

BUILDSPACE EPROJECT

For Developer

Post Contract Module

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.2) Last Updated: 15/10/2020

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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 (Gamuda Land format)	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
Update Project Particular Input General Project Information (Tendering & Contract)	
	65
Input General Project Information (Tendering & Contract)	65 66
Input General Project Information (Tendering & Contract) Input Date for Budget, Awarded Sum and Adjusted Sum	65 66 67
Input General Project Information (Tendering & Contract) Input Date for Budget, Awarded Sum and Adjusted Sum Upload Attachment	65 66 67 67



Enabling Digital Transformation

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

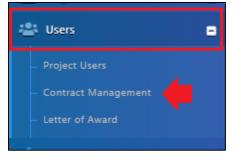
1. Login eTender with Username and Password

	space	
Email		
Enter you	r password	
	Sign in	

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

		Pr	ojects Sub Projects	Filter by Subsidiary None		v
Dashboard Projects		No.	Contract Number Filter	Name Filer	Status Filter	Action(s)
	Ð			02-Jul-2020 Malaysia, Putrajaya Standard		
		3	BE/BLD/C005/20	Cadangan Membina Rumah 50 Unit di Lot 1230 87.36/5303 Malaysia, Kush Lungur Standard	Closed Tender	+ 3 620

3. Click "Users" and then click "Contract Management"

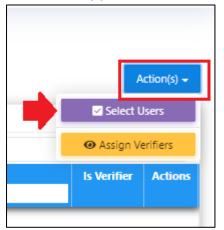


4. Choose **specific module** (Example: Publish to Post Contract)

	-
Publish to Post Contract)
Q	
Publish to Post Contract	
Claim Certificate	
Variation Order	
Material On Site	\diamond
Deposit	
Kong Si Kong	
Purchase On Behalf	r
red from 181 total entries)	Prev



5. Click "Action(s) then select "Select Users"



6. Tick to select user, then click "Assign"

).	Name filter name	Email filter email	Company filter company	Assign
1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
2	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
3	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	
4	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	
5	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	
6	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	
7	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	
8	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	
9	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	
10	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ	
11	Mr. Sanctuary 2	sanctuary1@buildspace.my	Buildspace Adkon	
12	Staff 1	sky1@buildspace.my	Business Unit HQ	



7. To assign verifier, click "Action(s)" and select "Assign Verifiers".

PUse	er Manag	ement			F	Action(s) 🚽
User M	lanagement				☑ Select I	Users
M	lodules	Publish to Post Contract			 Assign V 	erifiers
No.	Name		Email	Company	Is Verifier	Actions
	filter name		filter email	filter company		
1	Sky Buildsp	pace	skybuildspace@gmail.com	Business Unit HQ		
				Tick if this user as	a verifier	

8. Select which user and click "Assign"

 Assign Verifiers 				
Publish to Post Contract				
Select Verifiers:				
Nor Fatin Izzati Binti Yusop	-	Click "-" to remove the verifier		
None	+	Click "+" to add the multi verifier		
None Choose which Nor Fatin Izzati Binti Yusop user as a verifier Chien Zen				
			Assign Back	

9. Click "Reset" to reassign the verifier

 Assign Verifi 	iers
Publish to Post Contra	ict
Assigned Verifiers:	
Sequence Number	Name
1	Nor Fatin Izzati Binti Yusop Approve by users sequence
2	Chien Zen
	C Reset Back



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"

Home	0	Projects	Sub Projects	Filter by Subsidiary None		~
Projects		No. Filter	Contract Number	Name condominium at i	Status Filter	Action(s)
System Modules	0	1	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINUM AT LOT 123 14.Mar-2018 Matrylin , Sdamgar Senderd	Post Contract	+ 0 6 9

2. Click the small box and click "Tendering" module

)@
Ар	Shortcuts plications and Mode	lles	Post C Action
Tendering	Post Contract	Tendering Rep	

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

space	
CADANGAN MEN	BINA PANGSAPURI 123 (Status: TENDERING)
Export Project	Schedule Of Quantities 😔 Push To Post Contract
Project Breakdow	n Project Properties Project Addendum
Import Rates	🤽 View Tenderers 🛛 🛑 oject Summary 🔻 🕜 Export Bill 🛛 🎧 Export Backup 🛛 🔯 Log 🖉 Reload
No. Description	
CADANGA	N MEMBINA PANGSAPURI 123
1 BILL NO	.1 - SINGLE TYPE

4. Click Tenderer Setting

1	space
Tend	lering > View Tenderers - CADANGAN MEMBINA PANGSAPURI 123
🔇 В	ack To Tendering 🗶 Tenderer Setting
Bills	>
No.	Description
	CADANGAN MEMBINA PANG SAPURI 123
1	BILL NO.1 - SINGLE TYPE



5. Click Select to select awarded tenderer.

Assign Co	ontracto	ors :: CADANGAN MEMBINA PANG SAPURI 123						
🔇 Close]							
- Select C	Select Contractor							
*Contra	*Contractor :							
	Save							
3	ve							
	\ominus Remove 🛛 🕙 Import Contractor's Rate 🛛 🕙 Export Contractor's Rate 💌 🛛 🔯 Log 🖉 Refresh 🛛 🚔 Print Contractor's Rate 🖉 Sort 💌							
Show	No	Name	Original Total	Adjusted Total	Action			
	110.	Nano	Diff:	0.00	Action			
			460,154.00		Select			
	2	Buildspace Contractor 2	448,054.00		Select			
	3							

Publish BQ to post contract

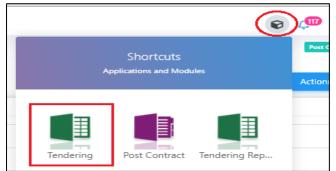
Note: 1) Make sure you had assigned verifier for publishing BQ to post contract stage

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

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

	0	Pro Pro	jects Sub Projects	Filter by Subsidiary None		v
Projects	1	No.	Contract Number Filter	Name condominium at I	Status Filter	Action(s)
	Ð	1	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Post Contract	• 2 # 9
	٥			14-Mar-2011 Malaysia, Solanger Standard		

2. Click the small box and click "Tendering" module



3. Click "Push To Post Contract"

Tend	ering > CADANGAN MEMBINA RUMAH 1234 (Status:: TENDERING)			
() E	xport Project 🍄 Project Analyzer 🔻 🕋 Sub-Packages 🛓 Schedule Of Quantities 💽 Push To Post Contract			
Proje	ect Breakdown Project Properties Project Addendum			
(1) In	nport Rates 🛛 & View Tenderers 📄 Project Summary 🔻 🕥 Export Bill 🕥 Export Backup 🛛 🔞 Reload			
No.	Description	Original Amount	Total Markup (%)	Total Markup (MY
No.	Description CADANGAN MEMBINA RUMAH 1234	Original Amount	Total Markup (%)	Total Markup (MY)
No.	•	Original Amount 852,500.00	Total Markup (%)	Total Markup (MY)
No. 1 2	CADANGAN MEMBINA RUMAH 1234	·	Total Markup (%)	Total Markup (MY)
No. 1 2	CADANGAN MEMBINA RUMAH 1234 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00	Total Markup (%)	Total Markup (MY)
No. 1 2 3	CADANGAN MEMBINA RUMAH 1234 BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES BILL NO.2 - PILING WORKS	852,500.00	Total Markup (%)	Total Markup (MY)



4. 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)

1 At least one contractor is assigned to Tender	All Requirements shown below s Use Selected Contractor Rates • With Not Listed Items Use Estimation Rates • Without Not Listed Items No. Description	k Publish Requirement			
No. Description State 1 At least one contractor is assigned to Tender Image: Contractor is assigned to Tender	No. Description Status 1 At least one contractor is assigned to Tender ✓	lose 🛛 🕀 Assign Users For Post Contract	1 Publish 🔻		
No. Description State 1 At least one contractor is assigned to Tender ✓	No. Description Status 1 At least one contractor is assigned to Tender			With Not Listed Items	
1 At least one contractor is assigned to Tender	1 At least one contractor is assigned to Tender	All Requirements shown below s	Use Estimation Rates	Without Not Listed Items	
1 At least one contractor is assigned to Tender	1 At least one contractor is assigned to Tender				
		Description			Status
2 Contractor Selected on Tenderer Setting	2 Contractor Selected on Tenderer Setting	At least one contractor is assigned to Ter	nder		 Image: A second s
		Contractor Selected on Tenderer Setting			~
			All Requirements shown below s Description At least one contractor is assigned to Ter	Iose • Assign Users For Post Contract • Publish All Requirements shown belows Use Selected Contractor Rates • Use Estimation Rates Description At least one contractor is assigned to Tender	Iose • Assign Users For Post Contract • Publish All Requirements shown belows Use Selected Contractor Rates • With Not Listed Items Use Estimation Rates • Without Not Listed Items Description At least one contractor is assigned to Tender

5. 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 subn	nit for approval		
Save 😣 Close			
Project Information			
Project : Project /			
*Contractor : Buildspa	ace Contractor 1		
- Contract Info			
*Type :	Contract Info	Select "Contract Info" *CI No. :	1
Contract Sum :	MYR 96,180.00	Reference :	
contract sum.	MTR 96, 160.00	Reference .	BE/BLD/C007/20/Cl001
*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			
Cleditor Code			
Remarks			
Retention *Retention Sum : 10	%	Maximum Retention Sum : 5	or .
Netention Sum : 10	70	maximum Retention Sum : 5	%
Include VO : 🔲 Unt	ick 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.

	eProject Message Notification Inbox ×		
•	BuildSpace <support@pck.com.my> to me ▼</support@pck.com.my>		
	To: Nor Fatin Izzati Binti Yusop		
	Project: CADANGAN MEMBINA RUMAH 1234		
	Publish to Post Contract		
	Your verification is required.		
	Visit this link for more information:		Click this
	https://eproject.buildspace.my/projects/1647/contract-management/letter-of-award	•	link as shortcut

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

Proje	t Dashboard			Action(s) 🗸
:≡ то	Do List 🕧			
C	Post Contract 🕦			
N	o. Description	Module	Days Pending	View
	Publish to Post Contract	Publish to Post Contract		View

3. Click "Inspect"

Publish	to Post	t Contract				
Publish to Po	ost Contra	ct				
Assigned Ver	rifiers:					
Sequence I	Number	Name	Days Pending	Status	Verified At	Remarks
1		Chris Volcano		? Unverified	-	
						Q Inspect



4.	You can check the details first before click "Approve/Rej	ect"
----	---	------

space space			
pproval: 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			LA No.: EMSB/BLD/C045/18/LA001
Contract Period From: 02-03-2019			Contract Period To: 14-03-2020
Trade : Main Contractor			Creditor Code : -
Works : Lab			Works 2: BLDG
Remarks : -			
Submitted By : Heng Chin Guan			Submitted At: 01/03/2019 11:09 am
Retention			
Retention: 10.00 %			Maximum Retention Sum: 5.00 %
Include VO : 📝			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 w	ant to approve this?	C
Add Remarks	Can type any remarks	/(
	Yes No	l II

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

Publish to Pos	t Contract				
Publish to Post Contra	ct				
Assigned Verifiers:					
Sequence Number	Name	Days Pending	Status	Verified At	Remarks
1	Chris Volcano	201	Approved	04-Aug-2020 4:13 PM	



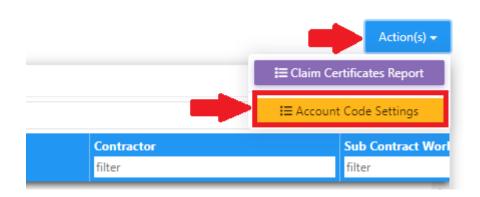
Contract Approval Form

<u>Prepare & Submit Contract Approval Form for Approval (by C&C)</u> 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".

space	≡
Sky User Sample Business Unit	🗥 Hi, Sky User !
	Tendering ToDo's
🔗 Home	🛕 List of Tenderer 🕦
Dashboard 🛨	Project for Vietnam Simulation [GC1/MBW/C011/19] 276 Day(s) pending
Projects	Award Recommendation
System Modules	Project For High Rise Building [GPSSB/MBW/C057/19]
– 🗏 Reports 🕂	276 Day(s) pending
– 🏛 Verify Company 🛛 💿	🛕 Letter of Award 🕦
- \$ Finance Module 10 - IN Cost Data 21	 Project For High Rise Building [GPSSB/MBW/C057/19] 276 Day(s) pending

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
	filter column	filter column		filter column
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 Click to open	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

	ccount Code Settings > To		se 1			
Account Code Settings (E Project Code Settings	Project : Tower A Developm i≡ Item Code Settings	ent Phase 1)				b)
Build Up Area			∽ a)			Assign Subsidiarie
ame				Subsidiary Code	Build Up Area	Proportion
		Ν	o Data Available			



Close

5. When click at "Assign Subsidiaries", you will see the following screen. "**Tick**" the correct phases and click "**Save**" button.

Assign Subsidiaries

	Name	Subsidiary Code
	BANDAR SERAI DEVELOPMENT SDN BHD	TESB
	GAMUDA GARDENS - PRECINCT 2 (JA1)	GGP2
✓	PHASE 03A	GG03A
<	PHASE 03B (JA2)	GG03B
~	PHASE 03C	GGP3

6. 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.

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

$i\equiv$ Item Code Settings	🚢 Supplier Code			
	*		-	Assign Subsidiaries
		Subsidiary Code	Build Up Area	Proportion (%)
NT SDN BHD		TESB		
RECINCT 2		GGP2		
		GG03A	150.00	23.08
		GG03B	200.00	30.77
		GGP3	300.00	46.15
	i≣ Item Code Settings NT SDN BHD RECINCT 2	۲ NT SDN BHD	▼ Subsidiary Code TESB RECINCT 2 GG03A GG03B	Subsidiary Code Build Up Area NT SDN BHD TESB Image: Code of the

7. Click at "Item Code Settings" tab and click at "Item Codes" icon.

Account Code Settings	(Project : Tower A Developm	ent Phase 1)	
\equiv Project Code Settings	i≡ 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

-	Account Code	Description	Tax Code
1	1004000001	PDC-BUILDING WORK	
כ	100010001	PDC-C&S EARTHWORK	
כ	100050001	PDC-LANDSCAPE-SOFTSCAPE	
	100640011	PDC-LOCAL INFRASTRUCTURE	
	1000025001	PDC-M&E-ELECTRICAL WORK	
כ	NCA5000022	SHOW UNIT	
כ	05000014	SIGNAGE	
כ	0500003	RENOVATION	
	15000004	PROVISION - TRADE	
	104200007-B	RECHARGEABLE ACCOUNT (CA)	
-	10000050	DETAIL	

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)

Project Code Settings	$i\equiv$ Item Code Settings	💄 Supplier Code	
Awarded Contra	actor / Supplier : Bui	Idspace Contractor 1	Click to save
Supplier Code		'	_
Supplier coue			



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

Account Code Settings (Project : Tower A Development Phase 1)			
E Project Code Settings i item Code Settings			
Build Up Area 🗸 🗸		-23	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
4			•
Select Verifiers: Click to select verifier			
None		+	
		View	Logs 🔒 Submit

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



<u>Respond Verification for Contract Approval Form (C&C and Finance)</u>

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

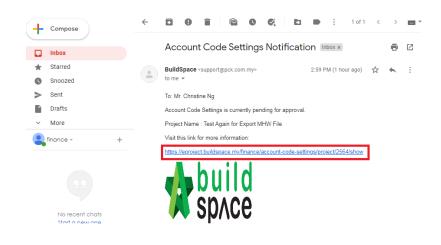
1. The verifier will receive email notification like below;

=	M Gmail	Q Search mail	- 🤊 🏢
+	Compose	□· C :	1-1 of 1 < > 💼 👻 🌼
	Inbox 1	Primary	😩 Social 🗣 Promotions
*	Starred	🗌 📩 BuildSpace	Account Code Settings Notification - To: 2:59 PM
C	Snoozed		
≻	Sent		
	Drafts		
\sim	More		

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.

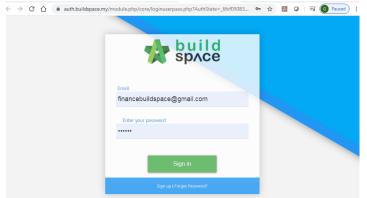
No.	Contract Number filter column	Title filter column	Status	Company filter column
1	TESB/MBW/C001/20	Project AAA - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
2	TESB/MBW/C002/20	Project AAB - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
3	TESB/MBW/C003/20	Project AAC - 2020	Approved	BANDAR SERAI 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	ANDAR 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;





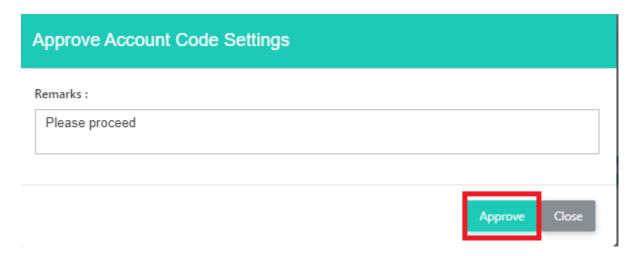
3. Login to BuildSpace;



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

Project Code Settings	\equiv Item Code Settings	💄 Supplier Code	Click the tab to view details			
ame				Subsidiary Code	Build Up Area	Proportion (%)
ANDAR SERAI DEVELOPME	NT SDN BHD			TESB		
GAMUDA GARDENS - F	RECINCT 2			GGP2		
PHASE 03A				GG03A	150.00	23.08
PHASE 03B				GG03B	200.00	30.77
PHASE 03C				GGP3	300.00	46.15
					С	lick to verify

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





Activate Claim Certificate (CPR)

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

1. Login eTender system with Username and Password

	build space	
Email		
Enter your p	password	
	Sign in	
	Sign up Forgot Password?	

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

No.	Contract Number Filter	Name Filter	Status Filter	Action(s)
13	TESB/MBW/C010/20	Tower A Development Phase 1 03-Jun-2020 Malaysia , Putrajaya Standard	Post Contract	→ 0 🔮 0
14	TESB/MBW/C009/20	Project BAA - 2020 02-Jun-2020 Malaysia , Putrajaya Standard	Post Contract	→ 3 🔮 0
15	TESB/MBW/C008/20	Project AAAA	Post Contract	+3 🔮 0

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

	Shortcuts	Ð	Post Contract
	Applications and Modules		Action(s) +
Tendering	Post Contract	ring Rep	
			View View View



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

-	spid			À 🙎
Post	Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)			
Proj	ect Breakdown Project Properties Claim Certificates			
N F	ie-Messure Provisional 👻 🛔 Location Management 🛛 🥺 Define Locations 🕋 Sub-Packages 🥝 Reload			
	Description	Overall Total	%	Amour
NO.	Description	Overall Total	Up To	Date Claim
	CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT			
1	BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
	BILL NO 2 - PILING WORKS	1,179,754.88		
2				
2	BILL NO.3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.6
			11.04% 0.74%	1,117,009.6 8,978.1

5. Click "Active Claim Certificate".

Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT) Project Breakdown Project Properties Claim Certificates Activate Claim Certificate Image: Claim Certificate Image: Claim Certificate Claim No. Amount Certified Status Paid Amount 1 IN PROGRESS 0.00	space					
Activate Claim Certificate Claim Certificate List Claim No. Amount Certified Status Paid Amount	Post Contract > 0	CADANGAN MEMBINA	KONDOMINIUM 25	TINGKAT (Status::POST C	ONTRACT)	
Claim Certificate List > Claim No. Amount Certified Status Paid Amount	Project Breakdow	n Project Properties	Claim Certificates			
Claim No. Amount Certified Status Paid Amount	🙀 Activate Claim	n Certificate 🧿 Relo	ad	·		
	Claim Certificate	List 🔪				
1 IN PROGRESS 0.00	Claim No.	4	mount Certified	Status	Paid Amount	
	1			IN PROGRESS	0.00	

6. 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								
nitial Information								
*Contractor Submitted Date	: 11/10/2019	*	*Site Verified Date :	11/10/2019	•		*Certificate/QS Received Date	11/10/2019
laim Certificate Information								
Company	: Eco World Development Grou	ip 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	9 (GST:0.00)%	
Work Done Amount					% Completion :			
Retention Tax Percentage	: 0.00 %	v		Release F	Retention Amount :	0.00		
*Prepared By	: Chew			F	Release Retention :	0.00 %		
*Payment Due Date	: 11/10/2019	Ŧ			*Period Ending :	11/10/2019	V	
*Budget Amount	: 0.00				*Tax :	0.00 %		
Acc Remarks	: You can key in archi	itect certificate here			QS Remarks :			
space								. ا
ost Contract > CADANGAN MEMBIN roject Breakdown Project Properties		atus∷POST CONTRACT)						
ost Contract > CADANGAN MEMBIN roject Breakdown Project Properties Activate Claim Certificate	Claim Certificates	alus::POST CONTRACT)						<u>۹</u>
ost Contract > CADANGAN MEMBIN roject Breakdown Project Properties Activate Claim Certificate 30 Re alm Certificate List > Claim Certific	Claim Certificates	alus::POST CONTRACT)						4
ost Contract > CADANGAN MEMBIN oject Breakdown Project Properties Activate Claim Certificate @ Re aim Certificate List > Claim Certific aim Certificate Info Claim Certific	Claim Certificates	ilus-POST CONTRACT)						
ost Contract > CADANGAN MEMBIN oject Breakdown Project Properties Activate Claim Certificate @ Re aim Certificate List > Claim Certific laim Certificate Info Submit P Edit = Print	Claim Certificates	ntus:POST CONTRACT)						
st Contract > CADANGAN MEMBIN oject Breakdown Project Properties Activate Claim Certificate @ Re tim Certificate List > Claim Certific alm Certificate Ing Claim Certific Submit 2 Claim Certific	S Claim Certificates		Site Verified Date : 21/03/2018			QS Received	d Date : 21/03/2018	
el Contraci > CADANGAN MEMBIN ject Breakdown Project Properties Activate Claim Certificate ④ Rr im Certificate List > Claim Certific aim Certificate Inf Claim Certific Submit ▲ Ptit ♠ Print List Information Contractor Submitted Date : 2 Liaim Certificate Information	b) Claim Certificates eload atate :: 1 (IN PROGRESS) > ata Print Info 1//03/2018		Sife Verified Date : 21/03/2018					*
et Contract > CADANGAN MEMBIN oject Breakdown Project Properties Activate Claim Certificate ④ Rr aim Certificate List > Claim Certific aim Certificate Inf Claim Certific Submi ▲ Ptint mitial Information Contractor Submitted Date : 2 Claim Certificate Information	S Claim Certificates		Site Verified Date : 21/03/2018	Contractor :	ALIBABA CONSTF		d Date : 21/03/2018 EVELOPMENT CORPORATION	HOLDING SDN
sel Contract > CADANGAN MEMBIN oject Breakdown Project Properties Activate Claim Certificate ④ Rr aim Certificate Lst > Claim Certific aim Certificate Infg Claim Certific Submit ♪ Edit ➡ Print nitial Information Contractor Submitted Date : 2 Claim Certificate Information	Claim Certificates Ioad Late :: 1 (IN PROGRESS) Late :: 1 (IN PROGRESS) Li/03/2018 CO MAJESTIC 2 SDN BHD		Site Verified Date : 21/03/2018	Contractor : Claim No. :				HOLDING SDN
si Contract > CADANGAN MEMBIN oject Breakdown Project Properties Activate Claim Cettificate ◎ Rr mic Cettificate Linf Claim Cettific Isubmt ♪ Edit ➡ Print nitis Information Contractor Submitted Date : 2 Islaim Certificate Information Company : E	Claim Certificates Claim Certif		Site Verified Date : 21/03/2018		1			Holding Sdn
et Contract > CADANGAN MEMBIN oject Breakdow Project Properties Activate Claim Certificate @ R am Certificate List > Claim Certific am Certificate Info Submt / P Edt @ Print Nata Information Contractor Submitted Date : 2 Claim Certificate Information Company : E Letter of Award No. : 1	Claim Certificates eload eloa		Site Verified Date : 21/03/2018	Claim No. : Works 2 :	1	RUCTION & DE		HOLDING SDN
sat Contract> CADANGAN MEMBIN oject Breaktow Project Properties Activate Claim Certificate @ Re- aim Certificate Let > Claim Certificate Submit	Claim Certificates cload cate :: 1 (IN PROGRESS) 1/03/2018 CO MAJESTIC 2 SDN BHD ab IYR 30,022,380 57 IYR 30,022,380 57 IYR 1,125,967 80			Claim No. : Works 2 : Retention Sum : % Completion :	1 BLDG MYR 56299.39 (GST 3.75%	RUCTION & DE		Holding Sdn
ast Contract > CADANGAN MEMBIN roject Breakdow Project Properties Activate Claim Certificate Activate Claim Certificate Submit / 2 Edit Print Submit / 2 Edit Print Initial Information Contractor Submitted Date : 2 Claim Certificate Information Contractor Submitted Date : 2 Claim Certificate Information Contractor Submitted Date : 2 Contractor Submitted Date	Claim Certificates eload eloa			Claim No. : Works 2 : Retention Sum :	1 BLDG MYR 56299.39 (GST 3.75%	RUCTION & DE		Holding Sdn
ost Contract ≥ CADANGAN MEMBIN roject Breakdow Project Properties Actives Claim Certificate 0 @ Re aim Certificate Liet > Claim Certific is ubmit	Claim Certificates eload eloa			Claim No. : Works 2 : Retention Sum : % Completion :	1 BLDG MYR 56299.39 (GST 3.75%	RUCTION & DE		HOLDING SDN
roject Breakdown Project Properties Activate Claim Certificate (a) Project Properties Activate Claim Certificate (a) Claim Certific and Certificate (a) Claim Certific and Certificate (a) Claim Certific and Information Contractor Submitted Date : 2 Claim Certificate Information Contractor Submitted Date : 2 Claim Certificate Information Contractor Submitted Date : 2 Contract Submi	Claim Certificates eload eloa			Claim No. : Works 2 : Retention Sum : % Completion :	1 BLDG MYR 56299.39 (GST 3.75% MYR 0.00	RUCTION & DE		HOLDING SDN
ost Contract > CADANGAN MEMBIN roject Breakdow Project Properties Activate Claim Certificate @ R kaim Certificate List > Claim Certific Submit @ Calm Certific Submit @ Calm Certific Submit @ Calm Certific Calm Certificate Information Contractor Submitted Date : 2 Claim Certificate Information Contractor Submitted Date : 2 Claim Certificate Information Company : E Contractor Submitted Date : 2 Contractor Submitted Dat	Claim Certificates aload alae :: 1 (IN PROGRESS) > alae Print Info 11/03/2018 ECO MAJESTIC 2 SDN BHD ab IVR 30,022,380 57 IVR 30,022,380 57 IVR 1,25,987 80 0.00 % Mr Chong 1/103/2018			Claim No. : Works 2 : Retention Sum : % Completion : se Retention Amount : Budget Due Date :	1 BLDG MYR 56299.39 (GST 3.75% MYR 0.00	RUCTION & DE		HOLDING SDN



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"

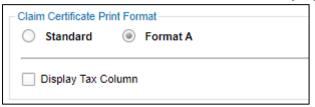
ost Contract > Te	sting on Claim Cert with material on-site a	ind miscellaneous (Status::PC	DST CONTRACT)
Project Breakdown	Project Properties Claim Certificates	Account Code Settings	
Activate Claim (Certificate 🔲 Claim Certificate Layout	Settings 🙆 Reload	
Claim Certificate Li	st >		
Claim No.	Amount Certified	Status	Paid Amount
Claim No. 1	Amount Certified 449,908.20	Status APPROVED	Paid Amount 0.00
Claim No. 1 2			

- 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)

space								📌 👤
Post Contract > Testing e	on Claim Cert with	n material on-site and	f miscellaneous (Status::	POST CONTRACT)				
Project Breakdown Proj	ect Properties	laim Certificates	Account Code Settings					
Activate Claim Certific	sate 🔲 🛄 Claim	Certificate Layout Sel	ttings 🕜 Reload					
Claim Certificate List $>$	Claim Certificate	Layout Settings $>$						
Save								
Claim Certificate Print Fo	ormat							
Standard 🥥	Format A		1					
Jisplay Tax Colum	Tick to	Display						
Claim Certificate Title								
Certificate Of Paymen	t				2			
Claim Certificate Section	1 Labels							7
Section A : A			Section B : B		Section C : C	3	Section D : D	
Section B			5	Section C		Section D		
Title : MISC				Title : Others		Title : Paymen	it On Behalf	
Advance Payment				Debit and Credit Note		🔲 Utility		
Deposit				With Breakdown		Permit	4	
Material On Site	Tick to E	Jispiay		WOB				
WOB (M/C)				Penalty				
WOB (MIC)	1		L					
Labels								
Labe	i i				New L	.abel		
Tax		GST						
Tax Invoice By Su	b Contractor	Tax Invoice By Si	ub Contractor					5
Tax Invoice By	Subsidiary	Tax Invoice By						
Footer								
None 💿		Format B					6	
Label	Column 1	ew Label	Label	Column 2 New Label	Label	Column 3 New Label	Label	Column 4 New Label
Bank	Bank	FIT LADEI	Cheque No.	Cheque No.	Cheque Date	Cheque Date	Cheque Amount	Cheque Amount
	Dank			onoque rao.	energine Dute	Swodae Date	energie ranetin	onoque 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".



4. Second Section "Claim Certificate Title". Rename the title to "Contractor Payment Recommendation".



Labele

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.

- Section B Title : MISC	Section C Title : Payment Deduction Rename as "Payment Deduction"	Section D Title : Payment On Behalf
Advance Payment Deposit Material On Site KSK WOB (M/C)	Pehit and Credit Note With Breakdown YoB VOB Penalty	Untick unused module to not display at claim certificate print out

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

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		
O None	Format A	Format B

8. <u>Once finalized with the claim certificate print out format, click Save</u>.

Claim Certific	ate List 🗦	Claim Cert	ificate Layou
Save			
Claim Certif		Format Format	Ą

Sample of Claim Certificate Print Out

GAMU	IDA LAND SDN	BHD (Gamuda	Garden)		Contractor Payme	ant Recommendatio
Projec	ct Description:	CADANGAN	PEMBINAAN INFRA W	ORKS		
					LA No:	1
Sub C	Contract Works:				Certificate Date:	11/10/2019
Contra	actor:	PCK CONSTR	RUCTION SDN BHD		Period Ending:	11/10/2019
Invoic	e Date:				Payment Due Date:	11/10/2019
Invoic	e No:				Claim No:	2
ВШ То	stal:	2,730,225.61				
Total	VO Amount:	0.00				
Contra	act Sum:	2,730,225.61			Completion %:	6.67%
Rema	rk:					
Prepa	red By:	Chew				
				ACCM Total	Previous Claim	n This Clai
A Bil	Total			182,229.86	91,576.76	90,653.1
Va	riation Order			0.00	0.0	0.0
Ma	aterial On Site			0.00	0.0	0.0
То	tal Work Done			182,229.86	91,576.76	90,653.1
Re	tention Sum			[18,222.99]	[9,157.68	[[9,065.3
Re	lease Retention	1		0.00	0.0	0.0
То	tal Retention			[18,222.99]	[9,157.68] [9,065.33
An	nount Certified			164,006.87	82,419.00	8 81,587.7
B MI	sc					
Ad	Ivance Payment	1		0.00	00.03	0.0
					Sub Tota	0.0
					Tax Invoice By Contracto	81,587.7
-	yment Deductio					
	amuda Trading S			40,000.00	10,000.00	
	aster Pave Sdn			20,000.00	20,000.00	
CL	.Q Trading Sdn	Bhd		20,000.00	0.0	
			Payment Deduction	n ByGAMUDA LAND	SDN BHD (Gamuda Garder) 50,000.0
				Ne	t Payable Amount (MYR)	31,587.7
Verifie	er Log					
No.	Nar	ne	Verified At		Remarks	
1	Chris V	olcano	11/10/2019			
2	Stat	11	11/10/2019			
-						



Update BQ Claim

1. Click "Project Breakdown" to update the claim (under BuildSpace Pro).

space		📌 👤
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 BH
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 :	
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.

build space			🕀 🚨
st Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)			
oject Breakdown Project Properties Claim Certificates			
Re-Measure Provisional 🔻 I 🔐 Location Management 🛛 🍳 Define Locations 🛛 🕋 Sub-Packages 🛛 🙆 Reload			
b. Description	Overall Total	%	Amoun
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT		Up To Date	+ Claim
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852.500.00		
BILL NO.2 - PILING WORKS	1,179,754.88		
	10.120.362.45	11.04%	1,117,009.6
BILL NO.3 - MULTI TYPES BILL NO.4 - SINGLE TYPE DILL NO.4 - SINGLE TYPE DILL NO.5 - DRONSOND AND	1,216,033,29	0.74%	8,978,1
BILL NO.5 - PROVISIONAL SUM	16,626,000.00		
VARIATION ORDER	27,729.95		
MISCELLANEOUS		i i i	
ADVANCE PAYMENT			
MATERIAL ON SITE			
DEPOSIT			
KONG SI KONG			
WORK ON BEHALF			
BACKCHARGE			/
PURCHASE ON BEHALF			
WORK ON BEHALF (BACKCHARGE) PENALTY			
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.

-	build space			*	
Post	Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)				
Proje	t Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞				
Туре	'Unit >				
No.	Description	Rename Description	Amount	% Up To Date Clai	Amount n
	Default 🔒				
			1.216.033.29	0.74%	8,978.13



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

1	space						1	۸
Post	t Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)							
Proje	ect Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞							
Туре	e / Unit 〉 Default :: Unit 1 〉							
⊕ A	Apply to other unit							
No.	Description	Total	%	Amount	%	Amount	%	Amount
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251.741.71	Previous	Claim	Current 0 3.57%	8.978.13	Up To Date 3.57%	Claim 8,978,13
2	BII NO. B.4/2 - FRAME	84,595.30			5.5770		5.57 %	0,970.13
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	BIII 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						
44	DILNO R 4/11 FLOOD FINISHES	10,620,20						

5. Double click the **"Element"** to update the **claim item by item.**

	space								A 1		
Post (Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)										
Projec	t Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞										
Type /	'Unit ∑ Default :: Unit 1 ∑ Bill No. B.4/2 - FRAME ∑										
No	Description	Qty	Unit	Rate	Total	%	Amount	%	Amount	%	
NO.	Description	ary	Unit	Kato	Total	Previous Cl	aim	Current Clai	m		U
1	Vibrated Reinforced Concrete Grade 25, as specified in,										-
	Columns.				9,922.00			1			
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.**

space			* 10
Post Contract > GADANGAN MEMBINA KONDOMI	NUM 25 TINGKAT (Status: POST CONTRACT)		
Project Breakdown Project Properties Claim Ce	rificates		
Re-Measure Provisional *	gement 💡 Define Locations 🔓 Sub-Packages 🚺 Reload		
No. Description	Overall Total	% Ur	Amount To Date Claim
CADANGAN MEMBINA KONDOMINIUM	25 TINGKAT		
1 BILL NO.1 -GENERAL CONDITIONS &	8 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	97,12,00		
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			



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).

	Project Properties Claim Certificates		
R	Re-Measure Provisional 🔻 🔐 Location Management 🍳 Define Locations 🕋 Sub-Packages 🔮 Wastage Report 🏢 Final Account State	nent 🛛 🧮 Budget Rep	oort 🔻 🥑 Reload
No.	Description	Omitted Items	Overall Tota
	Tower A Development Phase 1		
1	BILL NO.3 - MULTI TYPES		9,919,947.4
2	BILL NO.4 - SINGLE TYPE		1,209,493.2
	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)							
Proje	ect Breakdown	Project Properties	Claim Certificates	DEBIT AND CREDIT NOTE	\otimes		
Acco	unt Group $>$						
No f	ilter applied						
No.	Account Gro	up					
1	PIV		1				
2	Debit Note (I	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.



space Post Contract	
Post Contract > Tower A Development Phase 1 (Status::POST CONTRACT)	
Project Breakdown Project Properties Claim Certificates DEBIT AND CREDIT NOTE (x)	
Account Group $ ightarrow$ Debit and Credit Note Claims $ ightarrow$	
No filter applied Find by:	Description 💌
🕀 Add Row 🛛 😑 Delete Row	
No. Description	Attachment C
1 Debit Note	Upload
2 Press Enter to input description	Click to upload attachment

4. 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**.

space			📌 💄
Post Contract > Sample Project for Account Code (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates Account Code Settings DEBIT AND CREDI	NOTE 🛞		
Account Group $ ightarrow$ Debit and Credit Note Claims $ ightarrow$			
No filter applied		r. Description 💌	🔿 😔 🔍 Search 🔞 Refresh
🕀 Add F 📀 Open	×		
No. De \leftrightarrow \rightarrow \checkmark \uparrow ke \land Presentation Files > Sample Drawings > PDF files	✓ Ŭ Search PDF files 🔎	Attachment Claim Cert No.	Amount Updated At 19/06/2019 11:49
2 Organize • New folder	III • 🗆 🕐 🔤	Chan 1	
Cuick access	Select a file to preview.	Step 1	
File name:	Step 4 Open Cancel		Step 5
No. Name 1 Drawing-2.pdf 2 All uploaded files will be here	Uploaded By Zulkamal	Upleaded At 19/06/2019 12:14 pm Upload	Step 2
Delete			



5. Once already key in the description you can double click to open to "sub level".

-	space	Post Contra	act		
Post	Contract > Tov	ver A Development P	hase 1 (Status::PO	ST CONTRACT)	
Proje	ct Breakdown	Project Properties	Claim Certificates	DEBIT AND CREDIT NOTE	\otimes
Acco	unt Group $>$	Debit and Credit Not	te Claims 〉		
No fi	Iter applied				
(A	dd Row 🛛 🖯	Delete Row			
No.	Description				
1	Debit Note		Doub	e click to open	
2					

6. 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

space	Post Contract				
	r A Development Phase 1 (Status::POST Co Project Properties Claim Certificates DEE		8		
Account Group > De No filter applied	ebit and Credit Note Claims $ ightarrow$ Debit and C	Credit Note Claim Items $>$			
Add Row O Del	ete Row	Invoice Number	Invoice Date	Due Date	Attachment
DN-GAMUDA	PAVE BUILDING TRADING BUILDING MANCE BOND	Click to select			

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

Post Contract									*	
Post Contract > Sample Project for Account Code	e (Status::POST CONTRAC	ст)								
Project Breakdown Project Properties Claim C	ertificates Account Code S	Settings DEBIT AND	D CREDIT NOTE	8						
Account Group $>$ Debit and Credit Note Claims	> Debit and Credit Note	Claim Items >								
No filter applied					Find by:	Description	•	\odot) Q Search	🙆 Refresh
🕀 Add Row 😑 Delete Row										
No. Description	Invoice Number	Invoice Date	Due Date	Attachment	Unit	Quantity	Rate	Amount	Rema	ark
1 Building Works	102030			Upload		100.00	100.00	10,000.00	To add rem	arks here
2										
				Press ent						-



ount to current

CPR

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"

Post Contract > Sample Project for Acc Project Breakdown Project Properties	count Code (Status::POST CONTRA Claim Certificates Account Code		NOTE 🛞					
Account Group > Debit and Credit No	ote Claims > Debit and Credit Note	Claim Items >						
No filter applied				Find by:	Description	•	\odot	Q Search
🕀 Add Row 😑 Delete Row								
No. Description	Invoice Number	Invoice Date Du	e Date Attachment	Unit	Quantity	Rate	Amount	Remark
	102030	· · · · · · · · · · · · · · · · · · ·	Upload		100.00			
2		June June P S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 10 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 2018 2019 2020 2020 3 3 4 5 6 20 2 2 2 2 2 2 2 2 2 2 3 4 5 6 2 2 <td></td> <td></td> <td>J Click "Up attachme</td> <td>load" to add</td> <td></td> <td></td>			J Click "Up attachme	load" to add		

9. 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.

1	space	Post Contr	act							
Post	Contract > To	wer A Development F	Phase 1 (Status::PO	ST CONTRACT)						
Projec	ct Breakdown	Project Properties	Claim Certificates	DEBIT AND CREDIT NOTE	×					
Accou	int Group >	Debit and Credit Not	te Claims 〉							
No fil	ter applied					Find by: Description	-			$\odot \odot Q$
🕀 🕀	id Row 🛛 😑	Delete Row								
No.	Description						Attachment	Claim Cert No.		Amount
1	Debit Note						Upload			25,000.00
2										
									Click to tie debit/credit n	ote

10. 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**".

est for Variation						Contract & Contingency Sum
Overall Cost Es	timate for RFV	Proposed	d Cost Estimate for RFV		Арргоу	🛓 VO Report
Group	RFV Number	Al/El Number		Description		RFV Cat

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

Contract & Contingency Sum

Contract and Contingency Sum D	etails	
Original Contract Sum (MYR) MYR 11,129,440.74 Submit Back	Contract Sum Includes Contingency Sum Tick if contigency sum is included under original contract sum	Contingency Sum (MYR) 2000000 Input Contingency Sum

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.

Home > Tower A Development Phase 1 > Request for Variati	on		Post Contract
Request for Variation Form			Action(s) -
Request for Variation			+ Add New RFV
Overall Cost Estimate for RFV	Proposed Cost Estimate for RFV	Арргом	Contract & Contingency Sum
			🛓 VO Report

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

ome > Tower A Development Phase 1 > Request for Variation > Request for Variatio	n Form F
Request for Variation - New Request for Variation	
🗅 RFV Details	
Description of Proposed Variation Work*	Reasons for Variation*
Change of concrete grade 15	Upgrading
RFV Category*: Due to Site Condition	Time Implication (if any)
	-
	Submit Bad

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

Request for Va	riation - Pending Cost Estimate	
RFV Details	🔲 Cost Estimate	
RFV Number : 3		
Description of Pr	oposed Variation Work	Reasons for
Additional concre	ete columns	more load s
RFV Category		Estimated Cost of Proposed Variation Work
Client Requirem	ent	MYR 0.00
1 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.

uest for Variation				
	ost Estimate for RFV	Proposed Cost	Estimate for RFV	Approved RFV Amount
Group	RFV Number	Al/El Number	Description	RFV Category

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*	Reasons for Variation*						
Add new column	more load support						
RFV Category	Estimated Cost of Proposed Variation Work	Time Implication (if any)					
RFV Category Due to Site Condition	Estimated Cost of Proposed Variation Work RM 0.00	Time Implication (if any)					
		Time Implication (if any)					
		Time Implication (if any)					
Due to Site Condition		Time Implication (if any)					

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

1		Concrete grade 15	ITEM		
No.	Bill Ref.	Description	Туре	Unit	Rate
					MYR 0
🕀 Add F	Row 😣 Dele	te Row 1 Import			Estima
🗋 RFV	Details	Cost Estimate			
_		_			
= Reau≀	est for Variation	on - Pending Cost Estimate			



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)

Request for Variation - Pending Cost Estimate					
🗅 RFV	Details 🔳 C	ost Estimate			
Click to import cost Estimation from excel file					
	Row S Delete Ro	estimation from excel file			
	Kow Velete Ko	estimation from excel file			
No.		escription	Туре	Unit	MYR 0.00

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

А	В	С	D	E	F
Bill Ref	Description	Unit	Rate	Quantity	Total
	Bill No. 3.1				
	VORK BELOW GROUND FLOOR LEVEL				
	Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape,				
	urned up against wall for at least the full thickness				
	of floor (measured nett : allow for laps and turn				
	<u>(di</u>				
Α.	Single layer 0.25mm thick polythene vapour	m³	2.60	532	1,383.20
	parrier, under floor slab.				
	/ibrated reinforced concrete Grade 35/20, as				
	specifieed, in,				
В.	Pad footing	m³	337.00	303	102,111.00
C.	Column stumps. (Provisional)	m ³	432.00	6	2,592.00
<	3.1 +				



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

:4 .5	Β.	Pad footing	m ³	337.00	303
:6 .7	C.	Column stumps. (Provisional)	m³	432.00	6
	•	3.1 +			

Step 3

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

***		· · · · ·						
	A B	С	D	E	F	G	Н	1
2								
3			_					
4	ltem		Unit	Quantity	Rate	RM		
6	nem		- China	quantity	rute			
7								
8		Bill No. 3.1						J
9		WORK BELOW GROUND FLOOR LEVEL						
11		Excavate oversite, commencing from platform						
12		level						
		Net succeding 250mm to reduce level	m ³	125	3.50	437.50		
14 10	Α.	Not exceeding 250mm, to reduce level.	m	125	3.50	437.50		
16		Excavate, commencing from reduce level.						
1/ 18	В.	Maximum depth not exceeding 2.00m deep, for	m ³	188	8.50	1,598.00		
19 20	υ.	footings.		100	0.00	1,000.00		
			3					
21	C.	Maximum depth not exceeding 2.00m but not	m ³	554	10.50	5,817.00		
22		exceeding 4.00 deep, for footings.	-					
24	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)

	Α	В	С	D	E	F	G	Н
49 50			Disposal off site, including paying all dues					
51 52		L.	Excavated materials	m ³	936	3.00	2,808.00	
53			Hardcore, consolidated and blinded to receive					
54 55			concrete					
50	_	М.	150mm (consolidated thickness), under floor.		532	9.50	5,054.00	
57								
58								
59					To Collec	tion	33,560.00	
60			PERPUSTAKAAN					
61			08/1409 - UITM ARAU, PERLIS					
62			3.1/1					
63								
64			Work Below Ground Floor Level (Cont'd)					
-								
66			Damp proof membrane, well lapped in the joints					
67			and sealed with approved pressure sensitive tape,					
68			turned up against wall for at least the full thickness					
69			of floor (measured nett : allow for laps and turn					
70 /1			<u>up)</u>					

6. To import, click "**Import**" and click "**Choose File**" select BQ Excel files and click "**Import**".



Cost Estimate File *:

Choose File RFV BQ original edited.xls

Remove previous data

Tick to remove previous imported cost estimation



 \times

7. After finalized the RFV cost estimate, click "**RFV Details**" to submit for approval.

	 Request for Variation - Pending Cost Estimate RFV Details Cost Estimate 							
O Add F	Add Row Selete Row ▲ Import Estimated Cost of Propo MYR 245,115.00							
						Budget		
No.	Bill Ref.	Description specmeeu, m,	Туре	Unit	Rate	Qty		
5	В.	Pad footing	ITEM	m3	337.00	303.00		
6	С.	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				
KFV Number : I				
Description of Pr	oposed Variation Work	Reasons for Var	riation	
Change of concre	ete grade 15	Upgrading		
DEV Cotorer		Estimated Cost of Decosed Medation West	The local action (16 and 2	
RFV Category Due to Site Condi	ition	Estimated Cost of Proposed Variation Work MYR 245,115.00	Time Implication (if any)	
Due to site condi		WHR 245, 115.00		
よ Upload	Click to upload attachment			
File Name				
Drawing 2.pdf				×
Drawing 1.pdf				×
Showing 1 to 2 of	f 2 entries		Click to submit for verification	Previous 1 Next
			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 Estimate			
Click to view on detail cost estimation			
KPV Number : I			
Description of Proposed Variation Work*	Reasons for Variation	1*	
Change of concrete grade 15	Upgrading		
RFV Category*: Estimated Cost of Proposed	Variation Work	Time Implication (if any)	
Due to Site Condition v MYR 245,115.00			
File Name			
Drawing 2.pdf Click to download attachment			
Drawing 1.pdf			
Showing 1 to 2 of 2 entries			Previous 1 Next

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)*

E Request for Variation - Pending Verification				⊖ (
🗅 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 Vari	ation Work	Time Implication (if any)	
Due to Site Condition $$	MYR 245,115.00			
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*)

	Form				
uest for Variation					
Overall Cost	Estimate for RFV		Proposed Cost Estimate for RFN	/	Approved RFV Amount
Group	RFV Number	AI/El Number	Descript	on	RFV Category
Group Filter colum	RFV Number		Descript er by description	on	RFV Category filter by category

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

me > Tower A Development Phase 1 > Request for Varia	tion > Request for Variation Form		Post Co
Request for Variation - Verified The RFV is in the representation RFV Details Click to vie estimation	iew cost		٥
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	chment		
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	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 Va	riation		Post
⊞R	equest for Variation Fo	orm			Action
Requ	uest for Variation				
	Overall Cost Estin	mate for RFV		Proposed Cost Estimate for RFV	Approved RFV Amount
	Group	RFV Number	AI/EI Number	Description	RFV Category
	filter column		filter by Al Number	filter by description	filter by category

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

Update AI/EI Number

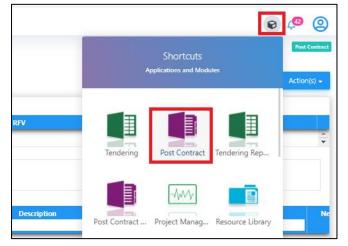
AI/EI Number		
AI/EI Number		
	Save	Close



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"

1	space			})
Post	Contract > HOUSING PROJECT (Status::POST CONTRACT)				
Proje	ect Breakdown Project Properties Claim Certificates Account Code Settings				
N R	e-Measure Provisional 🔻 🏪 Location Management 🛛 😨 Define Locations 📔 Sub-Packages 🥸 Wastage Report 🏢 Final Account Statement 🙆 Reload				
No	Description	Overall Total	%		Amount
		Overall Total	Up To D	ate Claim	
	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	276,370.00	1.09%		3,000.00
	REQUEST FOR VARIATION CLAIMS				
	MISCELLANEOUS				

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

-	build space			🔹 🌸
Post	Contract > H	JUSING PROJECT (Status::POST CONTRACT)		
Projec	ct Breakdown	Project Properties Claim Certificates Account Code Settings REQUEST FOR VARIATION CLAIMS 🛞		
Requ	est For Variat	on Claims >		
No.	RFV No.	Description	Total Claim Amount	Deduction At Claim Cert
		VO Number: 5 - Change the size of door Double click the description		-
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

	space								1) 👤
Post C	ontract > HOU	SING PROJECT (Status:: POST CONTRACT)								
Project	Breakdown F	Project Properties Claim Certificates Account Code Settings REQUEST FO	R VARIATION CLAIMS 🛞							
Reque	st For Variation	Claims $ ightarrow ext{Request For Variation Claim Items }$								
No.	Bill Ref	Description	Туре	Unit	Rate	Qty	Total	% Claims	Amount	Claim Cert N
1		Door size 2100mm x 600mm x 35mm thick	HEAD 1					Ciaima		
							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



sp/c	d								-	
Post Contract >	HOUSING PROJECT (Status::POST CONTRACT)									
Project Breakdo	wn Project Properties Claim Certificates Account Code Setti	gs REQUEST FOR VARIATION CLAIMS 🛞								
Request For Va	riation Claims $>$ Request For Variation Claim Items $>$									
No. Bill R	lef Description	Туре	Unit	Rate	Qty	Total	%		mount	Claim Cert No.
					4.9			Claims		
1	Door size 2100mm x 600mm x 35mm thick Master Bedroom	HEAD 1							-	
3	Bedroom 2	ITEM	no	320.00	10.00	3.200.00				
4	Bedroom 2	ITEM	110	320.00	10.00	5,200.00				
		Confirmation								
		This Request For Variation clai	an will be be attached to	a a Claim Cadificata						
		Do you want to proceed ?	m will be be attached to	o a Claim Certificate.						
		Claim Certificate No. : 4 C	laim certificate"	'In Progress''						
		Claim Certificate No. : 4	laim certificate"	'In Progress''						
		Claim Certificate No.: 4	laim certificate"	'In Progress''						
		Claim Certificate No. : 4	laim certificate"	'In Progress''						
		Claim Certificate No. : 4	laim certificate"	'In Progress'' Yes No						
		Claim Certificate No. : 4	laim certificate"							
		Claim Certificate No.: 4	laim certificate"							
		Claim Certificate No 4	laim certificate"							
space	d	Claim Certificate No 4	laim certificate"							•
sp/c		Claim Certificate No.:4	laim certificate"						*	
Post Contract >	HOUSING PROJECT (Status::POST CONTRACT)		laim certificate"						*	
Post Contract >			laim certificate"						*	
Post Contract > Project Breakdo	HOUSING PROJECT (Status::POST CONTRACT)		laim certificate"						Ŕ	
Post Contract > Project Breakdo Request For Va	HOUSING PROJECT (Status::POST CONTRACT) wm Project Properties Claim Certificates Account Code Setti riation Claims > Request For Variation Claim Items >	191 REQUEST FOR VARIATION CLAIMS ③		Yes No			96	Α	emount ,	
Post Contract > Project Breakdo Request For Va No. Bill F	HOUSING PROJECT (Status: POST CONTRACT) www.Project Properties Claim Certificates Account Code Setti riation Claims > Request For Variation Claim Items > Ref Description	gs REQUEST FOR VARIATION CLAIMS ③	Jaim certificate"		Qty	Total	96	A Claims	mount (L Claim Cert No
Post Contract > Project Breakdo Request For Va No. Bill F 1	HOUSING PROJECT (Status: POST CONTRACT) mm Project Properties Claim Certificates Account Code Setti ritation Claims > Request For Variation Claim Items > Ref Description Door size 2100mm x 600mm x 35mm thick	REQUEST FOR VARIATION CLAIMS Type HEAD 1		Yes No Rate				Claims		
Post Contract > Project Breakdo Request For Va No. Bill F 1 2	HOUSING PROJECT (Status: POST CONTRACT) Mm Project Properties Claim Certificates Account Code Setti fattor Claims > Request For Variation Claim Items > Med Description Door size 2100mm x 600mm x 35mm thick Master Bedroom	Ign REQUEST FOR VARIATION CLAIMS Image: Type HEAD 1 ITEM		Yes No Rate 300.00	20.00	6,000.00	%	Claims	xmount (200.00	Claim Cert No 4
Post Contract > Project Breakdo Request For Va No. Bill F 1	HOUSING PROJECT (Status: POST CONTRACT) mm Project Properties Claim Certificates Account Code Setti ritation Claims > Request For Variation Claim Items > Ref Description Door size 2100mm x 600mm x 35mm thick	REQUEST FOR VARIATION CLAIMS Type HEAD 1	Unit	Yes No Rate				Claims		Laim Cert No.

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.

R	Re-Measure Provisional 🔻 싎 Location Management 🍳 Define Locations 🕋 Sub-Packages 🔮 Wastage Report 🏢 Final Account Sta	tement 🙆 Reload	
No.	Description	Overall Total	%
	KK257 (Post Contract Briefing)		
1	BILL NO.3 - TYPE A Double click to	21,309,900.00	0.539
2	BILL NO.4 - TYPE B open VO	784,800.00	
	VARIATION ORDER	8,800,00	

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

Post	Contract >	KK257 (Post Contra	act Briefing) (Status::POS	T CONTRACT)						
Proje	ct Breakdo	wn Project Properti	ies Claim Certificates	VARIATION ORDER	R 🛞					
Varia	tion Orders	s >								
(A	dd Row	Delete Row		_		_				
No.	RFV No.	Description		Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	Net Omission/Additior
1	5	RFV Number: 5	Double click to	Upload	BUDGETARY	2	1,000.00		4,000.00	4,000.00
2	4	RFV Number: 4	open & prepare	Upload	BUDGETARY		8,000.00	Budget amount is		
3	3	RFV Number: 3	VO	Upload	BUDGETARY		18,000.00	synced from approved RFV		
4	2	RFV Number: 2		Upload	BUDGETARY		20,000.00	approved Kr v		
5		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.

Post Co	ontract > KK257	7 (Post Contrac	t Briefing) (Status::POST CC	NTRACT)						
Project I	Breakdown P	Project Propertie	s Claim Certificates VAR	ATION ORDER 🛞						
Variation	n Orders > R	FV Number: 4	>							
Variation	n Order Items	Claim Revisio	ns							
Variation	n Order Items	>								
🕀 Add	Row 🕘 Ind	ient 🛛 🛞 Out	dent 🛛 😑 Delete Row	Omit From Bills						
No	Bill Ref	Total Unit	Description	Data synced from RFV	Attachment	Туре	Unit	Rate	Qty	Total
1		1	gym equipment		Upload	ITEM	L.Sum	8.000.00	Budget 1.00	8,000.00
		_	37					-1		-
2		1			Upload	ITEM				

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

Post C	Contract > KK257	7 (Post Contrac	t Briefing) (Status::POST C	CONTRACT)							
Project	t Breakdown P	roject Propertie	s Claim Certificates VA	RIATION ORDER	9						
Variatio	on Orders > R	FV Number: 4	>								
ariatio	on Order Items	Claim Revision	15								
/ariatic	on Order Items	>									
		•	lent 🕞 Delete Row	Omit From Bills							
€ Add	d Row 🛛 🕣 Ind	ient 📀 Outo		Omit From Bills		A 44 - 1	Tune	11-14	Rate	Qty	Total
		ient 📀 Outo	ient 🛛 🕞 Delete Row	Omit From Bills		Attachment	Туре	Unit		Qty Budget	Total
€ Add	d Row 🛛 🕣 Ind	ient 📀 Outo	Description gym equipment		Single click to select the row	Attachment Upload	Type	Unit			Total 8,000.00
⊕ Add	d Row 🛛 🕣 Ind	ient 📀 Outo	Description		Single click to select the row	Upload Upload				Budget	

5. Double click to select which bill & unit.

Onin	From Bills
Bills	\rangle
<mark>(</mark> 2) C	lose
No.	Title
	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	



6. Double click to select which element.

Omit	t From Bills
Bills	> BILL NO.4 - TYPE B > Unit 1 >
<mark>(2)</mark> C	llose
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	BIII No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION
6	BIII No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS
-	5 17 5 17 5 17 5 17 5 10 10 10 10 10 10 10 10 10 10 10 10 10

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

onno	> BILL NO.4	- TYPE B > Unit 1 > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVE >				
80	Close 🕘 Im	port				
	Bill Ref	Description	Туре	Unit	Qty	Rate
	1/1 E	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM	M2	567.00	100.00
		Concrete Grade 15, as specified, in,	HEAD 1			
~	1/1 F	50mm Blinding, under pile caps.	ITEM	M2	29.00	100.00
~	1/1 G	50mm Blinding, under ground beams.	ITEM			
	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
		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.

riatio	on Order Items	Claim Revision	15						
ariatio	on Order Items	>							
Ado	d Row 🛛 🛞 Inc	dent 🛛 💮 Out	ient 🛛 😑 Delete Row 🛛 🛄 Omit From Bills						
ło	Bill Ref	Total Unit	Description	Attachment	Туре	Unit	Rate	Qty	Total
10		Total Unit	Description	Attachment	Type	Unit	E	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			
1	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2			
		1		Upload	IIEM				
			1		ITEM				

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

Variation	Order Items Clain	Revisions							
Variation	Order Items >								
🕀 Add R	low 💽 Indent	📀 Outdent 🛛 😑 Delete	Row 🛛 🤮 Omit From	Bills					
te	Qty	Total		Qty	Total	Qty	Total	Nett	
В	udget		Rate	Omissio	1	Addition		Omission/Addition	
0	1.00	8,000.00							
			100.00	29.00	2,900.00 <mark>50</mark>		ress "Enter" fill in	(2,900.00	
			100.00	97.00	9,700.00			(9,700.00	

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 Nu	mber: 4 >						
Variation	Order Items Claim	Revisions						
Variation	Order Items 🗦							
🕀 Add R	low 🕘 Indent	📀 Outdent 🛛 😑 Delete	Row 🤮 Omit From	Bills				
te	Qty	Total	Dete	Qty	Total	Qty	Total	Net
В	udget		Rate Omission			Addition	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.

No		Departmention
(Ac	id Row	Delete Row
Variat	Variation Orders >	

No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	0
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	
		RFV Number: 4	Upload	BUDGETARY			12,600.00		
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				BUDGETARY					

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

No. Name	Uploaded By	Uploaded At	- Attachme
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"**.

Projec	t Breakdor	wn Project Properties Claim Certific	variation order	R 🛞							
Variati	ion Orders	\rightarrow									
€ Ad	ld Row	Delete Row									
No.	RFV No.	Description	Attachment	Туре	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
		RFV Number: 4	Upload	BUDGETARY			12,600.00		(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				BUDGETARY							

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

Are you sure you want to s	end 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 <u>MUST</u> update the RFV claimed amount into VO claim once VO is approved.

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

Proj	ect Breakdown Project Properties Claim Certificates Account Code Settings	
F	te-Measure Provisional 🔻 싎 Location Management 🍳 Define Locations 🕋 Sub-Packages 🗳 Wastage Report 🏢 Final Account Statement 🞯 Reload	
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	

2. Double click at the VO. (Make sure the VO's status is Approved.

Proje	ect B	reakdo	High Rise Building Development Phase 3A wn Project Properties Claim Certificates	-		RDER 🛞						
/aria	tion	Orders	s >									
ÐA	dd R	Row	O Delete Row									
No.	RF	V No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status
1 2		1	VO Number: 1 - Additional Floor Slab	Upload	BUDGETARY BUDGETARY	2	245,115.00	7,519.05	114,852.20	107,333.15	51,938.18	APPROVE
2					BUDGETARY							

3. Click Claim Revisions

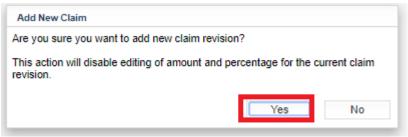
	space	Post Cont	ract			
Post C	Contract > High I	Rise Building De	evelopment Phase 3A (Status::POST CONTRACT)			
Project	t Breakdown F	roject Propertie	s Claim Certificates Account Code Settings VARIATION ORDER 🛞			
Variatio	on Orders $> V$	O Number: 1 - /	Additional Floor Slab >			
Variatio	on Order Items	Claim Revisior	IS			
Variatio	on Order Items	>				
No	Bill Ref	Total Unit	Description	Attachment	Туре	Unit
1			WORK BELOW GROUND FLOOR LEVEL	Upload	HEAD 1	
1 2			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)	Upload Upload	HEAD 1 HEAD 1	
	A.	1	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			m3
2	A	1	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	m3

4. Click Add New Claim.

•	
1	Post Contract
Pos	t Contract > High Rise Building Development Phase 3A (Status::POST CONTRACT)
Proj	ect Breakdown Project Properties Claim Certificates Account Code Settings VARIATION ORDER 🛞
Varia	ation Orders $ ightarrow$ VO Number: 1 - Additional Floor Slab $ ightarrow$
Varia	tion Order Items Claim Revisions
₽≁	Add New Claim Olelete Row
No.	Claim Version
1	Version No. 1
2	



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



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

space Post Contract			
Post Contract > High Rise Building Development Phase 3A (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates Account Code Settings VARIATION ORDER 🛞			
Variation Orders > VO Number: 1 - Additional Floor Slab >			
/ariation Order Items Claim Revisions			
🕀 Add New Claim 🛛 😑 Delete Row			
No. Claim Version	Claim Cert No.	Current Viewing Claim	Status
1 Version No. 1	2	View This Revision	Locked
2 Version No. 2		 Image: A start of the start of	In Progress
3			

7. 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	
										_		
										Press	"Enter " to	
										update	e VO workdon	e
14.65	40.00	434.00	119.35	30.00%	3.30	35.81				30.00%	3.30	35.81
52.45			2,202.55	30.00%						<u>80.00</u>		
51.95	800.00	8,680.00	2,528.05									
				_								

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

🔭 ѕрлсе	Post Contra	act		
Post Contract > H	igh Rise Building Dev	elopment Phase 3A	(Status::POST CONTR	RACT)
Project Breakdown	Project Properties	Claim Certificates	Account Code Setting	s VARIATI
Variation Orders	VO Number: 1 - A	dditional Floor Slab	>	
Variation Order Ite	ms Claim Revisions	•		
Variation Order Ite	ms >			
Qty	Total	Qty	Total	
Ominaian		A statistic	-	Omieeion//



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



10. Press Yes to lock the VO claim version.



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

Post Contract			
Post Contract > High Rise Building Development Phase 3A (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates Account Code Settings VARIATION ORDER (3)			
Variation Orders $ ightarrow$ VO Number: 1 - Additional Floor Slab $ ightarrow$			
Variation Order Items Claim Revisions			
Add New Claim Oplete Row		-	
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			

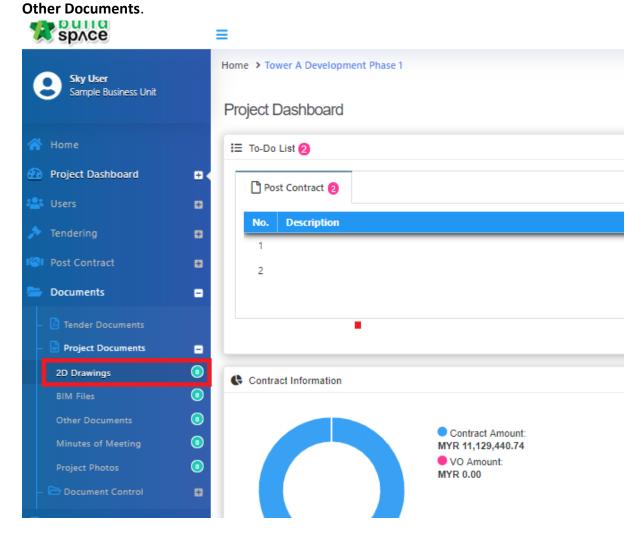


Upload & share QS/Architect certificate in system

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

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

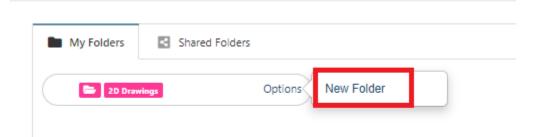
To upload & share QS/Architect certificate, click Documents > Project Documents >



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



2D Drawings



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

New Folder	×
Architect Certificate	
	Save Cancel



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

Home > Tower A Development Phase 1 > Project Documents > 2D Drawings	
Drawings	
My Folders Shared Folders	
20 Drawings Options	Open
Architect Certificate 0 Files	Options Rename Delete Share
	Charo

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

Architect Certificate								
Documents								
٩					Click to upload attachment	🛓 Uplo	oad	10 🗸
File Name	Description	Revis	i 1	Issued By				
File Name	Description	Revision	Date	Issued By			Edit	Delete
	No data available in table							
Showing 0 to 0 of 0 entries						Pr	evious	Next

7. Click Add Files

+ Add files ③ Start Upload Ø Cancel upload					
	Add files	Start Upload	⊘ Cancel upload		



	•	
↑ 🔄 « Desktop → Architect Certificate	✓ ♂ Search Architect Certificate	С
New folder		?
p 🖈 ^ Name	Date modified Type	
oads 🖈 🔒 Architect Certificate	20/6/2007 1:09 PM Adobe Acro	oba
ents 🖈		
s 🖈		
Drive 🖈		
ussion 18		
O (D:)		
ion		
ebq		
2		
v <		3
File name: Architect Certificate	V All Files	/
L	Open Cancel	

8. Browse and select the attachment, then click Open

9. Click Start upload.

Upload File	S		>
+ Add files	Start Upload ⊘ Cancel upload		
Preview	File Name	Size	Actions
	Architect Certificate.pdf	42.75 KB	
	Architect Certificate.pdf	42.75 KB	Start Ø Cancel

10. Once uploaded the attachment, close the tab.



Upload File	S			×
+ Add files	Start Upload ⊘ Cancel upload			
Preview	File Name	Size	Actions	
	Architect Certificate_0001.pdf	42.75 KB	Delete	

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

Architect Certificate_0000.pdf		0
File Name	Description	Revisi
File Name	Description	Revi:
Documents		
Architect Certificate		
Home > Tower A Development Phase 1 > Project Documents > Other D	ocuments > Architect Certificat	

12. Click **Options > Share**

My Folders Shared Folders	
Cother Documents Options	Open New Folder
Architect Certificate 1 Files	Options Rename

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



Share Folder

	Group
	Consultant 5
	Consultant 4
	Consultant 3
	Project Manager
	Group Contract
	C&S Consultant
	M&E Consultant
\checkmark	QS Consultant
	Buildspace Contractor 1
~	Architect
Tick	to select Cancel

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

Home > Tower A Developn	nent Phase 1 > Project Documents > Other Docume	nts
Cther Docume	nts	
My Folders	Shared Folders	
Cother I	Documents Options	
🗌 🔚 Archite	ct Certificate	Options



How to view folder that shared by other parties

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

🖽 Proje	cts			
Projects				
V Proje	ects Sub Projects	Filter by Subsidiary None		
No.	Contract Number	Name Filter	Status Filter	Action(s)
		Sample Project 888 25-Jun-2020 Vietnam, HB Chi Minh Standard		
3	BDSBa/MBW/C012/20	Vietnam Project A	Post Contract	→ 3 😭 0
		24-Jun-2020 Malaysia , Putrajaya Standard		
4	CO4/MBW/C001/20	KK257 - CO4 Test	Post Contract	+3 #2 0
		19-Jun-2020 Malaysia , Putrajaya Standard		
5	TESB/MBW/C010/20	Tower A Development Phase 1	Post Contract	+0 🔮 0
		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				
🕋 Home					
Project Dashboard	Main Information				
😫 Users 🖬	Contract Number:	TESB/MBW/C			
Set Contract					
Documents –	Title:	Tower A Deve			
– 🖥 Project Documents 🗧					
2D Drawings	Address:	kl			
BIM Files	Description:	ik			
Other Documents		,			
Minutes of Meeting	Contract Type:	Standard			
Project Photos					
– 🗁 Document Control 🛛 🖶	Business Unit Name:	BANDAR SER/			

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

						spлсе
Home > Tower A D)evelopmen	t Phase 1 > Project D	Documer	ts > Other Docu	ments	
Cther Do	ocuments	3				
My F	olders	Shared Folders		Click to view	w shared fo	olders
	Other Docu	ments	Options			

-build

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

Other Documer	nts	
My Folders	Shared Folders	
늘 Project Owner		
Architect	Certificate 1 Files - Open	Click to open

5. Click the file name to download.

Architect Certificate				
Documents				
٩				
File Name	Description	Revis	🗮 Date	Issued By
File Name	Description	Revision	Date	Issued By
Architect Certificate_0000.pdf		0	30/06/2020	Sky User
Showing 1 to 1 of 1 entries				

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.



1	space
Post	t Contract > Test Post Contract (Statuer: POST CONTRACT)
Proj	ect Breakdown Project Properties Claim Certificates Account Code Settings
R	Re-Measure Provisional 🔻 🔐 Location Management 💡 Define Locations 🕋 Sub-Packages 🍄 Wastage Report 🏢 Final Account Statement I
No.	Description
	Test Post Contract
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES
2	BILL NO.2 - PILING WORKS
3	BILL NO.3 - TYPE A
4	BILL NO.4 - TYPE B
	VARIATION ORDER
	REQUEST FOR VARIATION CLAIMS
	MISCELLANEOUS

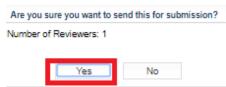
2. Double click to open the latest claim certificate (which is still In Progress status).

M shuc								
Post Contract >	st Contract > Test Post Contract (Status::POST CONTRACT)							
Project Breakdo	Project Breakdown Project Properties Claim Certificates Account Code Settings							
Activate Clai	m Certificate 🥘 Reload							
Claim Certificate	e List 〉							
Claim No.	Amount Certified	Status		Paid Amount	Approval Date			
1	83.092.70	REJECTED		0.00	-			
2	1,159,196.65	IN PROGRESS		0.00	-			

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

Post Contract > sample (Status::POST CONTRACT)							
Project Breakdown Project Properties Claim Certificates	Account Code Settings						
Activate Claim Certificate 🥑 Reload							
Claim Certificate List > Claim Certificate :: 1 (IN PROGRES	ss)>						
Claim Certificate Information Claim Certificate Print Info	Click to view claim						
🎴 Submit 🧪 Edit 🛛 🏢 Export To Excel	details						
Initial Information							
Contractor Submitted Date : 17/05/2019							
Claim Certificate Information							

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

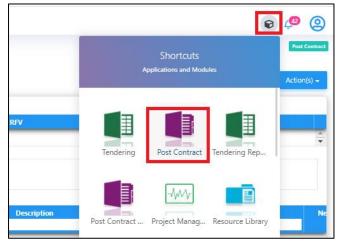


Note: Once the claim certificate is approved by ALL verifiers, system will send out email notification to the sender.

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.

1	space		
Post	:Contract > Test Again for Export MHW File (Status::POST CONTRACT)		
Proj	ect Breakdown Project Properties Claim Certificates		
R	e-Measure Provisional 👻 🔐 Location Management 🍳 Define Locations 🕋 Sub-Packages	🔮 Wastage F	Report
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;

space	1					🛛 👰 👤	
Post Contract >	Test Again for Export MHW File (Statu	IS::POST CONTRACT)					
Project Breakdov	wn Project Properties Claim Certi	ficates					
🙀 Activate Clain	n Certificate 🛛 🛄 Claim Certificate La	yout Settings 🛛 🎯 Reload					
Claim Certificate	List >						
Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Vie	urren ewing Iaim
1	1,256,805.00	APPROVED	0.00	08/01/2020	08/01/2020		w Thi visior
2	7,426.51	APPROVED	0.00	08/01/2020	08/01/2020		w Thi visio
3	5,000.00	APPROVED	0.00	08/01/2020	08/01/2020		w Thi visior
4	76,135.77	APPROVED	0.00	14/04/2020	14/04/2020		~



4. Click at **"Account Code Settings"** tab (this tab only appears when claim cert had been approved).

space				
Post Contract > Test Again for Export MHW File (Status::POS	F CONTRACT)			
Project Breakdown Project Properties Claim Certificates				
Activate Claim Certificate 🛄 Claim Certificate Layout Se	ttings 🕜 Reload			
Claim Certificate List $>$ Claim Certificate :: 4 (APPROVED)	>			
Claim Certificate Information Claim Certificate Print Info	Account Code Settings			
Export To Excel ① Export Claims ④ Import Claims				
Initial Information				
Contractor Submitted Date : 14/04/2020	Site V	erified Date: 14/04/2020	Certificate/QS Received 14	/04/2020
			Date :	
Claim Certificate Information				
Company: Jade Homes		Contracto	PCK CONSTRUCTION SDN B	HD
Letter of Award No.: 1		Claim N	p.: 4	
Works :		Works	2:	
Contract Sum : MYR 68,588,538.06		Retention Su	m: MYR 143,929.70 (GST: 0.00)%	
Work Done Amount : MYR 1,489,296.98		% Completio	n: 2.17%	
Release Retention: 0.00 %		Release Retention Amou	nt : MYR 0.00	
Prepared By : Chew		Amount Certifie	d: MYR 76,135.77	
Payment Due Date : 14/04/2020		PeriodEndir	g: 14/04/2020	

5. 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.

space			📲 👤
Post Contract > Test Again for Export MHW File (Status::POST CONT	RACT)		
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			
r liem Codes			
Item Codes	Current Claim	Infrastructure	Building Works
	Current Claim 0.00	Infrastructure	Building Works
Description			
Description BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	0.00	0	
Description BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES BILL NO.2 - PILING WORKS	0.00	0	
Description BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES BILL NO.2 - PILING WORKS BILL NO.3 - MULTI TYPES	0.00 0.00 0.00	0	
Description BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES BILL NO.2 - PILING WORKS BILL NO.3 - MULTI TYPES BILL NO.4 - SINGLE TYPE	0.00 0.00 0.00 84,595.30	0 0 40,000	0 0 0 44,595.3

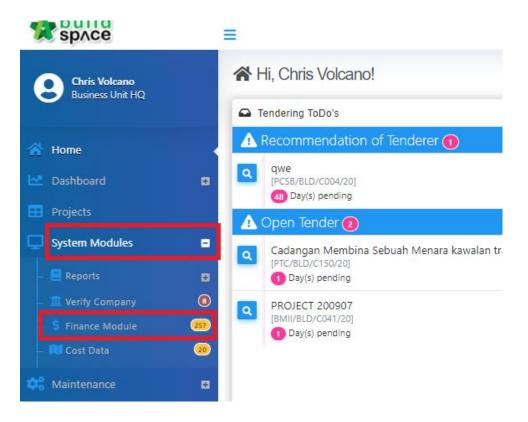
6. Once successfully validated and saved, you will see the following pop up. Click "**OK**" button.

em Codes				
Save				
tem Codes				
Description		Current Claim	Infrastructure	Building Works
BILL NO.1 -GENERAL CONDITIONS & PRELIM	A Success			0
BILL NO.2 - PILING WORKS	Item Code Settings have been saved successfully.			D
BILL NO.3 - MULTI TYPES			Ok	D
BILL NO.4 - SINGLE TYPE		84,595.30	40,000	44,595.3
VARIATION ORDER		0.00	0	0



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.

💌 sp/	\ce	≡							
Home >	Finance Module								
Claim C	ertificates								
	Filter by Subsidiary	None					_		
Am No.	Contract Number	Title	Status	Print	Send	Invoice	Inv Informa	ati Accounting Expor	rt Payn
	filter column	filter column	filter column						
1	EST2/BLD/C001/19	sample	Pending	🔒 Log 🕕	🖌 Log 🕕	*	Pending	E Log 0	
2	PL/BLD/C019/20	CADANGAN MEMBINA SEBUAH GUDANG	Pending	🔒 Log 1	🖌 Log 🕕	<u>*</u>	Updated	🔒 Log 🕕	
3	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	🔒 Log 🕕	🖌 Log 🕕	*	Updated	E Log 0	
4	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER	Pending	🔒 Log 🕕	🖌 Log 🕕	*	Pending	E Log 0	
5	AAAA/BLD/C037/20	KL City Residence Phase 3A (Main Building	Pending	🔒 Log 1	🖌 Log 🕕	*	Pending	E Log 0	



Close

- 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 I	nformation			×
Invoice No.:	Invoice Date:	Post Month:	D	
A	15-Oct-2020 B	202010 C	Save	



Export Accounting File

 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 C	ertificates												
	Filter by Subsidiary	None											
n No.	Contract Number	Title	Status	P	rint	5	end	Invoice	Invoice Informati	A	ccounting Exp	ort P	ayment Collection
	filter column	filter column	filter column		Click to p	print	CPR			Cli	ck to expo	rt to i	Accounting
1	EST2/BLD/C001/19	sample	Pending	₽	Log 🕕	1	Log 0	Ł	Updated	₽	Log 🕕		Log 🕕
2	PL/BLD/C019/20	CADANGAN MEMBINA SEBUAH GUDANG	Pending	₿	Log 1	1	Log 0	¥	Updated	₽	Log 🕕		Log 1
3	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	₽	Log 🕕	1	Log 🕕	÷	Updated	₿	Log 🕕		Log
4	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER	Pending	₽	Log 🕕	1	Log 🕕	÷	Pending	₿	Log 🕕		Log
5	AAAA/BLD/C037/20	KL City Residence Phase 3A (Main Building	Pending	₿	Log 1	1	Log 🕕	÷	Pending	₿	Log 🕕		Log 🛛
6	BE/BLD/C023/20	Test for eclaim submission	Pending	₽	Log 🕕	1	Log 🕕	÷	Pending	⊜	Log 🕕		Log 🛛
7	BE/BLD/C023/20	Test for eclaim submission	Pending	₽	Log 🕕	1	Log 0	÷	Pending	₿	Log 1		Log 🛛
8	BEDR1/BLD/C013/20	Project for eClaim Submission	Pending	₽	Log 1	1	Log 0	¥	Pending	₽	Log 🕕		Log 0
9	PL/BLD/C015/20	Testing eClaim submission	Paid	₽	Log 🕕	1	Log 0	¥	Pending	₽	Log 🕕		Log 0
10	PL/BLD/C015/20	Testing eClaim submission	 Pending	₽	Log 0	1	Log 0	÷	Pending	₽	Log 0		Log 👔

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

Name	Subsidiary Code	Land Area	Proportion (%
J Phase 2	JP2	40.00	50.00
J Phase 3	JP3	40.00	50.00
J Phase 1	JP	30.00	0.00

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

Α	В	C	D	E	F	G	н	1	J	К	L	М	N	0	P	Q	R	S	Т	U	V	W
	lournalTypeC	(Unique Key	ompany C	oompany Nar	^o roject Co	deroject Nam	Phase Code	hase Nam	Description	Currency								upplier Co				
	PIV	V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (CI;	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123222	uilding Work	100000
	PIV	V1663	AAAA	DEVELOPM	BG	rden Constr	ZON2	ZON 2	D-2020 (CI;	MYR			27/04/2020								uilding Work	
	PIV	V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (CI;	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020					nfrastructure	
	PIV	V1663	AAAA	DEVELOPM	BG	rden Constr	ZON2	ZON 2	D-2020 (CI;	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				001233333	nfrastructure	101161.5
	PIV	V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (CI;	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020	13313	100020055	pace Cont			-362091
	PIV	V1663	AAAA	DEVELOPM	BG	rden Constr	ZONI	Zone !	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"

John Doe		Home > Cost Data				
🕋 Home		Cost Da	ta			
🗠 Dashboard	Ð	No.	Name			
🖽 Projects		1	Cost Data for Tower			
System Modules	-	2	Cost Data For New D			
– 🗐 Reports	e	3	Cost Data for BuildS			
	(1029)	4	Test			
 Finance Module Image: Cost Data 		5	Cost Data Testing_Q			
A Maintenance		6	Testing Tender Comp			
		7	Project for Cost Data			

2. Click "Add" to create the new cost data

Home > 0	ost Data							
Cos	Cost Data							
Cost Da	a							
No.	Name	Created By						
1	Cost Data for Tower TTX 🛛 🖉 View 🚇 🖉 Edit 🔍 🗴	Chris Volcano						
2	Cost Data For New Development Project 2020	Chris Volcano						

3. Key in all the information and click "Save"

=		e 4 🙁
Home > Cost Data > Add		
Cost Data		
Cost Data		
Name *:		
Cost Data 101 Type the nam	ne of the Cost Data	
Master Cost Data *:	Type *: Subsidiary *:	\frown
Master Cost Data 101	Standard (V Bandar Malaysia	\bigcirc
Projects:		
PROJECT TEST 101 🛞 PROJECT TOWN ABC1 (Single click to display list of project (Display all projects by subsidiary)	
Notes:		
B I <u>U</u> d₂ ⊞ A	· • ≫ • ⊫ ≡ ± • T! • • • • •	
Type the notes in related	to the	
cost data		
		Back

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

M Cos	t Data		+ Add
Cost Da	a		
No.	Name		Created By
1	Cost Data 101	🛛 View 🔹 🖾 Edit 🔍 🗙	John Doe
2	Cost Data for Tower TTX	🛛 View 🔹 🖾 Edit 🔍 🗙	Chris Volcano
3	Cost Data For New Development Project 2020	🛛 View 🔹 🖾 Edit 🔍 🗙	Chris Volcano

5. Click "Edit" to edit the information for cost data

Cos	it Data		+ Add
Cost Dat	ta		
No.	Name		Created By
1	Cost Data 101	🛛 View 🦀 🗖 Edit 🔍 🔀	John Doe
2	Cost Data for Tower TTX	🛛 View 🔐 🖾 Edit 🔍 🗙	Chris Volcano
3	Cost Data For New Development Project 2020	🛛 View 🔐 🖾 Edit 🔍 🗙	Chris Volcano
4	Cost Data for BuildSpace City World Development	🛛 View 🐸 🗖 Edit 🔍 🗙	Chris Volcano

6. Edit the information and click **"Save"**

€ Cost Data				
Sost Data				
Name *:				
Cost Data 101				
Master Cost Data *:		Type *:	Subsidiary *:	
Master Cost Data 101	~	Standard 🗸	Bandar Malaysia	~
Projects:				
PROJECT TEST 101 🛞 PROJECT TOWN ABC1 🛞				
Notes:				
B I 型 & ⊞ A - ∦- ⊫ ≡ ≣-	T1- ∲	? ⊕		

7. Click View to view the project Cost Data

Home > C	Home > Cost Data								
A Cos	₩ Cost Data								
Cost Da	ta								
No.	Name		Created By						
1	Cost Data 101	🛛 View 🕴 🖬 Edit 🔍 🗙	John Doe						
2	Cost Data for Tower TTX	🛛 View 🕴 🖬 Edit 🔍 🗙	Chris Volcano						
3	Cost Data For New Development Project 2020	🗖 View 🕴 🖬 🗖 Edit 🔍 🗙	Chris Volcano						
4	Cost Data for BuildSpace City World Development	🛛 View 🕴 🕽 🗖 Edit 🔍 🗙	Chris Volcano						

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Update Project Particular

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

Cost	t Data - Sample Project Cost Data		
Brea	akdown Project Particulars Project Info Cost Data Information Attachments		
Over	rall Project Costing >		
🙆 R	Refresh 🛛 📥 Comparison Report		
No.	Description	Amount	% of Total Cost
NO.	Description	Budget	
	Provisional Sum		
	Prime Cost Sum		
	Prime Cost Rate		
	Standard Items		
1	Site Clearance, Earthwork		
2	Foundation		
3	Car Park		
4	Building		

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		
Brea	kdow Project Particulars		
	Description	Value	Unit
1	Gross Floor Area		
2	- Block A	10.00	SF
		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		
Brea	kdown Project Particulars		
	To go front page 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	t Data - Sample Project Cost Data		
Brea	kdown Project Particulars Project Info Cost Data Information	Attachments	
Over	rall Project Costing >		
🙆 R	Refresh 🛛 🖶 Comparison Report		
No	Description	Amount % of To	otal C
No.	Description	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

Brea	kdown Project Particulars Pr	oject Info	Cost Data Information	Attachments
Proje	ect Info >			
() F	tefresh			
No.	Item			
1	Piling Specifications			
2	General			
3	Building Floor to Floor Heigh	nt	Double	liek
4	Wall Finishes		Double	lick
5	Floor Finishes			
6	Ceiling Finishes			
7	Contract & Tendering Inform	ation		
8				

3. **Press Enter** to type in details.

Brea	kdown Project	Particulars	Project Info	Cost Data Inform	ation	Attachments	
Proje	ect Info > Cont	ract & Tend	ering Informatio	n >			
🙆 R	Refresh						
No.	Item			[)escri	iption	
	Name of Substructure Contractor						1
2	Name of Mair	n Building C	Contractor				1
3	Procurement	Method					
4	Basis of Tend	er					
5	Conditions of	Contract			Press Enter to type in details		
6	Special Contr	act Terms	(if any)				
7							



Input Date for Budget, Awarded Sum and Adjusted Sum

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

Brea	kdown	Project Particulars	Project Info	Cost Data Information	Attachments						
Over	all Proje	ct Costing >									
🙆 R	efresh	en Comparison Re	eport								
No.	Description										
	Provis	ional Sum									
	Prime	Cost Sum									
	Prime	Cost Rate									
	Standa	ard Items									
1	Site C	learance, Earthwor	k								
2	Found	ation									
3	Car Pa	ark									
4	Buildin)g									

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

Breakdown Project Particulars Project Info	Cost Data Information	Attachments										
P Save												
Cost Data Information Budget Date : 5/14/2020	Con	tract Sum Date	5/14/2020		Adjusted Sum Date :					_		-
3/14/2020			3/14/2020			٢		I	Лау	Ŧ	0	
						26	M	T 28	W 29	T F	F S	
						3	4	5	6	7 8		
						10 17		12 19		14 1 21 2		
										28 2		
						31	1	2	3	4 5	56	6
							201	9	2020	202	1	

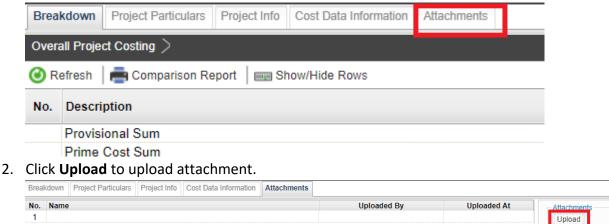
3. Once Saved, you should be able to see the inserted date under Budget, Awarded and Adjusted Sum columns under Overall Project Costing page.

 Amount	% of Total Cost	Amount	% of Total Cost	Amount	5 of Total Cost
Budget (14-05-202	D)	Contract Sum (1-	4-05-2020)	Adjusted Sum (19-05-2	020)



Upload Attachment

1. Click Attachment tab.



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

Breakdown Project Particulars Project Info Cost Data Information Attachments

lo.	Name	Uploaded By	Uploaded At	- Attachments
1	Drawing-1.pdf	Sky User	16/05/2020 11:34 am	Upload
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

Brea	kdown	Project Particulars	Project Info	Cost Data Information	Attachments	
Over	all Proje	ct Costing >				
🙆 R	efresh	📥 Comparison Re	eport			
No.	Descri	ption				Amo
	Provisi	onal Sum				
	Prime	Cost Sum				
	Prime	Cost Rate				
	Standa	ird Items				
1	Site CI	earance, Earthwor	k			
2	Found	ation				
٦	Car Pa	rk				



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

	t Data - Sample Cost Data 1234			
Brea	akdown Project Particulars			
Over	rall Project Costing $ ightarrow$ Provisional Sum $ ightarrow$			
Θ□	Delete 🙆 Refresh			
Ne	Description	Total Amount	Total Amount	Awarded Date
NO.	Description	Approved	Awarded	1
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
	Fire Protection Installations	7,000.00		

3. To set **"Awarded Date"**, press enter and then click to choose the date and press enter again to save

Brea	kdown Project Particulars			
Over	all Project Costing $ ightarrow$ Provisional Sum $ ightarrow$			
∋¤	elete 🙆 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
			6,000.00 2	019-01-12
5			٩	January 🔻
			S M	TWTF
			30 31	
			6 7	8 9 10 11
				15 <u>16</u> 17 18
				22 23 24 25 29 30 31 1
				5 6 7 8
				18 2019 2020

4. Click **"Overall Project Costing"** to go front page

Cost	Data - Sample Cost Data 1234			
Brea	kdown Project Particulars			
Over	all Project Costing 🔰 Provisional Sum 〉			
ΘD	elete ORefresh To go front page			
No.	Description	Total Amount	Total Amount	Awarded Date
	Description	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				

5. Click **"Refresh"** to display the amount that already updated (blue colour means consist of cost breakdown)

Cost	t Data - Sample Cost Data 1234				
Brea	akdown Project Particulars				
Over	rall Project Costing $ ightarrow$				
0 R	Refresh mm Show/Hide Rows				
	Decodetion	Amount	% of Total Cost	Amount	% of Total Cost
NO.	Description	Appro	oved	Awarded	
		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

Brea	kdown	Project Particulars	Project Info	Cost Data Information	Attachments	
Over	all Projec	ct Costing >				
🙆 R	efresh	💼 Comparison Re	port			
No	Descri	ntion				Ame
No.	Descri	puon				Budg
	Provisi	ional Sum				
	Prime	Cost Sum				
	Prime	Cost Rate				
	Standa	ard Items				
1	Site CI	earance, Earthwor				
2	Found	ation				
3	Car Pa					

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

Cos	Data - Sample Cost Data 1234					
Bre	kdown Project Particulars					
Ove	rall Project Costing $ ightarrow$ Prime Cost Sum $ ightarrow$					
Bre	akdown NSC Columns					
0	Refresh 🔤 Show/Hide Rows					
No	Description	Approved Amount	Awarded Amount	Total Amount	Awarded Contractor	Awarded Date
	Coorthogu	reprotourmount			Awarded NSC	
1						
2	Electical, 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

Cost Data - Sample Cost Data 1234
Breakdown Project Particulars
Overall Project Costing > Prime Cost Sum >
Breaktown 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

Cost Data - Sample Cost Data 1234
Breakdown Project Particulars
Overal 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**

Cost Data - Sample Cost Data 1234
Breakdown Project Particulars
Overall Project Costing > Prime Cost Sum >
Breakdown NSC Columns
Objete To go front page for "Prime Cost Sum"
No. Column Name
1 Block A
2 Block B
3



6. Click "Show/Hide Rows" to show/hide the description

Desidering Designing								
Brea	kdown Project Particulars							
Over	all Project Costing $>$ Prime Cost Sum $>$							
Brea	kdown NSC Columns							
() R	efresh 📻 Show/Hide Rows							
No	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
NO.	Description	Approved Amount	Awarded Amount		A	warded NSC		
	Fire Protection Installations							
1								
	Electical, Telephone, SMATV And Security Intercom System Installations							
2	Electical, Telephone, SMATV And Security Intercom System							
2	Electical, Telephone, SMATV And Security Intercom System Installations							

7. Tick to display and untick to hide the description and then click save

	Sho	w/Hide	Rows		
nt					
ſ		No	Description		
	~	1			
2	~	2	Electical, Telephone, SMATV And Security Intercom System Installations Description set at master cost data		
	~	3	Lift Installation		
I		4	Cold & Hot Water Supply And Sanitary Plumbing Installations		
L		5			

8. 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	I Data - Sample Cost Data 1234							
Brea	akdown Project Particulars							
Over	rall Project Costing $>$ Prime Cost Sum $>$							
Brea	akdown NSC Columns							
O F	Refresh Show/Hide Rows							
No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount warded NSC	Awarded Contractor	Awarded Date
					A	warded NSC		
1	Fire Protection Installations							
2	Electical, Telephone, SMATV And Security Intercom System Installations							
3	Lift Installation							
4								

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

ost Data - Sample Cost Data 1234						
Project Particulars						
verall Project Costing $> $ Prime Cost Sum $> $	i i i i i i i i i i i i i i i i i i i					
Breakdown NSC Columns						
Refresh Show/Hide Rows						
lo. Description	Approved Amount Awarded A	Block A	Block B	Total Amount warded NSC	Awarded Contractor	Awarded Date
1 Fire Protection Installations						
2 Electical, Telephone, SMATV And Security Intercom System Installations	Double click and display the list of					
	display the list of	project				🚫 CI
ire Protection Installations - Projects $ ightarrow$						
No Description						
1 CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 U	NIT					
2						



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

Cost E	Data - Sample Cost Data 1234							
Break	kdown Project Particulars							
Overal	all Project Costing $>$ Prime Cost Sum $>$							
Break	kdown NSC Columns							
🗿 Re	efresh Show/Hide Rows							
No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount Awarded NSC	Awarded Contractor	Awarded Date
<u> </u>	Electical, Telephone, SMATV And Security Intercom							
2	System Installations							O Cla
ire Pr	System Installations Protection Installations - Projects > CADANGAN MEMBINA RU	MAH TERES 3 TINGKAT 150 U until item level	NIT 🗦 BILL NO.5 - PROVISIOI	NAL SUM > PRIME COST & P	ROVISIONAL SUMS $ ightarrow$		Con	Version Factor 1
ire Pr Sa	System Installations Protection Installations - Projects > CADANGAN MEMBINA RU ave Double click		nit > bill no.5 - provisioi	NAL SUM PRIME COST & P	ROVISIONAL SUMS >	Qtv	Con	Close version Factor 1
ire Pr	System Installations	until item level			Unit	Qty		version Factor 1
ire Pr Sa	System Installations Protection Installations - Projects > CADANGAN MEMBINA RU ive Double click No Description Provide the provisional sum for the following item to b	until item level			Unit	Qty		version Factor 1
ire Pr Sa	System Installations Protection Installations - Projects > CADANGAN MEMBINA RU ave Double click No Description Provide the provisional sum for the following item to b required.	until item level			Unit	Qty 1.00		version Factor 1
ire Pr Sa	System Installations Protection Installations - Projects > CADANGAN MEMBINA RU ave Double click No Description 1 Provide the provisional sum for the following item to b 2 Relocation of existing services	until item level			Unit ot		Rate	version Factor 1 Amount
ire Pr Sa	System Installations Protection Installations - Projects > CADANGAN MEMBINA RU To Description Provide the provisional sum for the following item to b required. Relocation of existing services Permanent Relocation of Existing Services	until item level			Unit ot		Rate	version Factor 1 Amount

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

Cost Data - Sample Cost Data 1234											
Breakdown Project Particulars											
Overall Project Costing $> $ Prime Cost Sum $>$											
Breakdown NSC Columns											
Refresh Show/Hide Rows	Iefesh and a show Hide Rows										
No. Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date				
					Awarded NSC						
1 Fire Protection Installations		65,000.00					<u> </u>				
2 Electical, Telephone, SMATV And Security Intercom System Installations	ck to go bill no	Click to go	_								
		element leve									
To go list of project		element leve					🚫 Close				
Fire Protection Installations - Projects > CADANGAN MEMBINA RU	IMAH TERES 3 TINGKAT 150 UN	IIT > BILL NO.5 - PROVISIONA	. SUM > PRIME COST & PRO	VISIONAL SUMS $>$							
Save						Co	nversion Factor 1				
No Description				Unit	Qty	Rate	Amount				
Provide the provisional sum for the following item to b required.	e used as directed by the Proje	ect Director (P.D) and to be ded	ucted in whole or in part if not				-				
2 Relocation of existing services											
3 Permanent Relocation of Existing Services				ITEM	1.00	55,000.00	55,000.00				
3 Permanent Relocation of Existing Services 4 Realignment of Existing Drain				ITEM	1.00	55,000.00	55,000.00				
land a second				ITEM	1.00 1.00	55,000.00 10,000.00	55,000.00 10,000.00				

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

Cost	Data - Sample Cost Data 1234							
Brea	kdown Project Particulars							
Over	all Project Costing $> $ Prime Cost Sum $>$							
Brea	akdown NSC Columns							
Ø R	Refresh Bow/Hide Rows							
No	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
110.	Description	Approved Amount	Awarded Amount			Awarded NSC		
1	Fire Protection Installations		65,000.00					
2	Electical, Telephone, SMATV And Security Intercom System Installations							
								🚫 Cid
Fire	Protection Installations - Projects >							
No	Description							
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 U	JNIT						
2								

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

Cost	Data - Sample Cost Data 1234							
Brea	kdown Project Particulars							
Over	all Project Costing > Prime Cost Sum >							
Brea	kdown NSC Colun To go front page							
Ø R	efresh Bhow/Hide Rows							
	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
NO.	Description	Approved Amount				Awarded NSC		
1	Fire Protection Installations		65,000.00					
2	Electical, Telephone, SMATV And Security Intercom System Installations							
								😣 Clo
Fire	Protection Installations - Projects $>$							
No	Description							
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 U	JNIT						
2								

Visit our forum & tutorials at http://forum.buildspace.my-71-



Update Prime Cost Rate

1. Double click at **"Prime Cost Rate"**.

Brea	kdown	Project Particulars	Project Info	Cost Data Information	Attachments	
Over	all Projec	ct Costing >				
🙆 R	efresh	📥 Comparison Re	port			
No	Descri	ntion				Amo
No.	Descri	puon				Budg
	Provisi	onal Sum				
	Prime	Cost Sum				
	Prime	Cost Rate				
	Standa	ird Items				
1		earance, Earthwor				
2	Founda					
٦	Car Pa	rk				

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

Break	down Project Particulars	Project Info	Cost Data Information	Attachments					
Overa	Il Project Costing > Prime	Cost Rate >							
🗿 Re	fresh 🛛 📥 Comparison Re	port							
No	Description			т	atal Unita	Amount/Unit	Total Amount	Amount/Unit	Total Amount
No.	Description			10	otal Units	Budget (14-(05-2020)	Contract Sum (14	-05-2020)
1	Sanitary Wares				1.00				
2	Tile Cost				1.00		Double Click		
3							bouble click		
			Total						

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

Brea	kdown Project Particulars Project Info Cost Data Information	Attachments				
Over	all Project Costing $>$ Prime Cost Rate $>$ Sanitary Wares $>$					
🙆 R	efresh 🛛 📥 Comparison Report					
No.	Description	Total Units	Amount/Unit	Total Amount	Amount/Unit	Total Amount
NO.	Description	Total Units	Budget (14-0	05-2020)	Contract Sum (14	-05-2020)
1	Master Bath	1.00				
2	Typical Bath	1.00		Double Click		
3	Maid Bath	1.00		Double click		
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.

Refresh 🛛 📥 Comparison Report 🛛 📾 Show/Hide Rows						
b. Description	Qty	PC Unit Rate Total Amount	Brand	PC Unit Rate	Total Amount	Brand
. Description		Budget (14-05-2020)		Contract Sum (14-05-2020)	
Vanity Counter Basin	1.00					
Water Closet	1.00					
Basin mixer c/w bottle trap	1.00					
Hand Bidet	1.00					
Overhead Rain Shower	1.00					
Wall mounted bib tap	1.00					
Toilet Roll Holder	1.00		Desce Fredericks damas in			
Soap Holder	1.00		Press Enter to type in			
Double Towel Rail	1.00		details			
Rope Hook	1.00					
1 Stopcock	1.00					
2 Stainless Steel Floor Trap	1.00					
3						



5. 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.

akdown Project Particulars Project Info Cost Data Information Attachments					
rall Project Costing 👌 Prime Cost Rate 👌 Sanitary Wares 👌					
Refresh 🚔 Comparison Report 📖 Show/Hide Rows					
Description	Total Units	Amount/Unit	Total Amount	Amount/Unit	Total Amount
beaution.	Total Olitta	Budget (14-05-20)20)	Contract Sum (14-0	5-2020)
Master Bath	1.00	352.00	352.00	366.00	366.00
Typical Bath	1.00	216.00	216.00	211.00	211.00
Maid Bath	1.00	225.00	225.00	205.00	205.00
Total	3.00		793.00		782.00
Avg Cost/Type			264.33		260.67
Avg Cost/Unit					
	all Project Costing > Prene Cost Rale > Sentary Wares > Tetresh	all Project Costing > Preme Cost Rele > Santary Wares > Interesh Comparison Report I alls ShourHide Rours Description Master Earth Total Units Total Units Total And Total 300 Ang CostType	all Project Costing > Prene Cost Rale > Sentary Waters > Interesh Comparison Report Imp Show/Hole Rours Description Total Unit Description D	Ball Project Costing > Preme Cost Rale > Santary Wates >> Description Total Units Amount Unit Total Amount Master Earln 1.00 332.00 352.00 326.00 226.00	Mail Project Costing > Preve Cost Rale > Sentery Waters > Amount Unit Amount Unit Amount Unit Amount Unit Description Total Units Total Units Total Units Total Units Amount Unit Contract Smit (Life Scote) Contract Smit (Li

Update Standard Item

1. Double click the **"Standard Items"** to go sub level / 2^{nd} level

Ovor	all Project Costing >				
🕑 R	tefresh 🛛 📥 Comparison Report 🗧 📖 Show/Hide Rows				
No	Description		Amount	% of Total Cost	Amount
			Budget (14-05-20	020)	Contract Sum (14-05-20
	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)	Double click to ente	er sub level		
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			

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

	rall Project Costing > Building > Refresh 🚔 Comparison Report 📾 Show/Hide Rows							
-	Description	GFA	Amount Budget (14	Cost/GFA	%	Amount Contract Sum	Cost/GFA	%
1	SUBSTRUCTURE		Budger (14	-05-2020)		Contract Sum	(14-05-2020)	
	SUPERSTRUCTURE STRUCTURAL COST							
3	ARCHITECTURAL COST		Double	e Click				
4	M&E SREVICES							
5								
		Total						

3. 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.**

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	96	Elemental Cost
1 External Walls (Incl. Screen & Railing)	Budde	t (14-05-2020)	_	Contract	Sum (14-05-2020)		Adjusted S
2 Internal Walls And Partitions							
3 Staircases							
4 Roof							
5 Doors & Ironmongery	Press Enter to						
6 Wall Finishes					Double click to tog		
7 Floor Finishes	input amount				Double click to tag		
	for Budget				contract BQ		
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							
Interior Design & Loose Furniture (Grd FIr, Lift Car & Lift Lobby) 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.

No. Element Element out out out out out out out out out ou	Budget (14-05-2020) Contract Su	m (14-05-202
2 Internal Walls And Partitions Image: Comparison of the second	ernal Walls (Incl. Screen & Railing)	
3 Staircases Double Click		
4 Roof Double Click	rnal Walls And Partitions	
4 Root	rcases Double Click	
	f Double Click	
5 Doors & Ironmondery	rs & Ironmonderv	

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

Break	kdow	n Project Particulars Project Info Cost Data Information Attachments										
Overa	all Pro	yject Costing > Building > ARCHITECTURAL COST >										
🙆 Re	efrest	n 🚔 Comparison Report 📾 Show/Hide Rows										
No.	Eler	nent	Elemental Cost Budget	Elemental Cost/sf (14-05-2020)	%	Elemental Cost Contract S	Elemental Cost/sf Sum (14-05-2020)	%	Elemental Cost Adjusted	Elemental Cost/sf Sum (19-05-2020)	%	Variation Order Cost
		mal Walls And Partitions										
		rcases										
	Roo	rs & Iranmanaery										
- î - i	1000	rs & innminnerv										•
			Oper	till BQ item leve	el 👘							🙁 Clo
Eder	mal W	alis (Incl. Screen & Railing) - Projects 🔰 City Development Phase 1 > BILL NO.4 - SINGLE TYP	E > BIII No. B.4/2 - FRAME 🕽									
💾 Sa	ave											Conversion Factor 1
2	No	Description						L	Init	Qty	Rate	Amount
~												
v												
~												
× 1												
v												
v												
~												
-												
-												
-												
-												
-												

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.)

the t	intount	13 111		iuny.j	
Breakdown	Project Particulars	Project Info	Cost Data Information	Attachments	

Over	all Project Costing $>$ Building $>$ ARCHITECTURAL COST $>$						
R	tefresh 🛛 🖶 Comparison Report 🗧 📰 Show/Hide Rows						
	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%
10.	Liement	Budge	t (14-05-2020)		Contract S	um (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						
1	Roof						
5	Doors & Ironmongery						
5	Wall Finishes						
7	Floor Finishes						



7. 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.

() R	efresh 🛛 🚔 Comparison Report 🛛 🛲 Show/Hide Rows						
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%
	External Walls (Incl. Screen & Railing)	Budg 87,552.00	et (14-05-2020)	100.00%	Contract 5 84,595,30	Sum (14-05-2020)	100.00%
2	Internal Walls And Partitions	87,552.00		100.00 %	04,555.50		100.00%
3	Staircases						
4	Roof						
5	Doors & Ironmonderv						
	mal Walls (Incl. Screen & Railing) - Projects > City Development Phase 1 > Description BILN 0.1-GENERAL CONDITIONS & PRELIMINARIES						
No 1 2	Description						
No 1 2 3 4 5 6	Description BILL NO. 1 -GENERAL CONDITIONS & PRELIMINARIES BILL NO.2 - PILING WORKS BILL NO.3 - VIUTI TYPES BILL NO.4 - SINGLE TYPE	ta, click "Overall	Project C	osting"	to go fro	nt page	

Over	all Project Costing > Building > ARCHITECTURAL COST >
🙆 R	efresh 🛛 💼 Comparison Report 🗧 페 Show/Hide Rows
No.	Element
1	External Walls (Incl. Screen & Railing)
2	Internal Walls And Partitions

9. Click "Refresh" to display the updated amount

8.

Brea	kdown Project Particulars Project Info Cost Data Information Attachments			
Over	all Project Costing $ ightarrow$			
🙆 R	efresh 🛛 💼 Comparison Report 🛛 📖 Show/Hide Rows			
	Description	Amount	% of Total Cost	Amount
No.	Description	Budget (14-05-20	20)	Contract Sum (
	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)			
c	Eutomal Warks Within Doundany			

Tag Variation Order Item

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

Overall Project C	costing >						
Refresh 🛛	Comparison Re	port 🛛 📷 Show/Hide Rows					
	Amount	% of Total Cost	Amount	% of Total Cost	Amount	% of Total Cost	Variation Order Co
B	udget (14-05-202)	0)	Contract Sum (14-0	5-2020)	Adjusted Sum (19-)5-2020)	Valuation Order Co
87	,552.00	100.00%	84,595.30	100.00%	84,595.30	100.00%	
							Double Click
87	.552.00	100.00%	84,595.30	100.00%	84,595.30	100.00%	

2. Double click to enter 3rd level.

Brea	akdown Project Particulars Project Info Cost Da	ta mormation Attachments				
Over	all Project Costing $>$ Building $>$					
🙆 R	tefresh 🛛 🖶 Comparison Report 🗍 페 Show/Hide	Rows				
No	Description		GFA	Amount	Cost/GFA	%
No.	Description		GFA	Budget (14	-05-2020)	
1	SUBSTRUCTURE					
2	SUPERSTRUCTURE STRUCTURAL COST					
3	ARCHITECTURAL COST	Double click		87,552.00		100.00%
4	M&E SREVICES					
5						
		Total		87 552 00		100 00%

3. 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.

Default Bidget (14.65-2020) Contract Sum (14.65-2020) Adjusted Sum (19.65-2020) Edmand Walls (nol. Screen & Railing) 87,552.00 100.00% 84,555.30 100.00% 64,555.30 100.00% 000.00% 2 Internal Walls (not Agreen & Railing) 87,552.00 100.00% 84,555.30 100.00% 64,555.30 100.00% 000.00%	
Internal Walls And Partitions	
Stainages	
	Double Cli
Roof	
Dons & Ironnonerv	

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

No. Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf Sum (14-05-2020)	%	Elemental Cost	Elemental Cost/sf Sum (19-05-2020)	%	Variation Order Cos
1 External Walls (Incl. Screen & Railing)	87.552.00	H (14-05-2020)	100.00%	84,595.30	sum (14-05-2020)	100.00%	84,595 30	Sum (19-05-2020)	100.00%	
Internal Walls And Partitions	01,332.00		100.0076	04,000.00		100.0010	04,333.30		100.0010	
Staircases										
Roof										
Doors & Ironmonnery										
										8
ation Orders - Projects $>$ City Development Phase 1 $>$ VO Number: 1 - Change of co	ncrete grade >									
Save										
									Unit	Nett Omission/Add
1 WORK BELOW GROUND FLOOR LEVEL									Unit	Nett Omission/Add
1 WORK BELOW GROUND FLOOR LEVEL		vall for at least the full th	hickness of floor (m	easured nett : allow for	laps and turn up)				Unit	Nett Omission/Add
WORK BELOW GROUND FLOOR LEVEL Damp proof membrane, well lapped in the joints and sealed with approved		vall for at least the full th	hickness of floor (m	easured nett : allow for	laps and turn up)				Unit m3	Nett Omission/Add
WORK BELOW GROUND FLOOR LEVEL Damp proof membrane, well lapped in the joints and sealed with approved Single layer 0 25mm thick polythene vapour barrier, under floor slab.		vall for at least the full t	hickness of floor (m	easured nett : allow for	laps and turn up)					Nett Omission/Add
WORK BELOW GROUND FLOOR LEVEL Damp proof membrane, well lapped in the joints and sealed with approved Single layer 2 Szmm tick solythene vagoort barrier, under floor slab. Whated reinforced concrete Grade 35/20, as specifieed, in,		vall for at least the full t	hickness of floor (m	easured nett : allow for	r laps and turn up)					
1 WORK BELOW GROUND FLOOR LEVEL 2 Damp provide numberup, will begred in the juicks and sealed with approved Single layer 8 25mm thick polythene vapour barrier, under floor slab. Vabroled reinforced concrete Glade 35/20, as specifieed, in, 5 Pad looing		vall for at least the full t	hickness of floor (m	easured nett : allow for	laps and turn up)					
1 WORK BELOW GROUND FLOOR LEVEL 2 Damp proof membrane, will lapped in the joints and staaled with approved 3 Singla layer 20 Same thick opphytics vapour barrier, under Boor Hab. Vatrated relatorized concrete Grade 35/20, as specifieed, in, Pad footing Column stumps, (Provisional)		vall for at least the full th	hickness of floor (m	easured nett : allow for	laps and turn up)					
YORK BELOW GROUND FLOOD LEVEL Zome proof networks, well speech to the joints and saided with approved Gegle larger 8 Zissem Brick payhtame argour barrier, and/or floor slab. Vibusted finalized concertain Crash 3020, as specifieed. In Seaf horing Column stamps, (Provisional) / Grand barrier,		vall for at least the full t	hickness of floor (m	easured nett : allow for	laps and turn up)					
YORK BELOW CROUNDE LOOP LEVEL Damp proof membrane, well tapped in the joints and sealed with approved Single says of the minks polythem spore barrier, under floor state. Vestand relationed control SSOB, as specifieed. In. Column stamps. (Provisional) Column stamps. (Provisional) Torch bases, according 100mm but not exceeding 150mm thick.		vall for at least the full t	hickness of floor (m	easured nett : allow for	laps and turn up)					
YORK BELOW GROUND FLOOD LEVEL Zome point entrainen, weil appoint the bipists and saaked with appointed Steppin layer 8 Zimm bick polythane vapour barrier, under favor slad. Yorked entrained concrete Costel 3529, as specified, in Part formit Costen sharper, (Provisional) Costen barrier, acceeding 100mm bit net acceeding 150mm bick. Trench hater, acceeding 100mm bit net acceeding 150mm bick.		vall for at least the full t	hickness of floor (m	easured nett . allow for	laps and turn up)					
2 Dang proof membrane, well lapped in the joints and scaled with approved 3 Single layve 3 Zimm Rick polythme report barrier, under from dals 4 Vetradie demandered concrete Grade 352(0 as specified, in: 5 Pat borting 6 Column sturge, Phyrotional) 7 Growed baars, 8 Ternich bases, acceeding 100mm but not acceeding 150mm thick 9 Ternich walk, acceeding 150mm but not acceeding 150mm thick		vall for at least the full th	hickness of floor (m	easured nett - allow for	laps and turn up)					
YORR BELOW CRONNER FLOOR LEVEL Damp proof membrane, well alapade in the joints and asaled with approved Single Jays & Zisem Rick polyhome report barriler, under floor dat. Vistand rentered concerts Grade 3520: as specifieed, in, Concel barren, (Previolant) Goude mann, (Previolant) Torsch abaren, exceeding 100mm bot not exceeding 150mm Brick. Tranch walk, acceeding 100mm bot not exceeding 150mm Brick. Tranch walk, acceeding 100mm bot not exceeding 150mm Brick.		vall for at least the full t	hickness of floor (m	easured nett : allow for	laps and turn up)					Nett Omission/Addi 102,11 60,00 81,76

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

Variation Order Cos	%	Elemental Cost/sf	Elemental Cost	%	Elemental Cost/sf	Elemental Cost	%	Elemental Cost/sf	Elemental Cost
variation Order Cos		Sum (19-05-2020)	Adjusted		Sum (14-05-2020)	Contract		t (14-05-2020)	Budge
243,871.0	100.00%		328,466.30	100.00%		84,595.30	100.00%		87,552.00

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

%	Elemental Cost/sf	Elemental Cost	%	Elemental Cost/sf	Elemental Cost	%	Elemental Cost/sf	Elemental Cost	
Adjusted Sum (19-05-2020)				Contract Sum (14-05-2020)			Budget (14-05-2020)		
100.00%		328,466.30	100.00%		84,595.30	100.00%		87,552.00	
tract	d based on Con	Auto calculate							
	n Order Cost	Sum + Variatio							
		Sum (19-05-2020) 100.00% ed based on Contract	Adjusted Sum (19-05-2020) 328,466.30 100.00% Auto calculated based on Contract	Adjusted Sum (19-05-2020) 100.00% 328,466.30 100.00%	Sum (14-05-2020) Adjusted Sum (19-05-2020) 100.00% 328.466.30 100.00% Auto calculated based on Contract	Contract Sum (14-05-2020) Adjusted Sum (19-05-2020) 84,595 30 100.00% 328,466 30 100.00% Auto calculated based on Contract 328,466 30 100.00%	Contract Sum (14-05-2020) Adjusted Sum (19-05-2020) 100.00% 84,595.30 100.00% 328,466.30 100.00% Auto calculated based on Contract Auto calculated based on Contract 100.00%	Contract Sum (14-05-2020) Adjusted Sum (19-05-2020) 100.00% 84,595.30 100.00% Adjusted Sum (19-05-2020) Adjusted Sum (14-05-2020) 100.00% Adjusted Sum (14-05-2020) 100.00% Adjusted Sum (14-05-2020) 100.00% Adjusted Sum (14-05-2020) 100.00% Adjusted Sum (14-05-2020) 100.00%	

Update Remark

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

% of Total Cost 4-05-2020)	6 of Total Cost	Amount	% of Total Cost	Amount	% of Total Cost	Variation Order Cost	Updated By	Updated At	Remarks
	0	Contract Sum (14-0)	2020) Adjuste	Adjusted Sum (1	n (19-05-2020)				Remarka
							-	-	
							- Sky User	16/05/2020 11:14	
							Sky User	16/05/2020 11.14	
							-		
							-	-	
							-	-	
	100.00%	84,595.30	100.00%		100.00%	243,871.00			Remark
							-	-	
							-	-	
							-	-	
							-	-	Press Enter to type
							-	-	Remarks
							-	-	Remarks
	100.00%	84,595.30	100.00%	328,466.30	100.00%	243,871.00			