

POST CONTRACT

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Assign user to access Letter of Award module (Project)

Note: Only **admin user** can assign other user to access into this module.

.....

1. Login eProject system and then click "Project Title" or click "Open Project"



2. (2. Click "Users" then click "Letter of Award"							
stole 🞲	ser the build space							
B Projects	System M	Ø Maintena	Project D	Users	Tendering	Documents	₽ 1 Forum	
Home / CADANGAN MEMBINA RUMAH TERES 200 UN			Project U	Jsers				
			Contract	Management				
Project Dashboard			Letter of	Award				

3. There are 2 roles under Letter of Award module, user need to click **"+Add Users"** to assign user under both roles.

P Use	er Permissions	Click to select role		
	Q Search	Editor v		
Editor		Editor		
	Filter	Reviewer		Filte
No. 🔺	Name			Email 🛇
		No matching records found		
Showing	g 0 to 0 of 0 entries		Previou	is Next
		Click to add user	+	Add Users



4. Tick to select the user, then click "Add Users".

Assign users 🖴

lo. A Nam 1 Chie	ne \diamond	Email 🗘		
1 Chie			Company 🗘	Assign
	en Zen	chienzen@pck.com.my	Business Unit HQ	
2 Muh	hammad Asyrul	asyrul@pck.com.my	Business Unit HQ	
3 Nor	Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	
4 Mr. M	Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
5 Chris	is Volcano	sky@buildspace.my	Business Unit HQ	
6 Heng	ng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	
Showina 1 t	to 6 of 6 entries (filtered from 179 total entries)		Previous 1	Nex

- 5. The assigned user will display under the list, user still can click **"X"** symbol to remove the user from the list.
- Note: Under "Reviewer" role, admin user need to tick to define whether the assigned user is Editor or not. (Reviewer with Editor can submit letter of award for management approval process)

- USE					
	Q Search	Reviewer	~		
Reviewe	er				
	Filter		Filter		
No. 🔺	Name		Email		Is Editor 🔇
1	Heng Chin Guan	Click to remove user from this role	majestic@buildsp	ace.my	
Showin	g 1 to 1 of 1 entries			Previous	1 Next
				+	Add Users



How to prepare/edit Letter of Award (As Editor role)

Note: Following steps are for user who assigned as **Editor** role only.

1. Login eProject system and click to open a project.



2. Go to "Tendering", then click at "Letter of Award".



3. There are 3 categories under Letter of Award module, click **"Edit"** beside each category to start edit.

Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT / Letter of Award	Closed lend
Letter of Award	Action(s) +
Contract Details	Edit
Clauses	Edit
Signatory	Edit
	Logs 🌣 Settings 🖨 Print

Note: User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into NOTEPAD first, then copy the content from NOTEPAD and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and allow user to spend lesser time on adjusting spacing, margin & layout when printing out the Letter of Award)



4. For **Contract Details**, user need to input the header content like below (*which will display at the top of every page when printed out*). After that, click "**Save**".

Z Edit Contract Details



5. For Clauses, user need to "Add New Clause" and key in the content.

23	Clauses	Click to add new clause		Click to add new clause between
		Add New Clause		existing clauses
	В		$\equiv \equiv \mathbf{T} \mathbf{T} \mathbf{T} \mathbf{T} \mathbf{S} \mathbf{X}^2 \mathbf{X}_2 \mathbf{S} \mathbf{S} \mathbf{S} \mathbf{S}^2$	
	Cont	Click to edit content		

6. Tick to set numbering for certain clauses (*e.g. 1.0, 1.1 ...*). Further, to set certain clause as sub clauses, **click (Hold)** symbol and drag to right side.

$\exists \boxed{B \ I \ U} \ \textcircled{Contract Sum}$?	>	+ ×	
Set the clause as sub title The Contract Sum shall be Ringgit Malaysia: XXX Only (RM XXX) excluding GST.		~	+ ×	
The Provisional Sums shall only be expended at the discretion and on written instruction	of S.O.	~	+ ×	

7. After finalised the clauses, click "Save".

Add New Clause

The overall Contract period inclu Dates are as follows: - Date of Commencement Completion Date Contract Duration	usive of all mobilization shall be X months/weeks from the : XXX : XXX : XXX : XXX	Date of Commencement. The Dates of Commencement and the Completion	× ×
	Back	a Save	



8. For Signatory, user need to insert the content on contractor's signature page only (As shown below).

🗹 Edit Signatory	
B I U O - A The undersigned hereby a which has been retained a	
	=
Save Back	

9. After user finalised the Letter of Award template, user can click **"Settings"** to edit the printing layout, margin & font size before printing layout.

Edit				
Click "Logs" to view who edited the template	Logs	Settings	Print	
	layout, n	nargin & font siz	e.	

10. Click **Action(s)**, then click **"Notify Reviewer"** to allow reviewer to review the letter of award.

	Action(s) -
	Motify Reviewer
Edit	
Edit	
Edit	
Logs	Settings 🔒 Print

11. After clicking **"Notify Reviewer"**, the system will pop out a message shown that notification has been sent successfully.

Notification Sent

Notification has been sent successfully.



How to comment on Letter of Award module (as Reviewer)

Note: Reviewer will receive an email notification once Editor notified Reviewer through eProject system

 To review and comment on Letter of Award, login eProject system and click "Project Title" or click "Open Project"

		13-Feb-2013 Malaysia , Putrajaya Standard	
2	EMSB/BLD/C045/19	CADANGAN MEMBINA RUMAH TERES 200 UNIT	Closed Tender
		13-Feb-2013 Malaysia , Putrajaya Standard	

2. Go to "Tendering", then click at "Letter of Award".

Projects	System M	Maintena	Project D	Users	Tendering	Documents	Forum
Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT				The Closed	I Tender		
				🗙 Open 1	Tender		
Project Dashboard				ata Techni	cal Opening		
					🖹 Letter (of Award	
Projec	t Progress C	hecklist					

3. Click **"Edit"** button beside Clauses to view the content. User also can click **"Print"** to preview the Letter of Award.

Contract Details	Edit
Clauses	Edit
Signatory	Edit
	Logs 🌩 Settings 🖨 Print

4. Reviewer only can review and insert comment on each clauses. To comment, click at icon.

Cla	auses	
	XXX SDN BHD Address . Tet 03-XXX Fax: 03-XXX Attn: Mr. XXX Dear Sir PROJECT TITLE Letter of Acceptance VVe are pleased to inform you that your tender for the above mentioned works (hereinafter called the Works') is hereby accepted all in accordance with, inter-alia, the Conditions of Contract, Specifications, Preambles, Drawings, Bills of Quantities, Instructions and Conditions of Tendering, Form of Tender and the following terms and conditions -	
	Contract Sum	



5. Reviewer can click at the text box to insert the comment. After that, click **"Post Comment"**.

Comments			×
Please edit the company address Click to type the comment			
Comments	▲ Commen	tor [Date
No comments posted			
Showing 0 to 0 of 0 entries	Previo	ous 1	Next
		CI	ose

6. The comment will be recorded under the system. User can click "**Close**" and continue comment on other clauses.

omments			
Post Comment			
Comments	▲ Co	ommentor	Date
Please edit the company address	н	leng Chin Guan	15th February 2019 (Friday), 9.54 am
howing 1 to 1 of 1 entries		Previous	1 Next

7. After review & comment on the clauses, click **"Letter of Award"** and back to the first level.

Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT	Letter of Award	Clauses
	Click first l	and back to evel

8. Click **"Action(s)"** and **"Send Comment Notification"** to notify Editor user that the comments have been established.

Action(s)
Send Comment Notification
Edit



How to amend Letter of Award based on comment

1. Login eProject system and then click "Project Title" or click "Open Project"



2. Go to "Tendering", then click at "Letter of Award".

EE Projects	System M	¢ Maintena	Project D	Users	Tendering	Documents	₽ 1 Forum	
Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT					T Closed	d Tender		
					🖈 Open Tender			
Projec	ct Dashbo	ard			Technical Opening			
					E Letter	of Award		
Project Progress Checklist								

3. Editor user view see how many comments inserted by Reviewer. To view the comments, click "Edit".







5. Editor user can view the comments from Reviewer user. Click **"Close"** to amend the clauses.

Comments		×
Comments	Commentor	Date
Please edit the company address	Heng Chin Guan	15th February 2019 (Friday), 9.54 am
Showing 1 to 1 of 1 entries	Previous	1 Next
		Close

6. Editor user can click on clauses to edit the content.

=	XX SDN BHD ddress . 11: 03-XXX Fax: 03-XXX thr: Mr. XXX ear Sir ROJECT TITLE etter of Acceptance	+ × ®
	e are pleased to inform you that your tender for the above mentioned works (hereinafter called 'the Works') is hereby accepted all in accordance with, inter-alia, the onditions of Contract, Specifications, Preambles, Drawings, Bills of Quantities, Instructions and Conditions of Tendering, Form of Tender and the following terms and inditions: -	

9. After amended the clauses based on comment, click **"Letter of Award"** and back to the first level.

Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT	Letter of Award	Clauses
Clauses	Click first l	and back to evel

7. Click **Action(s)**, then click **"Notify Reviewer"** to allow reviewer to review the amended letter of award.

	Action(s) -
	Notify Reviewer
Edit	
Edit	
Edit	
Logs	Settings 🕒 Print



How to submit Letter of Award for management approval?

Note: Only Reviewer (with editor) able to submit for management approval

1. Login eProject system and then click "Project Title" or click "Open Project".

		13-Feb-2019 Malaysia , Putrajaya Standard		
2	EMS8/8LD/C045/19	CADANGAN MEMBINA RUMAH TERES 200 UNIT Click to open	Open Project Sub Packages [0]	Closed Tender

2. Go to "Tendering", then click at "Letter of Award".

E Projects	System M	¢ Maintena	Project D	Users	Tendering	Documents	Forum	
Home / CADANGAN MEMBINA RUMAH TERES 200 UNIT			TClosed	l Tender				
			🖈 Open Tender					
Project Dashboard			🐴 Techni	cal Opening				
			🖹 Letter (of Award				
Projec	Project Progress Checklist							

3. After selecting verifier, click Submit.

Contract Details	Edit
Clauses	Edit
Signatory	Edit
	Logs 🗢 Setti
Click to select verifier	
Select Verifiers:	
Heng Chin Guan + Click to add more verifier	
None Heng Chin Guan	
Submit	

4. Verifier will receive email notification once the Letter of Award is submitted for approval.



How to respond to Letter of Award approval process?

Note: Verifier will receive an email notification when Letter of Award is submitted for approval.

Login through email

1. Verifier will receive an email notification when Letter of Award is submitted for approval. To view details of Letter of Award, click at the link from email.

Letter of Award Notification from BuildSpace	Today, 11:22:4		
🖹 Text (2 KB) 🛓 🚔			
To: Heng Chin Guan			
Heng Chin Guan has submitted a Letter of Award for your approval.			
Project Name: CADANGAN MEMBINA RUMAH TERES 200 UNIT			
Visit this link for more information:			
https://eproject.buildspace.my/projects/1830/letter-of-award/letterOfAward			

2. Then user will be diverted into eProject login page.



3. Once login, user will be diverted to Letter of Award module. Click **"Edit"** to view the clauses or click **"Print"** to view the Letter of Award (*printing format*). After reviewed the LA, click **"Approve / Reject"**.



4. User can insert "Remark" after they "Approved/Rejected" the Letter of Award.

Reject Request for Variation	
Verifier Remarks :	
Add Remarks (Optional) Click to insert remark	
	Reject Close

Login through system (without email)

1. Login to eProject system. User can view the pending approval tasks from To Do List, click **"View"** to view for more details.

E Proj	scts System M	Maintena				Visit the forums for more inform
=	To-Do List 1					
1	Tendering ₂	🎦 Post Contract 🍯	15			
	Reviews: 2					
	No.	Module	Days Pending	View		Project
	1	Open Tende	r 176	View	P	roject ABC
	2	Letter of Awa	rd 0	View Click deta	c to view CADANGAN MEMBI ils	NA RUMAH TERES 200 UNIT

2. User will be diverted to Letter of Award module. Click **"Edit"** to view the clauses or click **"Print"** to view the Letter of Award (*printing format*). After reviewed the LA, click **"Approve / Reject"**.

Letter of Award		
Contract Details		Edit
Clauses	Click to view LA content	Edit
Signatory		Edit
		Logs 🌩 Settings 🖨 Print
Approve Reject		Click to print out LA

3. User can insert "Remark" after they "Approved/Rejected" the Letter of Award.

Reject Request for Variation		
Verifier Remarks :		
Add Remarks (Optional)	Click to insert remark	
		Reject Close



Publish To Post Contract

Assign user

1. Login eTender with Username and Password

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

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



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

Stoled 2	see space							
Projects	System M	Maintena	Project D	Users	Tendering	Documents	F orum	
Home / CADANGAN MEMBINA RUMAH 1234			Project Users					
				Contract	Management			
Projec	ct Dashbo	ard		Letter of a	Award			



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

	Publish to Post Contract)	
	Publish to Post Contract		
	Claim Certificate		
	Variation Order		
	Material On Site		
	Deposit		
	Kong Si Kong		
Iter	Purchase On Behalf ed from 181 total entries)	- P	revi

5. Click "Assign Users"

User Manageme	nt	
Q Search	Publish to Post Contract	~
blish to Post Contract		
Filter		Filte
Io. 🔺 Name		♦ Email ♦ Company ♦ Is Verifier ♦
	No matching records	s found
owing 0 to 0 of 0 entries (i	itered from 181 total entries)	Previous Next

6. Tick which user selected and click "Save"

🗸 Assi	gn users 🏜		Save	Close
٩	Can filter the username, emai	il or company's name		10 •
	Filter	Filter	Filter	
No. 🔺	Name 🗘	Email 🔷	Company 🖒	Assign
1	Chien Zen	chienzen@pck.com.my	Business Unit HQ	
2	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	
3	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	
4	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	



7. Click "Assign Verifiers" to select which user as a verifier

P Use	er Management				
	Q Search	Publish to Post Contract		~	
Publish t	to Post Contract				
	Filter		Filter	Filter	
No. 🔺	Name		Click "x" to delete the user Email	Company 🗘	Is Verifier \Diamond
1	Chien Zen	The user already assign	chienzen@pck.com.my	Business Unit HQ	
2	Nor Fatin Izzati Binti Yus	sop	★ fatin@pck.com.my	Business Unit HQ	
Showing	g 1 to 2 of 2 entries (filte	red from 181 total entries)		Previous	1 Next
			۹	Assign Verifiers 🔽	Assign Users

8. Select which user and click "Assign"

 Assign Verifiers 			
Publish to Post Contract			
Select Verifiers:		Click "-" to remove the verifier	
None	+	Click "+" to add the multi verifier	
Note: Choose which Not Fatin Izzati Binti Yusop user as a verifier Chien Zen			Assign Back

9. Click "Reset" to reassign the verifier

Assign Verified	ers
Publish to Post Contra	ct
Assigned Verifiers:	
Sequence Number	Name
1	Nor Fatin Izzati Binti Yusop Approve by users sequence
2	Chien Zen
	C Roset Back



Push the BQ to post contract

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

3	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123	Open Project X Sub Packages [9]
		14-Mar-2018 Malaysia , Selangor Standard	

2. Click "Buildspace Pro" to access the BQ

soft 🔆	build spʌce		Go To Buildspace Pro 🔗 Search Project	Q @0 🗭
Projects	System M	Maintena		

3. Click "Push To Post Contract"

space			
Tendering > CADANGAN MEMBINA RUMAH 1234 (Status::TENDERING)			
🚯 Export Project 🌑 Project Analyzer 🔻 🖶 Sub-Packages 🛓 Schedule Of Quantities 💽 Push To Post Contract			
Project Breakdown Project Properties Project Addendum			
🚯 Import Rates 🛛 🤽 View Tenderers 🛛 🧮 Project Summary 🔻 🍙 Export Bill 🕥 Export Backup 🛛 🔯 Log 🖉 Reload			
No. Description	Original Amount	Total Markup (%)	Total Markup (MYR)
CADANGAN MEMBINA RUMAH 1234			
1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2 BILL NO.2 - PILING WORKS	1,179,754.88		
BUILDING WORKS			
3 BILL NO.3 - MULTI TYPES	9,919,947.45		
4 BILL NO.4 - SINGLE TYPE	1,220,428.29		

4. Click "Publish" and select "New Post Contract". User can select "Contractor Rates/Estimate Rates" with/without "Not Listed Items"

3 Cl	ose 🛛 🕀 Assign Users For Post Contract	Publish	ontract 🛞	Can choose contractor r or estimation rate	ate		9,919,947 1,220,428
	All Requirements shown below s	New Post Con	tract	Use Selected Contractor Rates 0	With Not Li	sted Items	
				Use Estimation Rates	Without No	t Listed Items	
No.	Description				Status		
1	At least one contractor is assigned to Te	nder Salaata	• 11 T = 11 = 1	none Cottinell	 Image: A second s		
2	Contractor Selected on Tenderer Setting	Select a	it lende	rers setting	~		



5. Fill up all information and click "Save"

ave 🛛 🚫 Close					
ject Information Project : CADAN *Contractor : Buildsp;	IGAN MEMBINA RUMAH 1. ace Contractor 1	234			
er of Award (LA)					
*Type :	Letter of Award	Ŧ	*LA No. :	1	
Contract Sum :	MYR 13,172,630.62			EMSB/BLD/C045/1	8/LA001
*Contract Period From :	3/2/2019	Ŧ	*Contract Period To :	3/14/2020	Ŧ
*Trade :	Main Contractor	Ŧ			
Works :	Lab	Ŧ	Works 2 :	BLDG	Ŧ
Creditor Code :					
Remarks :					
ention etention Sum : 10 Include VO : 🗸	%		Maximum Retention Sum : 5	%	
ention etention Sum : 10 Include VO : V our Rates	%		Maximum Retention Sum : 5	%	
ention etention Sum : 10 Include VO : V our Rates Normal	% Working Hours : 8		Maximum Retention Sum : 5	%	
ention etention Sum : 10 Include VO : our Rates Normal	% Working Hours : 8		Maximum Retention Sum : 5	% Normal Rates	OT Rates
ention etention Sum : 10 Include VO : our Rates Normal	% Working Hours : 8 Skilled		Maximum Retention Sum : 5 Include Material On Site :	% Normal Rates	OT Rates
ention etention Sum : 10 Include VO : our Rates Normal	% Working Hours : 8 Skilled Semi Skill	ed	Maximum Retention Sum : 5 Include Material On Site :	Normal Rates	OT Rates 10 15

6. When the form already submits for approval, the button **"Push To Post Contract"** disable to click

-	space		
Tend	ering > CADANGAN MEMBINA RUMAH 1234 (Status::TENDERING)		
() E	xport Project 🍄 Project Analyzer 🔻 🕋 Sub-Packages 🛓 Schedule Of Quantities 💽 Push To Post Contract	Disable to click	
Proj	ect Breakdown Project Properties Project Addendum		
(1) Ir	nport Rates 🛛 🤽 View Tenderers 🛛 🖹 Project Summary 🔻 🕥 Export Bill 🖙 Export Backup 🛛 🔯 Log 🛛 🥝 Reload		
No.	Description	Original Amount	Total N
	CADANGAN MEMBINA RUMAH 1234		
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00	
2	BILL NO.2 - PILING WORKS	1,179,754.88	
	BUILDING WORKS		
3	BILL NO.3 - MULTI TYPES	9,919,947.45	
4	BILL NO.4 - SINGLE TYPE	1,220,428.29	



Approve approved the submission

1. Verifier person received the email and click **"Link"** as a shortcut to approve the request



2. OR Login eTender system with Username and Password

	space	
Email		
Enter you	r password	
	Sign in	

3. Click "View"

To-Do	List 35						-	1
Pos	t Contract 1							
Reviews:	1							
No.	Module	Description	Days	Pending	View	Project	Main Projec	
1	Publish to Post Contract	Publish to Post Contract		0	View	CADANGAN MEMBINA RUMAH 1234	-	



4. Click "View LA/LO"

ish to Post Contract						
ssianed Verifiers:						
Sequence Number	Name	Remarks	Days Pending	Status	Verified At	Remarks
1	Nor Fatin Izzati Binti Yusop		0	? Unverified	-	
0	Chien Zen			2 Unverified	_	

5. Verifier will check the details first before click "Approve/Reject"

space			
Approval: Project > CADANGAN MEMBINA RUMAH 1234 (Letter C	Of Award)		
Approve 👎 Reject			
Main Information Breakdown			
Project Information			
Project Owner: ECO MAJESTIC 2 SDN BHD			
Project : CADANGAN MEMBINA RUMAH 123	4		
Contractor: Buildspace Contractor 1			
Contract Information			
Type: Letter of A	ward		LA No.: EMSB/BLD/C045/18/LA001
Contract Period From: 02-03-201	9		Contract Period To: 14-03-2020
Trade : Main Cont	ractor		Creditor Code : -
Works : Lab			Works 2: BLDG
Remarks : -			
Submitted By : Heng Chin	i 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	

6. Verifier 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	່ ເ



7. Resender can see the status "Approve/Reject" the request

Publish to Post Contract Publish to Post Contract Assigned Verifiers: Sequence Number Name Remarks Days Pending Status Verified At Remarks 1 Nor Fatin Izzati Binti Yusop 0 👍 Approved 01-Mar-2019 1:53 PM Approve Approve Chien Zen 2 0 2 Unver

1.



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,

3	EASB/BLD/C001/18	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123
		14-Mar-2018 Malaysia , Selangor Standard

2. Consultant click "Post Contract" and choose "Request For Variation"

🖈 s	sprce							
Projects	System M	Maintena	Project D	users	Tendering	Post Cont	Site Modu	Documents
Home /	Home / PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT						Management Jal Claim	•
Proje	ct Dashbo	bard				Request	for Variation	

3. Click "Action" and choose "Contract & Contingency Sum"





4. Then fill original contract sum & contingency sum for this project. After that, click **"Submit".**

Contract & Contingency Sum	
Contract and Contingency Sum Details	
Original Contract Sum (RM)	Contingency Sum (RM)
Submit Back	

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

How to issue New RFV

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

Request for Variation Form	+ Add New RFV	\$ Contract & Continge
Request for Variation		
Q		
RFV Number 💠 Al/El Number 💠 Description 💠 RFV Category 🔷 Net Omission/Addition	Created by	Status
No Request of Variations created.		
Showing 0 to 0 of 0 entries		Previous

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

Request for Variation - New Request for Variation	- :
C RFV Details	
Description of Proposed Variation Work*	Reasons for Variation*
Add new column	more load support
RFV Category*:	Time Implication (if any)
RFV Category*: Due to Site Condition	Time Implication (if any)
RFV Category*: Due to Site Condition	Time Implication (if any)
RFV Category*: Due to Site Condition ~	Time Implication (if any)



How to insert cost estimate for RFV

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

Request for	Variation For	m			+ Add New RFV \$	Contract & Contingency Sum
Request for Variation						
Q						10 •
RFV Number \Rightarrow	Al/El Number	Description 🔿	RFV Category	Net Omission/Addition	Created by	Status 🔷
1	-	Add new column	Due to Site Condition	-	Heng Chin Guan	Pending Cost Estimate
Showing 1 to 1 of 1 e	ntries	•				Previous 1 Next

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	
PEV Catagon	Estimated Cost of Dranacad Variation Work	Time Implication (if any)
Due to Site Condition	RM 0.00	Time implication (if any)
1 Upload		
File Name		

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

⊞ Re	Request for Variation - Pending Cost Estimate								
🗋 R	FV Details 🔳 Cost Estimate								
🔁 Ad	d Row C Delete Row			Estim RM 7	ated Cost of Propose 2,000.00	ed Variation Worl			
					Budget				
No.	Description	Туре	Unit	Rate	Qty	Total			
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00			
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00			
3		ITEM							
	Key in to prepare cost estimation								

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

⊞ Re	quest for Variation - Pending Cost Estimate					- :
🗋 R	FV Details 🔲 Cost Estimate					
🕈 Ad	il Row Delete Row			Estimate RM 72,0	ed Cost of Propose	ad Variation Worl
					Budget	
No.	Description	Туре	Unit	Rate	Qty	Total
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.00
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.00
3		ITEM				



5. You can upload attachment before submitting the RFV for approval. To submit for approval, click **"Submit"** button to submit to for approval.

RFV Details	E Cost Estimate		
RFV Number : 1 Description of Pro Add new column	oposed Variation Work*	Reasons for Variati more load support	on°
RFV Category Due to Site Cond	ition	Estimated Cost of Proposed Variation Work RM 72,000.00	Time Implication (if any)
1 Upload	Click to upload attachment		
File Name			
		No files uploaded	
Showing 0 to 0	of 0 entries		
Submit	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. To verify the RFV cost estimate, click at the RFV description to open RFV.

Request for	r Variation Fo	rm			+ Add New RFV	\$ (Contract & Contingency Sun
Request for Variation							
Q	·						10
RFV Number 🔅	Al/El Number	Description	RFV Category	Net Omission/Addition	Created by		Status
1	-	Add new column	Due to Site Condition	RM 72,000.00	Heng Chin Guan		Pending Verification
Showing 1 to 1 of 1	entries						Previous 1 Next

2. Click "Cost Estimate" to view the RFV cost estimate.

	2. CIICK COSt Estimate	JSUESUIN	ale.				
≡ Re	quest for Variation - Pending Verification					-	::
🗋 RI	FV Details 🔠 Cost Estimate						
				Estimat RM 72,1	ed Cost of Propose 000.00	ed Variation Wo	rk
					Budget		
No.	Description	Туре	Unit	Rate	Qty	Tota	31
1	Concrete column	ITEM	m3	10,000.00	4.00	40,000.0	0
2	Concrete Beam	ITEM	m3	8,000.00	4.00	32,000.0	0
3		ITEM					



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

≡ Request for Variation - Pending Verification					- :
🗋 RFV Details 🔠 Cost Estimate					
RFV Number : 1					
Description of Proposed Variation Work*		Reasons for Variation*			
Add new column		more load support			
RFV Category*: Estin	mated Cost of Proposed Variat	tion Work	Time Implication (if any)		
Due to Site Condition	72,000.00				
File Name					
	No files up	oloaded			
Showing 0 to 0 of 0 entries				Previous N	ext
Approve Reject Back			1	View Log(s))

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.

equest for Variation						
2						10
RFV Number \Rightarrow	Al/El Number 🔿	Description 🗘	RFV Category	Net Omission/Addition	Created by	Status
1	ß	Add new column	Due to Site Condition	RM 72,000.00	Heng Chin Guan	Approved

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

Update AI/EI Number

AI/EI Number		
Al/El Number		
	Save	Close



How to Activate Claim Certificate & Update Progress Claim

1. Login eTender system with Username and Password

4	space	
Email		
Enter your	r password	
	Sign in	
	Sign up Forgot Password?	

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

2	EMDSB/BLD/C051/18	CADANGAN MEMBINA RUMAH TERES DI TAMAN CEMPAKA	Open Project Sub Packages [0]	Post Contract
		23-Apr-2018 Malaysia , Kuala Lumpur Standard		

3. To activate claim certificate, just click at "Buildspace Pro" icon.

Tropet	sp/ce						ch Project	Q ≡ ? □
≗	Heng Chin Guan 🗸	ŀ	lome / CADANG	AN MEMBINA KONDOMINIUM 25 TINGKAT	/ Contract Management / Claim Certific	ate		
⊞	Projects		Claim C	ertificate				
¢ °	Maintenance	•						
Ð	Project Dashboard		Claim Certificate	e				
õ	Sub Packages						Q	
血	Assign Company		No.	Claim Certificate	Submitted By	Submitted At	Status	View
<u>.</u>	Assign Users				No data available in tat	he		
*	Open Tender							

4. After click the "Buildspace Pro", can view the BQ already in post contract. Click "claim certificate" to prepare the claim certificate.

-	sp∧ce																																																															-	•					
Pos	t Contract > CADANGAN MEMBINA	KONDOMINIUM 25	TINGKAT (Status::POST CONTRACT)																															ſ																																			
Proj	ject Breakdown Project Properties	Claim Certificates												_																							_				_	_				_										_														_
►.F	Re-Measure Provisional 🔻 🛛 🖶 Loc	ation Management	Obefine Locations Sub-Pair	kages	s 🙆	0	6	6	((6	(C	C	C	3) R	Re	le	Re	elo	oad	d																																												
No	Description																																																					har	. п. т	tr					%							An	noi	int
NO.	Description																																																					ver		ota	"					Up T	o Da	te Cl	laim					
	CADANGAN MEMBINA KOND	OMINIUM 25 TING	KAT																																																																			
1	BILL NO.1 -GENERAL CONI	DITIONS & PRELIN	/INARIES																																																			852	,500	0.0	0													
2	BILL NO.2 - PILING WORKS	3																																																			1	179	754	4.8	8													
3	BILL NO.3 - MULTI TYPES																																																				10	120	36.	2.4	15			11.0	04%					1	,11	7,0	09	67
4	BILL NO.4 - SINGLE TYPE																																																				1	216	,033	3.2	9			0.	74%							8,9	78	13
5	BILL NO.5 - PROVISIONAL	SUM																																																			16	626	,000	0.0	0													
								-						-	-						-					-		-	-						87		-	-	-	-	-	-	-	CONTRACT	-	-				 	-	 	 		-	-	400	-	-	-	and the second	CONT	CONTRACT	-	-	-	-	-	-	-

5. Click "Active Claim Certificate" and fill up the form.

sp.vc	ld ce					🔶 👤
Post Contract >	CADANGAN MEMBINA KONDOMINIUM	25 TINGKAT (Status::POST CO	ONTRACT)			
Project Breakdo	win Project Properties Claim Certificate	8				
🙀 Activate Cla	im Certificate 🙆 Reload					
Claim Certificat	e List 🔪					
Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Current Viewing Claim
1			0.00			✓



6. Fill up all information that have in claim certificate and then click "Save".

space			📌 👤
Post Contract > CADANGAN MEM	BINA KONDOMINIUM 25 TINGKAT (S	atus::POST CONTRACT)	
Project Breakdown Project Propert	lies Claim Certificates		
🙀 Activate Claim Certificate 🏾 🥝	Reload		
Claim Certificate List 〉 Claim Cert	tificate >		
Save			
Initial Information			
*Contractor Submitted Date :	21/03/2018 💌	*Site Verified Date : 21/03/2018	*QS Received Date : 21/03/2018
Claim Certificate Information			
Company :	ECO MAJESTIC 2 SDN BHD	Contractor	: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
Letter of Award No. :	1	Claim No.	.: 1
Works :	Lab	Works 2	2: BLDG
Contract Sum :	MYR 30,022,380.57	Retention Sum	1: MYR 56299.39 (GST: 6.00)%
Work Done Amount : Detention Tex Dereentage (MTR 1,125,967.00	Release Detention Amount	
Retention Tax Percentage :	6.00 %	Release Retention Amount	0.00
*Person In Charge :	Mr Chong	Release Retention	1: 0.00 %
*Due Date :	21/03/2018 💌	*Budget Due Date	: 21/03/2018
*Budget Amount :	10000.00	"Tax	6.00 %
Acc Remarks :	1	QS Remarks	
	1		
space			🔹 😵
Post Contract > CADANGAN MEMB	INA KONDOMINIUM 25 TINGKAT (Sta	us::POST CONTRACT)	
Project Breakdown Project Propertie	Claim Certificates		
🙀 Activate Claim Certificate 🛛 🥝 P	Reload		
Claim Certificate List $> $ Claim Certi	ficate :: 1 (IN PROGRESS) >		
Claim Certificate Info Claim Certifi	icate Print Info		
💾 Submit 🛛 🥕 Edit 🛛 🖶 Print			
Initial Information			
Contractor Submitted Date :	21/03/2018	Site Verified Date : 21/03/2018	QS Received Date : 21/03/2018
Claim Certificate Information			
Company :	ECO MAJESTIC 2 SDN BHD	Contractor :	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHE
Letter of Award No. :	1	Claim No. :	1
Works :	Lab	Works 2 :	BLDG
Contract Sum :	MVR 30 022 380 57	Detention Sum (MVR 56299 39 / GST - 6.00 \%
Work Done Amount :	MYR 1 125 987 80	% Completion :	3 75%
Release Retention :	0.00 %	Release Retention Amount :	MYB 0 00
Person in Charge	Mr Chang		
Person in charge :	wir Chong		
Due Date :	21/03/2018	Budget Due Date :	21/03/2018
Budget Amount :	10000.00	Tax :	6.00 %
	10000.00		

7. Click **"Project Breakdown"** to update the claim.

Space					📌 🚨
Post Contract > CADANGAN MEM	BINA KONDOMINIUM 25 TINGKAT (Statu	s::POST CONTRACT)			
Project Breakdown Project Proper	ties Claim Certificates				
🙀 Activate Claim Certificate 🏾 🎯	Reload				
Claim Certificate List $>$ Claim Cer	tificate :: 1 (IN PROGRESS) >				i i
Claim Certificate Info Claim Cert	ificate Print Info				
💾 Submit 📝 Edit 🛛 🚔 Print					
Initial Information					
Contractor Submitted Date :	21/03/2018	Site Verified Date : 21/03/2018	QS Receive	d Date : 21/03/2018	
Claim Certificate Information					
Company :	ECO MAJESTIC 2 SDN BHD	Contractor	ALIBABA CONSTRUCTION & D	EVELOPMENT CORPORATION HO	LDING SDN BHE
Letter of Award No. :	1	Claim No	+ 1		
Works :	Lab	Works 2	BLDG		
Contract Sum :	MYR 30,022,380.57	Retention Sum	: MYR 56299.39 (GST : 6.00)%		
Work Done Amount :	MYR 1,125,987.80	% Completion	: 3.75%		
Release Retention :	0.00 %	Release Retention Amount	MYR 0.00		
Person In Charge :	Mr Chong				
Due Date :	21/03/2018	Budget Due Date	21/03/2018		
Budget Amount :	10000.00	Тах	6.00 %		
Acc Remarks :		QS Remarks			



-

8. Double click which "Bill" want to update the claim.

space		🔹 🚯	
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates			
📐 Re-Measure Provisional 🔻 🔐 Location Management 🍳 Define Locations 🕋 Sub-Packages 🥝 Reload			
No. Description	Overall Total	% A Up To Date Claim	Amount
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT			
1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00		
2 BILL NO.2 - PILING WORKS	1,179,754.88		
3 BILL NO.3 - MULTI TYPES	10,120,362.45	11.04% 1,117,	,009.67
4 BILL NO.4 - SINGLE TYPE	1,216,033.29	0.74% 8,	978.13
5 BILL NO.5 - PROVISIONAL SUM	16,626,000.00		
VARIATION ORDER	27,729.95		
MISCELLANEOUS			
ADVANCE PAYMENT			
MATERIAL ON SITE			
DEPOSIT			
KONG SI KONG			
WORK ON BEHALF			
BACKCHARGE			
PURCHASE ON BEHALF			
WORK ON BEHALF (BACKCHARGE)			
PENALTY			
PAYMENT ON BEHALF			
UTILITY			
PERMIT			

9. Double click and can view the "Element Level".

A build

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

7	с ѕрлсе	1						1		
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status-POST CONTRACT)										
Proj	ect Breakdown	Project Properties Cla	aim Certificates	BILL NO.4 - SINGLE TYPE :: Standard	۲					
Туре	e / Unit 〉									
No.	Description					Rename Description Amount	% Up To Dat	te Claim	Amount	
No.	Description Default					Rename Description Amount	% Up To Da	te Claim	Amount	
No.	Description Default Unit					Rename Description Amount	% Up To Da 0.74%	te Claim	Amount 8,978.13	

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

- 7	space							N 👤 🔰
Pos	Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)							
Proj	ect Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞							
Туре	/ Unit > Default :: Unit 1 >							
÷	pply to other unit							
No	Percention	Total	%	Amount	%	Amount	%	Amount
140.	Description	Total	Previo	us Claim	Current	Claim	Up To Date	Claim
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71			3.57%	8,978.13	3.57%	8,978.13
2	BIII No. B.4/2 - FRAME	84,595.30					00	
3	Bill No. B.4/3 - UPPER FLOORS	6,033.62				~		
4	BIII 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	DIII NA D 4/11 EL OOD EINIQUEO	10 620 20						

11. Double click the "Element" to update the claim item by item.

1	space						4	. ٩
Pos	Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status::POST CONTRACT)							
Proj	ect Breakdown Project Properties Claim Certificates BILL NO.4 - SINGLE TYPE :: Standard 🛞							
Тур	/ Unit 〉 Default :: Unit 1 〉 Bill No. B.4/2 - FRAME 〉							
No	Description	Otv	Unit	Pate	Total	% Amount	% Amount	%
110.	beachpion	wiy	Unit	Nute	Total	Previous Claim	Current Claim	
1	Vibrated Reinforced Concrete Grade 25, as specified in,							-
2	Columns.				9,922.00		8	
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			



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

space			🔹 👷
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINOKAT (Slatus: POST CONTRACT)			
Project Breakdown Project Properties Claim Certificates			
📐 Re-Measure Provisional 🔻 🏭 Location Management 🛛 💗 Define Locations 🛛 🚔 Sub-Packages 🛛 🚱 Reload			
No. Description	Overali Total	%	Amoun To Data Claim
CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT			
1 BILL NO.1 - GENERAL CONDITIONS & PRELIMINARIES	852.500.00		
2 BILL NO.2 - PILING WORKS	1,179,754.88		
3 BILL NO.3 - MULTI TYPES	10,120,362.45	11.04%	1,117,009.6
A BILL NO.4 - SINGLE TYPE	1,216,033.29	0.7455	
5 BILL NO.5 - PROVISIONAL SUM	16,626,000.00		
	22.200.00		
benariow cruter	27,729.95		
MSCELANEOUS			
NUMBER FOR BENT			
DEBORT			
KONG REKONG			
WORK ON REMAILE			
RACKCHAROF			
PURCHASE ON REHALF			
WORK ON REHALF (BLCKCHARGE)			
PENALTY			
PAYMENT ON BEHALF			
UTILITY			
PERMIT			

- 13. At the same you can update any sub module (refer to below tutorials).
- 14. For approved claim certificate you can export excel file to finance system, go to claim certificate, at "Claim Certificate Information" click "Export to Accounting" then it will download in excel format. This excel file can be integrated with accounting software.

space	📌 👤
Post Contract > Testing on Claim Certificate 101 (Status:=POST CONTRACT)	
Project Breakdown Project Properties Claim Certificates Account Code Settings	
Activate Claim Certificate Layout Settings 🙆 Reload	
Claim Certificate List > Claim Certificate :: 15 (APPROVED) >	
Claim Certificate Information Claim Certificate Print Info	
Invoice Information III Export To Excel	
Initial Information	
Contractor Submitted Date : 02/08/2019 Site Verified Date : 02/08/2019 Certificate/QS F	eceived Date : 02/08/2019
Claim Centribate Information	
Company: GAMUDA LAND SDN BHD Contractor: Buildspace Contractor	1
Letter of Award No. : 1 Claim No. : 15	
Works : Works 2 :	
Contract Sum : MYR 4,660,000.00 Retention Sum : MYR 56,875.00 (GST : 0.0)]%
Work Done Amount : MYR 2,310,000.00 % Completion : 49.57%	
Release Retention : 20,00 % Release Retention Amount : MYR 11,375.00	
Prepared By: Kamal Amount Certified : MYR 11,375.00	
Payment Due Date : 07/08/2019 Period Ending : 02/08/2019	
Budget Amount : 0,00 Tax : 0,00 %	
Acc Remarks : QS Remarks :	



VO Module

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

1. To issue VO based on approved RFV, 🕋 click at and proceed to prepare VO.



2. Then user will be diverted into Buildspace Pro system. **Double click** to open VO module.

Post	Contract > KK257 (Post Contract Briefing) (Stat	us::POST CONTRACT)								
Proj	ect Breakdown Project Properties Claim Cert	ificates								
R.	🖕 Re-Measure Provisional 🔻 🏪 Location Management 💡 Define Locations 🕋 Sub-Packages 🌑 Wastage Report 🏢 Final Account Statement 🙆 Reload									
No	Description		Overall Total	%						
140.	beachpilon		Overall rotal	Up						
	KK257 (Post Contract Briefing)									
1	BILL NO.3 - TYPE A	Double click to	21,309,900.00	0.53%						
2	BILL NO.4 - TYPE B	open VO	784,800.00							
	VARIATION ORDER		8,800.00							
	MISCELLANEOUS									

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

Post	Contract >	KK257 (Post Contract Briefing) (Status::POS	T CONTRACT)										
Proje	ct Breakdo	wn Project Properties Claim Certificates	VARIATION ORDER	₹ ⊗									
Varia	Variation Orders >												
(A	dd Row	🕞 Delete Row	-		_								
No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition				
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	approved PEV						
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00	approved iti v						
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)				

4. 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	Contract > KK25	7 (Post Contrac	t briefing) (StatusPO	ST CONTINUOT)							
Proje	ect Breakdown	Project Properties	s Claim Certificates	VARIATION ORDER	8						
Varia	Variation Orders > RFV Number: 4 >										
Varia	tion Order Items	Claim Revision	15								
Maria	Variation Order Henns >										
Valla	mon Order items										
(+) A	dd Row	dent 🛛 💮 Outo	ient 🛛 😑 Delete Rov	w 🛛 🎦 Omit From Bills							
(+) A	dd Row 🔿 In	dent 💽 Outo	ient Oelete Ro	W Omit From Bills	Data synced from RFV	Attachment	Type	Unit	Rate	Qty	Total
() A	dd Row 🕘 In Bill Ref	dent 💽 Outo	Description	W Omit From Bills	Data synced from RFV	Attachment	Туре	Unit	Rate	Qty Budget	Total
↔ A No	dd Row 💽 In Bill Ref	dent 💽 Outo	Description	w 🛛 🦲 Omit From Bills	Data synced from RFV	Attachment Upload	Type ITEM	Unit L.Sum	Rate 8,000.00	Qty Budget 1.00	Total 8,000.00
• A No 1 2	dd Row 💽 In	dent 💽 Outo	tent Oelete Rou Description gym equipment	w 🛛 🎦 Omit From Bills	Data synced from RFV	Attachment Upload Upload	Type ITEM ITEM	Unit L.Sum	Rate 8,000.00	Qty Budget 1.00	Total 8,000.00



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

Post 0	Contract > KK257	(Post Contrac	Briefing) (Status::POST CONTRACT)								
Projec	t Breakdown Pr	roject Propertie:	Claim Certificates VARIATION ORDER	8							
Variati	Variation Orders > RFV Number: 4 >										
Variati	on Order Items	Claim Revision	IS								
Variati	on Order Items 🕽	>									
⊕ Ad	d Row 🛛 🔿 Ind	ent 🛛 📀 Outo	lent 🛛 🕞 Delete Row 🔄 Omit From Bills								
No	Rill Dof	Total Unit	Description		Attachment	Tuno	Unit	Rate	Qty	Total	
NO	Dili Kei	Total Offic	Description		Attachment	Type	Unit	Budget			
1		1	gym equipment	Single click to select the row	Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00	
2				to insert item	Upload						
						ITCAA					

6. **Double click** to select which bill & unit.

Omit	From Bills
Bills)	\rightarrow
🙁 CI	ose
No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

7. **Double click** to select which element.

Omi	t From Bills								
Bills	Bills 〉 BILL NO.4 - TYPE B 〉 Unit 1 〉								
Close									
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								
-									

8. Tick to select which item to omit, then click "Import".

Oili	It From Bills					
Bills	BILL NO.4	- TYPE B > Unit 1 > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVE >				
8	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			100.00
	1/1 H	50mm Blinding, under floors.	ITEM	M2	567.00	100.00
		Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1			

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

Variat	ion Orders $> $ RI	FV Number: 4	\rangle						
Variati	on Order Items	Claim Revision	S						
Variat	ion Order Items 🕽	>							
() Ac	ld Row 🕘 Ind	ent 🛛 📀 Outo	ent 😑 Delete Row 🎦 Omit From Bills						
No	Bill Def	Total Unit	Description	Attachment	Tune	Unit	Rate	Qty	Total
140	Din Ker	Total offic	Description	Attacimient	Type	onne	Budget		
1		1	gym equipment	Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
2			Concrete Grade 15, as specified, in,	Upload	HEAD 1				
3	1/1 F	1	50mm Blinding, under pile caps.	Upload	ITEM	M2			
4	1/1 G	1	50mm Blinding, under ground beams.	Upload	ITEM	M2			
5		1		Upload	ITEM				
6									
4									



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

Variatio	n Orders $>$ RFV Nu	mber: 4 〉						
Variatio	n Order Items Claim	Revisions						
Variatio	n Order Items >							
🕀 Add	Row SIndent	📀 Outdent 🛛 😑 Del	ete Row 🛛 🤮 Omit From	Bills				
te	Qty	Total	Dete	Qty	Total	Qty	Total	Nett
	Budget		Rate	Omission		Addition		Omission/Addition
00	1.00	8,000.00						
			100.00	29.00	2,900.00 <mark>.</mark> 50		Press "Enter" to fill in	(2,900.00)
			100.00	97.00	9,700.00			(9,700.00)

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

Variatio	n Orders 👌 RFV Nu	imber: 4 >						
Variatio	n Order Items Clain	n Revisions						
Variatio	n Order Items >							
🕀 Add	Row 🕘 Indent	📀 Outdent 🛛 🕞 Delete	Row 🤮 Omit From	Bills			21	
te	Qty	Total	Dete	Qty	Total	Qty	Total	Nett
	Budget		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)

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

Varia	Variation Orders >										
⊕A	Add Row OPlete Row										
No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	On		
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00			
2		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							

13. Click **Upload** to upload attachment.

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



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

Post	vost Contract > KXC257 (Post Contract Briefing) (Status::POST CONTRACT)										
Proje	ct Breakdo	wn Project Properties Claim Certificates	VARIATION ORDER	R 🛞							
Varia	analion Orders >										
(+) A	dd 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
2		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							

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

Are you sure you want to send this for submission?								
Number of Reviewers: 0								
Yes	No							

16. Then the VO status will change to APPROVED Note: VO cannot be amended anymore

once the VO is approved.



Print Claim Certificate

1. Click "Claim Certificates"

-	space										
Post Contract > PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 (Status::PO											
Project Breakdown Project Properties Claim Certificates											
R	📐 Re-Measure Provisional 🔻 🔐 Location Management 🍳 Define Locations 🕋 Sub-Packages										
No.	Description										
	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123										
1	1 BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES										
2	BILL NO.2	- PILING WORKS									

2. Double click which claim certificate want to print out or export to excel file

11	657,145.98	APPROVED	0.00	22/08/2018	19/06/2018	View This Revision
12	4,568,021.01	APPROVED	0.00	16/10/2018	22/08/2018	View This Revision
13	965,268.87	IN PROGRESS	0.00	-	16/10/2018	✓

3. To print claim certificate, click **"Claim Certificate Print Info"** and to export to excel file, click **"Export to Excel"**

NDOMINIUM AT LOT 123 (Status::POST CONTRACT)
Site Verified Date : 22/08/2018

4. Click "Print" to print out the claim certificate

space				
Post Contract > PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 (Status::POST CONTRACT)				
Project Breakdown Project Properties Claim Certificates				
Reload				
Claim Certificate List Claim Certificate :: 12 (APPROVED) >				
Claim Certificate Info				
🚔 Print				
ECO ARDENCE SDN BHD				
Contractor Name: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD				



5. Click **"Export"** to export the claim certificate to excel file Contractor : ALIBABA CI

Close	Export			
Export As :	As: Claim	_Certificate_632019	.xlsx	(G
				(G



Location Management

1. To define the location, click "Define Locations"

Note: Define location can do at "Project Builders" and "Post Contract" module

1	sp/ce					
Post	Contract > MAIN	I CONTRACTOR (S	tatus::POST CONT	RACT)		
Proje	ect Breakdown	Project Properties	Claim Certificates			
R R	e-Measure Provi	isional 🔻 🛛 🛗 Loca	ation Management	Define Locations	🔓 Sub-Packages	
No.	Description					
	MAIN CONTRACTOR					
1	1 BILL NO.1 - SINGLE TYPE					
2	BILL NO.2	- MULTI TYPES				

2. Press enter to type the location and press enter to save.

No f	ilter applied	
⊕A	dd Row 🕒 Indent	💿 Outdent 🕒 Delete Row
No.	Location	
1	Block A	Location 1
2	Level 1	Location 2
3	Unit 1	Location 3
4	Bedroom	Location 4
5	Bathroom	
6	Dining	
7	Unit 2	
8	Bedroom	
9	Bathroom	
10	Dining	
11	Level 1	
12	Unit 1	
13	Bedroom	
14	Bathroom	
15	Dining	
16	Unit 2	
17	Bedroom	
18	Bathroom	
19	Dining	



3. To different the location, single click at the location and "Indent" or "Outdent"

No fi	Iter applied		_
() A	dd Row 🛛 📀 Indent 🛛 💽 Out	dent 🛛 🕞 Delete Row	
No.	Location		
1	Block A		
2	Level 1		
3	Unit 1		
4	Bedroom	N. Cut	
5	Bathroom	00 Cut	
6	Dining	Сору	
7	Unit 2	🛅 Paste	
8	Bedroom	Indent	Right click at single row
9	Bathroom	Ginden	
10	Dining	 Outdent 	
11	Level 1	Add Row	
12	Unit 1	Delete Row	
13	Bedroom	O Delete Kow	
14	Bathroom		
15	Dining		
16	Unit 2		
17	Bedroom		
18	Bathroom		
19	Dining		
20			

4. To close click "x" and to go front page click "Project Breakdown"

-	sp/ce						
Post	Post Contract > MAIN CONTRACTOR (Status::POST CONTRACT)						
Proje	ct Breakdown	Project Properties	Claim Certificates	Define Locations 🛞			
No fi	ilter applied						
(A	dd Row 🛛 🔿	Indent 🛛 💽 Outder	nt 🛛 😑 Delete Rov	w			
No.	Location						
1	Block A						
2	Level 1						
3	Unit 1						
4	Beo	Iroom					
5	Bat	hroom					
6	Din	ing					
7	Unit 2						



5. Click "Location Management" to assigned location

-	space				
Post	Contract > MAIN	N CONTRACTOR (S	tatus::POST CONT	RACT)	
Proje	ect Breakdown	Project Properties	Claim Certificates		
R	e-Measure Provi	isional 🔻 🔒 Loca	ation Management	Define Locations	Sub-Packages
No.	Description				
	MAIN CONTRACTOR				
1	BILL NO.1	- SINGLE TYPE			
2	BILL NO.2	- MULTI TYPES			

6. Click to breakdown the "Trade", can filter the trade and tick which trade

- 🍫	space				
Post	Contract > Location Management - MAIN C	CONTRACTOR			
Loca	tion Assignment BQ Locations View				
🔇 Ва	ack to Post Contract 📗 Progress Claim	ns 🛛 🔅 Bill Settings 🛛 💾 Save			
Loca	ation Sequence				
Tra	de: Element:				
1	item(s) selected 0 item(s) select	cted 💌			
	Filter the trade				
] Main Contractor	A			
] Piler				
~	Concretor				
м	Formwork				
_	Bricklayer				
] Carpenter				
	BarBender				
] Pavier				
	Mason				
	Main Contractor Piler Concretor Formwork Bricklayer Carpenter BarBender Pavier Mason				



7. Click to breakdown the "Element", can filter the element and tick which element

space					
Post Contract > Locatio	n Management - MAIN CONTRA	ACTOR			
Location Assignment	BQ Locations View				
Sack to Post Contract	ct 🛛 📄 Progress Claims 🗍 🏟	Bill Settings 🛛 💾 Save			
Location Sequence					
Trade:	Element:	Sub Element:			
1 item(s) selected 💌	1 item(s) selected 💌	0 item(s) selected 🐨			
Location 1:	Filter the eler	nent			
0 item(s) selected 💌	Concrete G25				
	Concrete G30				
	Concrete G45				

8. Click to breakdown the **"Sub Element"**, can filter the sub element and tick which sub element

space					
Post Contract > Location Ma	nagement - MAIN CONTRAC	CTOR			
Location Assignment BQ	Locations View				
Sack to Post Contract	🔇 Back to Post Contract 🛛 🧮 Progress Claims 🛛 🏶 Bill Settings 🛛 💾 Save				
Location Sequence					
Trade:	Element:	Sub Element:			
1 item(s) selected 🐨	1 item(s) selected 🔻	1 item(s) selected 🐨			
Location 1: V Filter the Sub Element					
0 item(s) selected 💌		Stump			

9. Click to breakdown the "Location 1", can filter the location and tick which location

space						
Post Contract > Location Ma	anagement - MAIN CONTRA	CTOR				
Location Assignment BQ	Locations View					
Sack to Post Contract	📋 Progress Claims 🛛 🏟 E	3ill Settings 🛛 💾 Save				
Location Sequence						
Trade:	Element:	Sub Element:				
1 item(s) selected 💌	1 item(s) selected 💌	1 item(s) selected 🐨				
Location 1:	Location 2:					
1 item(s) selected 💌	0 item(s) selected 🐨					
Filter location						
Block A						
M						



10. Click to breakdown the "Location 2", can filter the location and tick which location

space						
Post Contract > Location Management - MAIN CONTRACTOR Location Assignment BQ Locations View						
Sack to Post Contract	🗎 Progress Claims 🛛 🗱 E	ill Settings 🛛 💾 Save				
Location Sequence	Element:	Sub Element:				
1 item(s) selected 💌	1 item(s) selected 💌	1 item(s) selected 🐨				
Location 1:	Location 2:	Location 3:				
1 item(s) selected 💌	2 item(s) selected 🐨	0 item(s) selected 🐨				
MAIN CONTRACTOR >	Filter Location Level 1 Level 2					
No filter applied						

11. Click to breakdown the "Location 3", can filter the location and tick which location

Post Contract > Location	Post Contract > Location Management - MAIN CONTRACTOR							
Location Assignment	Location Assignment BQ Locations View							
K Back to Post Contrac	🔇 Back to Post Contract 🛛 🗮 Progress Claims 🛛 🏟 Bill Settings 🛛 💾 Save							
Location Sequence								
Trade:	Element:	Sub Element:						
1 item(s) selected 🔻	1 item(s) selected 💌	1 item(s) selected 💌						
Location 1:	Location 2:	Location 3:	Location 4:					
1 item(s) selected 🔻	2 item(s) selected 🐨	4 item(s) selected 🐨	0 item(s) selected 💌					
		Filter Location						
		Unit 1						
MAIN CONTRACTOR >	•	🗹 Unit 2						
No filter applied		Unit 1						
No. Description		Unit 2						
1 BILL NO.1 - SI	NGLE TYPE							



12. Click to breakdown the "Location 4", can filter the location and tick which location

-	sp/ce					
Post (Contract > Location M	Management - MAIN CONTRAC	TOR			
Locat	ion Assignment B	Q Locations View				
🔇 Ba	ck to Post Contract	Progress Claims 🛛 🗱 E	ill Settings 🛛 💾 Save			
Loca	tion Sequence					
Trac	le:	Element:	Sub Element:			
1 i	tem(s) selected 💌	1 item(s) selected 💌	1 item(s) selected 💌			
Loc	ation 1:	Location 2:	Location 3:	Loc	ation 4:	
1 i	tem(s) selected 🔻	2 item(s) selected 💌	4 item(s) selected 💌	3 i	tem(s) selected 💌	
					Filter Location	
				~	Bedroom	
MAIN	MAIN CONTRACTOR $>$				Bathroom	
No filter applied				V	Dining	
No.	Description				Bedroom	
1	BILL NO.1 - SIN	GLE TYPE			Bathroom	
2	BILL NO.2 - MUL	TI TYPES			Dining	

13. After tick all the (Trade – Sub element) and (Location 1 – Location 4), double click the **Bill No** until **Item Level** and tick which item and click "Save"

space space				4	
ost Contract > Location Management - MAIN CONTRACTOR					
ocation Assignment BQ Locations View					
) Back to Post Contract 🛛 🗎 Progress Claims 🛛 🏠 Bill Settings 🖉 Save					
Location Sequence Trade: Element: Sub Element: I Benn(s) salerted # I Be					
location 1: Location 2: Location 3: Location 4:					
Location -					
Io filer applied Double click until this level (item level)	Find by: Descrip	ition 🔻		⊘ ⊘ Q Sear Prorated % Qty	ch i Contracted Qty
Io filter applied Double click until this level (item level) No. Description	Find by: Descrip	tion 🔹	Unit	Prorated % Q Sear Prorated % Qty Default Total Unit:1	rch 🛛 🕑 Refr Prorated Qty
Ionitier applied Double click until this level (item level) No. Description S Not exceeding 1 your deep, for ground beams.	Find by: Descrip	tion •	Unit 1113	O Q Sear Prorated % Qty Default Total Unit:1 01.00 01.00	rch ORefre Prorated Qty
Initial speed Double click until this level (item level) No. Description > Not exceeding 1 ourn deep, for ground beams. 6 Hardcore, consolidated and blinded to receive concrete	Find by: Descrip Type ITEM HEAD 1	tion •	Unit m3	Prorated % Q Sear Default Total Unit:1	rch 🕜 Refr Prorated Qty
Initiar applied Double click until this level (item level) No. Description Sono exceeding it users to ground beams. Hardcore, consolidated and bilinded to receive concrete TiSom (Consolidated Initichness), under Information. 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 net allow for laps and turn up)	Find by: Descrip Type ITEM HEAD 1 ITEM HEAD 1	Location	Unit ma m2	Image: Constraint of the state of	rch O Refri
Inter applied Double click until this level (item level) No. Description > Nor exceeding 1 own deep; for ground beams. 6 Hardcore, consolidated and blinded to receive concrete 7 150mm (Consolidated michaess), under floors. 8 Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thick (heav) duty (pothene sheet vapor barrier, under floors. 9 Single layor 0.25mm thick (heav) duty (pothene sheet vapor barrier, under floors.	Find by: Descrip Type ITEM HEAD 1 ITEM HEAD 1 ITEM	Location	Unit m3 m2 m2	O O Sear Prorated % Oty Default Total Unit-1 01/00 567.00 567.00 567.00 567.00	rch O Refr Prorated Qt
In this applied Double click until this level (item level) No. Description No	Find by: Descrip Type HEAD 1 ITEM HEAD 1 ITEM HEAD 1 ITEM HEAD 1	Location	Unit m3 m2 m2	O O Q. Sear Prorated % Oty Default Total Unit: 51.00 567.00 567.00 567.00 567.00	rch 🕢 Refr Prorated Qt
Initiar applied Double click until this level (item level) No. Description Sono exceeding it worr every for ground beams. Hardcore, consolidated and bilinded to receive concrete Totom (Consolidated indichaes), under foros. 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 ent allow of laps and turn up) Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors. Concrete Grade 15, as specified, in, Some Blinding, under piec caps.	Find by: Descrip Type TTEW HEAD 1 ITEM HEAD 1 ITEM HEAD 1 ITEM	Location	Unit 1113 m2 m2 m2	O O Q. Sear Prorated % Opy Default 0 four 0 four 0 four 0 four 567.00 567.00 567.00 29.00 29.00	ch O Refr Prorated Qt
Double click until this level (item level) No. Description S Not exceeding 1 court overp, for ground beams. 6 Hardcore, consolidated and bilinded to receive concrete 7 156mm (Consolidated micross), under floors. 8 Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full mick (heav) duly by other sheet vapour barrier, under floors. 10 Concrete Grade 15, as specified, in, 11 Somm Blinding, under pie caps. 12 Somm Blinding, under ground beams.	Find by: Descrip Type THEM HEAD 1 ITEM HEAD 1 ITEM ITEM	tion v	Unit 1113 m2 m2 m2 m2 m2 m2	O O Q. Sear Prorated % Oty Default 0100 9100 9100 567.00 567.00 9100 567.00 29.00 97.00	ch 🕐 Refr Prorated Qt
In the applied Double click until this level (item level) No. Description No. Description No. Description No. Description No. Description No. Description Isoma proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness), under floors. Dong 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 net allow for laps and turn up) Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors. Concrete Grade 15, as specified, in, Somm Blinding, under ple caps. Somm Blinding, under ple caps. Somm Blinding, under ploors.	Find by: Descrip Type HEM HEAD 1 ITEM HEAD 1 ITEM HEAD 1 ITEM ITEM ITEM	tion •	Unit 1113 m2 m2 m2 m2 m2 m2 m2	O O Q. Sear Prorated % Oty Default Default 01/00 01/00 567.00 0 567.00 29.00 97.00 567.00 97.00 567.00 567.00	rch ORefr Prorated Qt
Double click until this level (item level) No. Description S Not exceeding 1 toor ground beams. 6 Hardcore, consolidated and bilinded to receive concrete 7 ISomm (Consolidated Incherse), under Hoors. 8 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), under Hoors. 9 Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors. 10 Concrete Grade 15, as specified, in, 11 Somm Bilding, under ground beams. 13 Somm Bilding, under ground beams. 13 Somm Bilding, under ground beams. 14 Vbirated reinforced concrete Grade 30, as specified, in,	Find by: Descrip Type TEM HEAD 1 ITEM HEAD 1 ITEM HEAD 1 ITEM ITEM HEAD 1	tion •	Unit 1113 m2 m2 m2 m2 m2 m2 m2	O O Q. Sear Prorated % Opy Default 0 1000 01000 01000 0 567.00 567.00 29.00 97.00 567.00 567.00	rch I I Refra

14. Item already assign, "Assigned" stated at location column

_						Prorated %	Qty	Prorated Qty
	No.	Description	Туре	Location	Unit	Default Total Unit:1		
	7	150mm (Consolidated thickness), under floors.	ITEM		m2		567.00	
	8	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)	HEAD 1					
	9	Single layer 0.25mm thick (heavy duty) polythene sheet vapour barrier, under floors.	ITEM		m2		567.00	
	10	Concrete Grade 15, as specified, in,	HEAD 1					
	11	50mm Blinding, under pile caps.	ITEM	ASSIGNED	m2		29.00	
	12	50mm Blinding, under ground beams.	ITEM	ASSIGNED	m2		97.00	
	13	50mm Blinding, under floors.	ITEM	ASSIGNED	m2		567.00	
	14	Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1					



15. Click **"Assigned"** to see the list of location assigned. To delete the location, click the location and click **"Remove Location"**

Bil	Il Settings 🛛 🔛 Save	
	List Of Locations Assigned	_
	😢 Close	L
	Bill Item	
	50mm Blinding, under pile caps.	
	Location 1 Location 2 Location 3	
>	Remove Location	h
	Predefined Location Codes	
	Concretor > Concrete G45 > Stump	
	Project Structure Location Codes	
der h fl	Block A > Level 1 > Unit 1 > Bedroom	
me		

16. Click "BQ Location View" to view the location already assigned

space			
Post Contract > Location	n Management - MAIN CO	NTRACTOR	
Location Assignment	BQ Locations View		
Sack to Post Contract	ct 📗 Progress Claims	🗱 Bill Settings 🛛 💾 Save	
Location Sequence	Element:	Sub Element:	

17. Can filter the location

space 1								📌 💄		
Post Co	Pest Contract > Location Management - MAIN CONTRACTOR									
Location	n Assignm	BQ Locations View								
Rem	ove From	n Location(s)								
		1 item(s) selected 🔻	0 item(s) selected 💌							
		Filter	Element	Sub Element	Location 1	Location 2	Location 3	Location 4		
1	1	Concretor	Concrete G45	Stump	Block A	Level 1	Unit 1	Bedroom		
2			Concrete G45	Stump	Block A	Level 1	Unit 1	Bedroom		
3			Concrete G45	Stump	Block A	Level 1	Unit 1	Bedroom		
4			Concrete G45	Stump	Block A	Level 1	Unit 1	Bathroom		
5			Concrete G45	Stump	Block A	Level 1	Unit 1	Bathroom		
6			Concrete G45	Stump	Block A	Level 1	Unit 1	Bathroom		
7	•		Concrete G45	Stump	Block A	Level 1	Unit 1	Dining		
8			Concrete G45	Stump	Block A	Level 1	Unit 1	Dining		
9		Concretor	Concrete G45	Stump	Block A	Level 1	Unit 1	Dining		
1	D									

18. Scroll to the right until see the "Prorated %" and "Prorated Qty". Key in the figure

and click 💾 to "Save"

Note: Filter first the item before key in the figure

0 item(s) selected =			Prorated %		Prorated Qty
Location 4	Bill Item	Unit	10	Qty	
Bedroom	50mm Blinding, under pile caps.	m2	10.00%	29.00	2.90
Bedroom	50mm Blinding, under ground beams.	m2	10.00%	97.00	9.70
Bedroom	50mm Blinding, under floors.	m2	10.00%	567.00	56.70
Bathroom	50mm Blinding, under pile caps.	m2	10.00%	29.00	2.90
Bathroom	50mm Blinding, under ground beams.	m2	10.00%	97.00	9.70
Bathroom	50mm Blinding, under floors.	m2	10.00%	567.00	56.70



19. Tick which location to delete and then click "Remove From Location"

1	space							
Po	st Contr	ract > Location Management - MAIN C	ONTRACTOR					
Loc	ation As	ssignment BQ Locations View						
Θ	Remov	e From Location(s)						
	No	1 item(s) selected	0 item(s) selected 💌	0 item(s) selected 💌	0 item(s) selected 💌			
		Trade	Element	Sub Element	Location 1			
~	1	Concretor	Concrete G45					
\checkmark	2 Concretor Concrete G45 Stump Block A							
	3	Concretor	Concrete G45	Stump	Block A			
	4	Concretor	Concrete G45	Stump	Block A			