Contents

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.
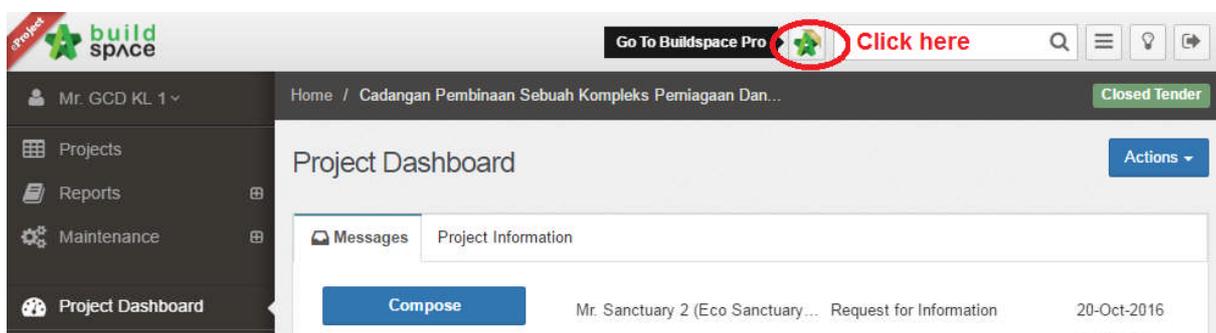
2. **Click at project name** or **blank row** below it, and then click at "**Add Bill**".
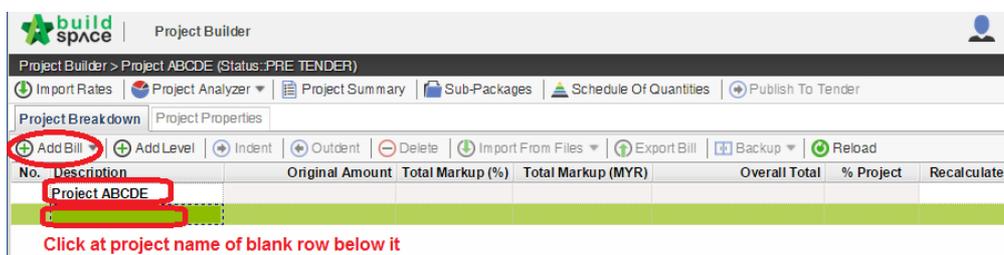
3. There's three type of bills for you to select, select "**Normal Bill**";
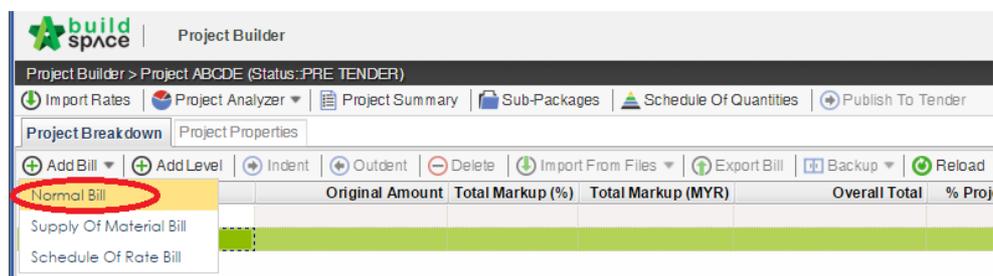
4. Key in **bill name** and click "**Save**".
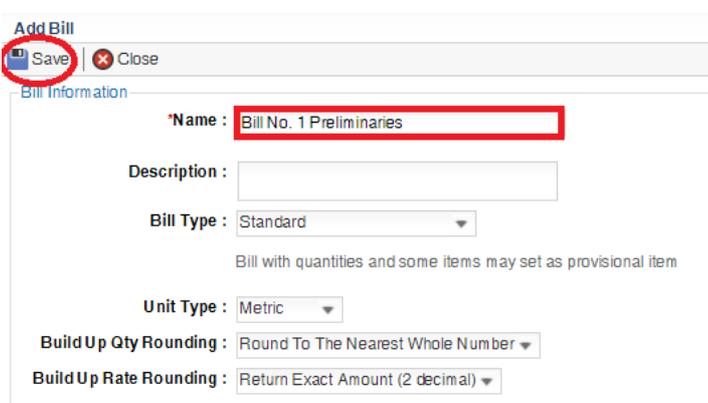
5. Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click "**Add Level**".
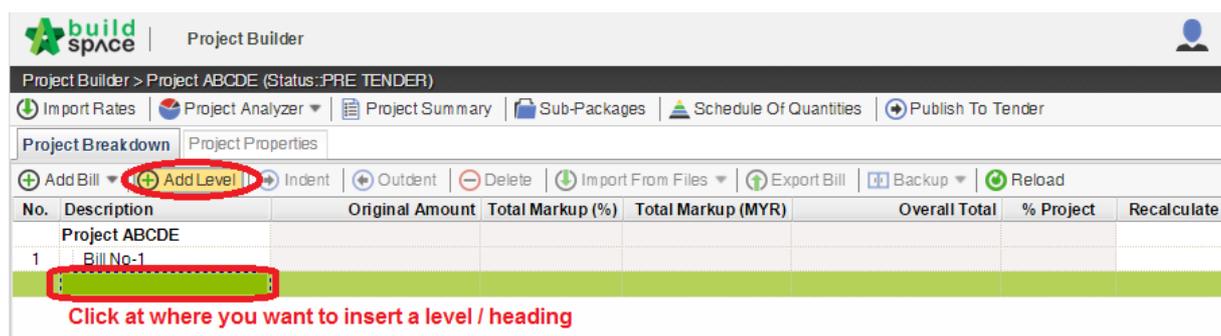
6. Can **indent/outdent** bill under the "**Level**" description.
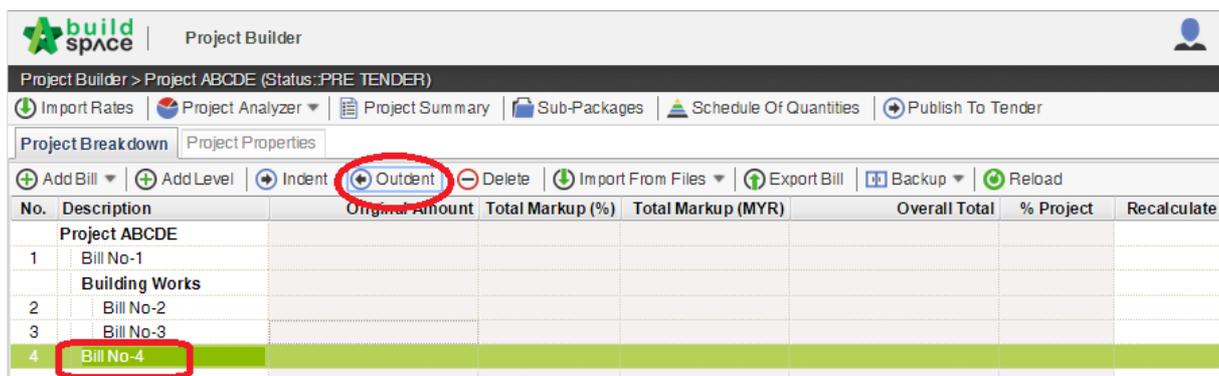
7. Can **cut & paste** bill. Right click at a bill and select "**Cut**". Then right click at the row that you want to paste and select "**Paste**" (it will paste above the selected row).
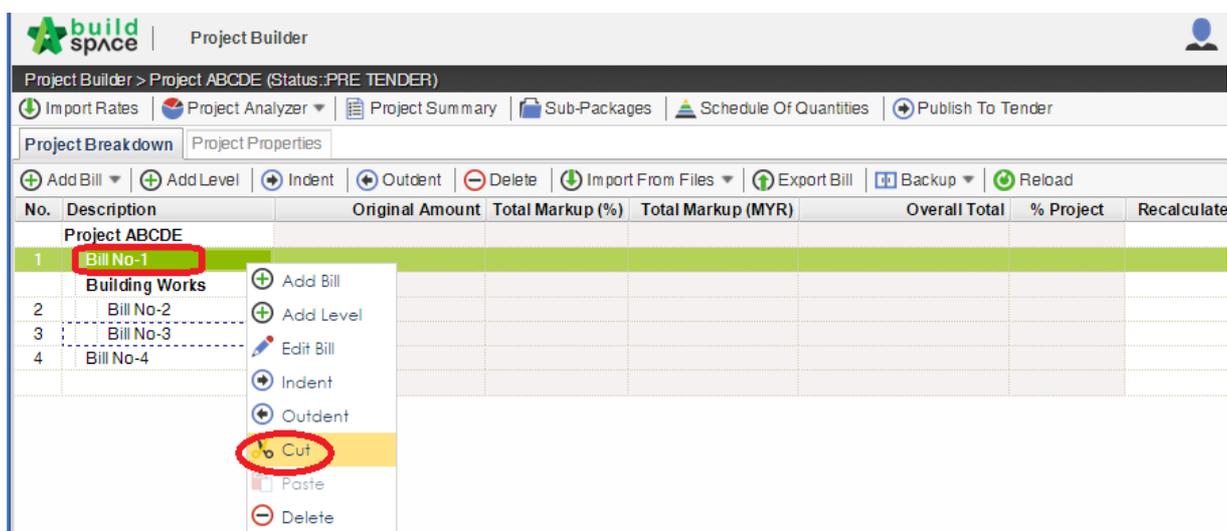
How to Import sample "Preliminary Bill" & other BQ

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**".
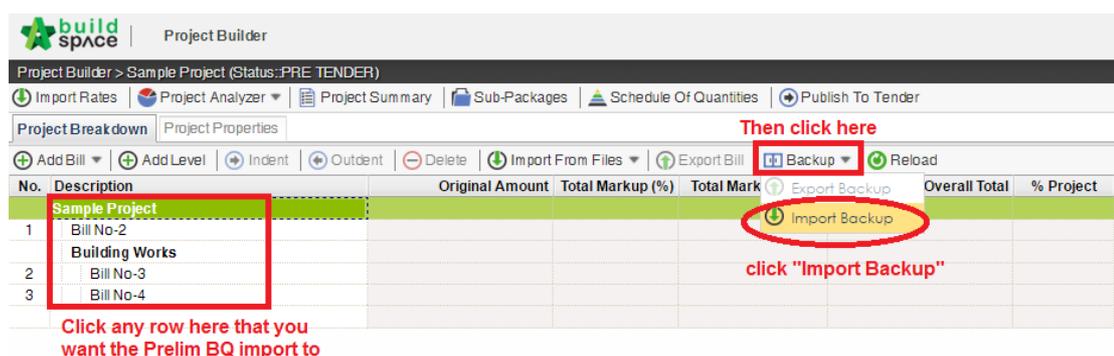
4. Click "**Select Backup File**".

5. Select the downloaded "**Preliminary.ebq**" file and click "**Open**".
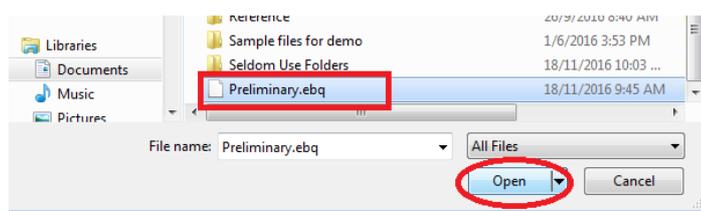
6. You will see the preview and click "**Import**".
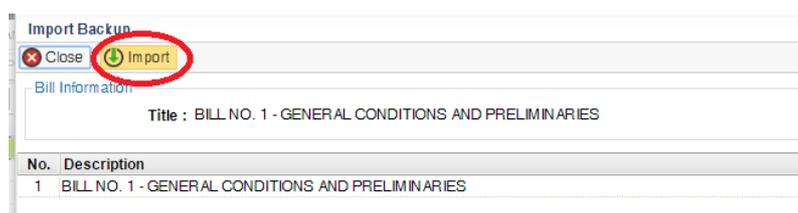
7. Then you can see file imported.

How to open a bill, key in elements & items

1. **Double click** at a bill.

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.

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.

4. Click at "**Element**" to go back to element level to print BQ.
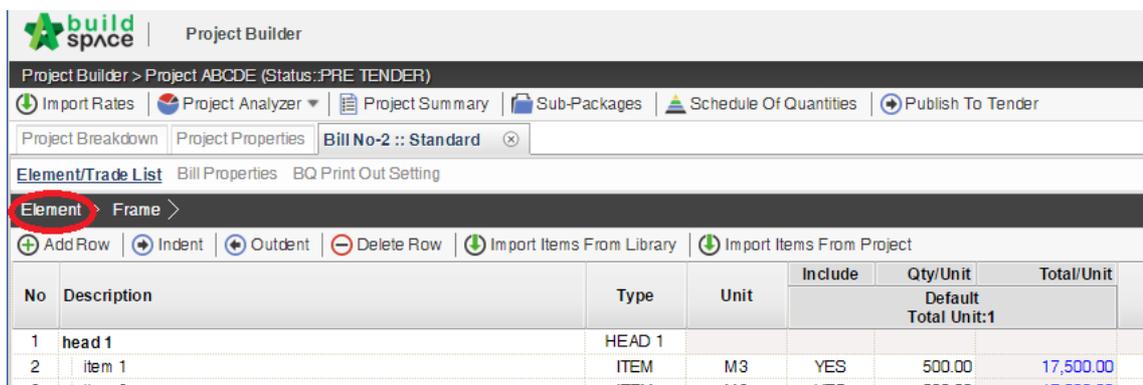
5. Click at "**Print BQ**".
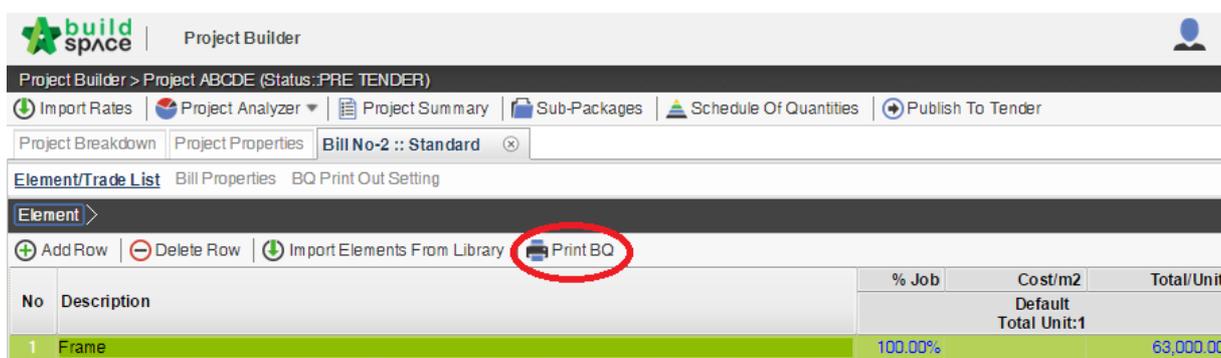
6. You have option to print by elements or print all.

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.

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

c) Delete **page total** and description with "**Cont'd**" (because BuildSpace auto generate).

				D	E	F	G
43	L.	Excavated materials		m³	936	3.00	2,808.00
44							
45		Hardcore, consolidated and blinded to receive					
46		concrete					
47							
48	M.	150mm (consolidated thickness), under floor.		m³	532	9.50	5,054.00
49							
50							
51					To Collection		33,560.00
52		PERPUSTAKAAN					
53		08/1409 - UiTM ARAU, PERLIS					
54			3.1/1				
55							
56		Work Below Ground Floor Level (Cont'd)					
57							
58		Damp proof membrane, well lapped in the joints					
59		and sealed with approved pressure sensitive tape,					
60		turned up against wall for at least the full thickness					
61		of floor (measured nett : allow for laps and turn					
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							

3. 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".

4. 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**".

5. Click at "**Select File**".

6. **Select excel file** and click at "**Open**".
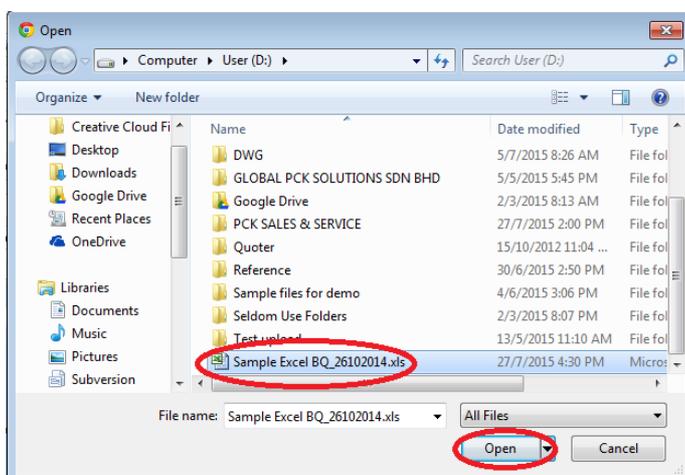
7. Then the system will process and the following table will pop up. **Match the columns** by click at drop down arrow. Then click "**Import**".
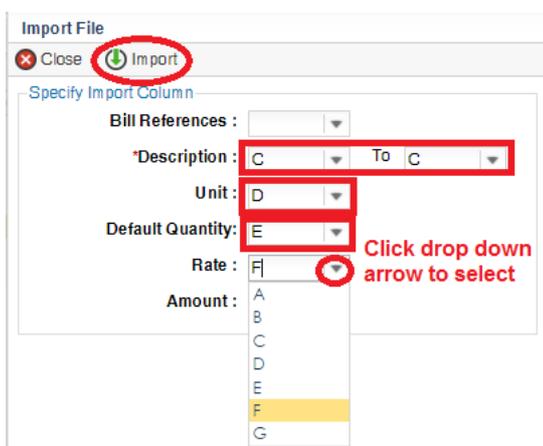
8. Then you can tick which element you want to import or tick all and select "Rate" and/or "Quantity" if you want to import with Rate or Quantity. After that click at "Import".
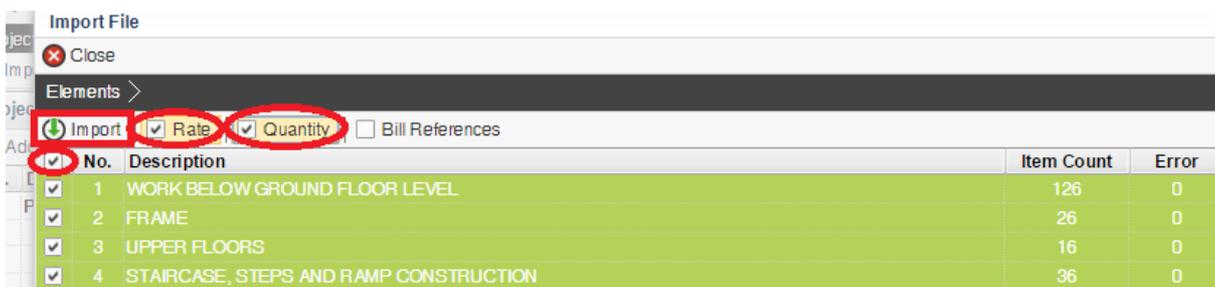
You can continue prepare BQ in Excel format and Import into BuildSpace

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;

   a) **Bill reference number**
   b) **Page total**
   c) **Collection page**

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.

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**".
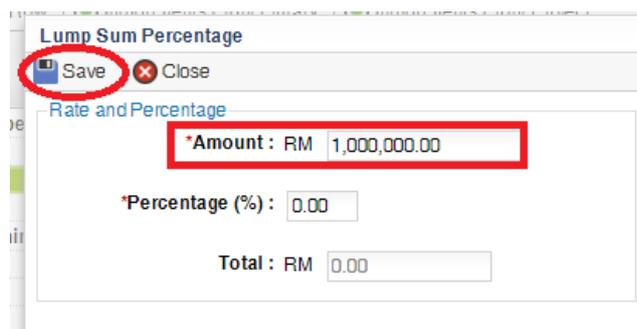
    e) **Prime Cost Rate item** – change item type to "**ITEM-PC**", then **double click** at "**Rate**" **cell** to key in your **supply rate** and click "**Save**".
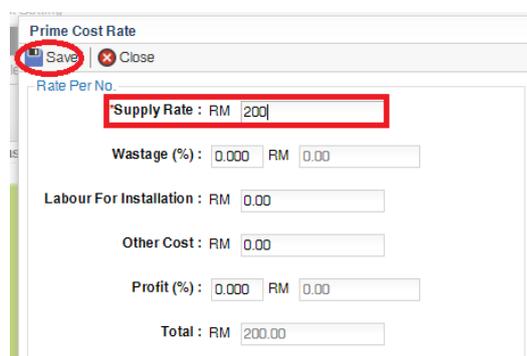
    f) **Allow for any other item** to be keyed in by the contractor – change item type to "**ITEM-NL**"

    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**".
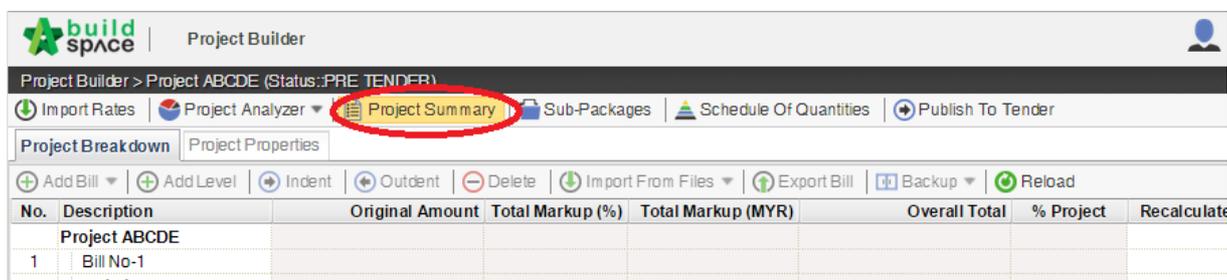
2. Can **tick** at check box to format the font type and **press enter** at the cell at "Item" column to key in numbering or any text like "A, B, C ….". Then **press enter** again to finish editing.
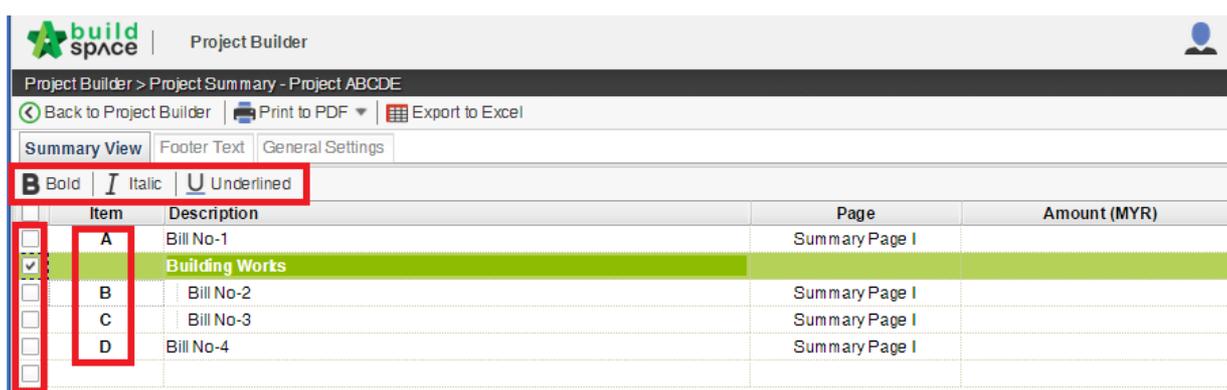
3. Click on "**Back to Project Builder**" to go back to your project. Click "**Print to PDF**" to printout your tender summary or click "**Export to Excel**" to export your tender summary to Microsoft Excel.
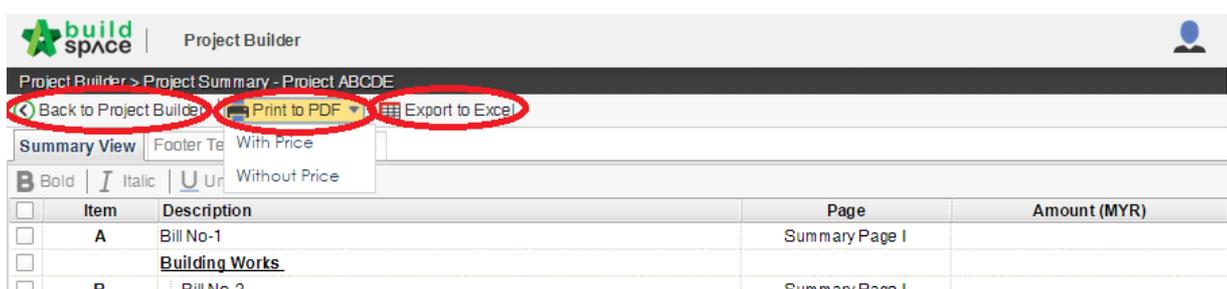
How to publish the project to tendering (only do this once your BQ is finalized)

1. Once you had completed your BQ and you need to press a "**Publish To Tender**" button to move your project to tendering stage.
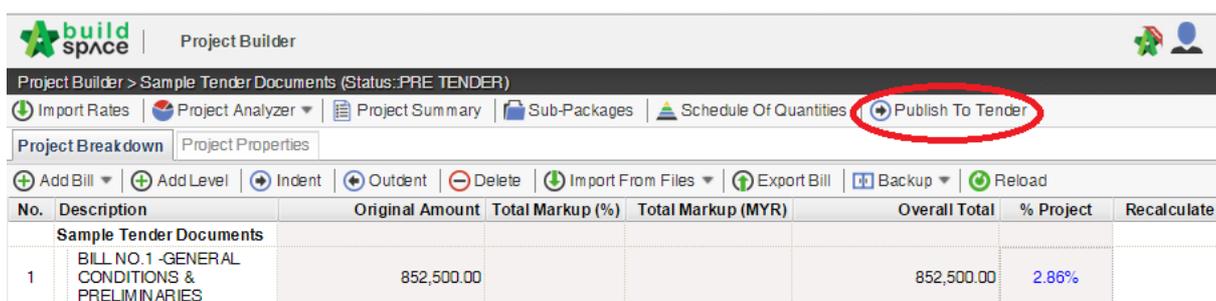
2. Then click "**Publish**" and project will move to "**Tendering**" module.
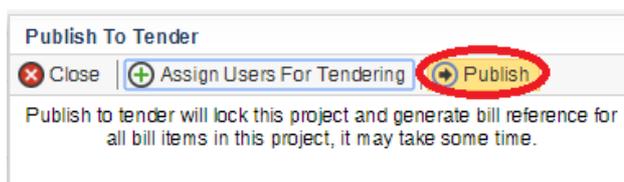
3. Go back to eTender system, you can see your **BQ file** will **auto appear** at "**Tender Document**". Clcik "**BuildSpace Pro**" logo to access BQ at "**Tendering**" module.
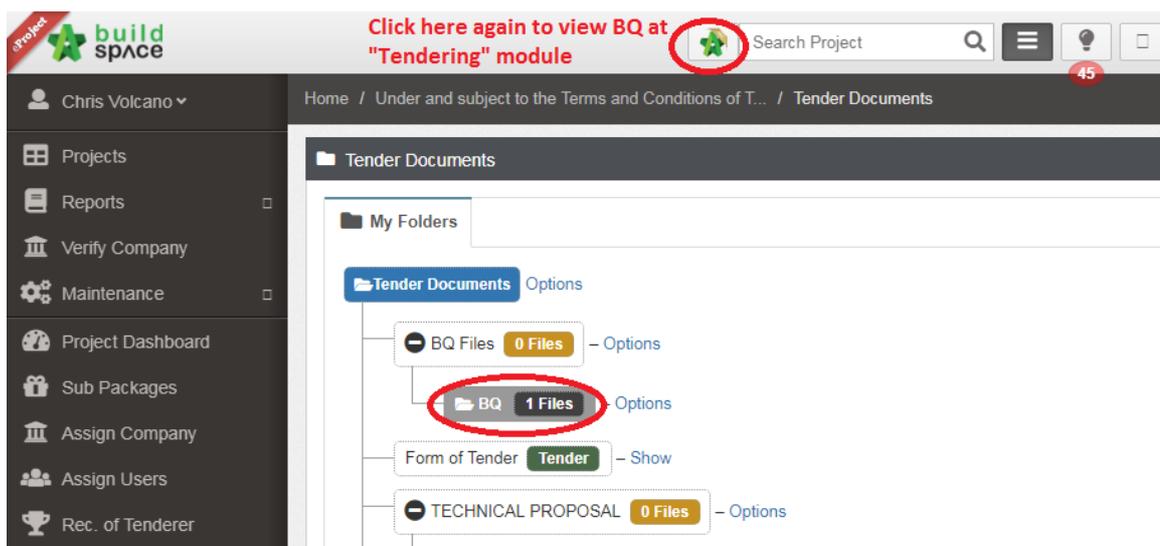
How to issue addendum ?

1. Open project at "**Tendering**" module, click at "**Project Addendum**" tab.

2. Click "**Add Addendum**" to create addendum.
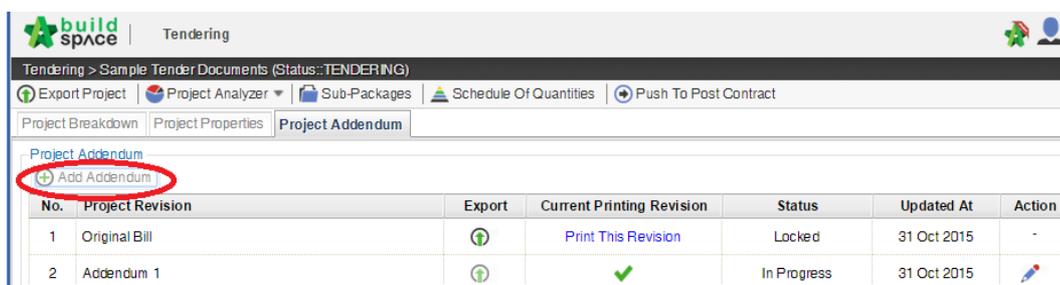
3. Now you can edit the BQ, refer http://forum.buildspace.my/viewtopic.php?f=148&t=244

4. Once finish editing for addendum 1, you need to lock it. Click "**Edit**".
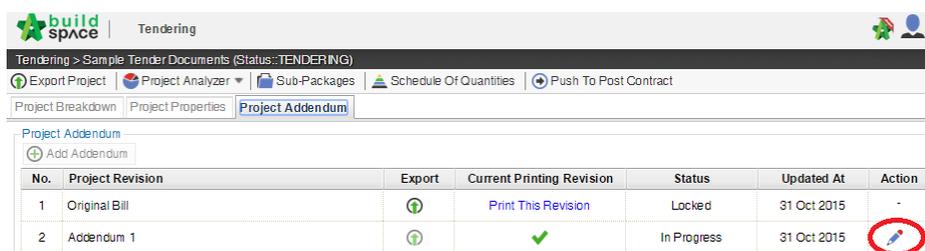
5. Select "**Locked**" and click "**Save**".
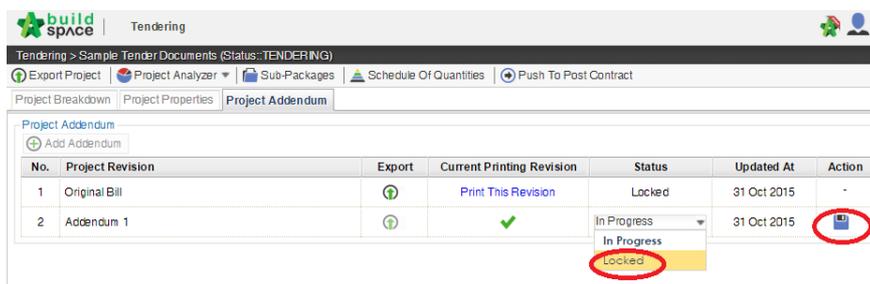
6. The following message will pop up, click "**No**" if you had edited the summary page.

7. Then the addendum file will **auto appear** at the "**Tender Documents**".