

POST CONTRACT

Contents

Assign user to access Letter of Award module (Project)	3
How to prepare/edit Letter of Award (As Editor role)	5
How to comment on Letter of Award module (as Reviewer)	8
How to amend Letter of Award based on comment	10
How to submit Letter of Award for management approval?	12
How to respond to Letter of Award approval process?	13
Login through email	13
Login through system (without email)	14
Push To Post Contract	15
Assign user	15
Push the BQ to post contract	18
Approve approved the submission	20
Request For Variation	23
How to issue fill in contract & contingency sum for RFV	23
How to issue New RFV	24
How to insert cost estimate for RFV	25
How to verify RFV Cost Estimate	26
How to key in AI/EI number after RFV had been approved	27
How to Activate Claim Certificate & Update Progress Claim	28
VO Module	32
Print Claim Certificate	36
Location Management	38

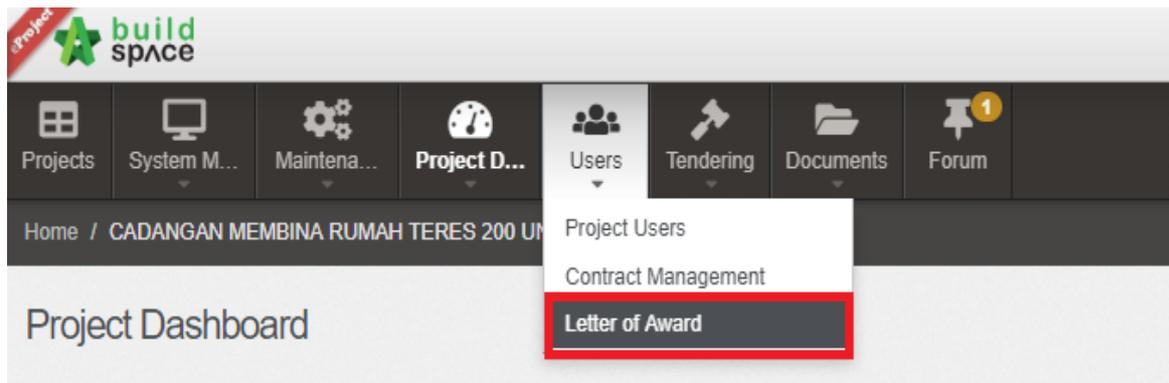
Assign user to access Letter of Award module (Project)

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

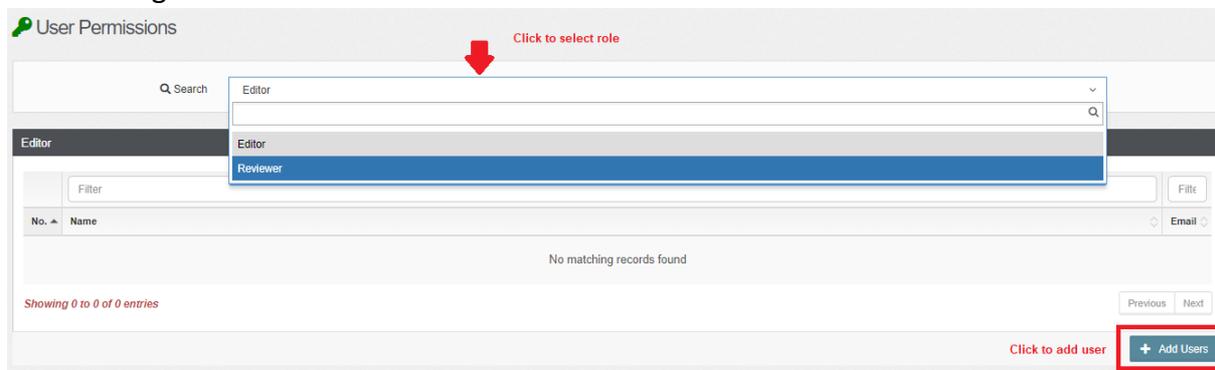
1. Login eProject system and then click **“Project Title”** or click **“Open Project”**



2. Click **“Users”** then click **“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.



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

Assign users 

Add Users Close

Q 10 ▾

No. ▲	Name	Email	Company	Assign
1	Chien Zen	chienzen@pck.com.my	Business Unit HQ	<input type="checkbox"/>
2	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	<input type="checkbox"/>
3	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>
5	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input type="checkbox"/>
6	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input checked="" type="checkbox"/>

Showing 1 to 6 of 6 entries (filtered from 179 total entries) Previous 1 Next

Add Users Close

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)

 User Permissions

Q Search Reviewer ▾

Reviewer

No. ▲	Name	Email	Is Editor
1	Heng Chin Guan	majestic@buildspace.my	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add Users

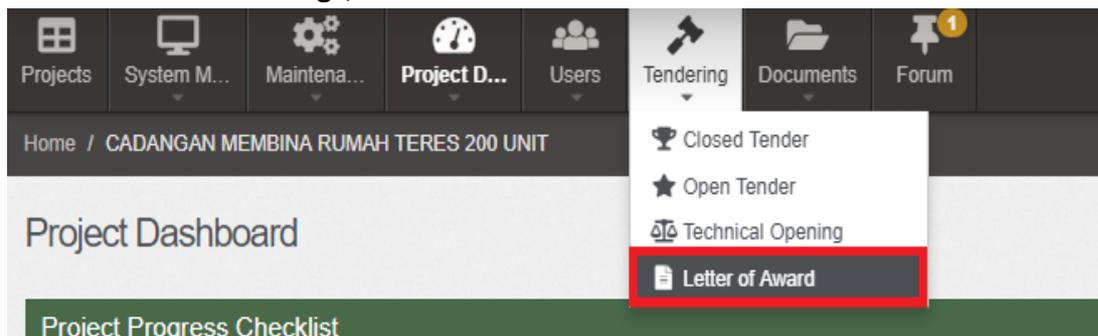
How to prepare/edit Letter of Award (As Editor role)

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

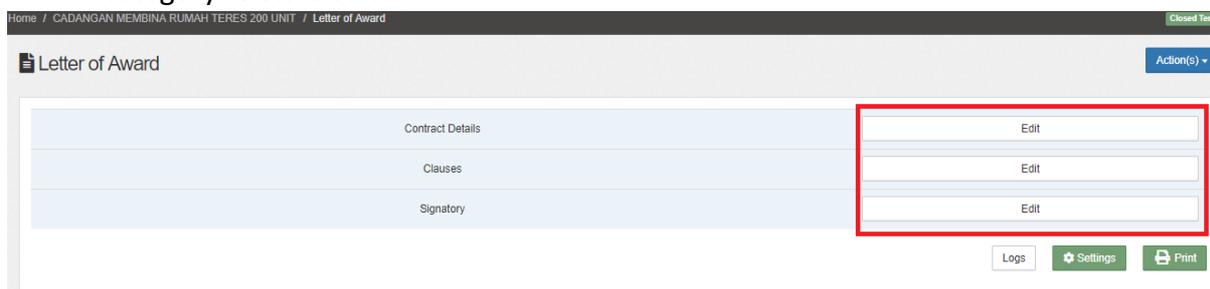
1. Login eProject system and click to open a project.



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

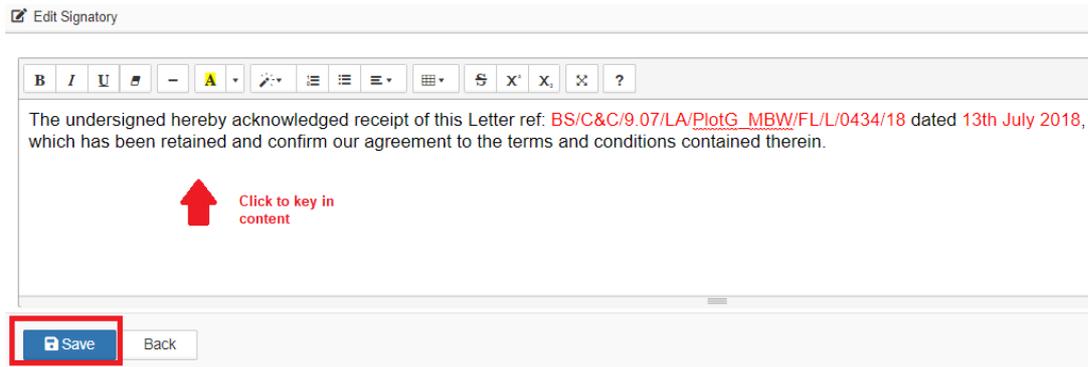


3. There are 3 categories under Letter of Award module, click “Edit” beside each category to start edit.

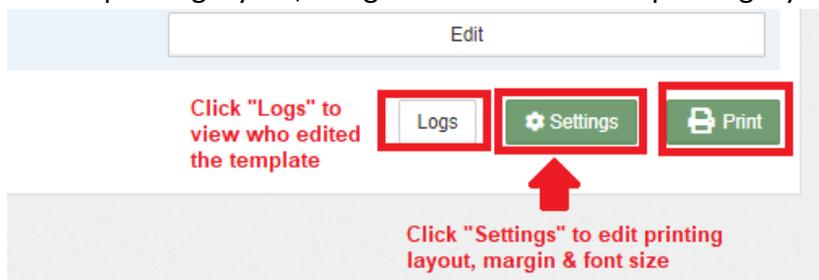


Note: User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into **NOTEPAD** first, then copy the content from **NOTEPAD** and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and allow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

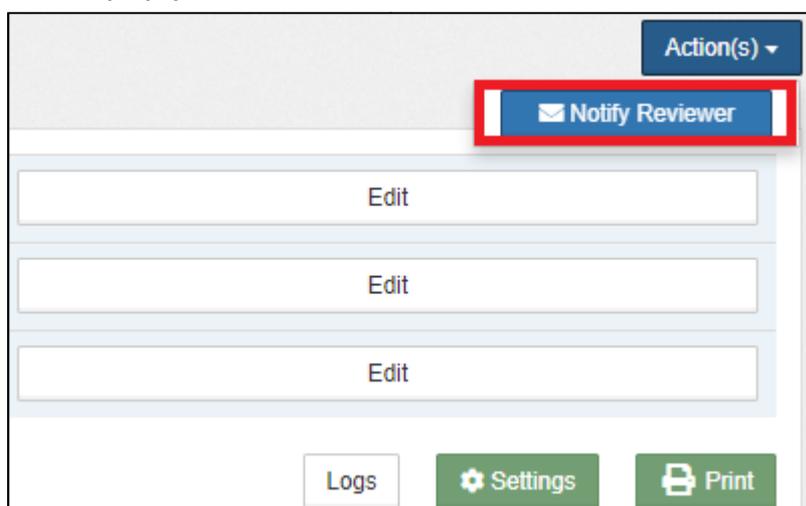
- For Signatory, user need to insert the content on contractor's signature page only (As shown below).



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



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



- 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.

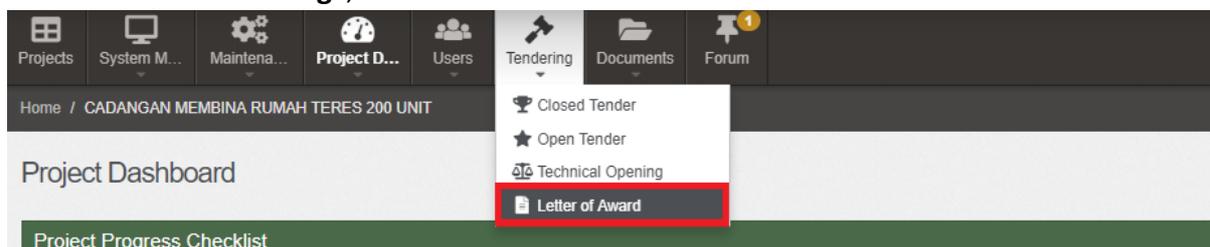
How to comment on Letter of Award module (as Reviewer)

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

1. To review and comment on Letter of Award, login eProject system and click **“Project Title”** or click **“Open Project”**



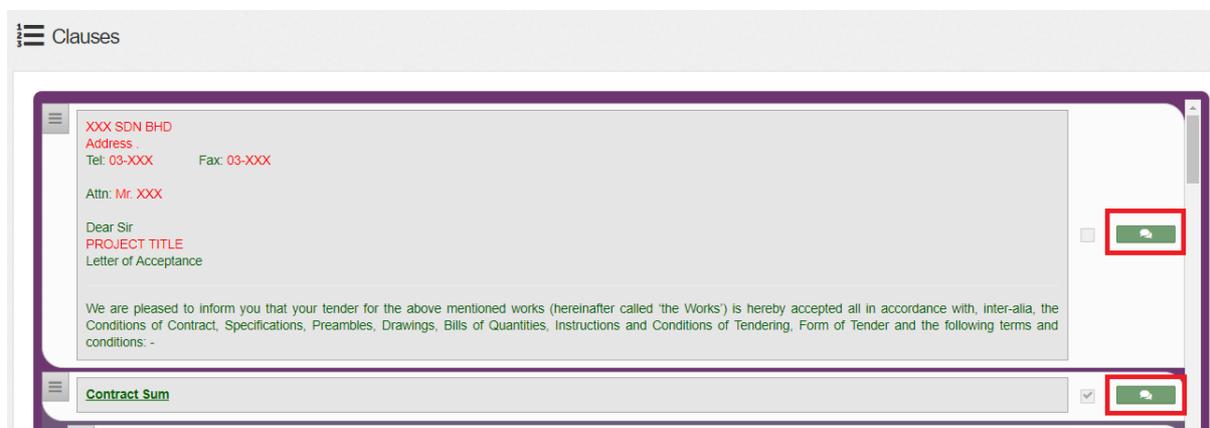
2. Go to **“Tendering”**, then click at **“Letter of Award”**.



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



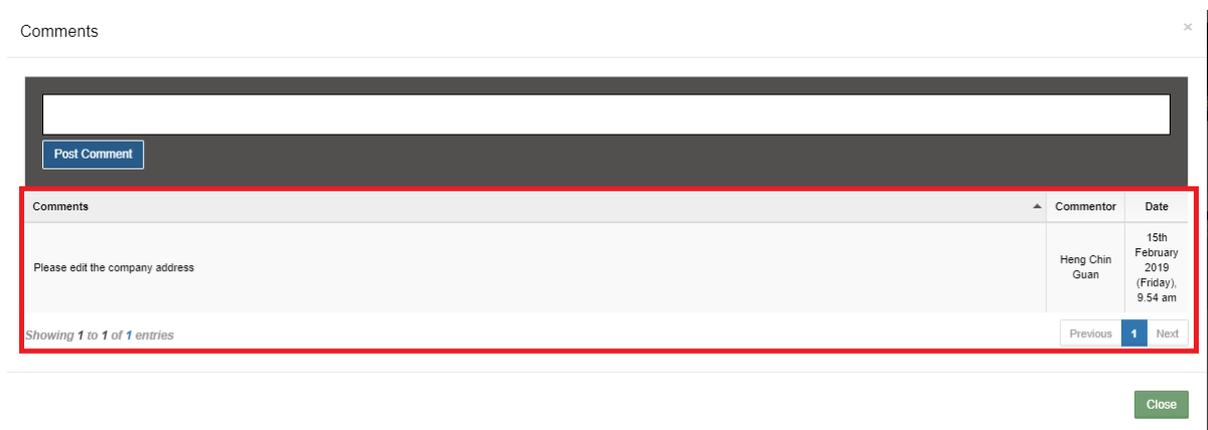
4. Reviewer only can review and insert comment on each clauses. To comment, click at icon.



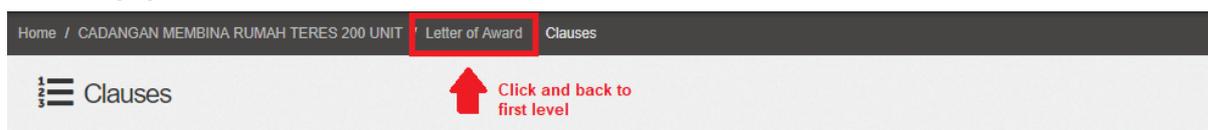
- Reviewer can click at the text box to insert the comment. After that, click **“Post Comment”**.



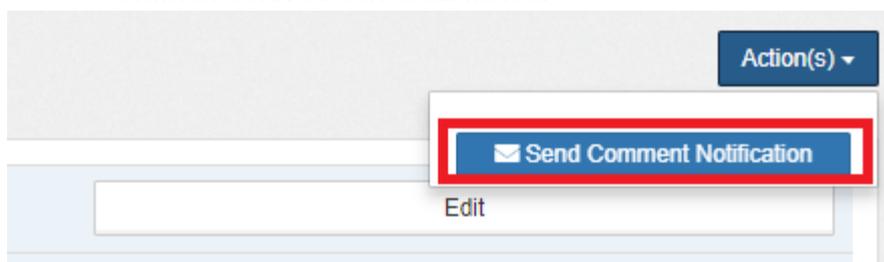
- The comment will be recorded under the system. User can click **“Close”** and continue comment on other clauses.



- After review & comment on the clauses, click **“Letter of Award”** and back to the first level.



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

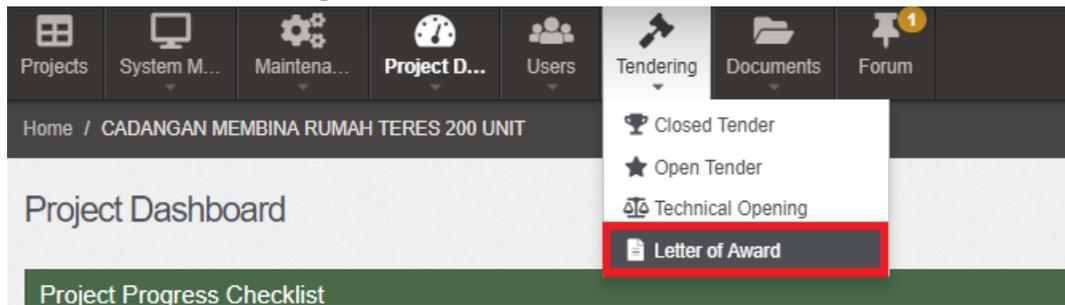


How to amend Letter of Award based on comment

1. Login eProject system and then click **“Project Title”** or click **“Open Project”**



2. Go to **“Tendering”**, then click at **“Letter of Award”**.



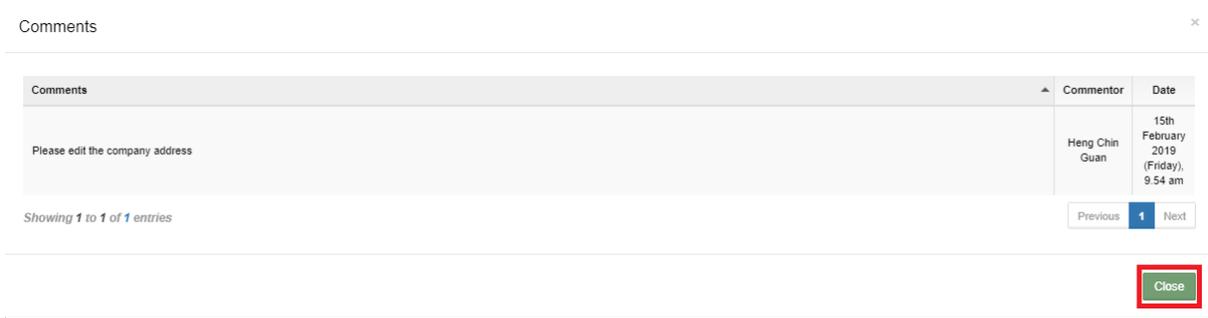
3. Editor user view see how many comments inserted by Reviewer. To view the comments, click **“Edit”**.



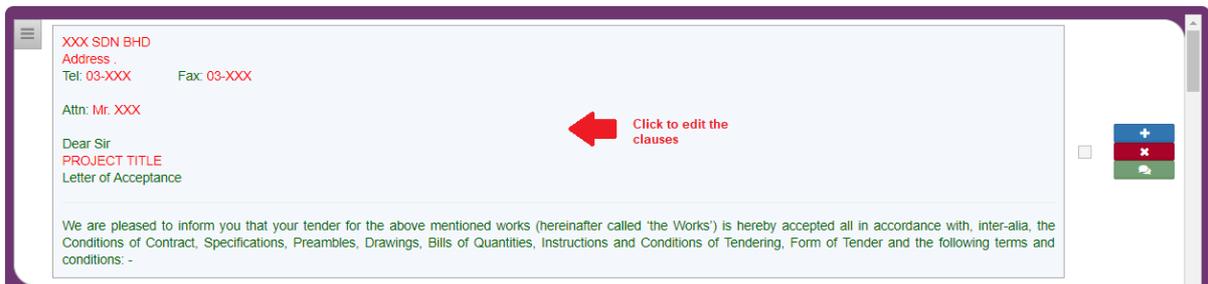
4. Click icon  to view unread comment.



- Editor user can view the comments from Reviewer user. Click “Close” to amend the clauses.



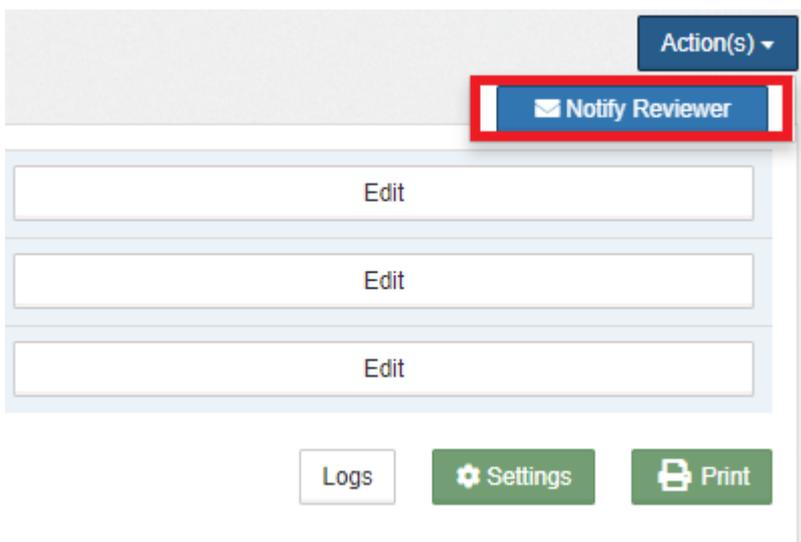
- Editor user can click on clauses to edit the content.



- After amended the clauses based on comment, click “Letter of Award” and back to the first level.



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



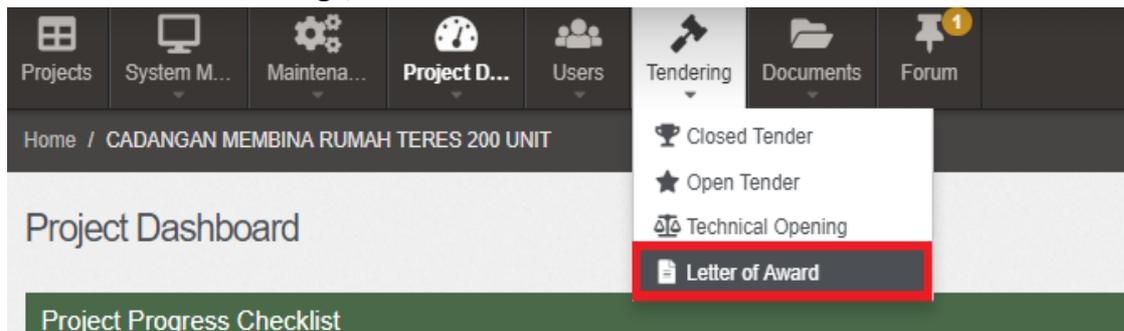
How to submit Letter of Award for management approval?

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

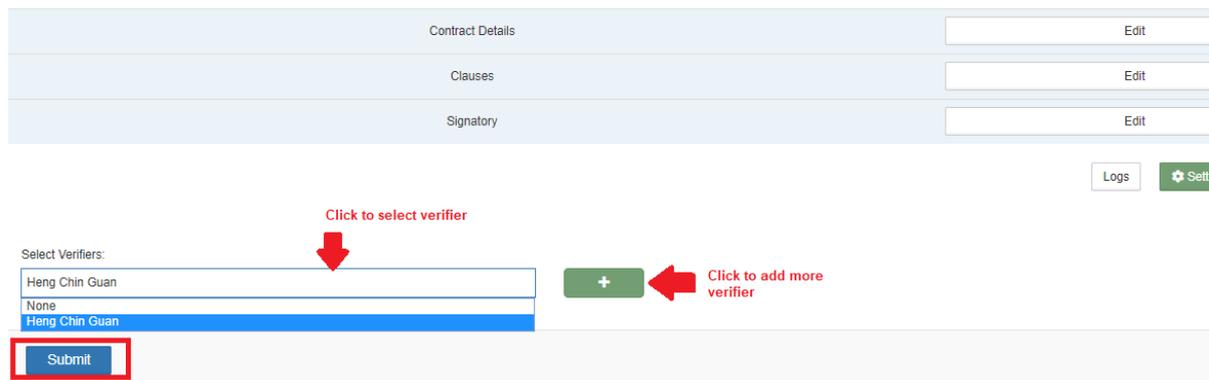
1. Login eProject system and then click **“Project Title”** or click **“Open Project”**.



2. Go to **“Tendering”**, then click at **“Letter of Award”**.



3. After selecting verifier, click **Submit**.



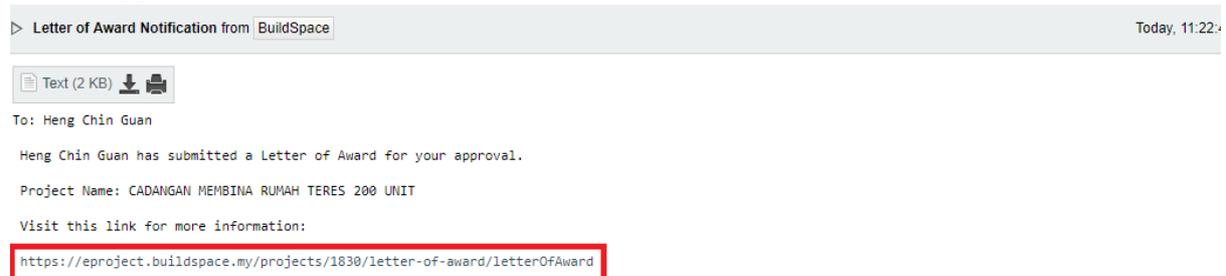
4. Verifier will receive email notification once the Letter of Award is submitted for approval.

How to respond to Letter of Award approval process?

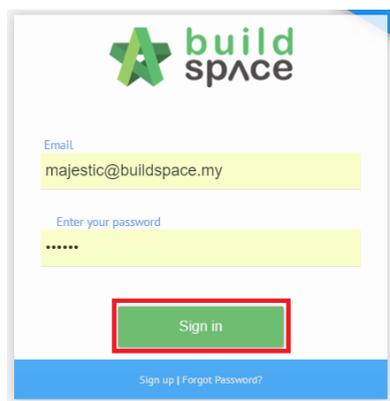
Note: Verifier will receive an email notification when Letter of Award is submitted for approval.

Login through email

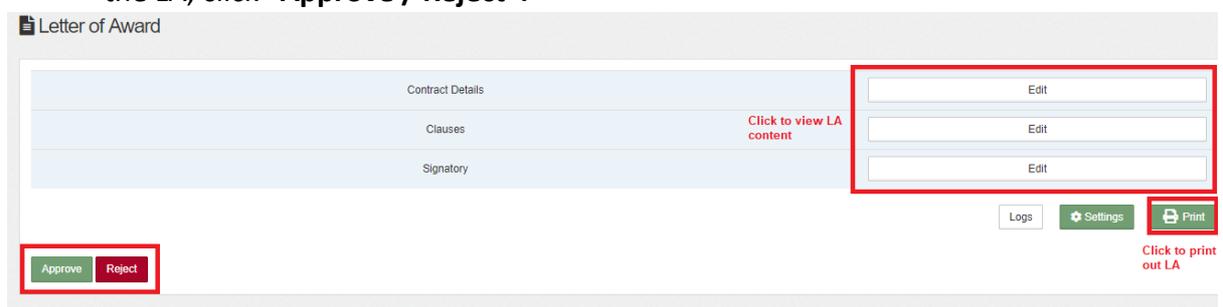
1. Verifier will receive an email notification when Letter of Award is submitted for approval. To view details of Letter of Award, click at the link from email.



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.



No.	Module	Days Pending	View	Project
1	Open Tender	176	View	Project ABC
2	Letter of Award	0	View <i>Click to view details</i>	CADANGAN MEMBINA 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

Clauses **Click to view LA content**

Signatory

Edit

Edit

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 :

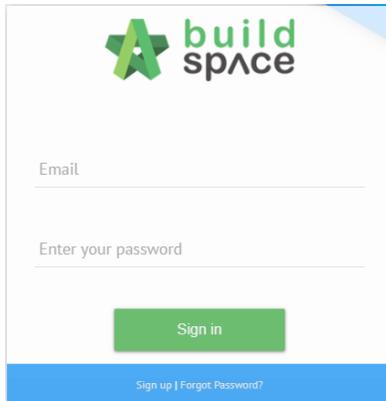
Add Remarks (Optional)  **Click to insert remark**

Reject Close

Publish To Post Contract

Assign user

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



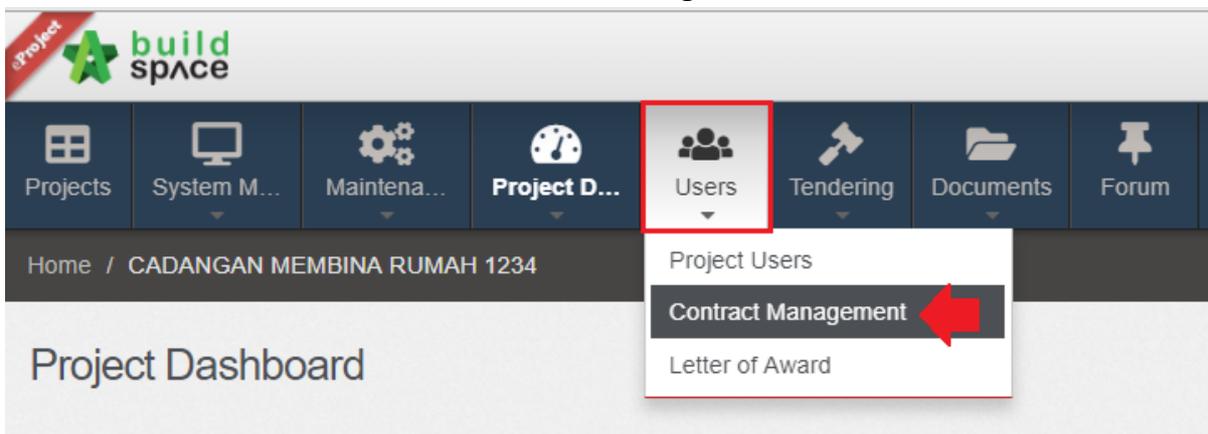
The login form features the Build Space logo at the top left. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom, there is a blue link for "Sign up | Forgot Password?".

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



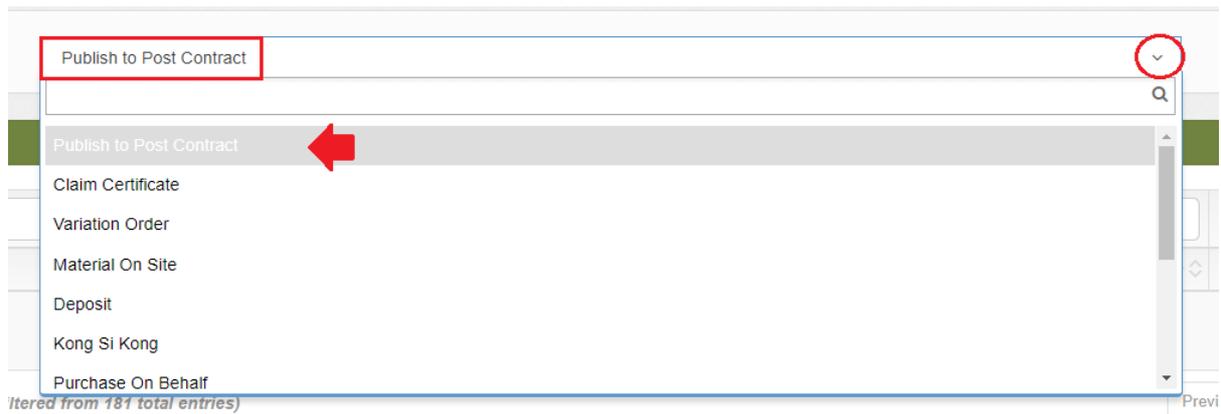
A table listing projects. The first row is highlighted. The project title "PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123" is enclosed in a red box. To the right of the title are two buttons: "Open Project" (with a red arrow pointing to it) and "Sub Packages [9]". Below the title, there are three tags: "14-Mar-2018", "Malaysia, Selangor", and "Standard".

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



The navigation menu includes icons for Projects, System M..., Maintena..., Project D..., Users, Tendering, Documents, and Forum. The "Users" icon is highlighted with a red box. A dropdown menu is open under "Users", showing "Project Users", "Contract Management" (highlighted with a red arrow), and "Letter of Award". The breadcrumb "Home / CADANGAN MEMBINA RUMAH 1234" is visible above the main content area.

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



iterated from 181 total entries)

5. Click **“Assign Users”**

User Management

Search Publish to Post Contract

Publish to Post Contract

No. ▲	Name	Email	Company	Is Verifier
No matching records found				

Showing 0 to 0 of 0 entries (filtered from 181 total entries)

Assign Verifiers **Assign Users**

6. **Tick** which user selected and click **“Save”**

Assign users 

Save Close

Can filter the username, email or company's name

No. ▲	Name	Email	Company	Assign
1	Chien Zen	chienzen@pck.com.my	Business Unit HQ	<input type="checkbox"/>
2	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	<input type="checkbox"/>
3	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input checked="" type="checkbox"/>
4	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	<input checked="" type="checkbox"/>

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

User Management

Search: Publish to Post Contract

Publish to Post Contract

No.	Name	Email	Company	Is Verifier
1	Chien Zen	chienzen@pck.com.my	Business Unit HQ	<input checked="" type="checkbox"/>
2	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries (filtered from 181 total entries)

Buttons: Assign Verifiers, Assign Users

8. Select which user and click "Assign"

Assign Verifiers

Publish to Post Contract

Select Verifiers:

Nor Fatin Izzati Binti Yusop

None

Nor Fatin Izzati Binti Yusop

Chien Zen

Buttons: Assign, Back

9. Click "Reset" to reassign the verifier

Assign Verifiers

Publish to Post Contract

Assigned Verifiers:

Sequence Number	Name
1	Nor Fatin Izzati Binti Yusop
2	Chien Zen

Buttons: Reset, Back

Push the BQ to post contract

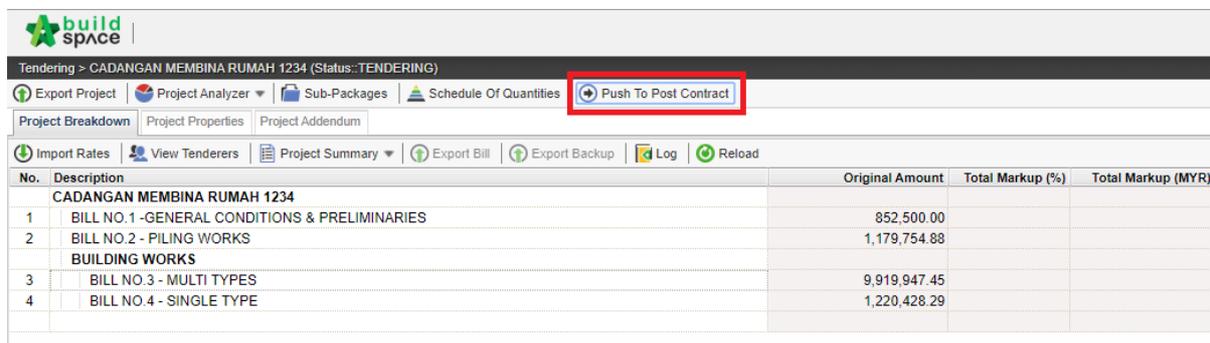
1. Click **“Project Title”** or click **“Open Project”**



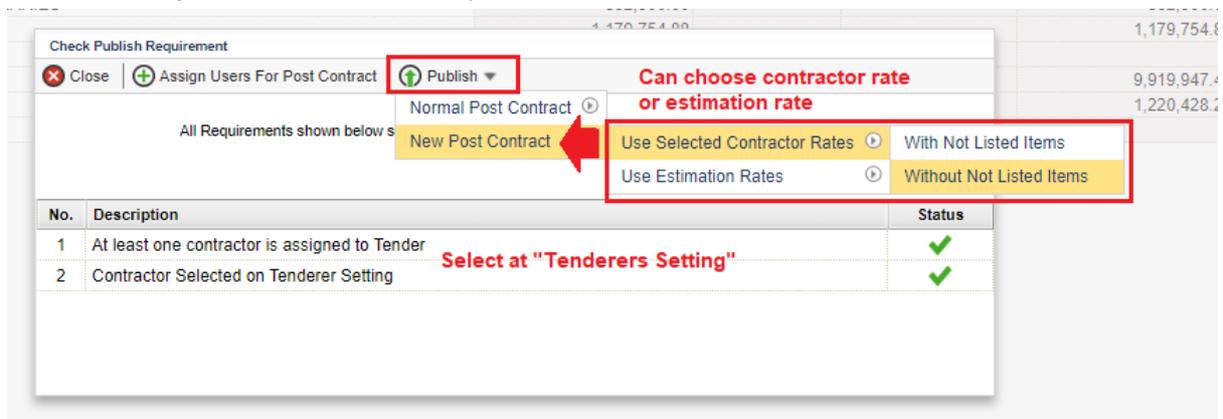
2. Click **“Buildspace Pro”** to access the BQ



3. Click **“Push To Post Contract”**



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



5. Fill up all information and click “Save”

Status: TENDERING

New Post Contract

Project Information

Project : CADANGAN MEMBINA RUMAH 1234
 *Contractor : Buildspace Contractor 1

Letter of Award (LA)

*Type : Letter of Award *LA No. : 1
 Contract Sum : MYR 13,172,630.62 EMSB/BLD/C045/18/LA001
 *Contract Period From : 3/2/2019 *Contract Period To : 3/14/2020
 *Trade : Main Contractor
 Works : Lab Works 2 : BLDG
 Creditor Code :
 Remarks :

Retention

*Retention Sum : 10 % Maximum Retention Sum : 5 %
 Include VO : Include Material On Site :

Labour Rates

Normal Working Hours : 8

	Normal Rates	OT Rates
Skilled	8	10
Semi Skilled	10	15
Labour	20	25

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

 | Tendering > CADANGAN MEMBINA RUMAH 1234 (Status: TENDERING)

Export Project | Project Analyzer | Sub-Packages | Schedule Of Quantities | **Disable to click**

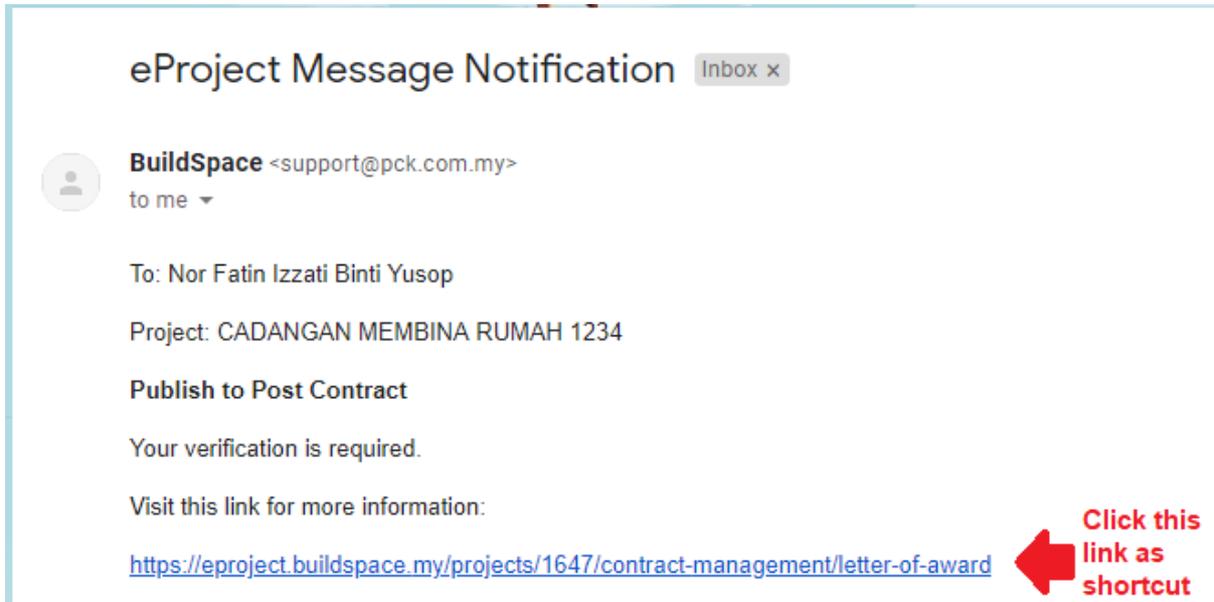
Project Breakdown | Project Properties | Project Addendum

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

No.	Description	Original Amount	Total M
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



eProject Message Notification Inbox x

BuildSpace <support@pck.com.my>
to me ▾

To: Nor Fatin Izzati Binti Yusop

Project: CADANGAN MEMBINA RUMAH 1234

Publish to Post Contract

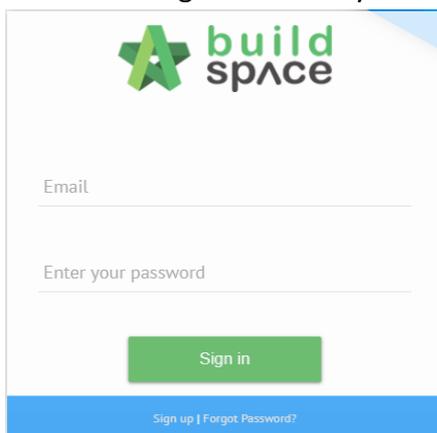
Your verification is required.

Visit this link for more information:

<https://eproject.buildspace.my/projects/1647/contract-management/letter-of-award>

Click this link as shortcut

2. OR Login eTender system with **Username and Password**



build space

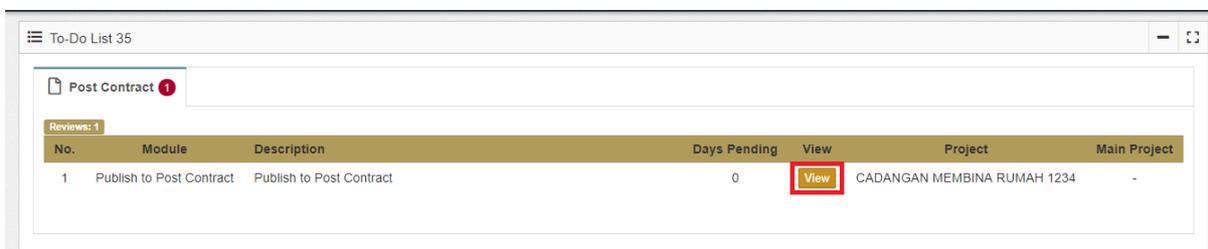
Email

Enter your password

Sign in

Sign up | Forgot Password?

3. Click **“View”**



To-Do List 35

Post Contract 1

Reviews: 1

No.	Module	Description	Days Pending	View	Project	Main Project
1	Publish to Post Contract	Publish to Post Contract	0	View	CADANGAN MEMBINA RUMAH 1234	-

4. Click "View LA/LO"

✉ Publish to Post Contract

Publish to Post Contract

Assigned Verifiers:

Sequence Number	Name	Remarks	Days Pending	Status	Verified At	Remarks
1	Nor Fatm Izzati Binti Yusop	The approve sequence	0	? Unverified	-	
2	Chien Zen			? Unverified	-	

[View LA/LO](#)

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

 |

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

[Approve](#) | [Reject](#)

[Main Information](#) | [Breakdown](#)

Project Information

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

Contract Information

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

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

Retention

Retention : 10.00 %
 Include VO :

Maximum Retention Sum : 5.00 %
 Include Material On Site :

Labour Rates

Normal Working Hours : 8

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

6. Verifier can type any comments for "Approve/Reject" the request

Confirm

Are you sure you want to **approve** this?

Add Remarks **Can type any remarks**

[Yes](#) [No](#)

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	Approve	0	 Approved	01-Mar-2019 1:53 PM	Approve
2	Chien Zen		0	 Unverified	-	

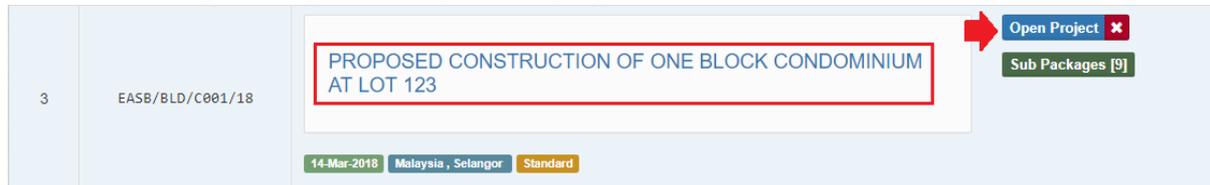
1.

Request For Variation

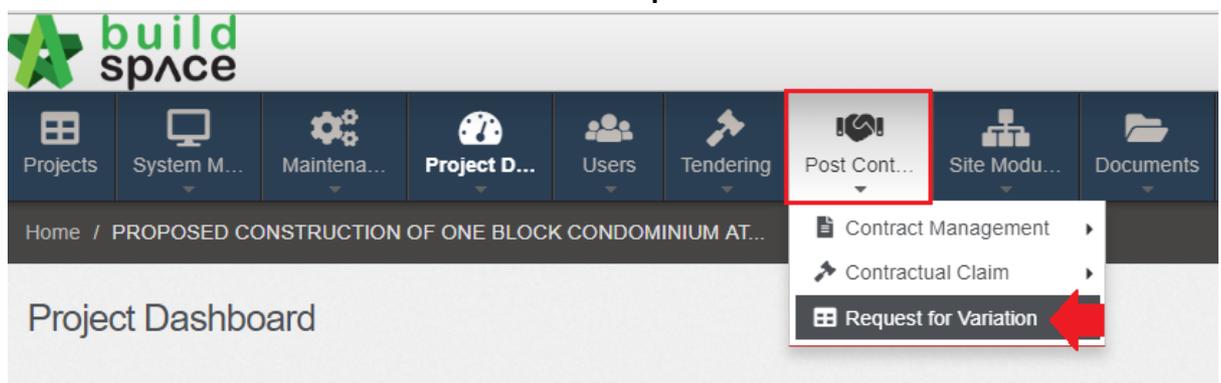
How to issue fill in contract & contingency sum for RFV

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

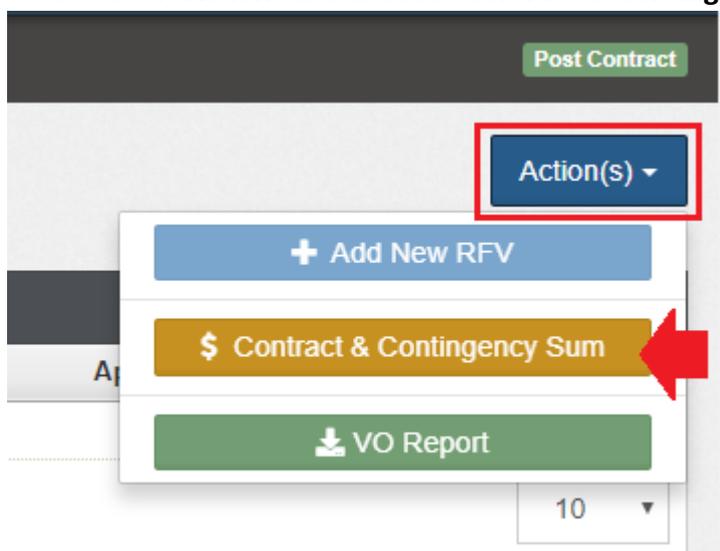
1. After login eProject and opened a project,



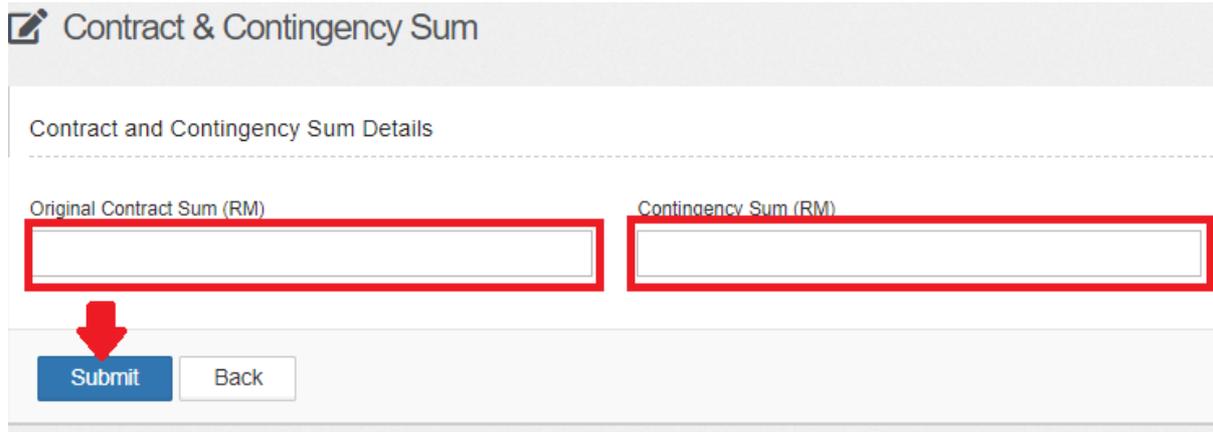
2. Consultant click **“Post Contract”** and choose **“Request For Variation”**



3. Click **“Action”** and choose **“Contract & Contingency Sum”**



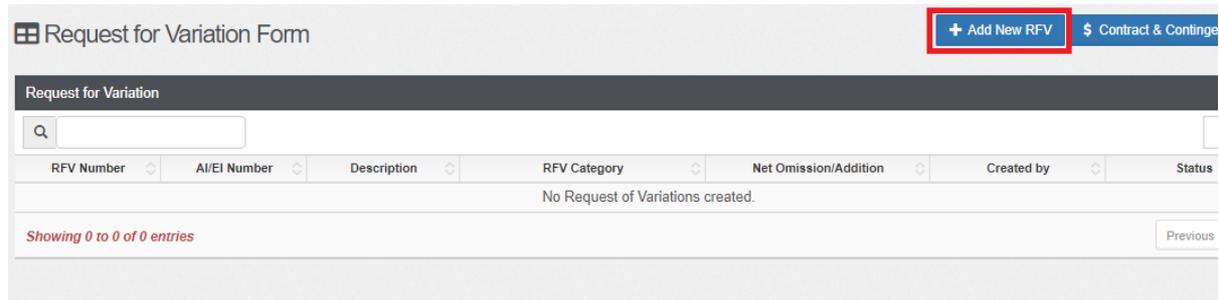
4. Then fill original contract sum & contingency sum for this project. After that, click **“Submit”**.



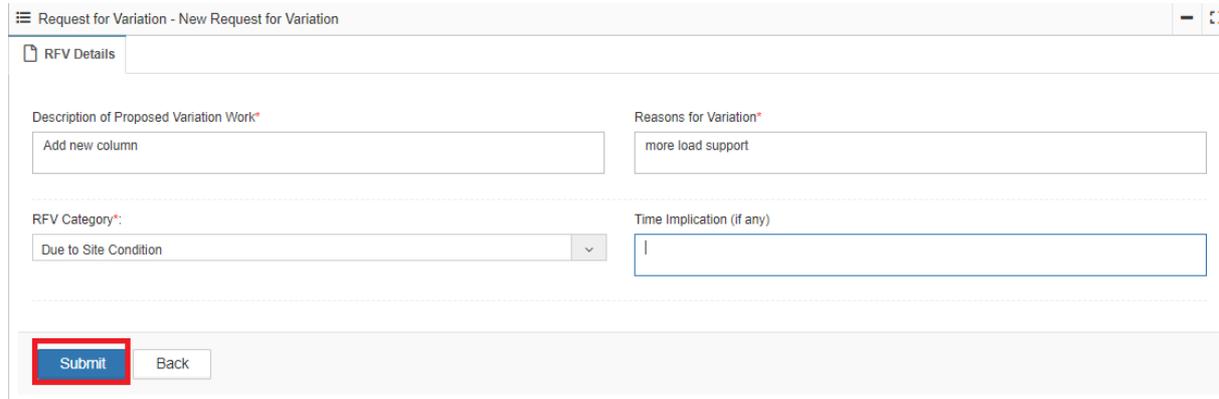
Note: Consultant can proceed to issue new RFV after original contract & contingency is filled in system.

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**.



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 Form + Add New RFV \$ Contract & Contingency Sum

Request for Variation

Search: 10

RFV Number	AI/EI 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 entries 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*
Add new column

Reasons for Variation*
more load support

RFV Category: Due to Site Condition

Estimated Cost of Proposed Variation Work: RM 0.00

Time Implication (if any):

Upload

File Name:

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

Request for Variation - Pending Cost Estimate

RFV Details **Cost Estimate**

Add Row **Delete Row** Estimated Cost of Proposed Variation Work: RM 72,000.00

Click to add/delete row

No.	Description	Type	Unit	Budget		
				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.

Request for Variation - Pending Cost Estimate

RFV Details **Cost Estimate**

Add Row **Delete Row** Estimated Cost of Proposed Variation Work: RM 72,000.00

No.	Description	Type	Unit	Budget		
				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				

- You can upload attachment before submitting the RFV for approval. To submit for approval, click **“Submit”** button to submit to for approval.

Request for Variation - Pending Cost Estimate

RFV Details | Cost Estimate

RFV Number : 1

Description of Proposed Variation Work*
Add new column

Reasons for Variation*
more load support

RFV Category: Due to Site Condition | Estimated Cost of Proposed Variation Work: RM 72,000.00 | Time Implication (if any)

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

- 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 Variation Form + Add New RFV | \$ Contract & Contingency Sum

Request for Variation

Search: [] 10

RFV Number	AI/EI 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

- Click **“Cost Estimate”** to view the RFV cost estimate.

Request for Variation - Pending Verification

RFV Details | **Cost Estimate**

Estimated Cost of Proposed Variation Work
RM 72,000.00

No.	Description	Type	Unit	Budget		
				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				

- 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*
Add new column

Reasons for Variation*
more load support

RFV Category*: Due to Site Condition Estimated Cost of Proposed Variation Work: RM 72,000.00 Time Implication (if any):

File Name
No files uploaded

Showing 0 to 0 of 0 entries

Approve Reject Back View Log(s)

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

- 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.

Request for Variation Form + Add New RFV \$ Contract & Contingency Sum

Request for Variation

Search: [] 10

RFV Number	AI/EI 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	Approved

Showing 1 to 1 of 1 entries

- After filling in the AI/EI number, click **“Save”**.

Update AI/EI Number

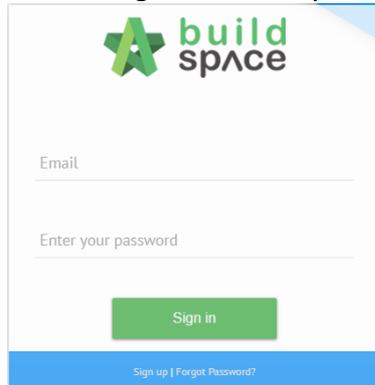
AI/EI Number

AI/EI Number

Save Close

How to Activate Claim Certificate & Update Progress Claim

1. Login eTender system with Username and Password



buildspace

Email

Enter your password

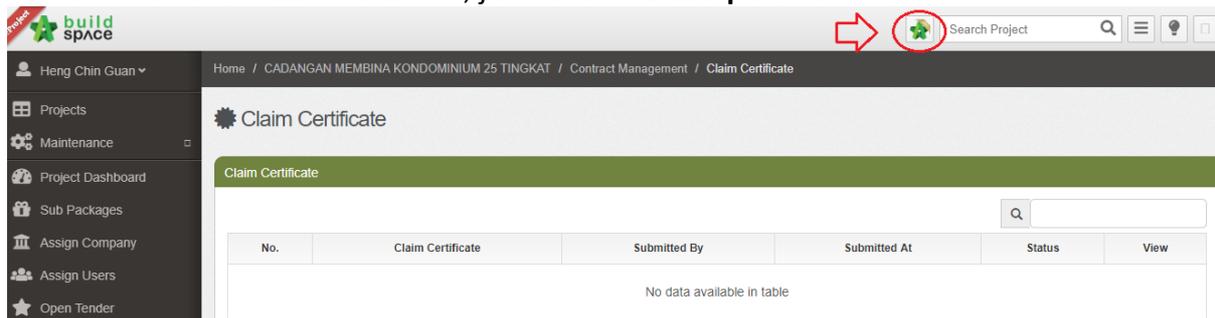
Sign in

Sign up | Forgot Password?

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

2	EP058/BLD/C051/18	CADANGAN MEMBINA RUMAH TERES DI TAMAN CEMPAKA	Open Project	Sub Packages (0)	Post Contract
25-Apr-2018 Malaysia, Kuala Lumpur Standard					

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



buildspace

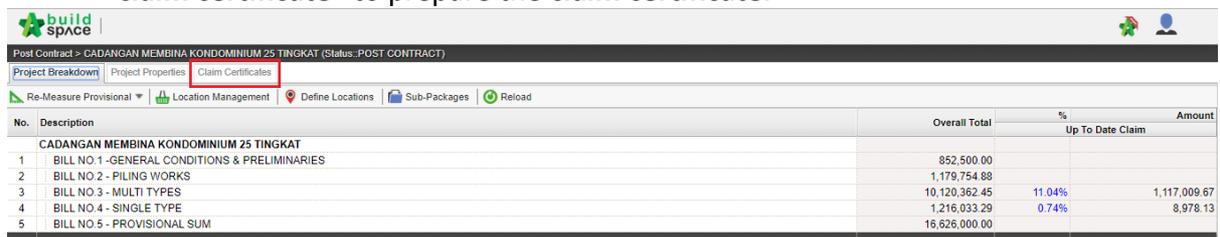
Heng Chin Guan

Home / CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT / Contract Management / Claim Certificate

Claim Certificate

No.	Claim Certificate	Submitted By	Submitted At	Status	View
No data available in table					

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



buildspace

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

Project Breakdown Project Properties Claim Certificates

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

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

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



buildspace

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

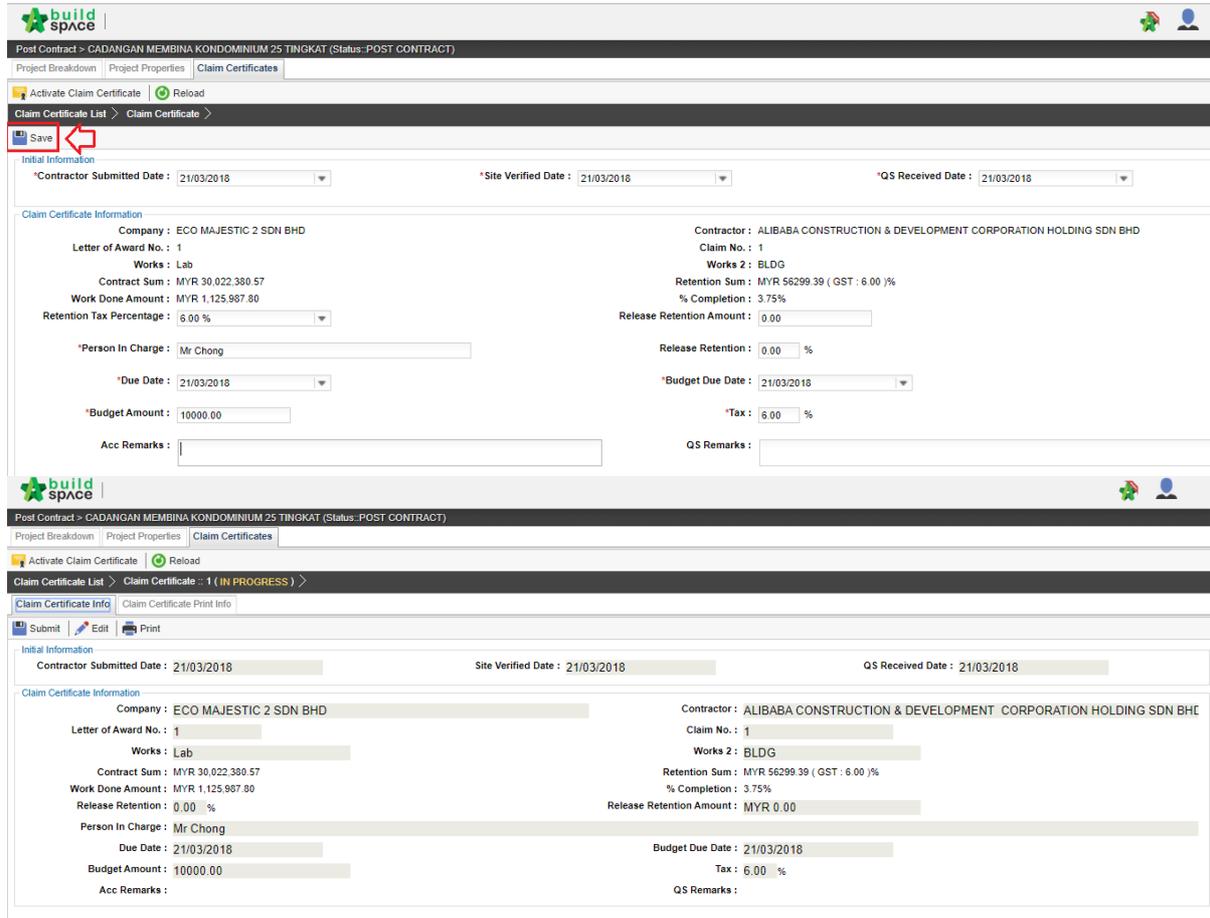
Project Breakdown Project Properties Claim Certificates

Activate Claim Certificate Reload

Claim Certificate List

Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Current Viewing Claim
1		IN PROGRESS	0.00	-	21/03/2018	✓

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



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

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate >

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 : 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%
Retention Tax Percentage : 6.00 %	Release Retention Amount : 0.00
*Person In Charge : Mr Chong	Release Retention : 0.00 %
*Due Date : 21/03/2018	*Budget Due Date : 21/03/2018
*Budget Amount : 10000.00	*Tax : 6.00 %
Acc Remarks :	QS Remarks :

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

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

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

Claim Certificate Info | Claim Certificate Print Info

Submit | Edit | Print

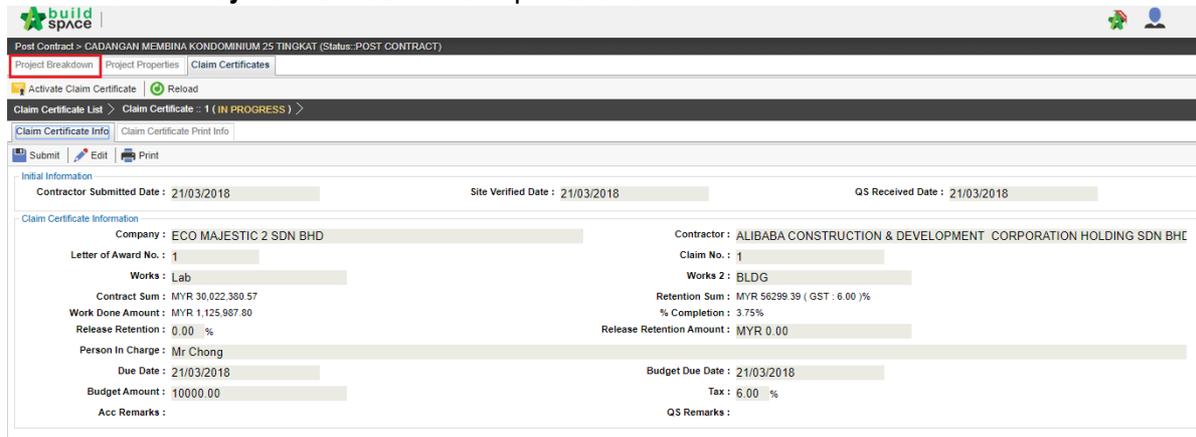
Initial Information

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

Claim Certificate Information

Company : ECO MAJESTIC 2 SDN BHD	Contractor : ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
Letter of Award No. : 1	Claim No. : 1
Works : Lab	Works 2 : BLDG
Contract Sum : MYR 30,022,380.57	Retention Sum : MYR 56299.39 (GST : 6.00)%
Work Done Amount : MYR 1,125,987.80	% Completion : 3.75%
Release Retention : 0.00 %	Release Retention Amount : MYR 0.00
Person In Charge : Mr Chong	
Due Date : 21/03/2018	Budget Due Date : 21/03/2018
Budget Amount : 10000.00	Tax : 6.00 %
Acc Remarks :	QS Remarks :

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



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

Project Breakdown | Project Properties | Claim Certificates

Activate Claim Certificate | Reload

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

Claim Certificate Info | Claim Certificate Print Info

Submit | Edit | Print

Initial Information

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

Claim Certificate Information

Company : ECO MAJESTIC 2 SDN BHD	Contractor : ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD
Letter of Award No. : 1	Claim No. : 1
Works : Lab	Works 2 : BLDG
Contract Sum : MYR 30,022,380.57	Retention Sum : MYR 56299.39 (GST : 6.00)%
Work Done Amount : MYR 1,125,987.80	% Completion : 3.75%
Release Retention : 0.00 %	Release Retention Amount : MYR 0.00
Person In Charge : Mr Chong	
Due Date : 21/03/2018	Budget Due Date : 21/03/2018
Budget Amount : 10000.00	Tax : 6.00 %
Acc Remarks :	QS Remarks :

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

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

Project Breakdown | Project Properties | Claim Certificates

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

No.	Description	Overall Total	% 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				
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".

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

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

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

Type / Unit >

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

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

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

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

Type / Unit > Default :: Unit 1 >

Apply to other unit

No.	Description	Total	% Previous Claim	Amount	% Current Claim	Amount	% Up To Date Claim	Amount
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL	251,741.71			3.57%	8,978.13	3.57%	8,978.13
2	Bill No. B.4/2 - FRAME	84,595.30				0.00		
3	Bill No. B.4/3 - UPPER FLOORS	6,033.62						
4	Bill No. B.4/4 - ROOF CONSTRUCTION	195,552.50						
5	Bill No. B.4/5 - STEP AND STAIRCASE CONSTRUCTION	12,148.20						
6	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS	70,715.00						
7	Bill No. B.4/7 - EXTERNAL WALLS, DOORS AND WINDOWS	70,422.79						
8	Bill No. B.4/8 - PARTITIONS, DOORS AND WINDOWS	221,531.80						
9	Bill No. B.4/9 - EXTERNAL WALL FINISHES	29,521.00						
10	Bill No. B.4/10 - INTERNAL WALL FINISHES	43,935.00						
11	Bill No. B.4/11 - FLOOR FINISHES	16,838.00						

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

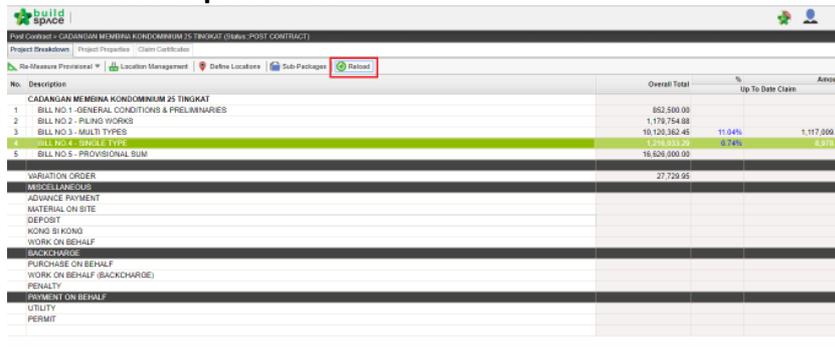
Post Contract > CADANGAN MEMBINA KONDOMINIUM 25 TINGKAT (Status: POST CONTRACT)

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

Type / Unit > Default :: Unit 1 > Bill No. B.4/2 - FRAME >

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

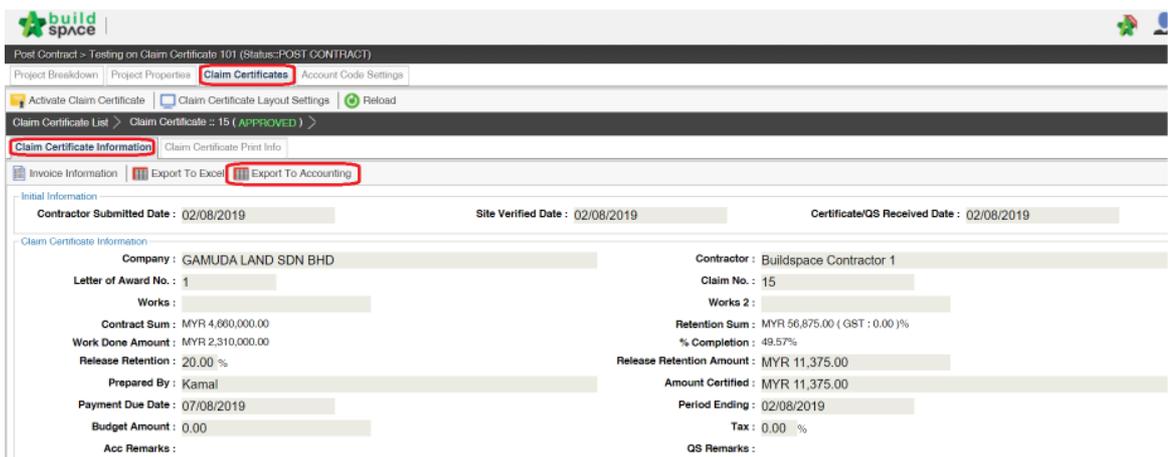
- After done update the claim, go to **project breakdown** and click **“Reload”** to see the latest updated claim.



No.	Description	Overall Total	%	Amount
CADANGAN MEMERNA 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%	1,117,009.87
4	BILL NO 4 - SINGLE TYPE	1,716,033.20	8.74%	8,078.13
5	BILL NO 5 - PROVISIONAL SUM	16,626,000.00		
VARIATION ORDER				
	MISCELLANEOUS	27,729.95		
ADVANCE PAYMENT				
MATERIAL ON SITE				
DEPOSIT				
KORID B KONG				
WORK ON BEHALF				
BACKCHARGE				
PURCHASE ON BEHALF				
WORK ON BEHALF (BACKCHARGE)				
PENALTY				
PAYMENT ON BEHALF				
UTILITY				
PERMIT				

- At the same you can update **any sub module** (refer to below tutorials).

- 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.



Contractor Submitted Date: 02/08/2019 **Site Verified Date:** 02/08/2019 **Certificate/QS Received Date:** 02/08/2019

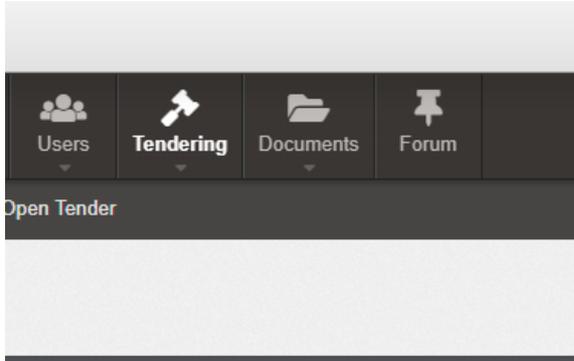
Company: GAMUDA LAND SDN BHD **Contractor:** Buildspace Contractor 1
Letter of Award No.: 1 **Claim No.:** 15
Works: **Works 2:**

Contract Sum: MYR 4,660,000.00 **Retention Sum:** MYR 56,875.00 (GST : 0.00)%
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.

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

Double click to open VO (with red arrow pointing to row 2)

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

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

Double click to open & prepare VO (with red arrow pointing to row 1)

Budget amount is synced from approved RFV (with red text next to Budget column)

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.

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

Data synced from RFV (with red text above the table)

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

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

Project Breakdown | Project Properties | Claim Certificates | VARIATION ORDER

Variation Orders > RFV Number: 4 >

Variation Order Items | Claim Revisions

Variation Order Items >

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

Single click to select the row to insert item

6. Double click to select which bill & unit.

Omit From Bills

Bills >

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

7. Double click to select which element.

Omit From Bills

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

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

8. Tick to select which item to omit, then click **“Import”**.

Omit From Bills

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

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

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

Variation Orders > RFV Number: 4 >

Variation Order Items | Claim Revisions

Variation Order Items >

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit	Rate	Qty	Total
							Budget		
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				Upload	ITEM				
6					ITEM				

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

Variation Orders > RFV Number: 4 >										
Variation Order Items Claim Revisions										
Variation Order Items >										
+ Add Row + Indent + Outdent - Delete Row - Omit From Bills										
Item	Qty	Total	Rate	Qty	Total	Qty	Total	Nett		
Budget				Omission		Addition		Omission/Addition		
00	1.00	8,000.00								
			100.00	29.00	2,900.00	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.

Variation Orders > RFV Number: 4 >										
Variation Order Items Claim Revisions										
Variation Order Items >										
+ Add Row + Indent + Outdent - Delete Row - Omit From Bills										
Item	Qty	Total	Rate	Qty	Total	Qty	Total	Nett		
Budget				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.

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

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

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

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

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

Project Breakdown | Project Properties | Claim Certificates | VARIATION ORDER

Variation Orders >

+ Add Row | - Delete Row

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

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

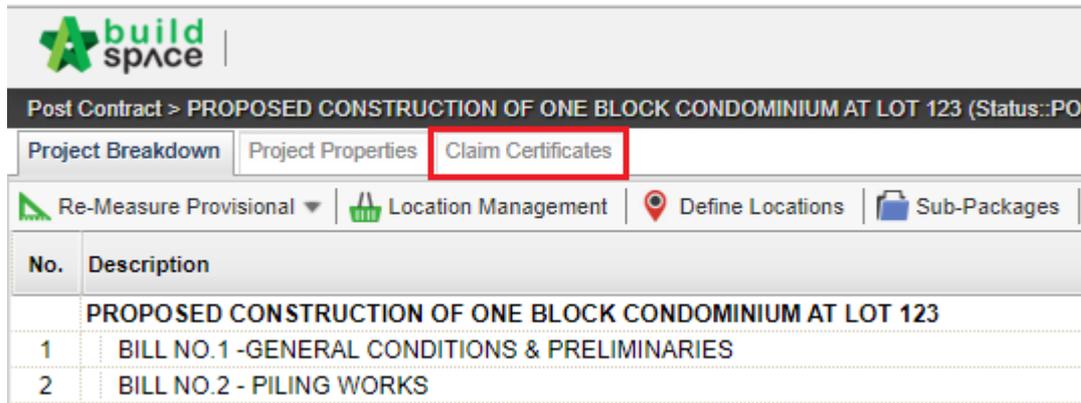
Are you sure you want to send this for submission?

Number of Reviewers: 0

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

Print Claim Certificate

1. Click **“Claim Certificates”**



Post Contract > PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 (Status::PO

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

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

No.	Description
	PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123
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”**



Post Contract > PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 (Status::POST CONTRACT)

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

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate :: 12 (**APPROVED**) >

Claim Certificate Info | **Claim Certificate Print Info**

Export To Excel

Initial Information

Contractor Submitted Date : 22/08/2018 | Site Verified Date : 22/08/2018

4. Click **“Print”** to print out the claim certificate



Post Contract > PROPOSED CONSTRUCTION OF ONE BLOCK CONDOMINIUM AT LOT 123 (Status::POST CONTRACT)

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

Activate Claim Certificate | Reload

Claim Certificate List > Claim Certificate :: 12 (**APPROVED**) >

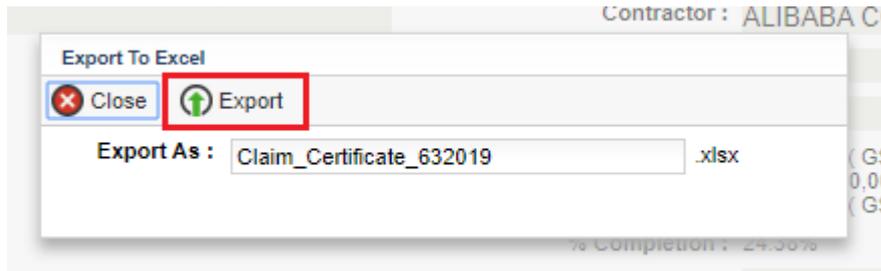
Claim Certificate Info | **Claim Certificate Print Info**

Print

ECO ARDENCE SDN BHD

Contractor Name: ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD

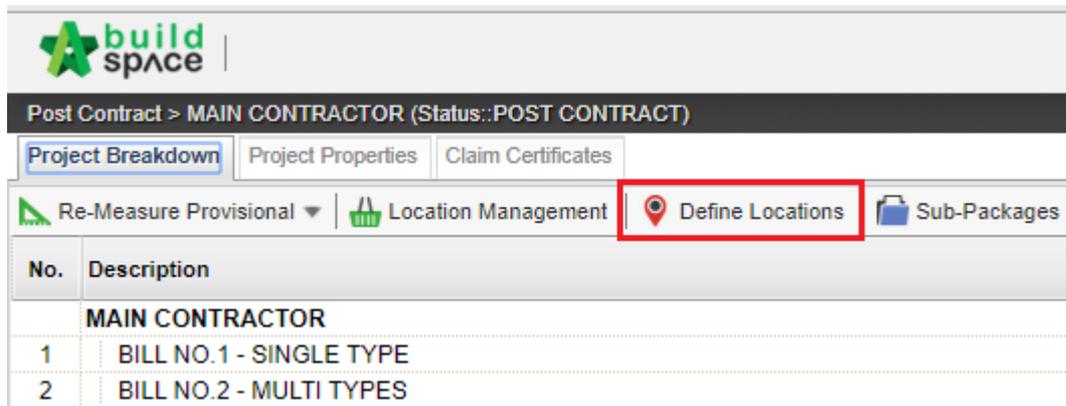
5. Click **“Export”** to export the claim certificate to excel file



Location Management

1. To define the location, click “Define Locations”

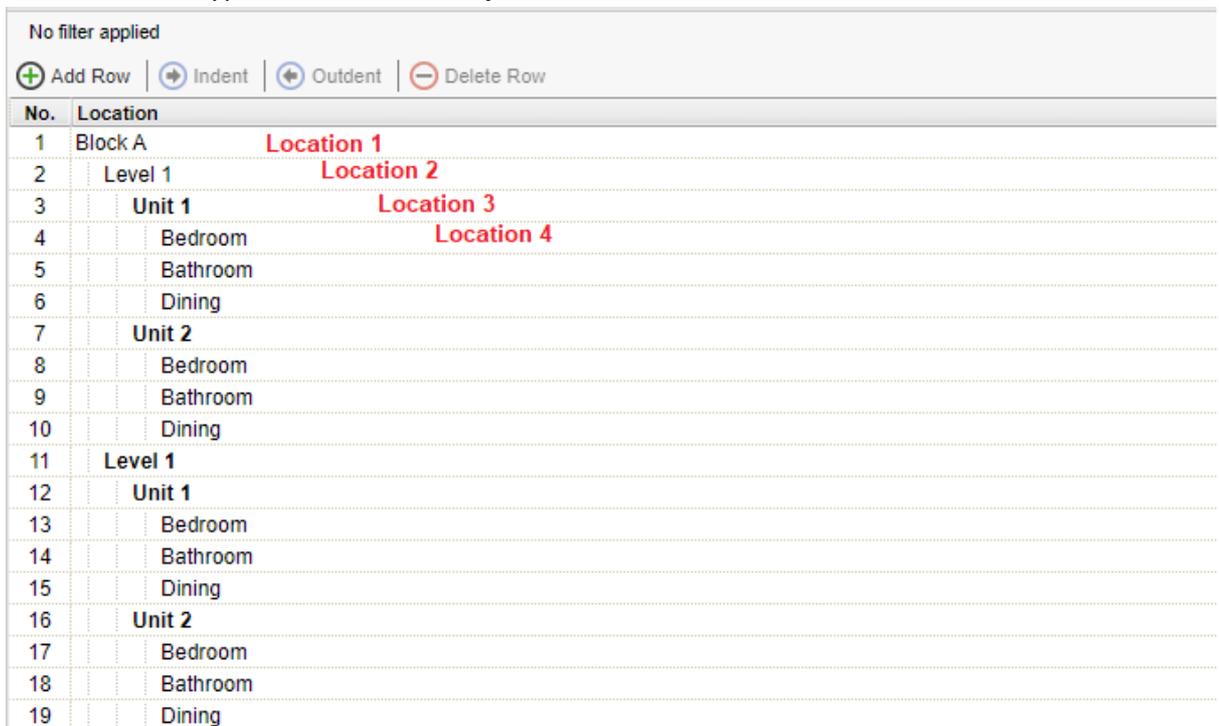
Note: Define location can do at “Project Builders” and “Post Contract” module



The screenshot shows the BuildSpace interface for a 'Post Contract' project. The breadcrumb is 'Post Contract > MAIN CONTRACTOR (Status: POST CONTRACT)'. The navigation menu includes 'Project Breakdown', 'Project Properties', 'Claim Certificates', 'Re-Measure Provisional', 'Location Management', 'Define Locations' (highlighted with a red box), and 'Sub-Packages'. Below the menu is a table with the following data:

No.	Description
MAIN CONTRACTOR	
1	BILL NO.1 - SINGLE TYPE
2	BILL NO.2 - MULTI TYPES

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



The screenshot shows a table for defining locations. At the top, it says 'No filter applied' and provides actions: '+ Add Row', '+ Indent', '+ Outdent', and '- Delete Row'. The table contains the following data:

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 filter applied

No.	Location
1	Block A
2	Level 1
3	Unit 1
4	Bedroom
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
20	

Right click at single row

4. To close click “x” and to go front page click “**Project Breakdown**”

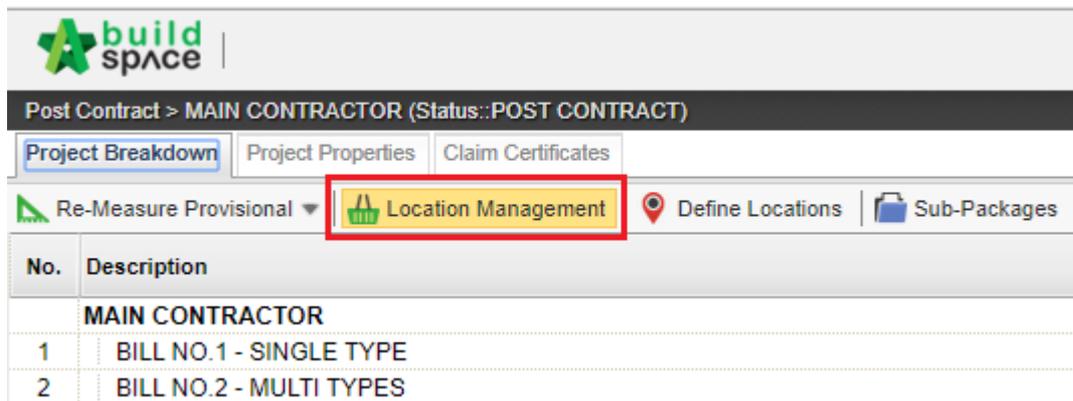


Post Contract > MAIN CONTRACTOR (Status::POST CONTRACT)

No filter applied

No.	Location
1	Block A
2	Level 1
3	Unit 1
4	Bedroom
5	Bathroom
6	Dining
7	Unit 2

5. Click “Location Management” to assigned location



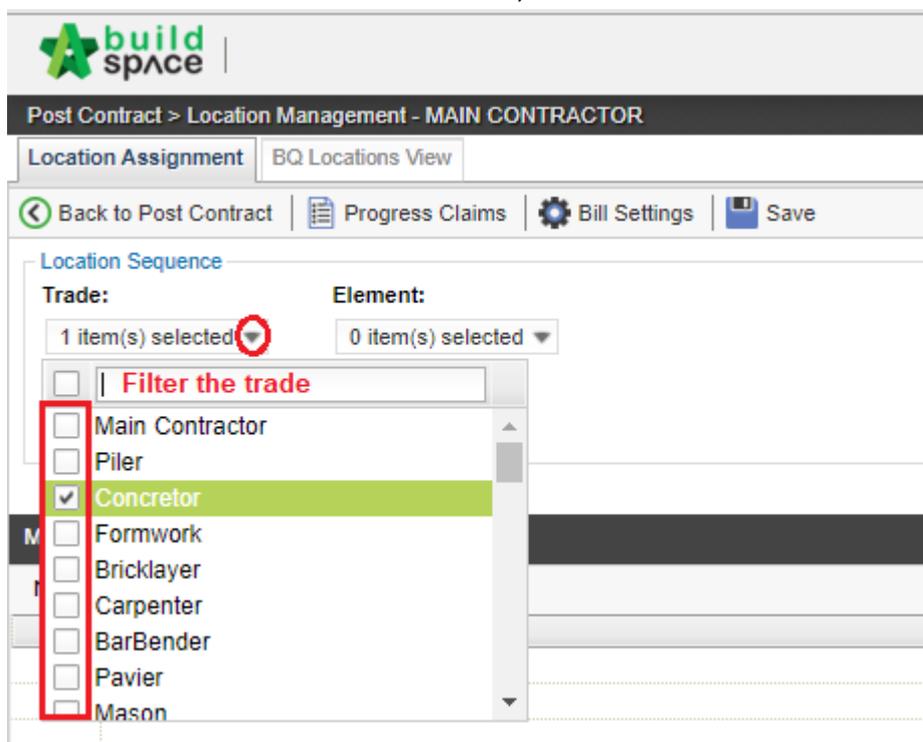
Post Contract > MAIN CONTRACTOR (Status::POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates

Re-Measure Provisional | **Location 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



Post Contract > Location Management - MAIN CONTRACTOR

Location Assignment | BQ Locations View

Back to Post Contract | Progress Claims | Bill Settings | Save

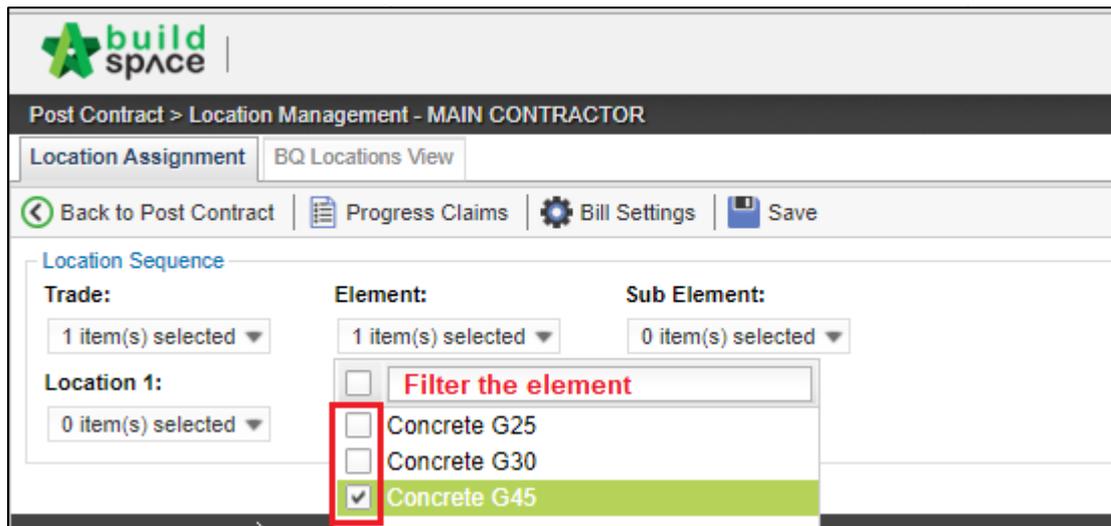
Location Sequence

Trade: 1 item(s) selected | Element: 0 item(s) selected

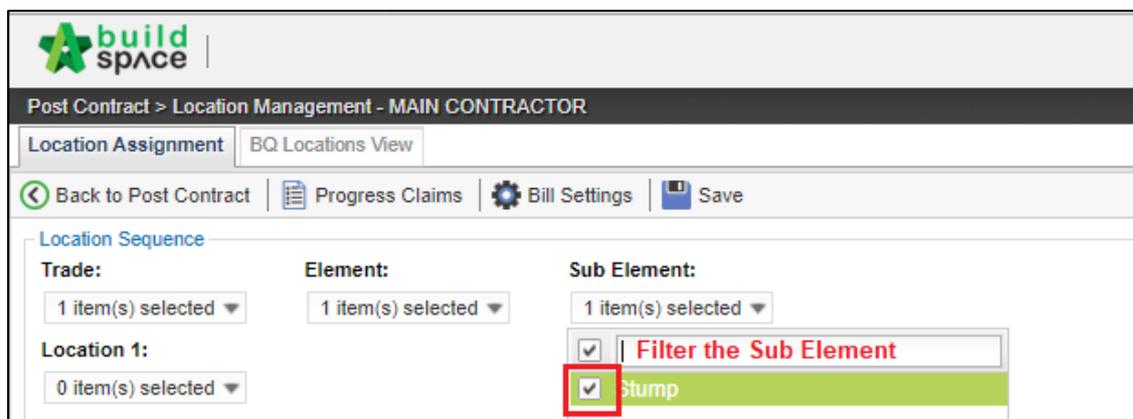
Filter the trade

- Main Contractor
- Piler
- Concretor
- Formwork
- Bricklayer
- Carpenter
- BarBender
- Pavier
- Mason

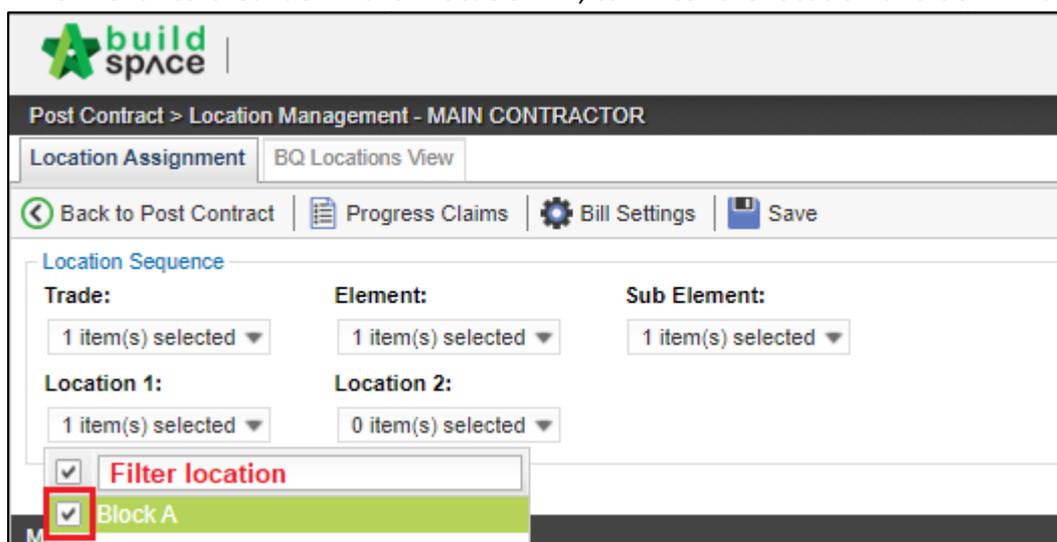
7. Click to breakdown the “**Element**”, can filter the element and tick which element



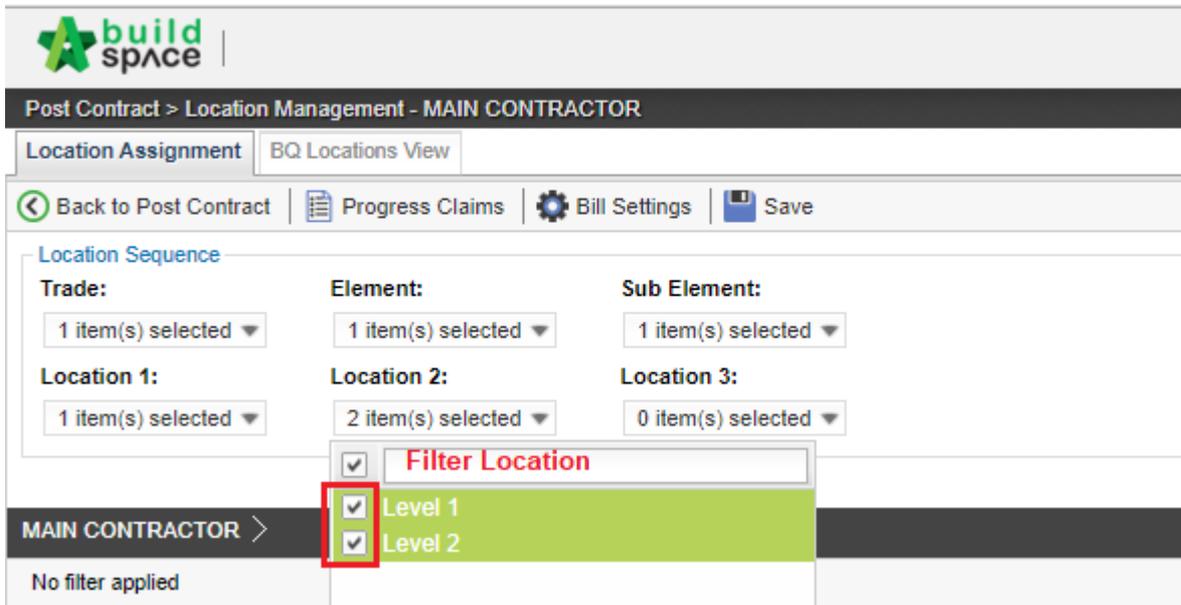
8. Click to breakdown the “**Sub Element**”, can filter the sub element and tick which sub element



9. Click to breakdown the “**Location 1**”, can filter the location and tick which location



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



Post Contract > Location Management - MAIN CONTRACTOR

Location Assignment | BQ Locations View

Back to Post Contract | Progress Claims | Bill Settings | Save

Location Sequence

Trade: 1 item(s) selected | Element: 1 item(s) selected | Sub Element: 1 item(s) selected

Location 1: 1 item(s) selected | Location 2: 2 item(s) selected | Location 3: 0 item(s) selected

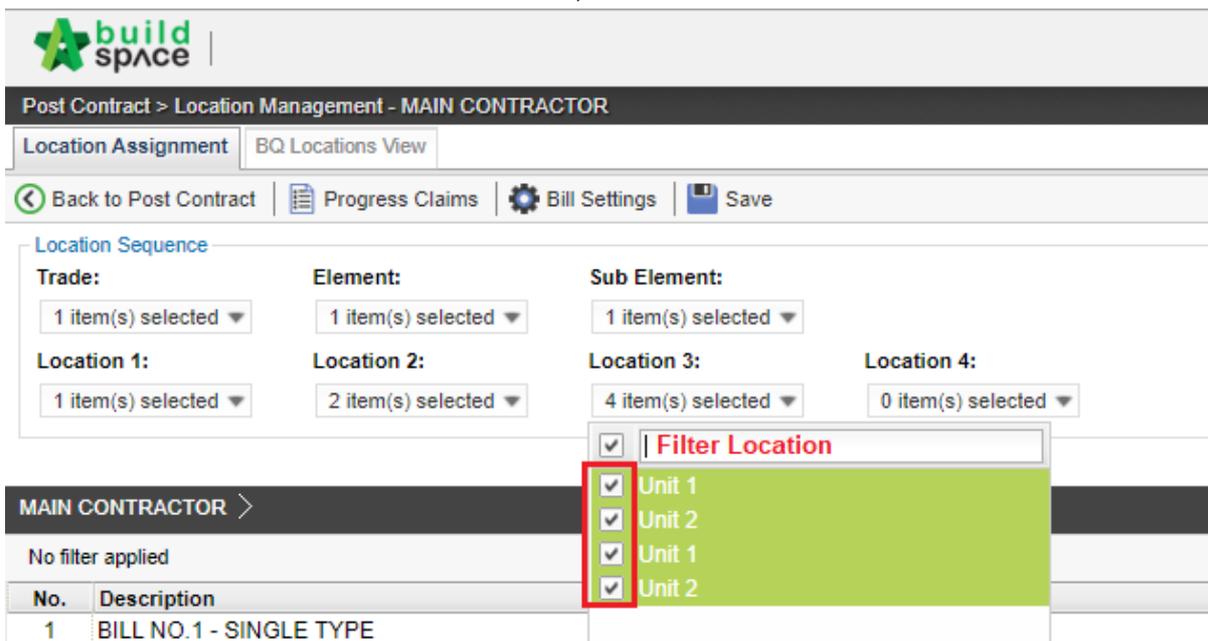
Filter Location

- Level 1
- Level 2

MAIN CONTRACTOR >

No filter applied

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



Post Contract > Location Management - MAIN CONTRACTOR

Location Assignment | BQ Locations View

Back to Post Contract | Progress Claims | Bill Settings | Save

Location Sequence

Trade: 1 item(s) selected | Element: 1 item(s) selected | Sub Element: 1 item(s) selected

Location 1: 1 item(s) selected | Location 2: 2 item(s) selected | Location 3: 4 item(s) selected | Location 4: 0 item(s) selected

Filter Location

- Unit 1
- Unit 2
- Unit 1
- Unit 2

MAIN CONTRACTOR >

No filter applied

No.	Description
1	BILL NO.1 - SINGLE TYPE

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

Post Contract > Location Management - MAIN CONTRACTOR

Location Assignment | BQ Locations View

Back to Post Contract | Progress Claims | Bill Settings | Save

Location Sequence

Trade: 1 item(s) selected | Element: 1 item(s) selected | Sub Element: 1 item(s) selected

Location 1: 1 item(s) selected | Location 2: 2 item(s) selected | Location 3: 4 item(s) selected | Location 4: 3 item(s) selected

MAIN CONTRACTOR >

No filter applied

No.	Description
1	BILL NO.1 - SINGLE TYPE
2	BILL NO.2 - MULTI TYPES

Filter Location

- Bedroom
- Bathroom
- Dining
- Bedroom
- Bathroom
- 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”

Post Contract > Location Management - MAIN CONTRACTOR

Location Assignment | BQ Locations View

Back to Post Contract | Progress Claims | Bill Settings | Save

Location Sequence

Trade: 1 item(s) selected | Element: 1 item(s) selected | Sub Element: 1 item(s) selected

Location 1: 1 item(s) selected | Location 2: 2 item(s) selected | Location 3: 4 item(s) selected | Location 4: 3 item(s) selected

MAIN CONTRACTOR > BILL NO.1 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >

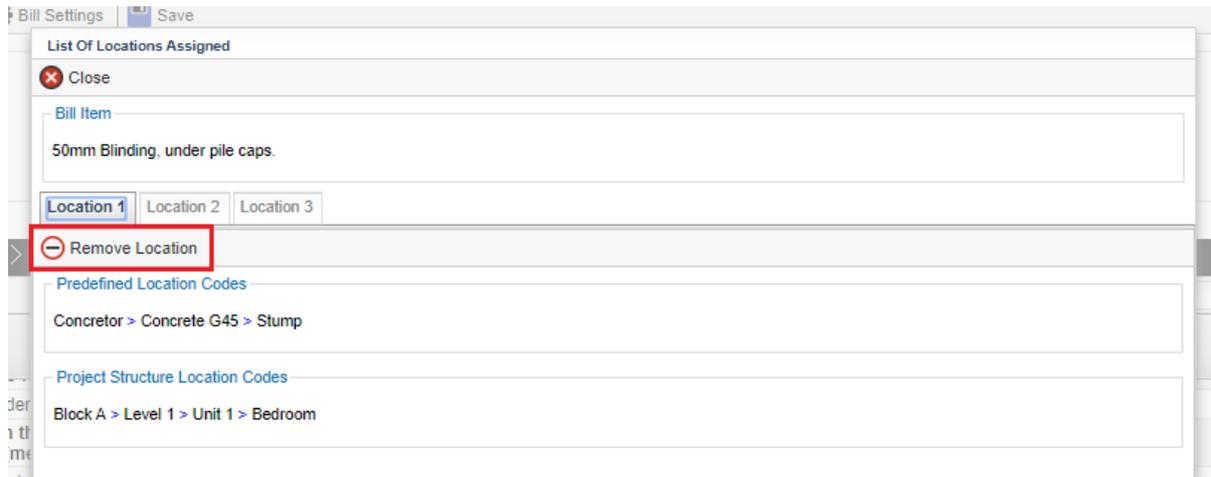
No filter applied Double click until this level (item level)

No.	Description	Type	Location	Unit	Prorated %	Qty	Prorated Qty
5	not exceeding 1.00m deep, for ground beams.	ITEM		m2		97.00	
6	Hardcore, consolidated and blinded to receive concrete	HEAD 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		m2		29.00	
12	50mm Blinding, under ground beams.	ITEM		m2		97.00	
13	50mm Blinding, under floors.	ITEM		m2		567.00	
14	Vibrated reinforced concrete Grade 30, as specified, in,	HEAD 1					

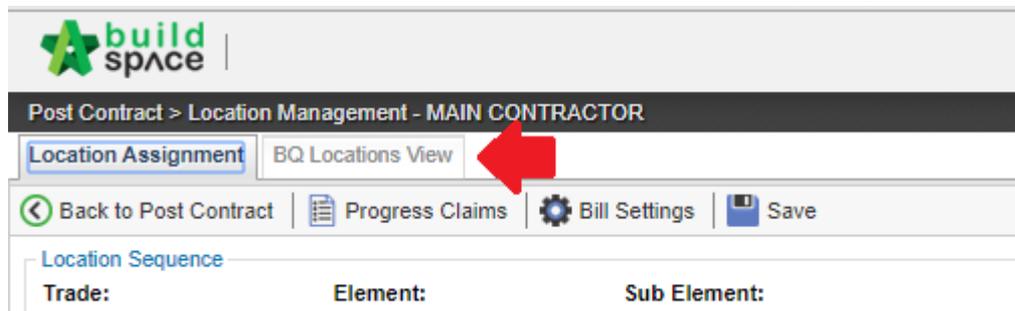
14. Item already assign, “Assigned” stated at location column

No.	Description	Type	Location	Unit	Prorated %	Qty	Prorated Qty
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”**



16. Click **“BQ Location View”** to view the location already assigned



17. Can filter the location

No.	Element	Sub Element	Location 1	Location 2	Location 3	Location 4
1	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	Concrete G45	Stump	Block A	Level 1	Unit 1	Dining
10	Concrete G45	Stump	Block A	Level 1	Unit 1	Dining

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

Location 4	Bill Item	Unit	Prorated %	Qty	Prorated 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”

buildspace |

Post Contract > Location Management - MAIN CONTRACTOR

Location Assignment | BQ Locations View

Remove From Location(s)

<input type="checkbox"/>	No.	1 item(s) selected Trade	0 item(s) selected Element	0 item(s) selected Sub Element	0 item(s) selected Location 1
<input checked="" type="checkbox"/>	1	Concretor	Concrete G45	Stump	Block A
<input checked="" type="checkbox"/>	2	Concretor	Concrete G45	Stump	Block A
<input type="checkbox"/>	3	Concretor	Concrete G45	Stump	Block A
<input type="checkbox"/>	4	Concretor	Concrete G45	Stump	Block A