



BUILDSPACE EPROJECT

For Developer

Post Contract Module

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

3-2 Jalan SU 1E, Persiaran Sering Ukay 1

Sering Ukay, 68000 Ampang, Selangor, Malaysia

Tel :+603-41623698 Fax :+603-41622698

Email: info@pck.com.my

Website: www.BuildSpace.my

(BuildSpace Version 3.2)

Last Updated: 15/10/2020

Contents

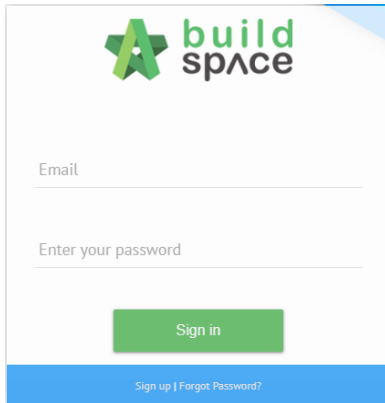
Publish to Post Contract	3
Assign user as verifier for publish to post contract	3
Select Awarded Contractor	6
Publish BQ to post contract	7
Approve approved the submission	9
Contract Approval Form	11
Prepare & Submit Contract Approval Form for Approval (by C&C)	11
Respond Verification for Contract Approval Form (C&C and Finance)	16
Activate Claim Certificate (CPR)	18
Claim Layout Settings (<i>Gamuda Land format</i>)	20
Update BQ Claim	23
How to Set Up Debit & Credit Note	25
Request for Variation	29
How to issue fill in contract & contingency sum for RFV	29
How to issue New RFV	30
How to insert cost estimation for proposed RFV	31
How to verify RFV Cost Estimate	36
How to submit RFV for management approval	37
How to key in AI/EI number after RFV had been approved	39
How to Update RFV Claim	40
How to prepare VO in system	42
Update VO Claim	45
Upload & share QS/Architect certificate in system	48
How to view folder that shared by other parties	54
Submit Claim Certificate for client's approval	55
Apportion claim amount based on work categories	57
Update Invoice Information	59
Export Accounting File	61
Project Cost Data Module	62
Create Project Cost Data	62
Update Project Particular	64
Input General Project Information (Tendering & Contract)	65
Input Date for Budget, Awarded Sum and Adjusted Sum	66
Upload Attachment	67
Update Provisional Sum	67
Update Prime Cost Sum	69
Update Prime Cost Rate	72

Update Standard Item	73
Tag Variation Order Item	76
Update Remark	77

Publish to Post Contract

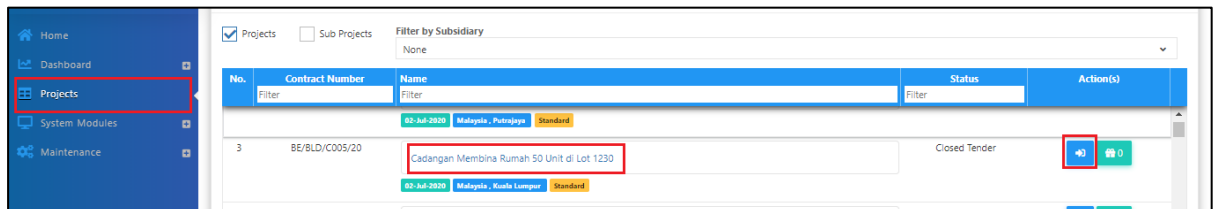
Assign user as verifier for publish to post contract

1. Login eTender with **Username** and **Password**



The image shows the Build Space login page. It features the Build Space logo at the top left. Below the logo, there are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom of the page, there are links for "Sign up" and "Forgot Password?".

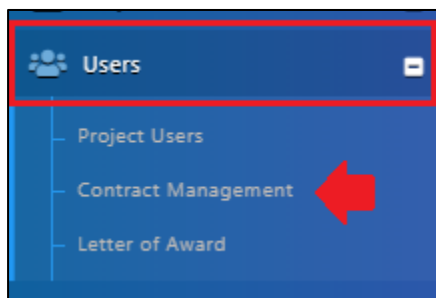
2. Click **“Project”** and then click **“Project Title”** or click **“Open Project”**



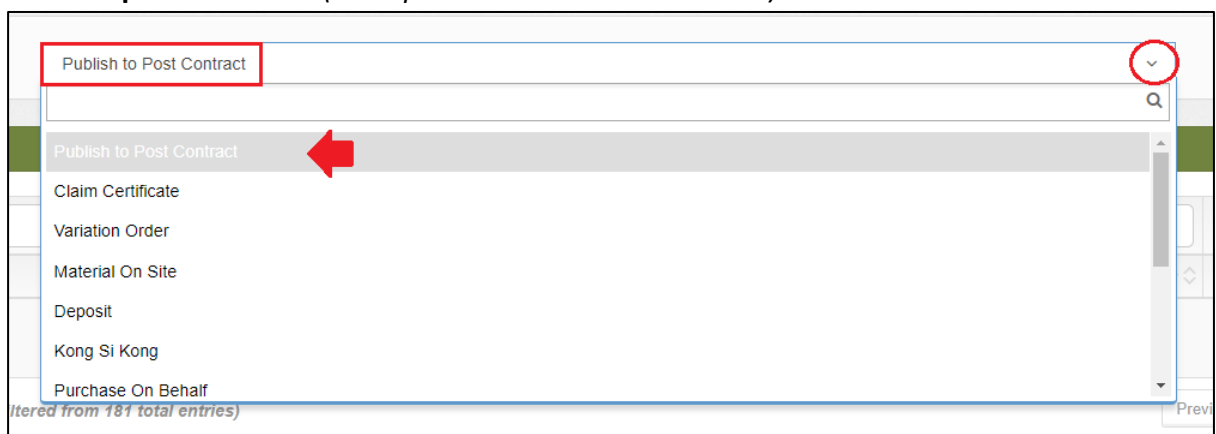
The image shows a screenshot of the "Projects" page in the Build Space system. The left sidebar has a "Projects" menu item highlighted with a red box. The main content area shows a table of projects. The table has columns for "No.", "Contract Number", "Name", "Status", and "Action(s)". One project is visible with the name "Cadangan Membina Rumah 50 Unit di Lot 1230". A red box highlights the "Action(s)" column for this project, which contains a blue "Open Project" button and a green "Publish" button.

No.	Contract Number	Name	Status	Action(s)
3	BE/BLD/C005/20	Cadangan Membina Rumah 50 Unit di Lot 1230	Closed Tender	Open Project Publish

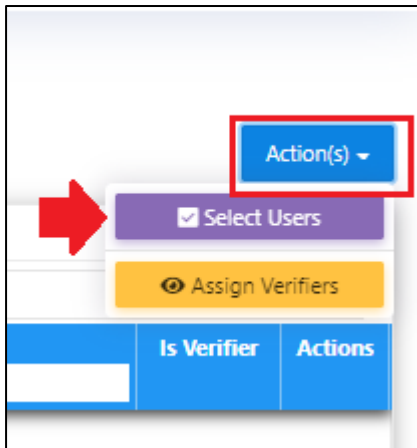
3. Click **“Users”** and then click **“Contract Management”**



4. Choose **specific module** (Example: Publish to Post Contract)



5. Click “Action(s) then select “Select Users”

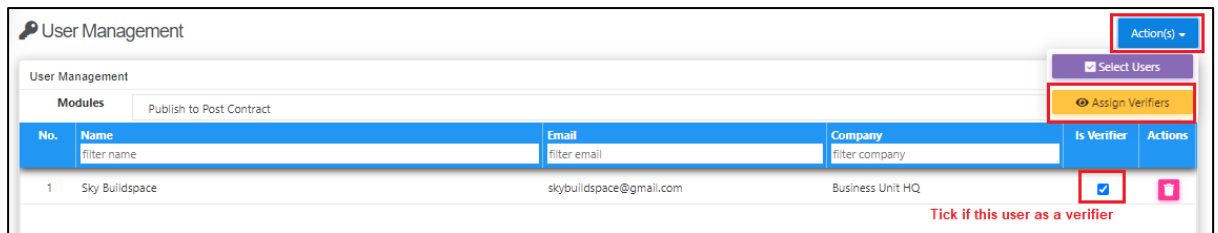


6. Tick to select user, then click “Assign”

Assign Users

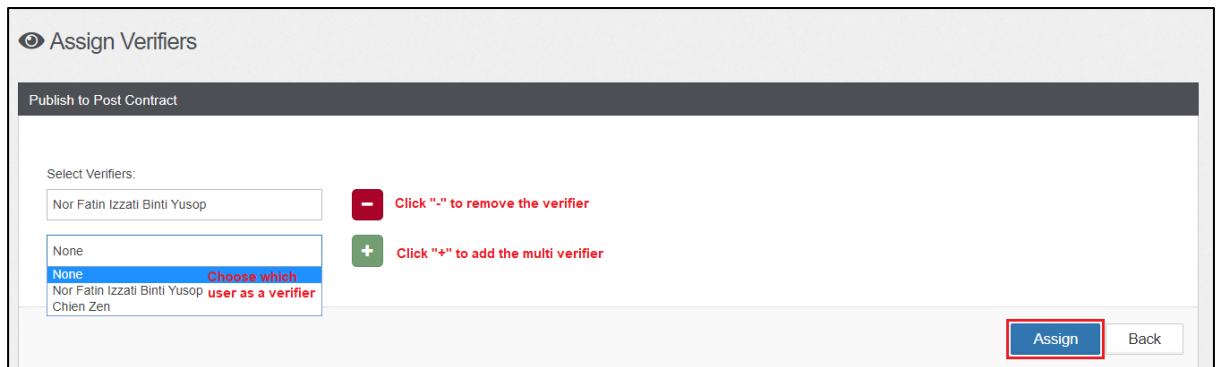
No.	Name	Email	Company	Assign
	<input type="text" value="filter name"/>	<input type="text" value="filter email"/>	<input type="text" value="filter company"/>	
1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>
2	Chien Zen	chienzen@pck.com.my	Business Unit HQ	<input type="checkbox"/>
3	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input type="checkbox"/>
5	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	<input type="checkbox"/>
6	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input type="checkbox"/>
7	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input type="checkbox"/>
8	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
9	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
10	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ	<input type="checkbox"/>
11	Mr. Sanctuary 2	sanctuary1@buildspace.my	Buildspace Adkon	<input type="checkbox"/>
12	Staff 1	sky1@buildspace.my	Business Unit HQ	<input type="checkbox"/>

7. To assign verifier, click **“Action(s)”** and select **“Assign Verifiers”**.



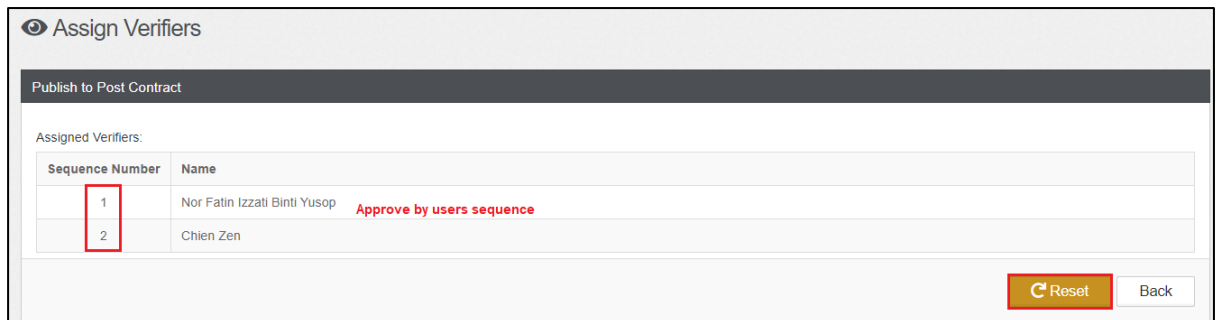
The screenshot shows the 'User Management' interface. At the top right, there is an 'Action(s)' dropdown menu. A red box highlights this menu, and another red box highlights the 'Assign Verifiers' option. Below the menu, there is a table with columns: No., Name, Email, Company, Is Verifier, and Actions. The first row shows a user named 'Sky Buildspace' with email 'skybuildspace@gmail.com' and company 'Business Unit HQ'. A red box highlights the 'Is Verifier' checkbox, which is currently unchecked. A red box also highlights the 'Assign Verifiers' button in the 'Actions' column. A red box highlights the 'Action(s)' dropdown menu. A red box highlights the 'Assign Verifiers' option in the dropdown menu. A red box highlights the 'Is Verifier' checkbox. A red box highlights the 'Assign Verifiers' button in the 'Actions' column. A red box highlights the 'Action(s)' dropdown menu. A red box highlights the 'Assign Verifiers' option in the dropdown menu. A red box highlights the 'Is Verifier' checkbox. A red box highlights the 'Assign Verifiers' button in the 'Actions' column. A red box highlights the 'Action(s)' dropdown menu. A red box highlights the 'Assign Verifiers' option in the dropdown menu. A red box highlights the 'Is Verifier' checkbox. A red box highlights the 'Assign Verifiers' button in the 'Actions' column.

8. Select which user and click **“Assign”**



The screenshot shows the 'Assign Verifiers' dialog box. It has a title bar 'Assign Verifiers' and a subtitle 'Publish to Post Contract'. Below the subtitle, there is a section 'Select Verifiers:'. There is a search input field containing 'Nor Fatin Izzati Binti Yusop'. To the right of the search field, there is a red minus sign icon with the text 'Click "-" to remove the verifier'. Below the search field, there is a list of users: 'None', 'Nor Fatin Izzati Binti Yusop', and 'Chien Zen'. The 'None' option is highlighted in blue. To the right of the list, there is a green plus sign icon with the text 'Click "+" to add the multi verifier'. Below the list, there is a red box around the 'None' option with the text 'Choose which user as a verifier'. At the bottom right, there is an 'Assign' button and a 'Back' button. A red box highlights the 'Assign' button.

9. Click **“Reset”** to reassign the verifier

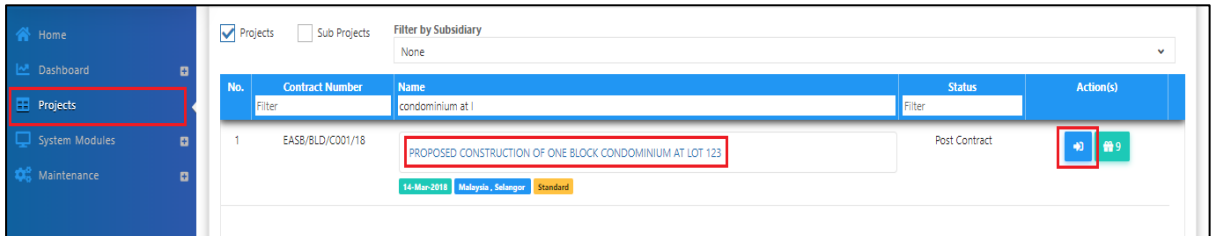


The screenshot shows the 'Assign Verifiers' dialog box. It has a title bar 'Assign Verifiers' and a subtitle 'Publish to Post Contract'. Below the subtitle, there is a section 'Assigned Verifiers:'. There is a table with columns 'Sequence Number' and 'Name'. The first row has '1' in the 'Sequence Number' column and 'Nor Fatin Izzati Binti Yusop' in the 'Name' column. The second row has '2' in the 'Sequence Number' column and 'Chien Zen' in the 'Name' column. A red box highlights the '1' in the 'Sequence Number' column. To the right of the table, there is a red text 'Approve by users sequence'. At the bottom right, there is a 'Reset' button and a 'Back' button. A red box highlights the 'Reset' button.

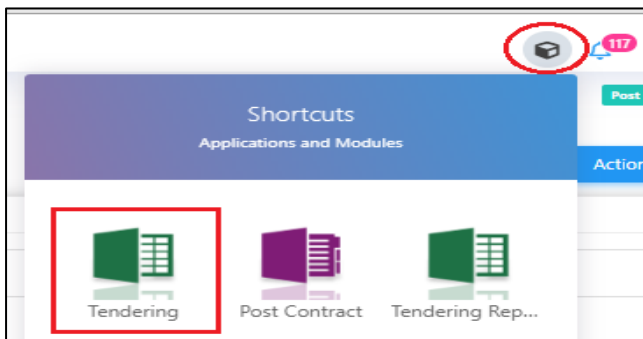
Select Awarded Contractor

Note: You need to select awarded contractor in system first before publish BQ to post contract stage.

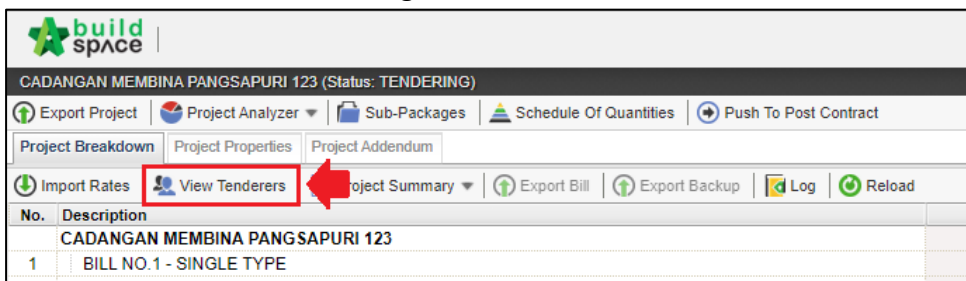
1. Click **“Project”** and then click **“Project Title”** or **“Open Project”**



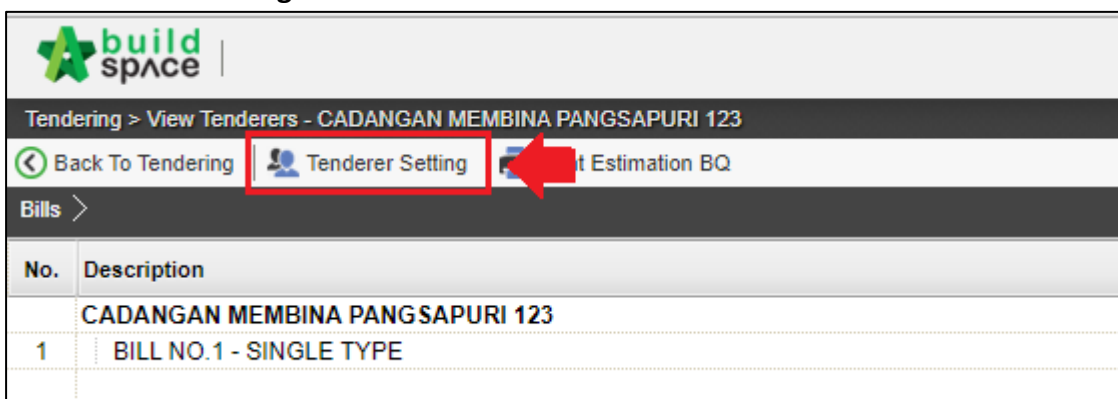
2. Click the small box and click **“Tendering”** module



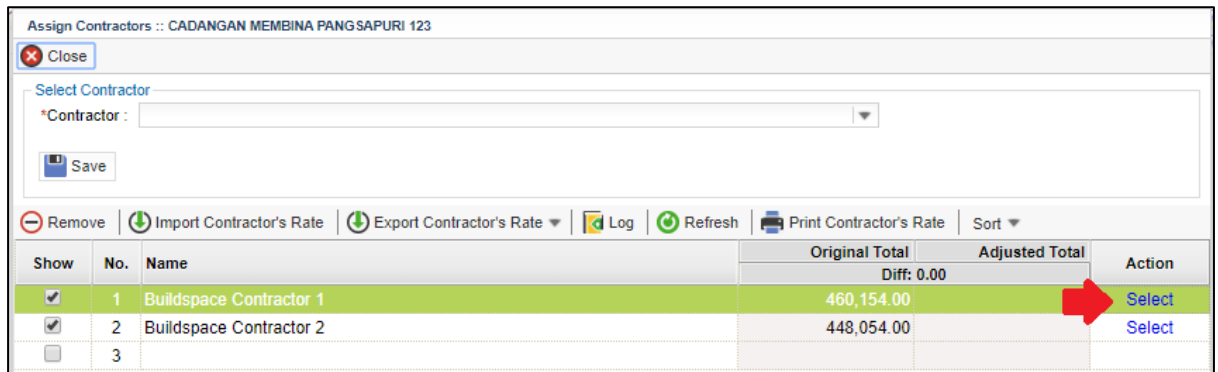
3. To select awarded contractor, go to **View Tenderers**.



4. Click **Tenderer Setting**



5. Click **Select** to select awarded tenderer.



Assign Contractors :: CADANGAN MEMBINA PANGSAPURI 123

Select Contractor

*Contractor :

Save

Remove Import Contractor's Rate Export Contractor's Rate Log Refresh Print Contractor's Rate Sort

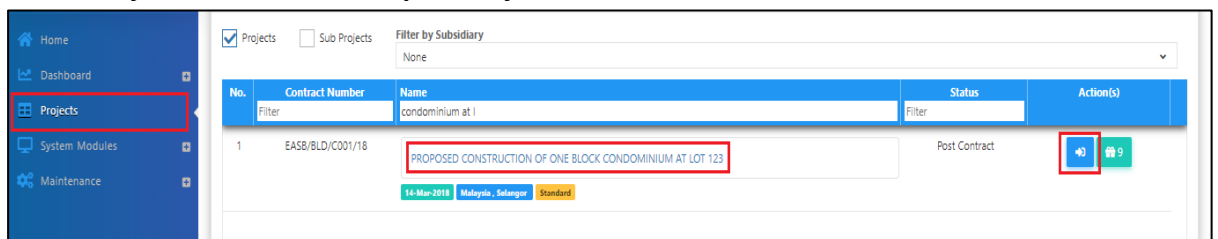
Show	No.	Name	Original Total	Adjusted Total	Action
<input checked="" type="checkbox"/>	1	Buildspace Contractor 1	460,154.00		Select
<input checked="" type="checkbox"/>	2	Buildspace Contractor 2	448,054.00		Select
<input type="checkbox"/>	3				

Publish BQ to post contract

Note: 1) Make sure you had assigned verifier for publishing BQ to post contract stage


2) Make sure you had selected the awarded contractor at BuildSpace Pro

1. Click **“Project Title”** or click **“Open Project”**



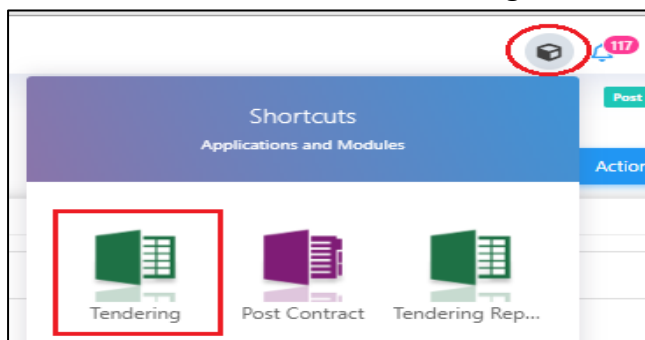
Home Dashboard Projects System Modules Maintenance

Projects Sub Projects Filter by Subsidiary None

No.	Contract Number	Name	Status	Action(s)
1	EAS8/BLD/C001/16	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Post Contract	

14-Mar-2018 Malaysia, Selangor Standard

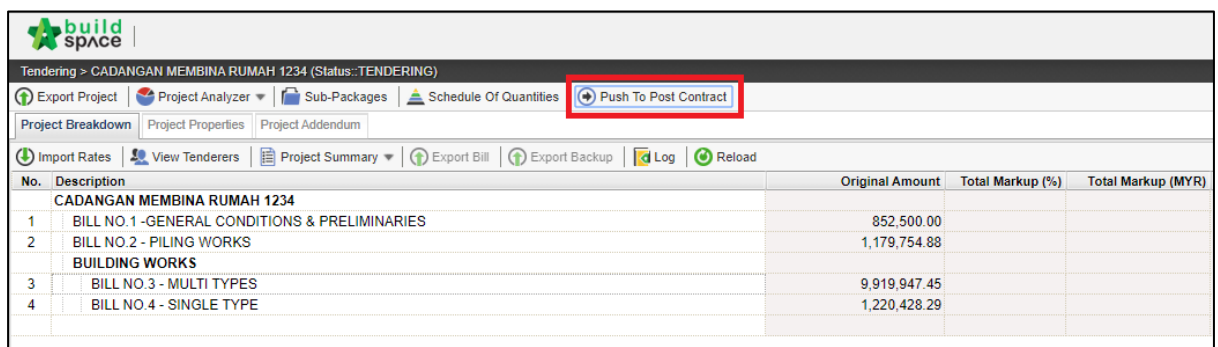
2. Click the small box and click **“Tendering”** module



Shortcuts Applications and Modules

Tendering Post Contract Tendering Rep...

3. Click **“Push To Post Contract”**



buildspace

Tendering > CADANGAN MEMBINA RUMAH 1234 (Status:TENDERING)

Export Project Project Analyzer Sub-Packages Schedule Of Quantities **Push To Post Contract**

Project Breakdown Project Properties Project Addendum

Import Rates View Tenderers Project Summary Export Bill Export Backup Log Reload

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)
CADANGAN MEMBINA RUMAH 1234				
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO.2 - PILING WORKS	1,179,754.88		
BUILDING WORKS				
3	BILL NO.3 - MULTI TYPES	9,919,947.45		
4	BILL NO.4 - SINGLE TYPE	1,220,428.29		

- Click **Publish > Use Selected Contractor Rates > With Not Listed Items**

Note: a) Select **“Use Selected Contractors Rates”** if this project is called out by BuildSpace system during tendering stage.

b) Select **“Use Estimation Rates”** if the contractor’s BQ rates is imported from excel (*Skip to Post Contract*)

Check Publish Requirement

All Requirements shown below s

Use Selected Contractor Rates	With Not Listed Items
Use Estimation Rates	Without Not Listed Items

No.	Description	Status
1	At least one contractor is assigned to Tender	✓
2	Contractor Selected on Tenderer Setting	✓

- Fill in the particulars before publishing the BQ to post contract for approval process. After that click **Save**.

Note: If ticked **“Include VO”**, approved VO will be included in Maximum Retention Sum calculation. **Untick “Include VO”** to exclude VO in Maximum Retention Sum.

Post Contract **Click to submit for approval**

Project Information

Project : Project ABC
 *Contractor : Buildspace Contractor 1

Contract Info

*Type : Contract Info **Select "Contract Info"** *CI No. : 1

Contract Sum : MYR 96,180.00 Reference : BE/BLD/C007/20/CI001

*Contract Period From : 5/10/2020 *Contract Period To : 7/14/2021

*Awarded Date : 7/7/2020

*Trade : Main Contractor

Works : Works 2 :

Creditor Code :
 Remarks :

Retention

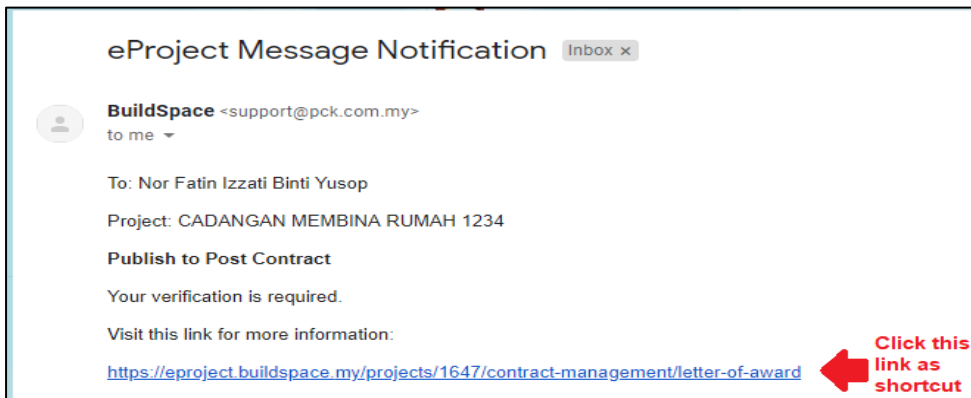
*Retention Sum : 10 % Maximum Retention Sum : 5 %

Include VO : **Untick to exclude "VO"** Include Material On Site : **Tick to include "Material On Site"**

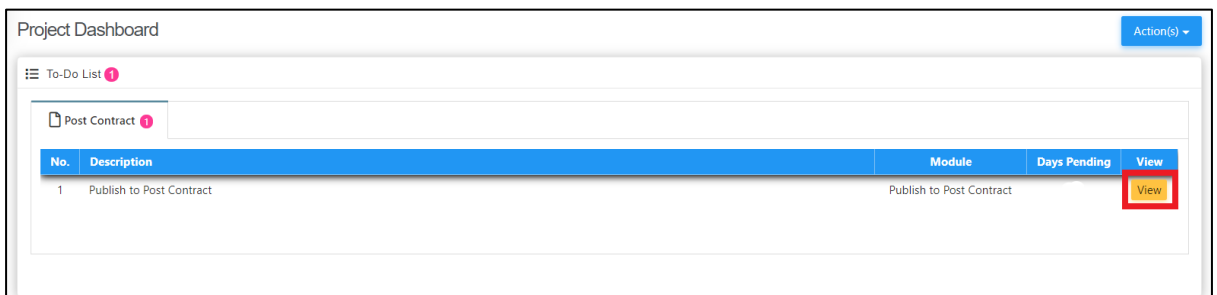
After clicking Save, an email notification will send to the verifier/client for approval request.

Approve approved the submission

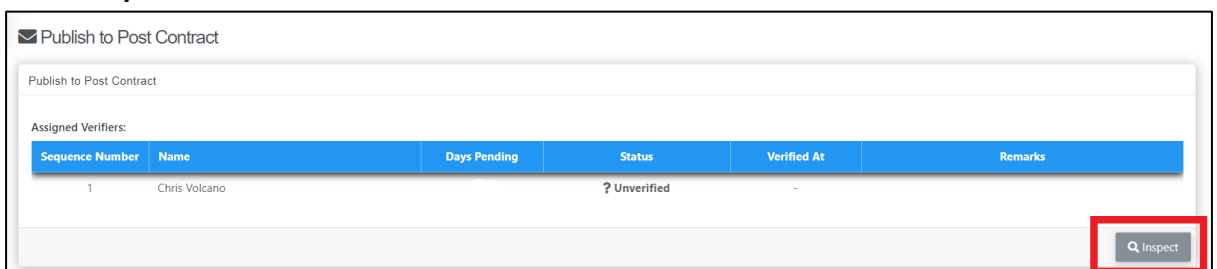
1. Verifier will receive an email notification for approval request. Click at the link from email to view for more details. OR verifier can login eProject system without referring link from email.



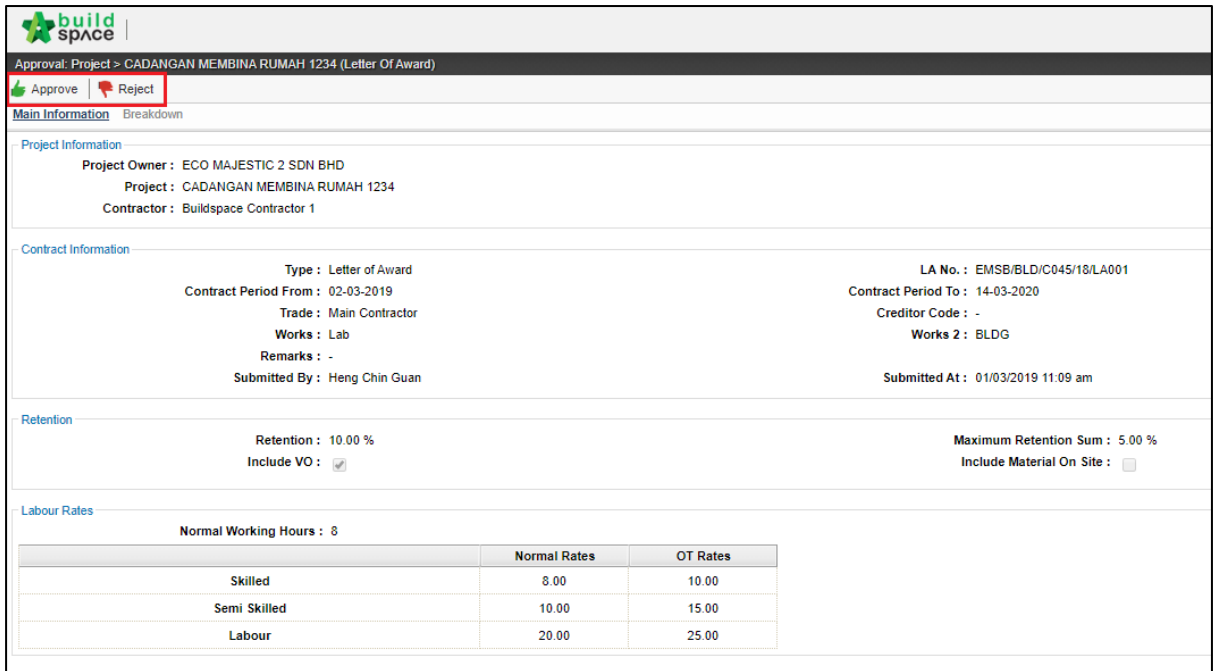
2. Once logged in eProject system, click **View** on the task that pending for your approval.



3. Click **“Inspect”**



4. You can check the details first before click **“Approve/Reject”**



Approval: Project > CADANGAN MEMBINA RUMAH 1234 (Letter Of Award)

Approve | Reject

Main Information Breakdown

Project Information

Project Owner : ECO MAJESTIC 2 SDN BHD
Project : CADANGAN MEMBINA RUMAH 1234
Contractor : Buildspace Contractor 1

Contract Information

Type : Letter of Award
Contract Period From : 02-03-2019
Trade : Main Contractor
Works : Lab
Remarks : -
Submitted By : Heng Chin Guan

LA No. : EMSB/BLD/C045/18/LA001
Contract Period To : 14-03-2020
Creditor Code : -
Works 2 : BLDG
Submitted At : 01/03/2019 11:09 am

Retention

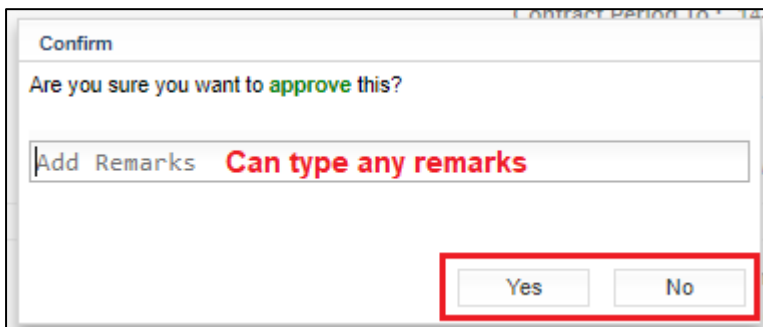
Retention : 10.00 %
Include VO :
Maximum Retention Sum : 5.00 %
Include Material On Site :

Labour Rates

Normal Working Hours : 8

	Normal Rates	OT Rates
Skilled	8.00	10.00
Semi Skilled	10.00	15.00
Labour	20.00	25.00

5. You can type any **comments** for **“Approve/Reject”** the request



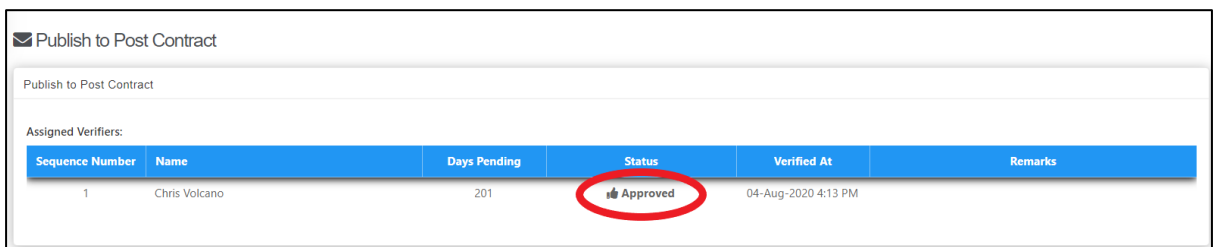
Confirm

Are you sure you want to approve this?

Add Remarks **Can type any remarks**

Yes No

6. The approval response will be recorded under verifier log.



Publish to Post Contract

Assigned Verifiers:

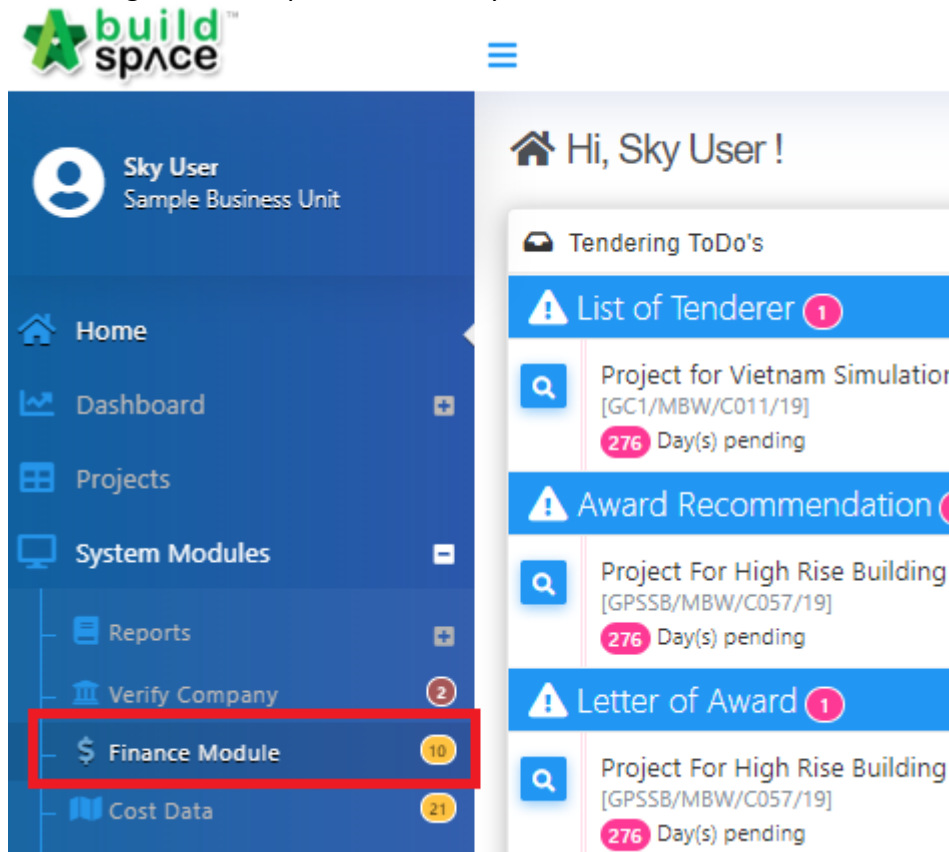
Sequence Number	Name	Days Pending	Status	Verified At	Remarks
1	Chris Volcano	201	Approved	04-Aug-2020 4:13 PM	

Contract Approval Form

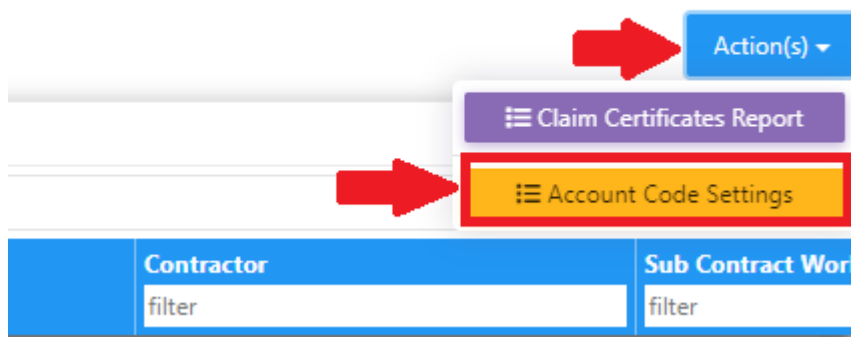
Prepare & Submit Contract Approval Form for Approval (by C&C)

Note: This action is conducted by **C&C**.

1. Upon a project is in post contract stage, system will auto notify C&C user through email. Login to BuildSpace, click at “System Module” and select “**Finance Module**”.



2. Click at “Action(s)” button and select “**Account Code Settings**”.



3. You can see all the contracts here and click on the contract title that with “Open” status to open the contract.

No.	Contract Number	Title	Status	Company
2	TESB/MBW/C002/20	Project AAB - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
3	TESB/MBW/C003/20	Project AAC - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
4	TESB/MBW/C004/20	Project ABB - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
5	TESB/MBW/C005/20	Project ABA - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
6	TESB/MBW/C006/20	Project ABC - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
7	BS01/MBW/C001/20	Project AAD - 2020	Approved	Gamuda Land (Kemuning) Sdn Bhd
8	TESB/MBW/C007/20	Project AAE - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
9	TESB/MBW/C008/20	Project AAAA	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
10	TESB/MBW/C009/20	Project BAA - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
11	TESB/MBW/C010/20	Tower A Development Phase 1	Open	BANDAR SERAI DEVELOPMENT SDN BHD
12	BS01/MBW/C002/20	KK257 - CO4 (Test)	Open	Gamuda Land (Kemuning) Sdn Bhd
13	CO4/MBW/C001/20	KK257 - CO4 Test	Approved	CO4

4. Under “Project Code Settings” tab,
 - a) Select apportionment type.
***Remarks: C&C to check with Finance to define the value for apportionment type (Land Area, GDV, Total Unit & Build Up Area).**
 - b) Click at “Assign Subsidiaries” to assign the project and phases

Home > Finance Module > Account Code Settings > Tower A Development Phase 1

Account Code Settings (Project : Tower A Development Phase 1)

Project Code Settings | Item Code Settings | Supplier Code

Build Up Area Assign Subsidiaries

Name	Subsidiary Code	Build Up Area	Proportion (%)
No Data Available			

- When click at “Assign Subsidiaries”, you will see the following screen. “Tick” the correct phases and click “Save” button.

Assign Subsidiaries

	Name	Subsidiary Code
<input type="checkbox"/>	BANDAR SERAI DEVELOPMENT SDN BHD	TESB
<input type="checkbox"/>	GAMUDA GARDENS - PRECINCT 2 (JA1)	GGP2
<input checked="" type="checkbox"/>	PHASE 03A	GG03A
<input checked="" type="checkbox"/>	PHASE 03B (JA2)	GG03B
<input checked="" type="checkbox"/>	PHASE 03C	GGP3

Close Save

- Fill up the value for those apportionment type that have been selected. If the value has been defined in other project for the same phases, it will be auto-populated from the system. The proportion (%) will be auto calculated from system.

Account Code Settings (Project : Tower A Development Phase 1)

Project Code Settings | **Item Code Settings** | Supplier Code

Build Up Area Assign Subsidiaries

Name	Subsidiary Code	Build Up Area	Proportion (%)
BANDAR SERAI DEVELOPMENT SDN BHD	TESB		
GAMUDA GARDENS - PRECINCT 2	GGP2		
PHASE 03A	GG03A	150.00	23.08
PHASE 03B	GG03B	200.00	30.77
PHASE 03C	GGP3	300.00	46.15

- Click at “Item Code Settings” tab and click at “Item Codes” icon.

Account Code Settings (Project : Tower A Development Phase 1)

Project Code Settings | **Item Code Settings** | Supplier Code

Item Codes

Account Code	Description	Tax Code
No Data Available		

8. You will see the following pop up screen;
 - a) Tick to select item categories that applied to this contract.
 - b) Click **“Save”** button

Item Codes

PIV

<input type="checkbox"/>	Account Code	Description	Tax Code
<input checked="" type="checkbox"/>	1004000001	PDC-BUILDING WORK	
<input type="checkbox"/>	100010001	PDC-C&S EARTHWORK	
<input type="checkbox"/>	100050001	PDC-LANDSCAPE-SOFTSCAPE	
<input type="checkbox"/>	100640011	PDC-LOCAL INFRASTRUCTURE	
<input type="checkbox"/>	1000025001	PDC-M&E-ELECTRICAL WORK	
<input type="checkbox"/>	NCA5000022	SHOW UNIT	
<input type="checkbox"/>	05000014	SIGNAGE	
<input type="checkbox"/>	05000003	RENOVATION	
<input type="checkbox"/>	15000004	PROVISION - TRADE	
<input type="checkbox"/>	104200007-B	RECHARGEABLE ACCOUNT (CA)	
<input type="checkbox"/>	10000050	DETAIL	

Close
Save

9. Click at **“Supplier Code”** tab to key in **“Supplier Code”** and click **“Save”**.
***Remarks: C&C to check with Finance on the Supplier Code (from Contractor’s KPA Code)**

Account Code Settings (Project : Tower A Development Phase 1)

Project Code Settings
 Item Code Settings
 Supplier Code

Awarded Contractor / Supplier : Buildspace Contractor 1

Supplier Code

Click to save

10. Back to “Project Code Settings” tab, select “**Verifier**” and click “**Submit**” button to submit for approval.

***Remarks: C&C user to assign Finance and C&C as verifier.**

Account Code Settings (Project : Tower A Development Phase 1)

Project Code Settings | Item Code Settings | Supplier Code

Build Up Area Assign Subsidiaries

Name	Subsidiary Code	Build Up Area	Proportion (%)
BANDAR SERAI DEVELOPMENT SDN BHD	TESB		
GAMUDA GARDENS - PRECINCT 2	GGP2		
PHASE 03A	GG03A	150.00	23.08
PHASE 03B	GG03B	200.00	30.77
PHASE 03C	GGP3	300.00	46.15

Select Verifiers: Click to select verifier

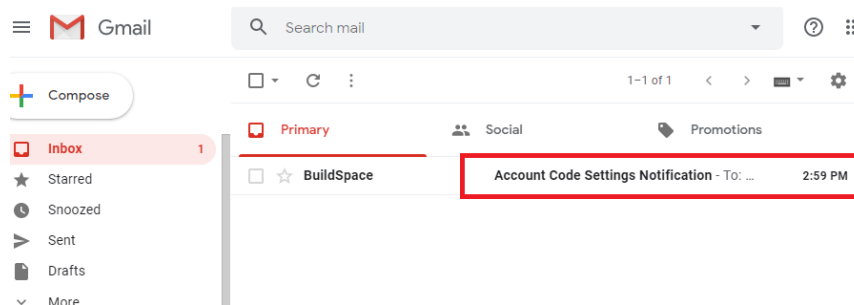
None +

View Logs Submit

Respond Verification for Contract Approval Form (C&C and Finance)

Note: System will send email notification to selected verifier once Contract Approval Form is submitted.

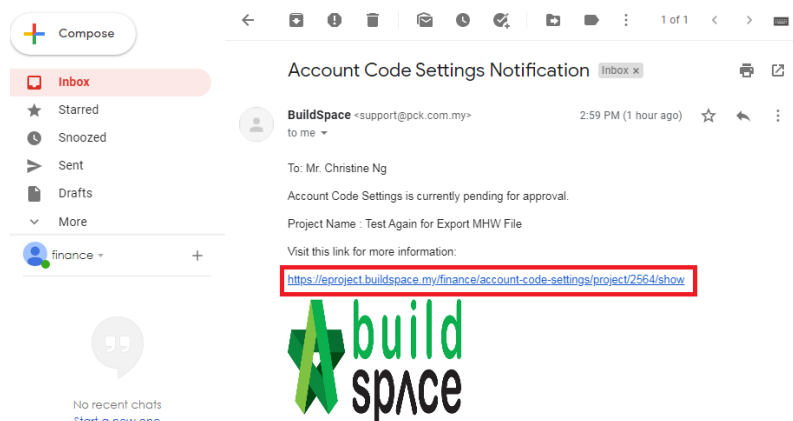
1. The verifier will receive email notification like below;



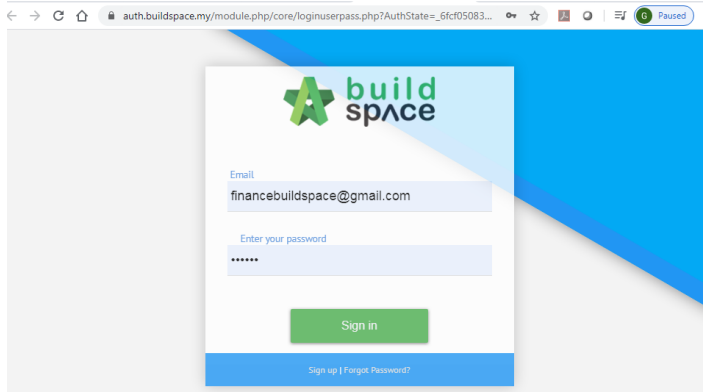
Or the verifier can login into system and access to Finance Module “Account Code Settings” to check Contract Approval Form that pending for their approval.

No.	Contract Number	Title	Status	Company
1	TESB/MBW/C001/20	Project AAA - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
2	TESB/MBW/C002/20	Project AAB - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
3	TESB/MBW/C003/20	Project AAC - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
4	TESB/MBW/C004/20	Project ABB - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
5	TESB/MBW/C005/20	Project ABA - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
6	TESB/MBW/C006/20	Project ABC - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
7	BS01/MBW/C001/20	Project AAD - 2020	Approved	Gamuda Land (Kemuning) Sdn Bhd
8	TESB/MBW/C007/20	Project AAE - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
9	TESB/MBW/C008/20	Project AAAA	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
10	TESB/MBW/C009/20	Project BAA - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
11	TESB/MBW/C010/20	Tower A Development Phase 1	Pending for Approval	BANDAR SERAI DEVELOPMENT SDN BHD
12	BS01/MBW/C002/20	KK257 - CO4 (Test)	Open	Gamuda Land (Kemuning) Sdn Bhd

2. Open the email and click the link;



3. Login to BuildSpace;



4. Can click at tab to View “Item Code Settings” and “Supplier Code”. Then click “Approve” or “Reject” the form.

Account Code Settings (Project : Tower A Development Phase 1)

Project Code Settings | **Item Code Settings** | Supplier Code Click the tab to view details

Name	Subsidiary Code	Build Up Area	Proportion (%)
BANDAR SERAI DEVELOPMENT SDN BHD	TESB		
GAMUDA GARDENS - PRECINCT 2	GGP2		
PHASE 03A	GG03A	150.00	23.08
PHASE 03B	GG03B	200.00	30.77
PHASE 03C	GGP3	300.00	46.15

Click to verify

View Logs **Approve** **Reject**

5. Input remarks (if any) and click “Approve” button.

Approve Account Code Settings

Remarks :

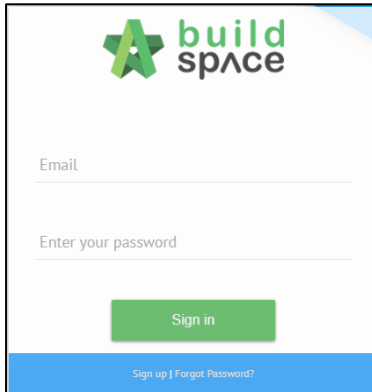
Please proceed

Approve
Close

Activate Claim Certificate (CPR)

Note: You can create CPR after Contract Approval Form is approved.

1. Login eTender system with Username and Password

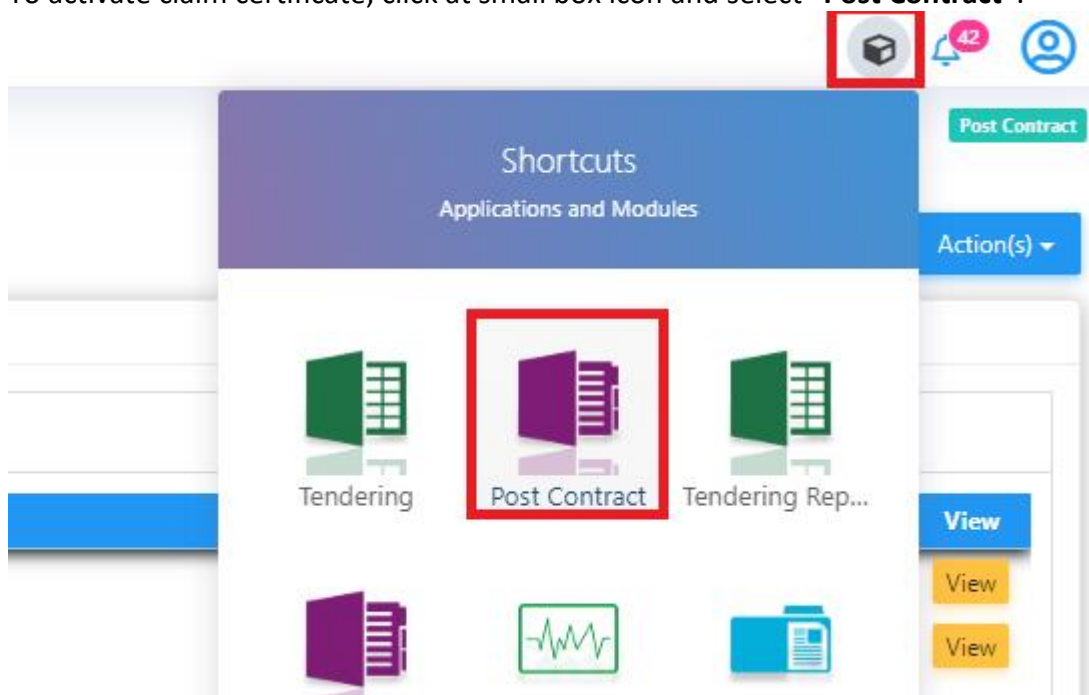


The login page features the 'build space' logo at the top left. Below it are two input fields: 'Email' and 'Enter your password'. A green 'Sign in' button is positioned below the password field. At the bottom, there are links for 'Sign up' and 'Forgot Password?'.

2. Click "Project Title" or click "Open Project"

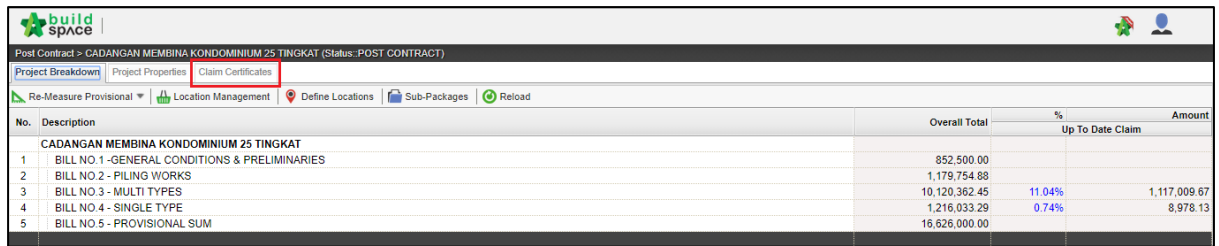
No.	Contract Number	Name	Status	Action(s)
13	TESB/MBW/C010/20	Tower A Development Phase 1 <small>03-Jun-2020 Malaysia, Putrajaya Standard</small>	Post Contract	0
14	TESB/MBW/C009/20	Project BAA - 2020 <small>02-Jun-2020 Malaysia, Putrajaya Standard</small>	Post Contract	0
15	TESB/MBW/C008/20	Project AAAA <small>28-May-2020 Malaysia, Putrajaya Standard</small>	Post Contract	0

3. To activate claim certificate, click at small box icon and select "Post Contract".



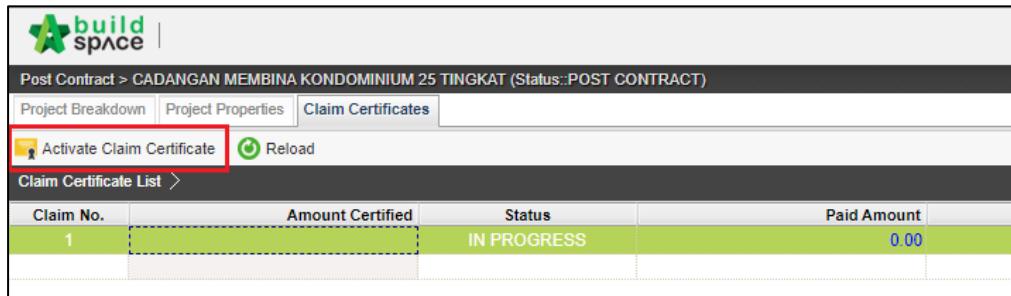
The screenshot shows a dashboard with a 'Shortcuts Applications and Modules' section. A small box icon in the top right corner is highlighted with a red box. Below it, the 'Post Contract' module icon is also highlighted with a red box. Other visible icons include 'Tendering' and 'Tendering Rep...'. On the right side, there are 'View' buttons and a notification bell icon with '42'.

- At BuildSpace Pro, you can view the BQ is in post contract status. To activate Claim Certificate, click **Claim Certificate**.



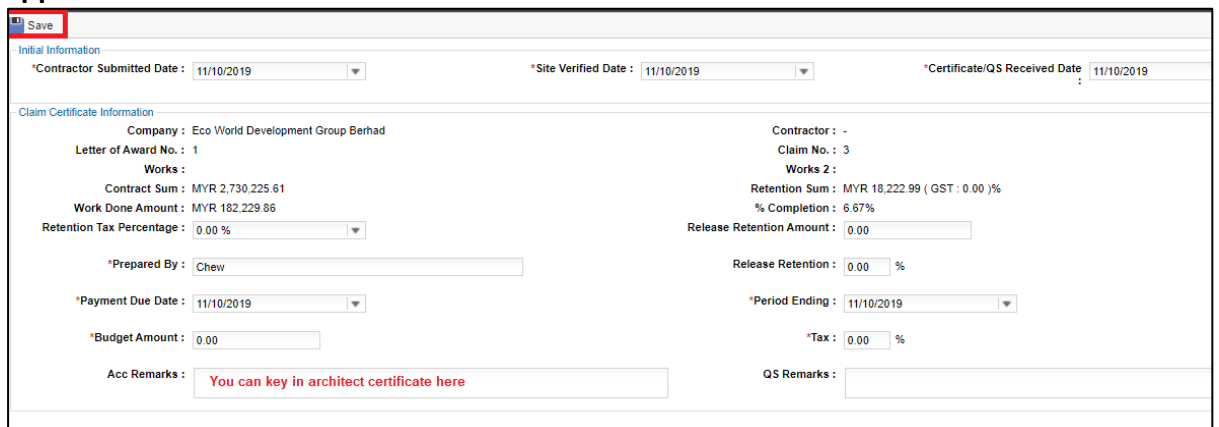
No.	Description	Overall Total	% Up To Date Claim	Amount
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT				
1	BILL NO 1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO 2 - PILING WORKS	1,179,754.88		
3	BILL NO 3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.67
4	BILL NO 4 - SINGLE TYPE	1,216,033.29	0.74%	8,978.13
5	BILL NO 5 - PROVISIONAL SUM	16,626,000.00		

- Click **“Active Claim Certificate”**.



Claim No.	Amount Certified	Status	Paid Amount
1		IN PROGRESS	0.00

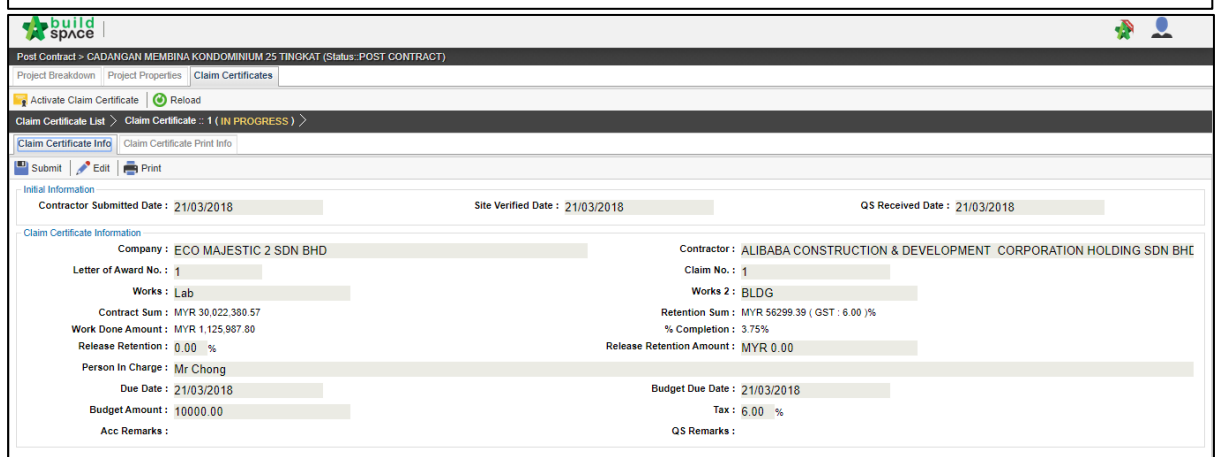
- Fill up all information that have in claim certificate and then click **“Save”**.
Note: You still can edit the information before submitting this certificate for approval.



Save

Initial Information
 *Contractor Submitted Date: 11/10/2019 *Site Verified Date: 11/10/2019 *Certificate/QS Received Date: 11/10/2019

Claim Certificate Information
 Company: Eco World Development Group Berhad Contractor: -
 Letter of Award No.: 1 Claim No.: 3
 Works: Works 2:
 Contract Sum: MYR 2,730,225.61 Retention Sum: MYR 18,222.99 (GST: 0.00)%
 Work Done Amount: MYR 182,229.86 % Completion: 6.67%
 Retention Tax Percentage: 0.00 % Release Retention Amount: 0.00
 *Prepared By: Chew Release Retention: 0.00 %
 *Payment Due Date: 11/10/2019 *Period Ending: 11/10/2019
 *Budget Amount: 0.00 *Tax: 0.00 %
 Acc Remarks: You can key in architect certificate here QS Remarks:



Claim Certificate Info

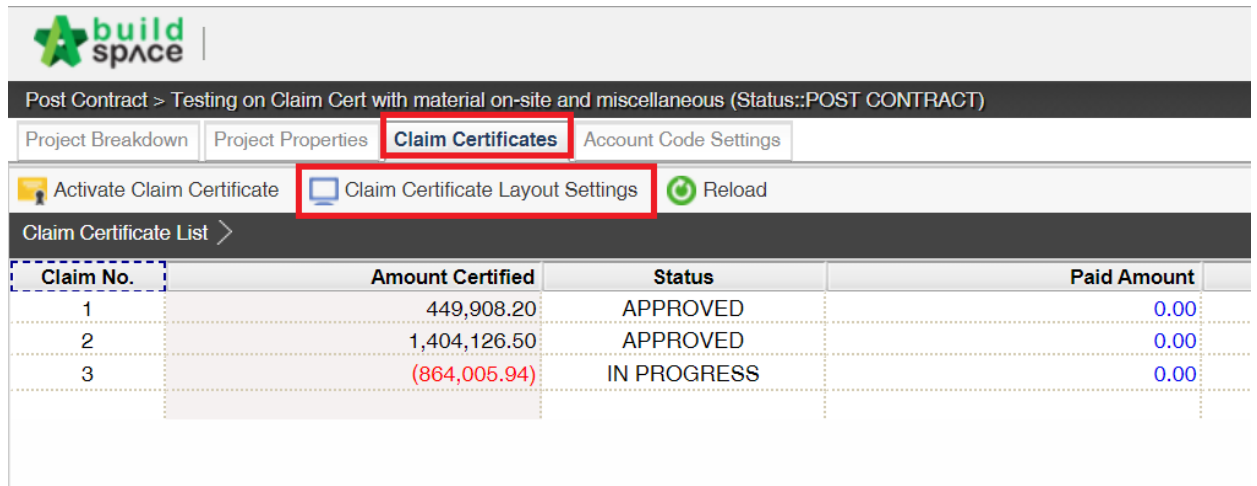
Initial Information
 Contractor Submitted Date: 21/03/2018 Site Verified Date: 21/03/2018 QS Received Date: 21/03/2018

Claim Certificate Information
 Company: ECO MAJESTIC 2 SDN BHD Contractor: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
 Letter of Award No.: 1 Claim No.: 1
 Works: Lab Works 2: BLDG
 Contract Sum: MYR 30,022,350.57 Retention Sum: MYR 56299.39 (GST: 6.00)%
 Work Done Amount: MYR 1,125,987.80 % Completion: 3.75%
 Release Retention: 0.00 % Release Retention Amount: MYR 0.00
 Person In Charge: Mr Chong
 Due Date: 21/03/2018 Budget Due Date: 21/03/2018
 Budget Amount: 10000.00 Tax: 6.00 %
 Acc Remarks: QS Remarks:

Claim Layout Settings (Gamuda Land format)

Note: You only need to setup this once for every project

1. To access Claim Certificate Layout Settings, go to any project that is in “Post Contract”, Click on “Claim Certificates” then Click “Claim Certificate Layout Settings”



Post Contract > Testing on Claim Cert with material on-site and miscellaneous (Status::POST CONTRACT)

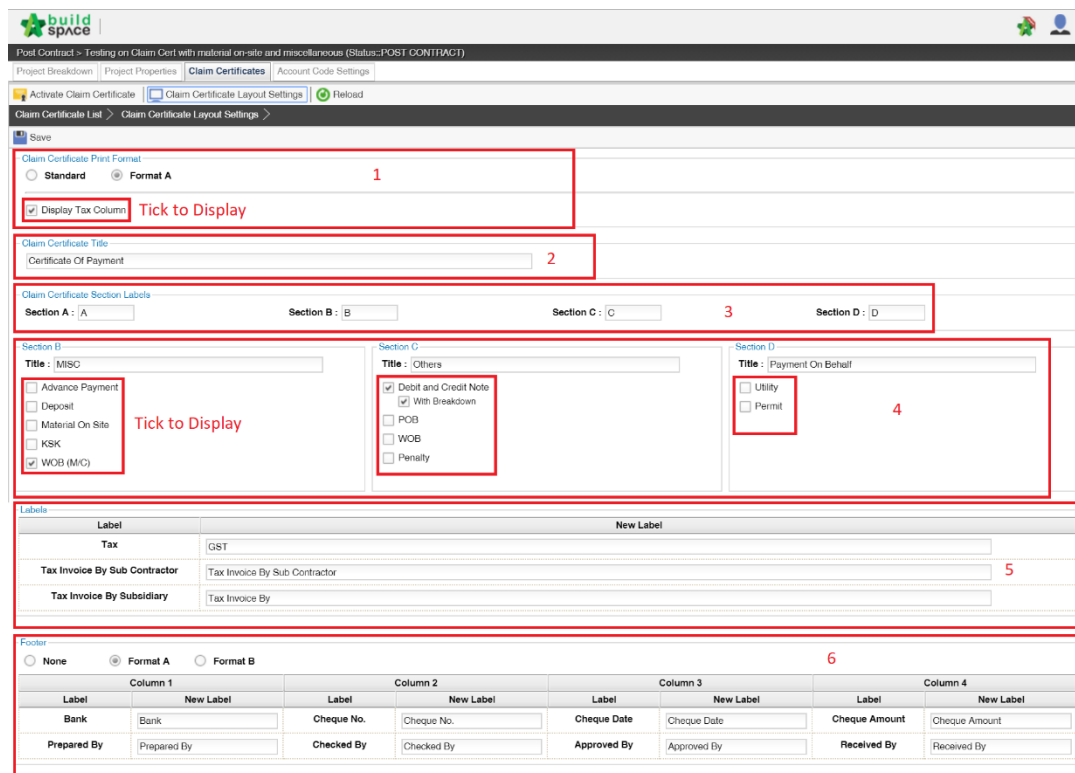
Project Breakdown | Project Properties | **Claim Certificates** | Account Code Settings

Activate Claim Certificate | **Claim Certificate Layout Settings** | Reload

Claim Certificate List >

Claim No.	Amount Certified	Status	Paid Amount
1	449,908.20	APPROVED	0.00
2	1,404,126.50	APPROVED	0.00
3	(864,005.94)	IN PROGRESS	0.00

2. For the “Claim Certificate Layout Settings” are divided into “5” different section
 - Claim Certificate Print Format (1)
 - Claim Certificate Title (2)
 - Claim Certificate Section Label (3)
 - Labels & Sections (4)
 - Footer (5)



Post Contract > Testing on Claim Cert with material on-site and miscellaneous (Status::POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates** | Account Code Settings

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate Layout Settings >

Save

Claim Certificate Print Format

Standard **Format A** 1

Display Tax Column Tick to Display

Claim Certificate Title

Certificate Of Payment 2

Claim Certificate Section Labels

Section A : A Section B : B Section C : C 3 Section D : D

Section B

Title : MISC

Advance Payment
 Deposit
 Material On Site
 KSK
 WOB (M/C) Tick to Display

Section C

Title : Others

Debit and Credit Note
 With Breakdown
 POB
 WOB
 Penalty

Section D

Title : Payment On Behalf

Utility 4
 Permit

Labels

Label	New Label
Tax	GST
Tax Invoice By Sub Contractor	Tax Invoice By Sub Contractor 5
Tax Invoice By Subsidiary	Tax Invoice By

Footer

None **Format A** Format B 6

Column 1		Column 2		Column 3		Column 4	
Label	New Label	Label	New Label	Label	New Label	Label	New Label
Bank	Bank	Cheque No.	Cheque No.	Cheque Date	Cheque Date	Cheque Amount	Cheque Amount
Prepared By	Prepared By	Checked By	Checked By	Approved By	Approved By	Received By	Received By

3. First Section is the “Claim Certificate Print Format” there are 2 option “Standard” & “Format A”. **Select Format A and untick “Display Tax Column”.**

Claim Certificate Print Format

Standard **Format A**

Display Tax Column

4. Second Section “Claim Certificate Title”. **Rename the title to “Contractor Payment Recommendation”.**

Claim Certificate Title

Contractor Payment Recommendation

5. Third Section “Claim Certificate Label Section” to change the title click and key in your new title. Also, untick unused module to not display at claim certificate print out.

<p>Section B</p> <p>Title : MISC</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Advance Payment <input type="checkbox"/> Deposit <input type="checkbox"/> Material On Site <input type="checkbox"/> KSK <input type="checkbox"/> WOB (M/C) 	<p>Section C</p> <p>Title : Payment Deduction Rename as "Payment Deduction"</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Debit and Credit Note <ul style="list-style-type: none"> <input checked="" type="checkbox"/> With Breakdown Tick to print Debit & Credit Note with breakdown <input type="checkbox"/> ROB <input type="checkbox"/> WOB <input type="checkbox"/> Penalty 	<p>Section D</p> <p>Title : Payment On Behalf</p> <ul style="list-style-type: none"> <input type="checkbox"/> Utility <input type="checkbox"/> Permit <p style="color: red; font-size: small;">Untick unused module to not display at claim certificate print out</p>
--	---	--

6. Fourth Section is the Label Section. You can type to rename the labels based on GL format.

Labels

Label	
Tax	GST
Tax Invoice By Sub Contractor	Tax Invoice By Sub Contractor Rename to "Invoice By Contractor"
Tax Invoice By Subsidiary	Tax Invoice By Rename to "Payment Deduction By" System will auto generate client subsidiary name when print out

7. The Fifth Section is for the footer there are 3 different option as the followings
 - No footer
 - Format A (*setting for hardcopy signage*)
 - Format B (*with system verification log*)

Select **Format B** based on Gamuda Land format

Footer

None
 Format A
 Format B

8. Once finalized with the claim certificate print out format, click **Save**.

Claim Certificate List > Claim Certificate Layout

Save

Claim Certificate Print Format

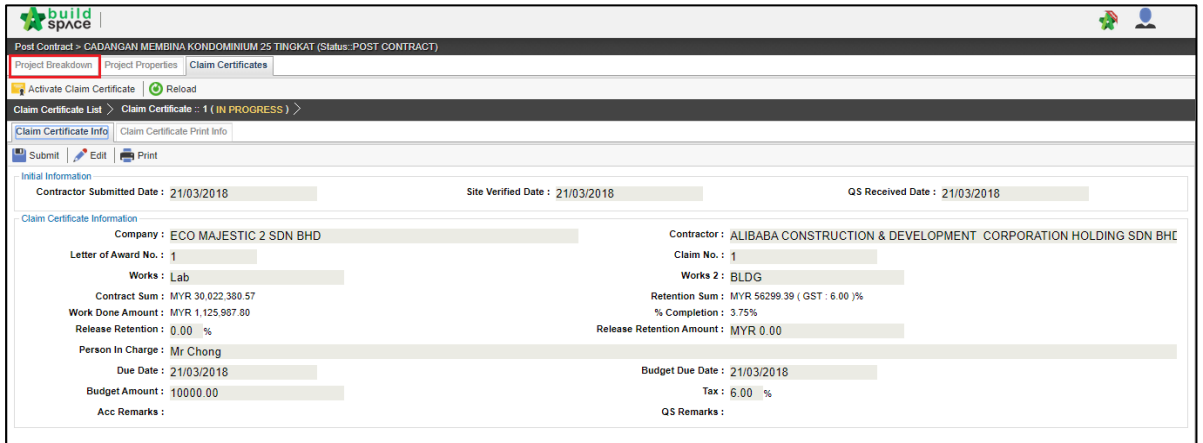
Standard
 Format A

Sample of Claim Certificate Print Out

GAMUDA LAND SDN BHD (Gamuda Garden)		Contractor Payment Recommendation		
Project Description: CADANGAN PEMBINAAN INFRA WORKS		LA No:	1	
Sub Contract Works:		Certificate Date:	11/10/2019	
Contractor: PCK CONSTRUCTION SDN BHD		Period Ending:	11/10/2019	
Invoice Date:		Payment Due Date:	11/10/2019	
Invoice No:		Claim No:	2	
Bill Total:	2,730,225.61	Completion %:	6.67%	
Total VO Amount:	0.00			
Contract Sum:	2,730,225.61			
Remark:				
Prepared By: Chew				
	ACCM Total	Previous Claim	This Claim	
A Bill Total	182,229.86	91,576.76	90,653.10	
Variation Order	0.00	0.00	0.00	
Material On Site	0.00	0.00	0.00	
Total Work Done	182,229.86	91,576.76	90,653.10	
Retention Sum	[18,222.99]	[9,157.68]	[9,065.31]	
Release Retention	0.00	0.00	0.00	
Total Retention	[18,222.99]	[9,157.68]	[9,065.31]	
Amount Certified	164,006.87	82,419.08	81,587.79	
B MISC				
Advance Payment	0.00	[0.00]	0.00	
		Sub Total	0.00	
		Tax Invoice By Contractor	81,587.79	
C Payment Deduction				
Gamuda Trading Sdn Bhd	40,000.00	10,000.00	30,000.00	
Master Pave Sdn Bhd	20,000.00	20,000.00	0.00	
CLQ Trading Sdn Bhd	20,000.00	0.00	20,000.00	
	Payment Deduction By GAMUDA LAND SDN BHD (Gamuda Garden)		50,000.00	
	Net Payable Amount (MYR)		31,587.79	
Verifier Log				
No.	Name	Verified At	Remarks	
1	Chris Volcano	11/10/2019		
2	Staff 1	11/10/2019		
3	Heng Chin Guan	11/10/2019		

Update BQ Claim

1. Click “Project Breakdown” to update the claim (*under BuildSpace Pro*).



Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate: 1 (IN PROGRESS) >

Claim Certificate Info | Claim Certificate Print Info

Submit | Edit | Print

Initial Information

Contractor Submitted Date: 21/03/2018 | Site Verified Date: 21/03/2018 | QS Received Date: 21/03/2018

Claim Certificate Information

Company: ECO MAJESTIC 2 SDN BHD | Contractor: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHE

Letter of Award No.: 1 | Claim No.: 1

Works: Lab | Works 2: BLDG

Contract Sum: MYR 30,022,380.57 | Retention Sum: MYR 56299.39 (GST: 6.00 %)

Work Done Amount: MYR 1,125,987.80 | % Completion: 3.75%

Release Retention: 0.00 % | Release Retention Amount: MYR 0.00

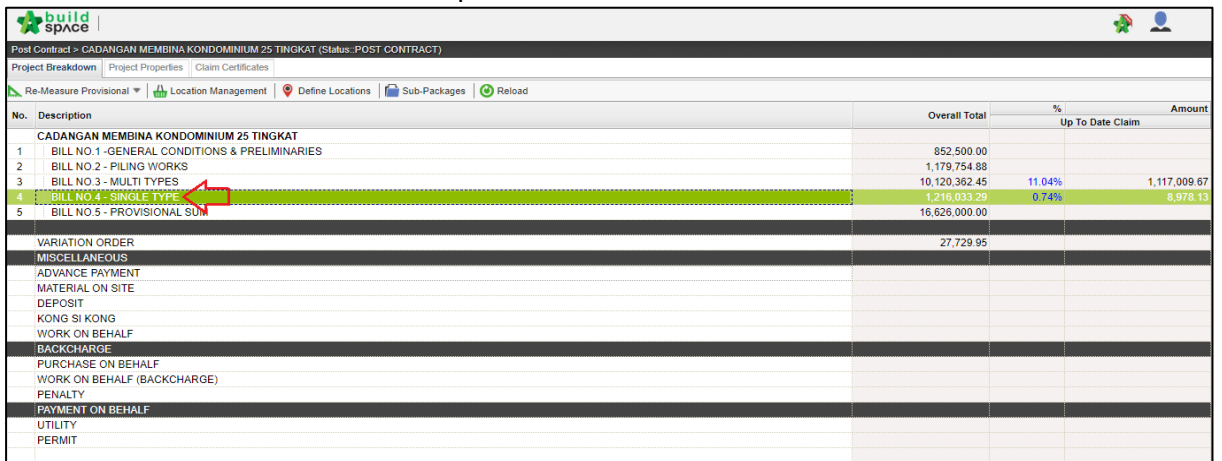
Person In Charge: Mr Chong

Due Date: 21/03/2018 | Budget Due Date: 21/03/2018

Budget Amount: 10000.00 | Tax: 6.00 %

Acc Remarks: | QS Remarks:

2. Double click which “Bill” want to update the claim.



Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

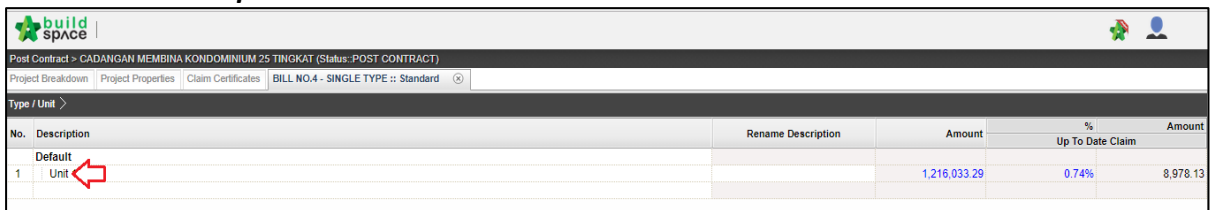
Project Breakdown | Project Properties | Claim Certificates

Re-Measure Provisional | Location Management | Define Locations | Sub-Packages | Reload

No.	Description	Overall Total	%	Amount
		Up To Date Claim		
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT				
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2	BILL NO.2 - PILING WORKS	1,179,754.88		
3	BILL NO.3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.67
4	BILL NO.4 - SINGLE TYPE	1,216,033.29	0.74%	8,978.13
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00		
VARIATION ORDER		27,729.95		
MISCELLANEOUS				
ADVANCE PAYMENT				
MATERIAL ON SITE				
DEPOSIT				
KONG SI KONG				
WORK ON BEHALF				
BACKCHARGE				
PURCHASE ON BEHALF				
WORK ON BEHALF (BACKCHARGE)				
PENALTY				
PAYMENT ON BEHALF				
UTILITY				
PERMIT				

3. Double click and can view the “Element Level”.

Note: Claim can update at the element level or item level.



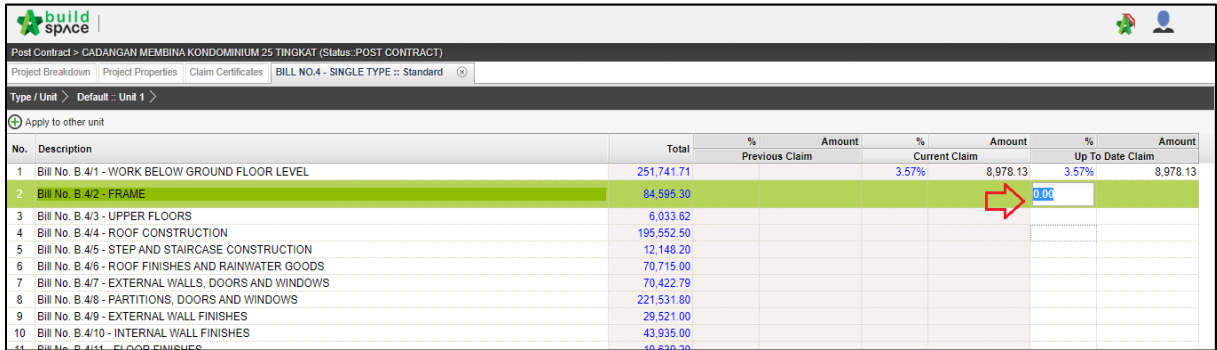
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | BILL NO.4 - SINGLE TYPE: Standard

Type / Unit >

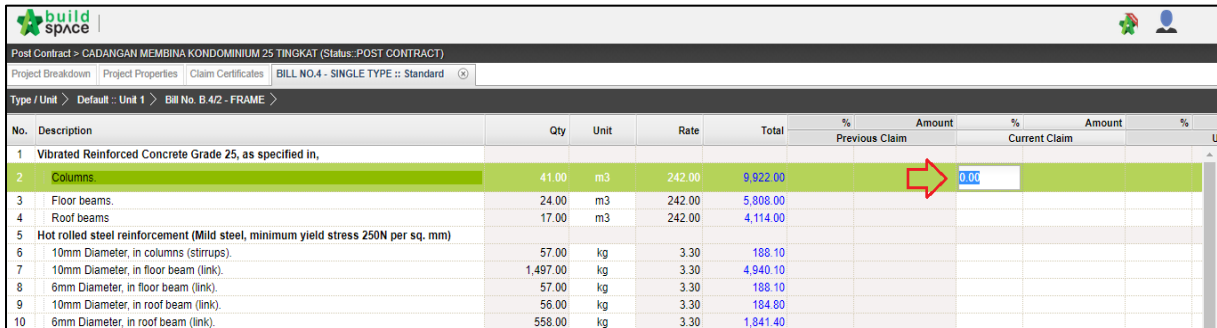
No.	Description	Rename Description	Amount	%	Amount
		Up To Date Claim			
1	Unit		1,216,033.29	0.74%	8,978.13

4. Press enter to key in and press enter again to save.



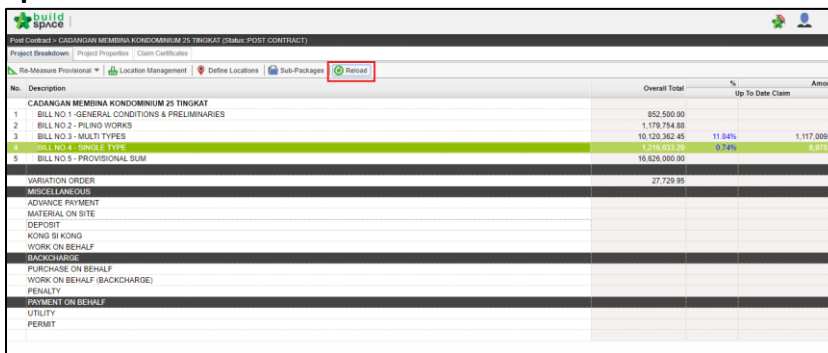
No.	Description	Total	% Previous Claim	Amount	% Current Claim	Amount	% Up To Date Claim	Amount
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71			3.57%	8,978.13	3.57%	8,978.13
2	Bill No. B.4/2 - FRAME	84,595.30				0.00		
3	Bill No. B.4/3 - UPPER FLOORS	6,033.62						
4	Bill No. B.4/4 - ROOF CONSTRUCTION	195,552.50						
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION	12,148.20						
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS	70,715.00						
7	Bill No. B.4/7 - EXTERNAL WALLS, DOORS AND WINDOWS	70,422.79						
8	Bill No. B.4/8 - PARTITIONS, DOORS AND WINDOWS	221,531.80						
9	Bill No. B.4/9 - EXTERNAL WALL FINISHES	29,521.00						
10	Bill No. B.4/10 - INTERNAL WALL FINISHES	43,935.00						
11	Bill No. B.4/11 - FLOOR FINISHES	10,620.20						

5. Double click the “Element” to update the claim item by item.



No.	Description	Qty	Unit	Rate	Total	% Previous Claim	Amount	% Current Claim	Amount	%
1	Vibrated Reinforced Concrete Grade 25, as specified in,									
2	Columns	41.00	m3	242.00	9,922.00				0.00	
3	Floor beams,	24.00	m3	242.00	5,808.00					
4	Roof beams	17.00	m3	242.00	4,114.00					
5	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)									
6	10mm Diameter, in columns (stirrups),	57.00	kg	3.30	188.10					
7	10mm Diameter, in floor beam (link),	1,497.00	kg	3.30	4,940.10					
8	6mm Diameter, in floor beam (link),	57.00	kg	3.30	188.10					
9	10mm Diameter, in roof beam (link),	56.00	kg	3.30	184.80					
10	6mm Diameter, in roof beam (link),	558.00	kg	3.30	1,841.40					

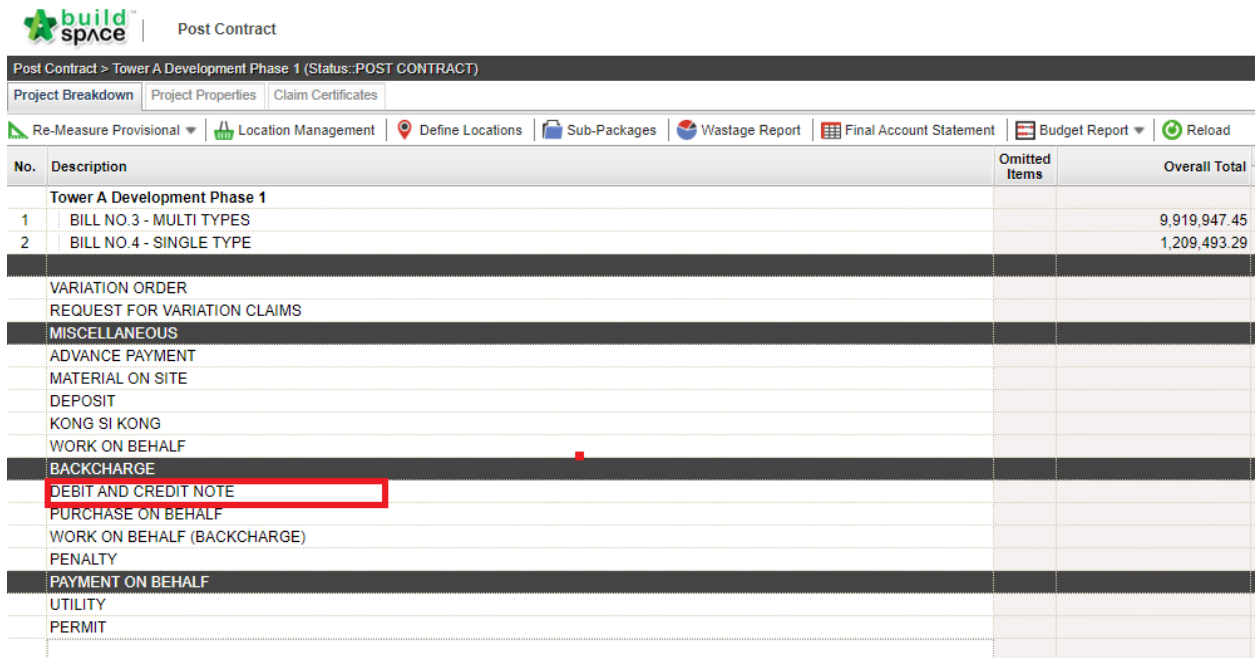
6. After done update the claim, go to project breakdown and click “Reload” to see the latest updated claim.



No.	Description	Overall Total	% Up To Date Claim	Amount
1	CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT	852,500.00		
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	1,179,754.88		
2	BILL NO.2 - PILING WORKS	10,120,362.45	11.84%	1,117,069.87
3	BILL NO.3 - MULTI TYPES	2,211,033.77	9.99%	8,978.13
4	BILL NO.4 - PROVISIONAL SUM	18,628,000.00		
5	VARIATION ORDER	27,729.95		
6	VOICE WORKS			
7	ADVANCE PAYMENT			
8	MATERIAL ON SITE			
9	DEPOSIT			
10	KONG SI KONG			
11	WORK ON BEHALF			
12	ON-BEHALF			
13	PURCHASE ON BEHALF			
14	WORK ON BEHALF (BACKCHARGE)			
15	PENALTY			
16	PAYMENT ON BEHALF			
17	UTILITY			
18	PERMIT			

How to Set Up Debit & Credit Note

1. Login eProject, open a project (*Post Contract stage*) and access to BuildSpace Pro. Then double click “**Debit & Credit Note**” (under Back charge).



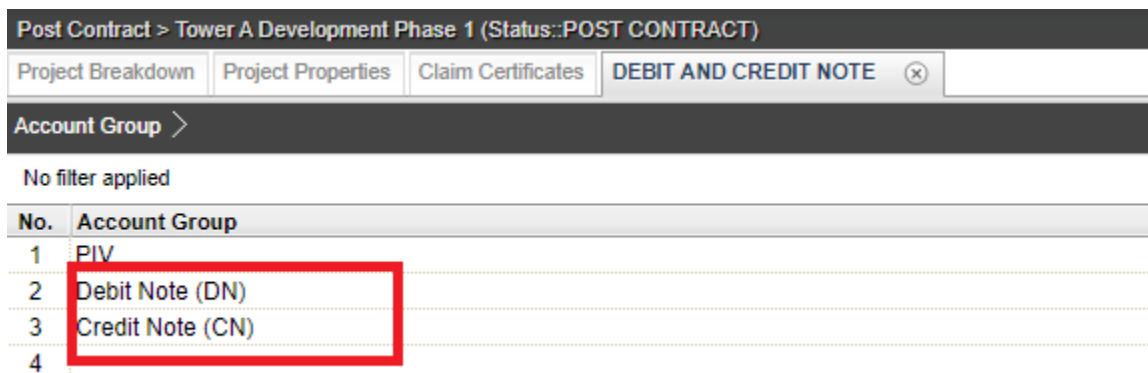
Post Contract > Tower A Development Phase 1 (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Re-Measure Provisional | Location Management | Define Locations | Sub-Packages | Wastage Report | Final Account Statement | Budget Report | Reload

No.	Description	Omitted Items	Overall Total
Tower A Development Phase 1			
1	BILL NO.3 - MULTI TYPES		9,919,947.45
2	BILL NO.4 - SINGLE TYPE		1,209,493.29
VARIATION ORDER			
REQUEST FOR VARIATION CLAIMS			
MISCELLANEOUS			
ADVANCE PAYMENT			
MATERIAL ON SITE			
DEPOSIT			
KONG SI KONG			
WORK ON BEHALF			
BACKCHARGE			
	DEBIT AND CREDIT NOTE		
PURCHASE ON BEHALF			
WORK ON BEHALF (BACKCHARGE)			
PENALTY			
PAYMENT ON BEHALF			
UTILITY			
PERMIT			

2. To input debit note details, double click at “Debit Note (DN)”. Likewise, to input credit note details, double click at “Credit Note (CN)”.



Post Contract > Tower A Development Phase 1 (Status::POST CONTRACT)

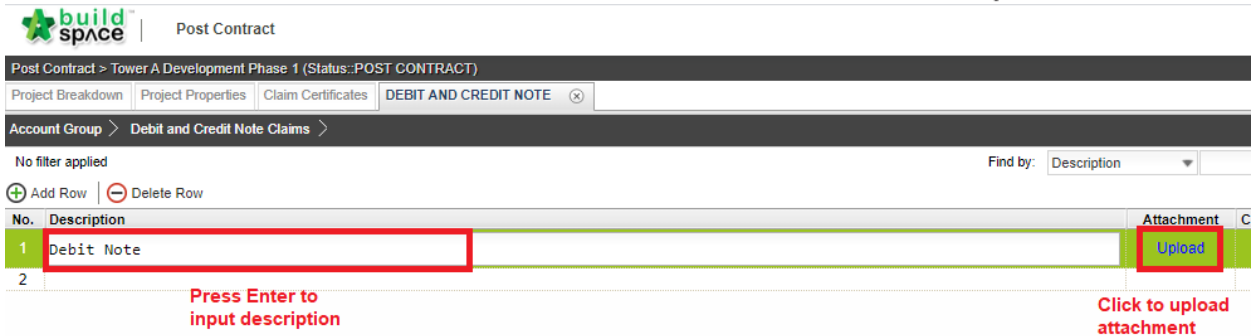
Project Breakdown | Project Properties | Claim Certificates | **DEBIT AND CREDIT NOTE** (x)

Account Group >

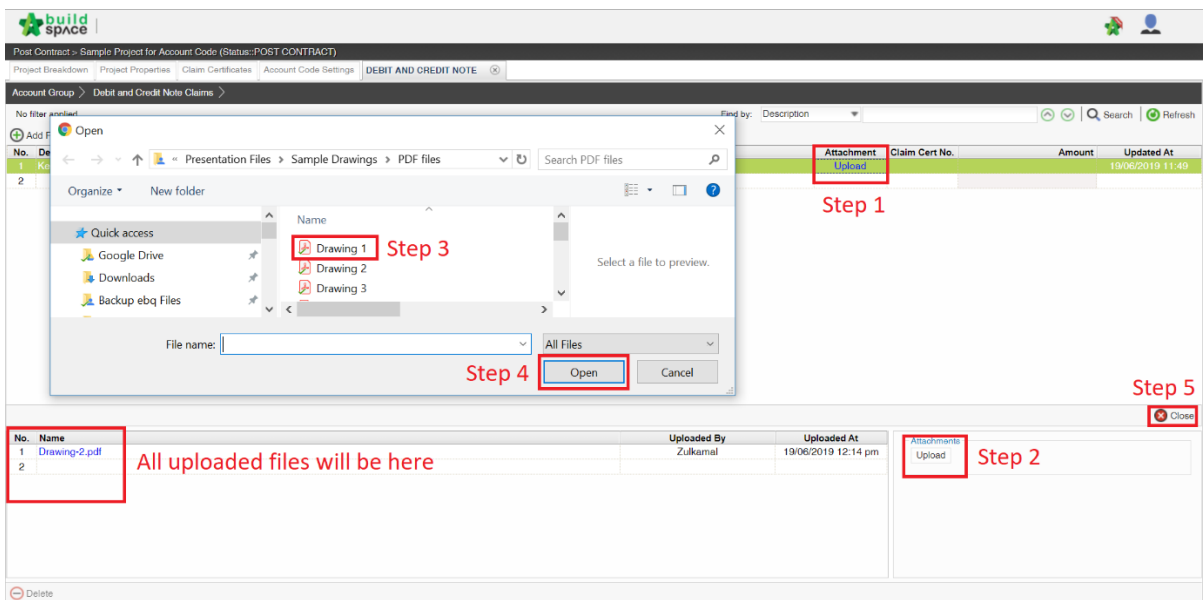
No filter applied

No.	Account Group
1	PIV
2	Debit Note (DN)
3	Credit Note (CN)
4	

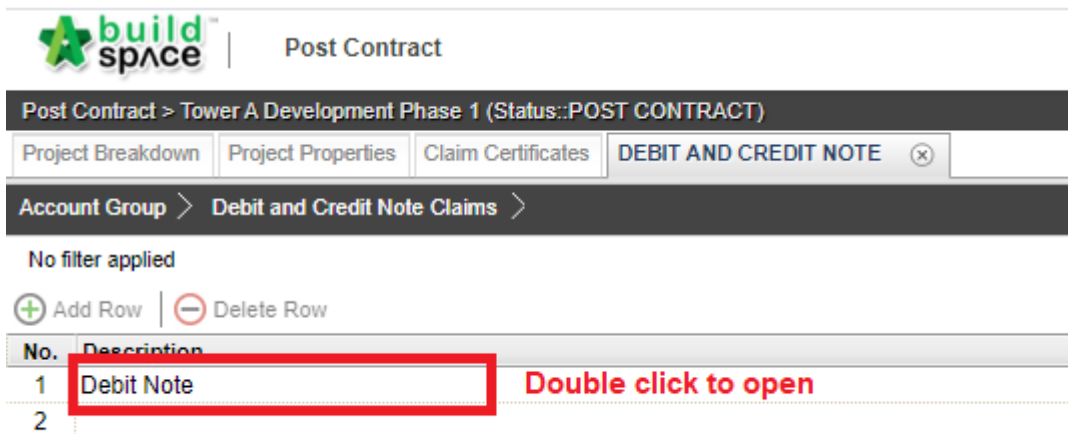
3. Here you can edit description/title for debit & credit note, if you have any files as an attachment click upload to upload files.



- To attach files, refer to the following steps below, Step 1 click on **“Upload”**, Step 2 click **“Upload”** again, Step 3 **“select file”**, Step 4 click **“open”**, Step 5 click **“Close”** to save. If there are additional attachments repeat from **Step 2**.



- Once already key in the description you can double click to open to “sub level”.



buildspace | Post Contract

Post Contract > Tower A Development Phase 1 (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | DEBIT AND CREDIT NOTE

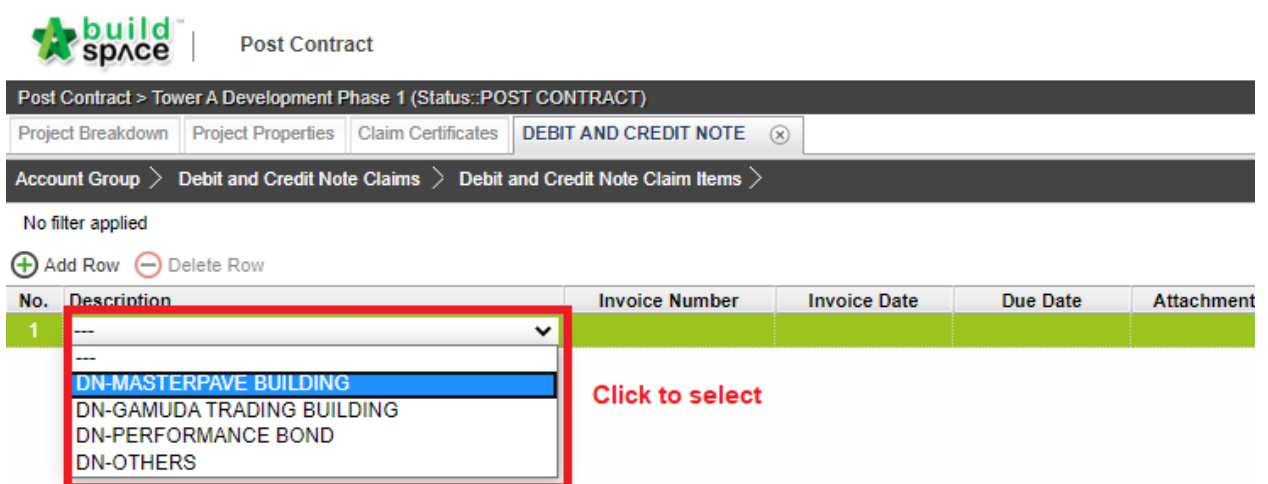
Account Group > Debit and Credit Note Claims >

No filter applied

+ Add Row | - Delete Row

No.	Description
1	Debit Note
2	

- Under sub-level, single click at description column, press “Enter” and click the drop down icon to select account code item. Then you need to fill in your debit/credit note information



buildspace | Post Contract

Post Contract > Tower A Development Phase 1 (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | DEBIT AND CREDIT NOTE

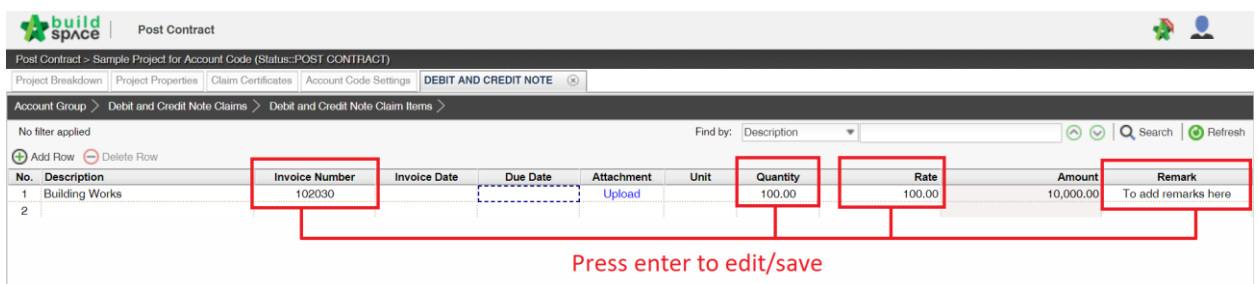
Account Group > Debit and Credit Note Claims > Debit and Credit Note Claim Items >

No filter applied

+ Add Row | - Delete Row

No.	Description	Invoice Number	Invoice Date	Due Date	Attachment
1	<div style="border: 1px solid red; padding: 2px;"> --- --- DN-MASTERPAVE BUILDING DN-GAMUDA TRADING BUILDING DN-PERFORMANCE BOND DN-OTHERS </div>				

- As for the “Invoice Number”, “Quantity”, “Rate” & “Remarks” you can key in manually by pressing “Enter” to edit & “Enter” again to save.



buildspace | Post Contract

Post Contract > Sample Project for Account Code (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | DEBIT AND CREDIT NOTE

Account Group > Debit and Credit Note Claims > Debit and Credit Note Claim Items >

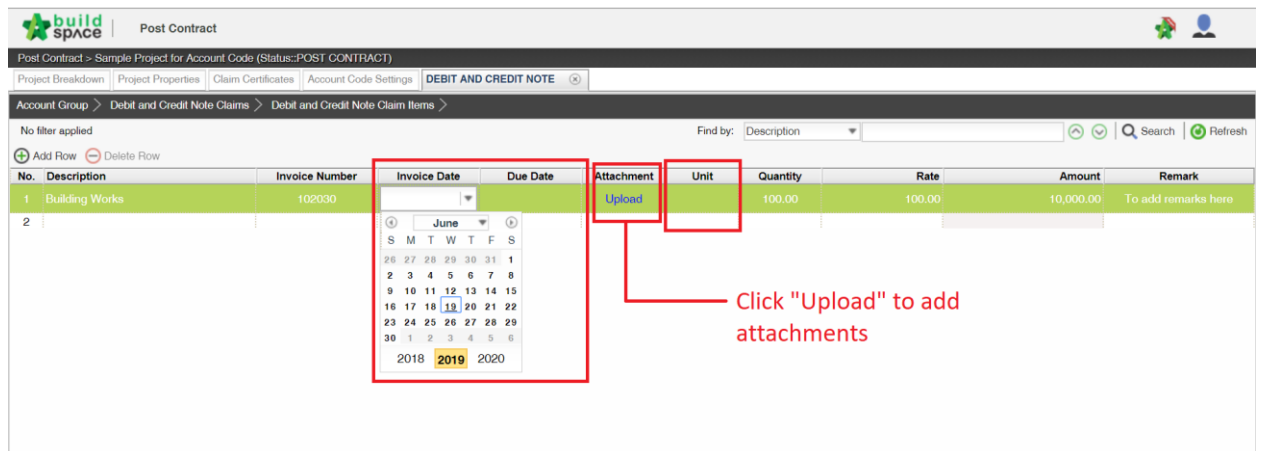
No filter applied

Find by: Description

+ Add Row | - Delete Row

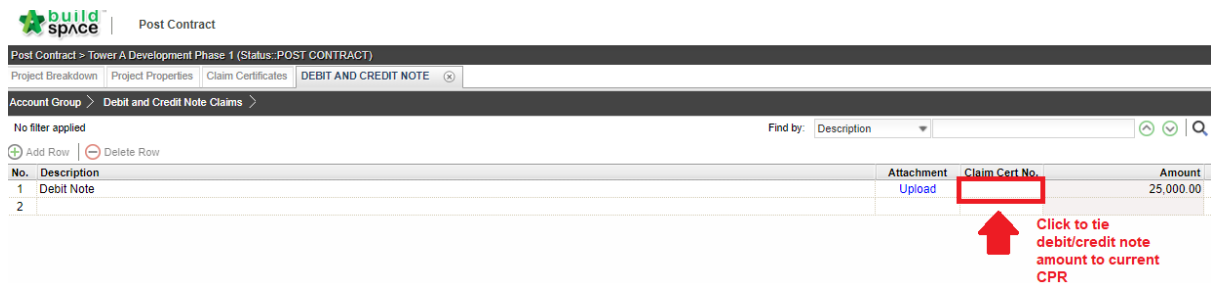
No.	Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Remark
1	Building Works	102030			Upload		100.00	100.00	10,000.00	To add remarks here
2										

- For “Invoice Date”, “Due Date”, & “Unit” to edit single “Click”, press “Enter” & single “Click” again and choose from the selection. To upload attachments just click “Upload”

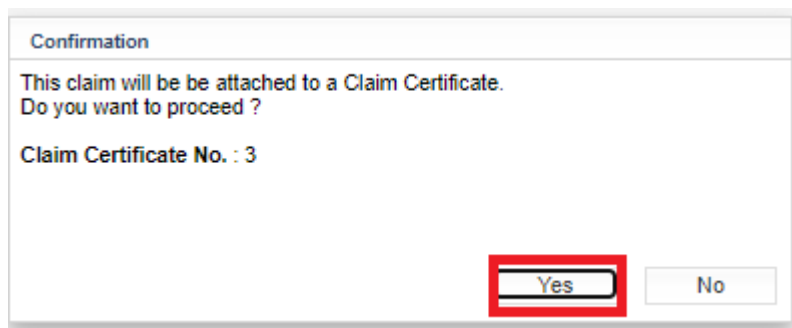


- Once finalized with the information, back one level, here you can view summary of **Debit/Credit Note** listing, **attachments**, **amount**, **updated date**. As for the “claim cert no” to tie to **claim certificate** just click on the empty box. However, you need to **activate claim certificate** first before linking.

Note: Make sure there is a claim certificate is “In Progress” status before you tie to claim certificate.



- Click “Yes” to tie the amount to current claim certificate.

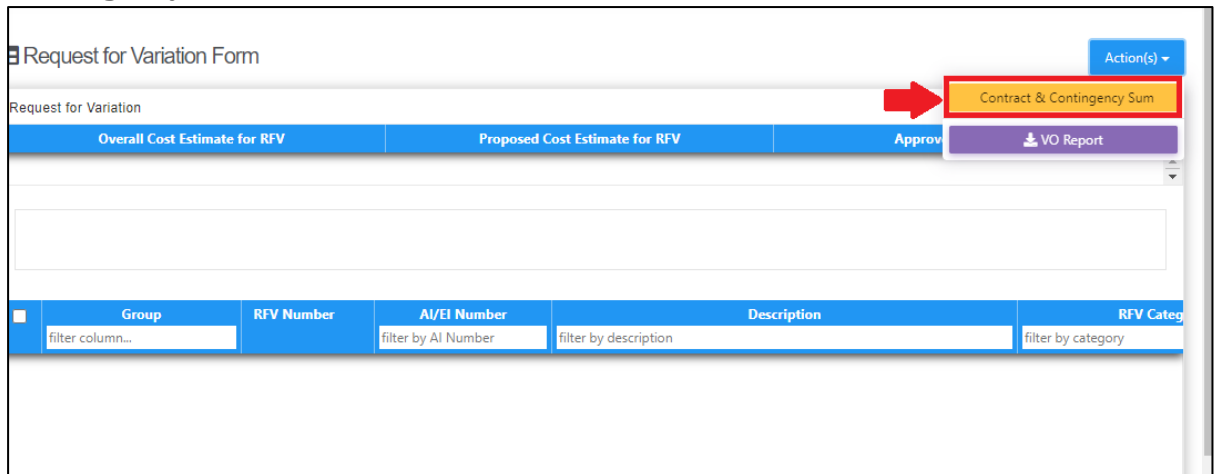


Request for Variation

How to issue fill in contract & contingency sum for RFV

Note: Consultant (user role who prepare Cost Estimate for RFV) must fill in contract & contingency sum first before issue **FIRST** RFV.

1. After login eProject and opened a project, consultant can click “**Contract & Contingency Sum**”.



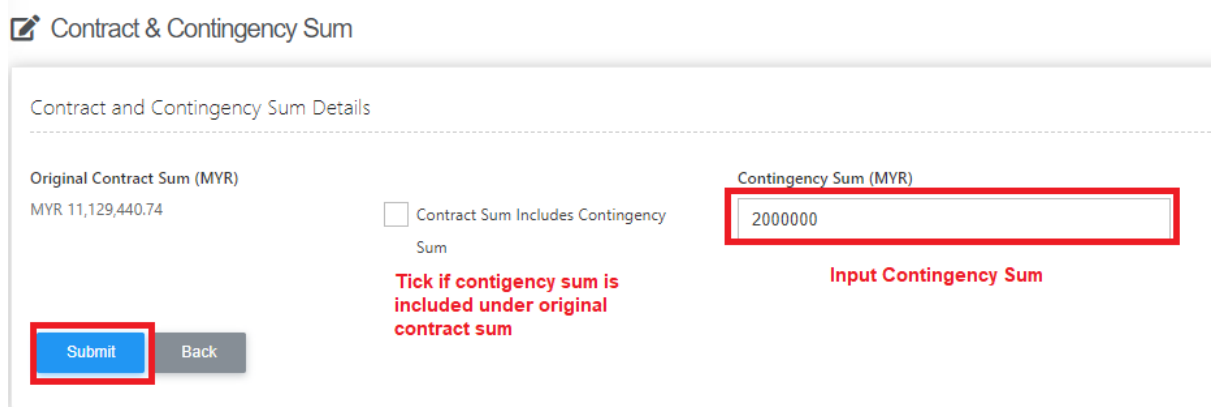
Request for Variation Form

Request for Variation

Overall Cost Estimate for RFV Proposed Cost Estimate for RFV Approve VO Report

Group	RFV Number	AI/EI Number	Description	RFV Category
filter column...		filter by AI Number	filter by description	filter by category

2. Then fill in the contingency sum for this project. After that, click **Submit**.



Contract & Contingency Sum

Contract and Contingency Sum Details

Original Contract Sum (MYR)
MYR 11,129,440.74

Contract Sum Includes Contingency Sum

Contingency Sum (MYR)
2000000

Tick if contingency sum is included under original contract sum

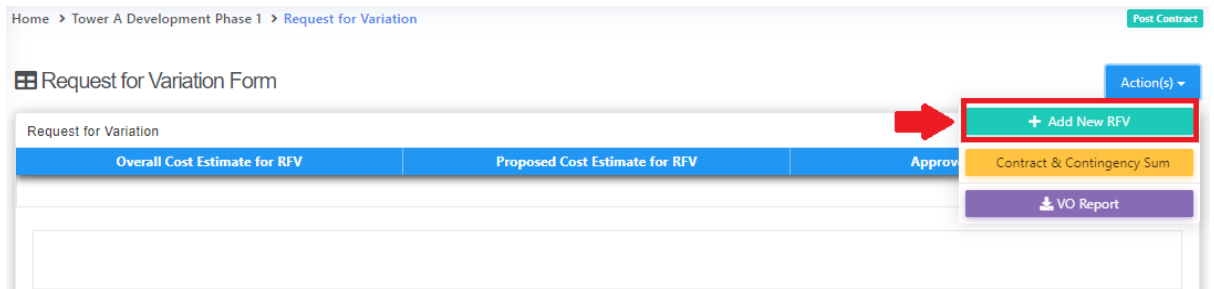
Input Contingency Sum

Submit Back

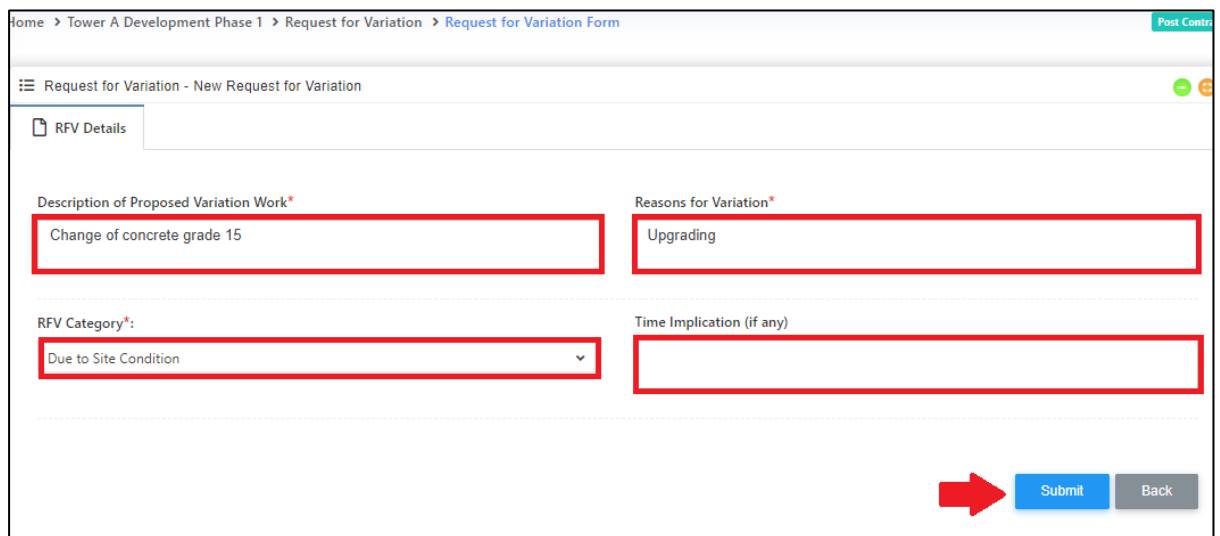
Note: Consultant can proceed to issue new RFV after original contract & contingency is filled in system.

How to issue New RFV

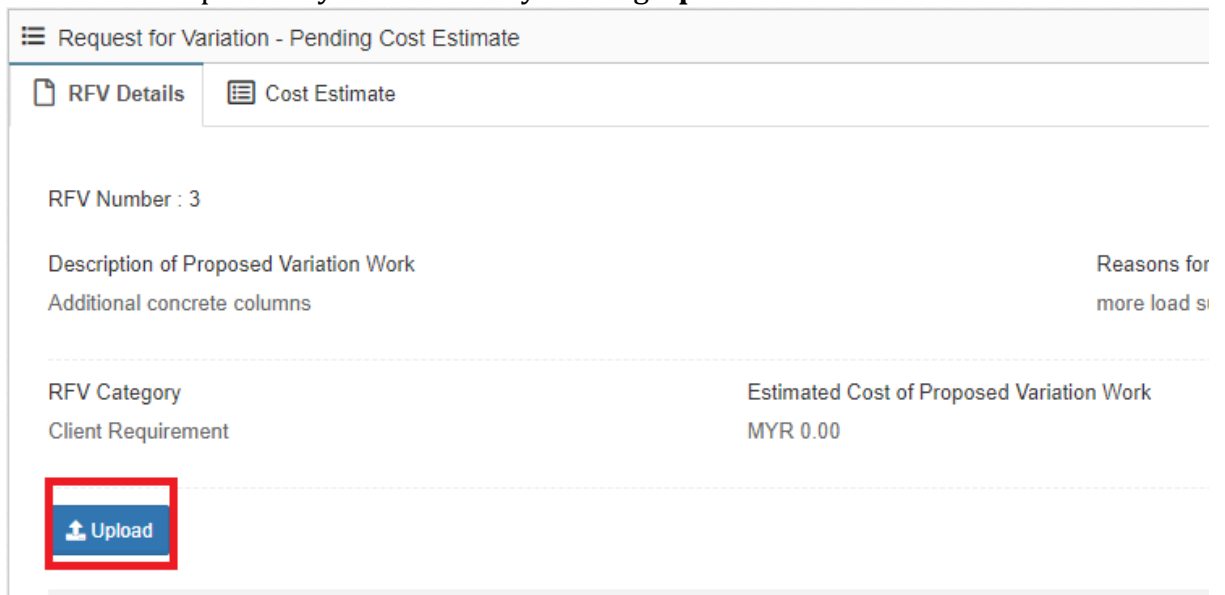
1. After consultant filled in Contract & Contingency Sum, click **Add New RFV** to issue new RFV.



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



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



How to insert cost estimation for proposed RFV

1. After consultant submitted the RFV form, click at **Description** to open the RFV and fill in cost estimate.

Home > Tower A Development Phase 1 > Request for Variation

Request for Variation Form

Request for Variation

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

Group	RFV Number	AI/EI Number	Description	RFV Category
Building Works	1	Change of concrete grade 15	Click to open the RFV	Due to Site Condition

2. Click at **Cost Estimate** to do cost estimation for the RFV.

Request for Variation - Pending Cost Estimate

RFV Details **Cost Estimate**

RFV Number : 1

Description of Proposed Variation Work*
Add new column

Reasons for Variation*
more load support

RFV Category: Due to Site Condition

Estimated Cost of Proposed Variation Work: RM 0.00

Time Implication (if any)

Upload

File Name

3. After clicking **Cost Estimate**, type to key in info to prepare for RFV cost estimation.

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

Request for Variation - Pending Cost Estimate

RFV Details **Cost Estimate**

+ Add Row - Delete Row Import

Estimated Co MYR 0.00

No.	Bill Ref.	Description	Type	Unit	Rate	Budget
1		Concrete grade 15	ITEM			

Input cost estimation

4. Or you can also import Excel BQ into cost estimate. (You need to make a few adjustments from excel BQ before import into BuildSpace system)

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

Request for Variation - Pending Cost Estimate

RFV Details Cost Estimate

+ Add Row - Delete Row **Import** Click to import cost estimation from excel file Estimated Co MYR 0.00

No.	Bill Ref.	Description	Type	Unit	Rate	Budget
1		Concrete grade 15	ITEM			

5. Please follow the following steps to adjust the excel format before importing into system; -

Step 1

Make sure the excel BQ columns are matched with BuildSpace format. For example:

- Column A – Bill Ref
- Column B – Description
- Column C – Unit
- Column D – Rate
- Column E – Quantity
- Column F – Total Amount

A	B	C	D	E	F
Bill Ref	Description	Unit	Rate	Quantity	Total
	Bill No. 3.1 WORK BELOW GROUND FLOOR LEVEL				
	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)				
A.	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	m ³	2.60	532	1,383.20
	Vibrated reinforced concrete Grade 35/20, as specified, in.				
B.	Pad footing	m ³	337.00	303	102,111.00
C.	Column stumps. (Provisional)	m ³	432.00	6	2,592.00

Step 2

Make sure there is only single sheet in the excel file. (import with multi sheets may cause error)

14	B.	Pad footing	m ³	337.00	303
16	C.	Column stumps. (Provisional)	m ³	432.00	6

3.1

Step 3

Remove table title ex. Description, unit, quantity, rate & etc

Item	Unit	Quantity	Rate	RM	
Bill No. 3.1					
WORK BELOW GROUND FLOOR LEVEL					
Excavate oversite, commencing from platform level					
A.	Not exceeding 250mm, to reduce level.	m ³	125	3.50	437.50
Excavate, commencing from reduce level.					
B.	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188	8.50	1,598.00
C.	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554	10.50	5,817.00
D.	Maximum depth not exceeding 1.00m deep, for	m ³	469	8.50	3,986.50

Step 4

Remove total amount & any header with (Cont'd)

Disposal off site, including paving all dues					
L.	Excavated materials	m ³	936	3.00	2,808.00
Hardcore, consolidated and blinded to receive concrete					
M.	150mm (consolidated thickness), under floor.	m ³	592	9.50	5,654.00
To Collection				33,560.00	
PERPUSTAKAAN 08/1409 - UITM ARAU, PERLIS 3.1/1					
Work Below Ground Floor Level (Cont'd)					
Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)					

- To import, click “**Import**” and click “**Choose File**” select BQ Excel files and click “**Import**”.

Import Cost Estimate



Cost Estimate File *:

Choose File RFV BQ original edited.xls

Remove previous data

Tick to remove previous imported cost estimation

Import

7. After finalized the RFV cost estimate, click “RFV Details” to submit for approval.

Request for Variation - Pending Cost Estimate

RFV Details Cost Estimate

Add Row Delete Row Import

Estimated Cost of Propo
MYR 245,115.00

No.	Bill Ref.	Description	Type	Unit	Budget	
					Rate	Qty
5	B.	Pad footing	ITEM	m3	337.00	303.00
6	C.	Column stumps. (Provisional)	ITEM	m3	432.00	6.00
7	D.	Ground beams.	ITEM	m3	511.00	46.00
8	E.	Trench bases, exceeding 100mm but not exceeding 150mm thick.	ITEM	m3	229.00	5.00
9	F.	Trench walls, exceeding 100mm but not exceeding 150mm thick.	ITEM	m3	229.00	9.00
10	G.	Trench slab, exceeding 100mm but not exceeding 150mm thick.	ITEM	m3	229.00	88.00

8. You can upload attachment before submitting the RFV for approval. To submit for approval, click **Submit** button to submit for cost estimation approval.

RFV Details Cost Estimate

RFV Number : 1

Description of Proposed Variation Work	Reasons for Variation
Change of concrete grade 15	Upgrading


RFV Category	Estimated Cost of Proposed Variation Work	Time Implication (if any)
Due to Site Condition	MYR 245,115.00	

Upload Click to upload attachment

File Name
Drawing 2.pdf ✕
Drawing 1.pdf ✕

Showing 1 to 2 of 2 entries

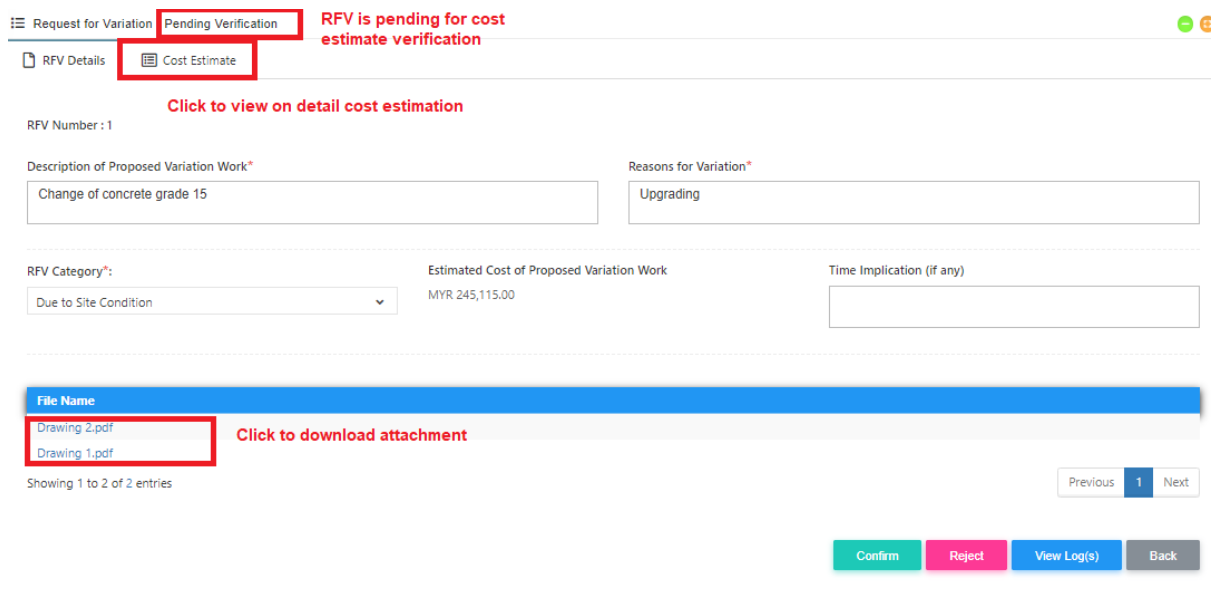
Previous 1 Next

Click to submit for verification 

Submit View Log(s) Back

How to verify RFV Cost Estimate

1. After consultant completed and submitted RFV cost estimate, it will revert back to consultant (*User who issued the RFV*) for verification. Under the RFV form, click “Cost Estimation” to view on detail estimation.



Request for Variation **Pending Verification** **RFV is pending for cost estimate verification**

RFV Details **Cost Estimate**

Click to view on detail cost estimation

RFV Number : 1

Description of Proposed Variation Work*
Change of concrete grade 15

Reasons for Variation*
Upgrading

RFV Category*: Due to Site Condition

Estimated Cost of Proposed Variation Work: MYR 245,115.00

Time Implication (if any)

File Name

Drawing 2.pdf **Click to download attachment**

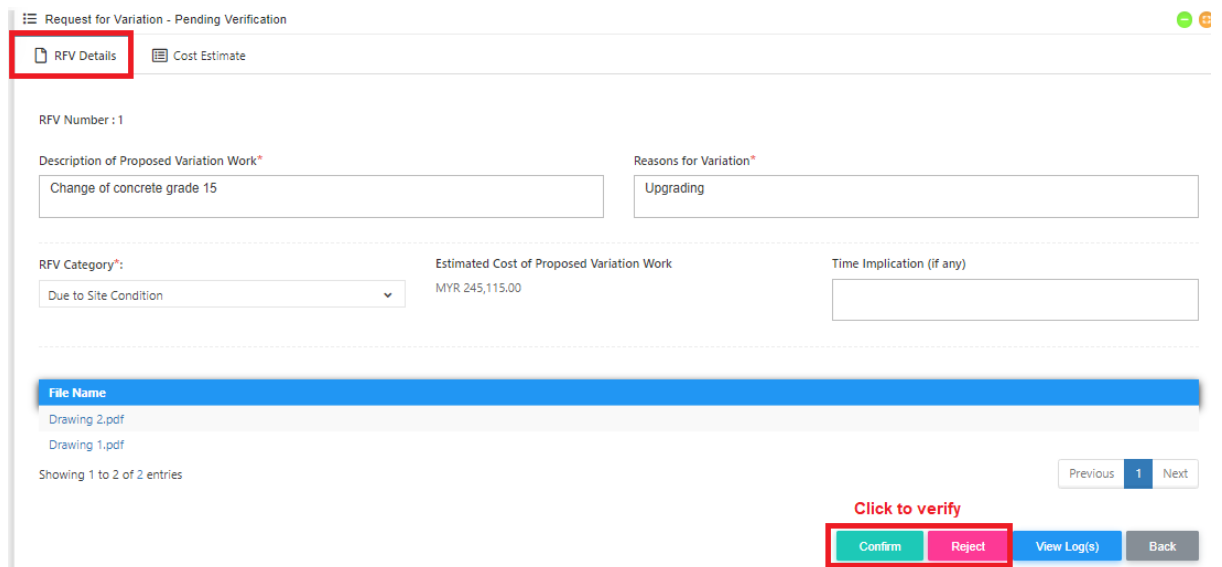
Drawing 1.pdf

Showing 1 to 2 of 2 entries

Previous 1 Next

Confirm Reject View Log(s) Back

2. After reviewing the RFV cost estimate, click **RFV Details** and click **Approve / Reject**. (*If approved, the RFV will proceed for client verification; if rejected, the RFV will revert back to consultant to redo the cost estimate*)



Request for Variation - Pending Verification

RFV Details Cost Estimate

RFV Number : 1

Description of Proposed Variation Work*
Change of concrete grade 15

Reasons for Variation*
Upgrading

RFV Category*: Due to Site Condition

Estimated Cost of Proposed Variation Work: MYR 245,115.00

Time Implication (if any)

File Name

Drawing 2.pdf

Drawing 1.pdf

Showing 1 to 2 of 2 entries

Previous 1 Next

Click to verify

Confirm Reject View Log(s) Back

How to submit RFV for management approval

Note: This step is conducted by C&C PIC only.

1. Upon RFV cost estimation is verified. Click to open the proposed RFV (*in Verified stage*)

Home > Tower A Development Phase 1 > Request for Variation

Request for Variation Form

Request for Variation

Overall Cost Estimate for RFV	Proposed Cost Estimate for RFV	Approved RFV Amount		
Group	RFV Number	AI/EI Number	Description	RFV Category
filter column...		filter by AI Number	filter by description	filter by category
<input type="checkbox"/> Building Works	1	Change of concrete grade 15	Click to open the RFV	Due to Site Condition

2. Once opened the RFV, review the RFV details that submitted by consultants.

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

Request for Variation - Verified **The RFV is in verified stage**

RFV Details [Cost Estimate](#) **Click to view cost estimation detail**

RFV Number : 1

Description of Proposed Variation Work	Reasons for Variation
Change of concrete grade 15	Upgrading

RFV Category	Estimated Cost of Proposed Variation Work	Time Implication (if any)
Due to Site Condition	MYR 245,115.00	

File Name
Drawing 2.pdf
Drawing 1.pdf

Click to download attachment

Showing 1 to 2 of 2 entries Previous 1 Next

3. Click "Submit" to submit RFV form for management approval.

Financial Standing		
Original Contract Sum	MYR 13,129,440.74	
Less Contingency	MYR 2,000,000.00	
Total	MYR 11,129,440.74	
Accumulative Approved RFV	MYR 0.00	
Proposed RFV	MYR 245,115.00	
Accumulative Approved RFV + Proposed RFV	MYR 245,115.00	2.2 %
Accumulative Approved RFV + Current RFV	MYR 245,115.00	2.2 %
Anticipated Contract Sum	MYR 11,374,555.74	
Balance of Contingency	MYR 1,754,885.00	

Select Verifiers:

None	+
None	
Sky User	

Click to select verifier for RFV approval (follow hierarchy)

Click to submit for approval

Submit	View Log(s)	Back
--------	-------------	------

How to key in AI/EI number after RFV had been approved


1. After client approved the RFV, the RFV status will show as **“Approved”**. User can click at the icon (*AI/EI Number*) to fill in AI/EI Number.

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

Request for Variation Form Action

Request for Variation

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

Group	RFV Number	AI/EI Number	Description	RFV Category
filter column...		filter by AI Number	filter by description	filter by category
<input type="checkbox"/> Building Works	1		Change of concrete grade 15	Due to Site Condition

2. After filling in the AI/EI number, click **Save**.

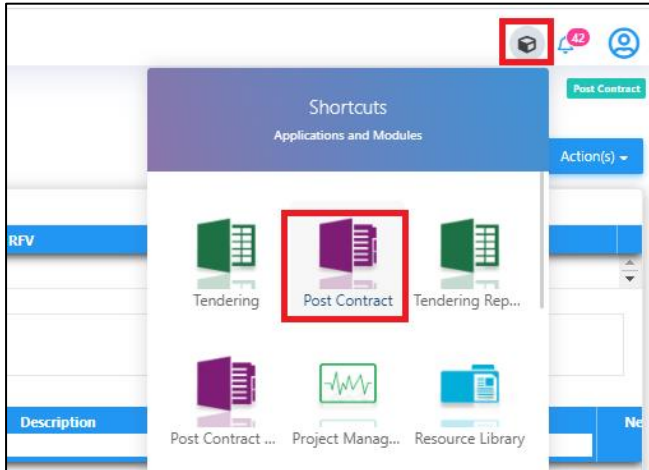
Update AI/EI Number

AI/EI Number

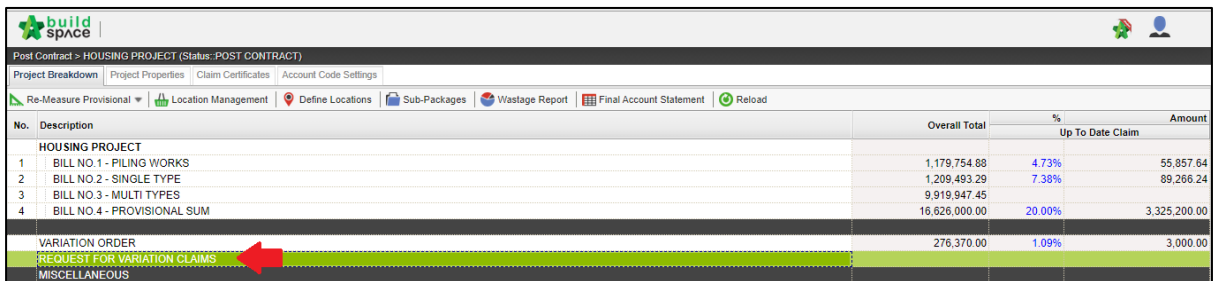
How to Update RFV Claim

Note: Once RFV approved the detail of RFV auto updated at RFV Claim module at Post Contract

1. Click on the small box on the top right corner and select **“Post Contract Module”**.

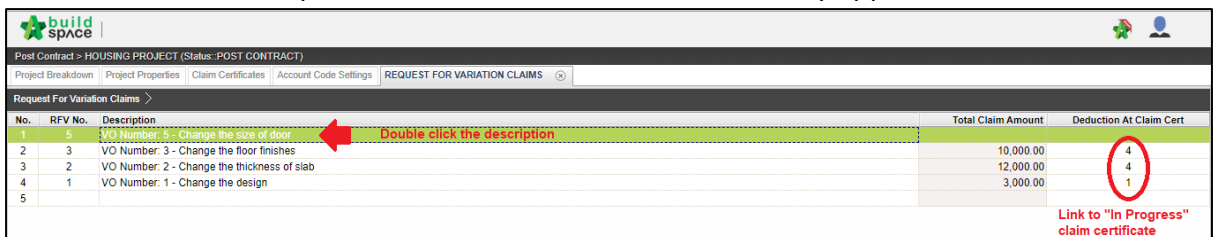


2. Under BuildSpace Pro, double click **“Request For Variation Claim”**



No.	Description	Overall Total	%	Amount
HOUSING PROJECT				
1	BILL NO.1 - PILING WORKS	1,179,754.88	4.73%	55,857.64
2	BILL NO.2 - SINGLE TYPE	1,209,493.29	7.38%	89,266.24
3	BILL NO.3 - MULTI TYPES	9,919,947.45		
4	BILL NO.4 - PROVISIONAL SUM	16,626,000.00	20.00%	3,325,200.00
VARIATION ORDER				
	REQUEST FOR VARIATION CLAIMS	276,370.00	1.09%	3,000.00
	MISCELLANEOUS			

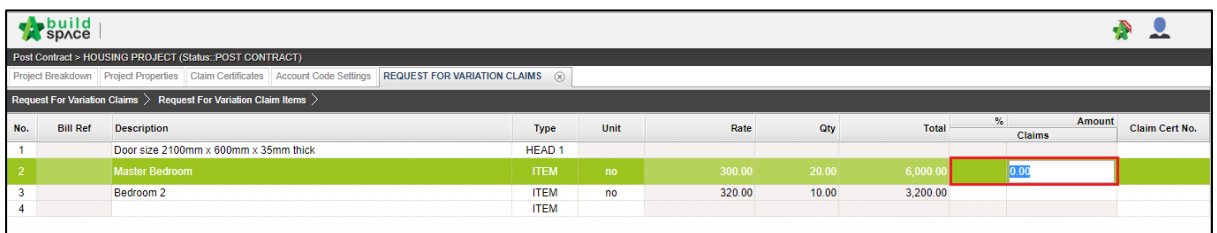
3. **Double click** the description to see more details for RFV already approve



No.	RFV No.	Description	Total Claim Amount	Deduction At Claim Cert
1	5	VO Number: 5 - Change the size of door		4
2	3	VO Number: 3 - Change the floor finishes	10,000.00	4
3	2	VO Number: 2 - Change the thickness of slab	12,000.00	4
4	1	VO Number: 1 - Change the design	3,000.00	1
5				

Link to "In Progress" claim certificate

4. Single click at the row at **“Press Enter”** to key in the claim in **“% or Amount”** and **“Press Enter”** to save



No.	Bill Ref	Description	Type	Unit	Rate	Qty	Total	% Claims	Amount	Claim Cert No.
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1							
2		Master Bedroom	ITEM	no	300.00	20.00	6,000.00	0.00		
3		Bedroom 2	ITEM	no	320.00	10.00	3,200.00			
4			ITEM							

5. Single click at **“Claim Cert No”** to link claim certificate **“In Progress”** status. Click **“Yes”** to link

Post Contract > HOUSING PROJECT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | REQUEST FOR VARIATION CLAIMS

Request For Variation Claims > Request For Variation Claim Items

No.	Bill Ref	Description	Type	Unit	Rate	Qty	Total	%	Amount	Claim Cert No.
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1							
2		Master Bedroom	ITEM	no	300.00	20.00	6,000.00			
3		Bedroom 2	ITEM	no	320.00	10.00	3,200.00			
4			ITEM							

Confirmation

This Request For Variation claim will be attached to a Claim Certificate.
Do you want to proceed?

Claim Certificate No.: 4 Claim certificate "In Progress"

Post Contract > HOUSING PROJECT (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | REQUEST FOR VARIATION CLAIMS

Request For Variation Claims > Request For Variation Claim Items

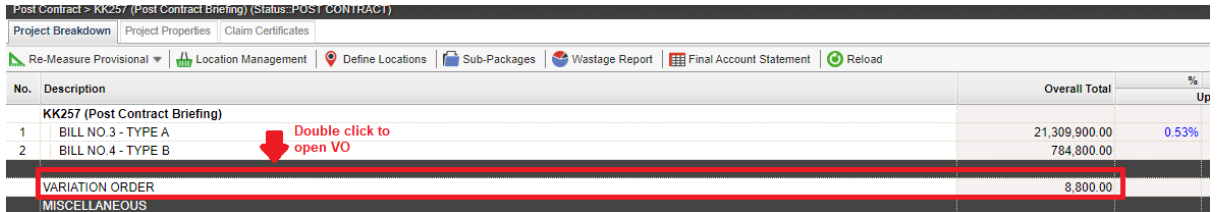
No.	Bill Ref	Description	Type	Unit	Rate	Qty	Total	%	Amount	Claim Cert No.
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1							
2		Master Bedroom	ITEM	no	300.00	20.00	6,000.00	70.00%	4,200.00	4
3		Bedroom 2	ITEM	no	320.00	10.00	3,200.00			
4			ITEM							

6. Click **“Project Breakdown”** and click **“Reload”** to see the total claim amount for RFV.
Note: Once VO is approved by C&C, user unable to update the claim under RFV Claim module anymore. To further update claim for the approved VO, click at Variation Order module and further re-key in the RFV claimed amount under the VO again

How to prepare VO in system

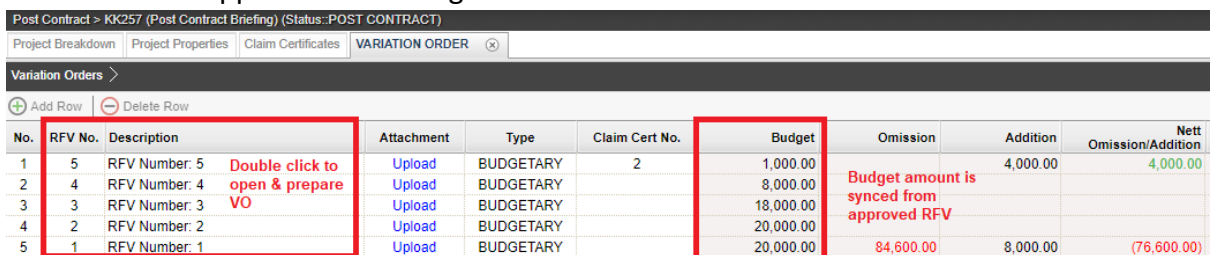
Note: Once RFV is approved from management, the RFV budget will automatically sync to BuildSpace Pro system

1. Under BuildSpace Pro, double click to open VO module.



No.	Description	Overall Total	% Up
KK257 (Post Contract Briefing)			
1	BILL NO.3 - TYPE A	21,309,900.00	0.53%
2	BILL NO.4 - TYPE B	784,800.00	
VARIATION ORDER		8,800.00	
MISCELLANEOUS			

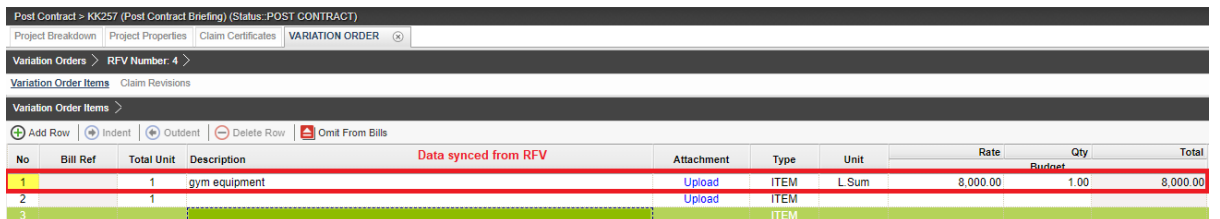
2. Double click at approved RFV and go to second level.



No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00			
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)

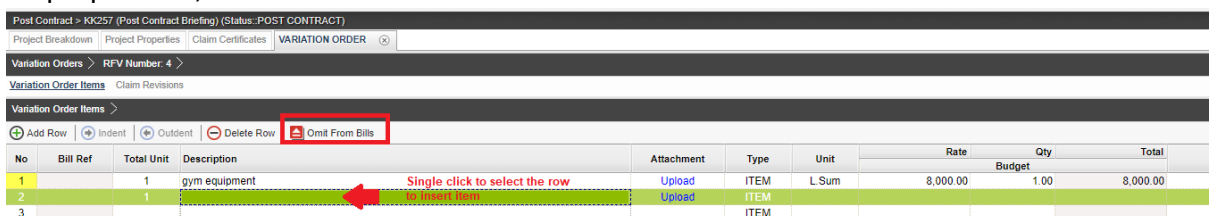
3. System will auto sync the cost estimate from RFV.

Note: Details of cost estimate that approved from RFV cannot be edited while preparing VO.



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget Qty	Total
1	1	1	gym equipment	Upload	ITEM	L Sum	8,000.00	1.00	8,000.00
2	1	1		Upload	ITEM				
3					ITEM				

4. To prepare VO, user can click "Omit From Bills" to omit item from BQ.



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Budget Qty	Total
1	1	1	gym equipment	Upload	ITEM	L Sum	8,000.00	1.00	8,000.00
2	1	1		Upload	ITEM				
3					ITEM				

5. Double click to select which bill & unit.



No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

6. Double click to select which element.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 >

No	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	Bill No. B.4/2 - FRAME
3	Bill No. B.4/3 - UPPER FLOORS
4	Bill No. B.4/4 - ROOF CONSTRUCTION
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS

7. Tick to select which item to omit, then click **Import**.

Omit From Bills

Bills > BILL NO.4 - TYPE B > Unit 1 > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVE... >

	Bill Ref	Description	Type	Unit	Qty	Rate
<input type="checkbox"/>	1/1 E	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Concrete Grade 15, as specified, in,	HEAD 1			
<input checked="" type="checkbox"/>	1/1 F	50mm Blinding, under pile caps.	ITEM	M2	29.00	100.00
<input checked="" type="checkbox"/>	1/1 G	50mm Blinding, under ground beams.	ITEM	M2	97.00	100.00
<input type="checkbox"/>	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
<input type="checkbox"/>		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1			

8. Selected items will be imported under VO item list. **Scroll right** to fill in omission/addition.

Variation Orders > RFV Number 4 >

Variation Order Items Claim Revisions

Variation Order Items >

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate		Qty		Total
							Budget		Budget		
1		1	gym equipment	Upload	ITEM	L.Sum	8,000.00		1.00		8,000.00
2			Concrete Grade 15, as specified, in,	Upload	HEAD 1						
3	1/1 F	1	50mm Blinding, under pile caps.	Upload	ITEM	M2					
4	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2					
5		1		Upload	ITEM						
6					ITEM						

9. Press **Enter** to fill in omission/addition, then press **Enter** again.

Variation Orders > RFV Number 4 >

Variation Order Items Claim Revisions

Variation Order Items >

te	Budget	Qty	Total	Rate	Qty	Total	Qty	Total	Nett
					Omission		Addition		Omission/Addition
00		1.00	8,000.00						
				100.00	29.00	2,900.00	50		(2,900.00)
				100.00	97.00	9,700.00			(9,700.00)

Press "Enter" to fill in

10. After filled in omission/addition, the system will auto generate **Nett Omission/Addition**. After that, click **Variation Orders** and back to first level.

Variation Orders > RFV Number: 4 >

Variation Order Items Claim Revisions

Variation Order Items >

+ Add Row + Indent + Outdent - Delete Row - Omit From Bills

Item	Qty	Total	Rate	Qty	Total	Qty	Total	Nett Omission/Addition
Budget				Omission		Addition		
00	1.00	8,000.00						
			100.00	29.00	2,900.00	50.00	5,000.00	2,100.00
			100.00	97.00	9,700.00	60.00	6,000.00	(3,700.00)

11. User can click **Upload** to upload attachment for VO.

Variation Orders >

+ Add Row - Delete Row

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	On
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	
7			Upload	BUDGETARY			56,700.00		
8			Upload	BUDGETARY					
9			Upload	BUDGETARY					

12. Click **Upload** to upload attachment.

No.	Name	Uploaded By	Uploaded At	Attachments
1	VO-Drawings.pdf	Sky User	15/02/2019 3:34 pm	Upload
2				

13. Once the VO is finalised, go to **Status** column, press **Enter** to change the VO status from **“Preparing”** to **“Pending”**.

Post Contract > KK257 (Post Contract Briefing) (Status: POST CONTRACT)

Project Breakdown Project Properties Claim Certificates VARIATION ORDER

Variation Orders >

+ Add Row - Delete Row

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00		APPROVED
2	4	RFV Number: 4	Upload	BUDGETARY		8,000.00	12,600.00	11,000.00	(1,600.00)		Preparing
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00					Pending
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00					Preparing
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)		PREPARING
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	4,800.00		APPROVED
7			Upload	BUDGETARY			56,700.00		(56,700.00)		PREPARING
8			Upload	BUDGETARY							PREPARING
9			Upload	BUDGETARY							PREPARING

14. Click **Yes** to finalise the VO.

Are you sure you want to send this for submission?

Number of Reviewers: 0

Yes No

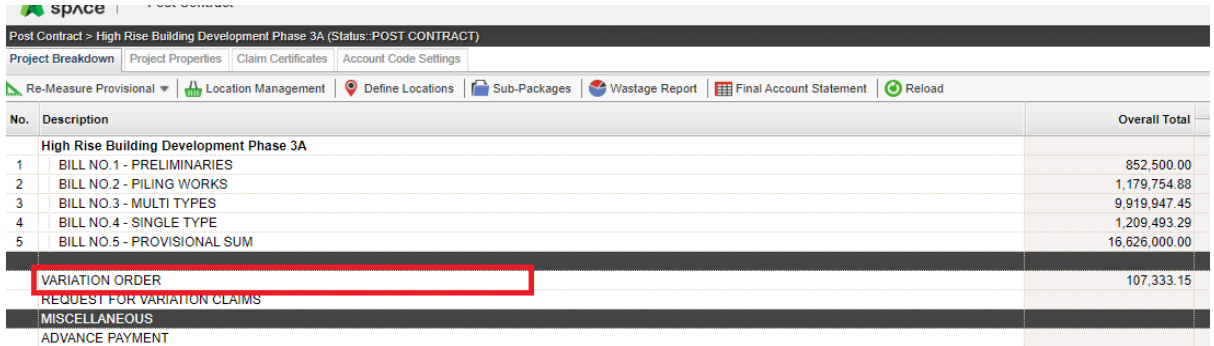
15. Then the VO status will change to **Approved**.

Note: VO cannot be amended anymore once the VO is approved.

Update VO Claim

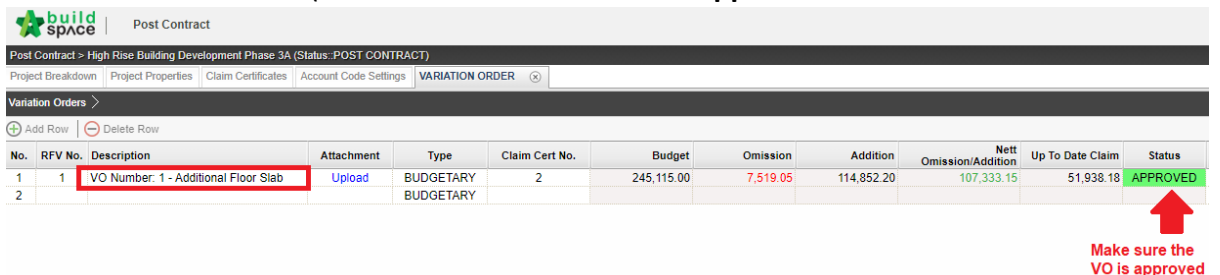
Note: When VO is approved, the RFV claimed amount will be deducted under current claim certificate. Therefore, user MUST update the RFV claimed amount into VO claim once VO is approved.

- To update VO claim, go to BuildSpace Pro and click at **Variation Order**.




No.	Description	Overall Total
High Rise Building Development Phase 3A		
1	BILL NO.1 - PRELIMINARIES	852,500.00
2	BILL NO.2 - PILING WORKS	1,179,754.88
3	BILL NO.3 - MULTI TYPES	9,919,947.45
4	BILL NO.4 - SINGLE TYPE	1,209,493.29
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00
VARIATION ORDER		107,333.15
REQUEST FOR VARIATION CLAIMS		
MISCELLANEOUS		
ADVANCE PAYMENT		

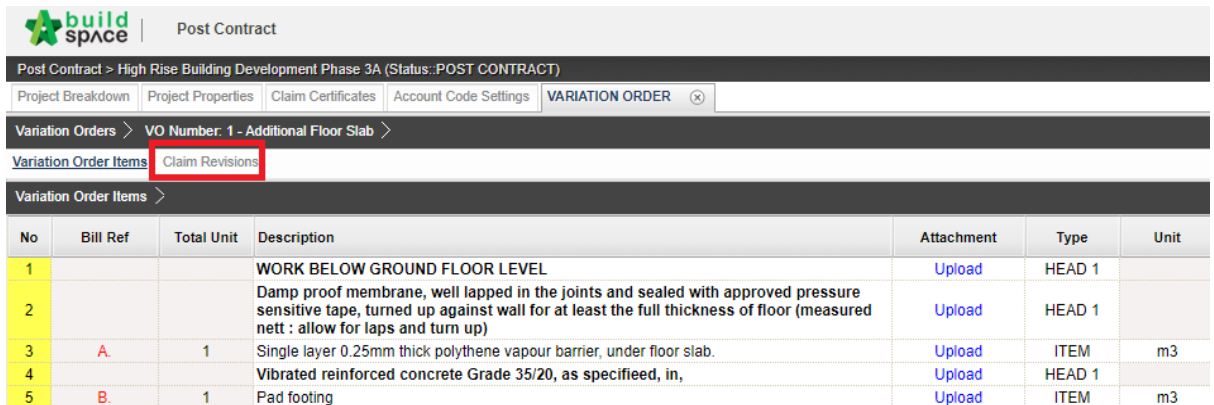
- Double click at the VO. (Make sure the VO's status is **Approved**.)



No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Omission/Nett Addition	Up To Date Claim	Status
1	1	VO Number: 1 - Additional Floor Slab	Upload	BUDGETARY	2	245,115.00	7,519.05	114,852.20	107,333.15	51,938.18	APPROVED
2				BUDGETARY							

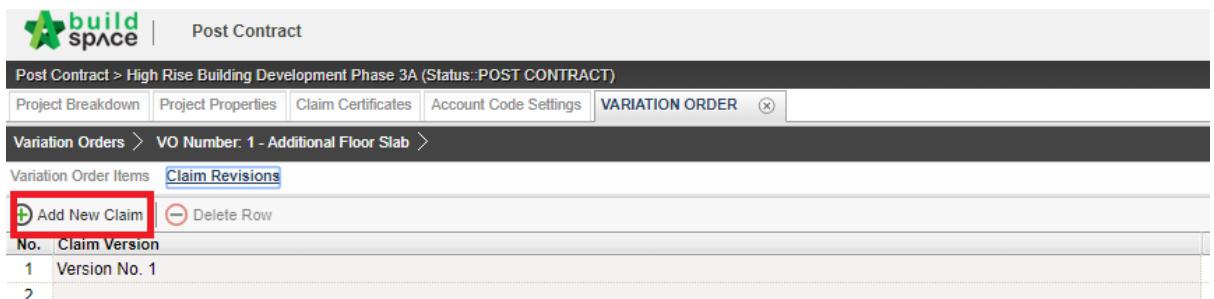

 Make sure the VO is approved

- Click **Claim Revisions**



No	Bill Ref	Total Unit	Description	Attachment	Type	Unit
1			WORK BELOW GROUND FLOOR LEVEL	Upload	HEAD 1	
2			Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)	Upload	HEAD 1	
3	A.	1	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	Upload	ITEM	m3
4			Vibrated reinforced concrete Grade 35/20, as specified, in,	Upload	HEAD 1	
5	B.	1	Pad footing	Upload	ITEM	m3

- Click **Add New Claim**.



No.	Claim Version
1	Version No. 1
2	

- Click **Yes** and proceed to update VO claim.

Add New Claim

Are you sure you want to add new claim revision?

This action will disable editing of amount and percentage for the current claim revision.

- Then a new claim version will be created with “In Progress” status. After that, go back to **Variation Order Items**.

No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status
1	Version No. 1	2	View This Revision	Locked
2	Version No. 2		✓	In Progress
3				

- Scroll to the right and press “Enter” to update VO workdone.

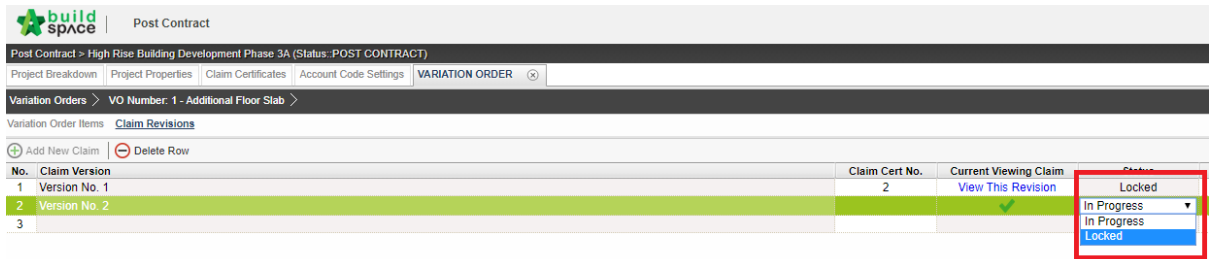
Total	Qty	Total	Nett	%	Qty	Amount	%	Qty	Amount	%	Qty	Amount
	Addition		Omission/Addition		Previous Claim			Current Claim			Up To Date Claim	
114.65	40.00	434.00	119.35	30.00%	3.30	35.81				30.00%	3.30	35.81
62.45	300.00	3,255.00	2,202.55	30.00%	60.90	660.77				30.00%	60.90	660.77
51.95	800.00	8,680.00	2,528.05									

Press "Enter" to update VO workdone

- After updated the VO work done, click at **Claim Revision**.

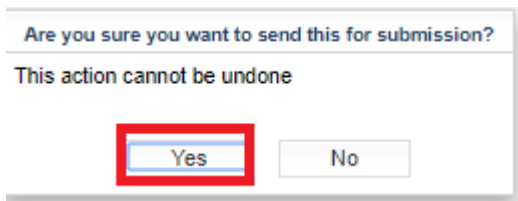
Qty	Total	Qty	Total	Omission/

- To finalize the VO work done for this month, Press “Enter” to set the claim version status from “In Progress” to “Locked”.



No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status
1	Version No. 1	2	View This Revision	Locked
2	Version No. 2		✓	In Progress
3				In Progress

- Press **Yes** to lock the VO claim version.

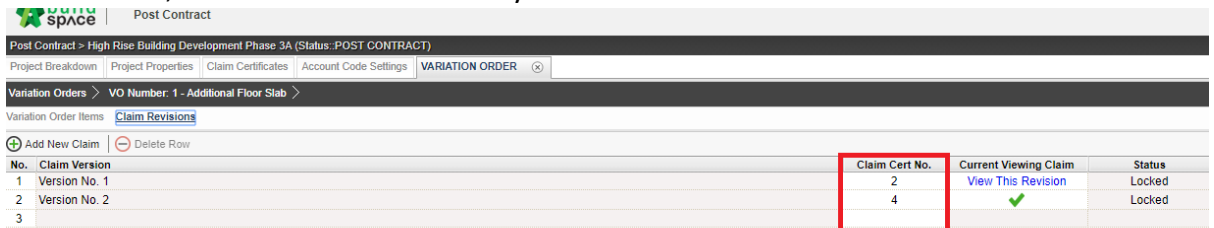


Are you sure you want to send this for submission?

This action cannot be undone

Yes No

- Once locked, the VO claim amount to sync to current claim certificate.



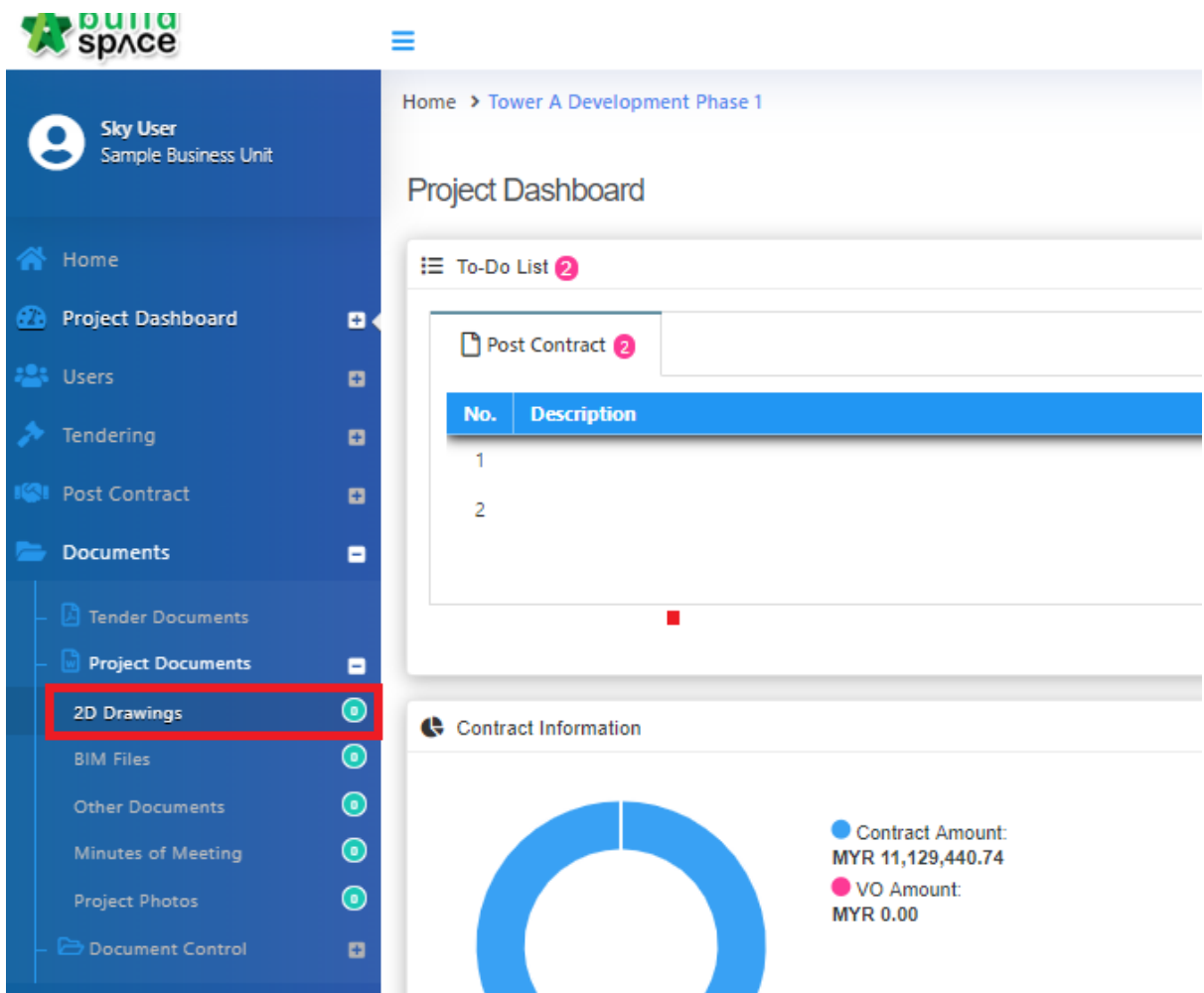
No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status
1	Version No. 1	2	View This Revision	Locked
2	Version No. 2	4	✓	Locked
3				

Upload & share QS/Architect certificate in system

1. Go to eProject system, click to open a project.

No.	Contract Number	Name	Status	Action(s)
13	TESB/MBW/C010/20	Tower A Development Phase 1	Post Contract	0
		03-Jun-2020 Malaysia, Putrajaya Standard		
14	TESB/MBW/C009/20	Project BAA - 2020	Post Contract	0
		02-Jun-2020 Malaysia, Putrajaya Standard		
15	TESB/MBW/C008/20	Project AAAA	Post Contract	0
		28-May-2020 Malaysia, Putrajaya Standard		

2. To upload & share QS/Architect certificate, click **Documents > Project Documents > Other Documents**.

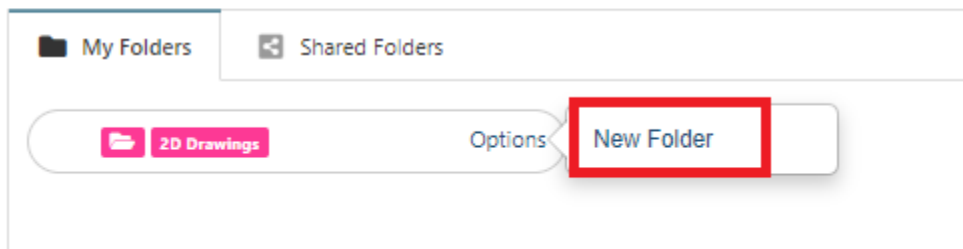


The screenshot shows the BuildSpace user interface. On the left is a navigation menu with the following items: Home, Project Dashboard, Users, Tendering, Post Contract, Documents (expanded), 2D Drawings (highlighted with a red box), BIM Files, Other Documents, Minutes of Meeting, Project Photos, and Document Control. The main content area shows the 'Project Dashboard' for 'Tower A Development Phase 1'. It includes a 'To-Do List' with 2 items under 'Post Contract', a table with 2 rows, and a 'Contract Information' section with a donut chart and the following data:

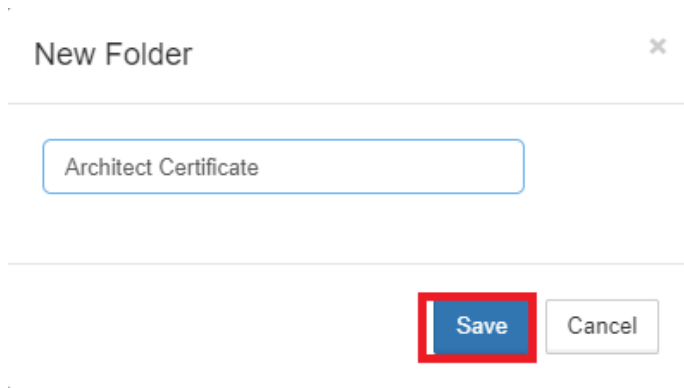
Contract Amount	VO Amount
MYR 11,129,440.74	MYR 0.00

3. To create a new folder, click **Options > New Folder**.

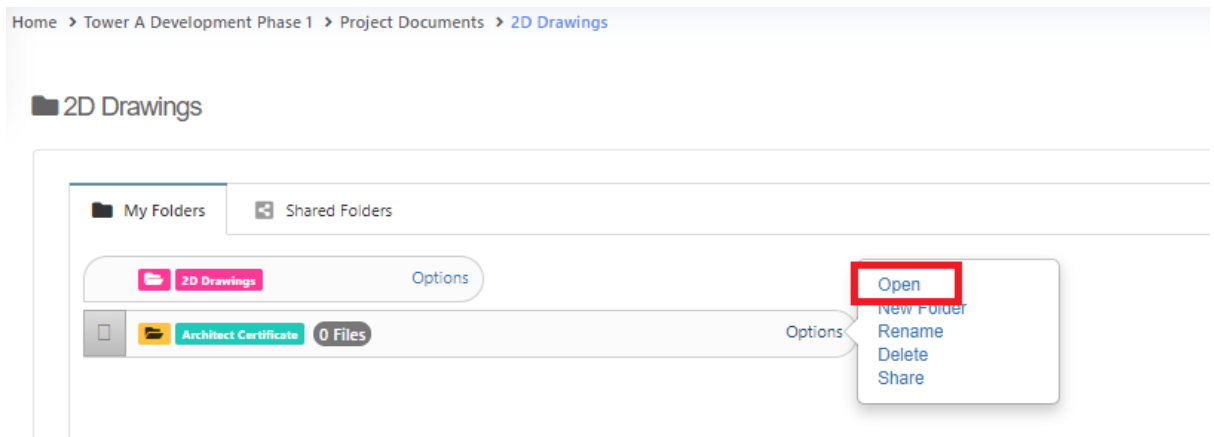
2D Drawings



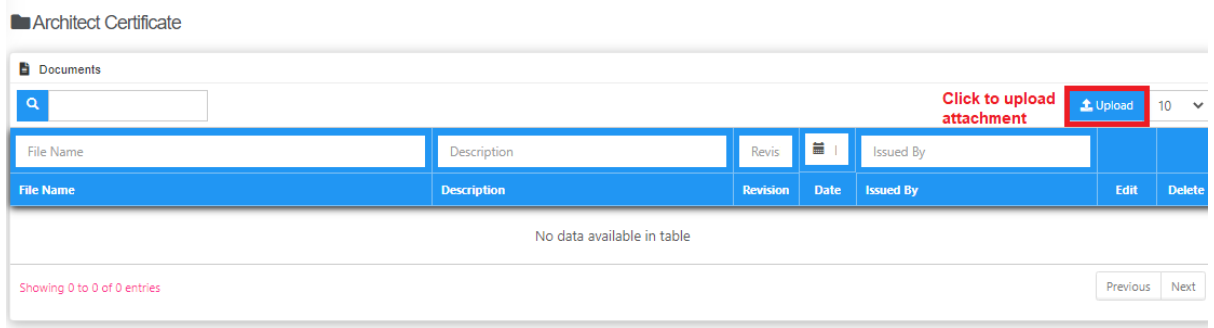
4. Name the new folder (*For example, Architect certificate*), then click **Save**.



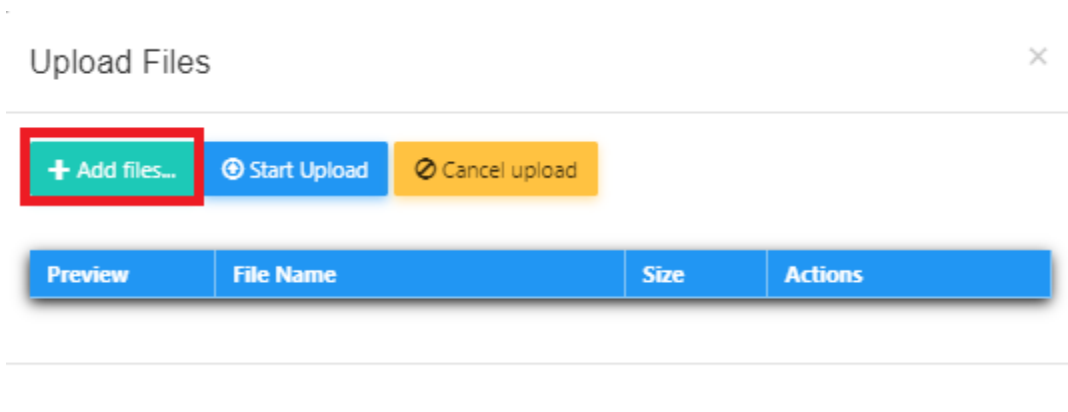
- Once clicked **Save**, then you can see the new created folder. To upload attachment under this folder, click **Options > Open**.



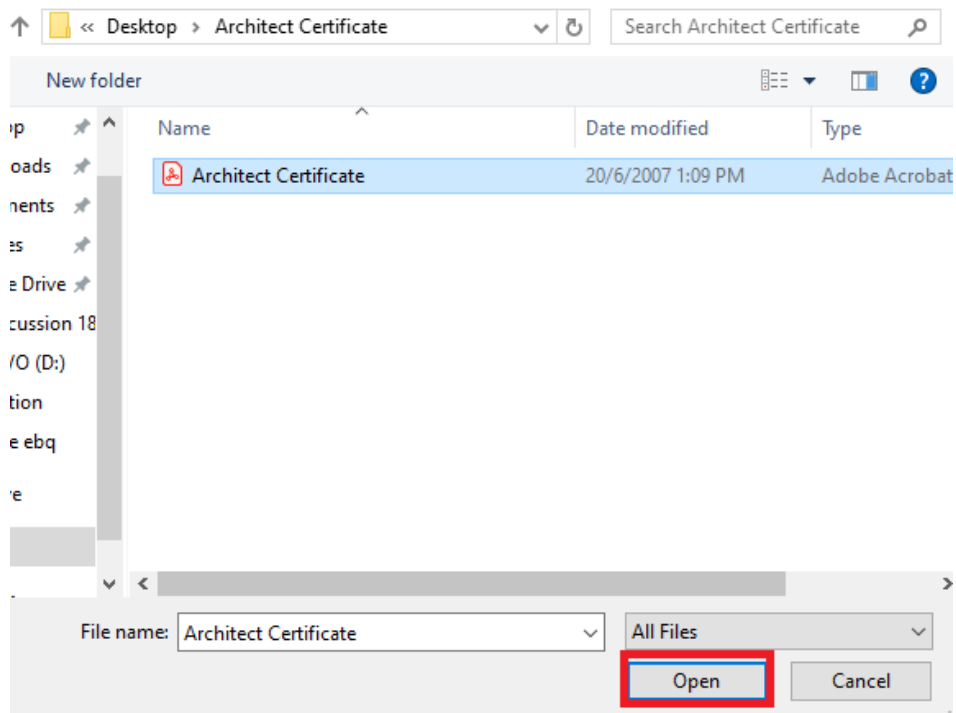
- To upload attachment, click **Upload**.



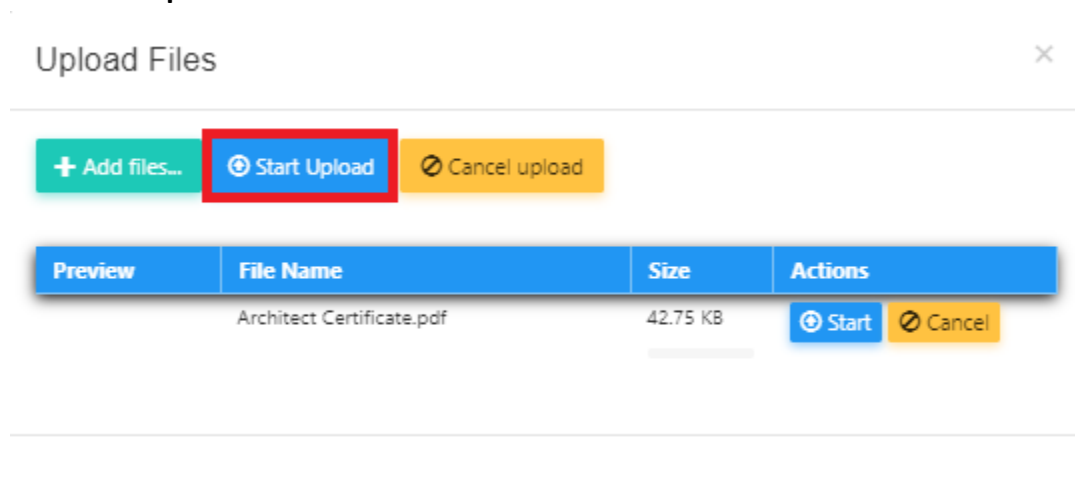
- Click **Add Files**



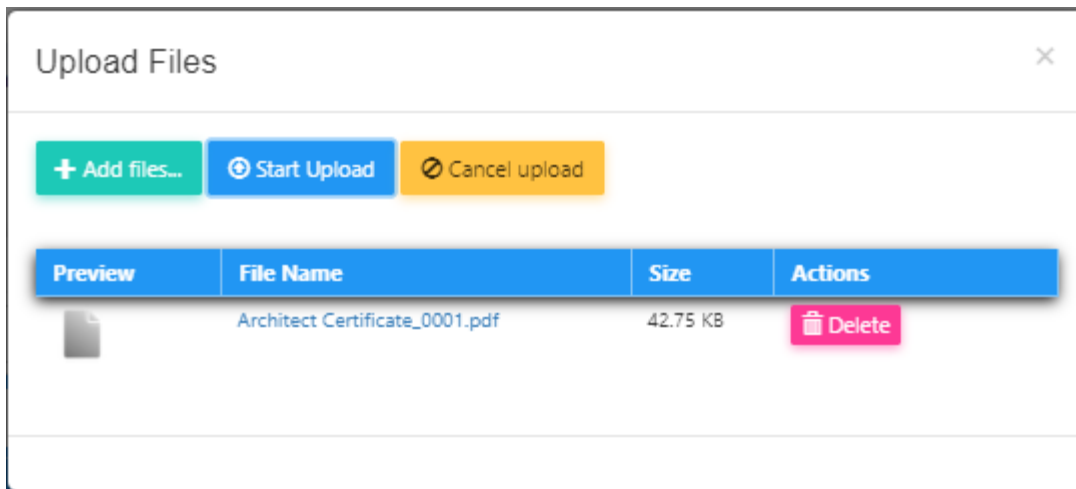
8. Browse and select the attachment, then click **Open**.



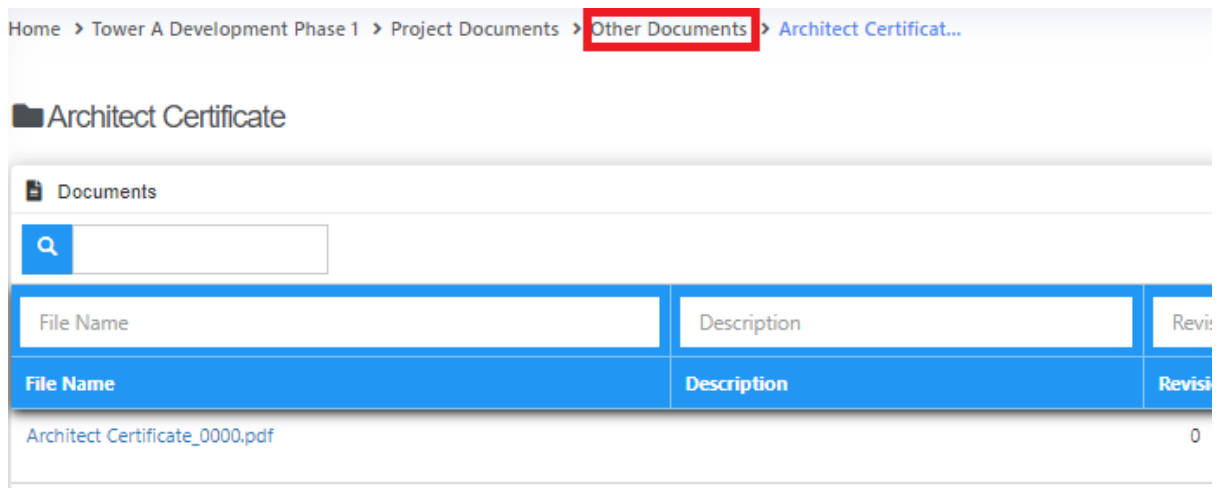
9. Click **Start upload**.



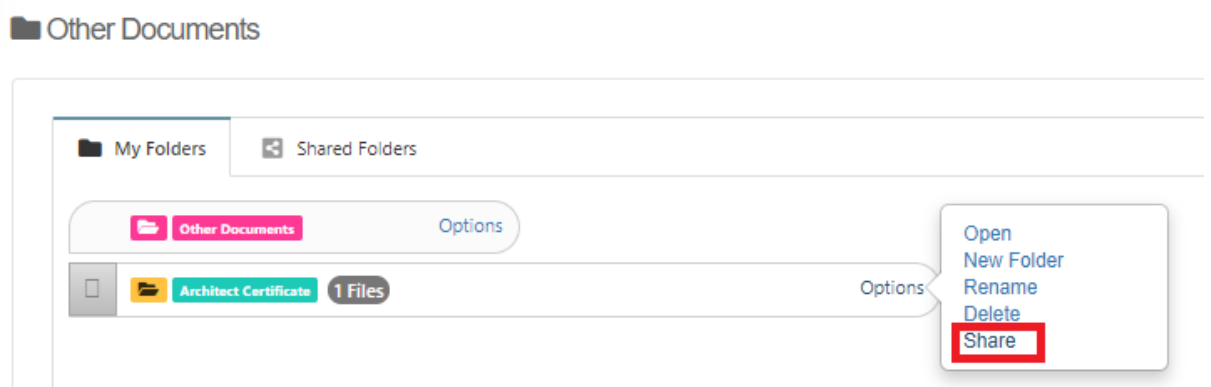
10. Once uploaded the attachment, close the tab.



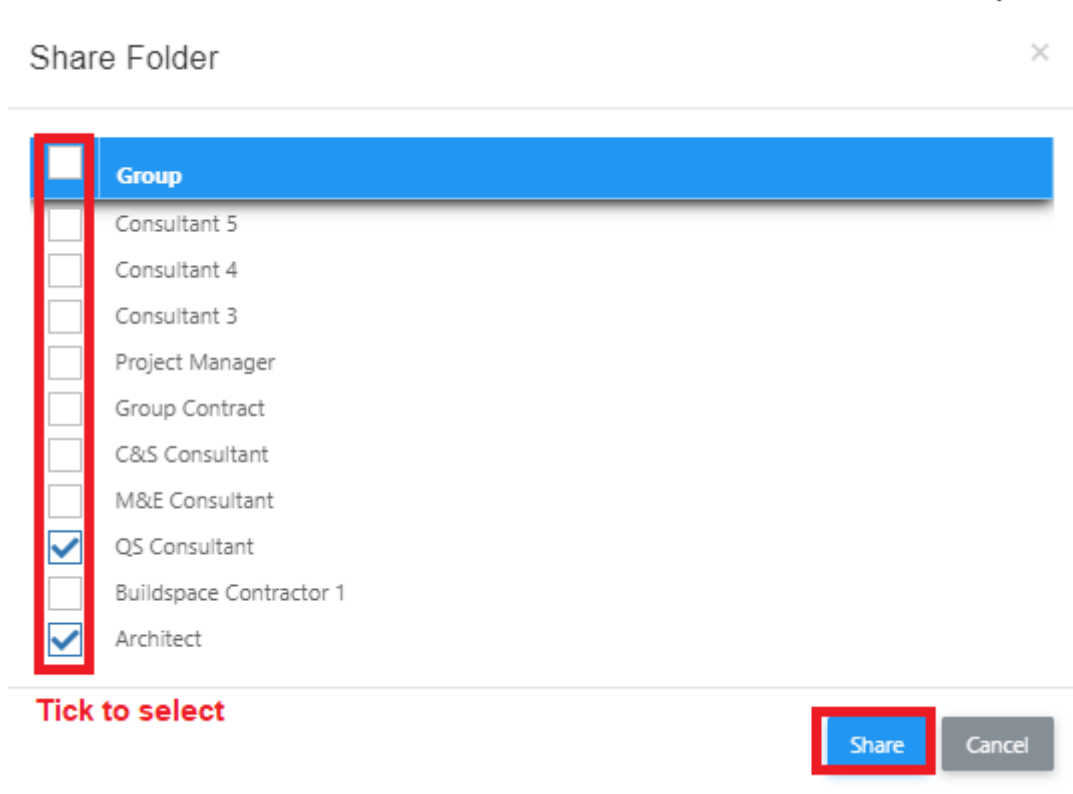
11. To share this folder to other parties, go back a level (*folder level*).



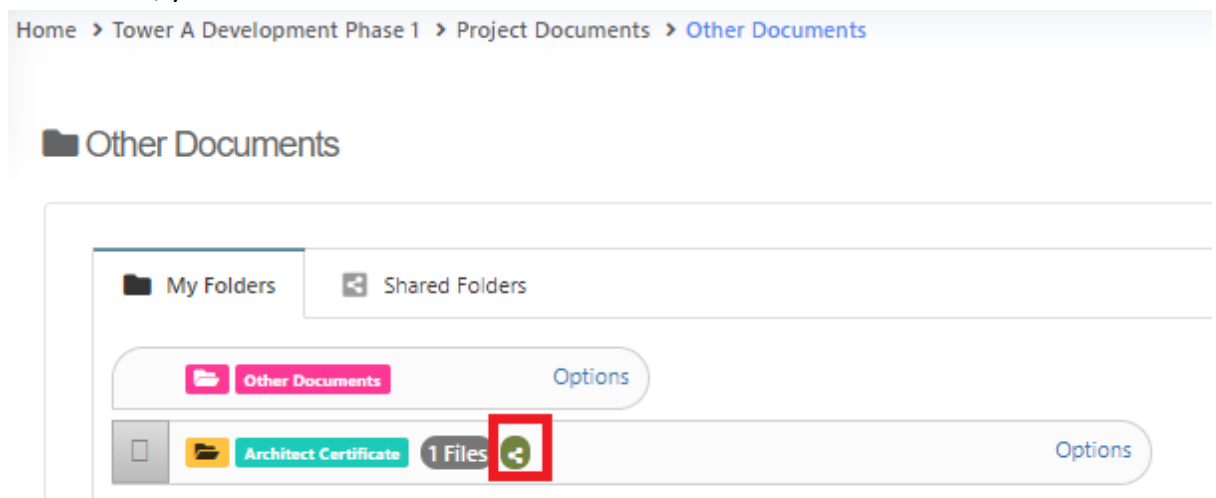
12. Click **Options > Share**



13. Tick to select which parties to share to, then click **Share**.



14. Once share, you can see the folder with shared icon.



How to view folder that shared by other parties

1. Go to eProject system, click to open a project.

Projects

Projects

Projects Sub Projects Filter by Subsidiary
None

No.	Contract Number	Name	Status	Action(s)
	Filter	Filter	Filter	
		Sample Project BBB		
		25-Jun-2020 Vietnam, Hô Chi Minh Standard		
3	BDSBa/MBW/C012/20	Vietnam Project A	Post Contract	
		24-Jun-2020 Malaysia, Putrajaya Standard		
4	CO4/MBW/C001/20	KK257 - CO4 Test	Post Contract	
		19-Jun-2020 Malaysia, Putrajaya Standard		
5	TESB/MBW/C010/20	Tower A Development Phase 1	Post Contract	
		03-Jun-2020 Malaysia, Putrajaya Standard		

2. Click **Documents > Project Documents > Other Documents**.

QS User 1A
Sample QS Consultant

Home > Tower A Development Phase 1

Project Dashboard

Main Information

Contract Number: TESB/MBW/C

Title: Tower A Deve

Address: kl

Description: jk

Contract Type: Standard

Business Unit Name: BANDAR SERJ

Home

Project Dashboard

Users

Post Contract

Documents

Project Documents

2D Drawings

BIM Files

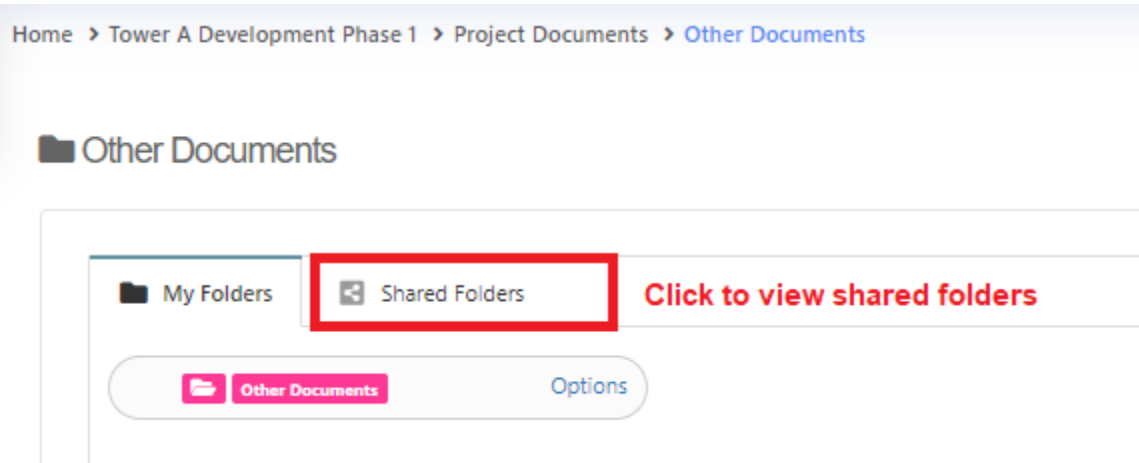
Other Documents

Minutes of Meeting

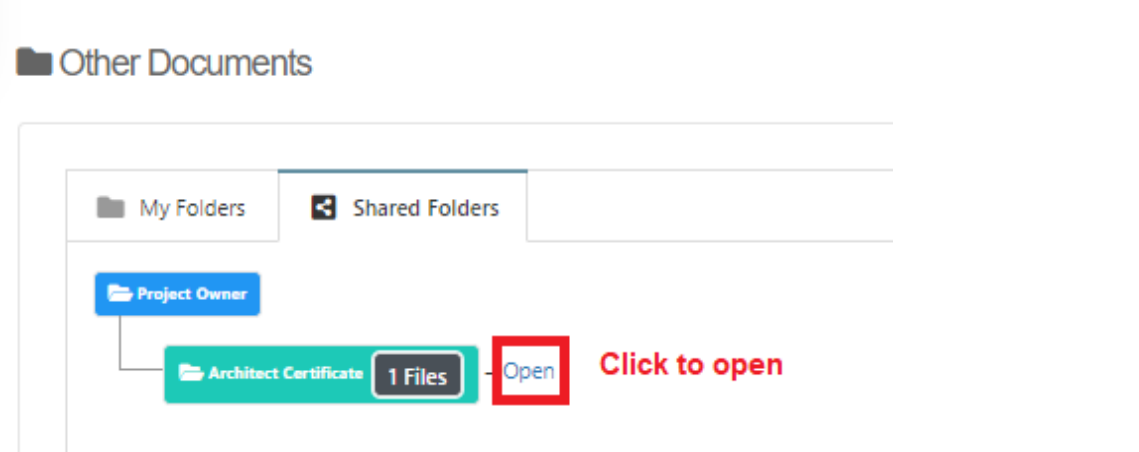
Project Photos

Document Control

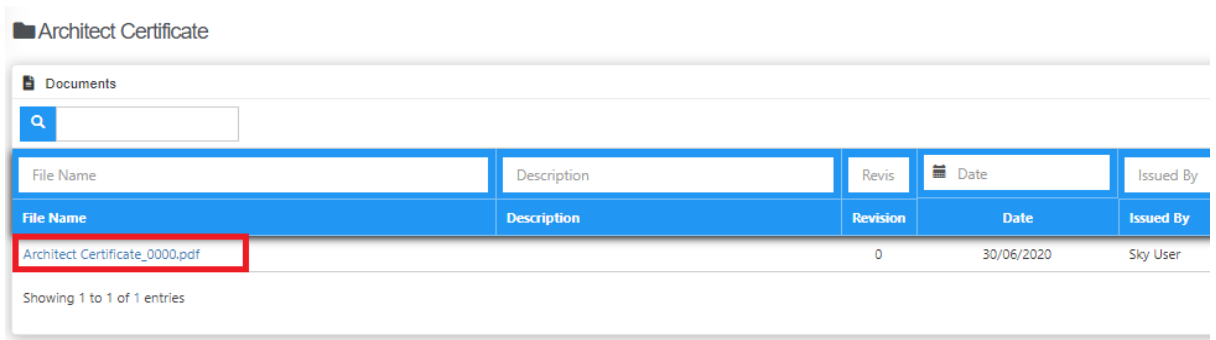
3. To view folder that shared by other parties, click **Shared Folders**.



4. You can see the folder that shared by other parties. To download the attachment, click **Open**.



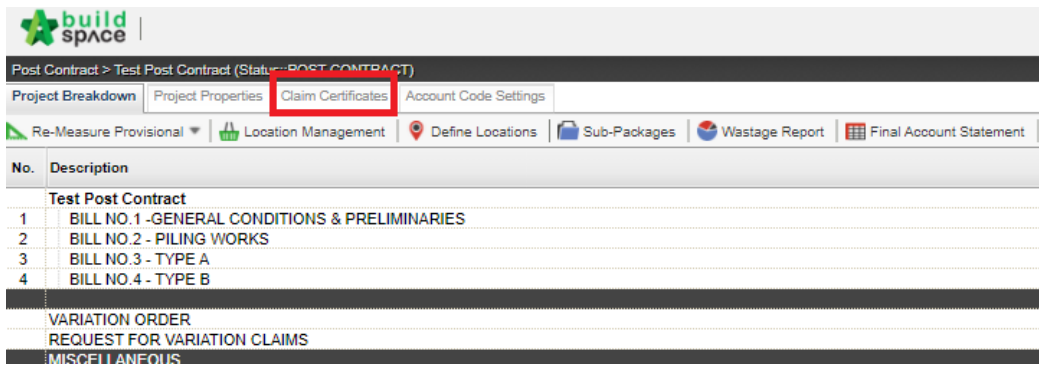
5. Click the file name to download.



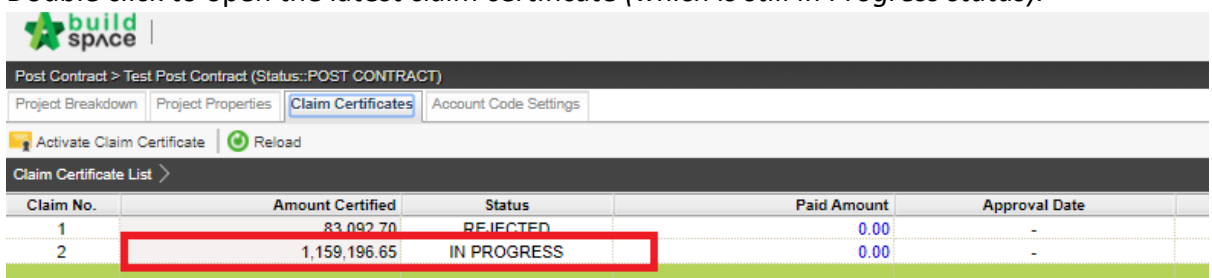
Submit Claim Certificate for client's approval

Note: You need to submit this claim certificate for approval

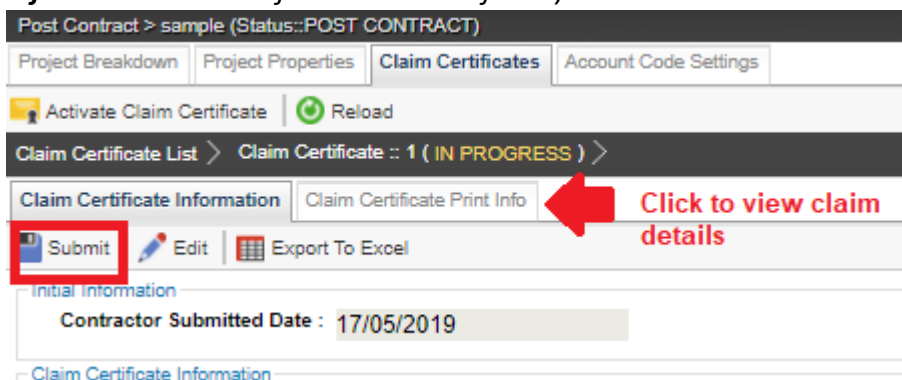
1. At BuildSpace Pro, click at **Claim Certificate** button.



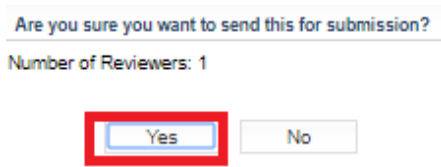
2. Double click to open the latest claim certificate (*which is still In Progress status*).



3. Click **Submit** button to submit the claim certificate. (*You can click **Claim Cert Print Info** to view details of this claim certificate*)



4. System will display the total verifier required for this claim certificate, click **Yes** to submit the claim certificate.

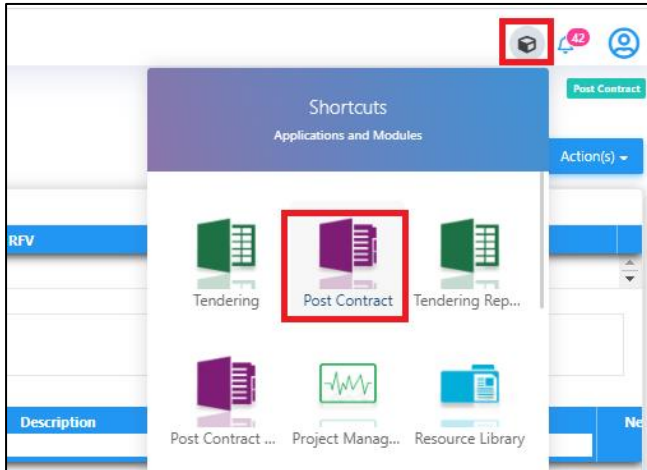


Note: Once the claim certificate is approved by ALL verifiers, system will send out email notification to the sender.

Apportion claim amount based on work categories

Note: This only applies to the project that submitted for Account Code Setting approval. If project is without submitting for Account Code Setting approval, please skip this step.

7. Login eProject system and open a project, click on the small box on the top right corner and select “Post Contract Module”.



2. Click at “Claim Certificates” tab.

The screenshot shows the 'Claim Certificates' tab in the eProject system. The interface includes a header with the 'build space' logo and the project name 'Test Again for Export MHW File (Status: POST CONTRACT)'. Below the header, there are tabs for 'Project Breakdown', 'Project Properties', and 'Claim Certificates', with 'Claim Certificates' being the active tab. A navigation bar contains icons for 'Re-Measure Provisional', 'Location Management', 'Define Locations', 'Sub-Packages', and 'Wastage Report'. The main content area is a table with the following data:

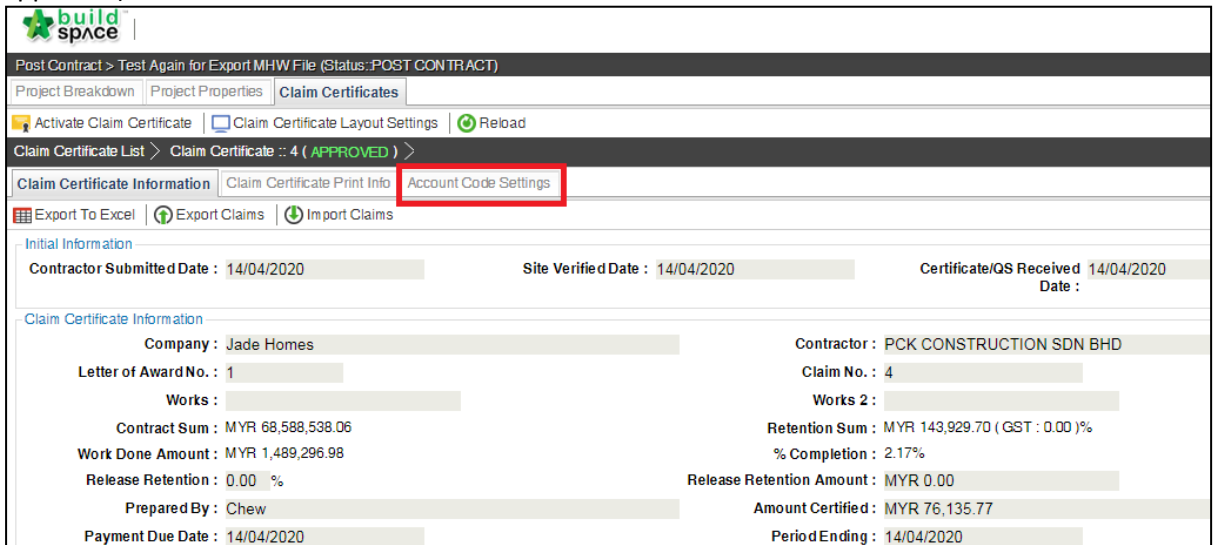
No.	Description	Omitted Items
Test Again for Export MHW File		
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	
2	BILL NO.2 - PILING WORKS	
3	BILL NO.3 - MULTI TYPES	
4	BILL NO.4 - SINGLE TYPE	
VARIATION ORDER		
REQUEST FOR VARIATION CLAIMS		
MISCELLANEOUS		
ADVANCE PAYMENT		

3. Double click to open any approved claim certificate;

The screenshot shows the 'Claim Certificate List' table in the eProject system. The table has the following columns: Claim No., Amount Certified, Status, Paid Amount, Approval Date, Created At, and Current Viewing Claim. The data is as follows:

Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Current Viewing Claim
1	1,256,805.00	APPROVED	0.00	08/01/2020	08/01/2020	View This Revision
2	7,426.51	APPROVED	0.00	08/01/2020	08/01/2020	View This Revision
3	5,000.00	APPROVED	0.00	08/01/2020	08/01/2020	View This Revision
4	76,135.77	APPROVED	0.00	14/04/2020	14/04/2020	

- Click at **“Account Code Settings”** tab (this tab only appears when claim cert had been approved).



Post Contract > Test Again for Export MHW File (Status: POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates**

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate :: 4 (APPROVED) >

Claim Certificate Information | Claim Certificate Print Info | **Account Code Settings**

Export To Excel | Export Claims | Import Claims

Initial Information

Contractor Submitted Date : 14/04/2020 Site Verified Date : 14/04/2020 Certificate/GS Received Date : 14/04/2020

Claim Certificate Information

Company : Jade Homes Contractor : PCK CONSTRUCTION SDN BHD

Letter of Award No. : 1 Claim No. : 4

Works : Works 2 :

Contract Sum : MYR 68,588,538.06 Retention Sum : MYR 143,929.70 (GST : 0.00)%

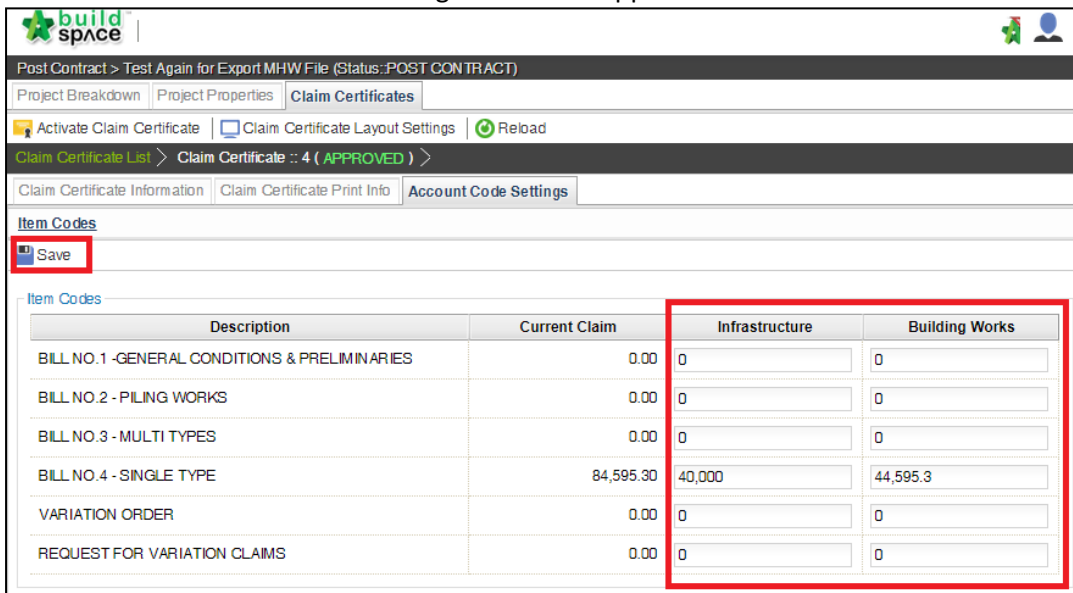
Work Done Amount : MYR 1,489,296.98 % Completion : 2.17%

Release Retention : 0.00 % Release Retention Amount : MYR 0.00

Prepared By : Chew Amount Certified : MYR 76,135.77

Payment Due Date : 14/04/2020 Period Ending : 14/04/2020

- Fill up the apportionment value respectively and click **“Save”** button. When click save, it will validate the value whether exceeding or less than approved claim value or not.



Post Contract > Test Again for Export MHW File (Status: POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates**

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate :: 4 (APPROVED) >

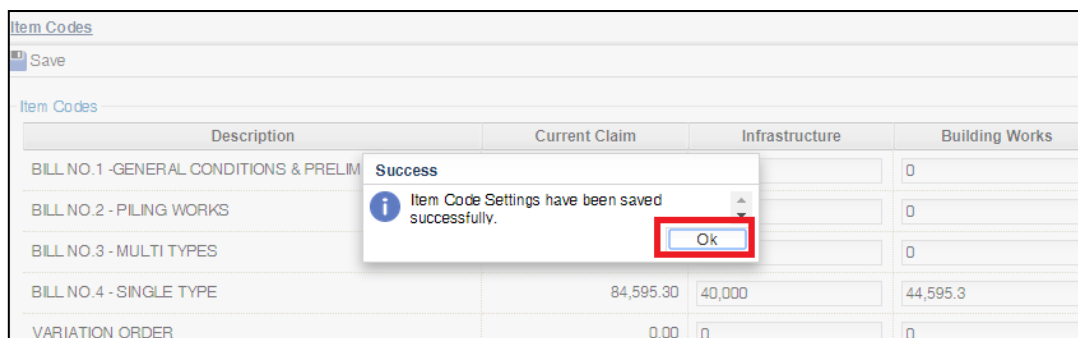
Claim Certificate Information | Claim Certificate Print Info | **Account Code Settings**

Item Codes

Save

Description	Current Claim	Infrastructure	Building Works
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	0.00	0	0
BILL NO.2 - PILING WORKS	0.00	0	0
BILL NO.3 - MULTI TYPES	0.00	0	0
BILL NO.4 - SINGLE TYPE	84,595.30	40,000	44,595.3
VARIATION ORDER	0.00	0	0
REQUEST FOR VARIATION CLAIMS	0.00	0	0

- Once successfully validated and saved, you will see the following pop up. Click **“OK”** button.



Item Codes

Save

Item Codes

Description	Current Claim	Infrastructure	Building Works
BILL NO.1 -GENERAL CONDITIONS & PRELIM			0
BILL NO.2 - PILING WORKS			0
BILL NO.3 - MULTI TYPES			0
BILL NO.4 - SINGLE TYPE	84,595.30	40,000	44,595.3
VARIATION ORDER	0.00	0	0

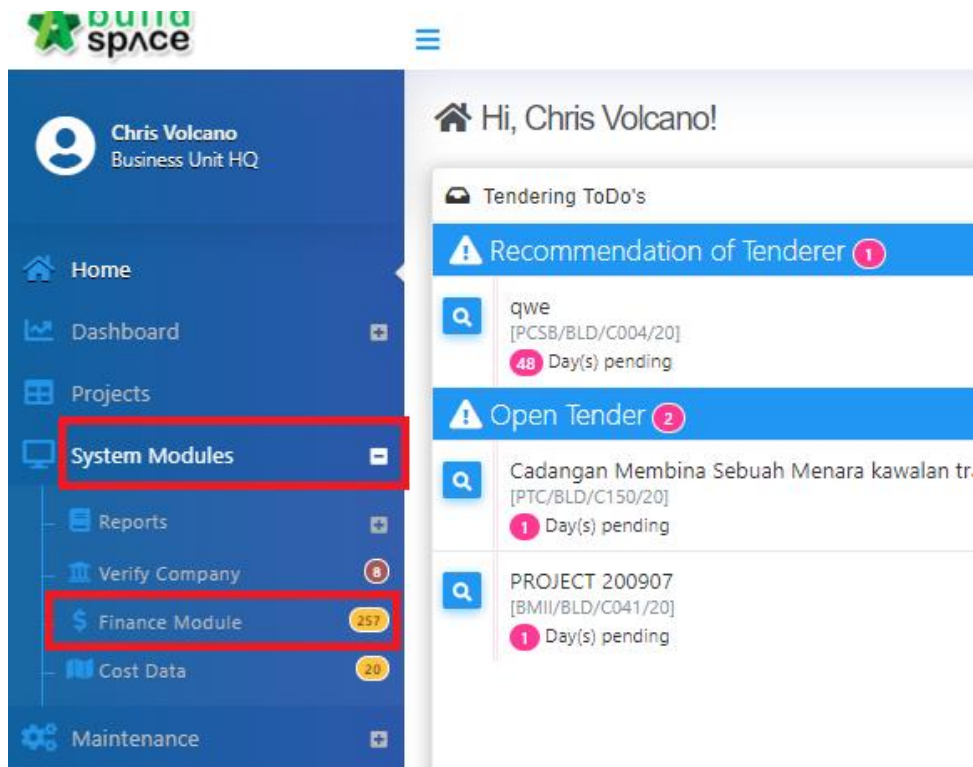
Success

Item Code Settings have been saved successfully.

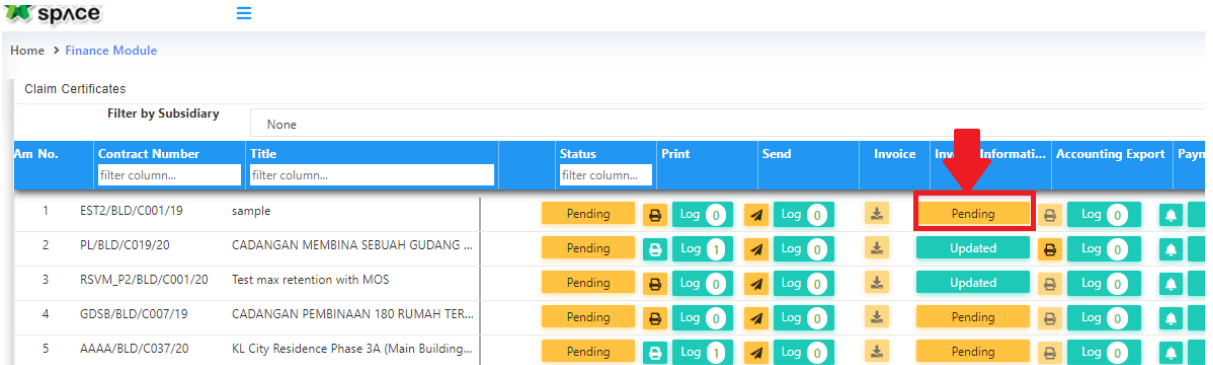
Ok

Update Invoice Information

1. Login BuildSpace eProject, go to **System Module** > **“Finance Module”**;



2. You will see the latest approved claim certificate appeared at the top. Can use scroll bar to scroll to right. Click at **“Pending”** at **“Invoice Information”** column to update the invoice information from the contractor.



The screenshot shows the 'Claim Certificates' table in the Finance Module. The table has columns for 'Am No.', 'Contract Number', 'Title', 'Status', 'Print', 'Send', 'Invoice', 'Invoice Information', 'Accounting Export', and 'Payment'. The 'Status' column shows 'Pending' for all rows. The 'Invoice Information' column shows 'Pending' for the first row, 'Updated' for the second and third rows, and 'Pending' for the fourth and fifth rows. A red arrow points to the 'Pending' status in the 'Invoice Information' column of the first row.

Am No.	Contract Number	Title	Status	Print	Send	Invoice	Invoice Information	Accounting Export	Payment
1	EST2/BLD/C001/19	sample	Pending	Log 0	Log 0	Pending	Pending	Log 0	
2	PL/BLD/C019/20	CADANGAN MEMBINA SEBUAH GUDANG ...	Pending	Log 1	Log 0	Updated	Updated	Log 0	
3	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	Log 0	Log 0	Updated	Updated	Log 0	
4	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0	Pending	Pending	Log 0	
5	AAAA/BLD/C037/20	KL City Residence Phase 3A (Main Building...	Pending	Log 1	Log 0	Pending	Pending	Log 0	

3. Update the following invoice information;
 - a) Invoice number
 - b) Invoice Date
 - c) Post Month (will auto generate when selected invoice date but still can change manually)
 - d) Click **“Save”**

Claim Certificate Invoice Information ×

Invoice No.:	Invoice Date:	Post Month:	
A	15-Oct-2020 B	202010 C	D <input type="button" value="Save"/>

Export Accounting File

1. After Invoice Information is updated by C&C user, C&C to click at “**Accounting Export**” button to export the file. You can download & print out CPR as well.

Claim Certificates

Filter by Subsidiary: None

Im No.	Contract Number	Title	Status	Print	Send	Invoice	Invoice Informati...	Accounting Export	Payment Collection
1	EST2/BLD/C001/19	sample	Pending	Log 0	Log 0	Updated	Log 0	Log 0	
2	PL/BLD/C019/20	CADANGAN MEMBINA SEBUAH GUDANG ...	Pending	Log 1	Log 0	Updated	Log 0	Log 1	
3	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	Log 0	Log 0	Updated	Log 0	Log 0	
4	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	
5	AAAA/BLD/C037/20	KL City Residence Phase 3A (Main Building...	Pending	Log 1	Log 0	Pending	Log 0	Log 0	
6	BE/BLD/C023/20	Test for eclaim submission	Pending	Log 0	Log 0	Pending	Log 0	Log 0	
7	BE/BLD/C023/20	Test for eclaim submission	Pending	Log 0	Log 0	Pending	Log 1	Log 0	
8	BEDR1/BLD/C013/20	Project for eClaim Submission	Pending	Log 1	Log 0	Pending	Log 0	Log 0	
9	PL/BLD/C015/20	Testing eClaim submission	Paid	Log 0	Log 0	Pending	Log 0	Log 0	
10	PL/BLD/C015/20	Testing eClaim submission	Pending	Log 0	Log 0	Pending	Log 0	Log 0	

2. Prior to export to Accounting, C&C still able to apportion the approved claim amount based on phases allocated.

Export to Accounting

Name	Subsidiary Code	Land Area	Proportion (%)
<input checked="" type="checkbox"/> J Phase 2	JP2	40.00	50.00
<input checked="" type="checkbox"/> J Phase 3	JP3	40.00	50.00
<input type="checkbox"/> J Phase 1	JP	30.00	0.00

Close **Export to Accounting**

3. After downloaded the “Export to Accounting” file, C&C need to email the file to Finance PIC.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
JournalType	C.Unique Key	Company Na	Project Cod	Project Nam	Phase Code	Phase Nam	Description	Currency	Claim No.	Invoice No.	Invoice Date	Post Month	ment Due	Period End	Supplier RO	Supplier Cod	Supplier Nam	account Cod	Description	NetAmount		
PIV	V1663	AAAA	DEVELOPM	BG	rden Const	ZON1	Zone 1	D-2020 (CI	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123222	Building Wor	1000000	
PIV	V1663	AAAA	DEVELOPM	BG	rden Const	ZON2	Zone 2	D-2020 (CI	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123222	Building Wor	1000000	
PIV	V1663	AAAA	DEVELOPM	BG	rden Const	ZON1	Zone 1	D-2020 (CI	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123333	Infrastructure	101161.5	
PIV	V1663	AAAA	DEVELOPM	BG	rden Const	ZON2	Zone 2	D-2020 (CI	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123333	Infrastructure	101161.5	
PIV	V1663	AAAA	DEVELOPM	BG	rden Const	ZON1	Zone 1	D-2020 (CI	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020	13313	100020055	pace Contractor 1			-362091	
PIV	V1663	AAAA	DEVELOPM	BG	rden Const	ZON1	Zone 1	D-2020 (CI	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				001231111		-40232.3	

Remarks: C&C PIC still require to submit the following hardcopy to Finance: -

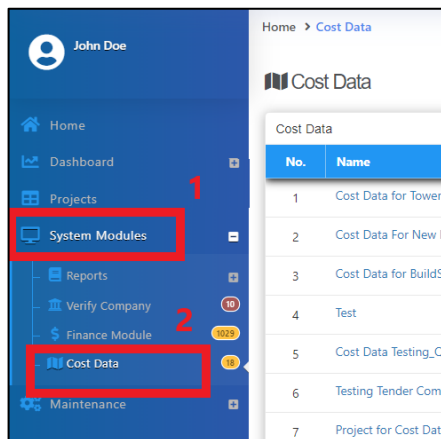
1. Approved CPR (with CPR verification log)
2. Original QS Cert
3. Original Architect Cert
4. Original Contractor's Invoice

Project Cost Data Module

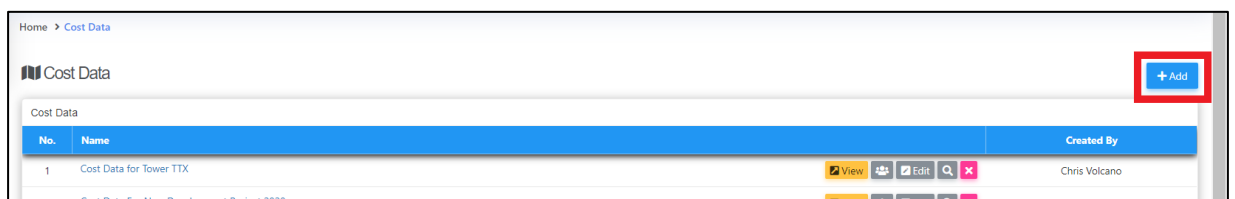
Create Project Cost Data

Note: User need to be assigned by Super Admin User in order to access this module.

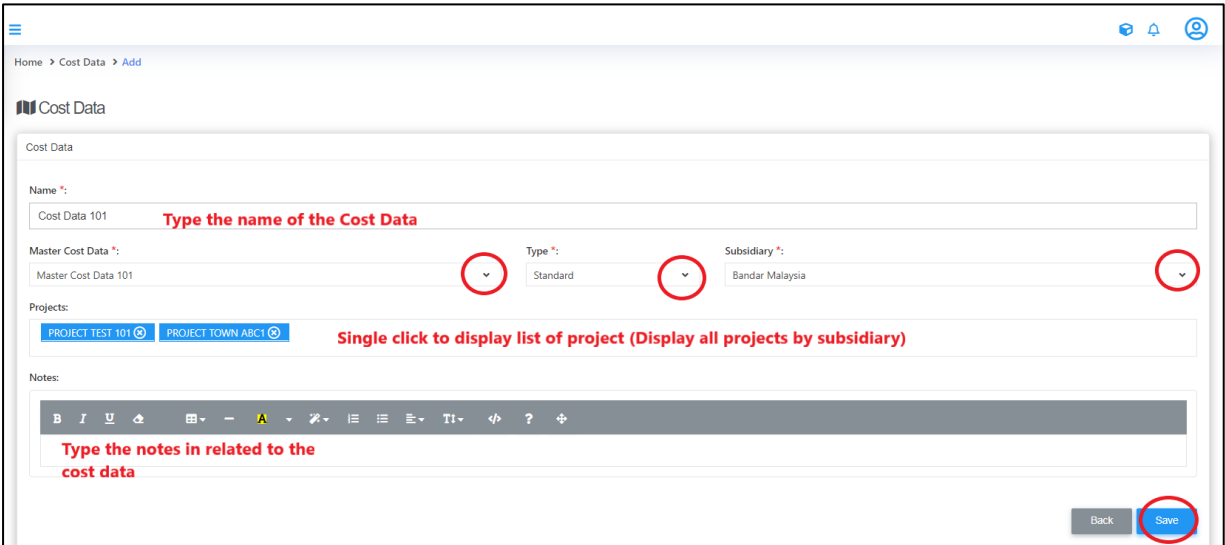
1. Login **BuildSpace eProject** with **email and password**, go to **“System Modules”**, then click **“Cost Data”**



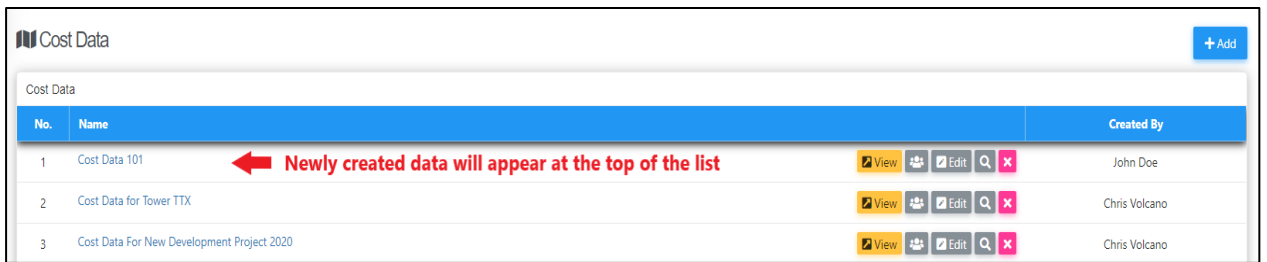
2. Click **“Add”** to create the new cost data



3. Key in all the information and click **“Save”**



4. The newly created cost data at the **first row**

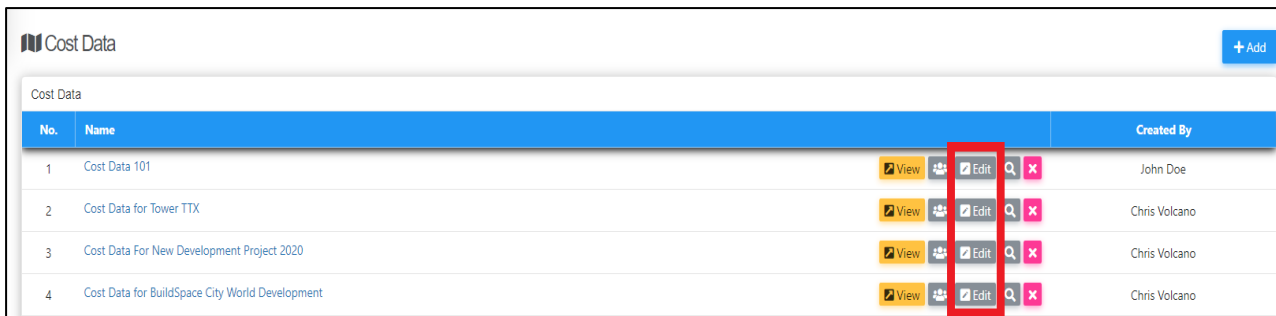


Cost Data

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano

← Newly created data will appear at the top of the list

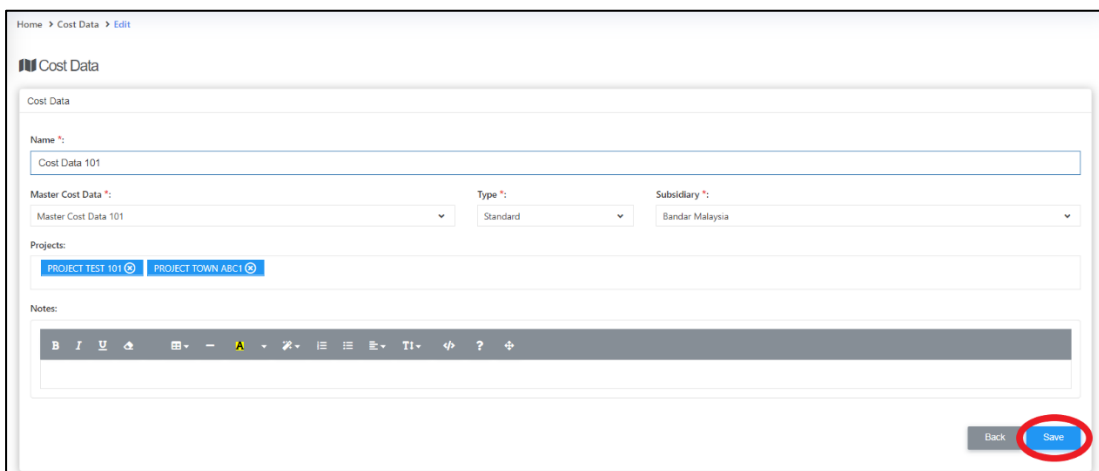
5. Click **“Edit”** to edit the information for cost data



Cost Data

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano
4	Cost Data for BuildSpace City World Development	Chris Volcano

6. Edit the information and click **“Save”**



Home > Cost Data > Edit

Cost Data

Name *: Cost Data 101

Master Cost Data *: Master Cost Data 101

Type *: Standard

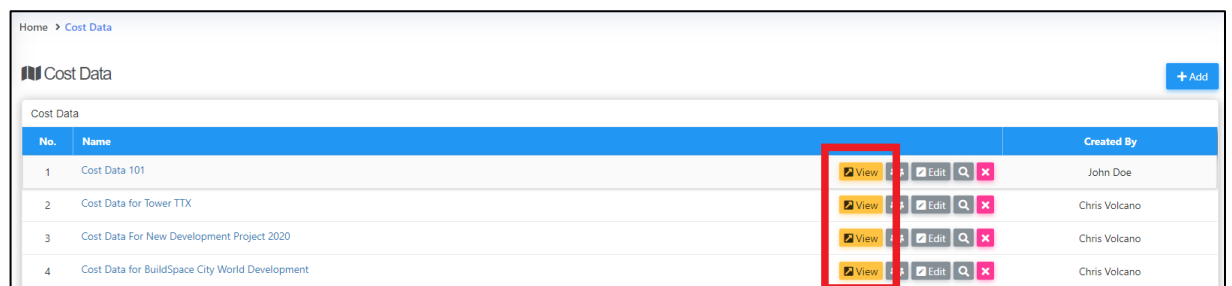
Subsidiary *: Bandar Malaysia

Projects: PROJECT TEST 101, PROJECT TOWN ABC1

Notes:

Back Save

7. Click **View** to view the project Cost Data



Home > Cost Data

Cost Data

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano
4	Cost Data for BuildSpace City World Development	Chris Volcano

Update Project Particular

1. In Project Cost Data module, we can start off by input **Project Particular** information.

Cost Data - Sample Project Cost Data					
Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments
Overall Project Costing >					
Refresh Comparison Report					
No.	Description	Amount	% of Total Cost		
		Budget			
	Provisional Sum				
	Prime Cost Sum				
	Prime Cost Rate				
Standard Items					
1	Site Clearance, Earthwork				
2	Foundation				
3	Car Park				
4	Buildinn				

2. To key in the value, **single click** at the row and **press enter to type** and **press enter again to save**.

Note: Users are not allowed to edit on description and unit. *To request for amendment, please contact client PIC.*

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
No.	Description	Value	Unit
1	Gross Floor Area		
2	- Block A	10.00	SF
3	- Block B	20	SF
4	Net Floor Area		
5	- Block A		SF
6	- Block B		SF
7			

3. Click **“Breakdown”** to go front page

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
No.	Description	Value	Unit
1	Gross Floor Area		
2	- Block A	10.00	SF
3	- Block B	20.00	SF
4	Net Floor Area		
5	- Block A		SF
6	- Block B		SF
7			

Input General Project Information (Tendering & Contract)

1. Click at Project Info.

Cost Data - Sample Project Cost Data

Breakdown | Project Particulars | **Project Info** | Cost Data Information | Attachments

Overall Project Costing >

Refresh | Comparison Report

No.	Description	Amount	% of Total C
		Budget	
	Provisional Sum		
	Prime Cost Sum		
	Prime Cost Rate		
Standard Items			
1	Site Clearance, Earthwork		
2	Foundation		
3	Car Park		
4	Building		
5	Ancillary Building (Guard House & Entrance Portal)		

2. Double click to enter detail level

Breakdown | Project Particulars | **Project Info** | Cost Data Information | Attachments

Project Info >

Refresh

No.	Item
1	Piling Specifications
2	General
3	Building Floor to Floor Height
4	Wall Finishes
5	Floor Finishes
6	Ceiling Finishes
7	Contract & Tendering Information
8	

Double click

3. Press Enter to type in details.

Breakdown | Project Particulars | **Project Info** | Cost Data Information | Attachments

Project Info > Contract & Tendering Information >

Refresh

No.	Item	Description
1	Name of Substructure Contractor	
2	Name of Main Building Contractor	
3	Procurement Method	
4	Basis of Tender	
5	Conditions of Contract	
6	Special Contract Terms (if any)	
7		

Press Enter to type in details

Input Date for Budget, Awarded Sum and Adjusted Sum

1. Click at **Cost Data Information** tab.

No.	Description
	Provisional Sum
	Prime Cost Sum
	Prime Cost Rate
	Standard Items
1	Site Clearance, Earthwork
2	Foundation
3	Car Park
4	Building

2. Click dropdown to define date for Budget, Awarded and Adjusted Sum. Then click **Save**.

Breakdown | Project Particulars | Project Info | **Cost Data Information** | Attachments

Save

Cost Data Information

Budget Date: Contract Sum Date: Adjusted Sum Date:

Calendar: May 2020

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

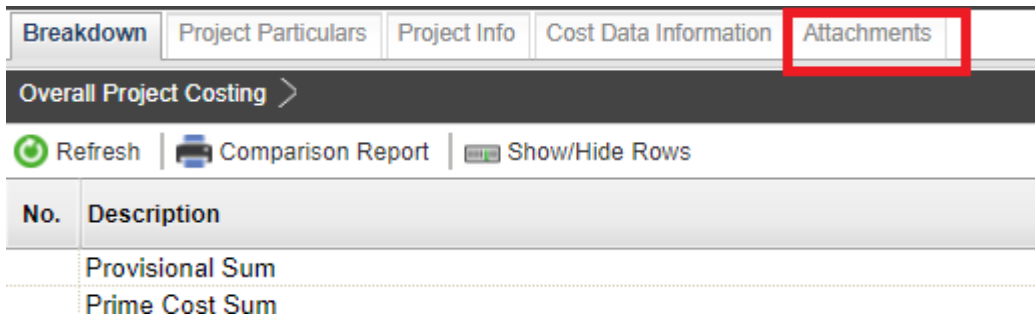
2019 2020 2021

3. Once Saved, you should be able to see the inserted date under Budget, Awarded and Adjusted Sum columns under Overall Project Costing page.

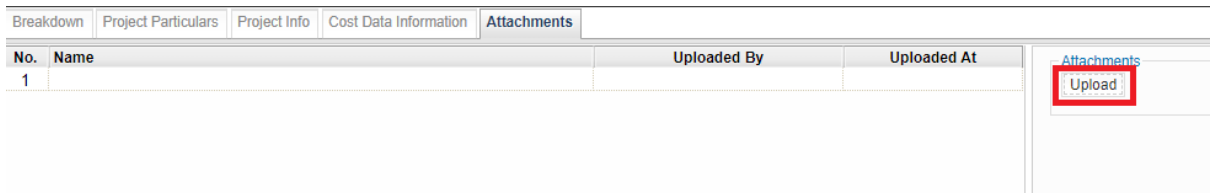
Amount	% of Total Cost	Amount	% of Total Cost	Amount	% of Total Cost
Budget (14-05-2020)		Contract Sum (14-05-2020)		Adjusted Sum (19-05-2020)	

Upload Attachment

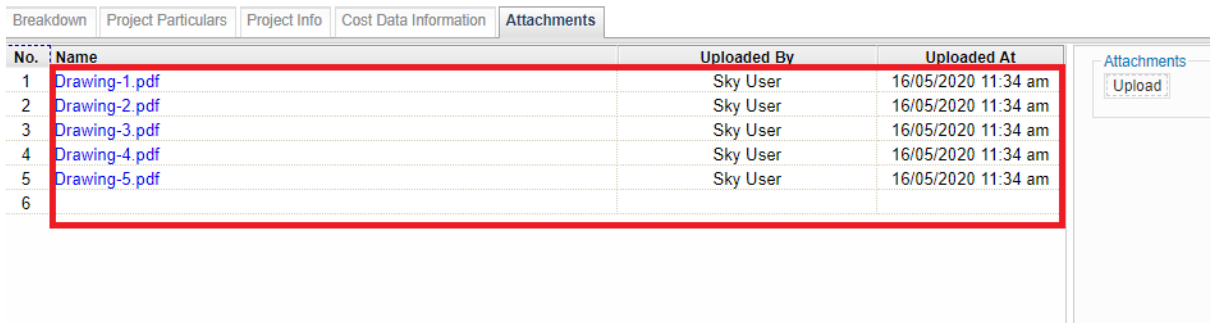
1. Click **Attachment** tab.



2. Click **Upload** to upload attachment.



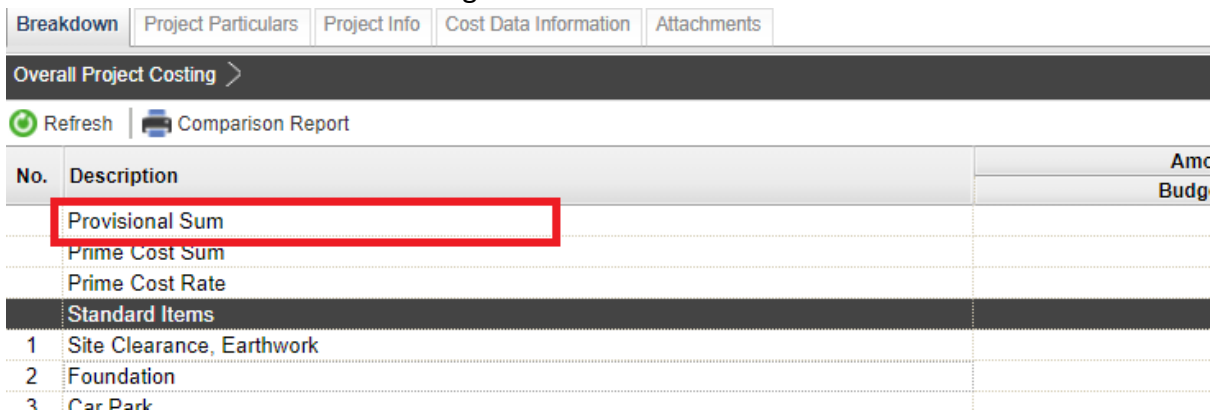
3. After uploaded attachment, you can refer the uploaded attachments from the list.



No.	Name	Uploaded By	Uploaded At
1	Drawing-1.pdf	Sky User	16/05/2020 11:34 am
2	Drawing-2.pdf	Sky User	16/05/2020 11:34 am
3	Drawing-3.pdf	Sky User	16/05/2020 11:34 am
4	Drawing-4.pdf	Sky User	16/05/2020 11:34 am
5	Drawing-5.pdf	Sky User	16/05/2020 11:34 am
6			

Update Provisional Sum

1. Double click **“Provisional Sum”** to go sub level



No.	Description	Amc	Budg
	Provisional Sum		
	Prime Cost Sum		
	Prime Cost Rate		
Standard Items			
1	Site Clearance, Earthwork		
2	Foundation		
3	Car Park		

- Press enter to type the **description** and press enter again to save same with **total amount for Approved Cost Plan & Awarded**

Cost Data - Sample Cost Data 1234				
Breakdown Project Particulars				
Overall Project Costing > Provisional Sum >				
Delete Refresh				
No.	Description	Total Amount	Total Amount	Awarded Date
		Approved	Awarded	
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

- To set **“Awarded Date”**, press enter and then click to choose the date and press enter again to save

Cost Data - Sample Cost Data 1234				
Breakdown Project Particulars				
Overall Project Costing > Provisional Sum >				
Delete Refresh				
No.	Description	Total Amount	Total Amount	Awarded Date
		Approved	Awarded	
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

January
 S M T W T F S
 30 31 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31 1 2
 3 4 5 6 7 8 9
 2018 2019 2020

- Click **“Overall Project Costing”** to go front page

Cost Data - Sample Cost Data 1234				
Breakdown Project Particulars				
Overall Project Costing > Provisional Sum >				
Delete Refresh To go front page				
No.	Description	Total Amount	Total Amount	Awarded Date
		Approved	Awarded	
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

- Click **“Refresh”** to display the amount that already updated (blue colour means consist of cost breakdown)

Cost Data - Sample Cost Data 1234					
Breakdown Project Particulars					
Overall Project Costing >					
Refresh Show/Hide Rows					
No.	Description	Amount	% of Total Cost	Amount	% of Total Cost
		Approved		Awarded	
	Provisional Sum	40,000.00	100.00%	34,000.00	100.00%
	Prime Cost Sum				
	Prime Cost Rate				
Standard Items					
1	Foundation				
2	Car Park				
3	Tower Block (Building)				
4					

Update Prime Cost Sum

1. Double click **"Prime Cost Sum"** to go sub level

Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments
Overall Project Costing >					
Refresh Comparison Report					
No.	Description	Amc Budg			
	Provisional Sum				
	Prime Cost Sum				
	Prime Cost Rate				
Standard Items					
1	Site Clearance, Earthwork				
2	Foundation				
3	Car Park				

2. Click **"NSC Columns"** to add additional column for NSC

Breakdown		Project Particulars				
Overall Project Costing > Prime Cost Sum >						
Breakdown		NSC Columns				
Refresh Show/Hide Rows						
No.	Description	Approved Amount	Awarded Amount	Total Amount	Awarded Contractor Awarded NSC	Awarded Date
1	Fire Protection Installations					
2	Electrical, Telephone, SMATV And Security Intercom System Installations					
3	Lift Installation					
4	Cold & Hot Water Supply And Sanitary Plumbing Installations					
5						

3. Press enter to type and press enter again to save

Breakdown		Project Particulars				
Overall Project Costing > Prime Cost Sum >						
Breakdown		NSC Columns				
Delete						
No.	Column Name					
1	Block A					
2	Block B	Type the column's name				

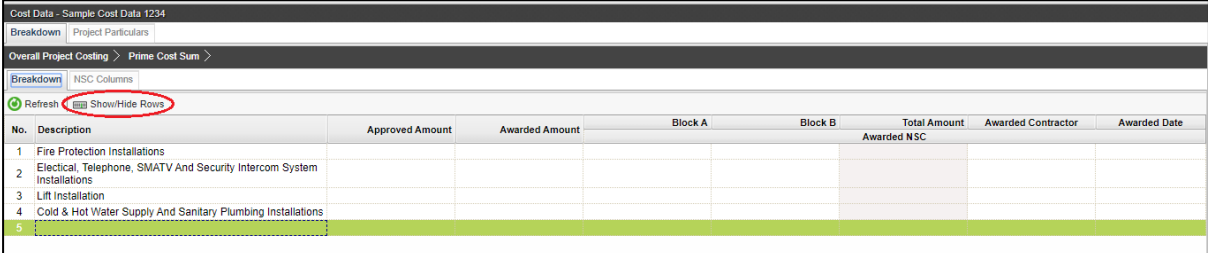
4. Single click at the row and click **"Delete"** to delete the column

Breakdown		Project Particulars				
Overall Project Costing > Prime Cost Sum >						
Breakdown		NSC Columns				
Delete						
No.	Column Name					
1	Block A					
2	Block B					
3						

5. Click **"Breakdown"** to go first level for Prime Cost Sum

Breakdown		Project Particulars				
Overall Project Costing > Prime Cost Sum >						
Breakdown		NSC Columns				
Delete To go front page for "Prime Cost Sum"						
No.	Column Name					
1	Block A					
2	Block B					
3						

- Click **“Show/Hide Rows”** to show/hide the description



Cost Data - Sample Cost Data 1234
Breakdown | Project Particulars

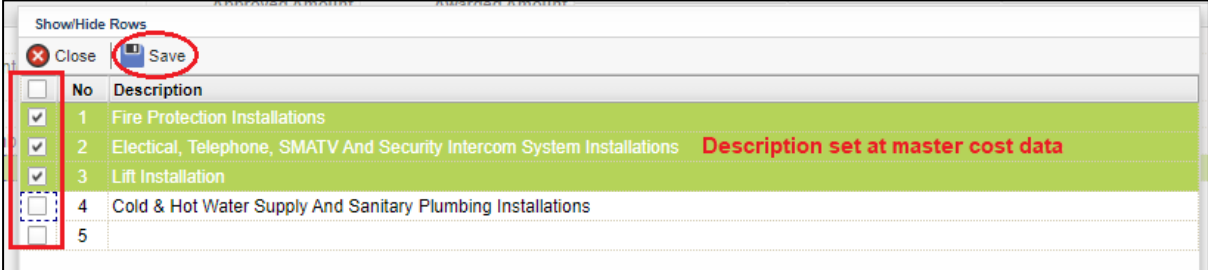
Overall Project Costing > Prime Cost Sum >

Breakdown | NSC Columns

Refresh Show/Hide Rows

No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							
3	Lift Installation							
4	Cold & Hot Water Supply And Sanitary Plumbing Installations							
5								

- Tick to display and untick to hide the description and then click save



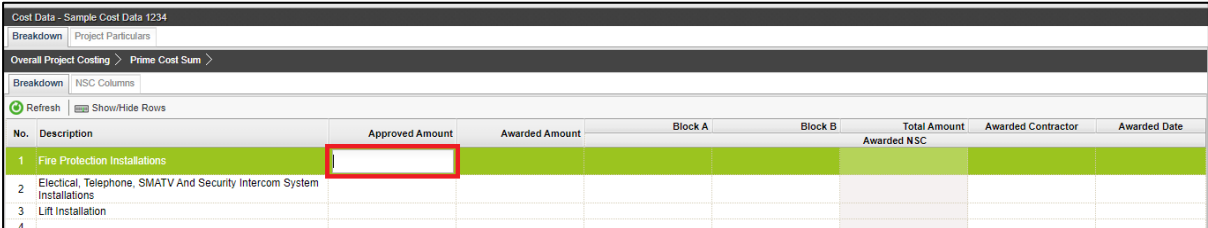
Show/Hide Rows

Close Save

No	Description
<input type="checkbox"/>	1 Fire Protection Installations
<input checked="" type="checkbox"/>	2 Electrical, Telephone, SMATV And Security Intercom System Installations
<input checked="" type="checkbox"/>	3 Lift Installation
<input type="checkbox"/>	4 Cold & Hot Water Supply And Sanitary Plumbing Installations
<input type="checkbox"/>	5

Description set at master cost data

- To key in **“Approved Cost Plan Amount”**, single click at the row and press enter to type the amount and press enter again to save



Cost Data - Sample Cost Data 1234
Breakdown | Project Particulars

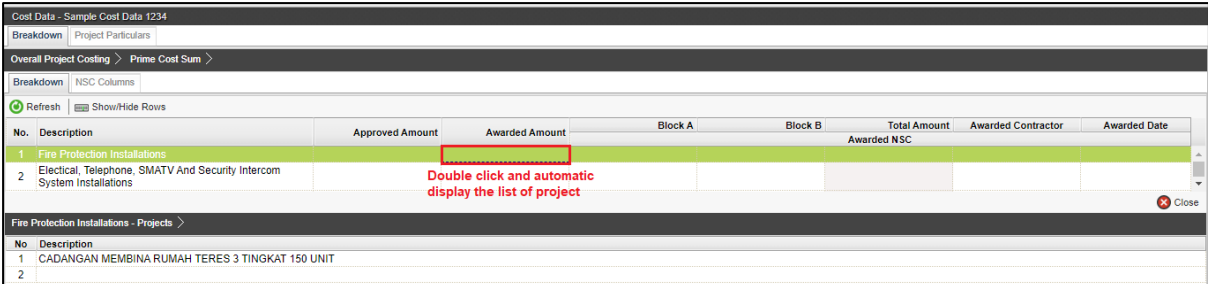
Overall Project Costing > Prime Cost Sum >

Breakdown | NSC Columns

Refresh Show/Hide Rows

No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							
3	Lift Installation							
4								

- To tag awarded sum from contract BQ, **double click** to display the **project (Amount from BQ)**



Cost Data - Sample Cost Data 1234
Breakdown | Project Particulars

Overall Project Costing > Prime Cost Sum >

Breakdown | NSC Columns

Refresh Show/Hide Rows

No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

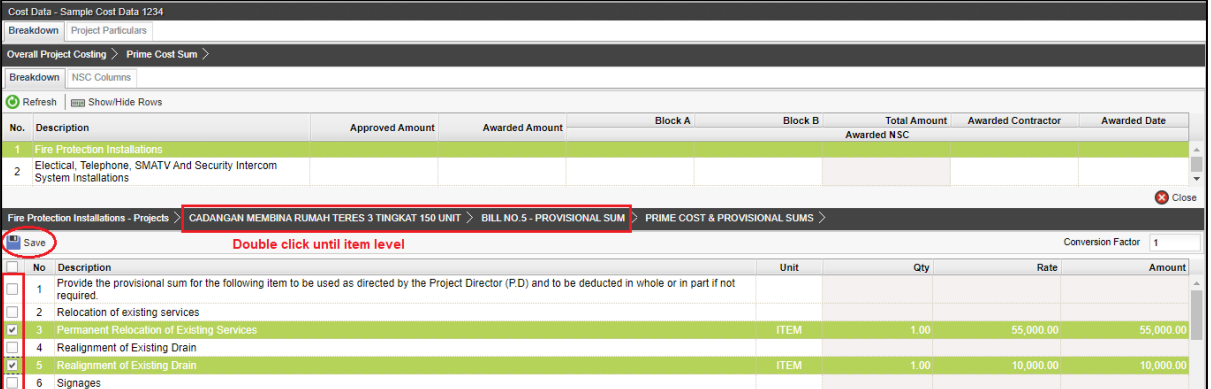
Double click and automatic display the list of project

Fire Protection Installations - Projects >

No	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

Close

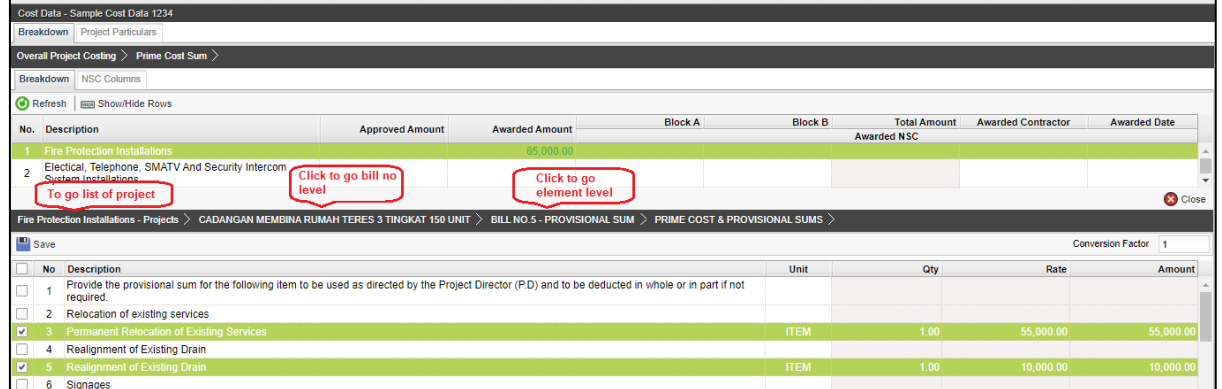
10. Double click until item level (BQ), tick which item related and click save



No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

No.	Description	Unit	Qty	Rate	Amount
1	Provide the provisional sum for the following item to be used as directed by the Project Director (P.D) and to be deducted in whole or in part if not required.				
2	Relocation of existing services				
3	Permanent Relocation of Existing Services	ITEM	1.00	55,000.00	55,000.00
4	Realignment of Existing Drain				
5	Realignment of Existing Drain	ITEM	1.00	10,000.00	10,000.00
6	Signages				

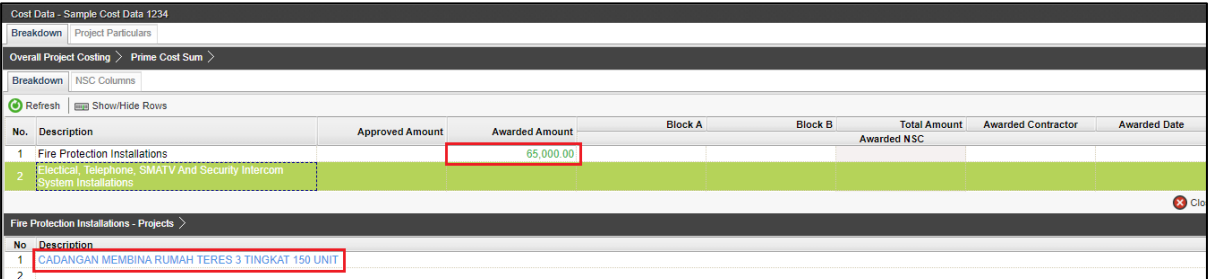
11. Note: the amount with black colour is manual key in by user. The amount with green colour is tagged from contract BQ item.



No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations		65,000.00			Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

No.	Description	Unit	Qty	Rate	Amount
1	Provide the provisional sum for the following item to be used as directed by the Project Director (P.D) and to be deducted in whole or in part if not required.				
2	Relocation of existing services				
3	Permanent Relocation of Existing Services	ITEM	1.00	55,000.00	55,000.00
4	Realignment of Existing Drain				
5	Realignment of Existing Drain	ITEM	1.00	10,000.00	10,000.00
6	Signages				

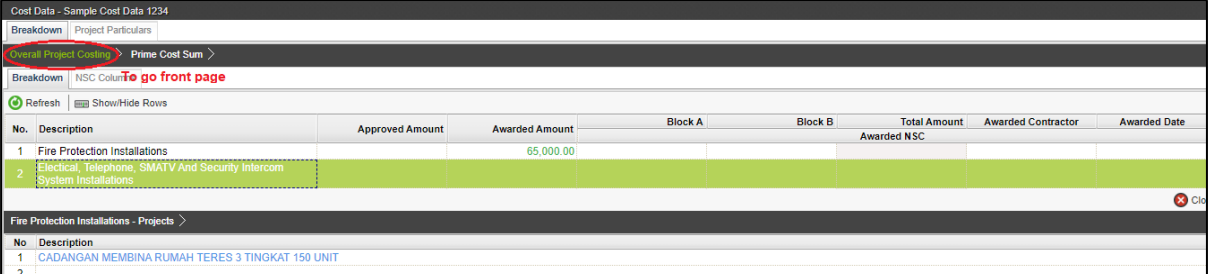
12. The amount from upper level will display in blue colour, if amount is tagged from contract BQ.



No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations		65,000.00			Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

13. Click "Overall Project Costing" to go front page to check the total



No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations		65,000.00			Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

Update Prime Cost Rate

1. Double click at **“Prime Cost Rate”**.

Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments	
Overall Project Costing >						
Refresh Comparison Report						
No.	Description					Amc Budg
	Provisional Sum					
	Prime Cost Sum					
	Prime Cost Rate					
Standard Items						
1	Site Clearance, Earthwork					
2	Foundation					
3	Car Park					

2. Under 2nd level, double click to enter 3rd level.

Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments	
Overall Project Costing > Prime Cost Rate >						
Refresh Comparison Report						
No.	Description	Total Units	Amount/Unit Budget (14-05-2020)	Total Amount	Amount/Unit Contract Sum (14-05-2020)	Total Amount
1	Sanitary Wares	1.00				
2	Tile Cost	1.00				
3						
Total						

3. Under 3rd level, you can further double click to enter 4th level.

Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments	
Overall Project Costing > Prime Cost Rate > Sanitary Wares >						
Refresh Comparison Report						
No.	Description	Total Units	Amount/Unit Budget (14-05-2020)	Total Amount	Amount/Unit Contract Sum (14-05-2020)	Total Amount
1	Master Bath	1.00				
2	Typical Bath	1.00				
3	Maid Bath	1.00				
4						
Total		3.00				
Avg Cost/Type						
Avg Cost/Unit						

4. Under 4th level, **press Enter** to key in the information for PC Unit Rate & Brand.

Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments			
Overall Project Costing > Prime Cost Rate > Sanitary Wares > Master Bath >								
Refresh Comparison Report Show/Hide Rows								
No.	Description	Qty	PC Unit Rate	Total Amount Budget (14-05-2020)	Brand	PC Unit Rate	Total Amount Contract Sum (14-05-2020)	Brand
1	Vanity Counter Basin	1.00						
2	Water Closet	1.00						
3	Basin mixer c/w bottle trap	1.00						
4	Hand Bidet	1.00						
5	Overhead Rain Shower	1.00						
6	Wall mounted bib tap	1.00						
7	Toilet Roll Holder	1.00						
8	Soap Holder	1.00						
9	Double Towel Rail	1.00						
10	Rope Hook	1.00						
11	Stopcock	1.00						
12	Stainless Steel Floor Trap	1.00						
13								
Total								

- After input for the breakdown cost information at 4th level, the amount of breakdown cost will be carried to the front level and displayed in blue colour.

No.	Description	Total Units	Amount/Unit Budget (14-05-2020)	Total Amount	Amount/Unit Contract Sum (14-05-2020)	Total Amount
1	Master Bath	1.00	352.00	352.00	366.00	366.00
2	Typical Bath	1.00	216.00	216.00	211.00	211.00
3	Maid Bath	1.00	225.00	225.00	205.00	205.00
4						
	Total	3.00		793.00		782.00
	Avg Cost/Type			264.33		260.67

Update Standard Item

- Double click the **“Standard Items”** to go sub level / 2nd level

No.	Description	Amount Budget (14-05-2020)	% of Total Cost	Amount Contract Sum (14-05-2020)
	Provisional Sum			
	Prime Cost Sum			
	Prime Cost Rate			
Standard Items				
1	Site Clearance, Earthwork			
2	Foundation			
3	Car Park			
4	Building			
5	Ancillary Building (Guard House & Entrance Portal)			
6	External Works Within Boundary			
7	Landscape Works			
8	Interior Design			
9	Miscellaneous			
10	Preliminaries			
11	Contingencies			
12	Others			
13				
	Total			
	Total Cost/GFA			
	Total Cost/NFA			

- Double click to enter 3rd level to input breakdown cost for Budget and Awarded Sum.

No.	Description	GFA	Amount Budget (14-05-2020)	Cost/GFA	%	Amount Contract Sum (14-05-2020)	Cost/GFA	%
1	SUBSTRUCTURE							
2	SUPERSTRUCTURE STRUCTURAL COST							
3	ARCHITECTURAL COST							
4	M&E SREVICES							
5								
	Total							

- Under 3rd level, for **“Contract Sum”** amount, you can double click to tag from contract BQ. **Note: You can press Enter to key in the amount for Approved sum manually.**

No.	Element	Elemental Cost Budget (14-05-2020)	Elemental Cost/1f	%	Elemental Cost Contract Sum (14-05-2020)	Elemental Cost/1f	%	Elemental Cost Adjusted St
1	External Walls (Incl. Screen & Railing)							
2	Internal Walls And Partitions							
3	Staircases							
4	Roof							
5	Doors & Ironmongery							
6	Wall Finishes							
7	Floor Finishes							
8	Ceilings							
9	Sanitary Wares, Fittings & Accessories, Vanity Counter & Mirror							
10	Painting & Decoration							
11	Aluminium Works							
12	Signage and Letter Box							
13	Rain Water Down Pipe							
14	Louvre at Level 2 & Roof Cladding at Plant Room							
15	Kitchen Cabinet with Appliances, Washer and Dryer							
16	Interior Design & Loose Furniture (Grd Fir, Lft Car & Lft Lobby)							
17	Refuse chute							
18	Gondola hooks							
19	Sundries							
20	External Works within Boundary							
21								

4. **Once double click**, you should be able to see the project title listed down at bottom panel.

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing > Building > ARCHITECTURAL COST >

Refresh | Comparison Report | Show/Hide Rows

No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Co
		Budget (14-05-2020)			Contract Sum (14-05-2020)	
1	External Walls (Incl. Screen & Railing)					
2	Internal Walls And Partitions					
3	Staircases					
4	Roof					
5	Doors & Ironmongery					

External Walls (Incl. Screen & Railing) - Projects >

No	Description
1	City Development Phase 1
2	

Double click to open awarded contract BQ

5. **Double click** until contract BQ item level. **Tick** which item related and the click **save** to tag BQ item.

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing > Building > ARCHITECTURAL COST >

Refresh | Comparison Report | Show/Hide Rows

No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Variation Order Cost
		Budget (14-05-2020)			Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)			
1	External Walls (Incl. Screen & Railing)										
2	Internal Walls And Partitions										
3	Staircases										
4	Roof										
5	Doors & Ironmongery										

Open till BQ item level

External Walls (Incl. Screen & Railing) - Projects > City Development Phase 1 > BILL NO.4 - SINGLE TYPE > Bill No. 0.42 - FRAME

Save

No	Description	Unit	Qty	Rate	Amount
1	Vibrated Reinforced Concrete Grade 25, as specified in.				
2	Columns.	M3	41.00	242.00	9,922.00
3	Floor beams.	M3	24.00	242.00	5,808.00
4	Roof beams.	M3	17.00	242.00	4,114.00
5	Hot rolled steel reinforcement (Mild steel, minimum yield stress 250N per sq. mm)				
6	10mm Diameter, in columns (strups)	KG	57.00	3.30	188.10
7	10mm Diameter, in floor beam (link)	KG	1,497.00	3.30	4,940.10
8	6mm Diameter, in floor beam (link)	KG	56.00	3.30	184.80
9	10mm Diameter, in roof beam (link)	KG	56.00	3.30	184.80
10	6mm Diameter, in roof beam (link)	KG	558.00	3.30	1,841.40
11	Hot rolled steel deformed reinforcement (High Yield 60, minimum yield stress 480N per sq. mm)				
12	25mm Diameter, in columns.	KG	657.00	3.30	2,168.10
13	20mm Diameter, in columns.	KG	1,054.00	3.30	3,478.20
14	16mm Diameter, in columns.	KG	3,080.00	3.30	10,164.00
15	12mm Diameter, in columns.	KG	376.00	3.30	1,240.80

6. Once Saved, **Contract Sum** amount will show in **Green Colour** (means the amount is tagged from contract BQ). And the Budget amount will show in **Black Colour** (means the amount is input manually.)

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing > Building > ARCHITECTURAL COST >

Refresh | Comparison Report | Show/Hide Rows

No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%
		Budget (14-05-2020)			Contract Sum (14-05-2020)		
1	External Walls (Incl. Screen & Railing)	87,552.00		100.00%	84,555.30		100.00%
2	Internal Walls And Partitions						
3	Staircases						
4	Roof						
5	Doors & Ironmongery						
6	Wall Finishes						
7	Floor Finishes						

- Sometimes you might see the title changed to blue colour. Blue Colour means the items from the particular bill/element are tagged to the project cost data.

Overall Project Costing > Building > ARCHITECTURAL COST >						
Refresh Comparison Report Show/Hide Rows						
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf
		Budget (14-05-2020)			Contract Sum (14-05-2020)	
1	External Walls (Incl. Screen & Railing)	87,552.00		100.00%	84,595.30	100.00%
2	Internal Walls And Partitions					
3	Staircases					
4	Roof					
5	Doors & Ironmongery					

External Walls (Incl. Screen & Railing) - Projects > City Development Phase 1 >	
No	Description
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - MULTI TYPES
4	BILL NO.4 - SINGLE TYPE
5	BILL NO.5 - PROVISIONAL SUM
6	

- To view the overall project cost data, click “Overall Project Costing” to go front page

Breakdown Project Particulars Project Info Cost Data Information Attachments						
Overall Project Costing > Building > ARCHITECTURAL COST >						
Refresh Comparison Report Show/Hide Rows						
No.	Element					
1	External Walls (Incl. Screen & Railing)					
2	Internal Walls And Partitions					

- Click “Refresh” to display the updated amount

Overall Project Costing >						
Refresh Comparison Report Show/Hide Rows						
No.	Description	Amount	% of Total Cost	Amount		
		Budget (14-05-2020)			Contract Sum (14-05-2020)	
	Provisional Sum					
	Prime Cost Sum					
	Prime Cost Rate					
Standard Items						
1	Site Clearance, Earthwork					
2	Foundation					
3	Car Park					
4	Building	87,552.00	100.00%	84,595.30		
5	Ancillary Building (Guard House & Entrance Portal)					
6	External Works Within Boundary					

Tag Variation Order Item

- Under Overall Project Costing, there is a column called **Variation Order Cost**, double click to enter sub level/ 2nd level.

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing >

Refresh | Comparison Report | Show/Hide Rows

Amount	% of Total Cost	Amount	% of Total Cost	Amount	% of Total Cost	Variation Order Cost
Budget (14-05-2020)		Contract Sum (14-05-2020)		Adjusted Sum (19-05-2020)		
87,552.00	100.00%	84,595.30	100.00%	84,595.30	100.00%	
87,552.00	100.00%	84,595.30	100.00%	84,595.30	100.00%	

Double Click

- Double click to enter 3rd level.

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing > Building >

Refresh | Comparison Report | Show/Hide Rows

No.	Description	GFA	Amount	Cost/GFA	%
Budget (14-05-2020)					
1	SUBSTRUCTURE				
2	SUPERSTRUCTURE STRUCTURAL COST				
3	ARCHITECTURAL COST		87,552.00		100.00%
4	M&E SREVICES				
5	Total		87,552.00		100.00%

Double click

- Under 3rd level, double click to map VO item. Once double clicked at **Variation Order Cost**, you should be able to view the project title at bottom panel, double click the project title to tag VO item.

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing > Building > ARCHITECTURAL COST >

Refresh | Comparison Report | Show/Hide Rows

No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Variation Order Cost
		Budget (14-05-2020)			Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)			
1	External Walls (incl. Screen & Railing)	87,552.00		100.00%	84,595.30		100.00%	84,595.30		100.00%	
2	Internal Walls And Partitions										
3	Staircases										
4	Roof										
5	Floors & Innomermary										

Double Click

Variation Orders - Projects >

No.	Description
1	City Development Phase 1
2	

Double click to tag VO item

- Tick to tag the VO item, then click **Save**.

Breakdown | Project Particulars | Project Info | Cost Data Information | Attachments

Overall Project Costing > Building > ARCHITECTURAL COST >

Refresh | Comparison Report | Show/Hide Rows

No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Variation Order Cost
		Budget (14-05-2020)			Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)			
1	External Walls (incl. Screen & Railing)	87,552.00		100.00%	84,595.30		100.00%	84,595.30		100.00%	
2	Internal Walls And Partitions										
3	Staircases										
4	Roof										
5	Floors & Innomermary										

Variation Orders - Projects > City Development Phase 1 > VO Number 1 - Change of concrete grade >

Save

No.	Description	Unit	Nett Omission/Addition
1	WORK BELOW GROUND FLOOR LEVEL		
2	Drain proof membrane, well lapped to the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett allow for laps and turn up)		
3	Single layer 0.25mm thick polythene vapour barrier, under floor slab	m3	
4	Vibrated reinforced concrete Grade 35/20, as specified, in		
5	Part footing	m3	102,111.00
6	Column stumps. (Provisional)	m3	60,000.00
7	Ground beams	m3	81,760.00
8	Trench bases, exceeding 100mm but not exceeding 150mm thick	m3	
9	Trench walls, exceeding 100mm but not exceeding 150mm thick	m3	
10	Trench slab, exceeding 100mm but not exceeding 150mm thick	m3	
11	Class F1 formwork Finish to	m3	
12	Sides of column stumps. (Provisional)	m2	
13	Finish of trench walls	m2	

- Then you should be able to see the VO amount displayed in green colour.

Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Variation Order Cost
Budget (14-05-2020)			Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)			
87,552.00		100.00%	84,595.30		100.00%	328,466.30		100.00%	243,871.00

- Adjusted Sum will auto calculated based on Contract Sum + Variation Order Cost.

Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Variation Order Cost
Budget (14-05-2020)			Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)			
87,552.00		100.00%	84,595.30		100.00%	328,466.30		100.00%	243,871.00
Auto calculated based on Contract Sum + Variation Order Cost									

Update Remark

- Under Overall Project Costing, scroll to right and press **Enter** to key in **Remark**.

Item	% of Total Cost	Amount	% of Total Cost	Amount	% of Total Cost	Variation Order Cost	Updated By	Updated At	Remarks
Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)						
							Sky User	16/05/2020 11:14	
0	100.00%	84,595.30	100.00%	328,466.30	100.00%	243,871.00	Sky User	16/05/2020 11:51	Remark
Press Enter to type Remarks									
0	100.00%	84,595.30	100.00%	328,466.30	100.00%	243,871.00			