



Issue New Request for Variation Form

For Admin / Normal User

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Issue New RFV Form

Note: Contract & Contingency Sum must be filled in first before user able to add new RFV.

1. Login eProject and open a system, then click **Post Contract > Request For Variation**.

The screenshot shows the eProject system interface. On the left is a blue navigation menu with the user profile 'Chris Volcano Business Unit HQ' at the top. The menu items are: Home, Project Dashboard, Users, Tendering, Post Contract (highlighted with a red box), Submit Claims, Contract Management, Contractual Claim, and Request for Variation (highlighted with a red box and a yellow notification badge). The main content area shows the breadcrumb 'Home > CADANGAN MEMBINA SEBUAH GUDANG F' and the title 'Request for Variation Form'. Below the title is a section for 'Request for Variation' with a blue header 'Overall Cost Estimate for RFV'. A table below shows a list of RFV items with columns for 'Group' and 'RFV Number'. The first row is 'Group A' with 'RFV Number' 1.

2. Click **Add New RFV** to issue new RFV.

The screenshot shows the 'Request for Variation Form' page. The breadcrumb is 'Home > Tower A Development Phase 1 > Request for Variation'. The page title is 'Request for Variation Form'. Below the title is a section for 'Request for Variation' with a blue header 'Overall Cost Estimate for RFV', a blue header 'Proposed Cost Estimate for RFV', a blue header 'Approv', and a yellow header 'Contract & Contingency Sum'. A purple button 'VO Report' is visible. A red arrow points to a green button '+ Add New RFV' which is highlighted with a red box. An 'Action(s)' dropdown menu is visible in the top right corner.

3. Fill in the information for the RFV. After that click **Submit**.

Home > Tower A Development Phase 1 > Request for Variation > Request for Variation Form

Request for Variation - New Request for Variation

RFV Details

Description of Proposed Variation Work*
Change of concrete grade 15

Reasons for Variation*
Upgrading

RFV Category*
Due to Site Condition

Time Implication (if any)

Submit Back

4. You also can upload any attachment by clicking **Upload**.

Request for Variation - Pending Cost Estimate

RFV Details Cost Estimate

RFV Number : 3

Description of Proposed Variation Work
Additional concrete columns

Reasons for Variation
more load s

RFV Category
Client Requirement

Estimated Cost of Proposed Variation Work
MYR 0.00

Upload

5. Once created RFV in system, you can see the RFV listed under RFV summary page.

Request for Variation Form

Overall Cost Estimate for RFV	Proposed Cost Estimate for RFV	Approved RFV Amount

Group	RFV Number	AI/EI Number	Description	filter
Group A	1		Alteration in Roof design	filter

Click to open a RFV