



Prepare RFV Progress Claim

For Admin / Normal User

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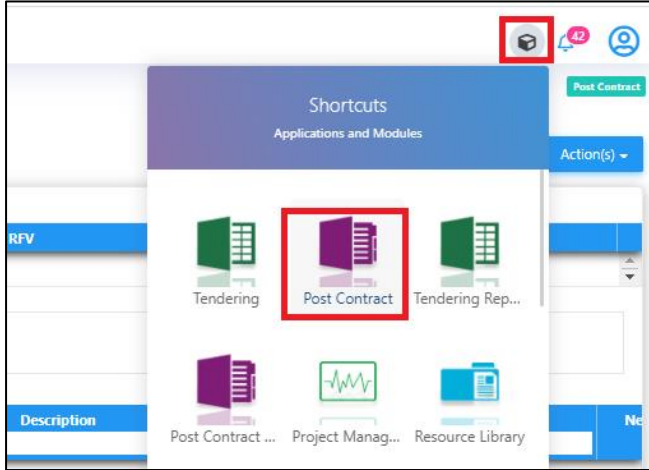
(BuildSpace Version 2.3)

Last updated: 13/10/2020

Prepare RFV Progress Claim

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

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



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

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

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

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

Link to "In Progress" claim certificate

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

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

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

Confirmation
This Request For Variation claim will be attached to a Claim Certificate.
Do you want to proceed ?
Claim Certificate No. : 4 Claim certificate "In Progress"
Yes No

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

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

- Click “Project Breakdown” and click “Reload” to see the total claim amount for RFV.

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