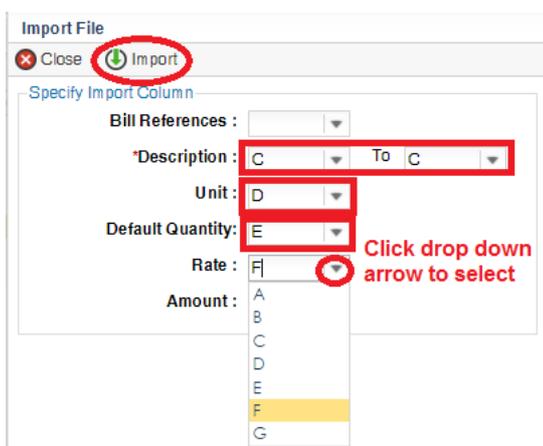


The screenshot shows the 'Import From Excel' dialog box. The 'Import File' section is visible, and the 'Select File' button is highlighted with a red circle.

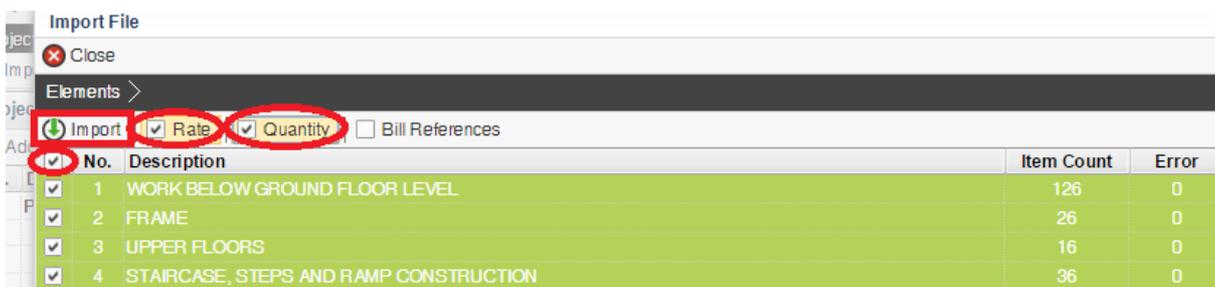
6. Select excel file and click at “Open”.



7. Then the system will process and the following table will pop up. Match the columns by click at drop down arrow. Then click “Import”.



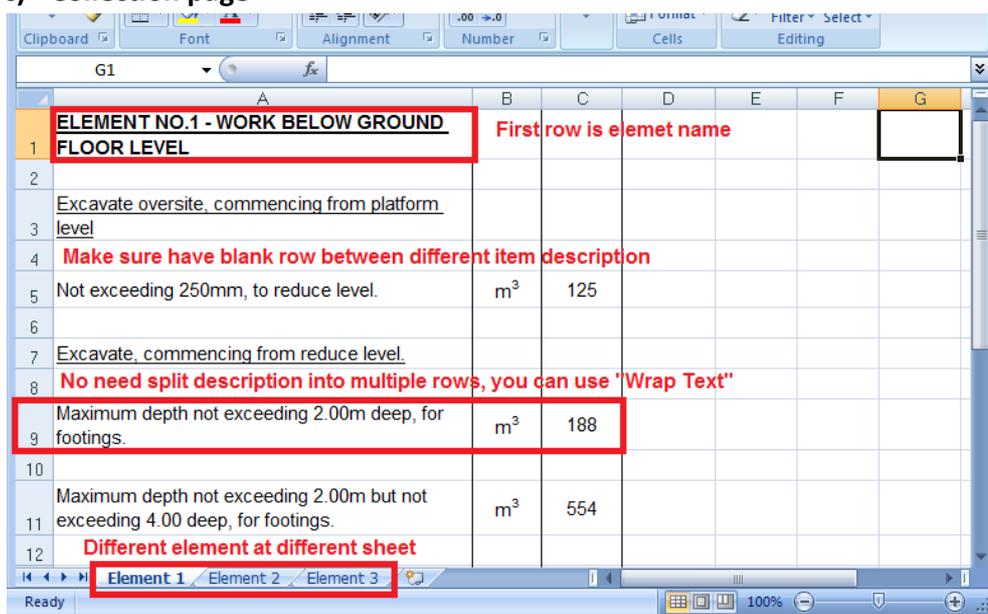
8. Then you can tick which element you want to import or tick all and select “Rate” and/or “Quantity” if you want to import with Rate or Quantity. After that click at “Import”.



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>

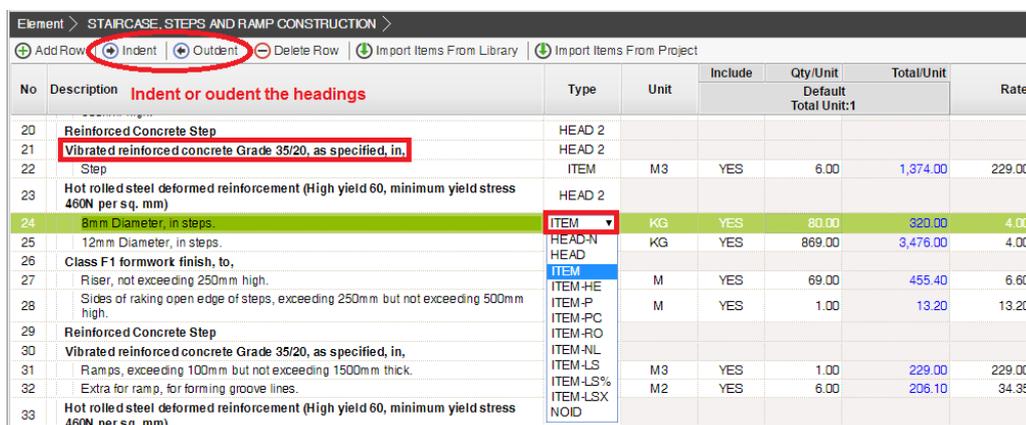
9. If you use to prepare BQ in Excel format, you still can do that and you **no need** to prepare the following at your Excel BQ;
- Bill reference number
 - Page total
 - Collection page



	A	B	C	D	E	F	G
1	ELEMENT NO.1 - WORK BELOW GROUND						
2	FLOOR LEVEL						
3	Excavate oversite, commencing from platform level						
4	Make sure have blank row between different item description						
5	Not exceeding 250mm, to reduce level.	m ³	125				
6							
7	Excavate, commencing from reduce level.						
8	No need split description into multiple rows, you can use "Wrap Text"						
9	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188				
10							
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554				
12	Different element at different sheet						

10. Follow the **step 4 to 8** to import. 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.

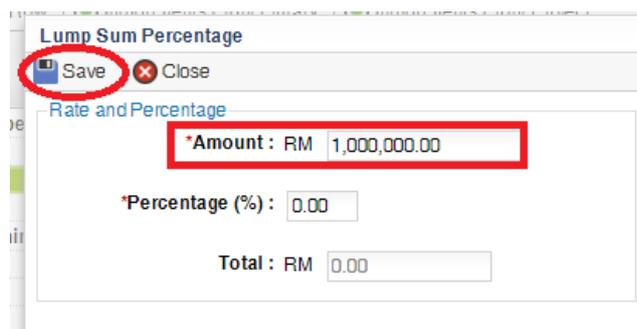
Note: You can use your keyboard's arrow key to move to other cell like Excel.



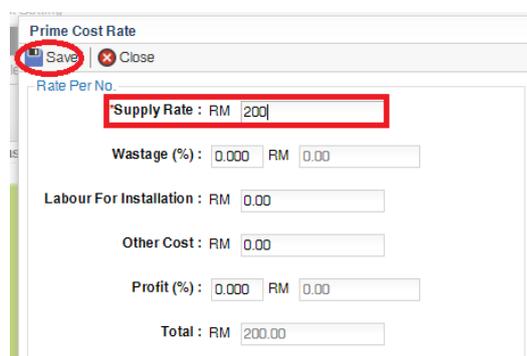
No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Rate
20	Reinforced Concrete Step	HEAD 2					
21	Vibrated reinforced concrete Grade 35/20, as specified, in,	HEAD 2					
22	Step	ITEM	M3	YES	6.00	1,374.00	229.00
23	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	HEAD 2					
24	8mm Diameter, in steps	ITEM	KG	YES	80.00	320.00	4.00
25	12mm Diameter, in steps.	HEAD-N	KG	YES	869.00	3,476.00	4.00
26	Class F1 formwork finish, to,	HEAD					
27	Riser, not exceeding 250mm high.	ITEM	M	YES	69.00	455.40	6.60
28	Sides of raking open edge of steps, exceeding 250mm but not exceeding 500mm high.	ITEM-HE	M	YES	1.00	13.20	13.20
29	Reinforced Concrete Step	ITEM-FC					
30	Vibrated reinforced concrete Grade 35/20, as specified, in,	ITEM-RO					
31	Ramps, exceeding 100mm but not exceeding 1500mm thick.	ITEM-NL	M3	YES	1.00	229.00	229.00
32	Extra for ramp, for forming groove lines.	ITEM-LS	M2	YES	6.00	206.10	34.35
33	Hot rolled steel deformed reinforcement (High yield 60, minimum yield stress 460N per sq. mm)	ITEM-LSX					
		NOID					

11. 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) **Lump Sum item** – change item type to “**ITEM-LS**”
- c) **Provisional SUM or PC SUM item** – change item type to “**ITEM-LSX**”
- d) **Profit & Attendance item** – change item type to “**ITEM-LS%**”, then **double click** at “**Rate**” cell to key in your amount and click “**Save**”.



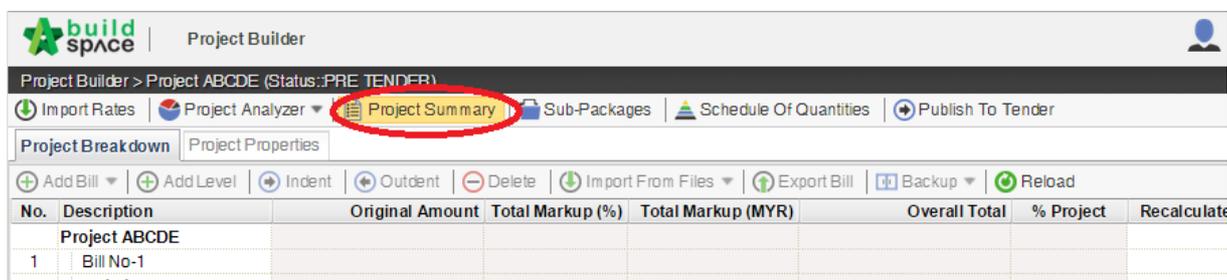
- e) **Prime Cost Rate item** – change item type to “**ITEM-PC**”, then **double click** at “**Rate**” cell to key in your **supply rate** and click “**Save**”.



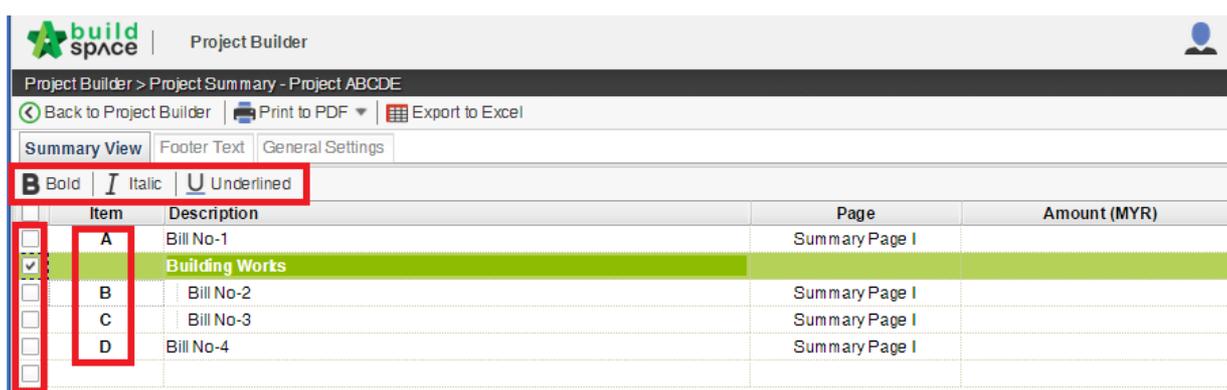
- f) **Allow for any other item** to be keyed in by the contractor – change item type to “**ITEM-NL**”
- g) **For other item types, please visit**
<http://forum.buildspace.my/viewtopic.php?f=17&t=32>
- h) **Other tutorials** <http://forum.buildspace.my/viewforum.php?f=17>

How to print project/tender summary

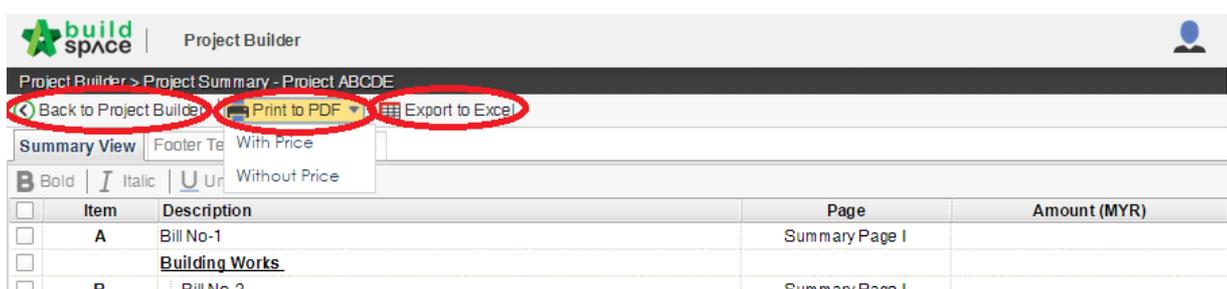
1. Click at “Project Summary”.



2. Can **tick** at check box to format the font type and **press enter** at the cell at “Item” column to key in numbering or any text like “A, B, C”. Then **press enter** again to finish editing.

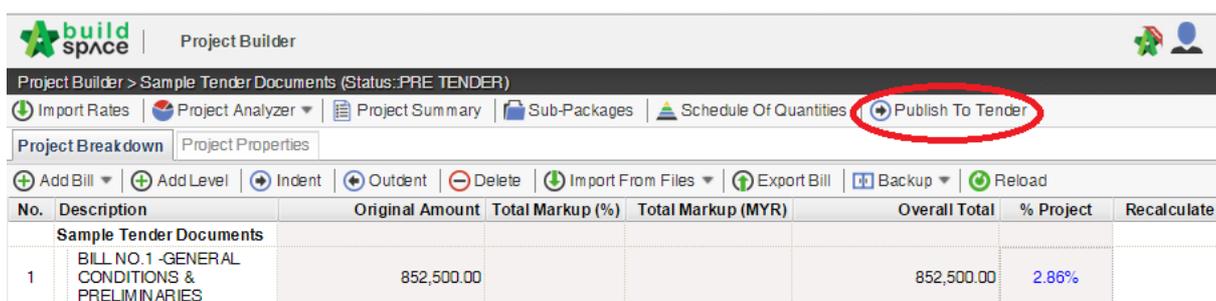


3. Click on “Back to Project Builder” to go back to your project. Click “Print to PDF” to printout your tender summary or click “Export to Excel” to export your tender summary to Microsoft Excel.

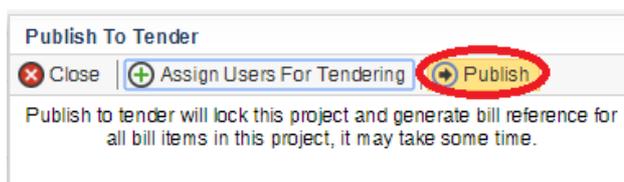


How to publish the project to tendering (only do this once your BQ is finalized)

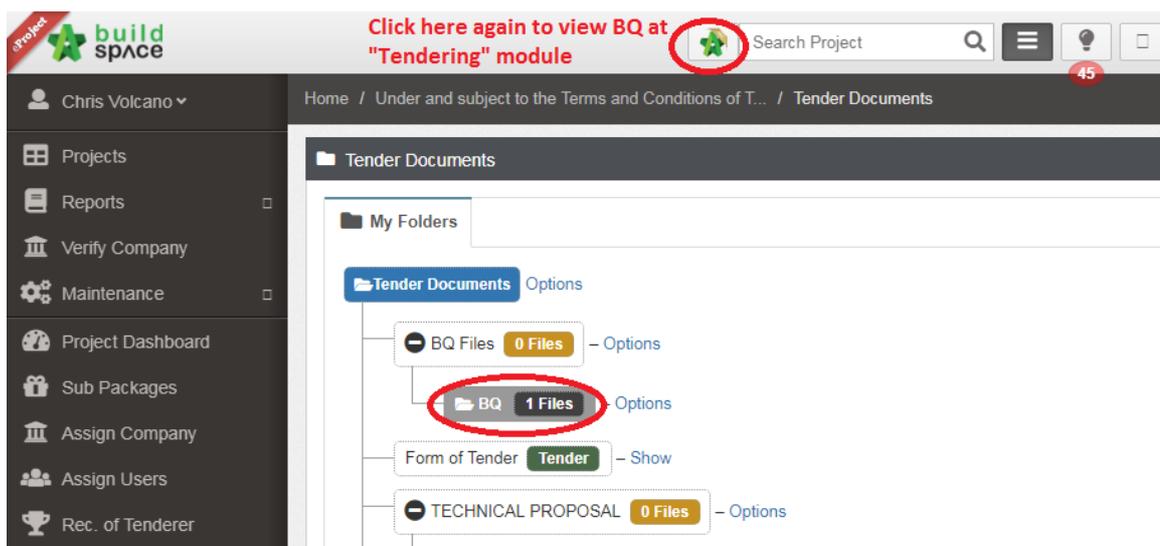
1. Once you had completed your BQ and you need to press a “Publish To Tender” button to move your project to tendering stage.



2. Then click “Publish” and project will move to “Tendering” module.

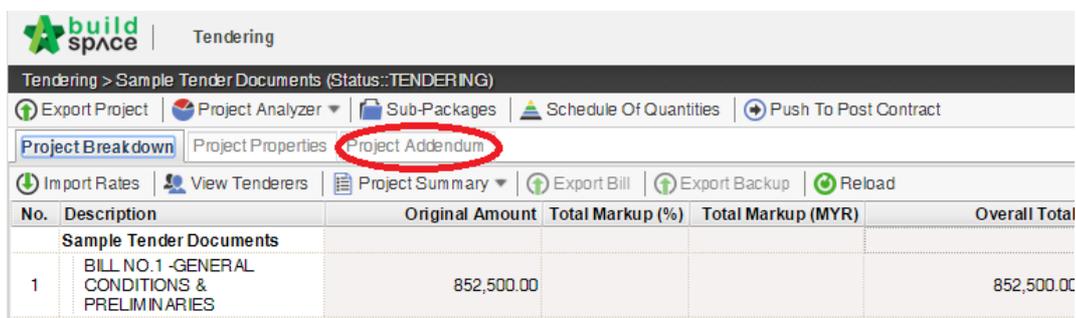


3. Go back to eTender system, you can see your BQ file will auto appear at “Tender Document”. Clcik “BuildSpace Pro” logo to access BQ at “Tendering” module.



How to issue addendum ?

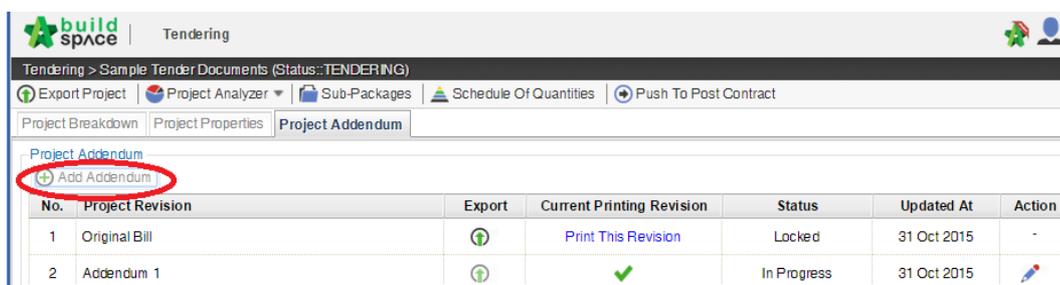
1. Open project at “Tendering” module, click at “Project Addendum” tab.



The screenshot shows the 'Tendering' module interface. The 'Project Addendum' tab is highlighted with a red circle. Below the navigation tabs, there is a table with the following data:

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total
Sample Tender Documents					
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00

2. Click “Add Addendum” to create addendum.

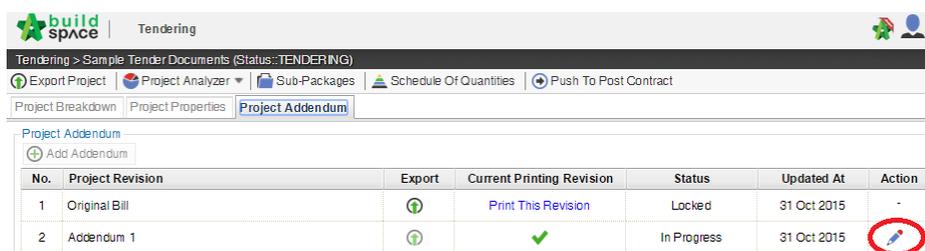


The screenshot shows the 'Project Addendum' tab selected. The 'Add Addendum' button is highlighted with a red circle. Below it is a table with the following data:

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	31 Oct 2015	-
2	Addendum 1			In Progress	31 Oct 2015	

3. Now you can edit the BQ, refer <http://forum.buildspace.my/viewtopic.php?f=148&t=244>

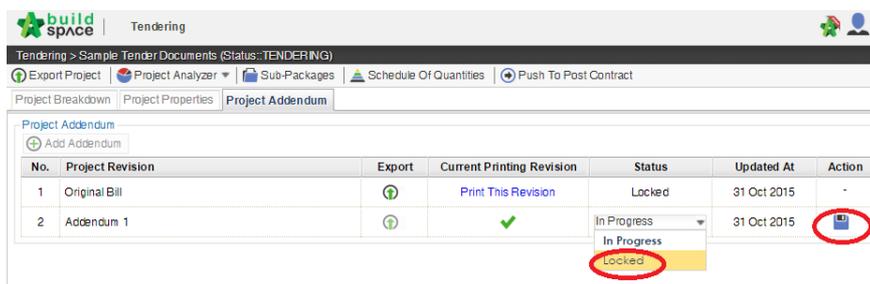
4. Once finish editing for addendum 1, you need to lock it. Click “Edit”.



The screenshot shows the 'Project Addendum' tab selected. The 'Edit' icon (pencil) in the 'Action' column for 'Addendum 1' is highlighted with a red circle. The table data is the same as in the previous screenshot.

No.	Project Revision	Export	Current Printing Revision	Status	Updated At	Action
1	Original Bill		Print This Revision	Locked	31 Oct 2015	-
2	Addendum 1			In Progress	31 Oct 2015	

5. Select “Locked” and click “Save”.



6. The following message will pop up, click “No” if you had edited the summary page.



7. Then the addendum file will auto appear at the “Tender Documents”.

