BUILDSPACE EPROJECT

For Developer

Post Contract Module

Powered by:

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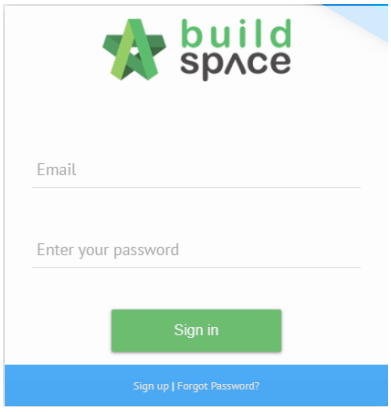
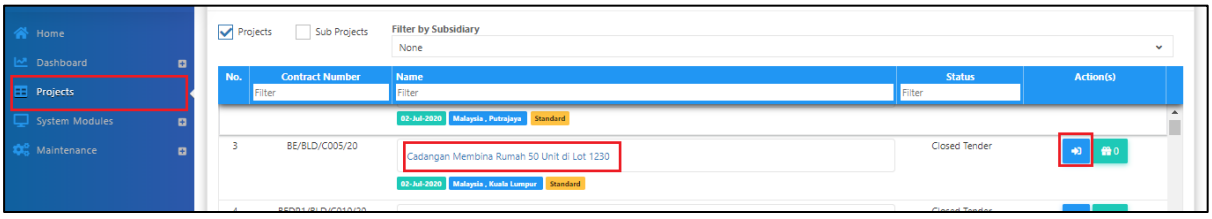
Publish to Post Contract

Assign user as verifier for publish to post contract

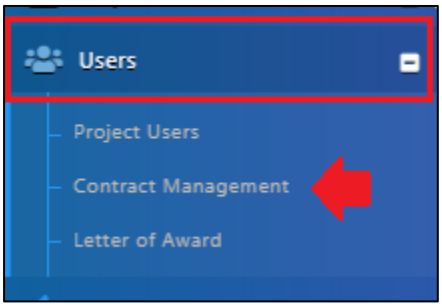
1. Login eTender with **Username** and **Password**



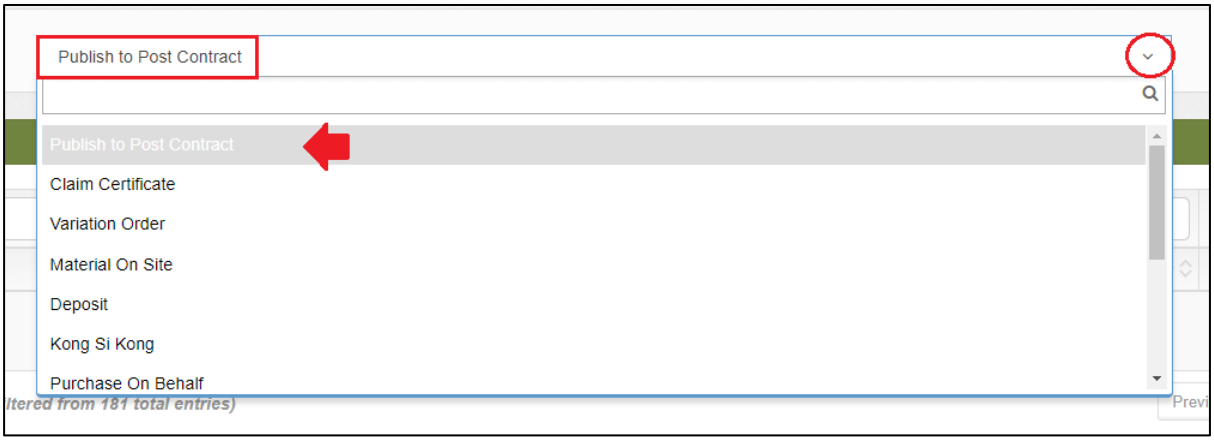
2. Click **"Project"** and then click **"Project Title"** or click **"Open Project"**



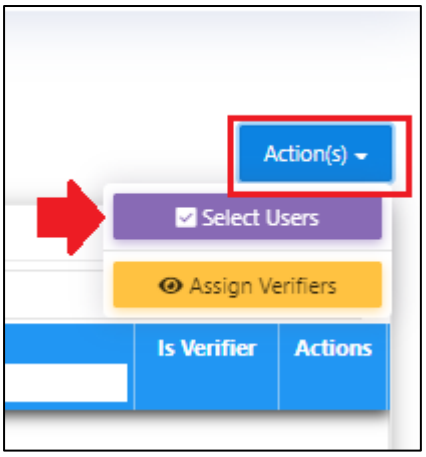
3. Click **"Users"** and then click **"Contract Management"**



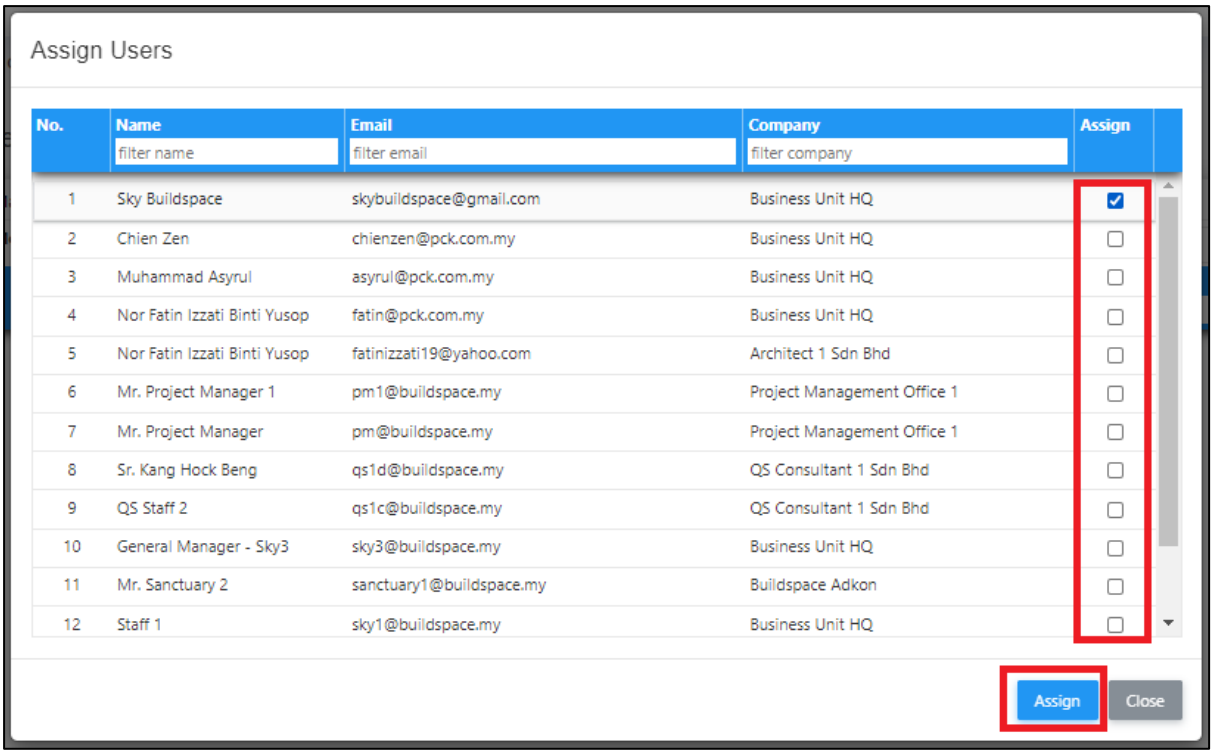
4. Choose **specific module** *(Example: Publish to Post Contract)*



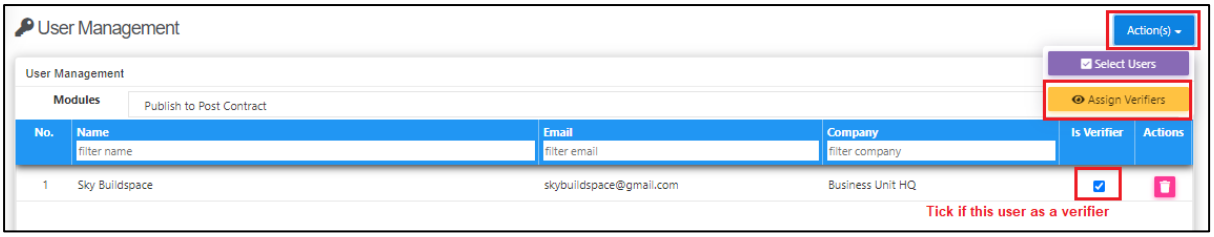
5. Click “**Action(s)** then select **“Select Users”**



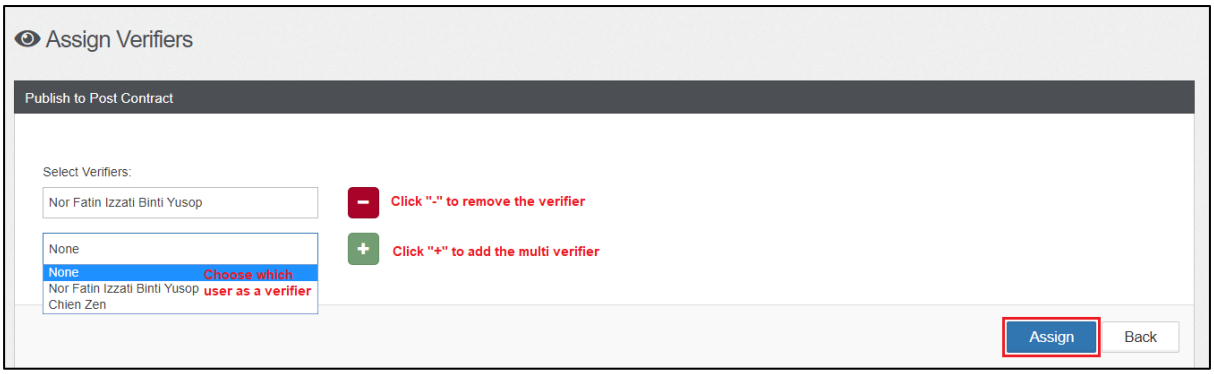
6. **Tick** to select user, then click **“Assign”**



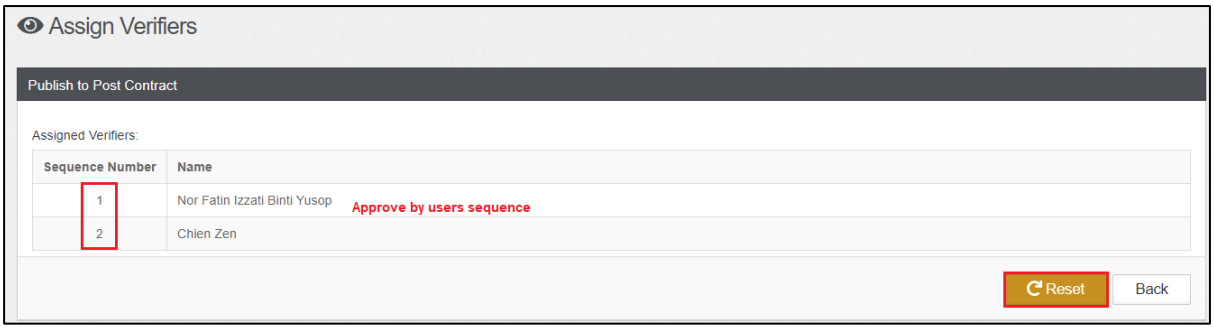
7. To assign verifier, click **“Action(s)”** and select **“Assign Verifiers”**.



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



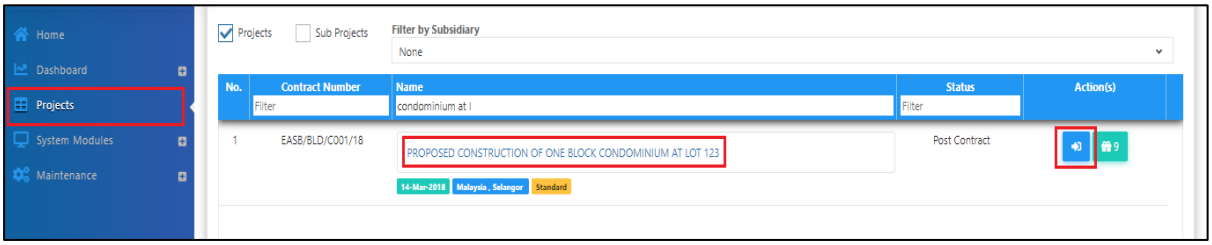
9. Click **“Reset”** to reassign the verifier



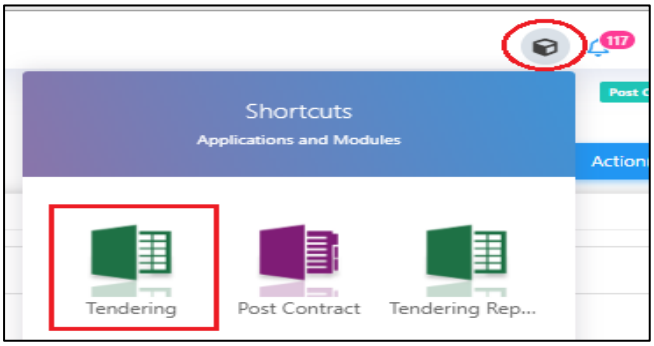
Select Awarded Contractor

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

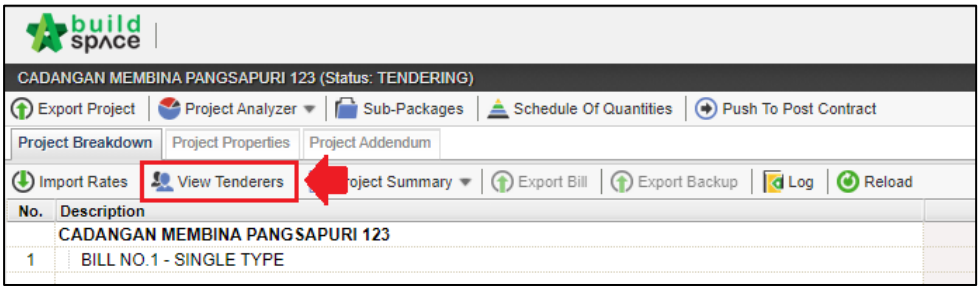
1. Click **"Project"** and then click "**Project Title**" or "**Open Project**"



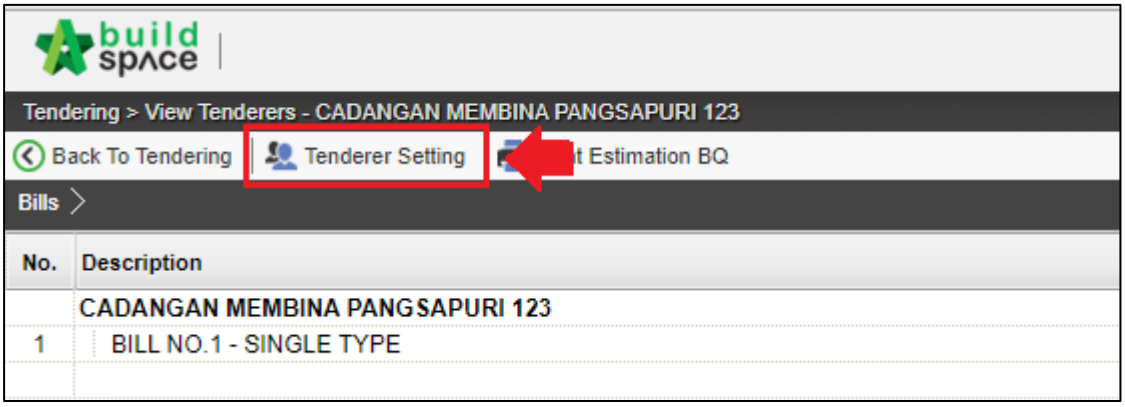
2. Click the small box and click **"Tendering"** module



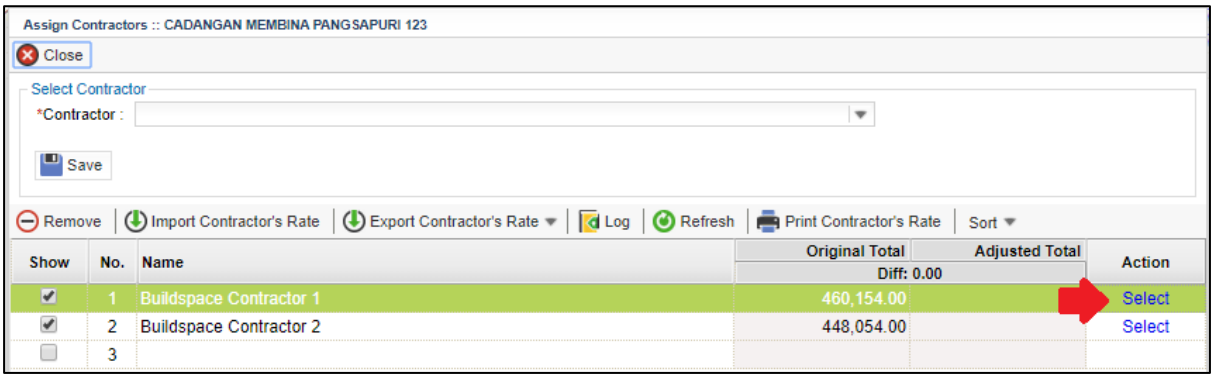
3. To select awarded contractor, go to **View Tenderers**.



4. Click **Tenderer Setting**



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

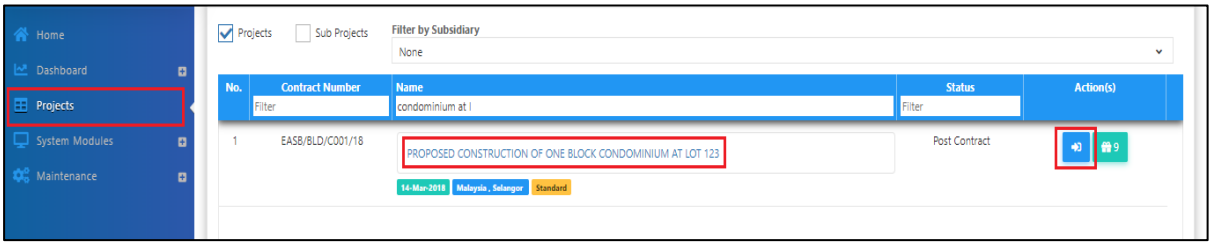


Publish BQ to post contract

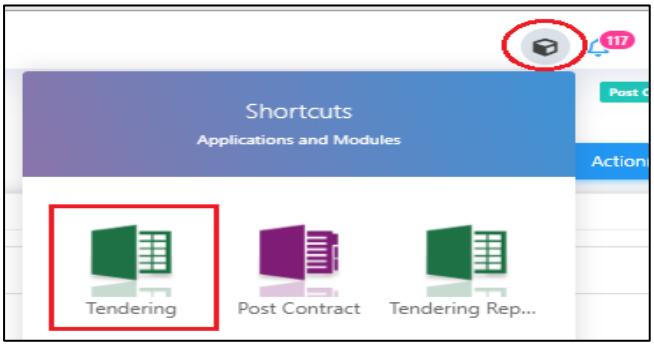
Note: 1) Make sure you had assigned verifier for publishing BQ to post contract stage

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

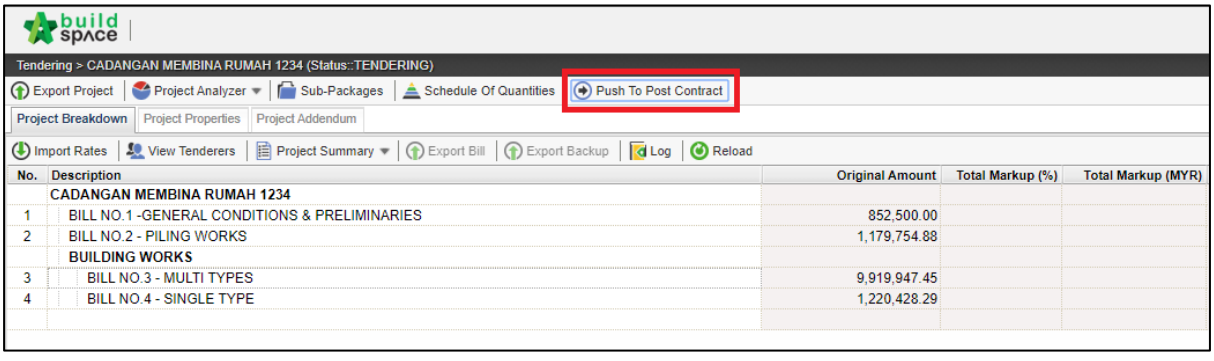
1. Click **"Project Title"** or click **"Open Project"**



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



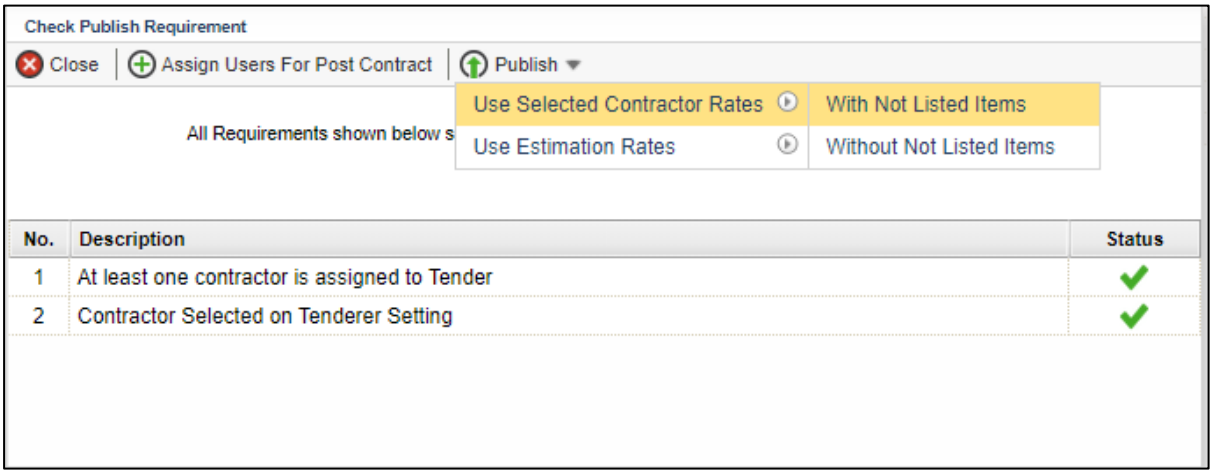
3. Click **"Push To Post Contract"**



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

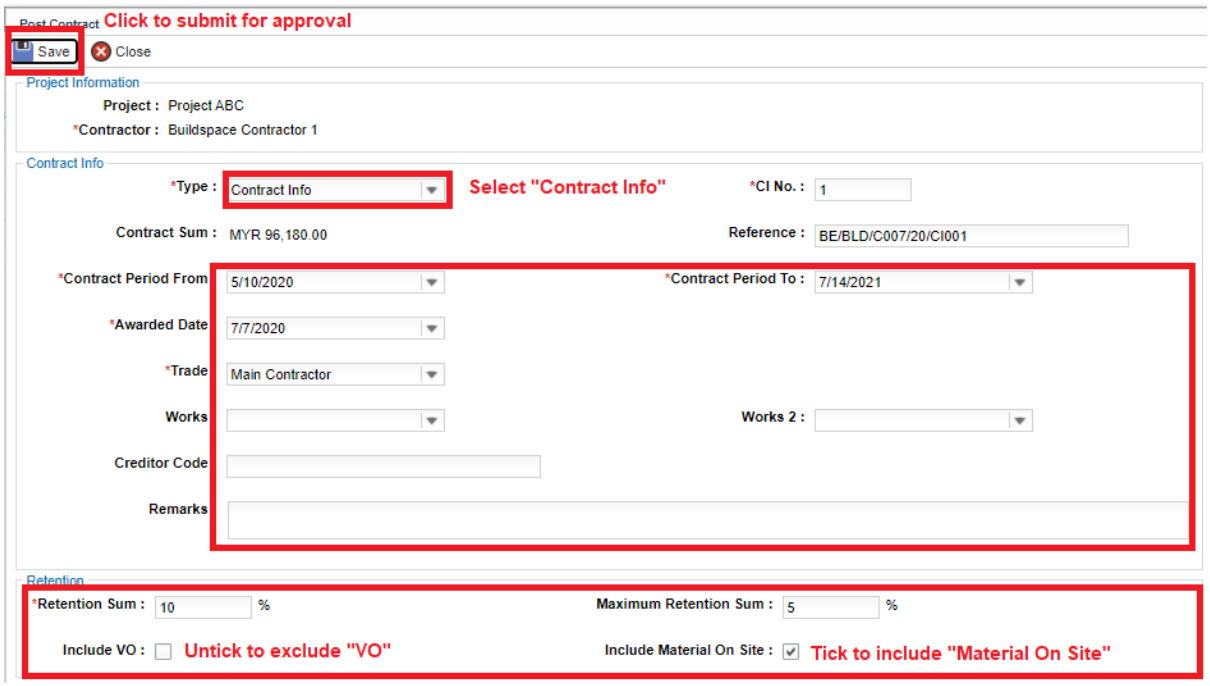
   Note: a) Select "Use Selected Contractors Rates" if this project is called out by BuildSpace system during tendering stage.

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



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

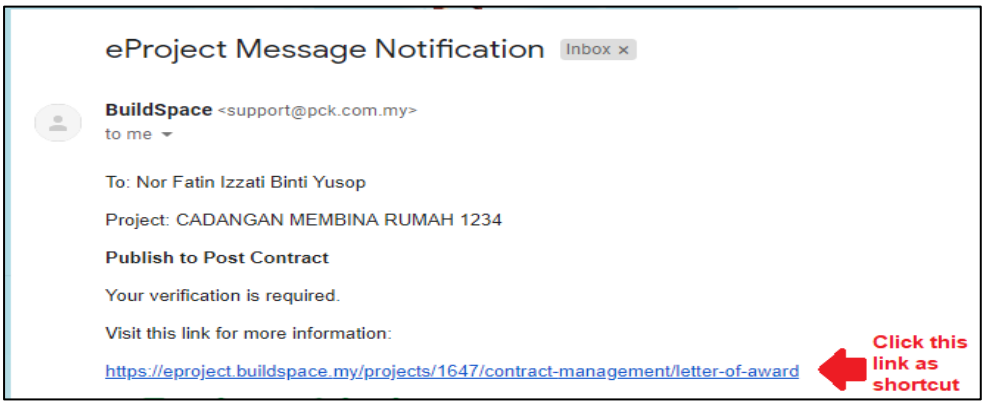
   Note: If ticked "Include VO", approved VO will be included in Maximum Retention Sum calculation. Untick "Include VO" to exclude VO in Maximum Retention Sum.



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

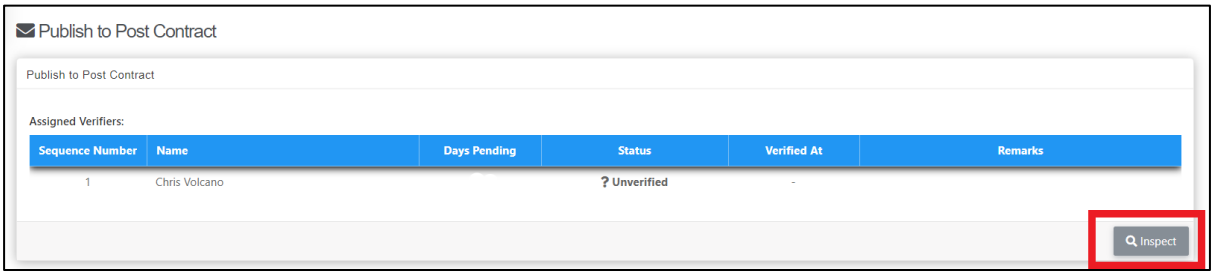
Approve approved the submission

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

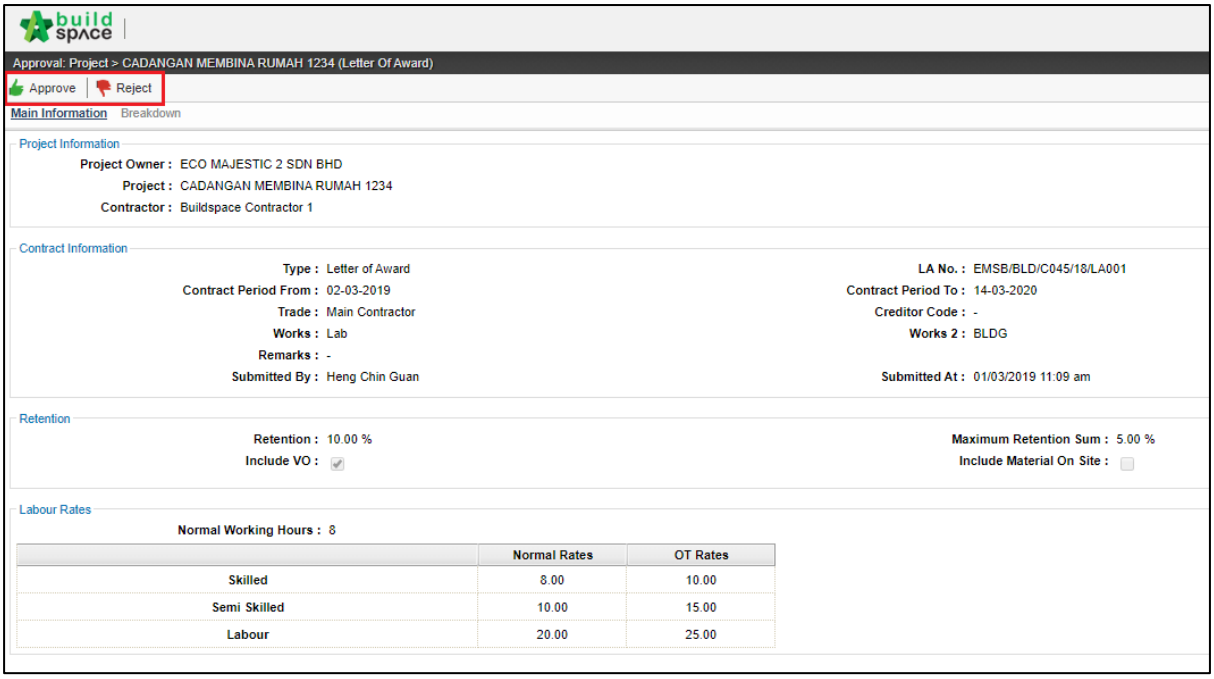


2. Once logged in eProject system, click **View** on the task that pending for your approval.

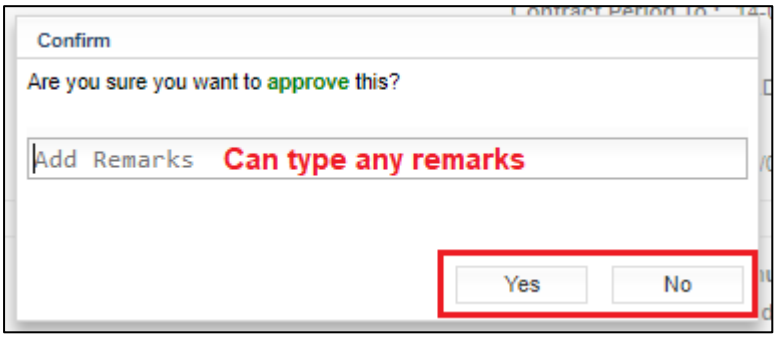
3. Click **"Inspect"**



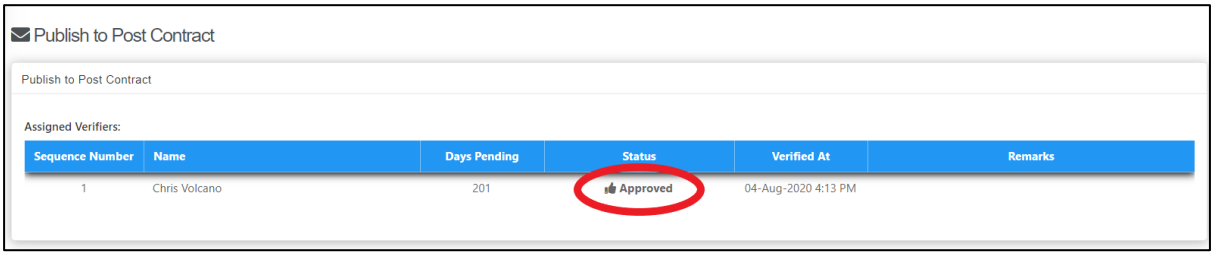
4. You can check the details first before click **“Approve/Reject”**



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



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

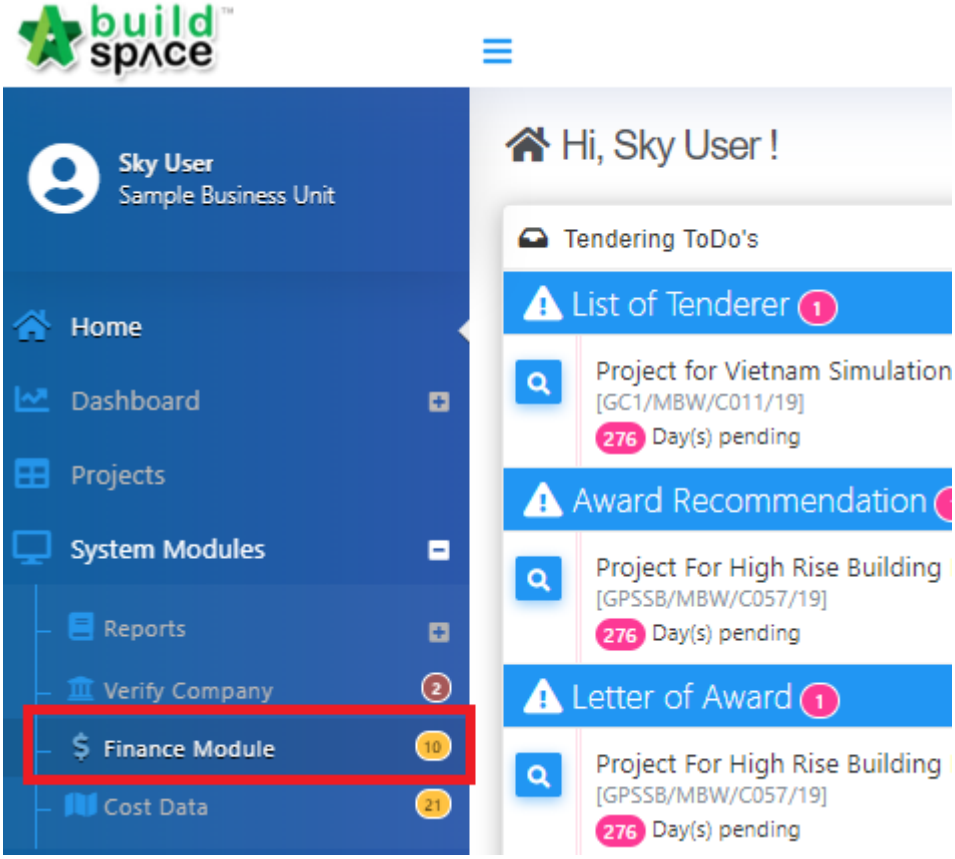


Contract Approval Form

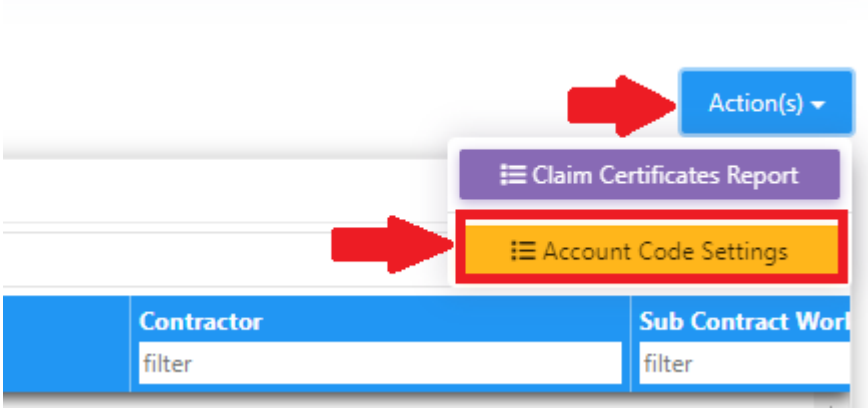
Prepare & Submit Contract Approval Form for Approval (by C&C)

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

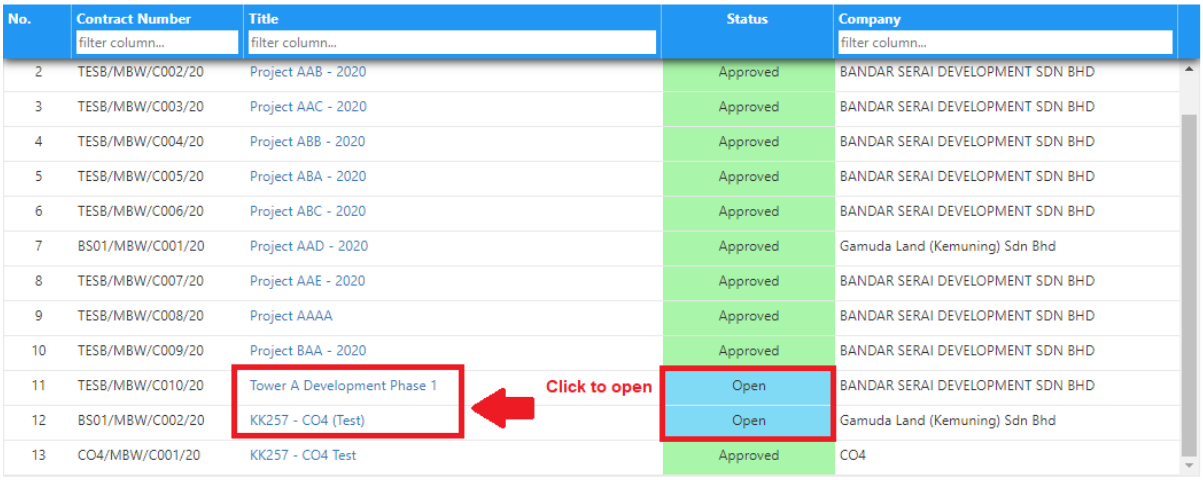
1. Upon a project is in post contract stage, system will auto notify C&C user through email. Login to BuildSpace, click at "System Module" and select "**Finance Module**".



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

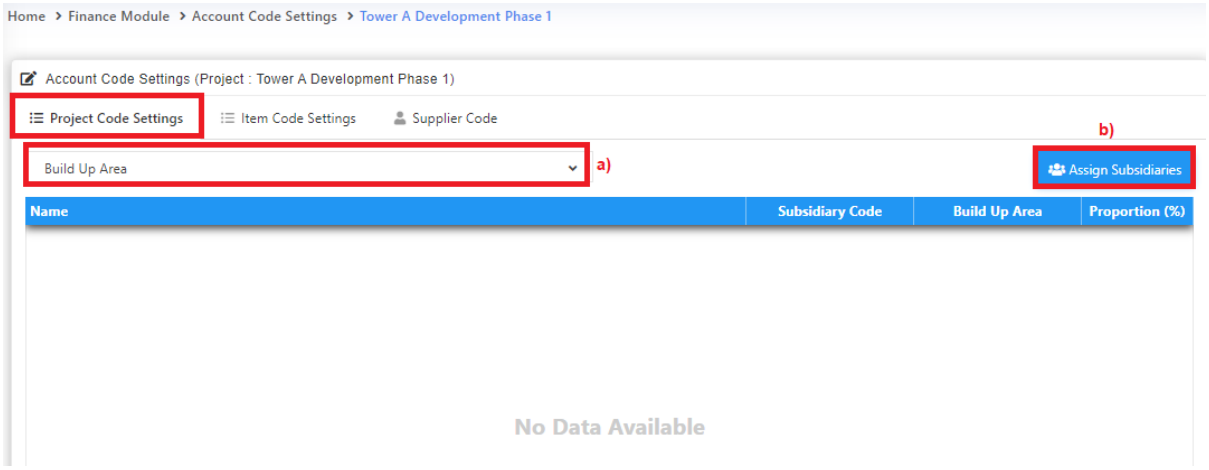


3. You can see all the contracts here and click on the contract title that with "**Open**" status to open the contract.

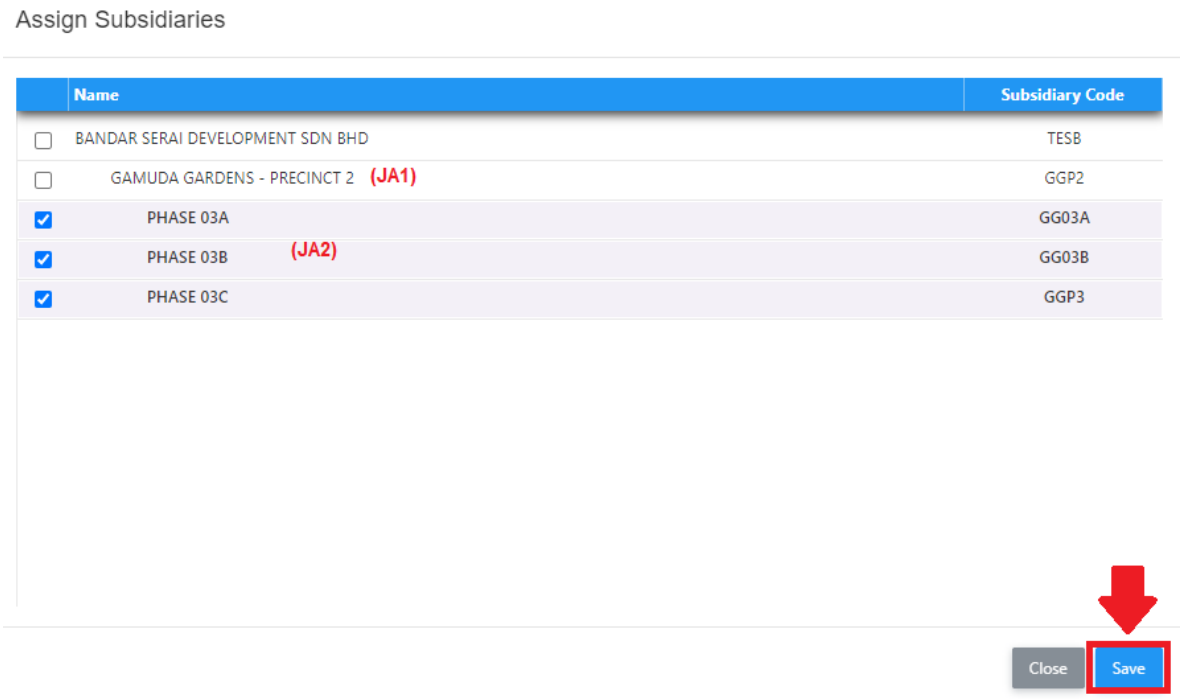


No.	Contract Number	Title	Status	Company
	filter column...	filter column...		filter column...
2	TESB/MBW/C002/20	Project AAB - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
3	TESB/MBW/C003/20	Project AAC - 2020	Approved	BANDAR SERAI DEVELOPMENT SDN BHD
4	TESB/MBW/C004/20	Project ABB - 2020	Approved	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	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

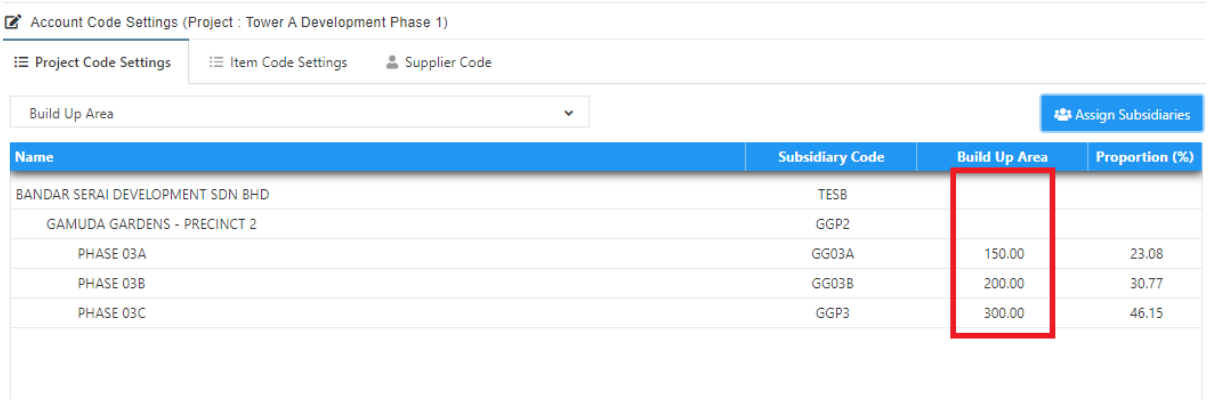
4. Under "Project Code Settings" tab,
   a) Select apportionment type.
   ***Remarks: C&C to check with Finance to define the value for apportionment type (Land Area, GDV, Total Unit & Build Up Area).**
   b) Click at "Assign Subsidiaries" to assign the project and phases



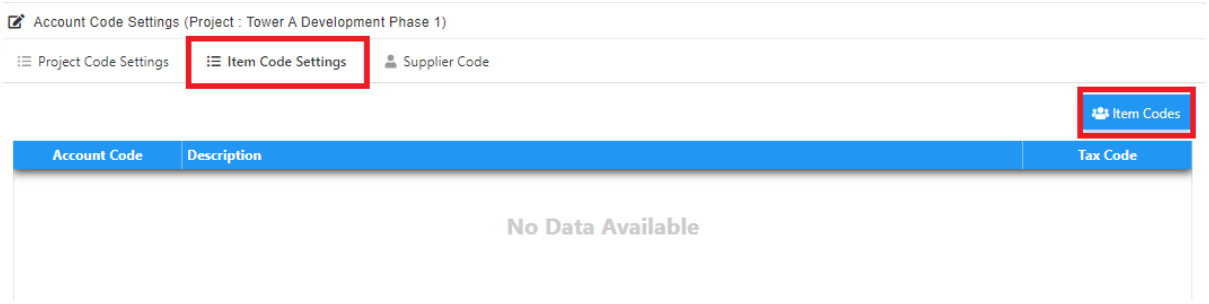
5. When click at “Assign Subsidiaries”, you will see the following screen. “**Tick**” the correct phases and click “**Save**” button.



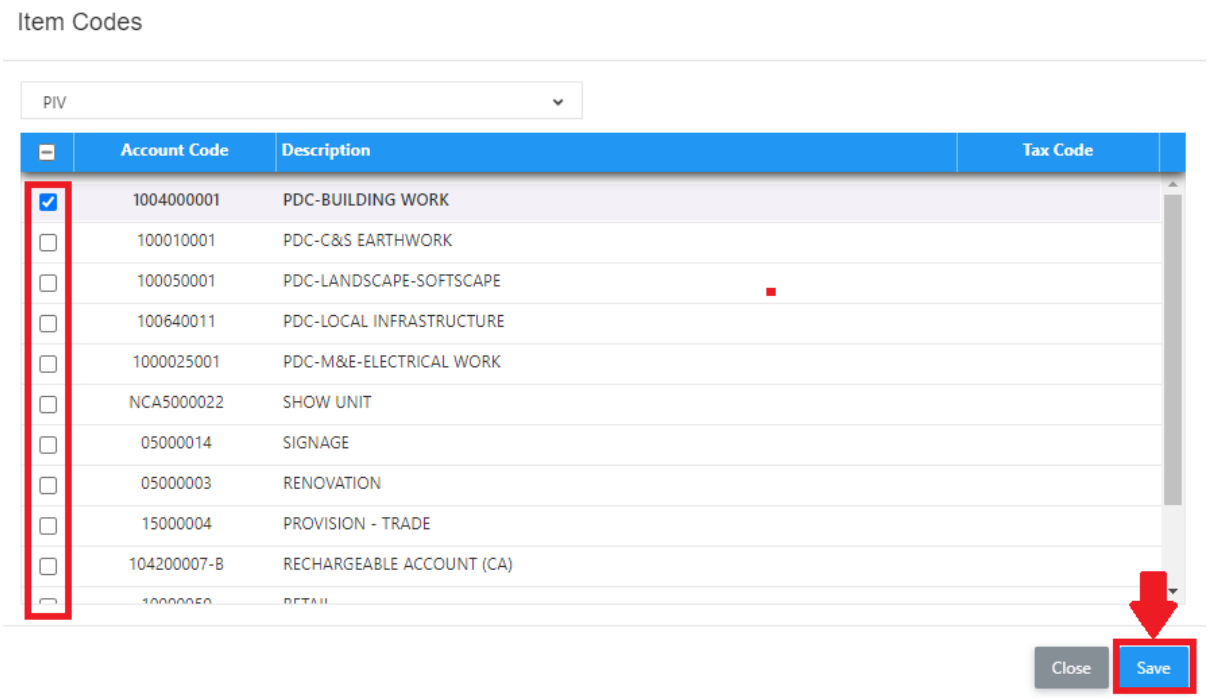
6. Fill up the value for those apportionment type that have been selected. If the value has been defined in other project for the same phases, it will be auto-populated from the system. The proportion (%) will be auto calculated from system.



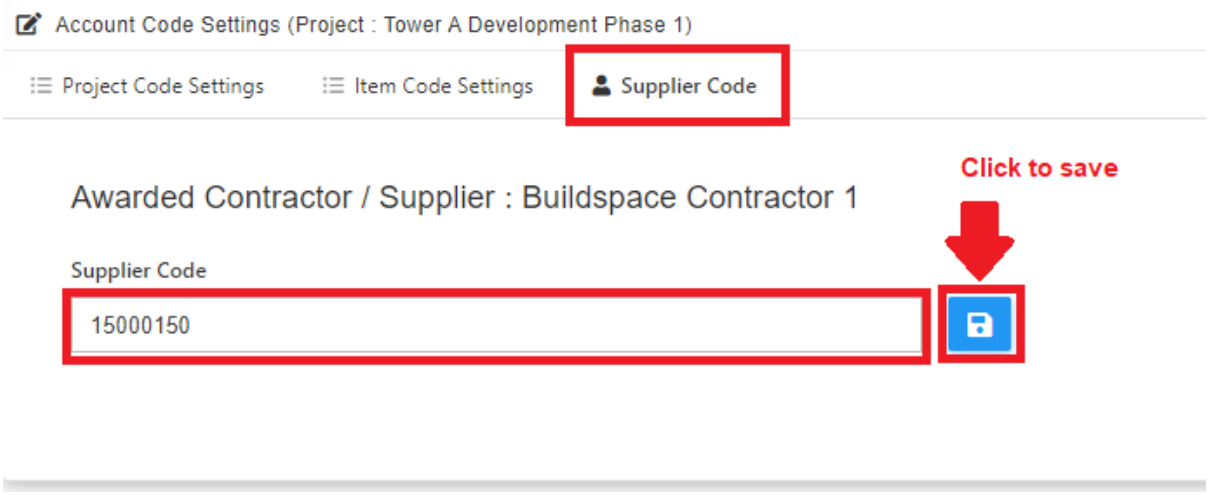
7. Click at “Item Code Settings” tab and click at “**Item Codes**” icon.



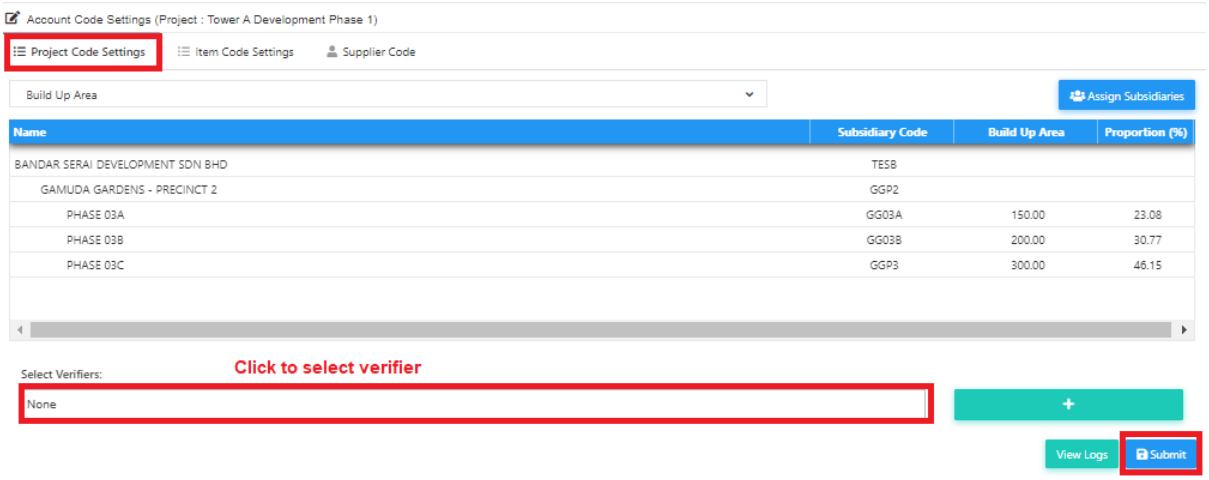
8. You will see the following pop up screen;
   a) Tick to select item categories that applied to this contract.
   b) Click "**Save**" button



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)**



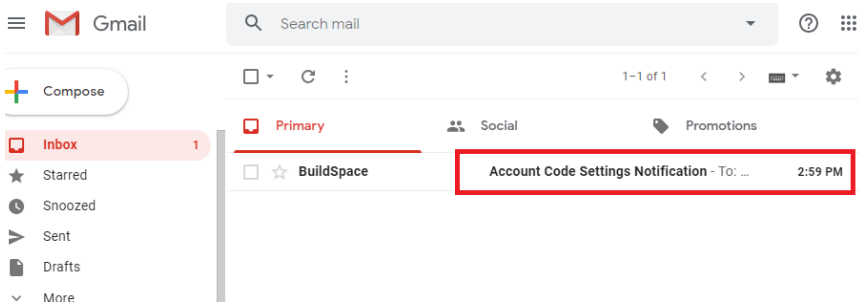
10. Back to “Project Code Settings” tab, select “**Verifier**” and click “**Submit**” button to submit for approval.
    ***Remarks: C&C user to assign Finance and C&C as verifier.**



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

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

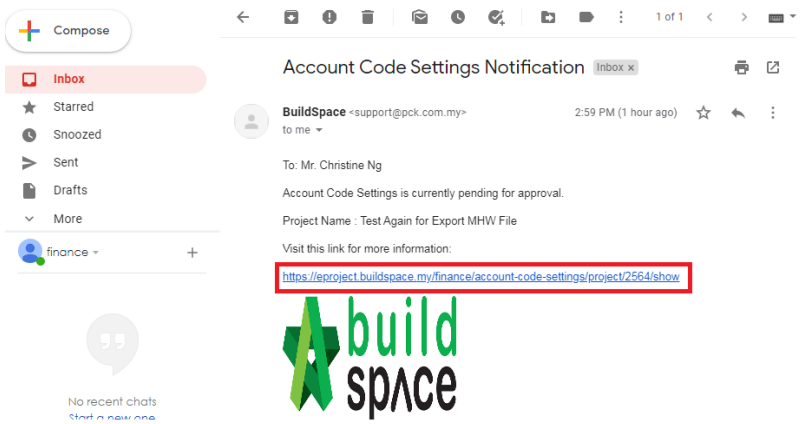
1. The verifier will receive email notification like below;



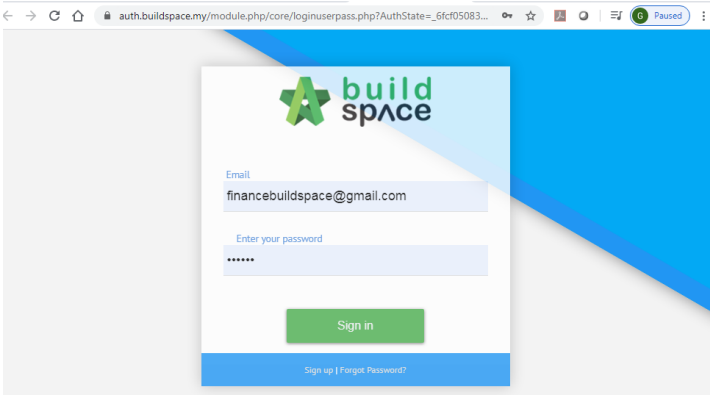
Or the verifier can login into system and access to Finance Module "Account Code Settings" to check Contract Approval Form that pending for their approval.

No.	Contract Number	Title	Status	Company
	filter column...	filter column...		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	BANDAR SERAI DEVELOPMENT SDN BHD
12	BS01/MBW/C002/20	KK257 - CO4 (Test)	Open	Gamuda Land (Kemuning) Sdn Bhd

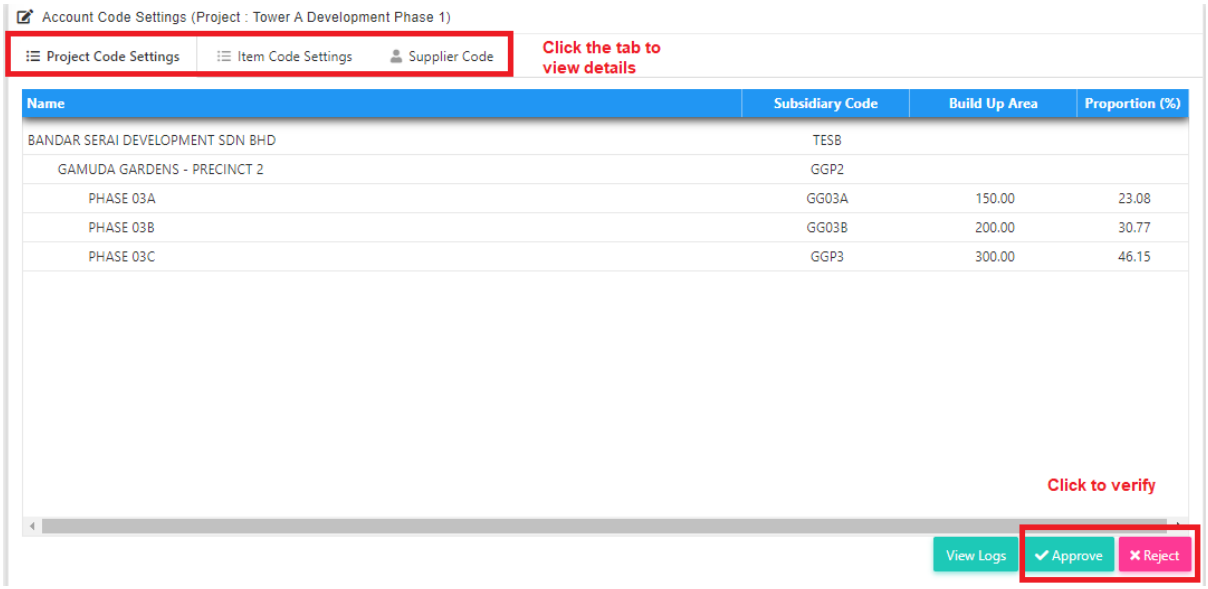
2. Open the email and click the link;



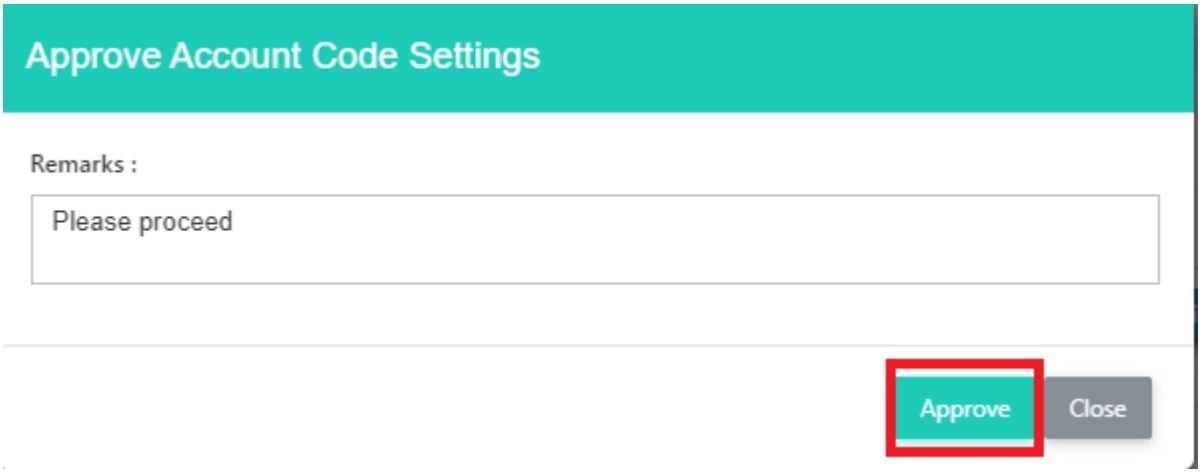
3. Login to BuildSpace;



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



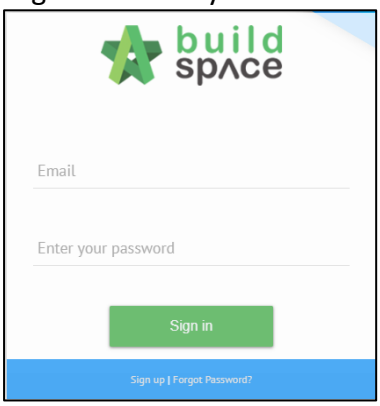
5. Input remarks (if any) and click “Approve” button.



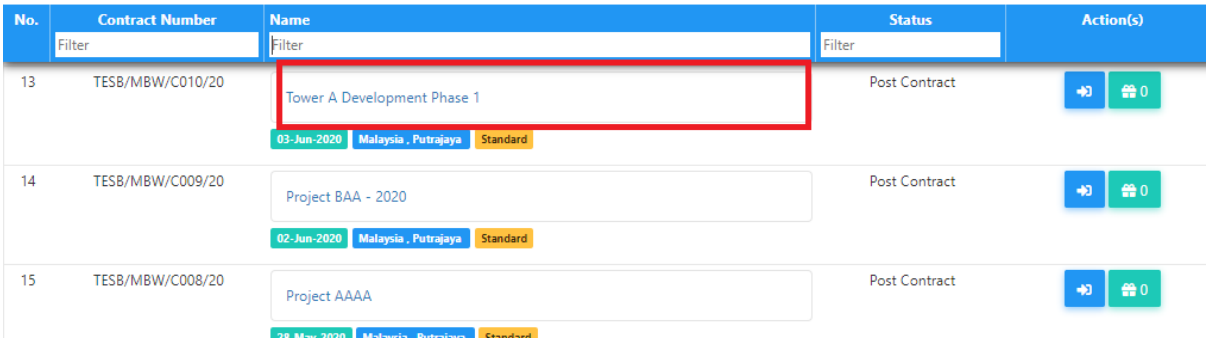
Activate Claim Certificate (CPR)

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

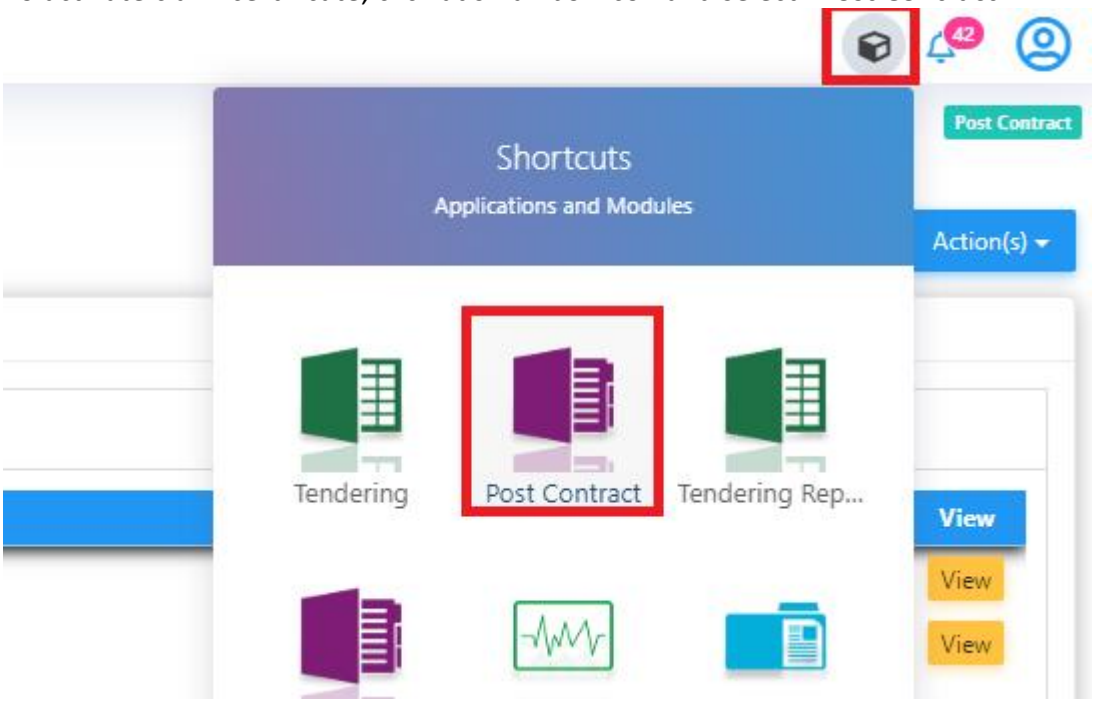
1. Login eTender system with **Username and Password**



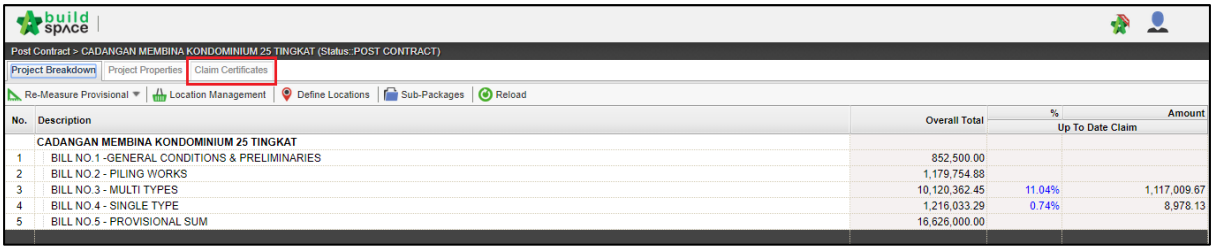
2. Click **"Project Title"** or click **"Open Project"**



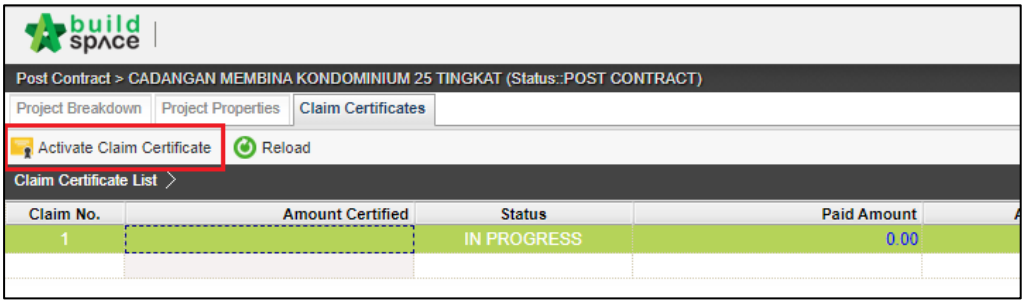
3. To activate claim certificate, click at small box icon and select "**Post Contract**".



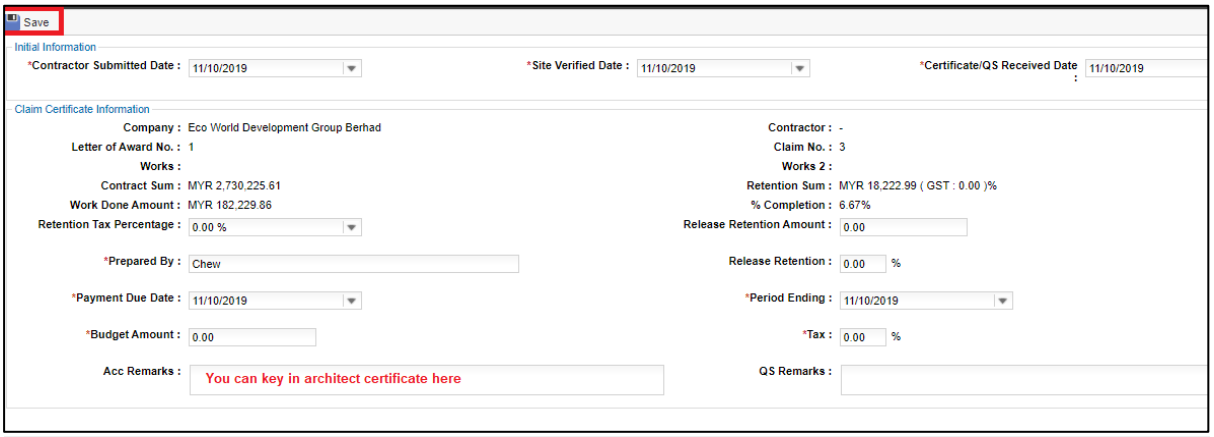
4. At BuildSpace Pro, you can view the BQ is in post contract status. To activate Claim Certificate, click **Claim Certificate**.

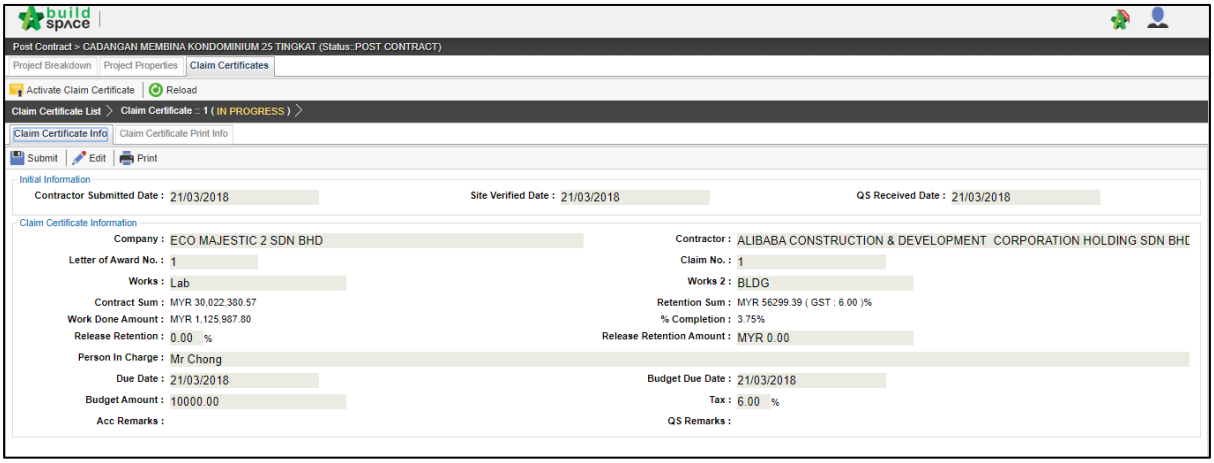


5. Click "**Active Claim Certificate**".



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.

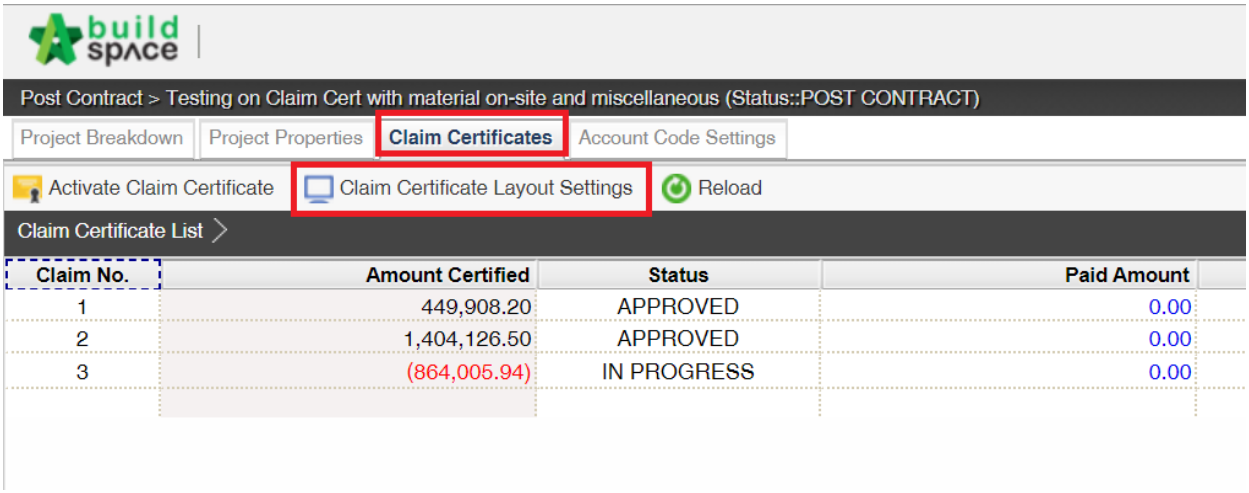




Claim Layout Settings *(Gamuda Land format)*

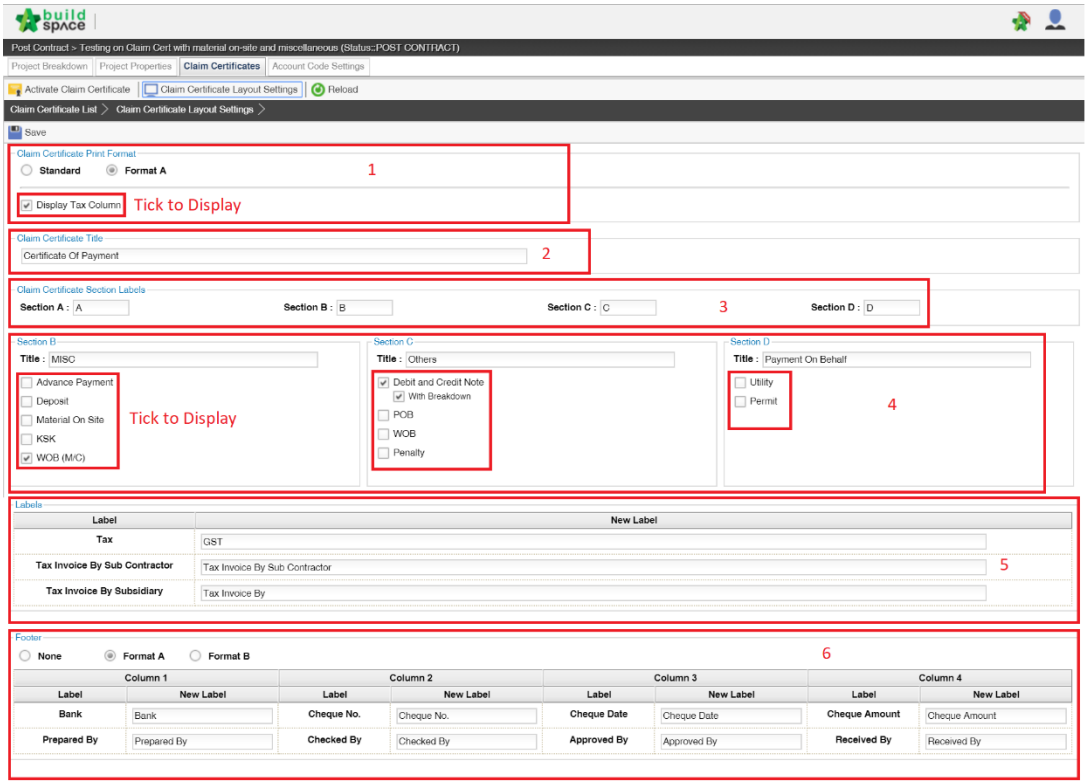
Note: You only need to setup this once for every project

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"

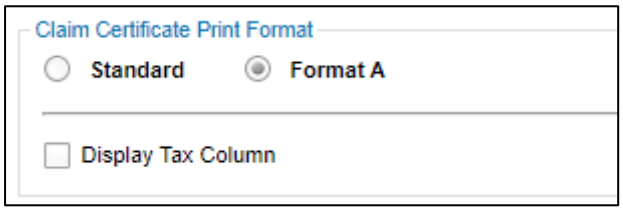


Claim No.	Amount Certified	Status	Paid Amount
1	449,908.20	APPROVED	0.00
2	1,404,126.50	APPROVED	0.00
3	(864,005.94)	IN PROGRESS	0.00

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

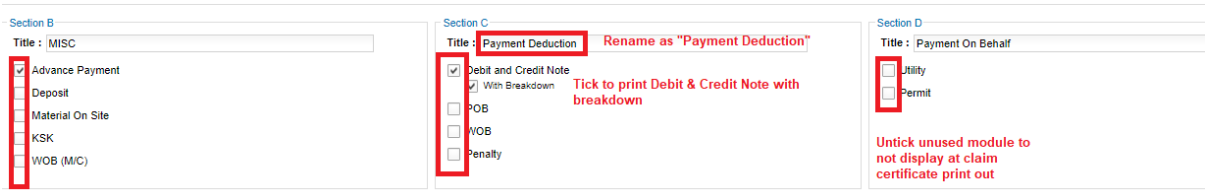


3. First Section is the “Claim Certificate Print Format” there are 2 option “Standard” & “Format A”. **Select Format A and untick “Display Tax Column”.**

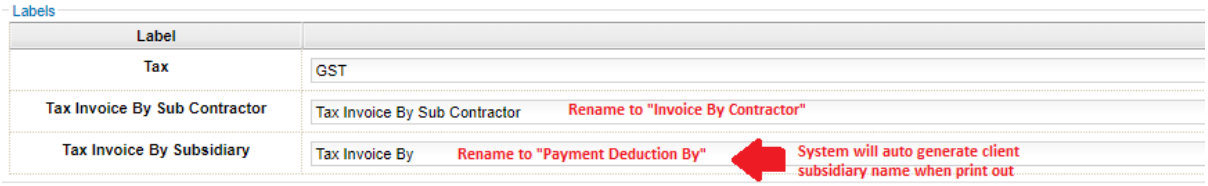


4. Second Section “Claim Certificate Title”. **Rename the title to “Contractor Payment Recommendation”.**

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.



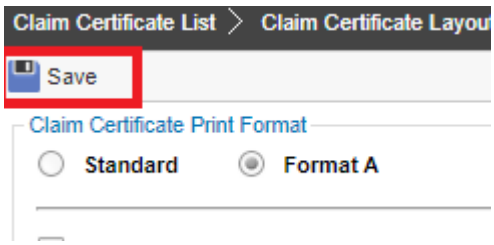
6. Fourth Section is the Label Section. You can type to rename the labels based on GL format.



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 <u>Format B</u> based on Gamuda Land format

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



Sample of Claim Certificate Print Out

GAMUDA LAND SDN BHD (Gamuda Garden) — **Contractor Payment Recommendation**

Project Description:	CADANGAN PEMBINAAN INFRA WORKS		
		LA No:	1
Sub Contract Works:		Certificate Date:	11/10/2019
Contractor:	PCK CONSTRUCTION SDN BHD	Period Ending:	11/10/2019
Invoice Date:		Payment Due Date:	11/10/2019
Invoice No:		Claim No:	2
Bill Total:	2,730,225.61		
Total VO Amount:	0.00		
Contract Sum:	2,730,225.61	Completion %:	6.67%
Remark:			
Prepared By:	Chew		

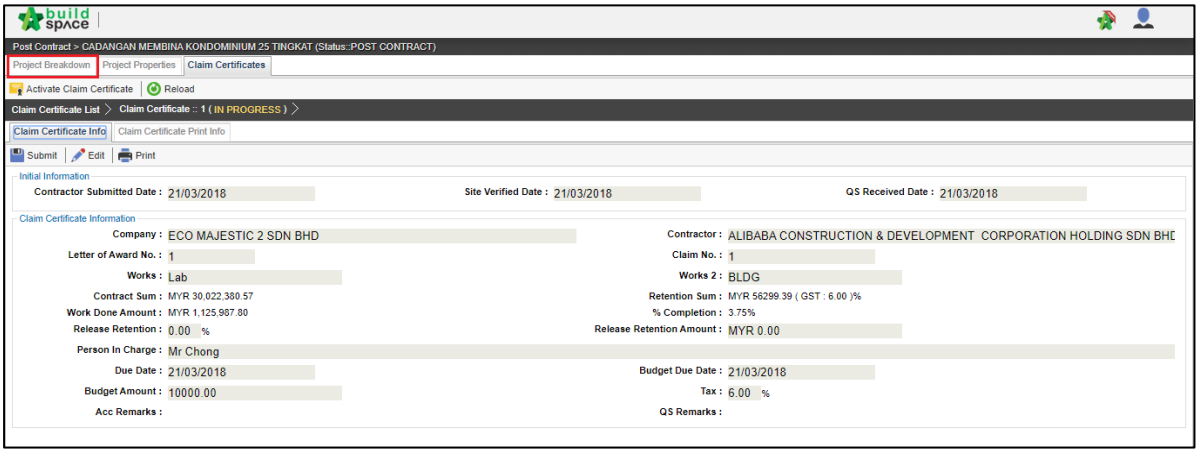
		ACCM Total	Previous Claim	This Claim
A	Bill Total	182,229.86	91,576.76	90,653.10
	Variation Order	0.00	0.00	0.00
	Material On Site	0.00	0.00	0.00
	Total Work Done	**182,229.86**	**91,576.76**	**90,653.10**
	Retention Sum	[18,222.99]	[9,157.68]	[9,065.31]
	Release Retention	0.00	0.00	0.00
	Total Retention	**[18,222.99]**	**[9,157.68]**	**[9,065.31]**
	Amount Certified	**164,006.87**	**82,419.08**	**81,587.79**
B	**MISC**			
	Advance Payment	0.00	[0.00]	0.00
			Sub Total	0.00
			Tax Invoice By Contractor	81,587.79
C	**Payment Deduction**			
	Gamuda Trading Sdn Bhd	40,000.00	10,000.00	30,000.00
	Master Pave Sdn Bhd	20,000.00	20,000.00	0.00
	CLQ Trading Sdn Bhd	20,000.00	0.00	20,000.00
			Payment Deduction By GAMUDA LAND SDN BHD (Gamuda Garden)	50,000.00
			Net Payable Amount (MYR)	**31,587.79**

Verifier Log

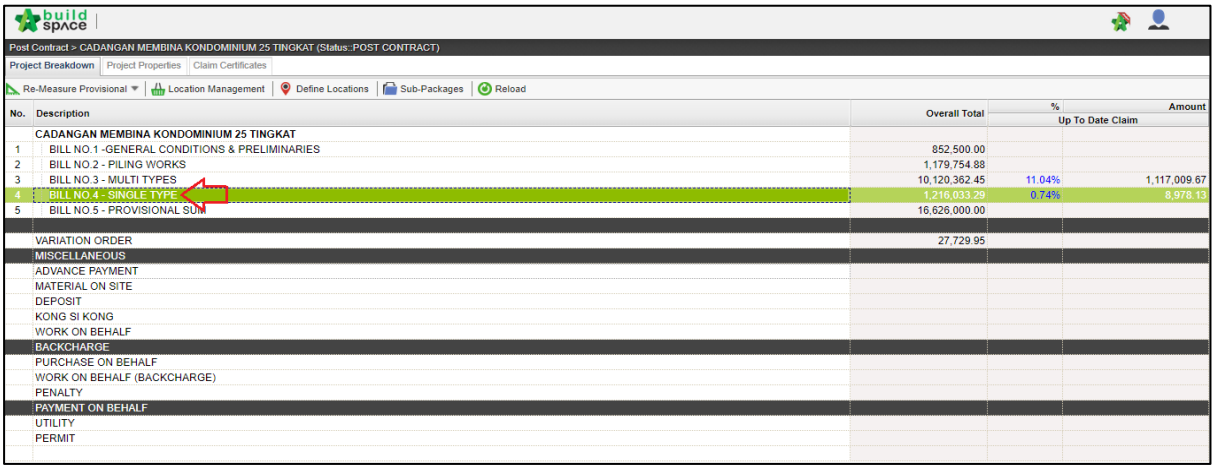
No.	Name	Verified At	Remarks
1	Chris Volcano	11/10/2019	
2	Staff 1	11/10/2019	
3	Heng Chin Guan	11/10/2019	

Update BQ Claim

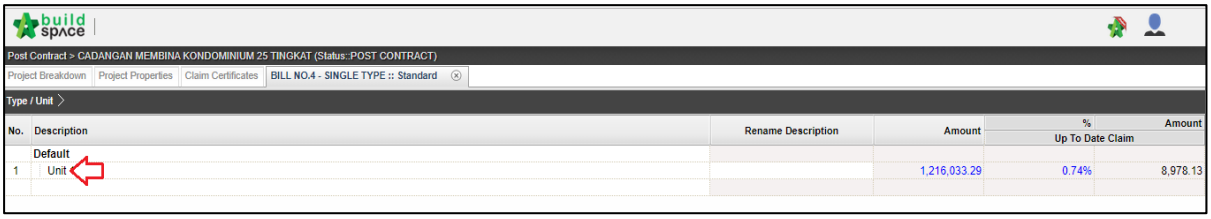
1. Click **"Project Breakdown"** to update the claim *(under BuildSpace Pro)*.



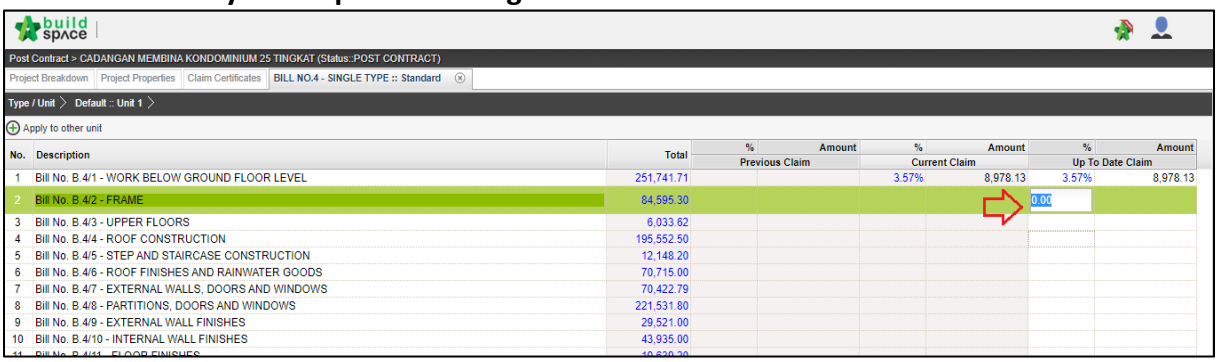
2. **Double click** which **"Bill"** want to update the claim.



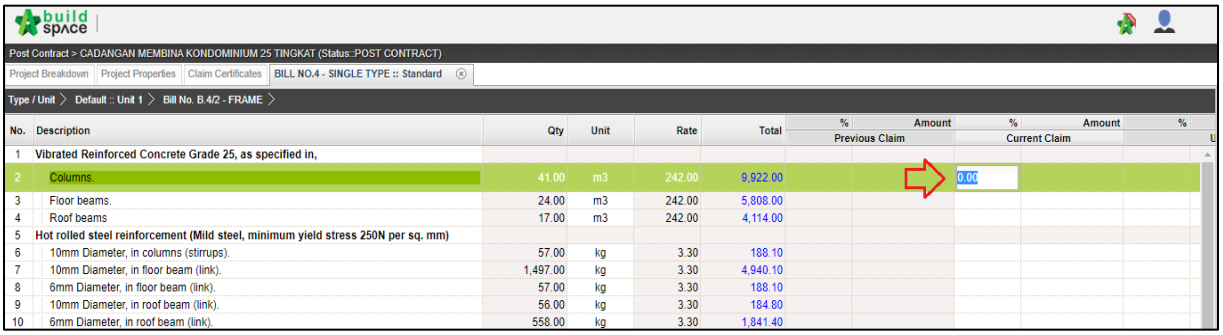
3. **Double click** and can view the **"Element Level"**.
   Note: Claim can update at the element level or item level.



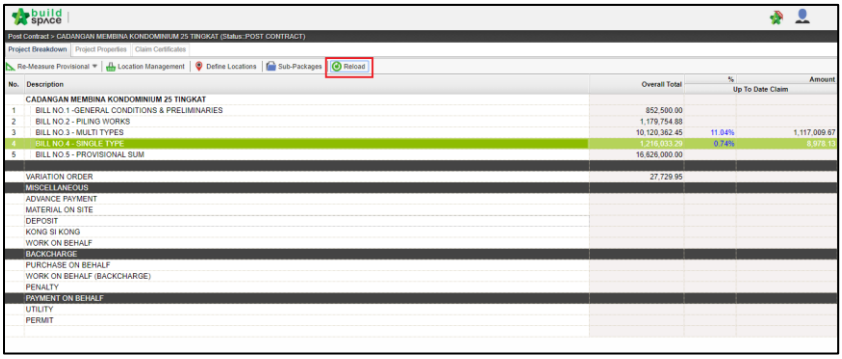
4. **Press enter to key** in and **press enter again to save.**



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

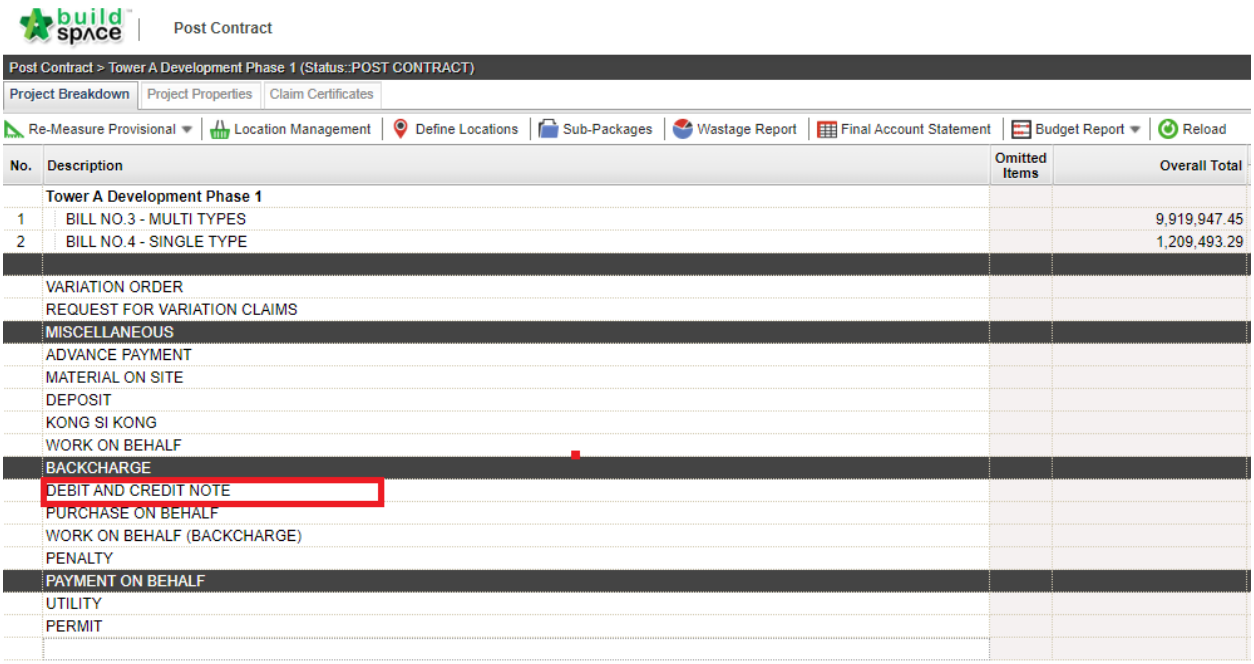


6. After done update the claim, go to **project breakdown** and click **"Reload"** to **see the latest updated claim.**

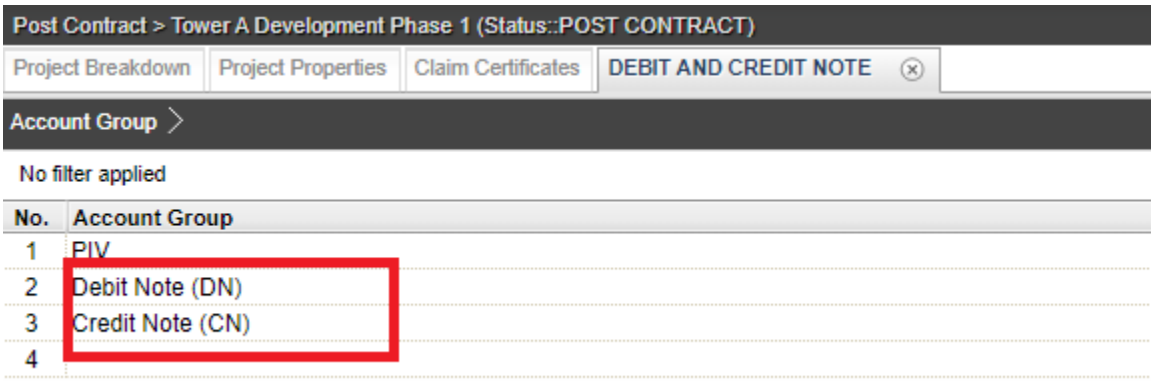


How to Set Up Debit & Credit Note

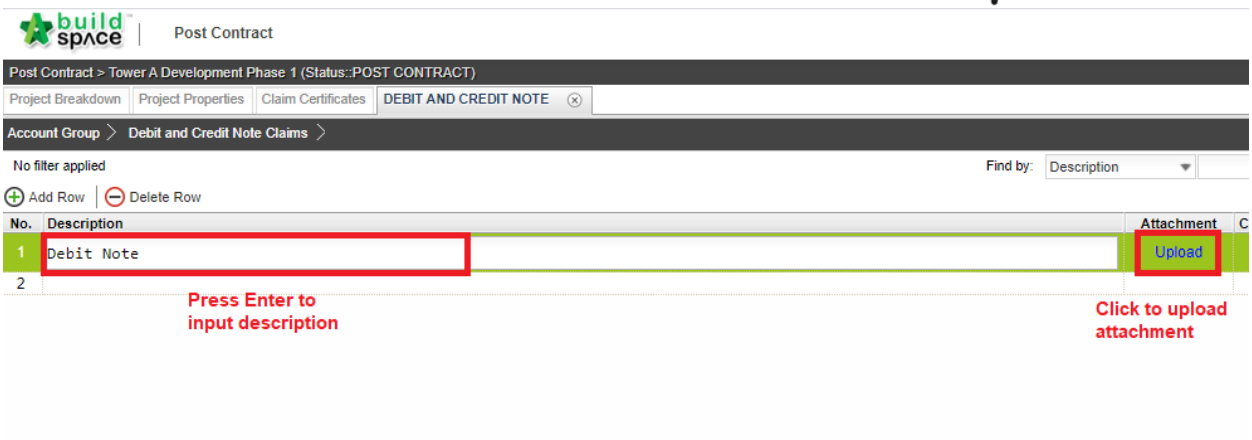
1. Login eProject, open a project *(Post Contract stage)* and access to BuildSpace Pro. Then double click "**Debit & Credit Note**" (under Back charge).



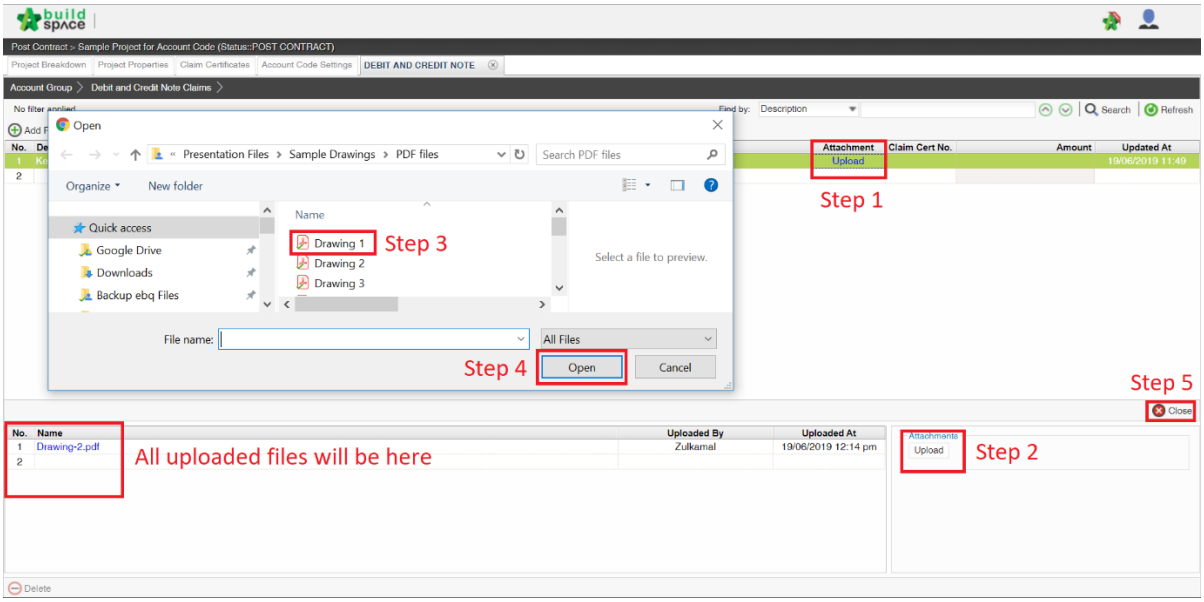
2. To input debit note details, double click at "Debit Note (DN)". Likewise, to input credit note details, double click at "Credit Note (CN)".



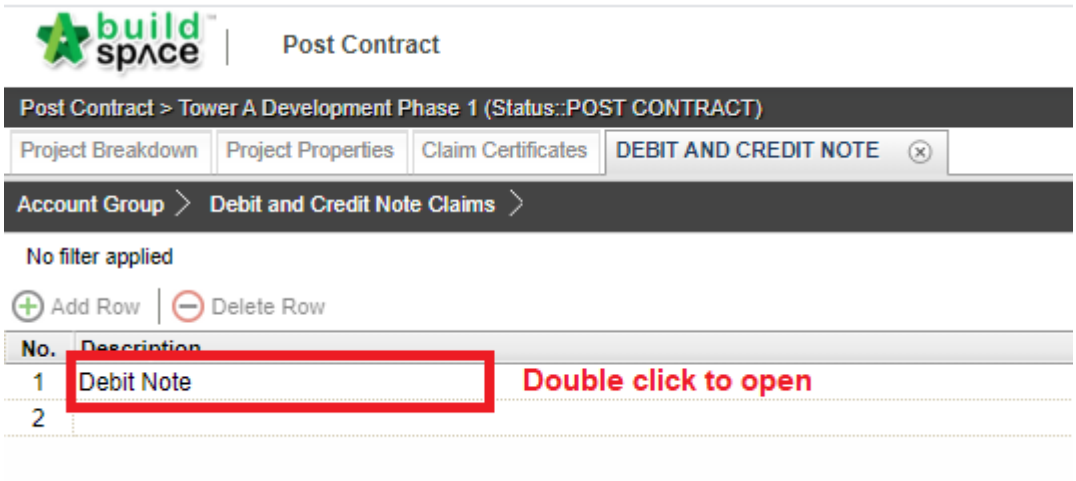
3. Here you can edit description/title for debit & credit note, if you have any files as an attachment click upload to upload files.



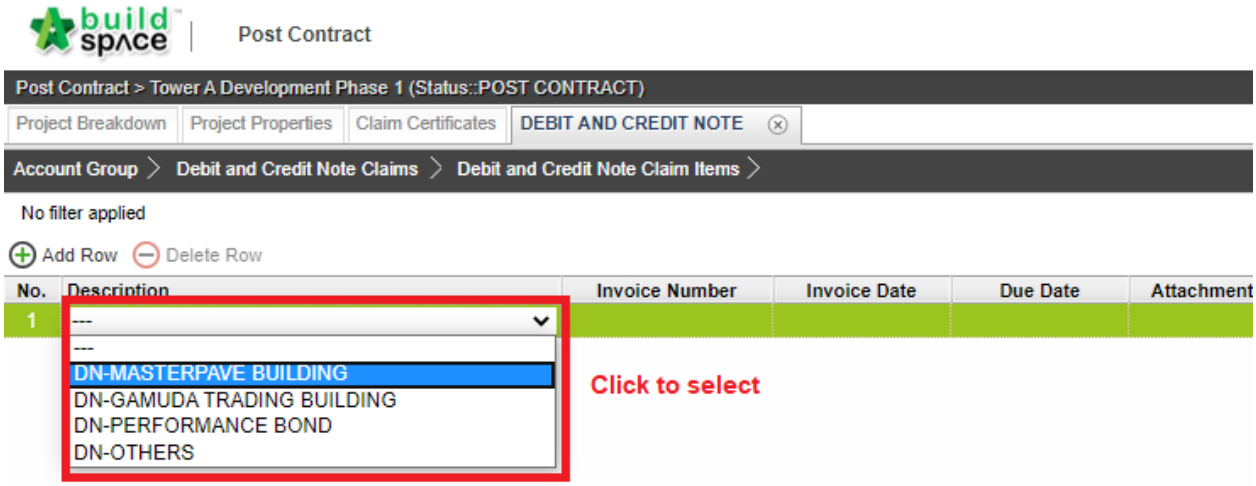
4. To attach files, refer to the following steps below, Step 1 click on "**Upload**", Step 2 click "**Upload**" again, Step 3 "**select file**", Step 4 click "open", Step 5 click "**Close**" to save. If there are additional attachments repeat from **Step 2**.



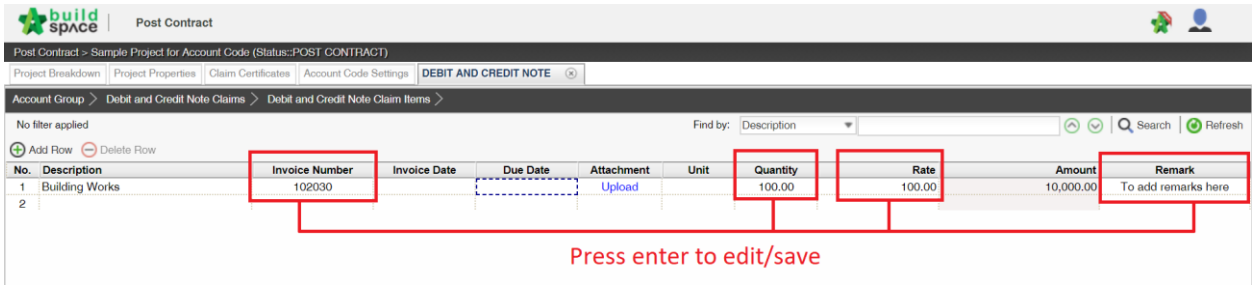
5. Once already key in the description you can double click to open to "**sub level**".



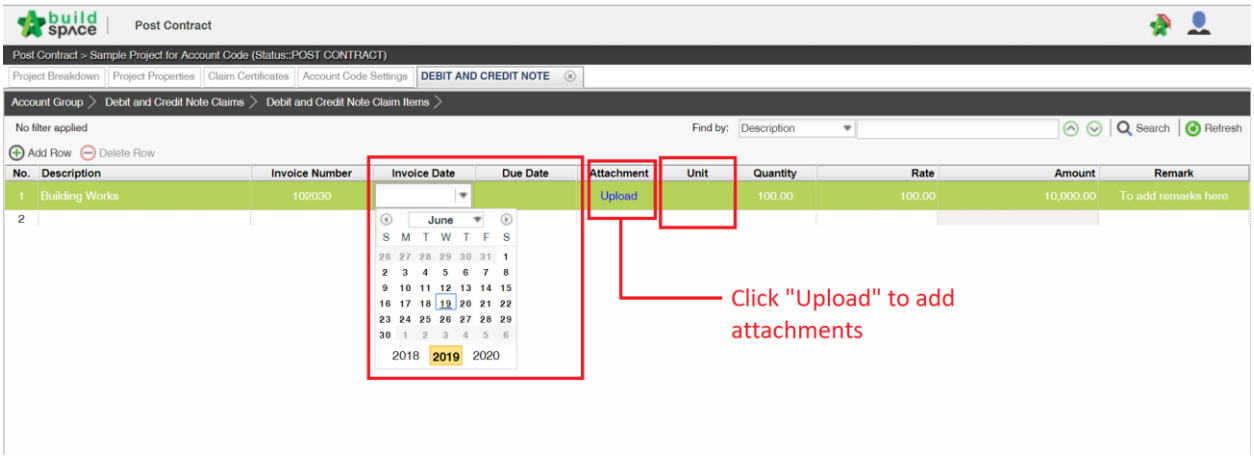
6. Under sub-level, single click at description column, press "Enter" and click the drop down icon to select account code item. Then you need to fill in your debit/credit note information



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

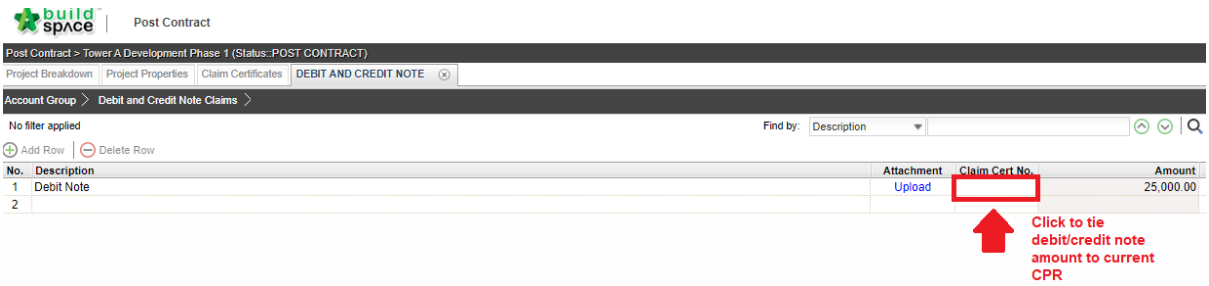


8. For “**Invoice Date**”, “**Due Date**”, & “**Unit**” to edit single “**Click**”, press “**Enter**” & single “**Click**” again and choose from the selection. To upload attachments just click “Upload”

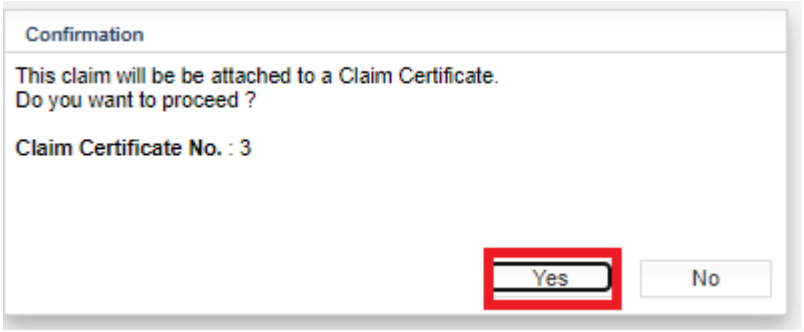


9. Once finalized with the information, back one level, here you can view summary of **Debit/Credit Note** listing, **attachments**, **amount**, **updated date**. As for the “**claim cert no**” to tie to **claim certificate** just click on the empty box. However, you need to **activate claim certificate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

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



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

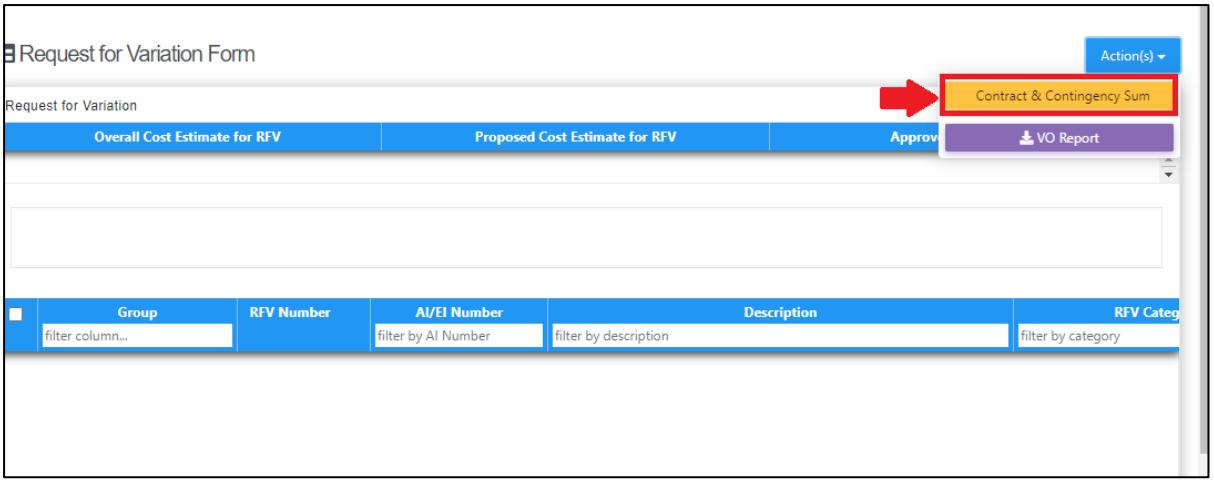


Request for Variation

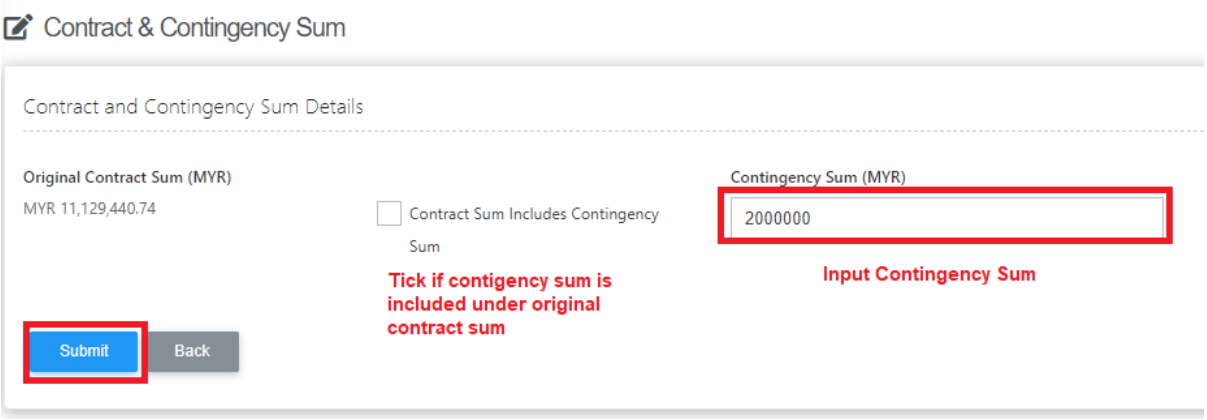
How to issue fill in contract & contingency sum for RFV

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**".



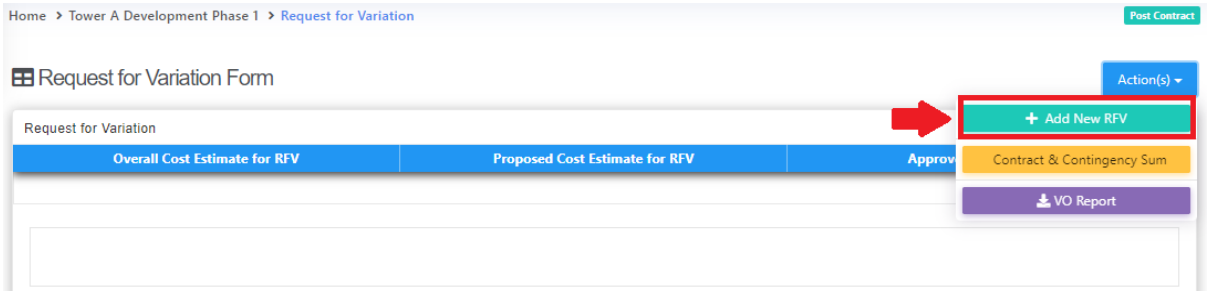
2. Then fill in the contingency sum for this project. After that, click **Submit.**



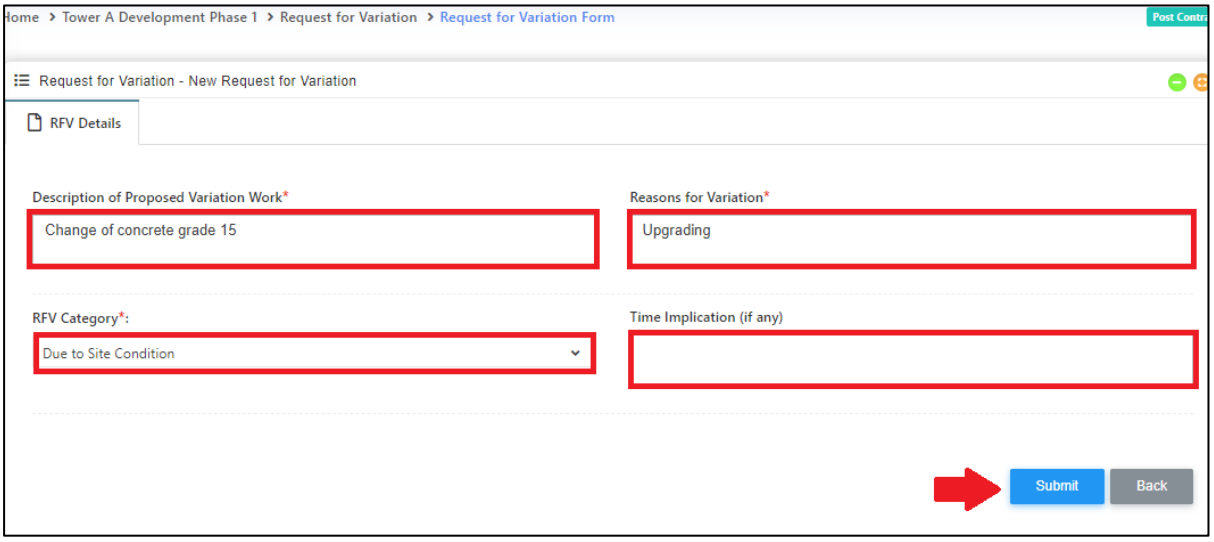
Note: Consultant can proceed to issue new RFV after original contract & contingency is filled in system.

How to issue New RFV

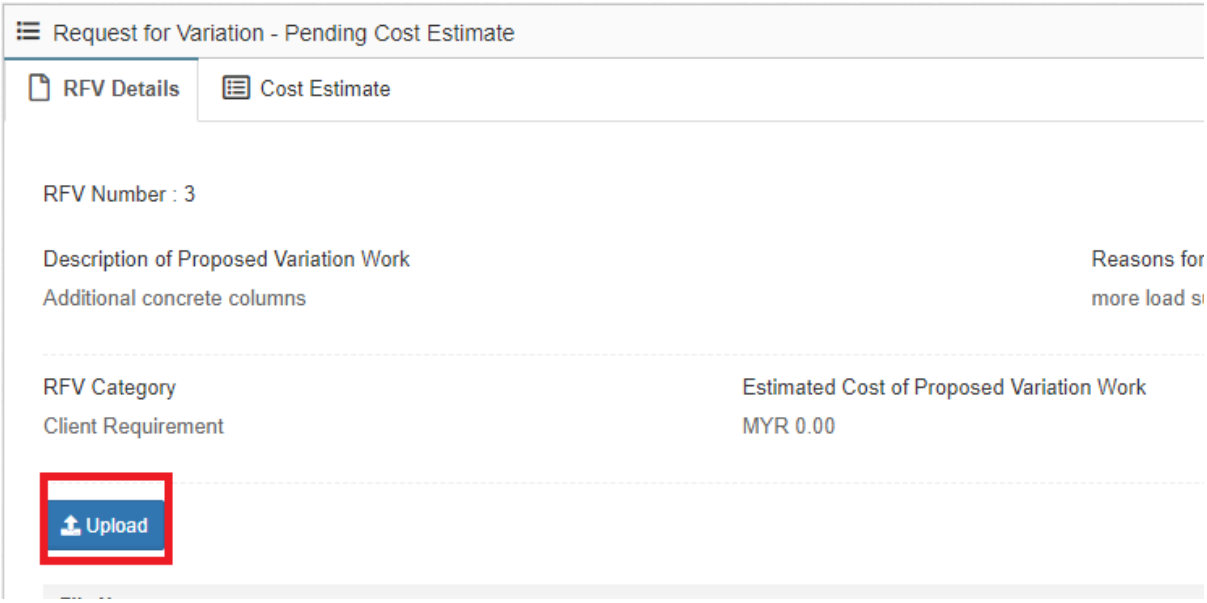
1. After consultant filled in Contract & Contingency Sum, click **Add New RFV** to issue new RFV.



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

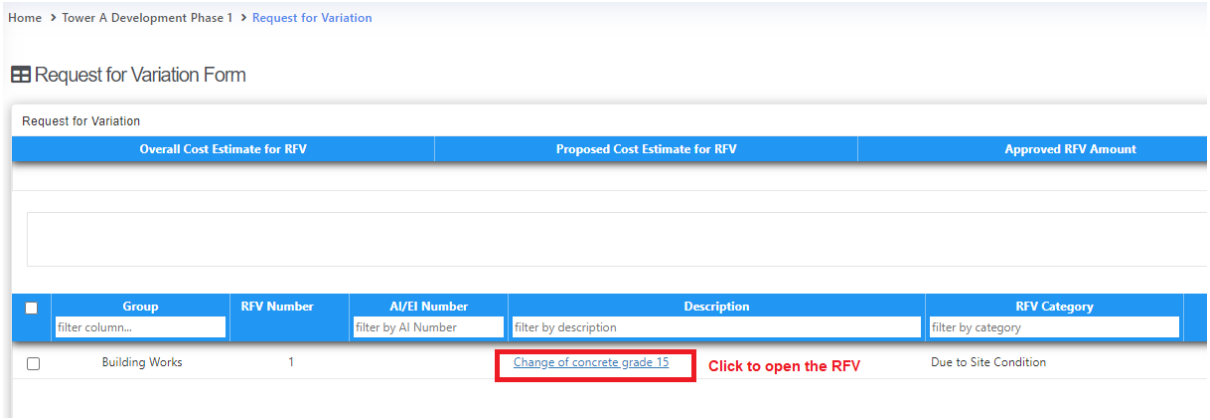


3. You also can upload any attachment by clicking **Upload**.

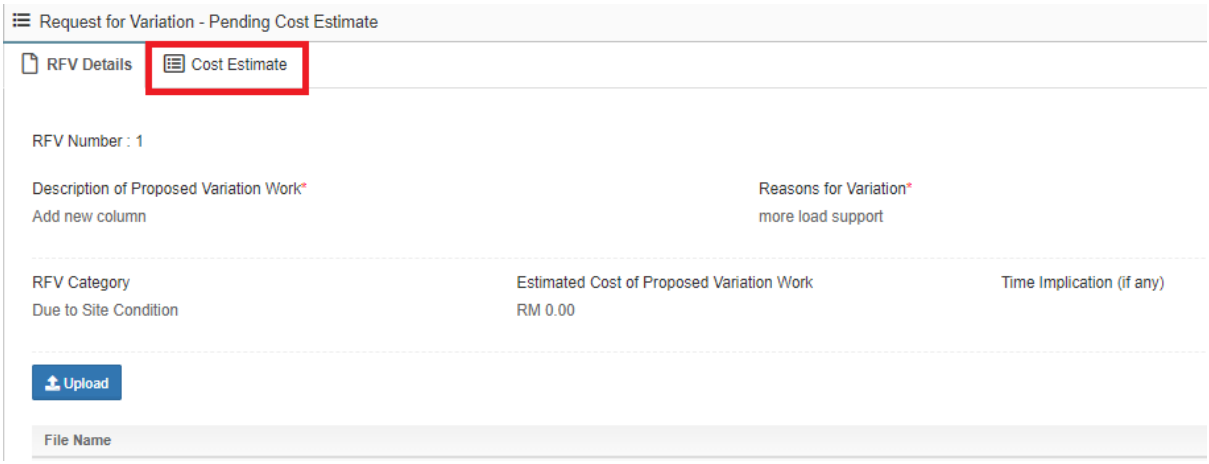


How to insert cost estimation for proposed RFV

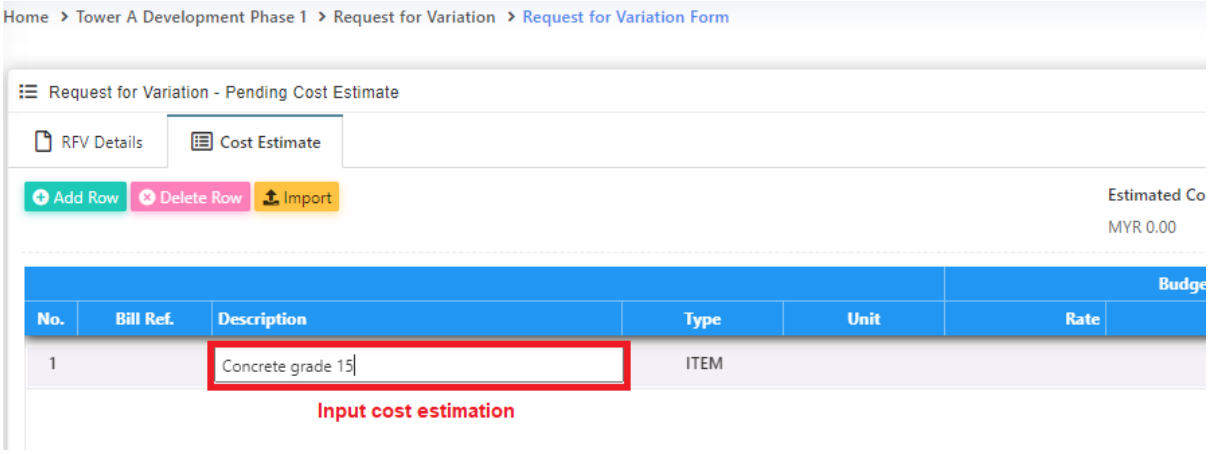
1. After consultant submitted the RFV form, click at **Description** to open the RFV and fill in cost estimate.



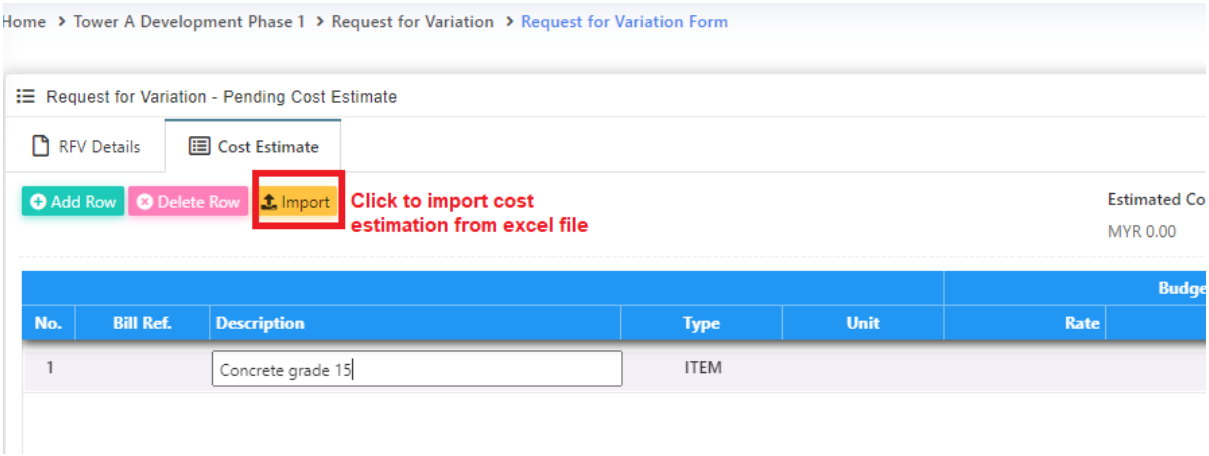
2. Click at **Cost Estimate** to do cost estimation for the RFV.



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



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



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

Step 1

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

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

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

3.1

Step 2

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

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

3.1

Step 3

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

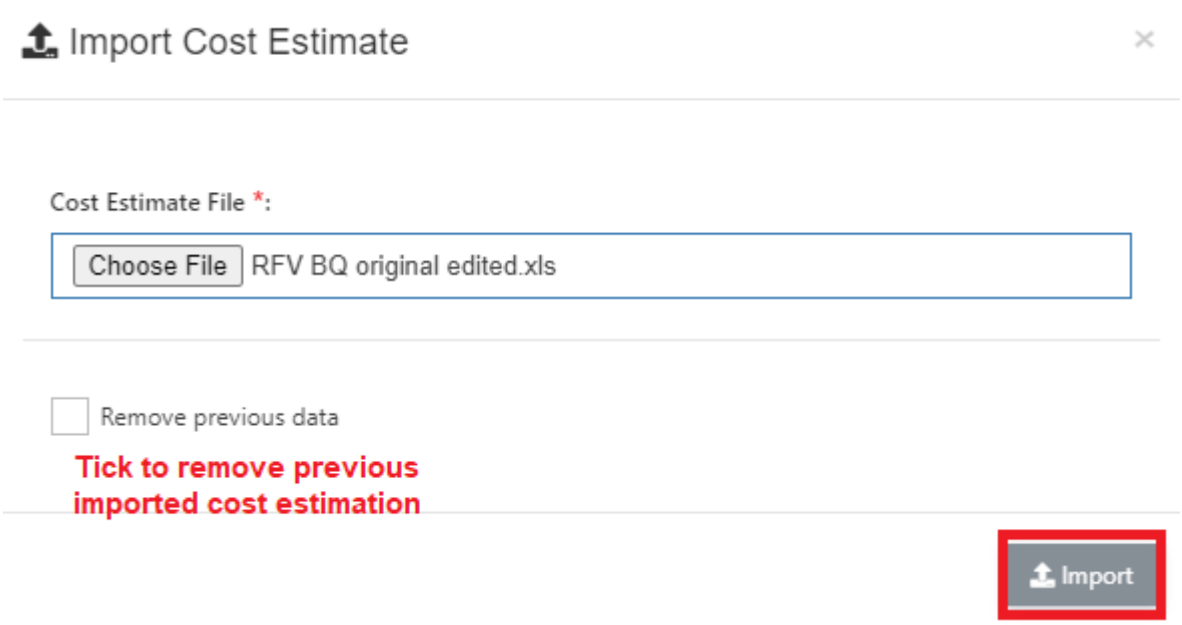
	Item		Unit	Quantity	Rate	RM
		Bill No. 3.1				
		WORK BELOW GROUND FLOOR LEVEL				
		Excavate oversite, commencing from platform level				
	A.	Not exceeding 250mm, to reduce level.	m^3	125	3.50	437.50
		Excavate, commencing from reduce level.				
	B.	Maximum depth not exceeding 2.00m deep, for footings.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

Step 4

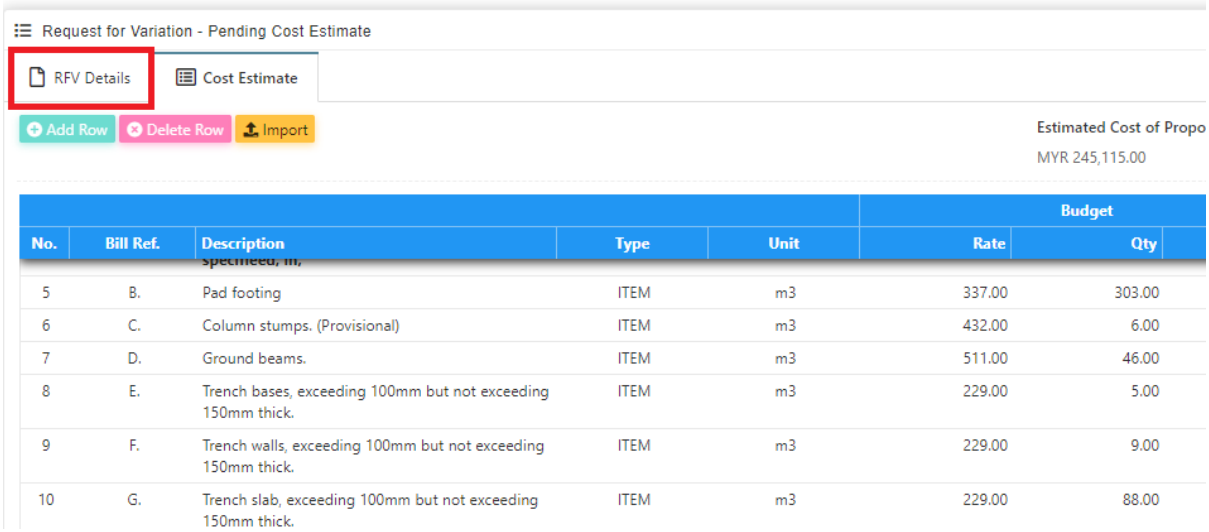
Remove total amount & any header with (Cont'd)

		Disposal off site, including paying all dues				
L.		Excavated materials	m^3	936	3.00	2,808.00
		Hardcore, consolidated and blinded to receive concrete				
M.		~~150mm (consolidated thickness); under floor.~~	~~m^3~~	~~532~~	~~9.50~~	~~5,054.00~~
				To Collection		33,560.00
		PERPUSTAKAAN 08/1409 - UiTM ARAU, PERLIS 3.1/1				
		Work Below Ground Floor Level (Cont'd)				
		Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett ; allow for laps and turn up)				

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

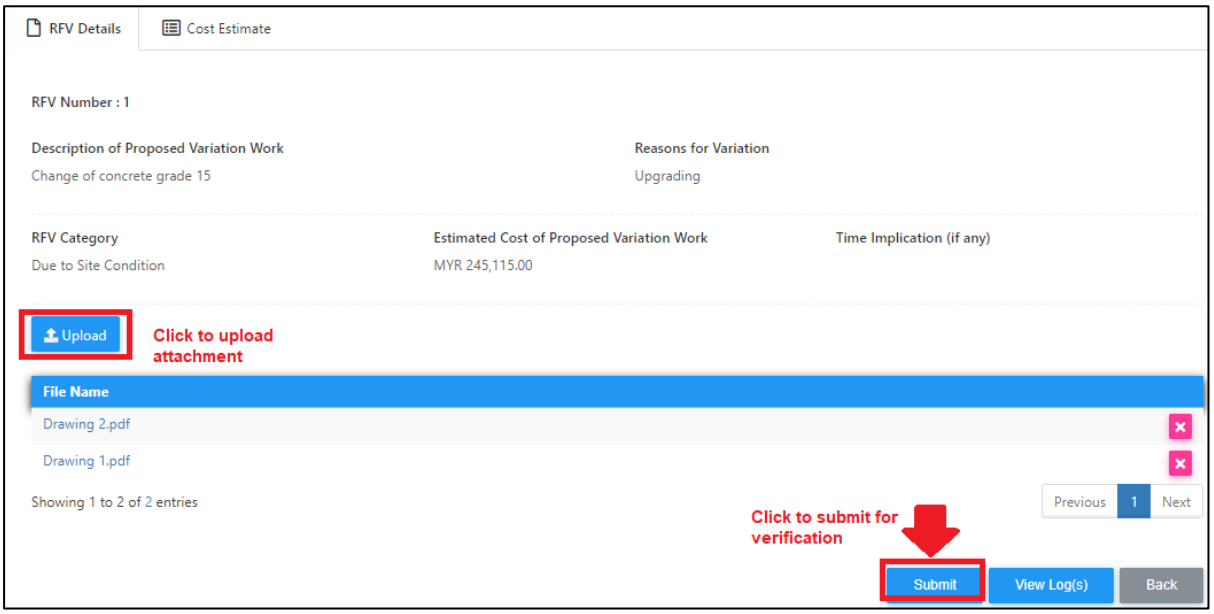


7. After finalized the RFV cost estimate, click **"RFV Details"** to submit for approval.



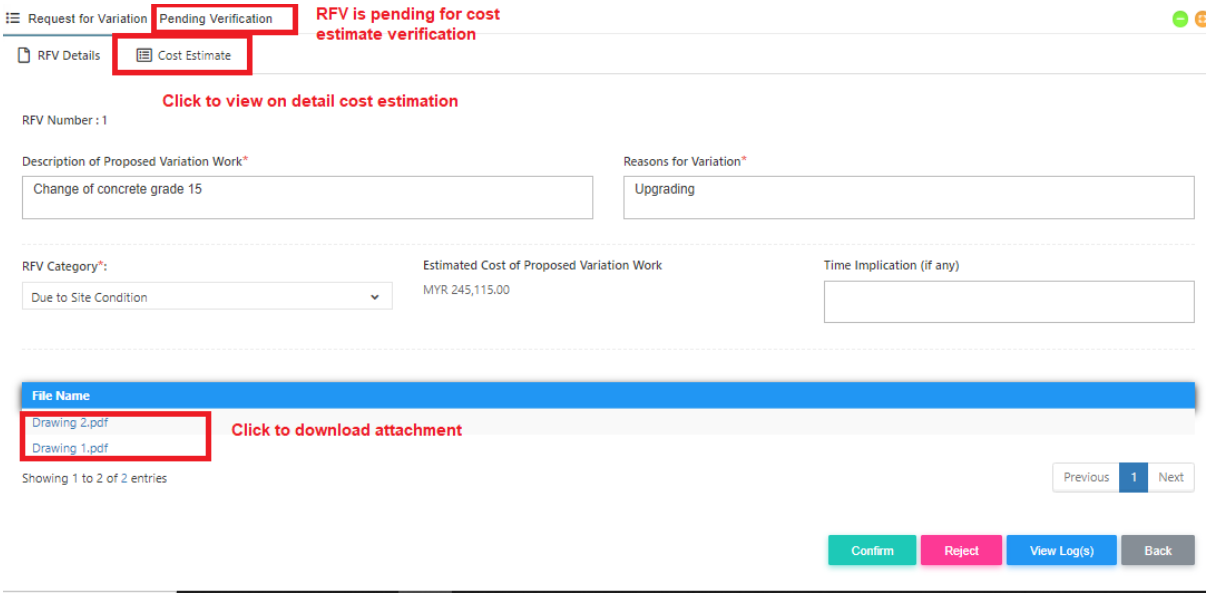
No.	Bill Ref.	Description	Type	Unit	Budget Rate	Budget Qty
5	B.	Pad footing	ITEM	m3	337.00	303.00
6	C.	Column stumps. (Provisional)	ITEM	m3	432.00	6.00
7	D.	Ground beams.	ITEM	m3	511.00	46.00
8	E.	Trench bases, exceeding 100mm but not exceeding 150mm thick.	ITEM	m3	229.00	5.00
9	F.	Trench walls, exceeding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

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

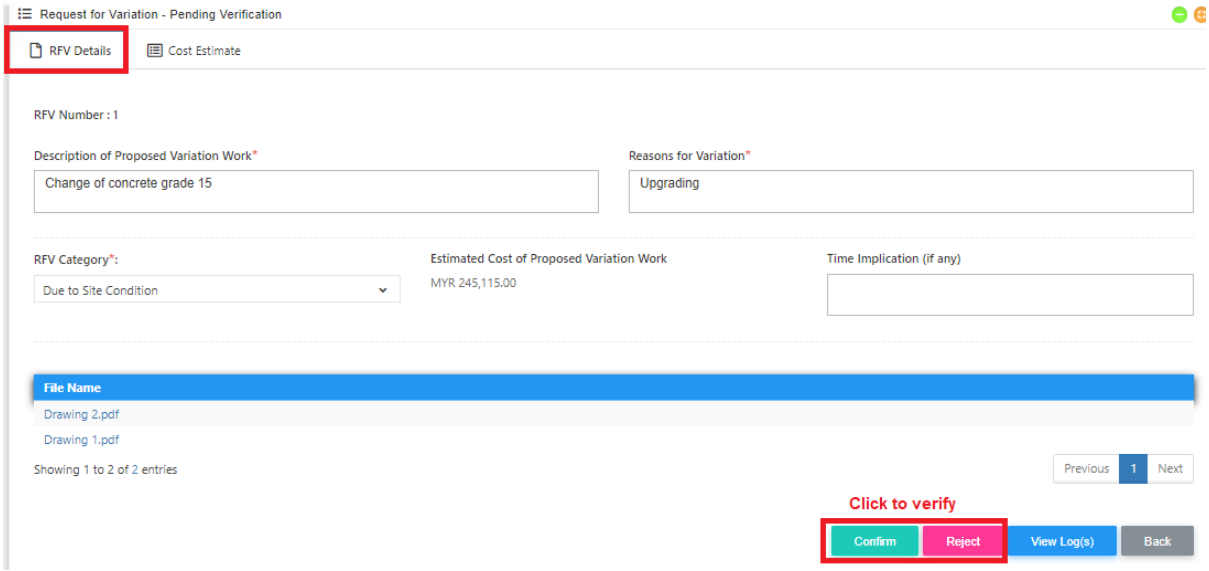


How to verify RFV Cost Estimate

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.



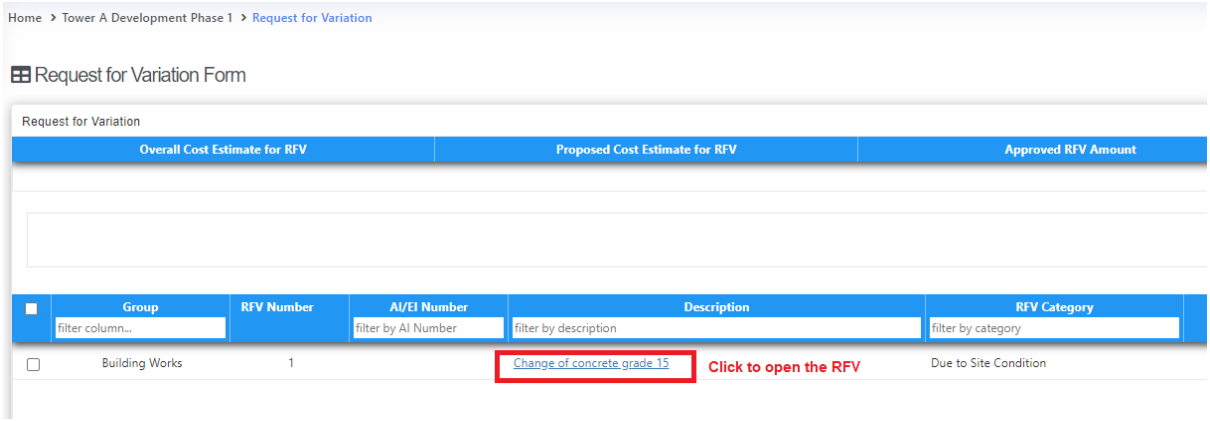
2. After reviewing the RFV cost estimate, click **RFV Details** and click **Approve / Reject**. ***(If approved, the RFV will proceed for client verification; if rejected, the RFV will revert back to consultant to redo the cost estimate)***



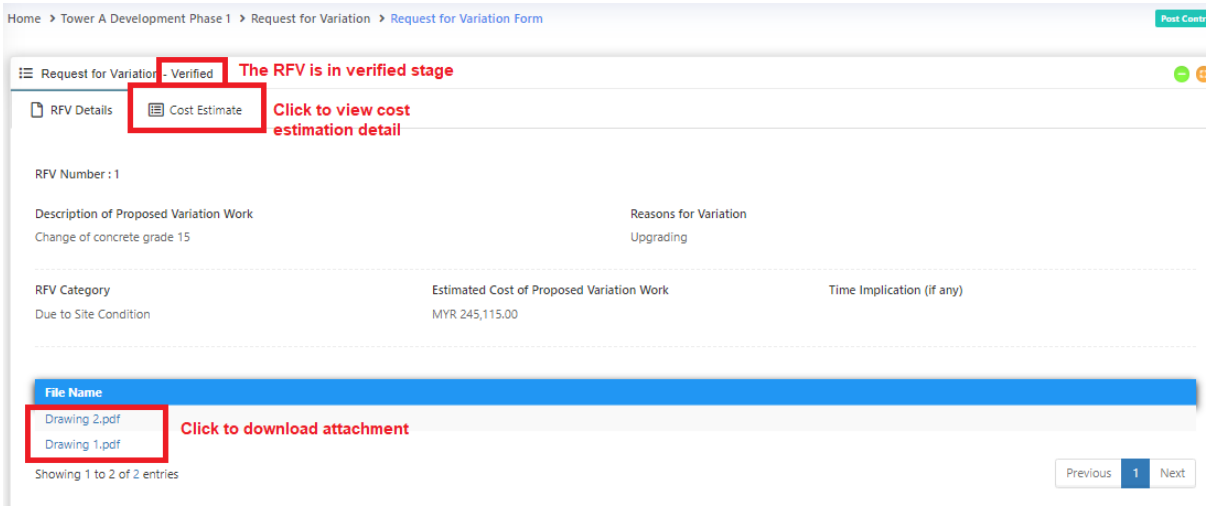
How to submit RFV for management approval

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

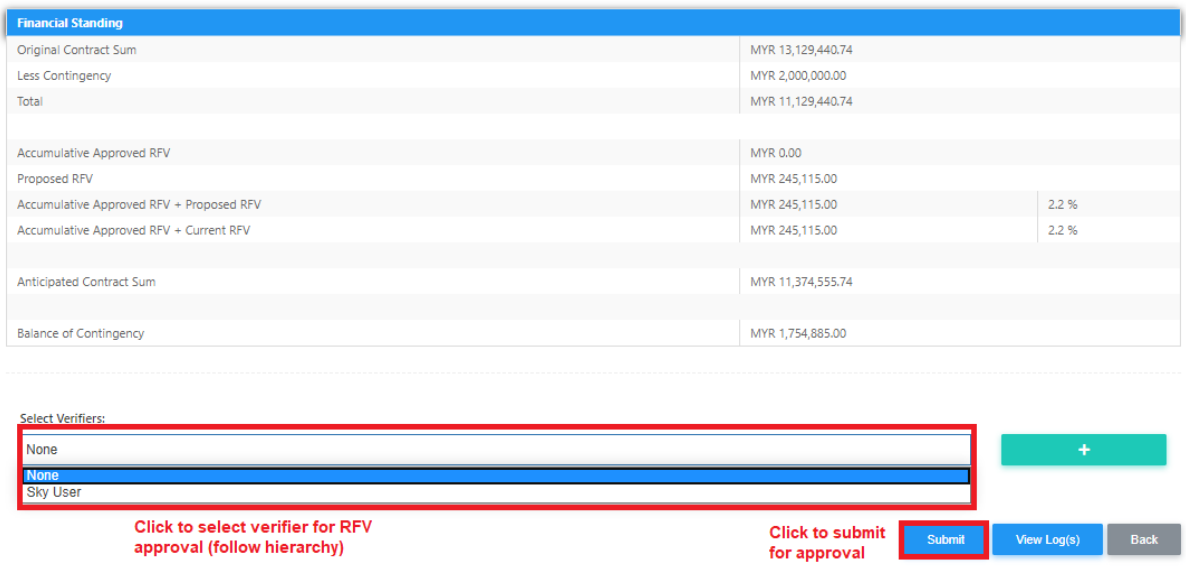
1. Upon RFV cost estimation is verified. Click to open the proposed RFV *(in Verified stage)*



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



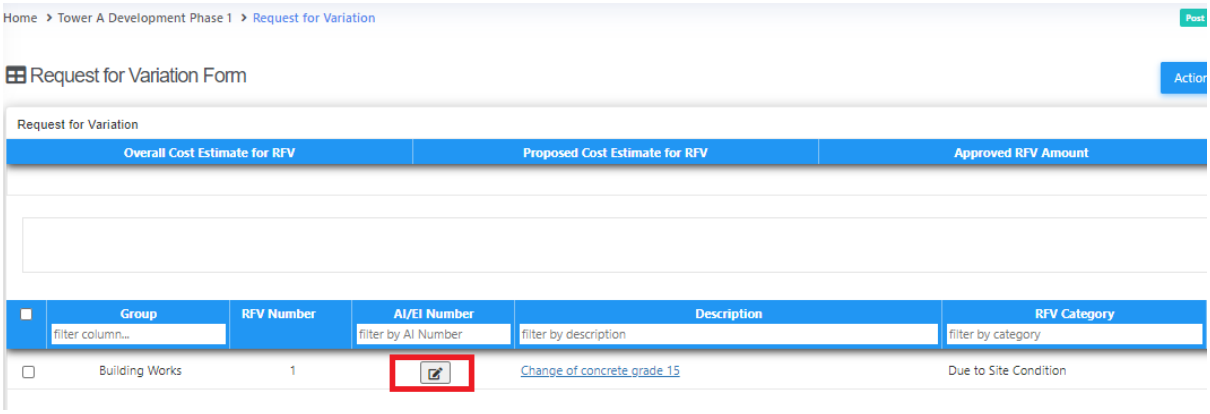
3. Click “Submit” to submit RFV form for management approval.



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	

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.

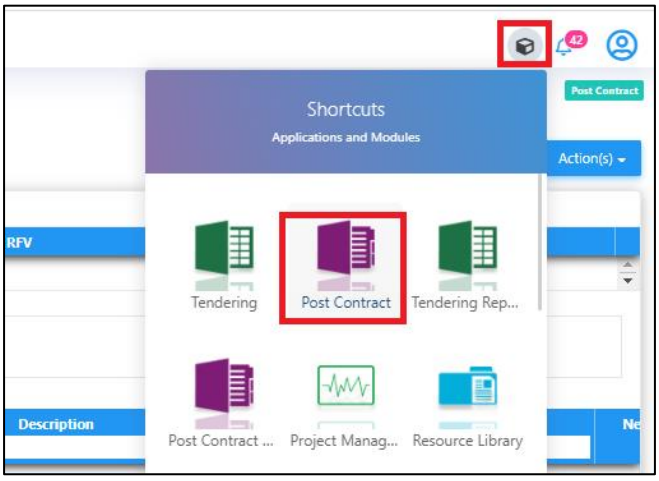


2. After filling in the AI/EI number, click **Save.**

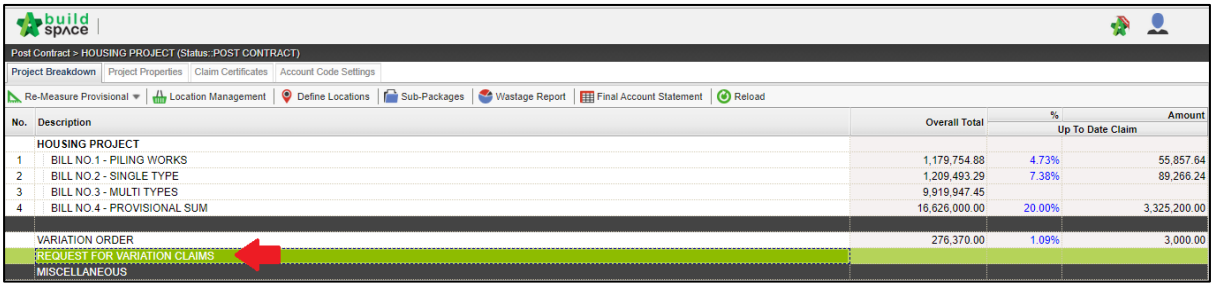
How to Update RFV Claim

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

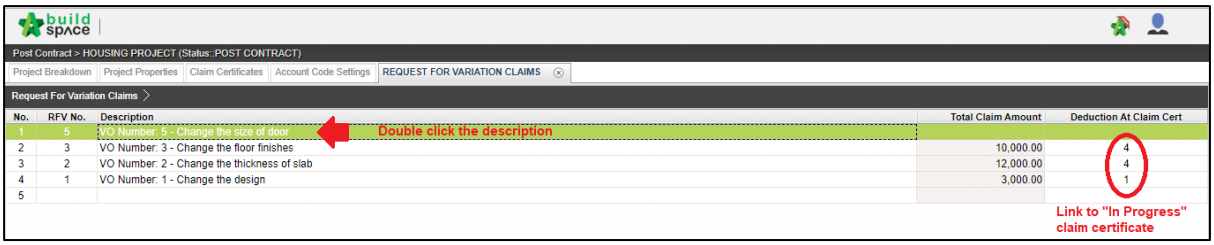
1. Click on the small box on the top right corner and select **"Post Contract Module"**.



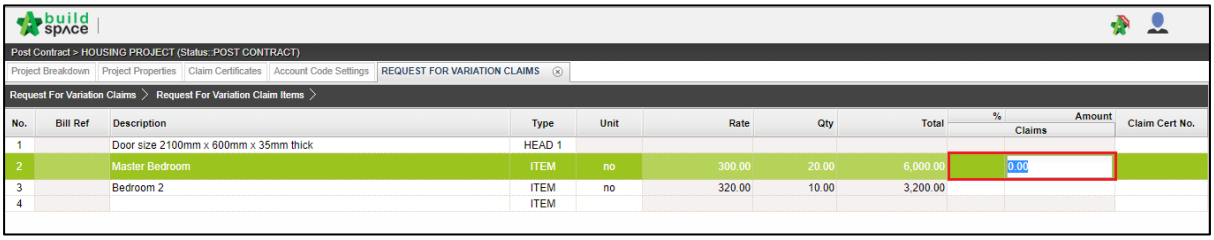
2. Under BuildSpace Pro, double click **"Request For Variation Claim"**



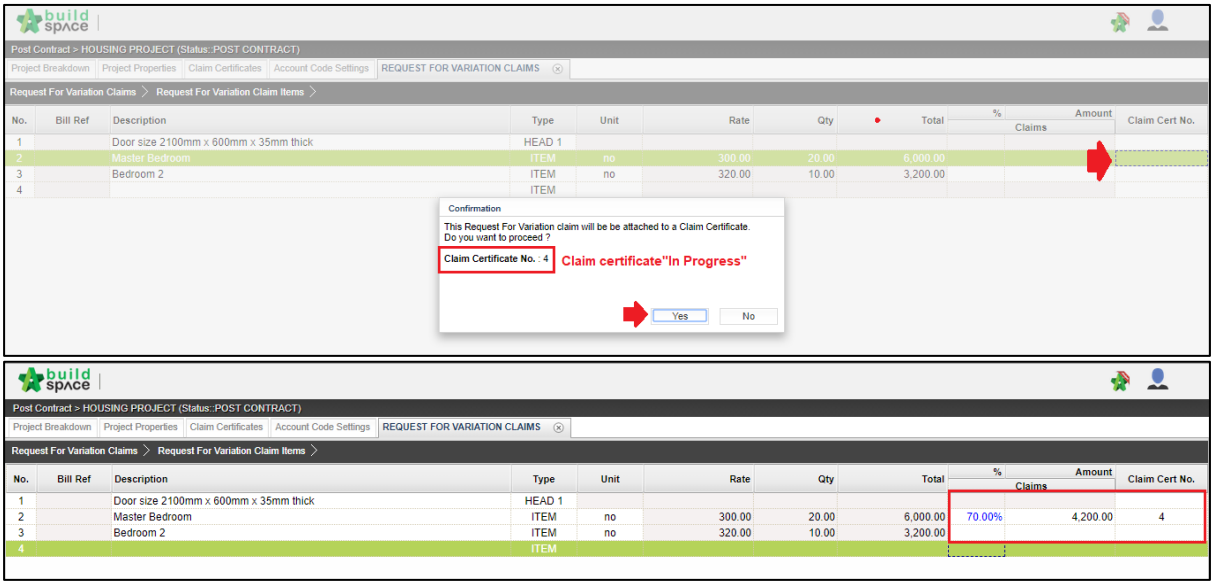
3. **Double click** the description to see more details for RFV already approve



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



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

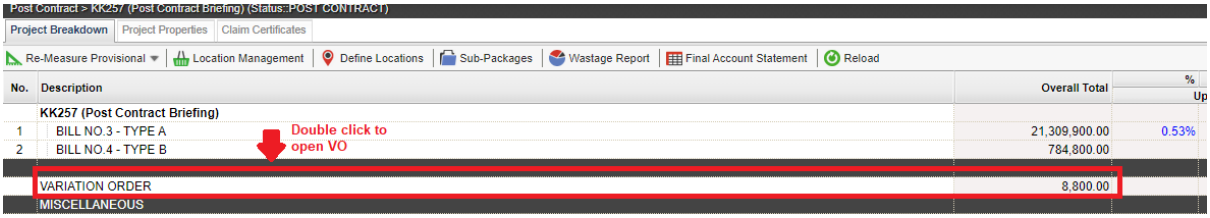


6. Click **"Project Breakdown"** and click **"Reload"** to see the total claim amount for RFV.
   Note: Once VO is approved by C&C, user unable to update the claim under RFV Claim module anymore. To further update claim for the approved VO, click at Variation Order module and further re-key in the RFV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

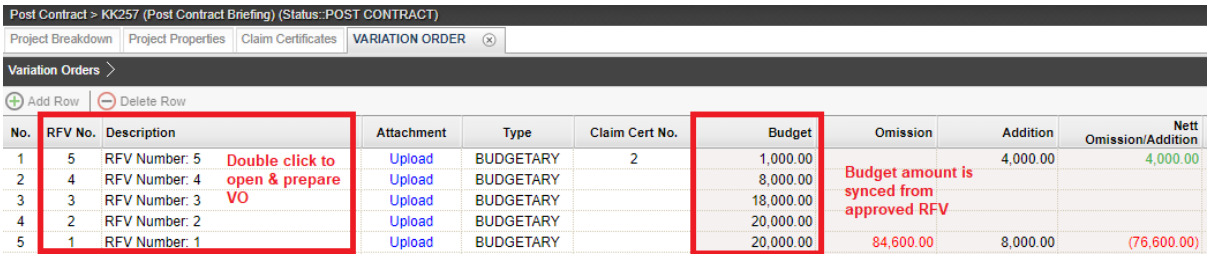
How to prepare VO in system

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.

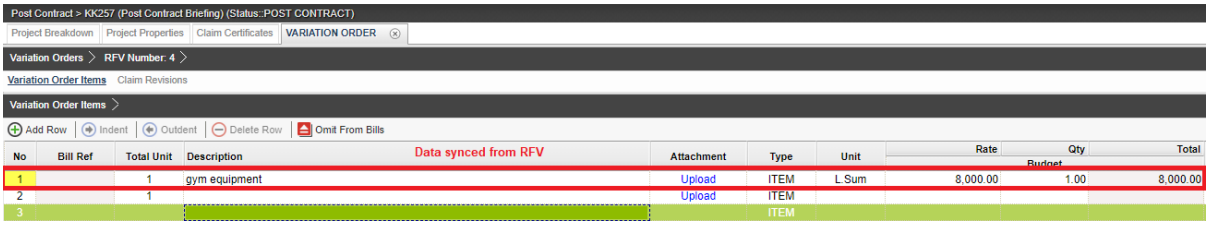


2. Double click at approved RFV and go to second level.

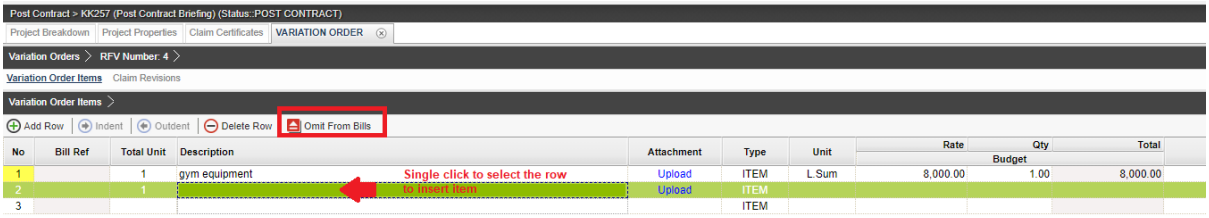


3. System will auto sync the cost estimate from RFV.

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

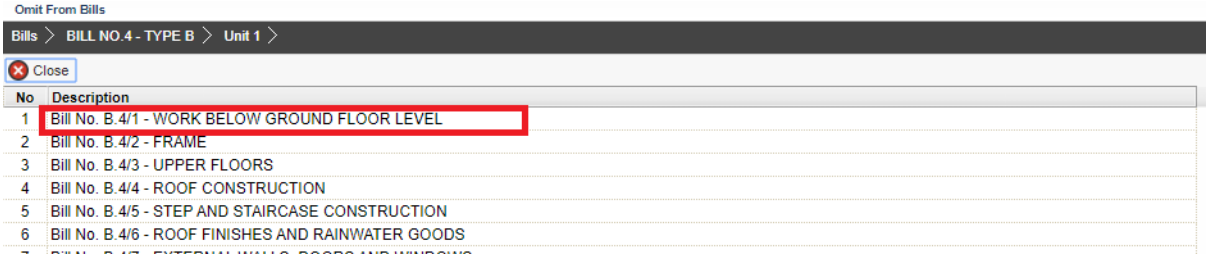


4. To prepare VO, user can click **"Omit From Bills"** to omit item from BQ.

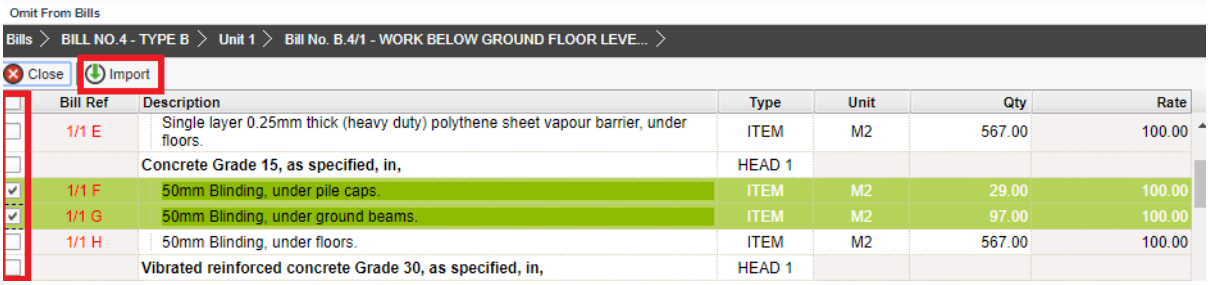


5. Double click to select which bill & unit.

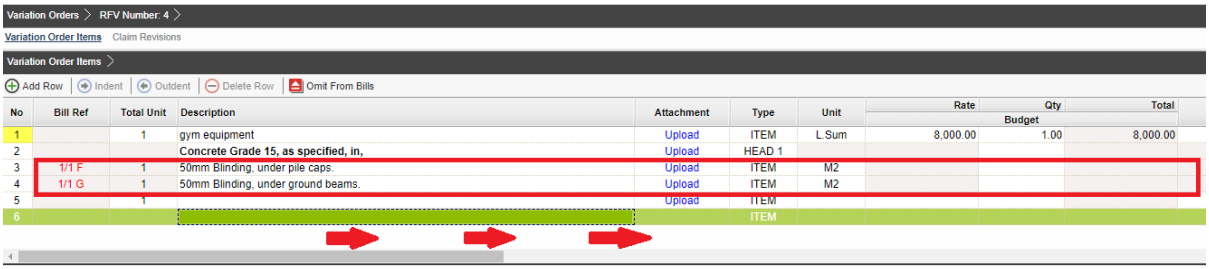
6. Double click to select which element.



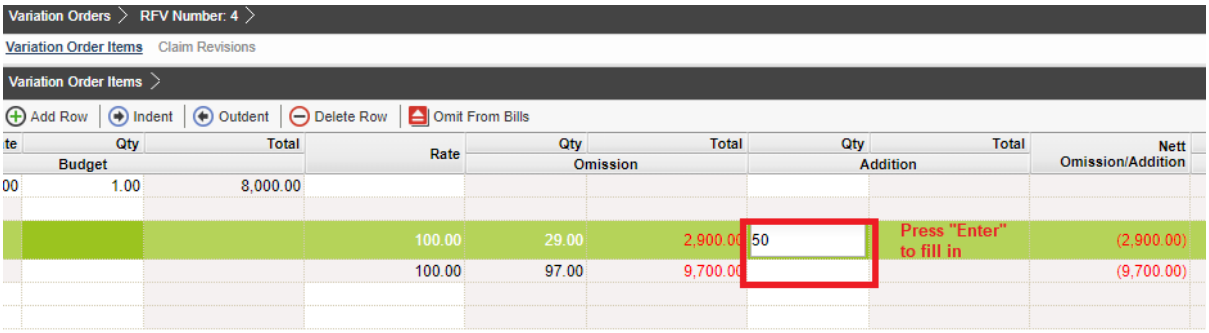
7. Tick to select which item to omit, then click **Import**.



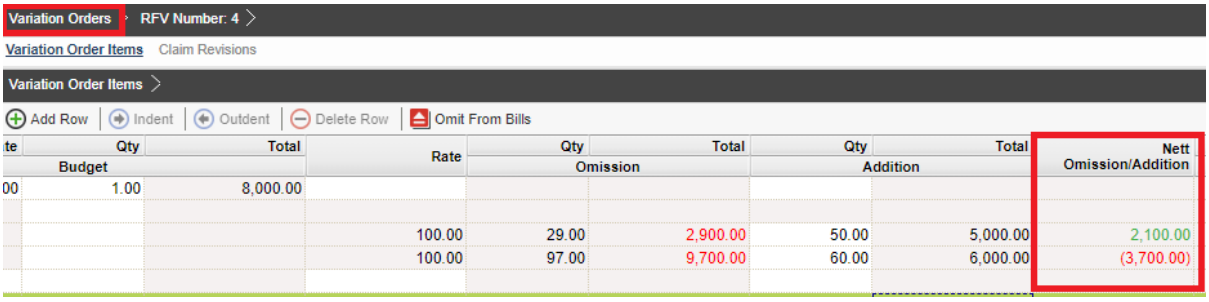
8. Selected items will be imported under VO item list. **Scroll right** to fill in omission/ addition.



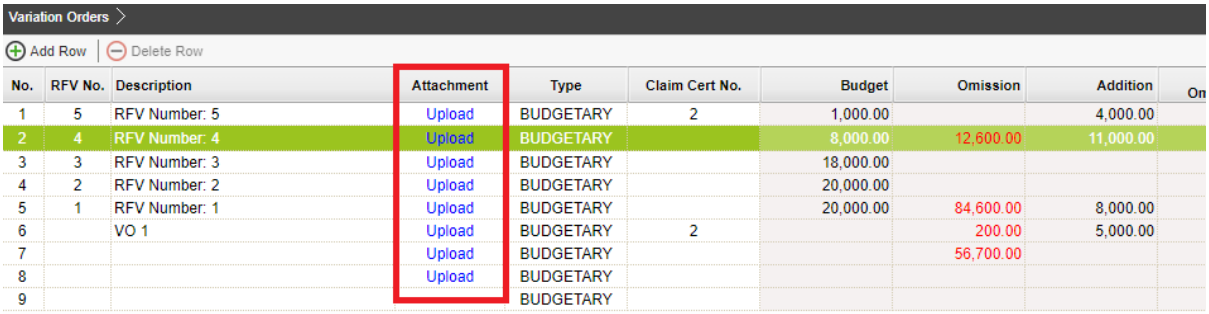
9. Press **Enter** to fill in omission/addition, then press **Enter** again.



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

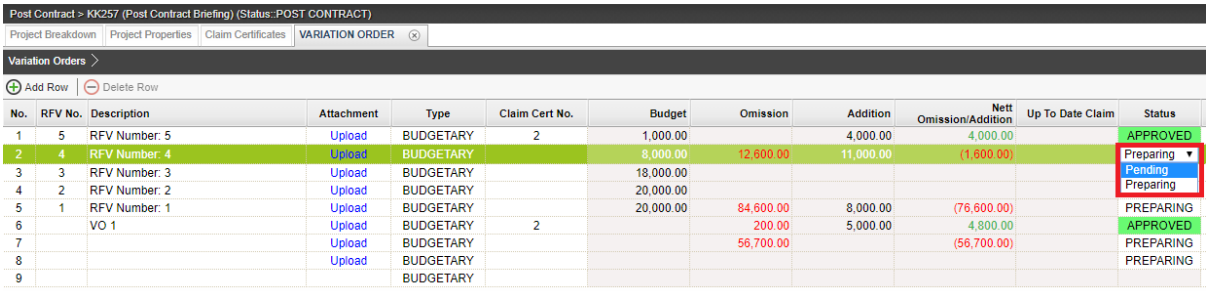


11. User can click **Upload** to upload attachment for VO.

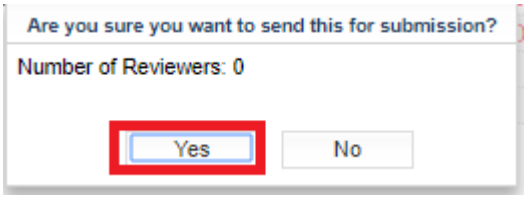


12. Click **Upload** to upload attachment.

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



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



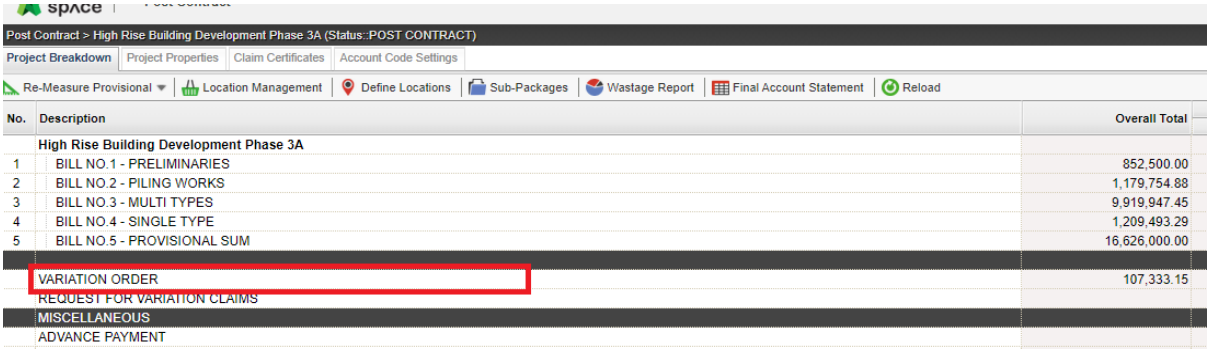
15. Then the VO status will change to **Approved**.

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

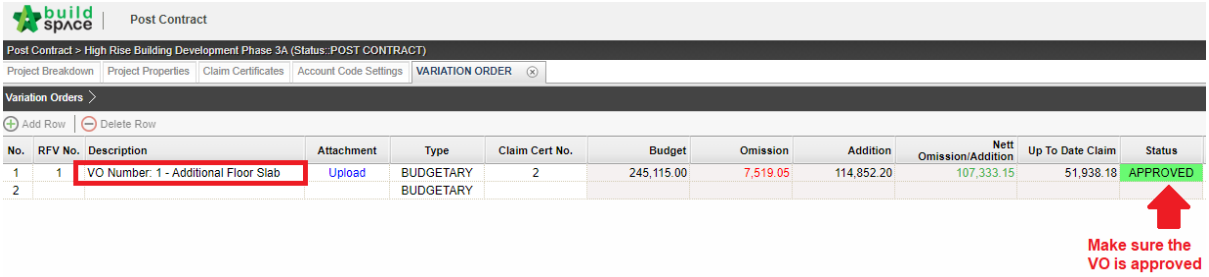
Update VO Claim

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

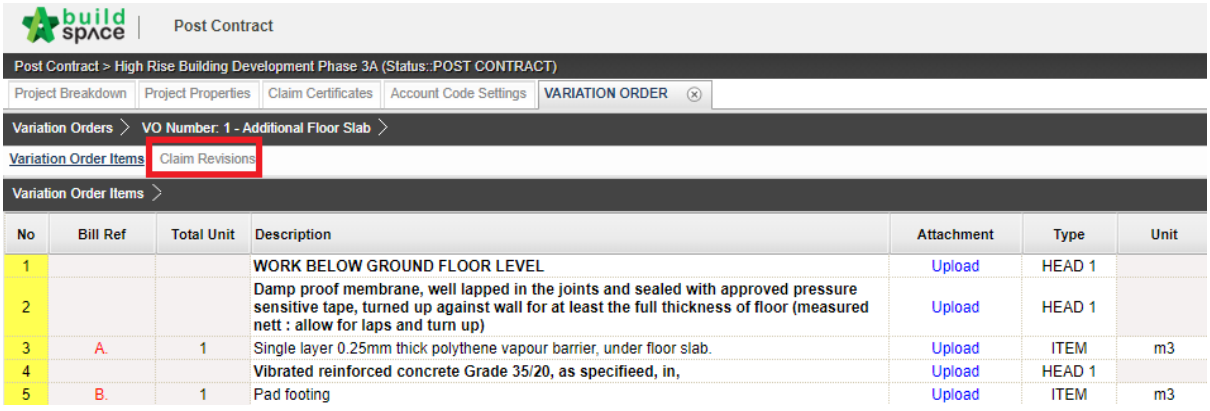
1. To update VO claim, go to BuildSpace Pro and click at **Variation Order**.



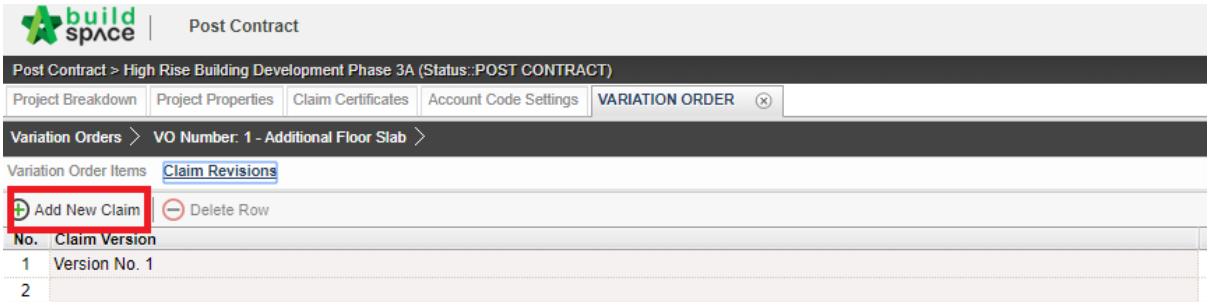
2. Double click at the VO. (Make sure the VO's status is **Approved**.



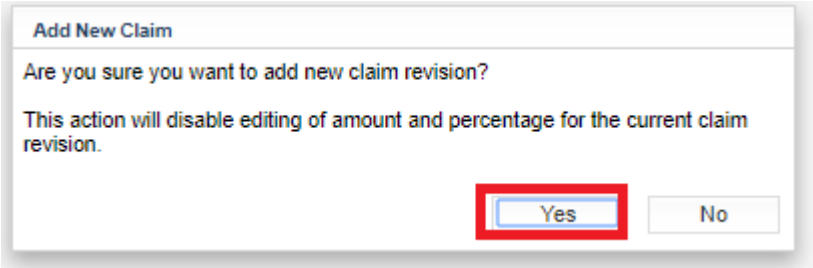
3. Click **Claim Revisions**



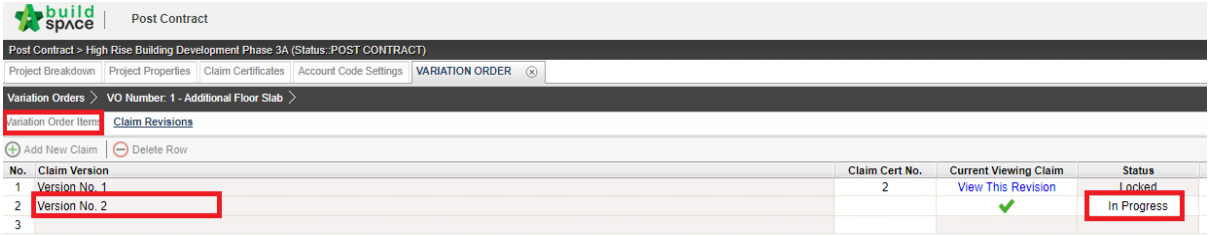
4. Click **Add New Claim**.



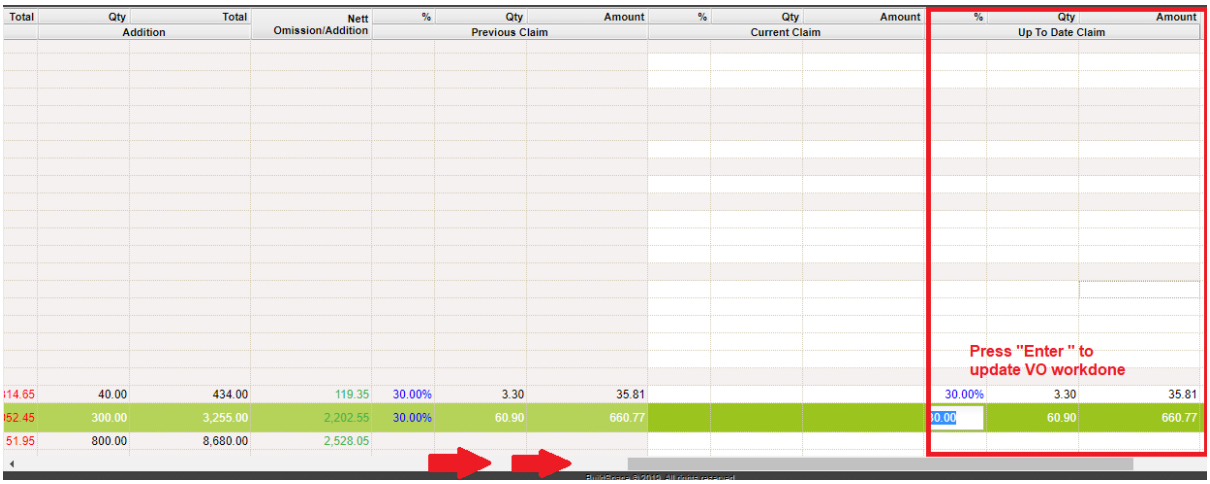
5. Click **Yes** and proceed to update VO claim.



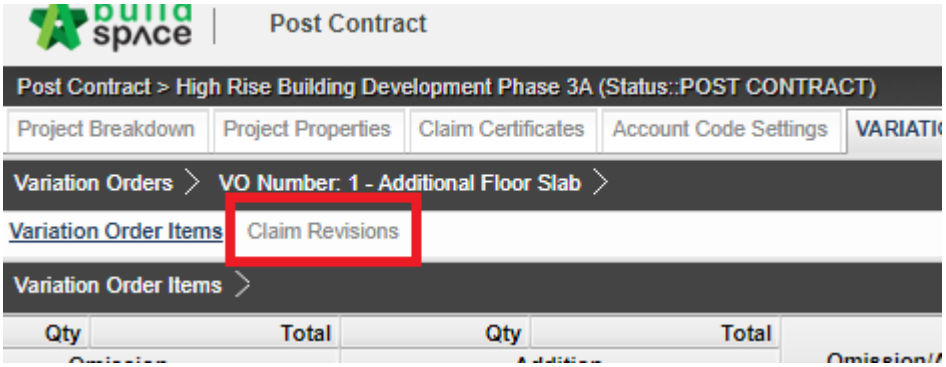
6. Then a new claim version will be created with "In Progress" status. After that, go back to **Variation Order Items**.



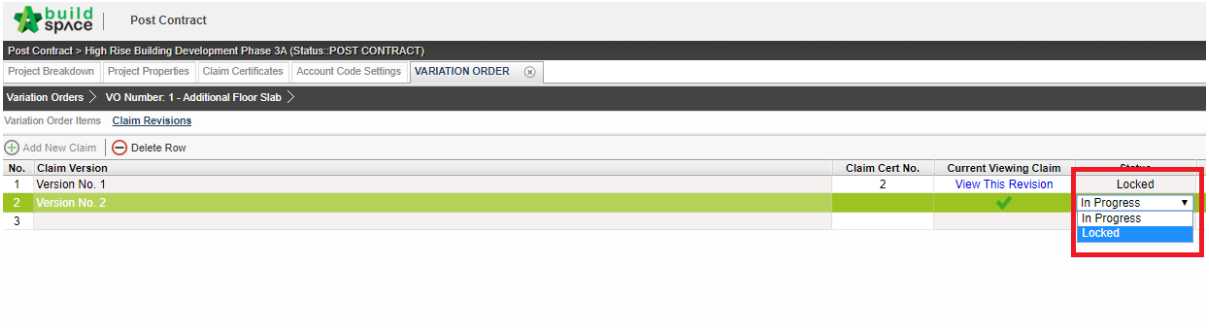
7. Scroll to the right and press "Enter" to update VO workdone.



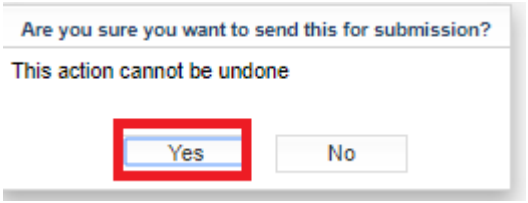
8. After updated the VO work done, click at **Claim Revision**.



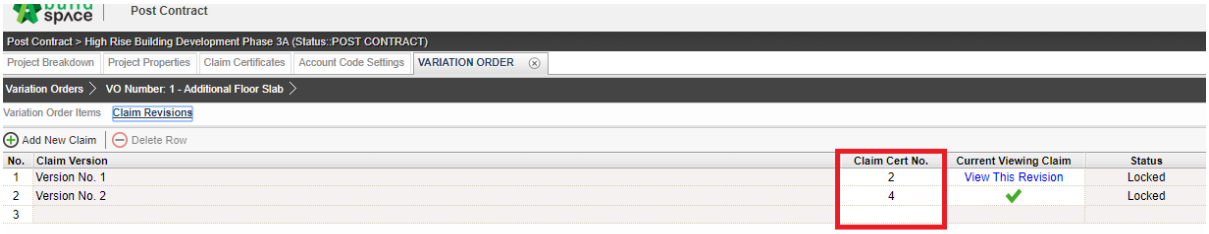
9. To finalize the VO work done for this month, Press “Enter” to set the claim version status from “**In Progress**” to “**Locked**”.



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

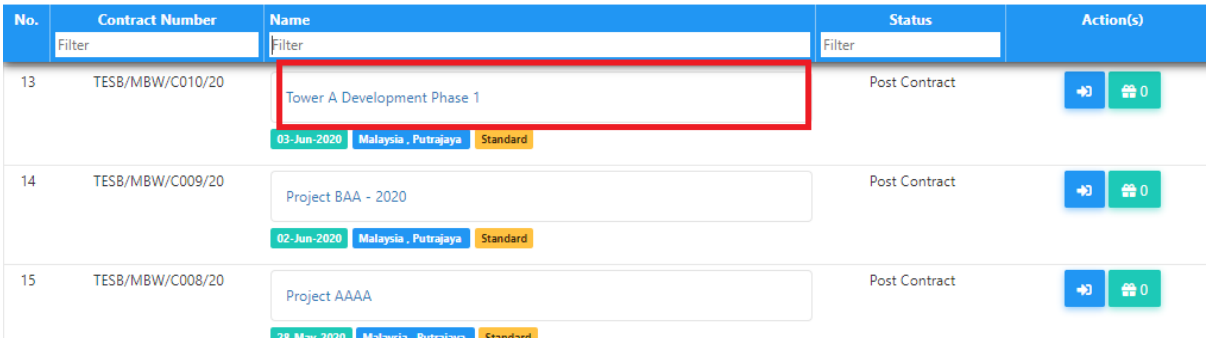


11. Once locked, the VO claim amount to sync to current claim certificate.

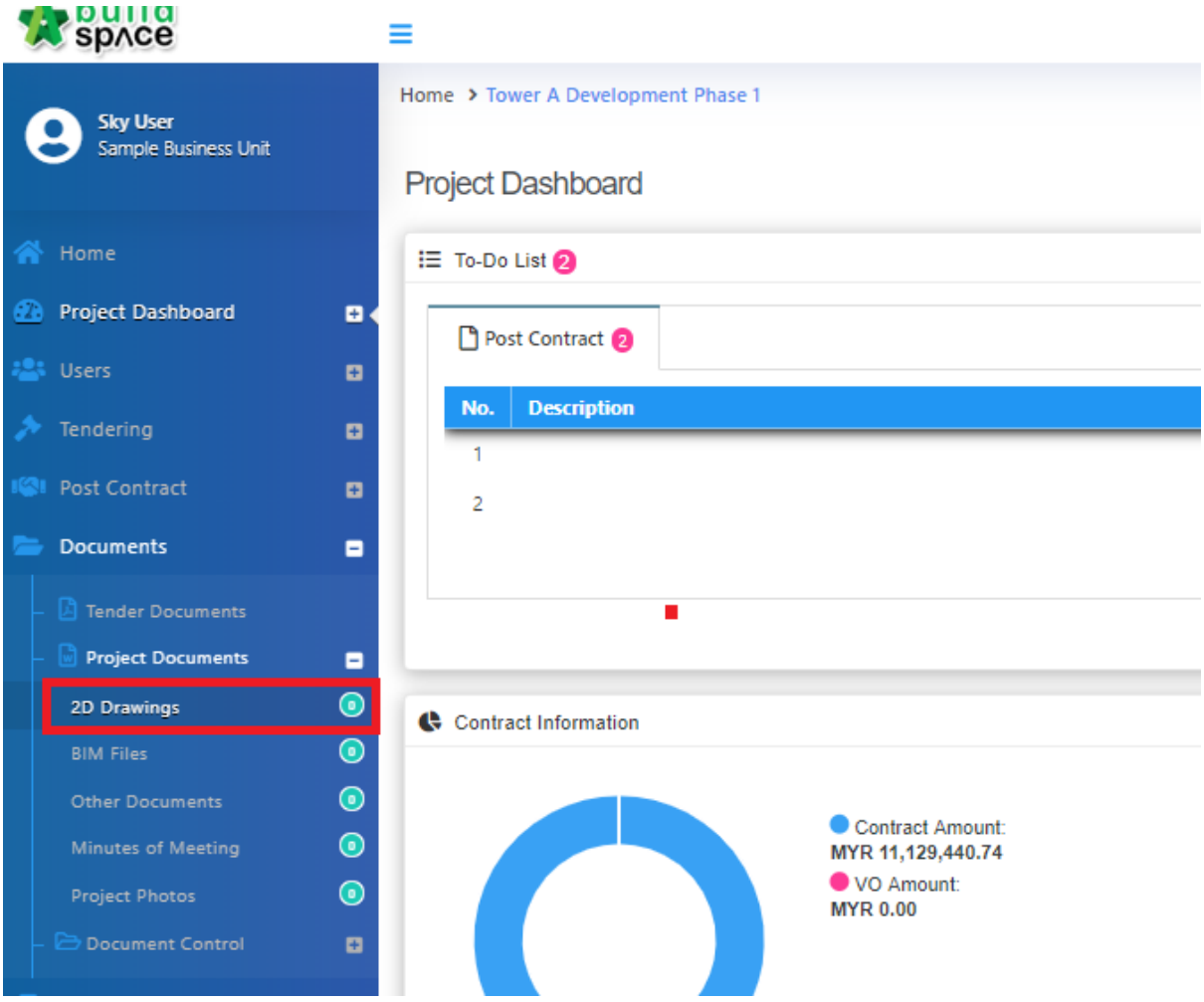


Upload & share QS/Architect certificate in system

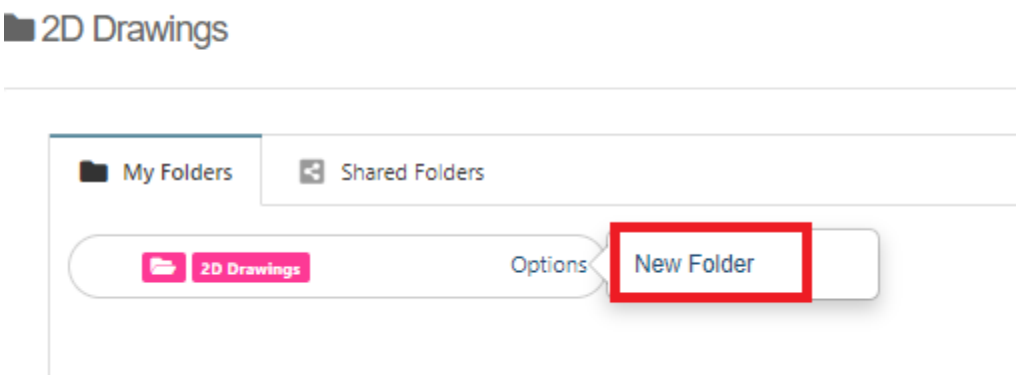
1. Go to eProject system, click to open a project.



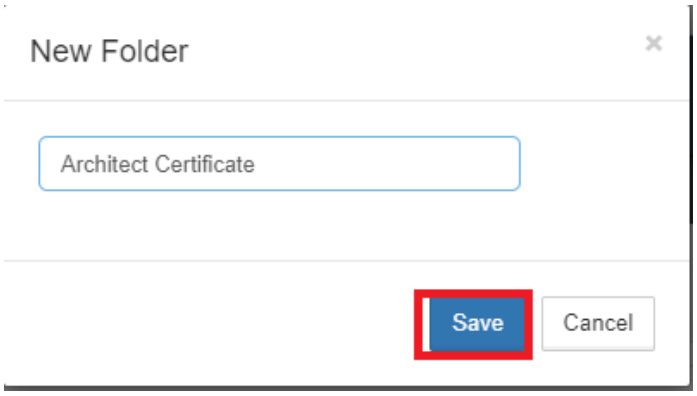
2. To upload & share QS/Architect certificate, click **Documents > Project Documents > Other Documents**.



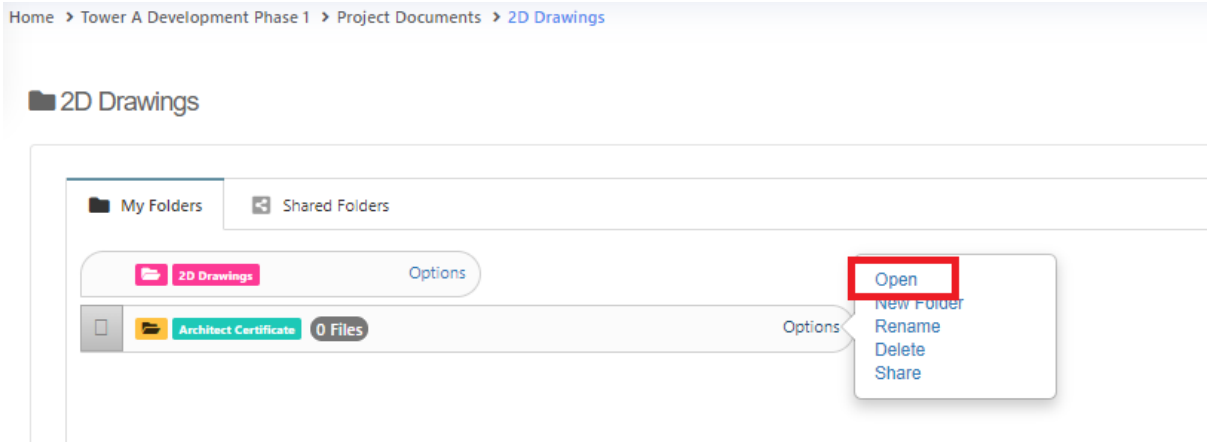
3. To create a new folder, click **Options > New Folder**.



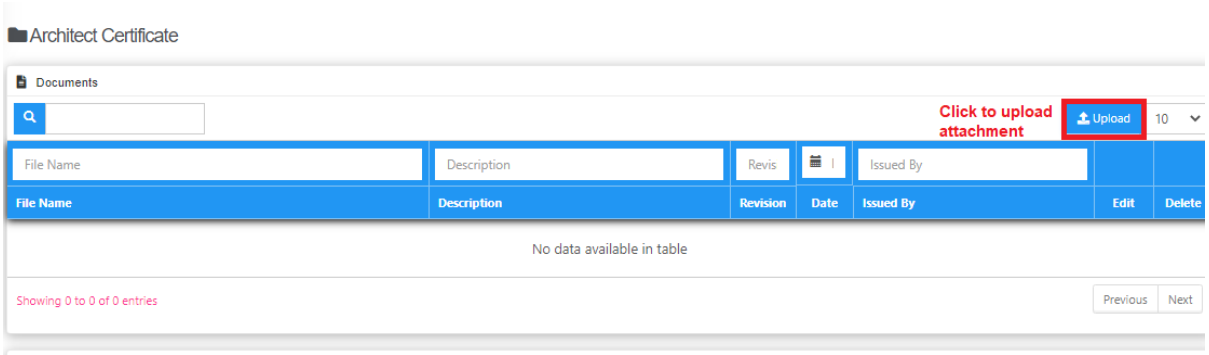
4. Name the new folder *(For example, Architect certificate)*, then click **Save**.



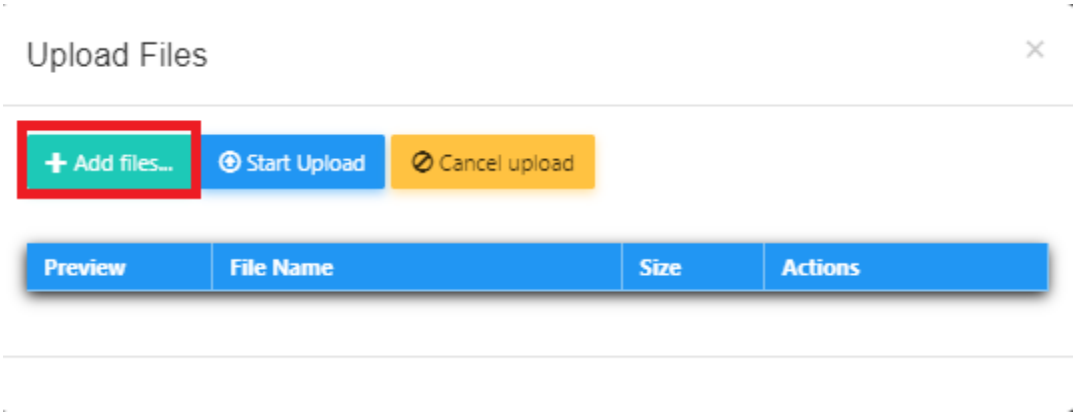
5. Once clicked **Save**, then you can see the new created folder. To upload attachment under this folder, click **Options > Open**.



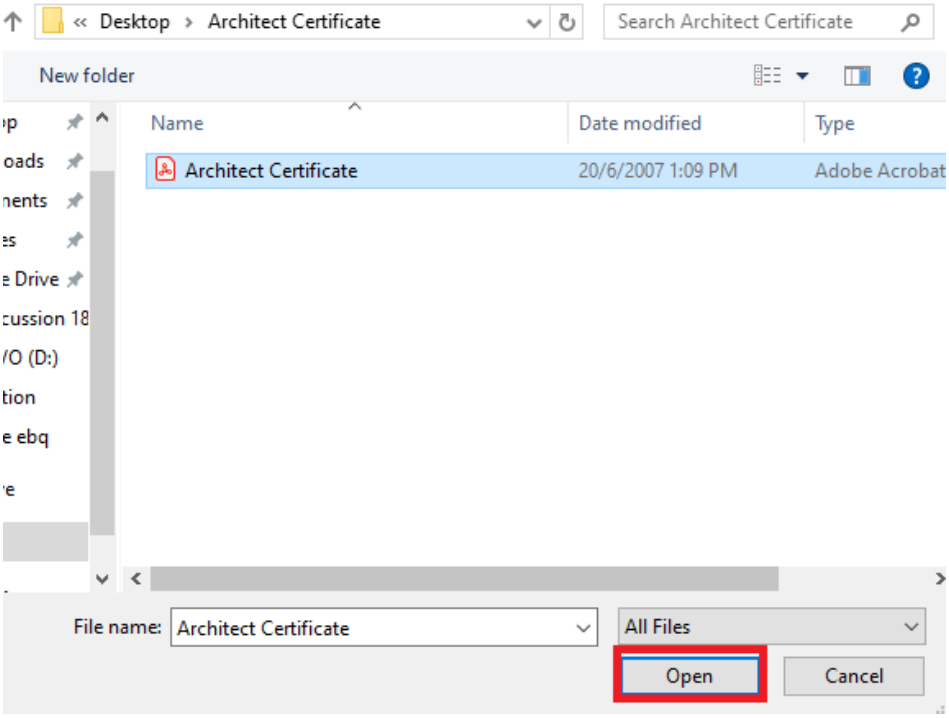
6. To upload attachment, click **Upload**.



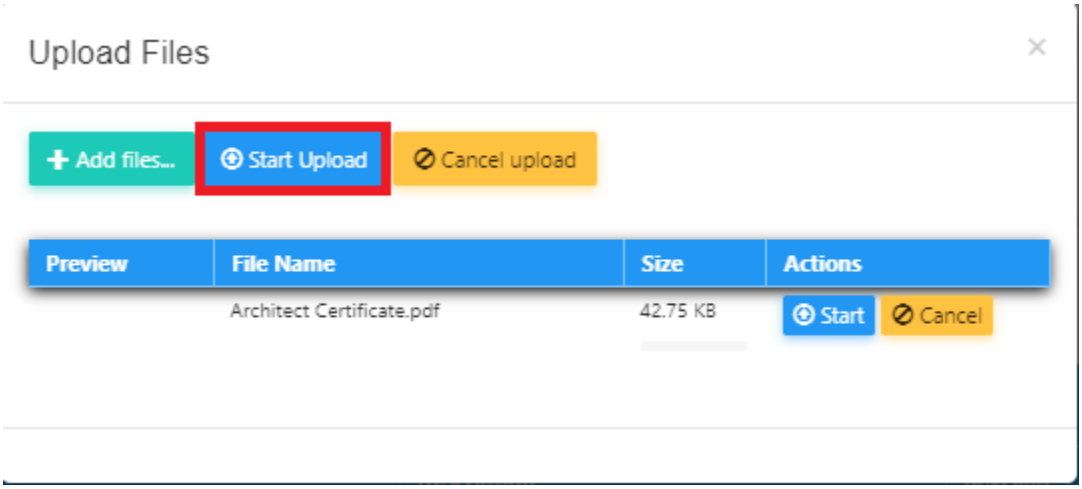
7. Click **Add Files**



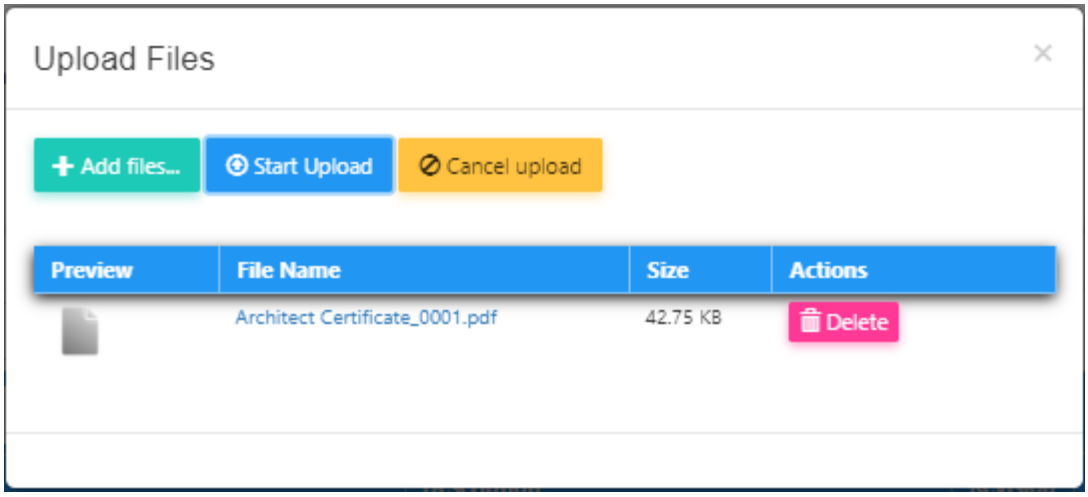
8. Browse and select the attachment, then click **Open**.



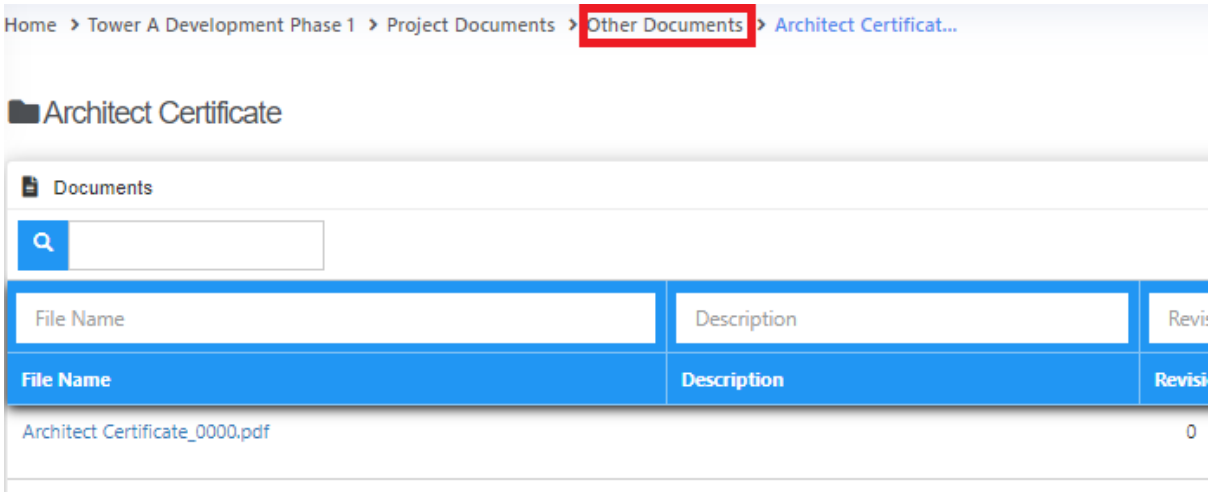
9. Click **Start upload**.



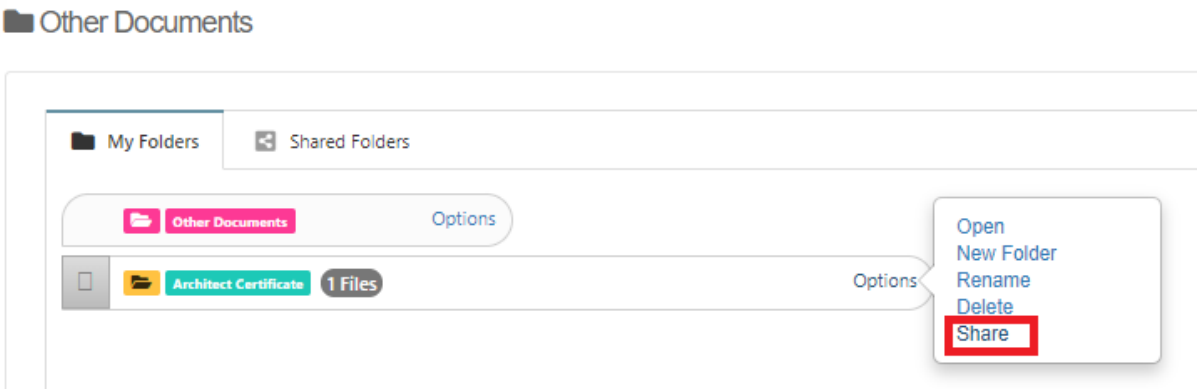
10. Once uploaded the attachment, close the tab.



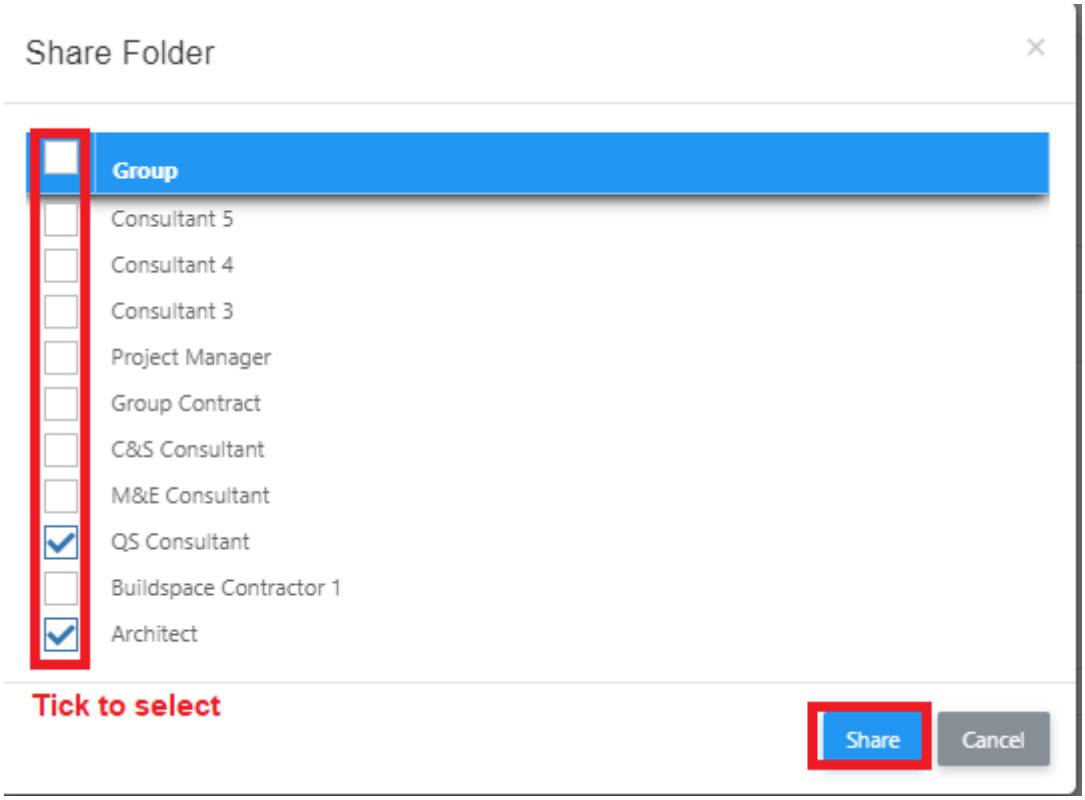
11. To share this folder to other parties, go back a level *(folder level)*.



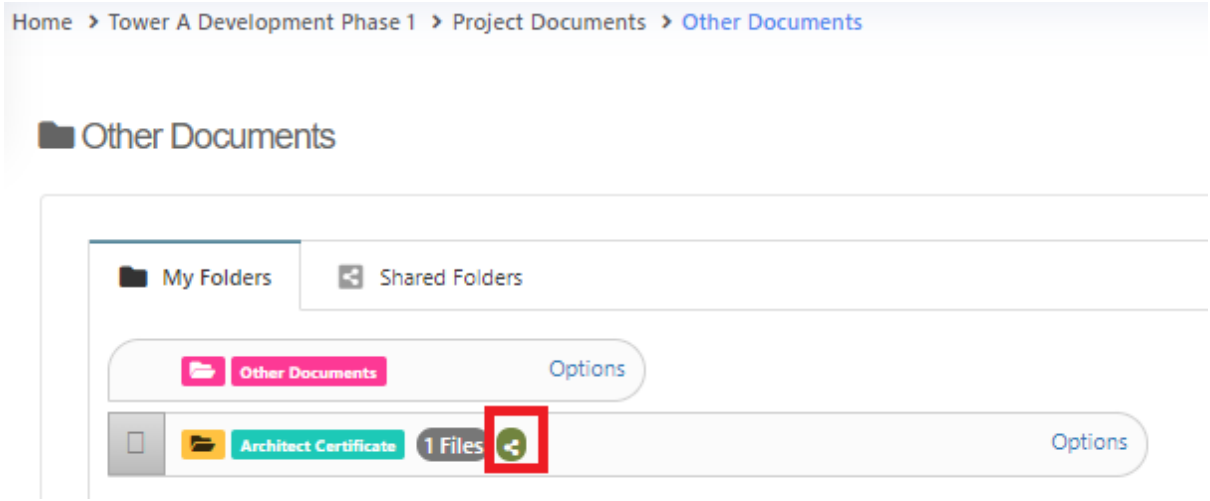
12. Click **Options > Share**



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

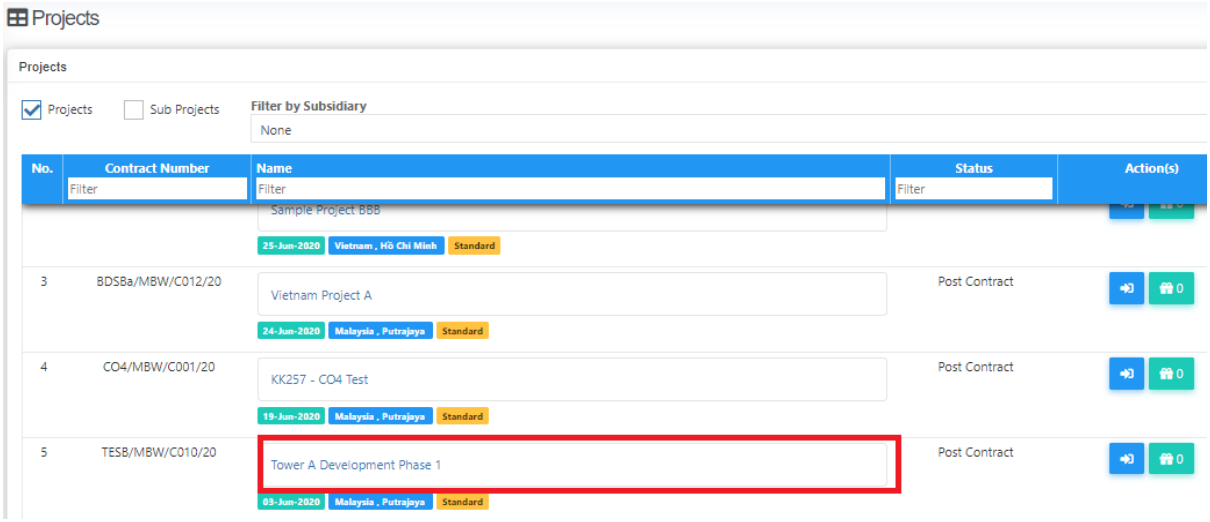


14. Once share, you can see the folder with shared icon.

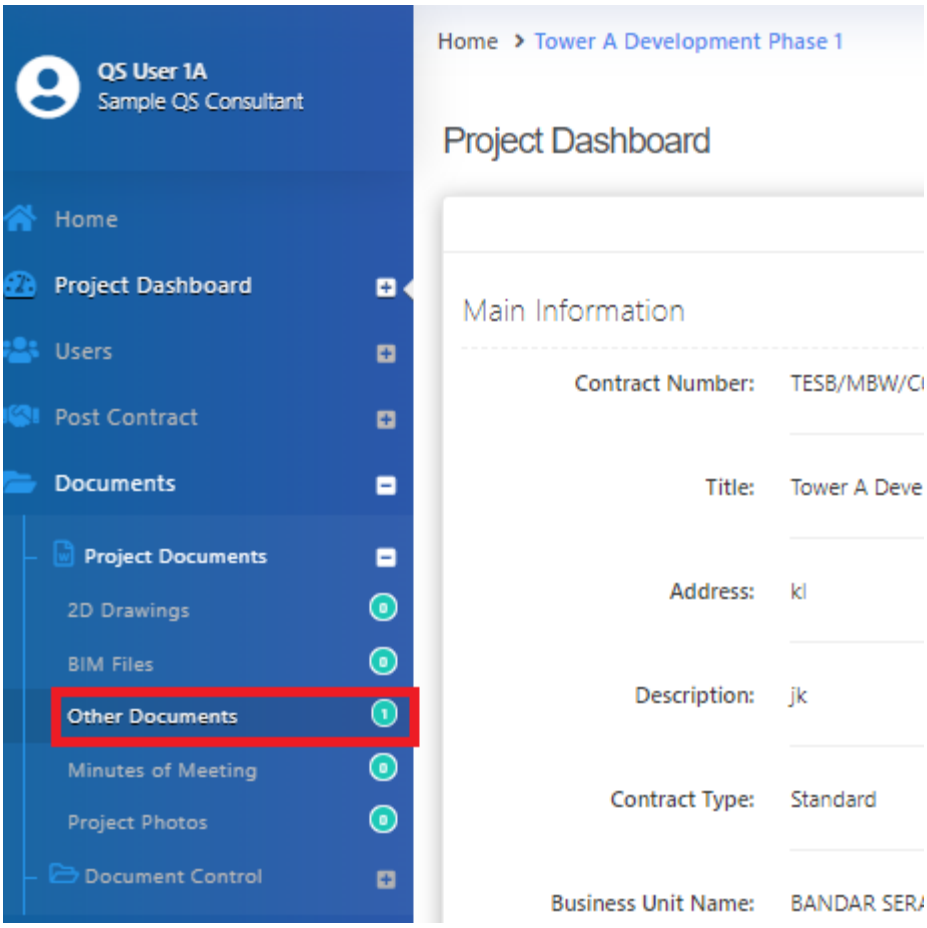


How to view folder that shared by other parties

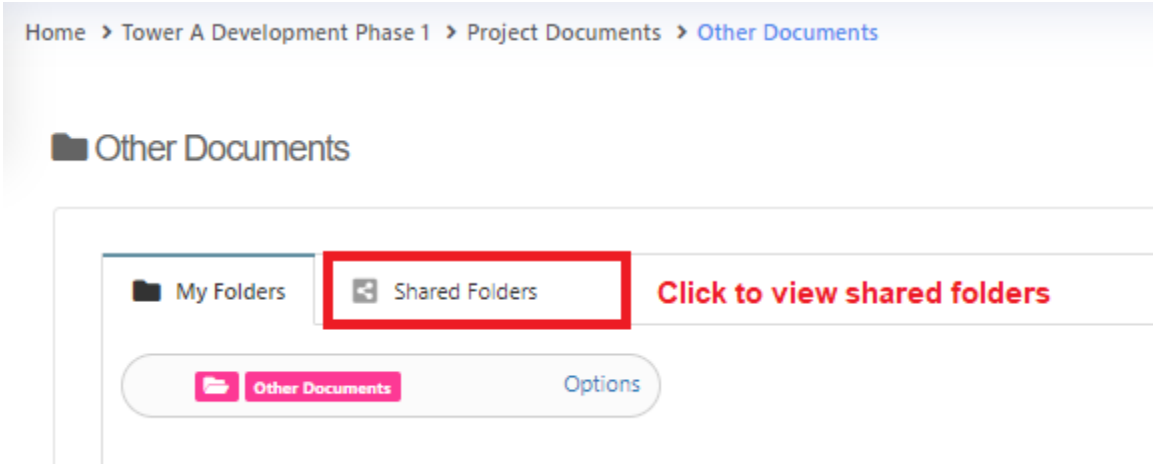
1. Go to eProject system, click to open a project.



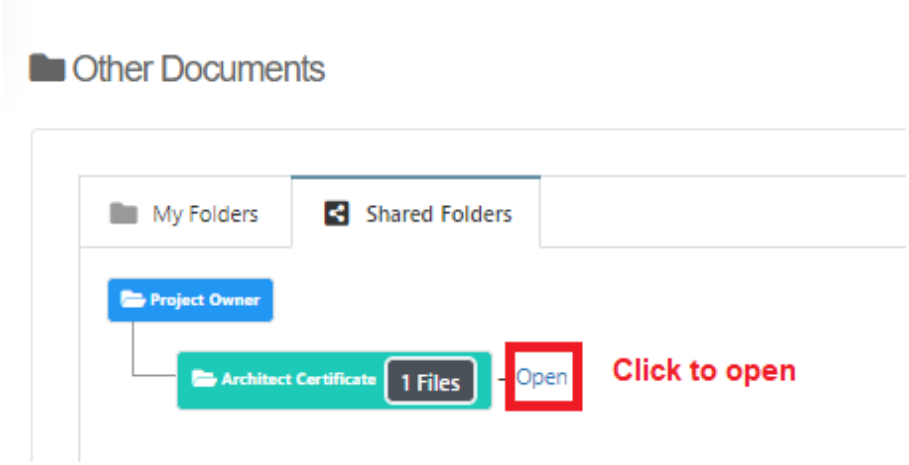
2. Click **Documents > Project Documents > Other Documents**.



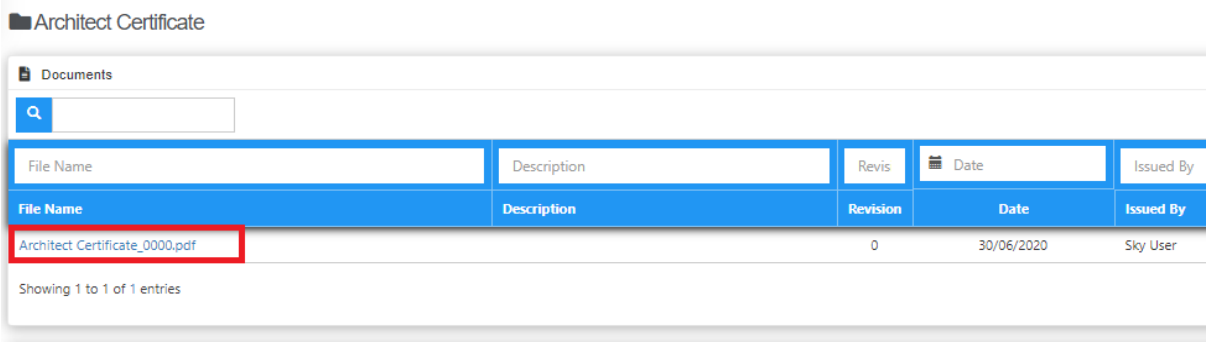
3. To view folder that shared by other parties, click **Shared Folders.**



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



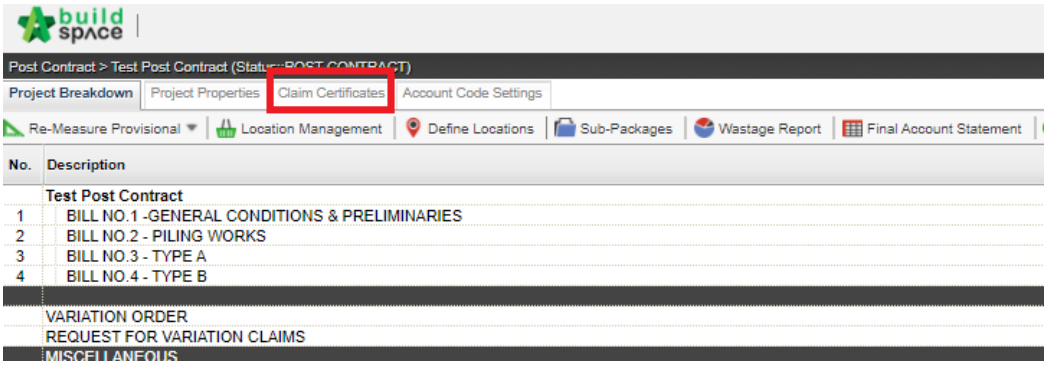
5. Click the file name to download.



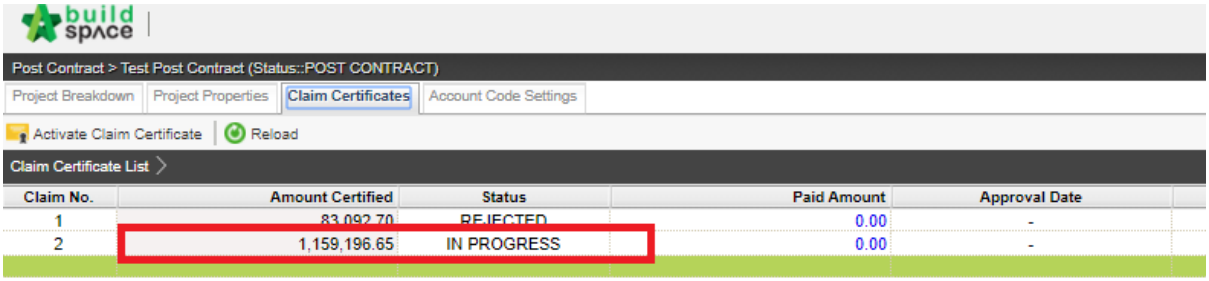
Submit Claim Certificate for client's approval

Note: You need to submit this claim certificate for approval

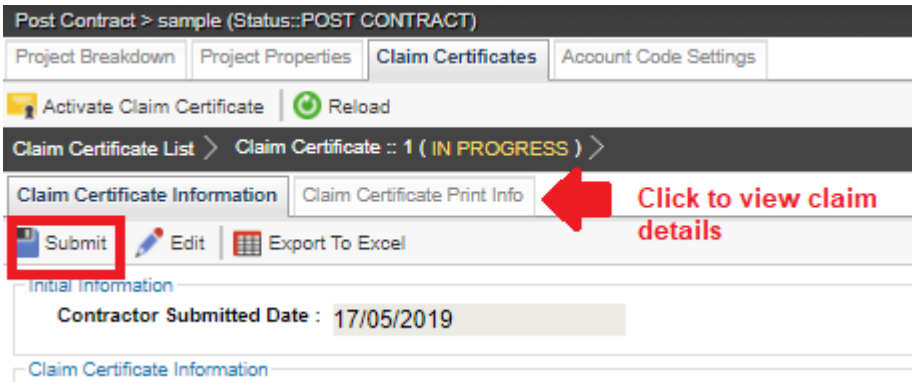
1. At BuildSpace Pro, click at **Claim Certificate** button.



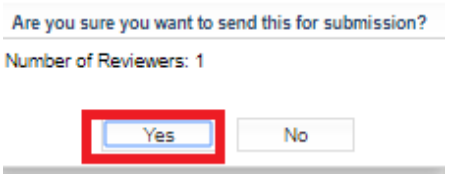
2. Double click to open the latest claim certificate *(which is still In Progress status).*



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



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

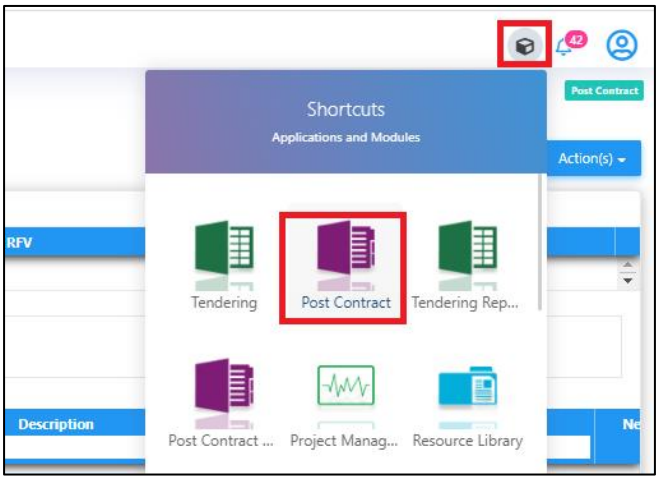


Note: Once the claim certificate is approved by ALL verifiers, system will send out email notification to the sender.

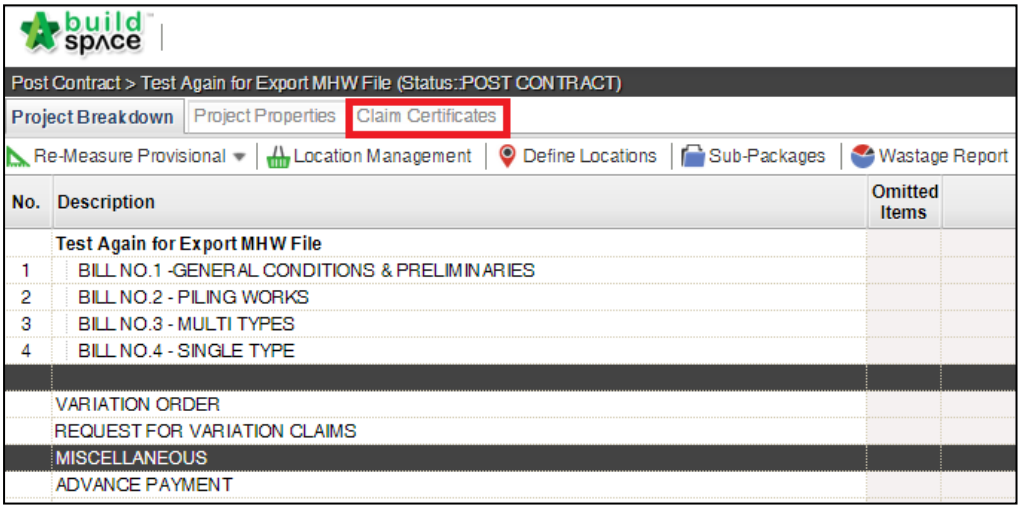
Apportion claim amount based on work categories

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

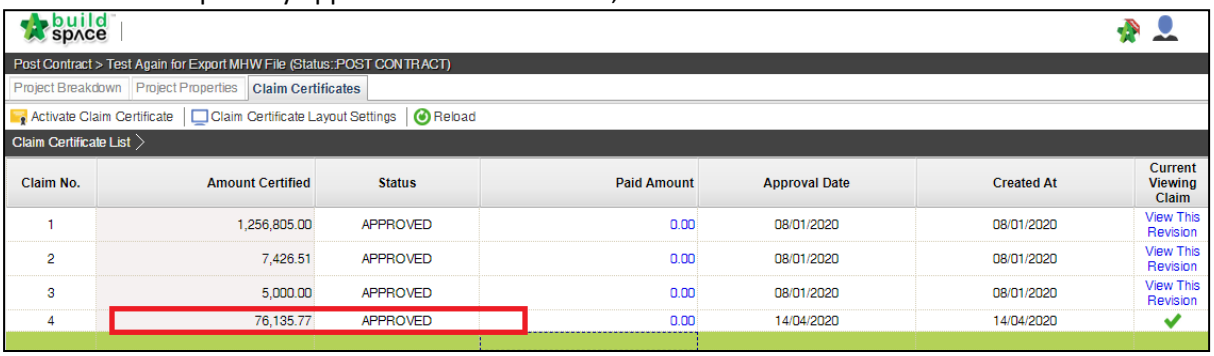
7. Login eProject system and open a project, click on the small box on the top right corner and select **"Post Contract Module"**.



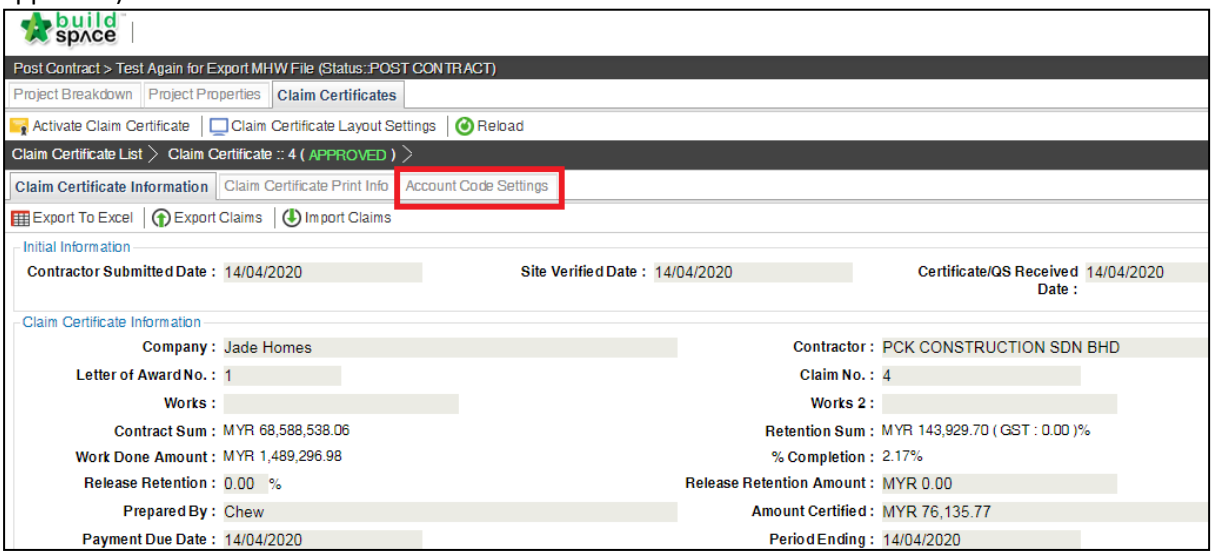
2. Click at **"Claim Certificates"** tab.



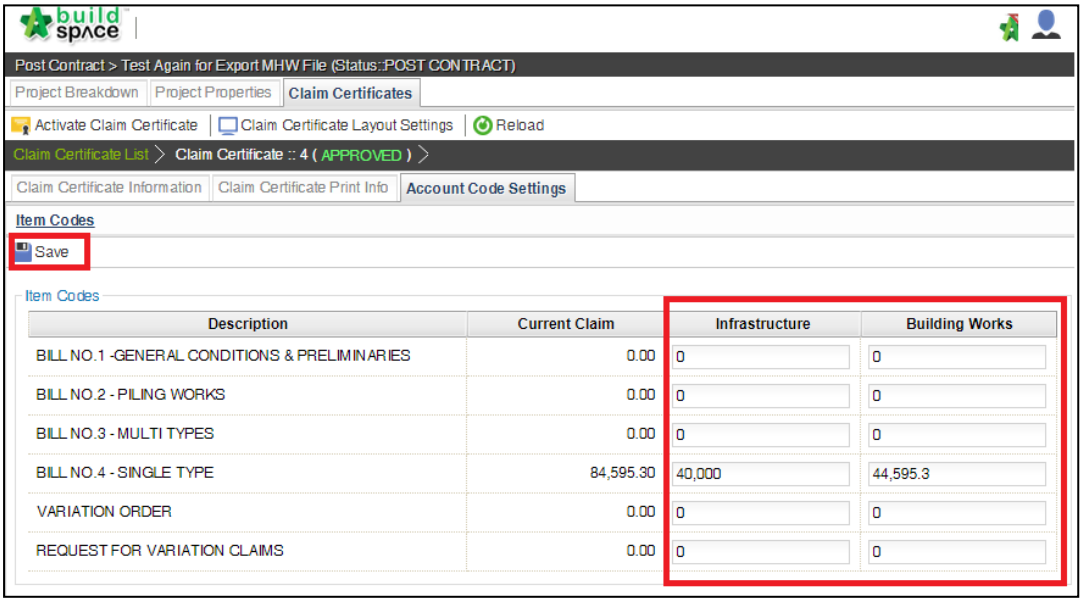
3. Double click to open any approved claim certificate;



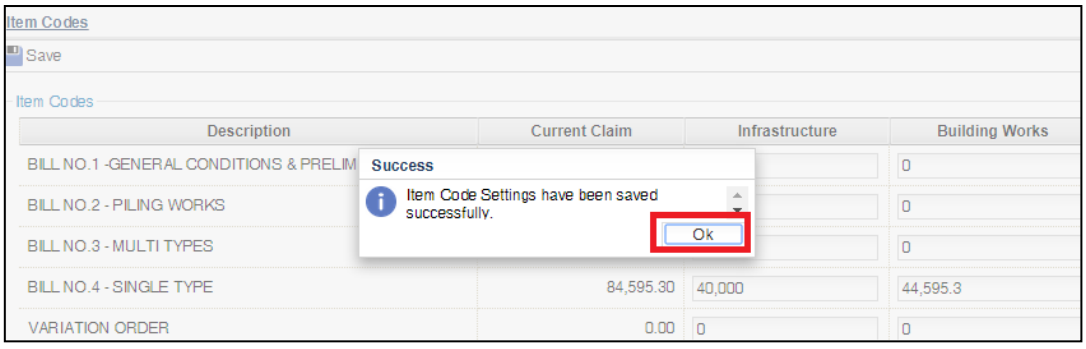
4. Click at **"Account Code Settings"** tab (this tab only appears when claim cert had been approved).



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.

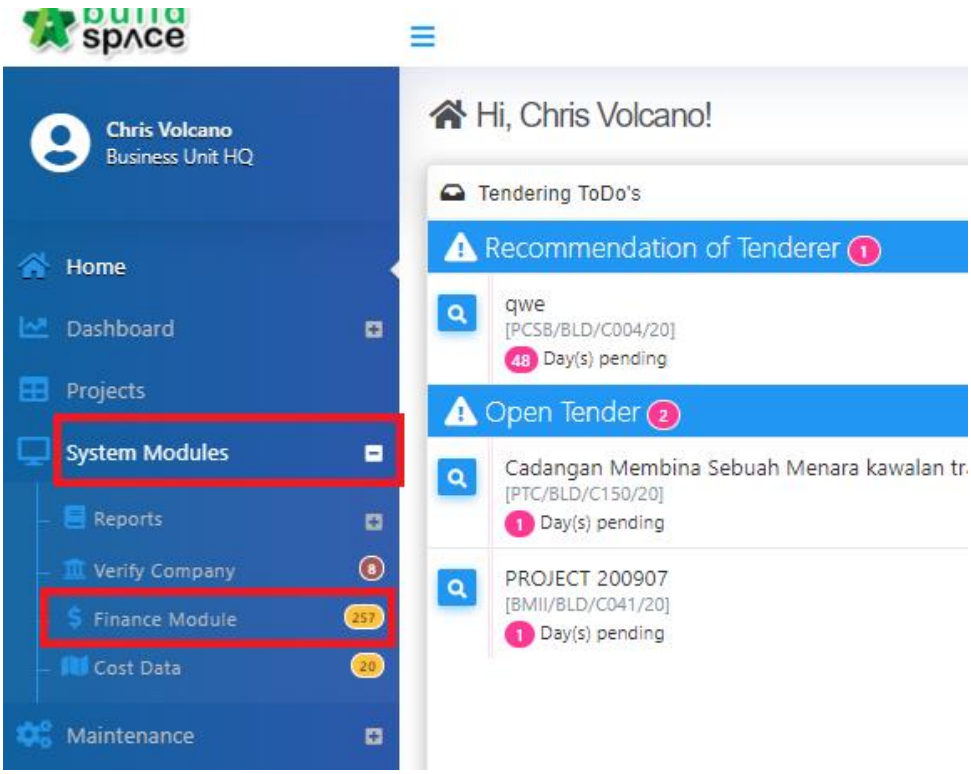


6. Once successfully validated and saved, you will see the following pop up. Click "**OK**" button.

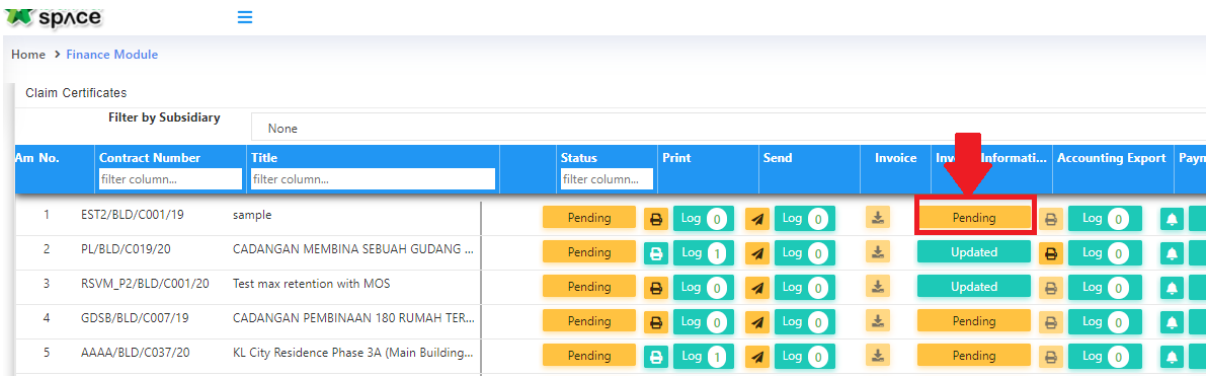


Update Invoice Information

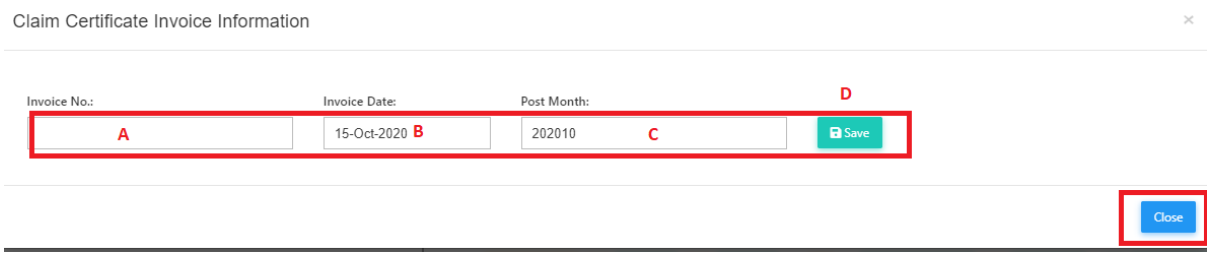
1. Login BuildSpace eProject, go to **System Module >** "**Finance Module**";



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.



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**"

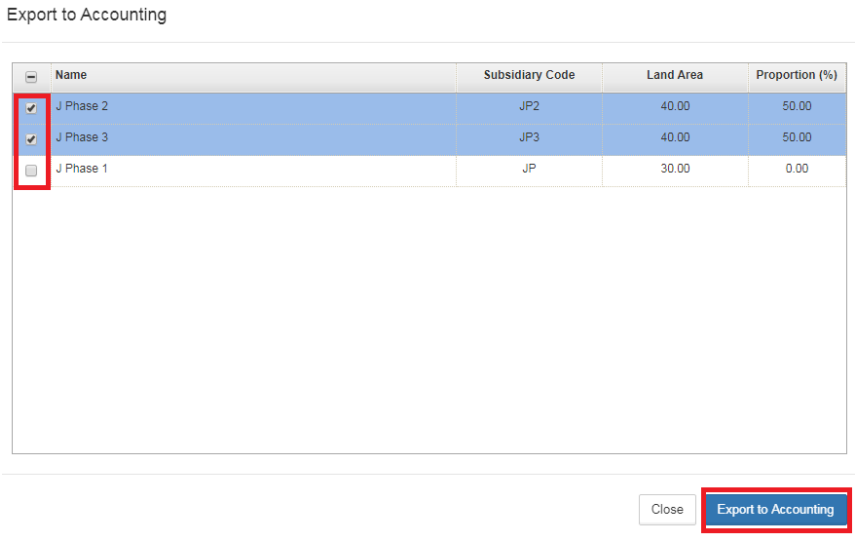


Export Accounting File

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

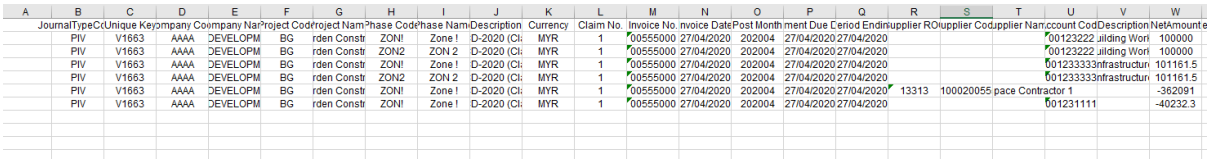
No.	Contract Number	Title	Status	Print	Send	Invoice	Invoice Informati...	Accounting Export	Payment Collection
1	EST2/BLD/C001/19	sample	Pending	Log 0	Log 0		Updated	Log 0	Log 0
2	PL/BLD/C019/20	CADANGAN MEMBINA SEBUAH GUDANG ...	Pending	Log 1	Log 0		Updated	Log 0	Log 1
3	RSVM_P2/BLD/C001/20	Test max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

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



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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
		JournalType	Cc	Unique Key	ympany Co	ompany Nar	Project Cod	roject Nam	hase Cod	hase Nam	Description	Currency	Claim No.	Invoice No.	Invoice Date	Post Month	ment Due D	eriod Endin	upplier RO	upplier Cod	upplier Nam	ccount Cod	Description	NetAmount
		PIV		V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123222	uilding Worl	100000
		PIV		V1663	AAAA	DEVELOPM	BG	rden Constr	ZON2	ZON 2	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				00123222	uilding Worl	100000
		PIV		V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				01233333	nfrastructur	101161.5
		PIV		V1663	AAAA	DEVELOPM	BG	rden Constr	ZON2	ZON 2	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				01233333	nfrastructur	101161.5
		PIV		V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020	13313	100020055	pace Contractor 1			-362091
		PIV		V1663	AAAA	DEVELOPM	BG	rden Constr	ZON!	Zone !	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020				01231111		-40232.3

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

1. Approved CPR (with CPR verification log)

2. Original QS Cert

3. Original Architect Cert

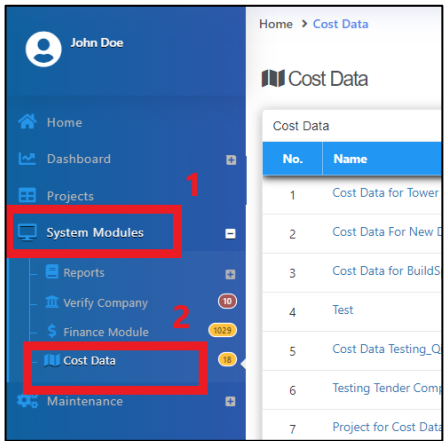
4. Original Contractor's Invoice

Project Cost Data Module

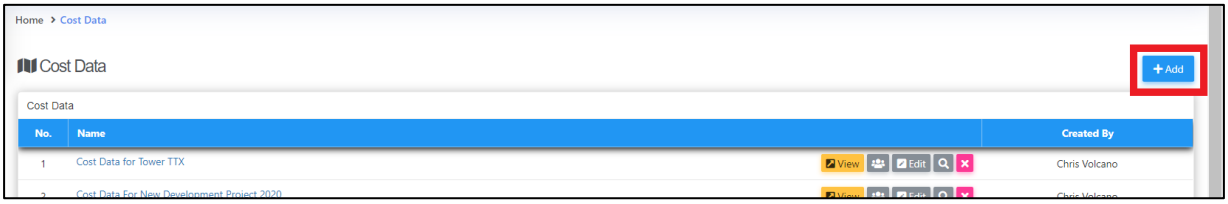
Create Project Cost Data

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

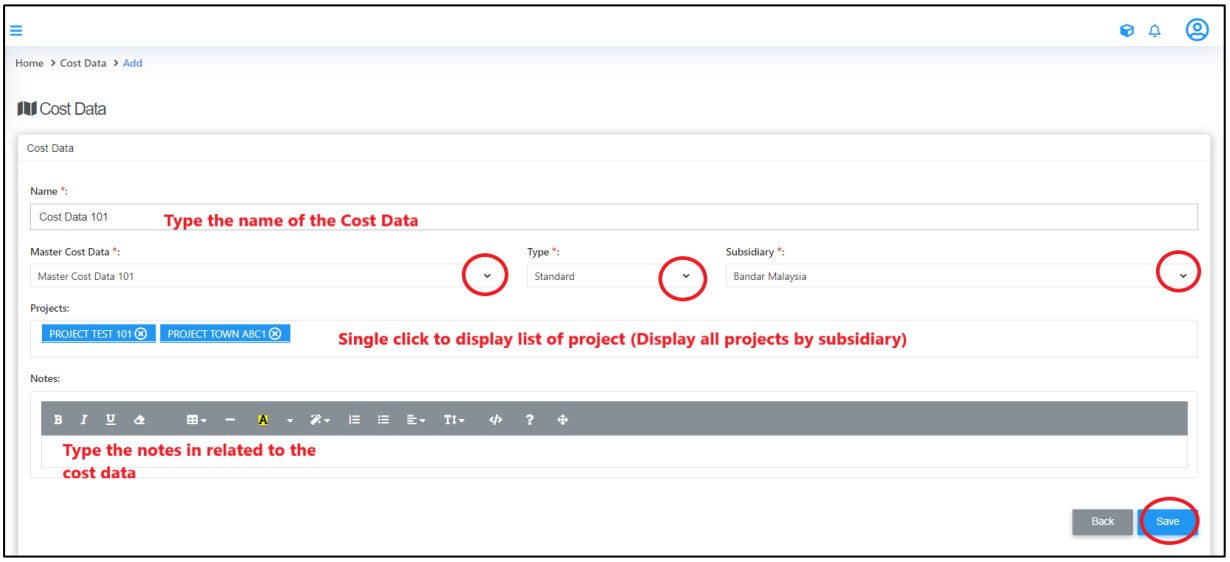
1. Login **BuildSpace eProject** with **email and password**, go to **"System Modules",** then click **"Cost Data"**



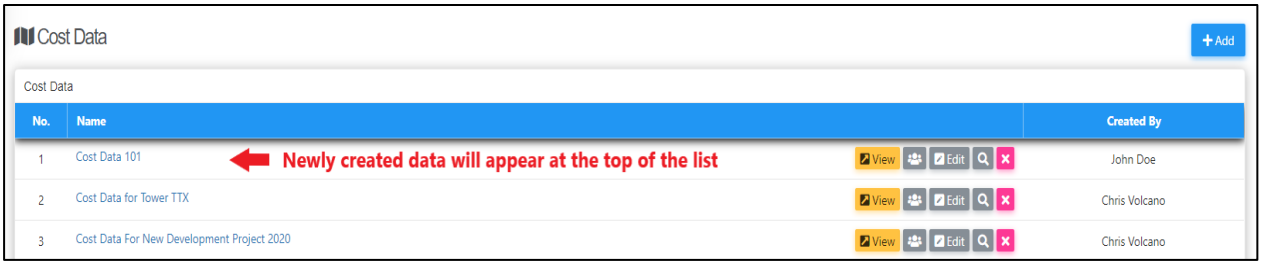
2. Click **"Add"** to create the new cost data



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

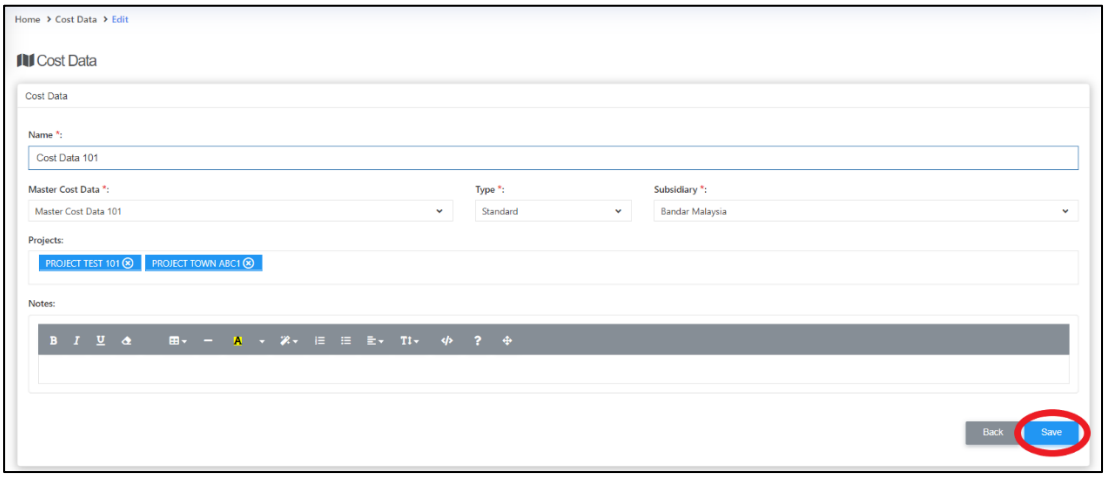


4. The newly created cost data at the **first row**



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

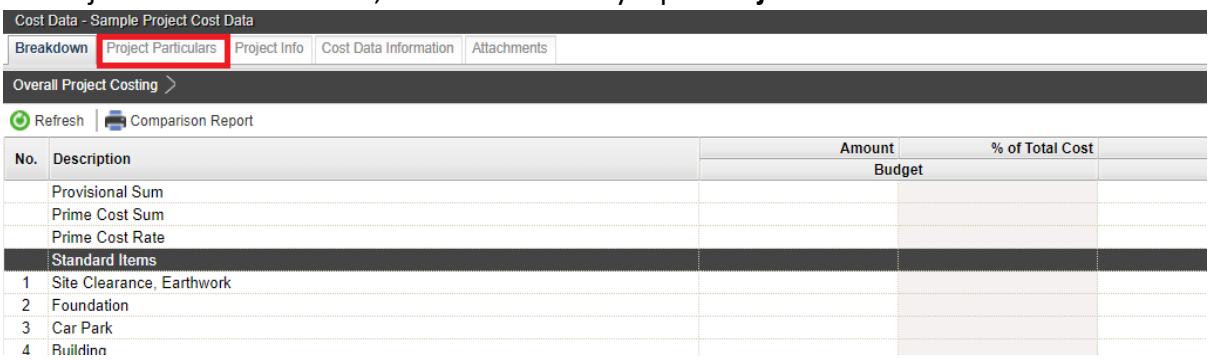
6. Edit the information and click **"Save"**



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

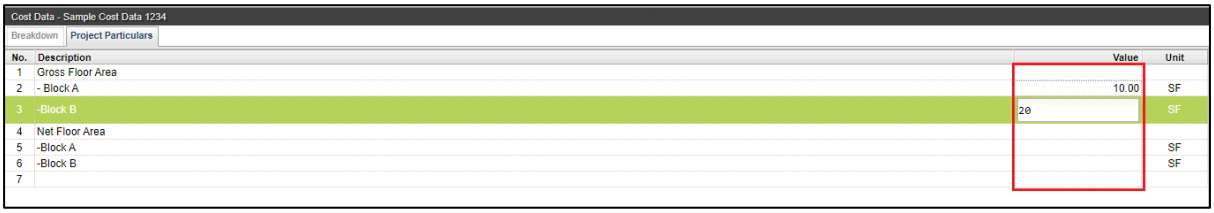
Update Project Particular

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



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

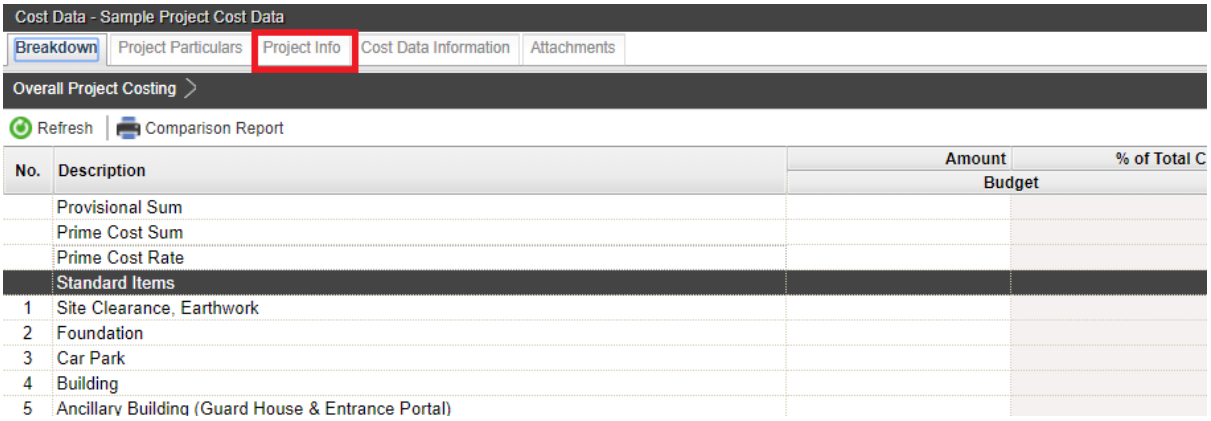
   Note: Users are not allowed to edit on description and unit. *To request for amendment, please contact client PIC.*



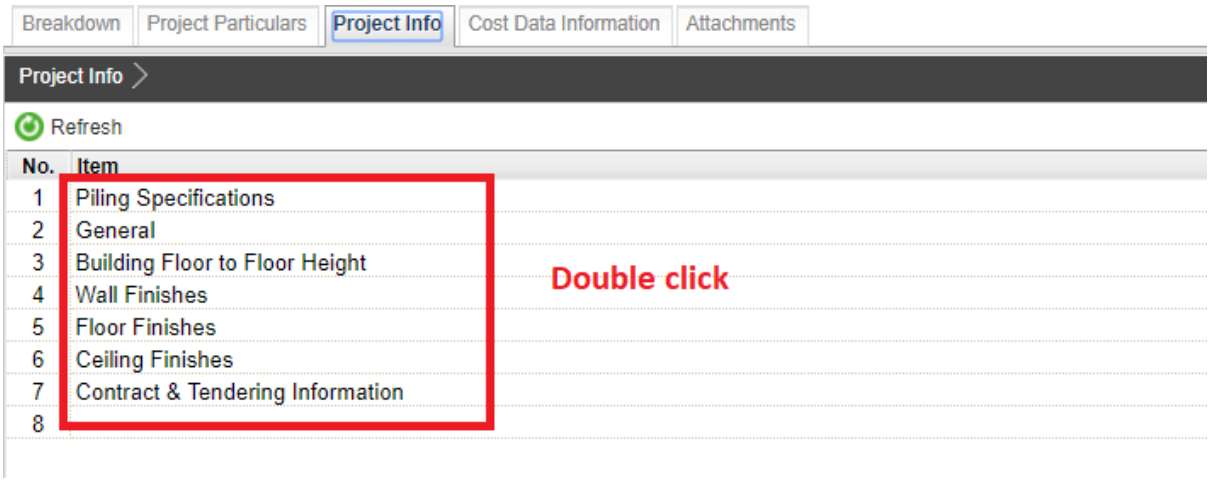
3. Click **"Breakdown"** to go front page

Input General Project Information (Tendering & Contract)

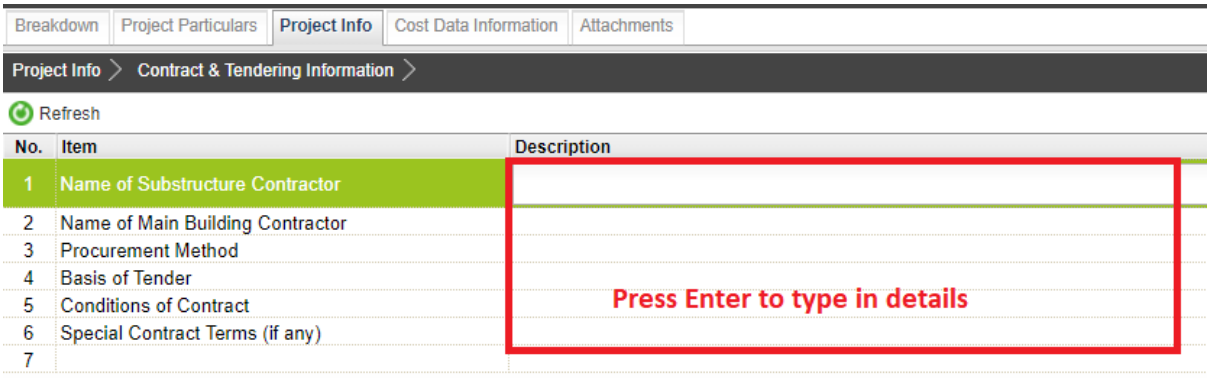
1. Click at **Project Info**.



2. Double click to enter detail level

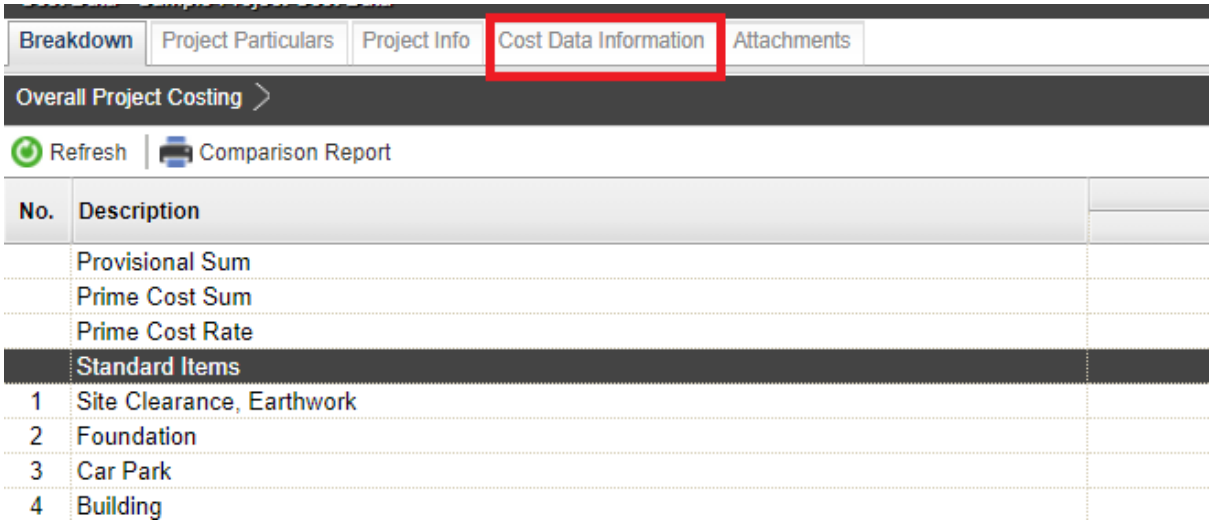


3. **Press Enter** to type in details.

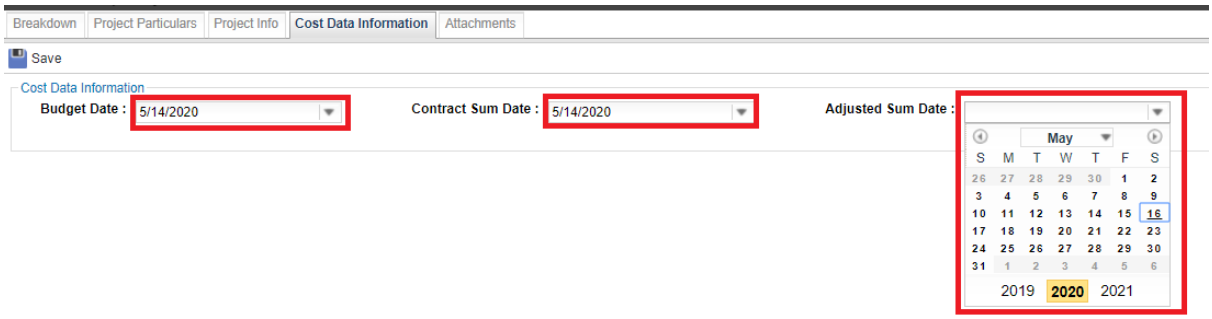


Input Date for Budget, Awarded Sum and Adjusted Sum

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



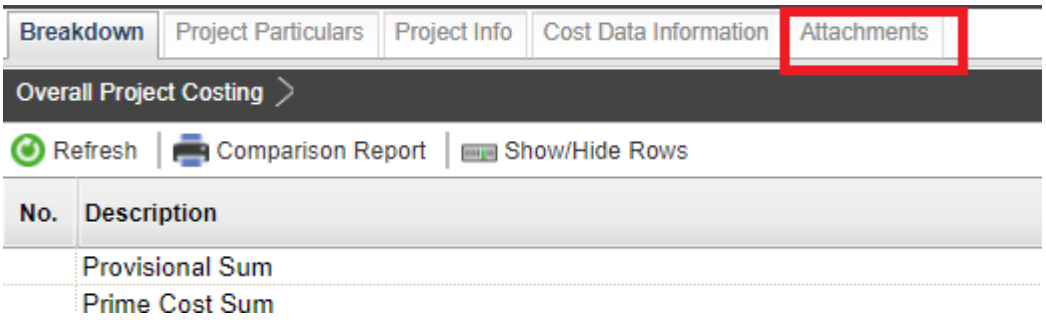
2. Click dropdown to define date for Budget, Awarded and Adjusted Sum. Then click **Save.**



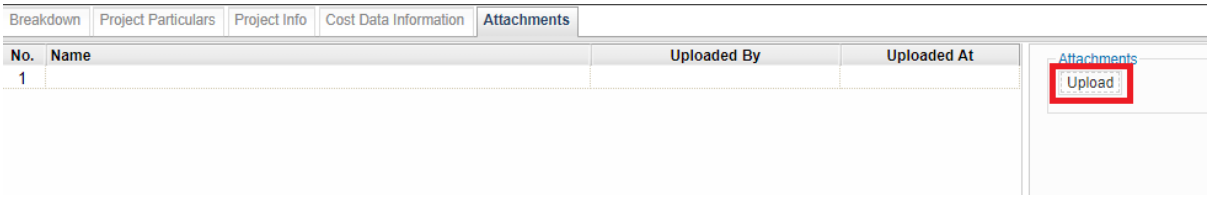
3. Once Saved, you should be able to see the inserted date under Budget, Awarded and Adjusted Sum columns under Overall Project Costing page.

Upload Attachment

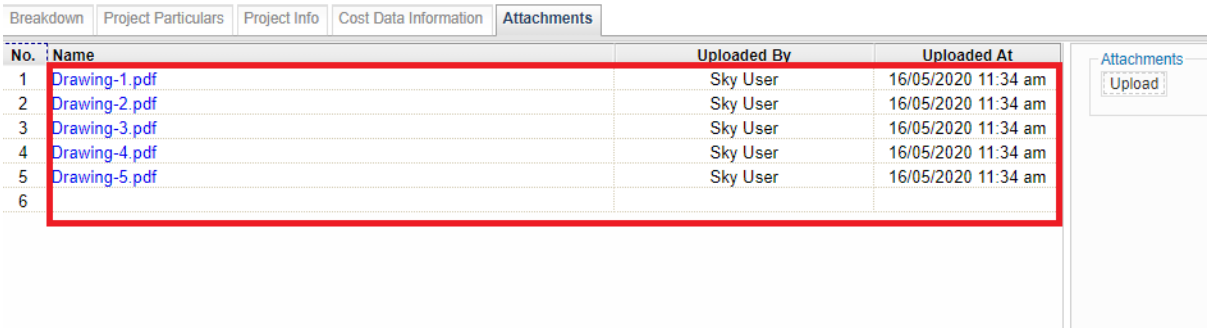
1. Click **Attachment** tab.



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

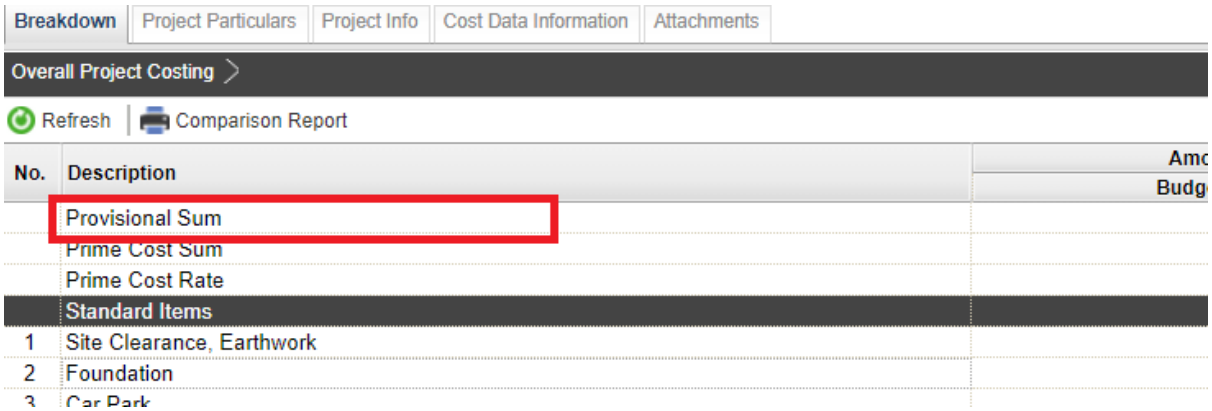


3. After uploaded attachment, you can refer the uploaded attachments from the list.



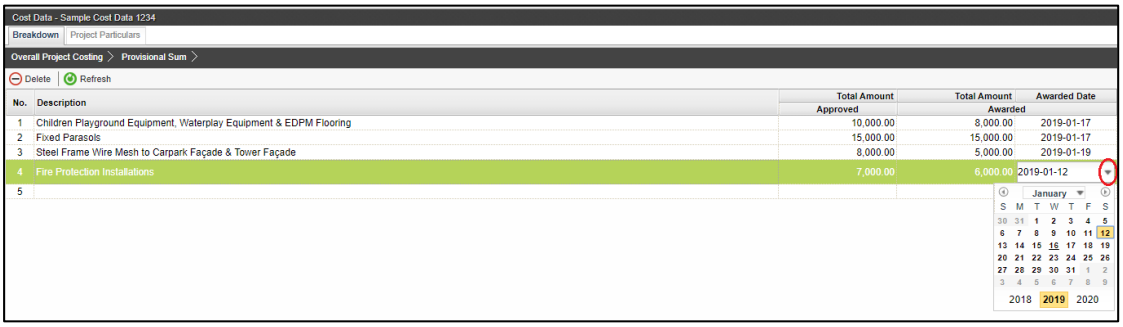
Update Provisional Sum

1. Double click **"Provisional Sum"** to go sub level

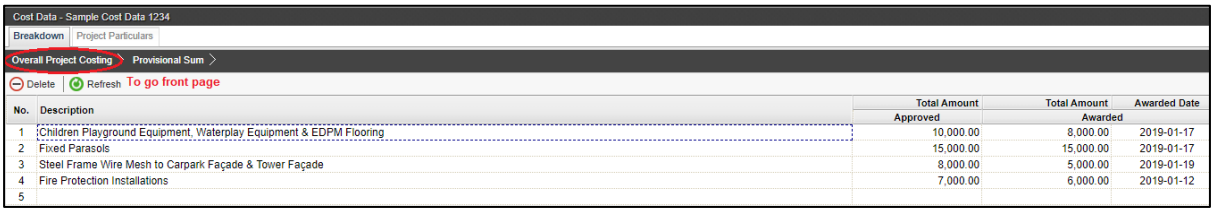


2. Press enter to type the **description** and press enter again to save same with **total amount for Approved Cost Plan & Awarded**

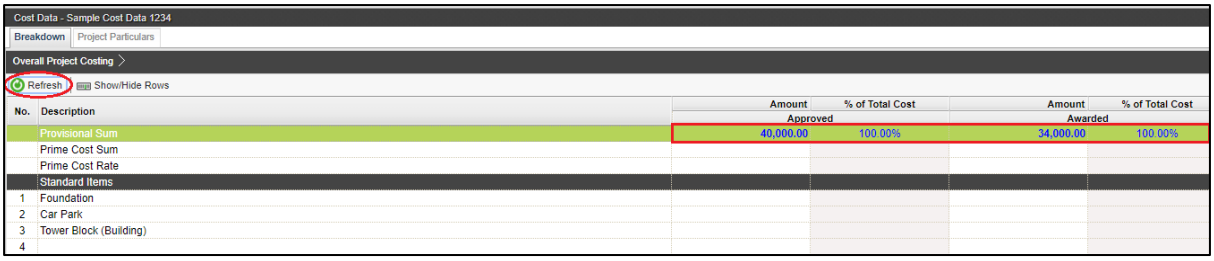
3. To set **"Awarded Date"**, press enter and then click to choose the date and press enter again to save



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

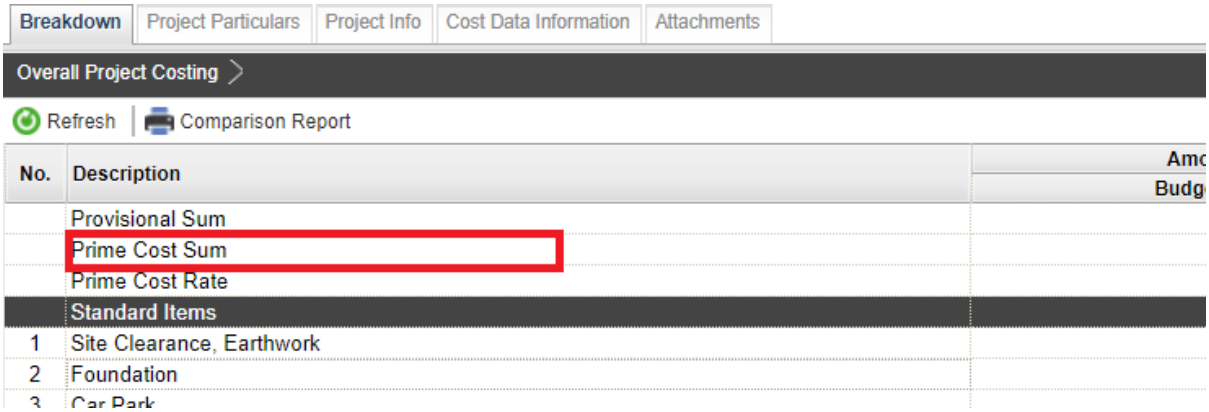


5. Click **"Refresh"** to display the amount that already updated (blue colour means consist of cost breakdown)

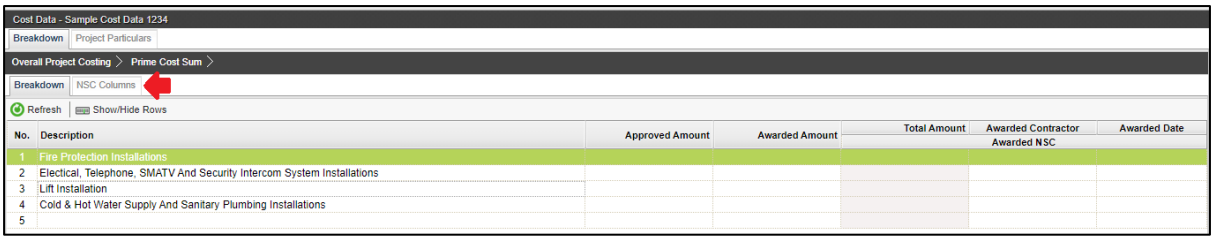


Update Prime Cost Sum

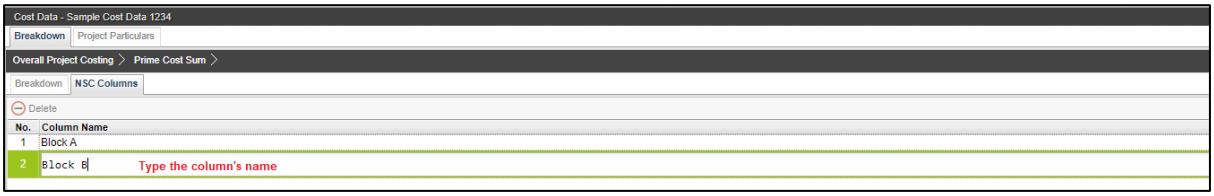
1. Double click **"Prime Cost Sum"** to go sub level



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

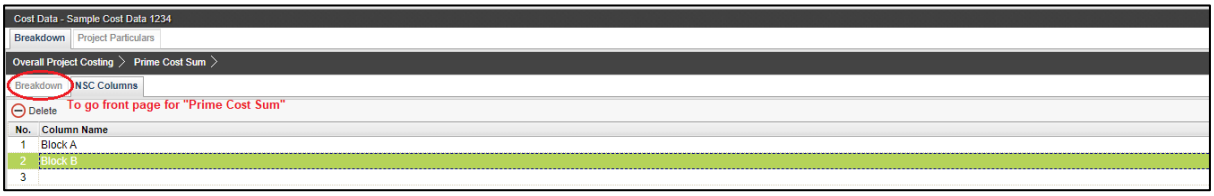


3. **Press enter** to type and **press enter again** to save

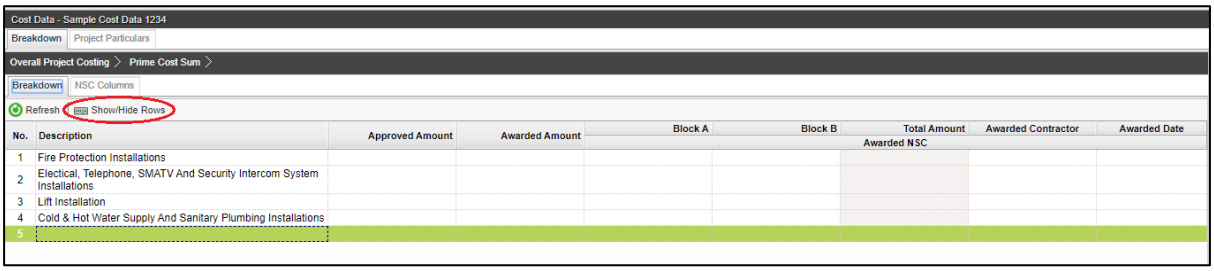


4. **Single click** at the row and click **"Delete"** to delete the column

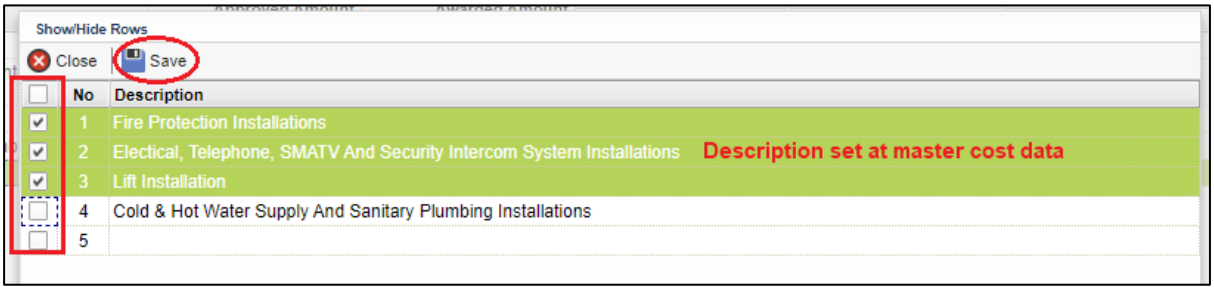
5. Click **"Breakdown"** to go **first level** for **Prime Cost Sum**



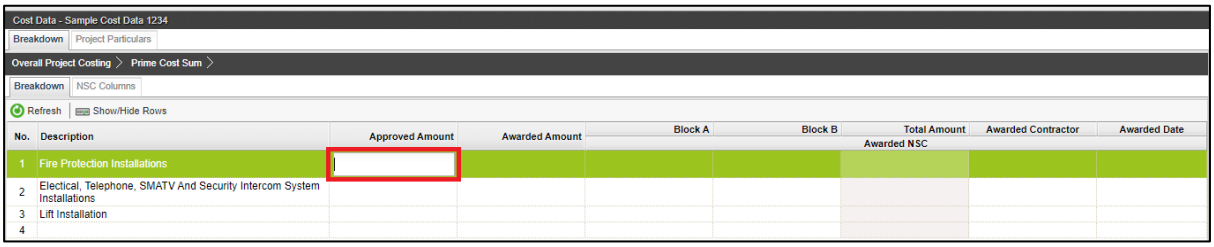
6. Click **“Show/Hide Rows”** to show/hide the description



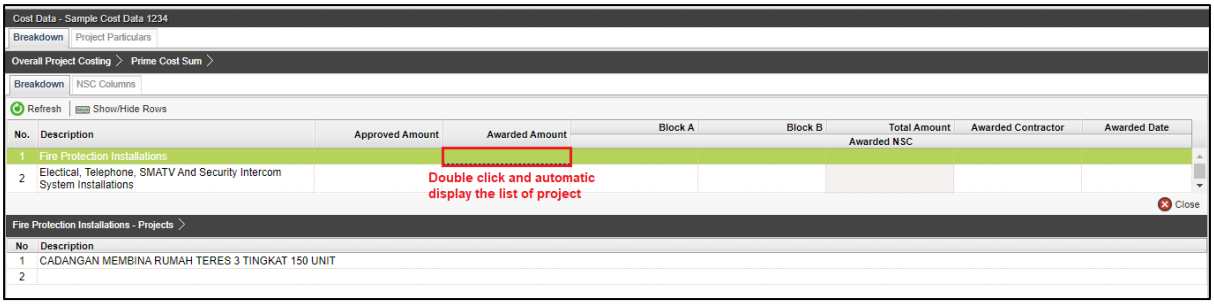
7. **Tick to display** and **untick to hide** the description and then click **save**



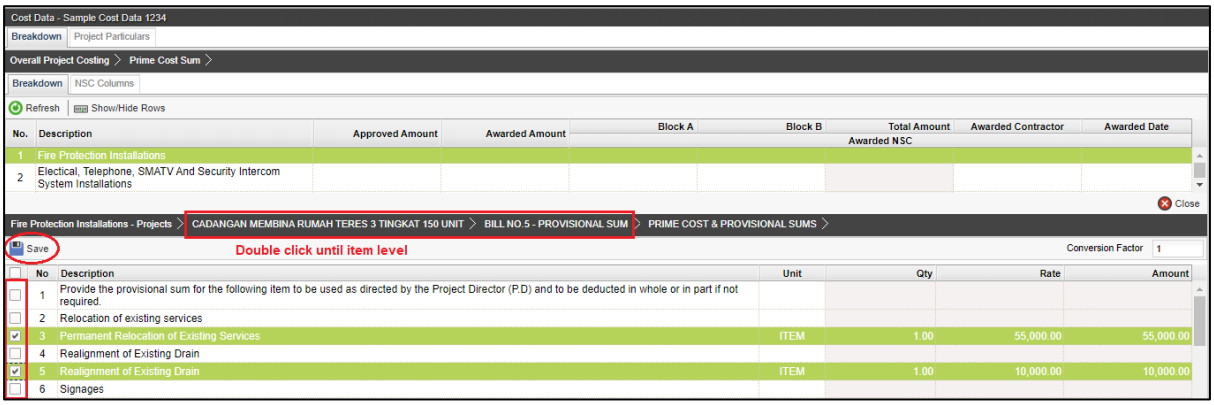
8. To key in **“Approved Cost Plan Amount”**, **single click** at the row and **press enter** to type the amount and **press enter again** to save



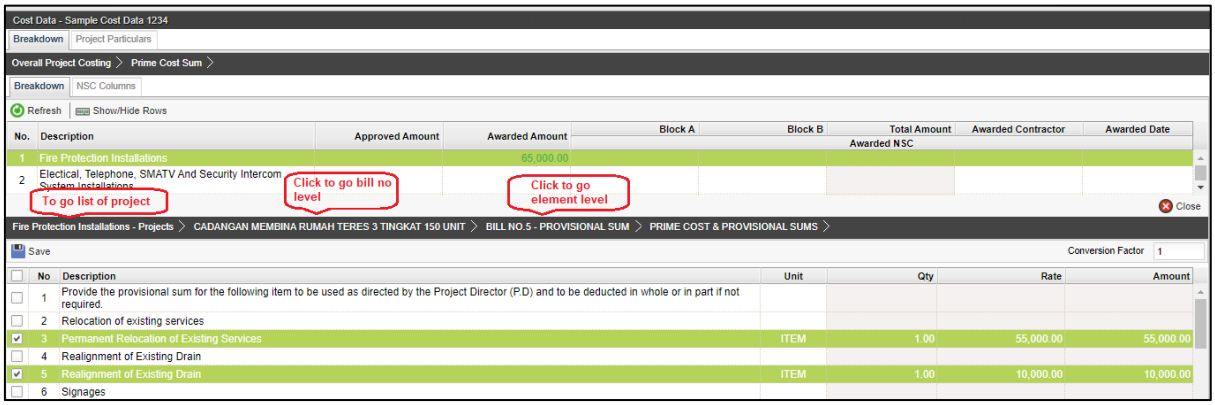
9. To tag awarded sum from contract BQ, **double click** to display the **project (Amount from BQ)**



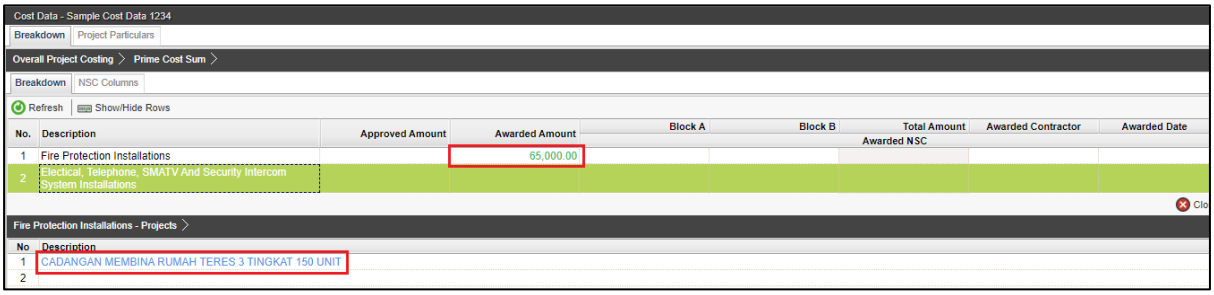
10. Double click until **item level (BQ),** tick which item related and click save



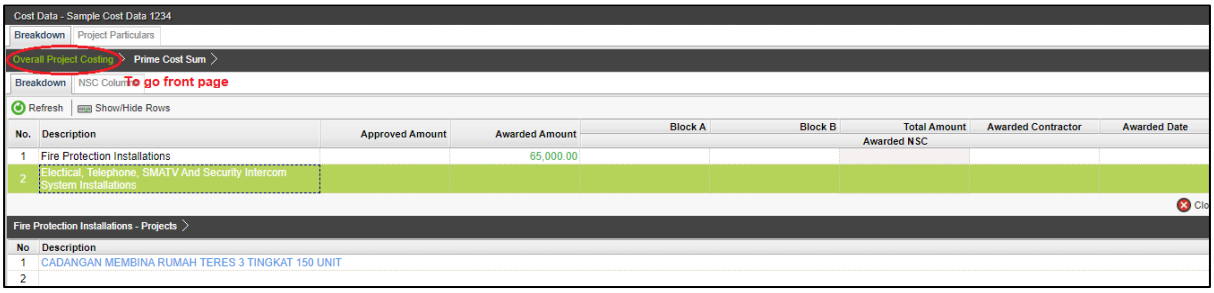
11. Note: the amount with black colour is manual key in by user. The amount with green colour is tagged from contract BQ item.



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

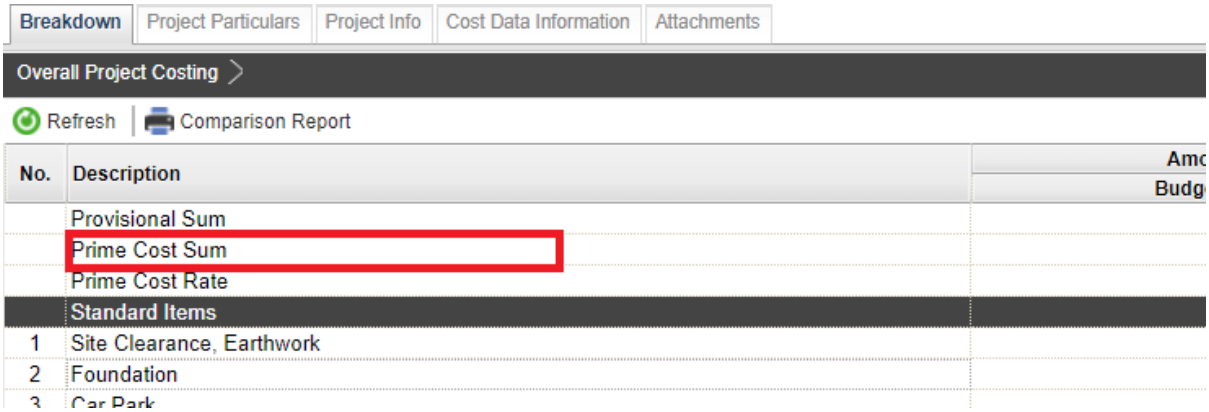


13. Click **"Overall Project Costing"** to go front page to check the total

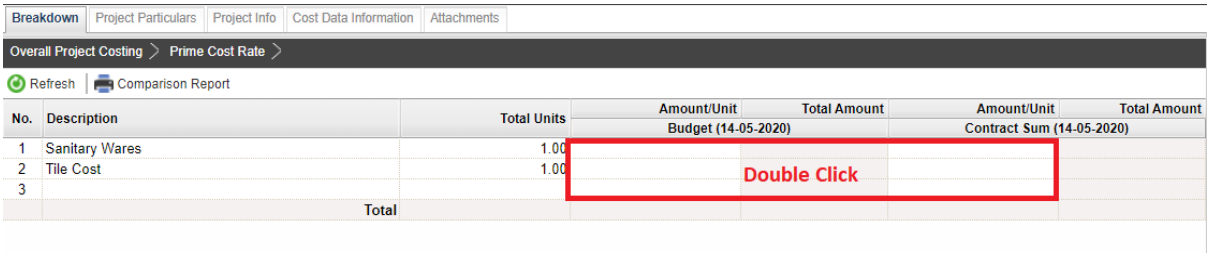


Update Prime Cost Rate

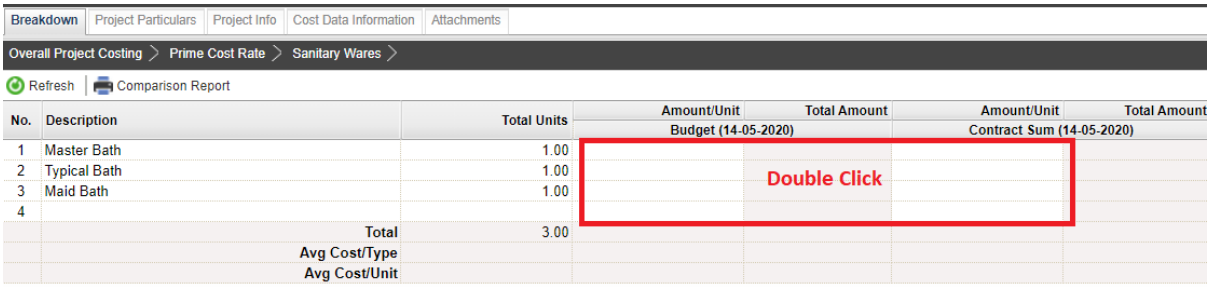
1. Double click at **"Prime Cost Rate"**.



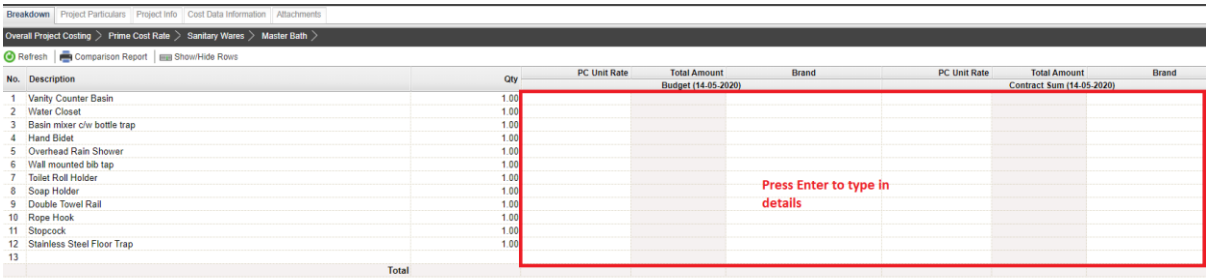
2. Under 2nd level, double click to enter 3rd level.



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



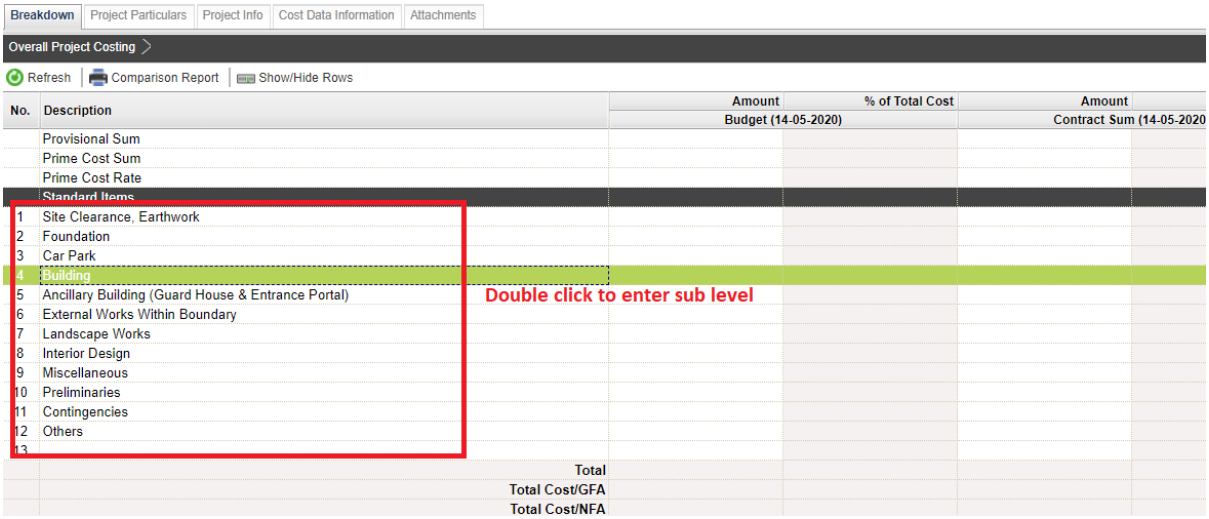
4. Under 4th level, **press Enter** to key in the information for PC Unit Rate & Brand.



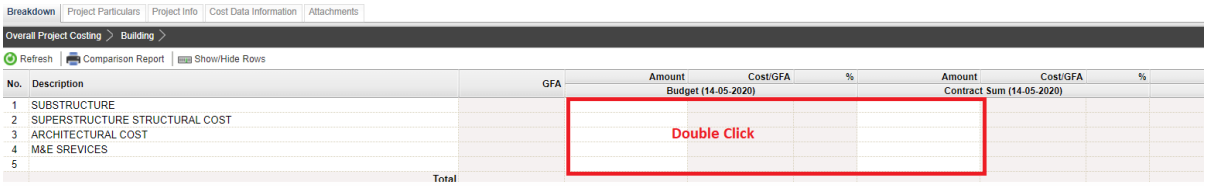
5. After input for the breakdown cost information at 4th level, the amount of breakdown cost will be carried to the front level and displayed in blue colour.

Update Standard Item

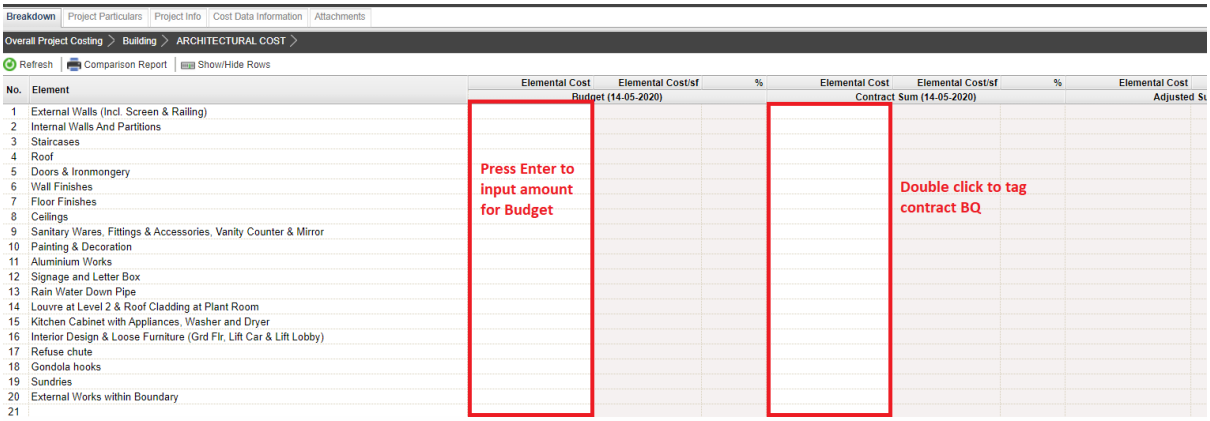
1. Double click the **"Standard Items"** to go sub level / 2nd level



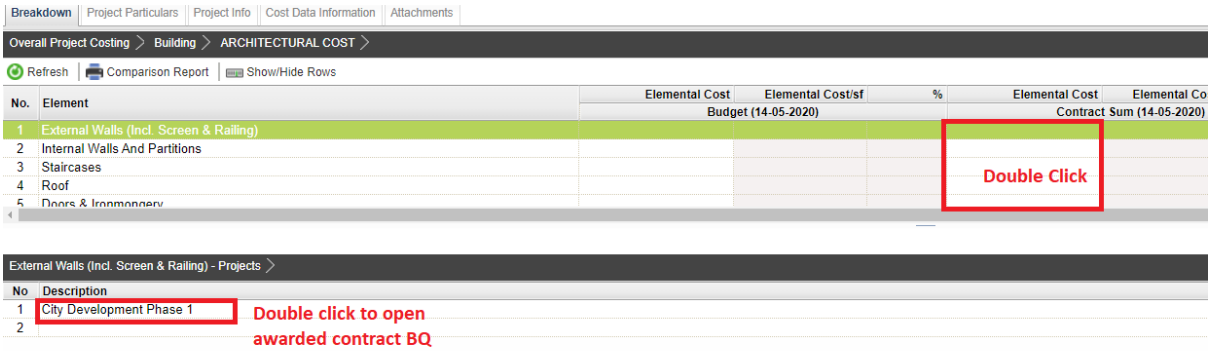
2. **Double click** to enter 3rd level to input breakdown cost for Budget and Awarded Sum.



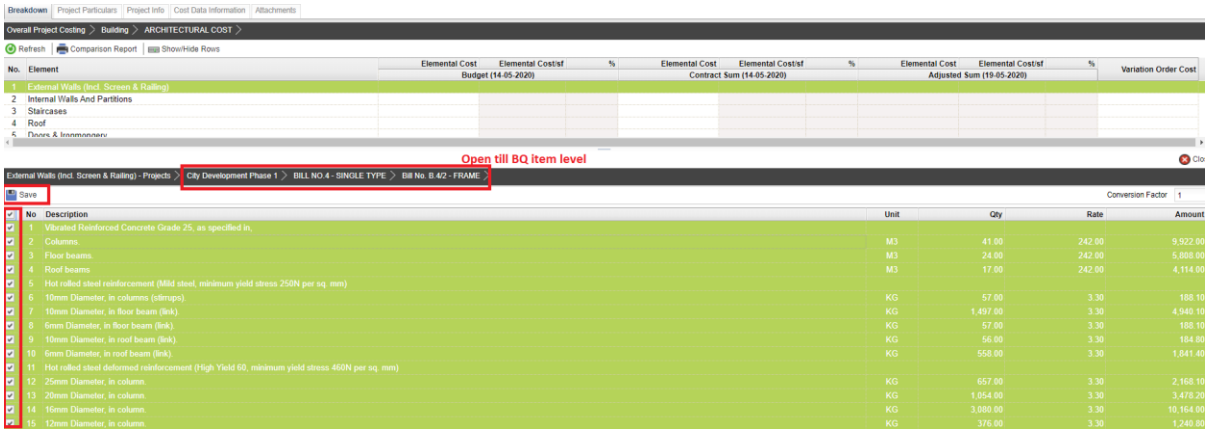
3. Under 3rd level, for **"Contract Sum"** amount, you can **double click** to tag from contract BQ. **Note: You can press Enter to key in the amount for Approved sum manually.**



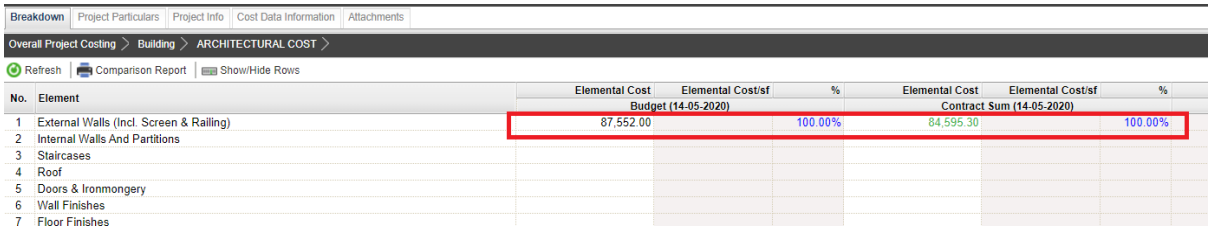
4. **Once double click,** you should be able to see the project title listed down at bottom panel.



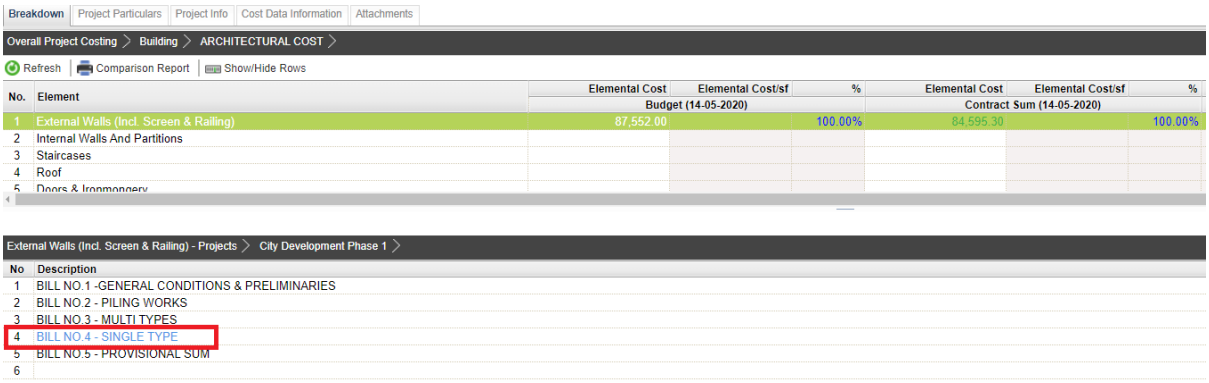
5. **Double click** until contract BQ item level. **Tick** which item related and the click **save** to tag BQ item.



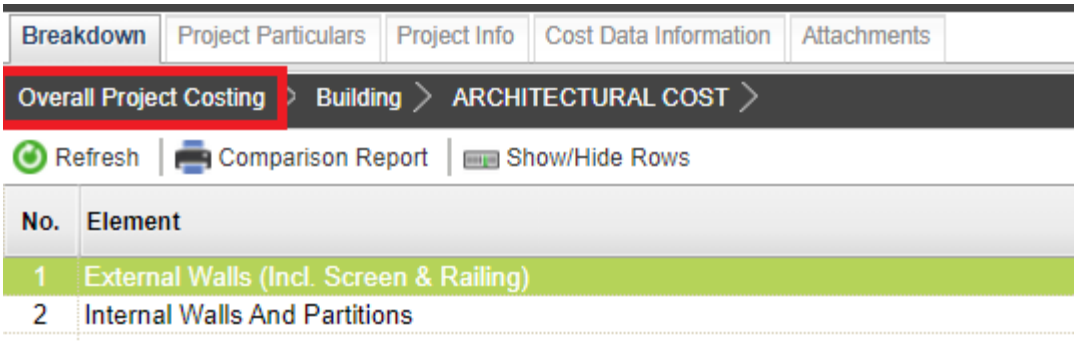
6. Once Saved, **Contract Sum** amount will show in Green Colour *(means the amount is tagged from contract BQ)*. And the Budget amount will show in Black Colour *(means the amount is input manually.)*



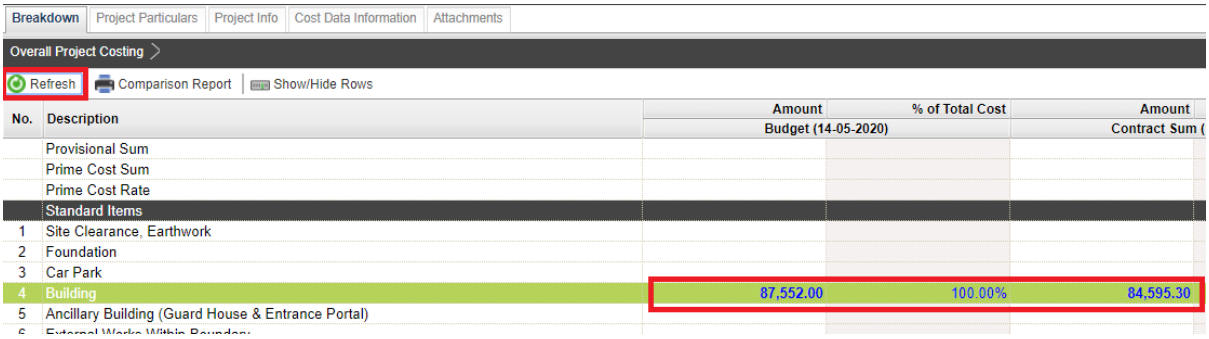
7. Sometimes you might see the title changed to blue colour. Blue Colour means the items from the particular bill/element are tagged to the project cost data.



8. To view the overall project cost data, click **"Overall Project Costing"** to go front page

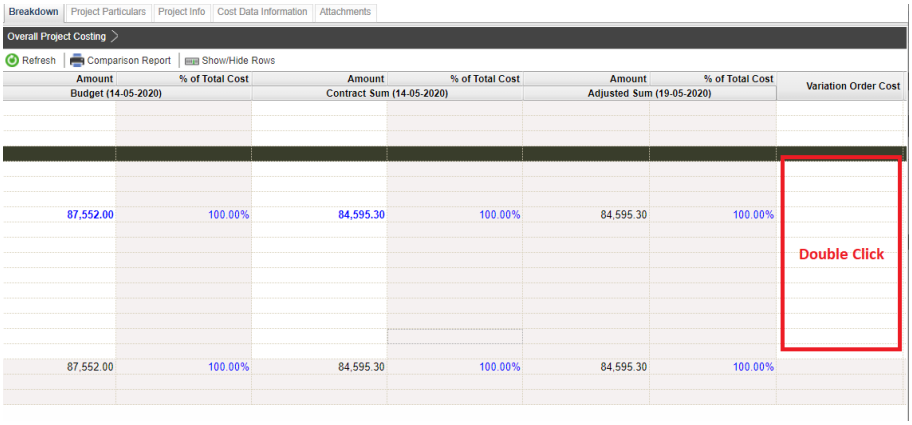


9. Click **"Refresh"** to display the updated amount

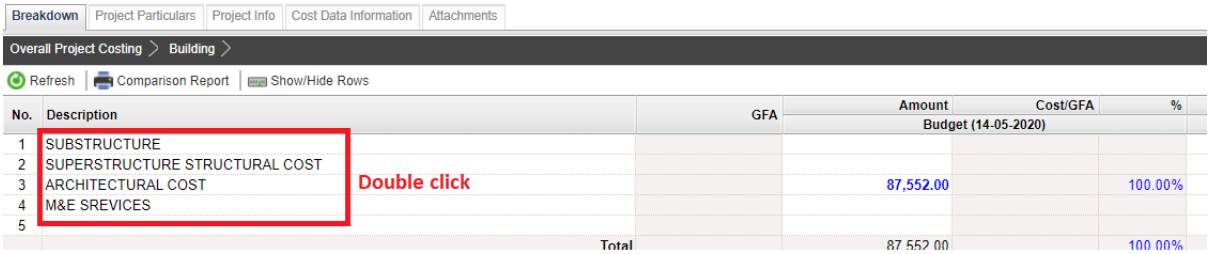


Tag Variation Order Item

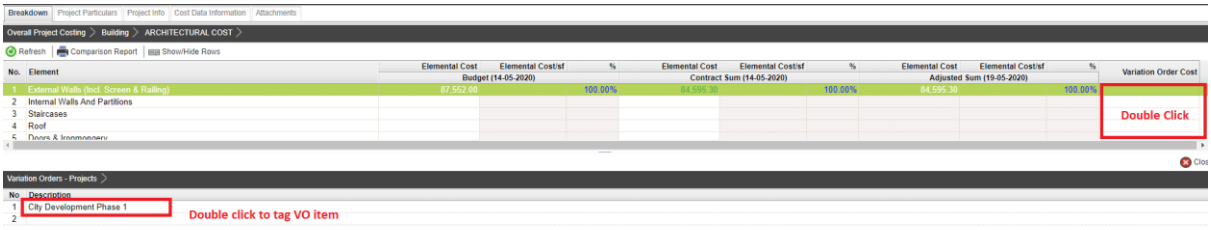
1. Under Overall Project Costing, there is a column called **Variation Order Cost**, double click to enter sub level/ 2nd level.



2. Double click to enter 3rd level.

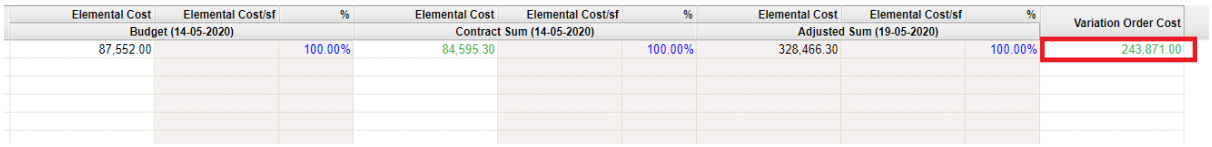


3. Under 3rd level, double click to map VO item. Once double clicked at **Variation Order Cost,** you should be able to view the project title at bottom panel, double click the project title to tag VO item.



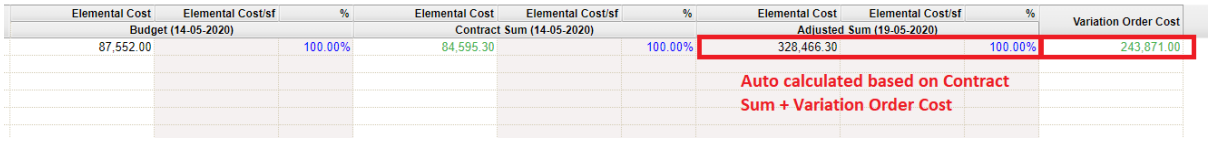
4. Tick to tag the VO item, then click **Save**.

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



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

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

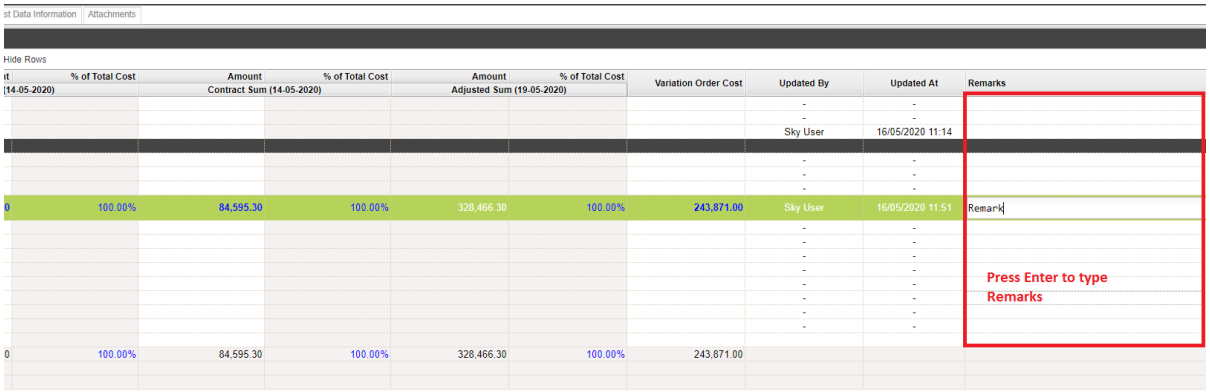


Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%	Variation Order Cost
Budget (14-05-2020)			Contract Sum (14-05-2020)			Adjusted Sum (19-05-2020)			
87,552.00		100.00%	84,595.30		100.00%	328,466.30		100.00%	243,871.00

Auto calculated based on Contract Sum + Variation Order Cost

Update Remark

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



st Data Information | Attachments

Hide Rows

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

Press Enter to type Remarks