BUILDSPACE

PRO

For Contractor

Import Project (ebq file format)

Contents

Download EBQ

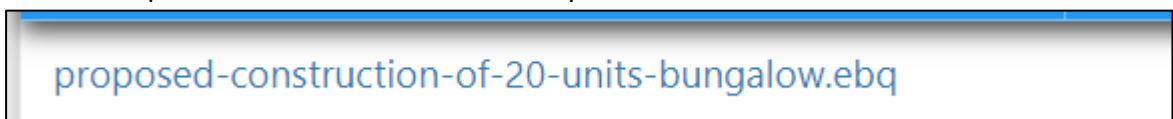1. Login to client's eproject server
2. Click into Tendering project
3. Click "Documents" and click "Tender Documents"
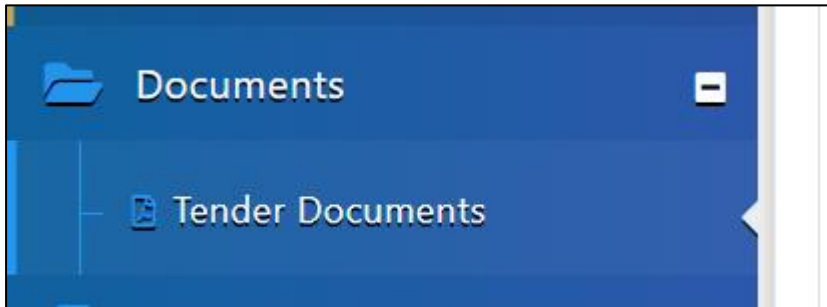
4. Click "Open"
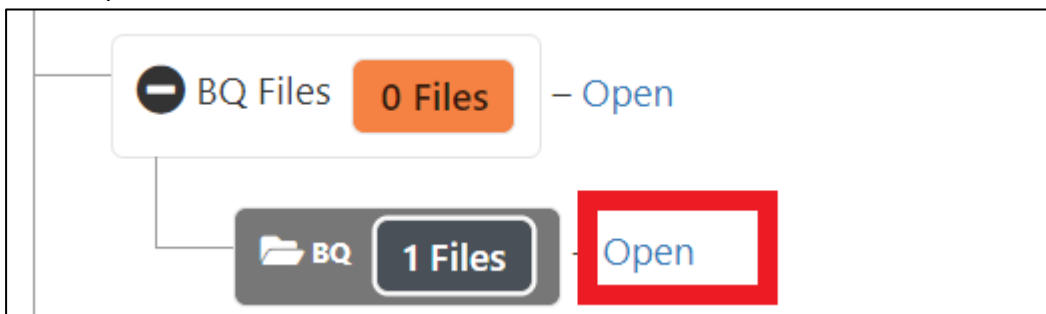
5. Click the bq file to download to own desktop

proposed-construction-of-20-units-bungalow.ebq

Import EBQ File into BuildSpace Pro

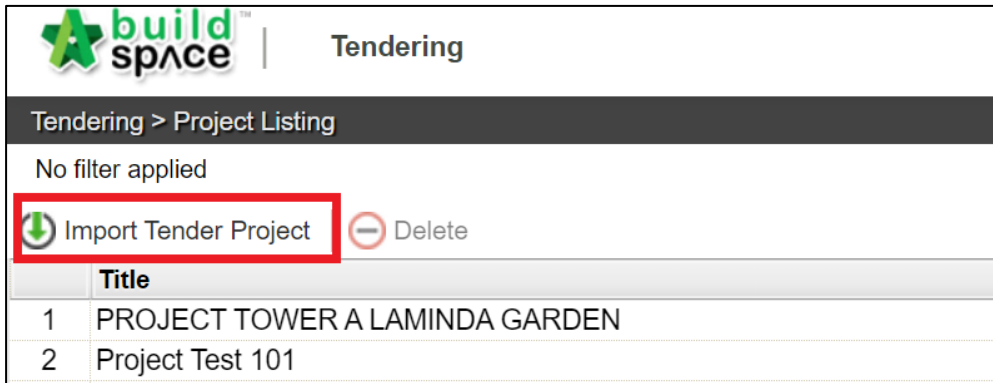**Notes: This task can only be applied to the user who has BuildSpace Pro account.**

1. Once received the **ebq file**, login to **BuildSpace Pro** and click at the **BuildSpace** Logo to view the modules.
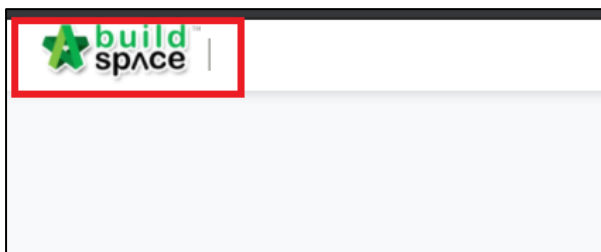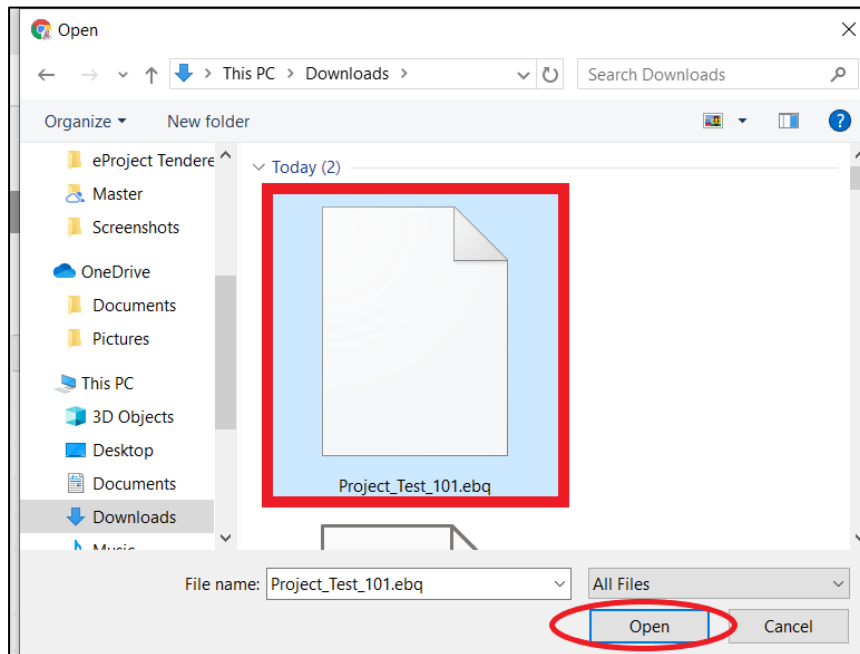

2. Click at **"Tendering Module"**.

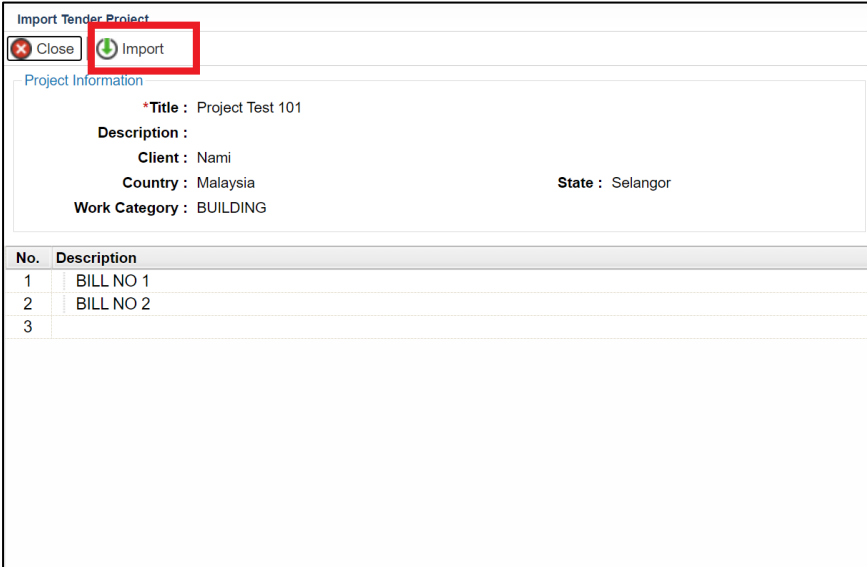3. Click at **"Import Tender Project"**.

4. Click **"Select EBQ File"** to select ebq file from your device.

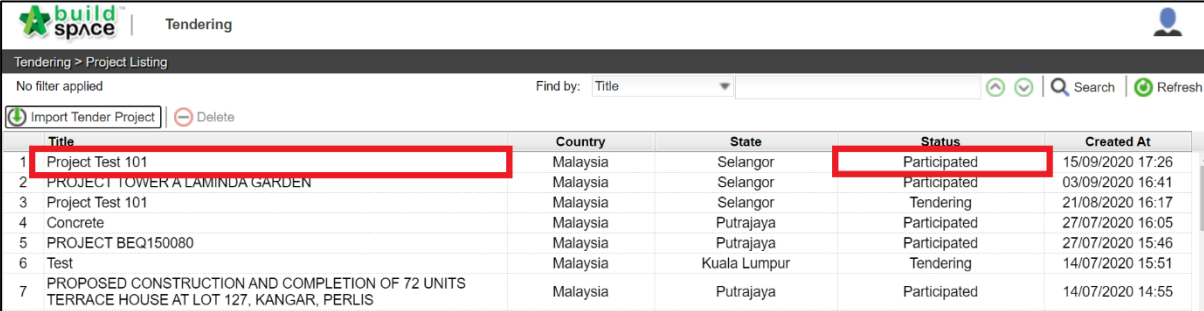5. Choose ebq file from your device and click **"Open".**

6. Then, click **"Import".**

7. The imported project will appear at the top of the project listing with its status showing **"Participated".**

Notes: The pricing can be done using the same steps as the [Main Tender Pricing](#)
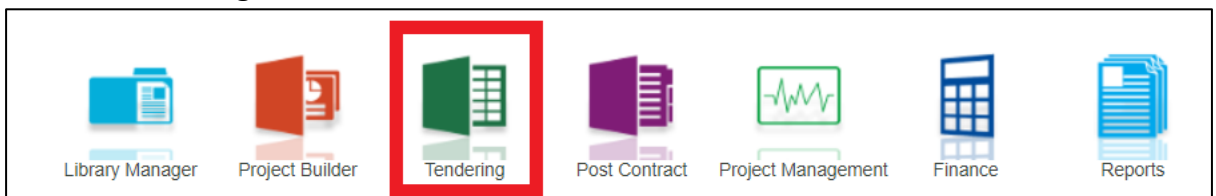
Import Addendum

Similar steps will be conducted to download the ebq file
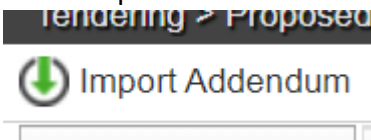
1. Once received the **ebq file**, login to **BuildSpace Pro** and click at the **BuildSpace** Logo to view the modules.
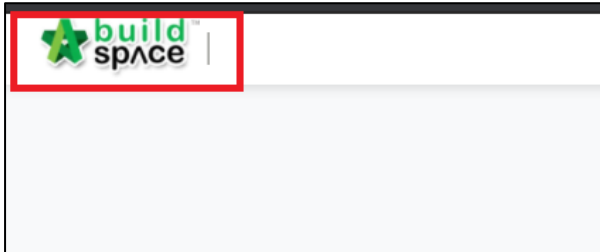
2. Click at **"Tendering Module"**.

3. Click into the existing project already imported,
4. Click "Import Addendum"

5. Click "Select EBQ file" to select from own desktop

6. Select file and Click "Import"