

## **Prepare Variation Order**

Powered by:

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#### GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

3-2 Jalan SU 1E, Persiaran Sering Ukay 1 Sering Ukay, 68000 Ampang, Selangor, Malaysia Tel :+603-41623698 Fax :+603-41622698 Email: info@pck.com.my Website: www.BuildSpace.my

(BuildSpace Version 2.3) Last updated: 13/10/2020

For Admin / Normal User

### **Prepare Variation Order**

Note: Once RFV is approved, the RFV cost estimation will be synced to BuildSpace Pro system

1. Under BuildSpace Pro, double click to open VO module.

Pos	t Contract > KK25/ (Post Contract Briefing) (Status::POST CONTRACT)	2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	
Pro	ject Breakdown Project Properties Claim Certificates		
	Re-Measure Provisional 🔻   🔐 Location Management   🍳 Define Locations   🕋 Sub-Packages   🗳 Wastage Report   🏢 Final Account Statement   🥝 Reload		
No.	Description	Overall Total	%
	KK257 (Post Contract Briefing)		Up
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		

2. 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	<b>R</b> (8)					
Varia	tion 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	synced from approved REV		
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00	approved Krv		
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	(76,600.00)

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

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

Post	Contract > KK257	(Post Contrac	t Briefing) (Status::POS	T CONTRACT)							
Projec	t Breakdown P	roject Propertie	s Claim Certificates	VARIATION ORDER ③							
Variati	on Orders > R	FV Number: 4	>								
Variati	on Order Items	Claim Revisio	15								
Variati	on Order Items	>									
🕀 🕁	d Row 🕘 Ind	ent 🔄 Out	ient 🕒 Delete Row	Omit From Bills							
No	Bill Ref	Total Unit	Description		Data synced from RFV	Attachment	Туре	Unit	Rate	Qty	Total
1		1	gym equipment			Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
2		1				Upload	ITEM				
3											

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

Post	Contract > KK257	(Post Contrac	Briefing) (Status::POST CONTRACT)	program and a consideration of the second					
Projec	ct Breakdown P	roject Propertie	Claim Certificates VARIATION ORDER 🛞						
Variat	ion Orders $>$ RI	FV Number: 4	>						
Variati	ion Order Items	Claim Revision	S						
Variat	ion Order Items	>							
( Ac	ld Row 🛛 🛞 Ind	ent 🛛 💮 Out	ent 🕞 Delete Row 🔄 Omit From Bills						
	Dill D-4	T-4-1 11-14	Description	44h	Turne	11-14	Rate	Qty	Total
NO	Dill Kei	Total Unit	Description	Attachment	type	Unit		Budget	
1		1	gym equipment Single click to se	lect the row Upload	ITEM	L.Sum	8,000.00	1.00	8,000.00
2			to insert item	Upload					
3					ITEM				

5. Double click to select which bill & unit.

Omit	t From Bills
Bills	$\rightarrow$
<mark>8</mark> 0 c	Close
No.	Title
1	BILL NO.3 - TYPE A
2	BILL NO.4 - TYPE B
3	

#### 6. Double click to select which element.

Omi	t From Bills
Bills	> BILL NO.4 - TYPE B > Unit 1 >
8	lose
No	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	BIII 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	Bill No. B.4/6 - ROOF FINISHES AND RAINWATER GOODS

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

Om	it From Bills					
Bills	> BILL NO.4	- TYPE B $ ightarrow$ Unit 1 $ ightarrow$ Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVE $ ightarrow$				
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			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			

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

		FV Number: 4	$\rangle$						
Variation C	Order Items	Claim Revision	15						
Variation C	Order Items	>							
🕀 Add Ro	ow 🕘 Ind	ent 🛛 🕢 Out	ient 😑 Delete Row 🔄 Omit From Bills						
	0.0.0.4					11-24	Rate	Qty	Total
NO	ВШ кет	Total Unit	Description	Attachment	Type	Unit		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	IIEM				

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

Variatio	n Orders $> $ RFV Nu	mber: 4 >	l l					
Variation	n Order Items Claim	Revisions						
Variatio	n Order Items >							
(+) Add	Row 💽 Indent	📀 Outdent 🛛 😑 Delete	Row   🤮 Omit From	Bills				
te	Qty	Total	Dete	Qty	Total	Qty	Total	Nett
	Budget		Rate	Omissio	n	Addition		Omission/Addition
00	1.00	8,000.00						
					2,900.00 50	Pi to	ess "Enter" fill in	(2,900.00)
			100.00	97.00	9,700.00			(9,700.00)

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

Variat	ion Orders	RFV Number: 4 >						
<u>Variati</u>	ion Order Item	S Claim Revisions						
Variat	ion Order Item	s >						
( Ad	ld Row	ndent   📀 Outdent   🧲	Delete Row 🛛 🦲 Omit	From Bills				
te	Qty	Total	Data	Qty	Total	Qty	Total	Nett
	Budget		Rate	Or	nission	A	ddition	Omission/Addition
00	1.00	8,000.00						
			100.00	29.00	2,900.00	50.00	5,000.00	2,100.00
			100.00	97.00	9,700.00	60.00	6,000.00	(3,700.00)

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

Varia	ion Orders	>							
() A	Id Row (	Delete Row							
No.	RFV No.	Description	Attachment	Туре	Claim Cert No.	Budget	Omission	Addition	Or
1	5	RFV Number: 5	Upload	BUDGETARY	2	1,000.00		4,000.00	
		RFV Number: 4	Upload	BUDGETARY			12,600.00		
3	3	RFV Number: 3	Upload	BUDGETARY		18,000.00			
4	2	RFV Number: 2	Upload	BUDGETARY		20,000.00			
5	1	RFV Number: 1	Upload	BUDGETARY		20,000.00	84,600.00	8,000.00	
6		VO 1	Upload	BUDGETARY	2		200.00	5,000.00	
7			Upload	BUDGETARY			56,700.00		
8			Upload	BUDGETARY					
9				BUDGETARY					

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

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

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

Post	Post Contract > KK257 (Post Contract Briefing) (Status: POST CONTRACT)										
Varia	Variation Orders >										
() A	Add 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							

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

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

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

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